



**JACKSON COUNTY LIBRARY DISTRICT (JCLD)  
REGULAR BOARD MEETING AGENDA**  
Large Meeting Room, Medford Branch Library  
205 S Central Ave, Medford, OR  
Dial 1-669-900-6833 to attend by phone  
Enter Meeting ID (access code): 965 9527 6734  
Or, click the link below to attend using Zoom:  
<https://zoom.us/j/96595276734>  
December 17, 2025, at 4:00 p.m.

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**CALL TO ORDER/ROLL CALL**

**LAND ACKNOWLEDGEMENT**

**INTRODUCTIONS / PROCLAMATIONS -NA**

**AGENDA AMENDMENTS AND APPROVAL**

**CONSENT AGENDA (5 minutes)**

1. November 5, 2025 Work Session Meeting Minutes.....1
2. November 19, 2025 JCLD Regular Board Meeting Minutes.....3

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

**NEW BUSINESS (Discuss/Action)**

3. Audit Report- Heather Scott & Aria Bettinger **(20 minutes)** .....7
4. Employee Handbook- Brynn Fogerty **(15 minutes)** .....61

**UNFINISHED BUSINESS (Action)**

5. Friends Foundation Library MOU- Kari May **(5 minutes)** .....155
6. Budget Committee & Budget Officer Appointments- Heather Scott **(5 minutes)** .....160

**REPORTS (Inform)**

7. Library Director – Kari May **(5 minutes)** .....163
8. POP Survey Report- Brystan Strong **(5 minutes)** .....173
9. Union Process- Kari May **(10 minutes)** .....

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

10. Advocacy **(5 minutes)** .....175
11. Facilities Committee **(5 minutes)** .....176
12. Relationship Committee **(5 minutes)** .....178

**ADJOURNMENT**

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**FUTURE MEETINGS/EVENTS/OBSERVANCES:**

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January 7, 2026 Board Work Session  
January 21, 2026 Regular Board Meeting  
February 6-8, 2026 SDAO Annual Conference- Seaside, OR  
April 22-24, 2026 OLA/PNLA Annual Joint Conference- Portland, OR

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

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



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## MINUTES

### ATTENDEES

Present at the meeting were: Board Members Susan Kiefer (President), Marta Tarantsey, Patty Jensen, and Kevin Keating (arrived 3:47). Marissa Shepherd (Absent)

Additional attendees: Kari May, Library Director and Yoli Diaz (Executive Assistant).

President Kiefer called the meeting to order at 3:34p.m. Roll call was taken. The Land Acknowledgement was read.

### DISCUSSION ITEMS (Inform/Discuss)

#### United For Libraries Virtual Conference

Board members shared insights from the July 2025 United for Libraries Virtual Conference on effective governance and meetings. The sessions provided an opportunity for Board members to gain new insights that will help them strengthen their effectiveness in their roles. Director Tarantsey mentioned The Trustee Project survey from the University of Kentucky, with encouragement for members to participate. The survey's findings on trustee motivations sparked reflection on board communication, empowerment, and purpose.

#### Pre-Meeting and Post-Meeting Coordination

The board reviewed ways to improve meeting preparation and follow-up. While discussions outside official meetings are limited by Oregon's open meeting laws, members agreed that brief pre- and post-meeting check-ins between the Chair, Vice Chair, and Library Director could enhance efficiency and ensure readiness.

#### Liaison Reports and Coordination

Members discussed improving communication between board liaisons and partner organizations. It was suggested that liaisons review talking points with the Chair or Director beforehand to maintain consistency and alignment with board priorities.

#### Meeting Efficiency and Agenda Management

Drawing on training takeaways, members supported adding time estimates to agendas and placing action items first, and moving the reports to the end of the agenda. Scheduling guest speakers and staff presenters at set times, especially for virtual participants, was recommended to improve flow and respect presenters' time. Additionally, it was agreed that when advance access to materials cannot be provided, printed copies of reports and slides will be distributed to Board members at meetings. When information is available beforehand, Board members will review the materials in advance and submit any questions to the Director before the meeting to support efficient and productive discussions.

#### Information Sharing and Preparation Materials

Library Director May noted that training slides and materials from the virtual conference will be posted on SharePoint for board members to access.

#### Board Composition, Term Limits, and Succession

Director Tarantsey inquired about the possibility of expanding the board for broader representation. Director May

will contact SDAO to confirm whether such an expansion is possible. Director Kiefer spoke about term limits, which was brought up in one of the sessions. While the decision on this matter does not rest with the board, members emphasized the importance of maintaining a balance between continuity and fresh perspectives, supported by a strong and collaborative board culture.

#### **Board Culture and Relationship Building**

Director Jensen expressed interest in informal gatherings, such as coffee meetups or brief social sessions, to strengthen relationships and improve communication. These small efforts were seen as valuable for fostering a positive and collaborative board culture.

#### **Professional Development and Upcoming Conferences**

The Library Director highlighted upcoming opportunities, including the SDAO Conference in Seaside, OR February 6-8, 2026, and the OLA conference in April. Members were encouraged to attend, and it was noted that SDAO may form a Library District Interest Group to enhance statewide collaboration.

#### **Closing Discussion**

The meeting closed with appreciation for productive discussions and a focus on maintaining efficient, inclusive meetings. Members briefly discussed follow-up actions, policy verification, and potential future social gatherings with a book exchange for the Holiday season.

#### **ADJOURN**

President Kiefer adjourned the meeting at 4:47 p.m.

/s/ Yoli Diaz  
Recording Secretary



## MINUTES

### ATTENDEES

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

Additional attendees: Kari May (Library Director), Kelda Vath (Assistant Director, Support Services), Joan Vigil (Assistant Director, Public Services), Bryn Fogerty (HR Manager), Josh Letsinger (Community Engagement Manager), Jacqueln Bunick (Legal Counsel), and Yoli Diaz (note taker)

### CALL TO ORDER/ROLL CALL

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

### INTRODUCTIONS / PROCLAMATIONS

NA

Director Kiefer requested to remove the Executive Session from the agenda.

**MOTION:** Director Tarantsey moved to approve of removing the executive session from the agenda; Director Keating seconded, the vote was unanimous, and the motion passed

### CONSENT AGENDA

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

### ORAL REQUESTS AND COMMUNICATIONS FROM AUDIENCE

None.

### NEW BUSINESS

#### State Librarian

State Librarian Wendy Cornelisen provided an overview of the State Library's mission and its 3 major service areas. She spoke on a few services. Development Services division, which provides consulting, statewide resources and federal LSTA funded programs supporting libraries across Oregon. She highlighted statewide services such as Answerland, database access, Northwest Digital Heritage, OSLIS, the Ready to Read early literacy and summer reading grant programs and extensive professional development resources used by Jackson County Library services staff. Wendy also reviewed funding structures, recent JCLS LSTA grants, and the potential impact of state budget scenarios. She concluded by thanking JCLS for its engagement and recognizing the contributions of Lauren Arnold (Collection Development Manager), Regina Mannino (Data & Analytics Coordinator), and Kelda Vath (Assistant Director-Support Services) who serve on State Library advisory committees.

#### Waiving Fines for Expired Patrons

Assistant Director-Support Services Kelda Vath presented the annual request to waive fees for long expired and inactive patron accounts, explaining that the clean-up is required to purge records that have had no activity since before June 2022 a total of 1,397 accounts with \$71,260 in uncollectible charges, along with a onetime

waiver of additional fees that resulted from 2020 migration.

**MOTION:** Director Tarantsey moved to approve waiving all fees on patron records with no activity since before July 1 2023 (inactive for 3 years) as well as waiving all uncollected charges migrated from Polaris in 2020; Director Jensen seconded the vote was unanimous, and the motion passed.

### **Applegate Land Donation**

Library Director Kari May introduced the request to accept a land Donation from Pear Properties and Mr. Brayan for the Applegate Library Site, explaining that the long discussed subdivision of the agriculture parcel is now ready to move forward and that the donor will create a paper parcel sufficient to meet the County's 200-foot setback requirement, expanding the current 2.5 acres to approximately 5 acres. Representatives for My Brayan, Scott (surveyor) and Nicole (representative for Mr. Brayan) attended to answer questions. Board members asked whether the donation should go directly to the Library District or through the Library Foundation for tax purposes, whether the donor could receive the intended tax benefit under each option, whether the Foundation was prepared to accept and then transfer the land if needed and whether staff had handled similar land donations in the past. In response, Library Director May confirmed that pathway was possible and could be pursued depending on the donor's needs.

**MOTION:** Director Tarantsey moved to approve for Library District to accept the Applegate Land Donation pending a satisfactory phase 1 environmental assessment and survey at donor's expense; Director Keating seconded, the vote was unanimous, and the motion passed.

**Amendment to motion:** If donor cannot obtain desired tax benefit through a direct donation to Jackson County Library District, the property, would instead be donated to the Library Foundation.

**Motion:** The amendment passed

### **Friends Foundation Library MOU**

Joan Vigil presented the Friends Foundation–Library MOU developed collaboratively by representatives from four Friends groups. These groups had previously reviewed the existing agreement and suggested revisions aimed at clarifying several sections while maintaining its original structure. Library Director May, Foundation Director Auer, and Board members discussed the scope and implications of the proposed updates, including how this MOU relates to the recently approved Library–Foundation MOU. Vigil, Auer, and May explained that the two agreements serve different, non-conflicting purposes: the Library–Foundation MOU defines their operational relationship, while the revised Friends Foundation–Library MOU outlines the roles and expectations among each Friends group, the Foundation, and the Library. Each Friends group will sign this updated version individually, replacing their older site-specific agreements. Discussion also covered distinctions between Friends and Foundation fundraising, the Presidents Forum as an informal communication channel, expectations for meeting room access for Friends book sales, advance-notice requirements when space must be reallocated, and several minor wording updates to improve clarity. Board members agreed these edits were mostly non-substantive and intended to clarify existing practices. Because numerous small edits were identified, the Board requested a clean updated draft to be brought back in December before taking final action. Vigil will incorporate all proposed revisions by the end of the month, allowing Board members to provide additional recommendations before the December Board meeting. A motion was made, seconded, and passed unanimously to table the MOU until these revisions are completed.

**MOTION:** Director Keating moved to table the Friends Foundation Library MOU, Director Tarantsey seconded, and the motion passed unanimously.

### **REPORTS**

## **Director's Report**

Library Director May provided a brief update, highlighting her participation in the Oregon Telecommunications and Broadband Conference, where she represented libraries in discussions on digital literacy and AI, and the Urban Libraries Council Leadership Conference on advocacy, which Directors Jensen and Tarantsey also attended. Director Jensen offered strong praise for the overall Directors report, noting how meaningful and heartwarming the branch stories are and wishing more community members could see their impact. Director Shepherd added comment and questions, expressing interest in weaving and requesting more detailed, data-driven information about the library's collection such as publication dates, collection balance, and how borrowing trends shape purchasing, in order to support deep literacy while keeping the collection current. Director May clarified that many of these inquiries fall under the State Collection Report. Director Kiefer added that the board's primary role in this area is through collection development policy rather than operational decisions. Director May offered to meet individually to discuss further, and Director Shepherd agreed to follow up.

## **JCLF Report**

Foundation Director Ginny Auer shared that she has returned to Oregon and is excited to be present locally in the coming months. She briefly highlighted the Foundation's activities, noting the continued success of the Dolly Parton Imagination Library and the Well-Read Book Club, with the next session scheduled for December 4<sup>th</sup>. Auer also described a library directors' book club event with major donors and author Jess Walter, which included fundraising through wine-glass sales. She praised the Foundation Board for its outreach efforts, including library visits, staff engagement, community interaction with Friends Groups, and the work of the fundraising committee. Auer concluded by emphasizing the Foundation's ongoing commitment to supporting the library system.

## **First Quarter Financial Report**

Finance Manager Heather Scott presented the YTD September 2025 financial report, noting the overall organization is well within budget. She pointed out that program summaries now clearly compare actuals to budget. Scott noted a small anomaly in grant funds, where expenditures appear at 127% of budget, explaining that this was due to the Foundation providing more funds than originally requested for staff day materials, resulting in higher spending, but it was a positive outcome rather than a concern. She also clarified that while the report shows revenue of 17 million against 19 million in expenses, this does not include beginning fund balances. Overall budgets remain balanced.

**MOTION:** Director Jensen moved to approve First Quarter Financial Report, Director Tarantsey seconded, and the motion passed unanimously (Director Keating was absent for this motion).

## **ULC Leadership Conference**

Director Tarantsey shared on attending the Urban Libraries Council Leadership Conference in Ohio during the month of October. She felt both honor and an inspiring experience. A standout session highlighted the evolving role of libraries in essential public spaces, especially amid social isolation trends accelerated by the pandemic.

Director Jensen shared her key takeaways, including library's critical role in literacy, workforce development, digital inclusion, and providing access to mental health and support services for unhoused individuals and families. She also shared networking was invaluable, reinforcing the importance of connecting with local elected officials, advocating library priorities, and learning from diverse governance structured across states. Bringing back practical tools, like community space inventory, it has inspired reflection on how our 15 branches serve both common and unique community needs. Overall, the conference offered actional insights and meaningful connections.

## **COMMITTEE REPORTS**

### **Policy Committee**

Director May provided a brief recap, noting that the last Policy Committee meeting was held on October 6th, with primary discussions focused on the two policies presented: the Land Acknowledgment and the Internet Acceptable Use Policy. There were no questions.

### **Strategic Planning Committee**

Director Tarantsey gave a report highlighting the library's strategic planning process, which was featured on the front page of RV Times. She noted the proactive efforts underway, including community sessions, stakeholder surveys, and engagements with partner organizations. Director Shepherd praised Library staff for leading much of the work internally and encouraged board members to attend upcoming sessions to hear community feedback directly.

Director Kiefer adjourned the meeting at 5:50 p.m.

/s/ Yoli Diaz - Recording Secretary



November 24, 2025

Board of Directors  
Jackson County Library District  
Medford, Oregon

This letter is to inform the Board of Directors of Jackson County Library District (the District) about significant matters related to the conduct of our audit as of and for the year ended June 30, 2025 so that it can appropriately discharge its oversight responsibility and we comply with our professional responsibilities.

Auditing standards generally accepted in the United States of America (AU-C 260, *The Auditor's Communication With Those Charged With Governance*) require the auditor to promote effective two-way communication between the auditor and those charged with governance. Consistent with this requirement, the following summarizes our responsibilities regarding the financial statement audit as well as observations arising from our audit that are significant and relevant to your responsibility to oversee the financial reporting process.

### **Our Responsibilities With Regard to the Financial Statement Audit**

Our responsibility under auditing standards generally accepted in the United States of America has been described to you in our engagement letter dated June 30, 2025. The audit of the financial statements does not relieve management or those charged with governance of their responsibilities, which are also described in that letter.

### **Overview of the Planned Scope and Timing of the Financial Statement Audit**

We have issued a separate communication dated November 24, 2025 regarding the planned scope and timing of our audit and identified significant risks.

### **Significant Accounting Practices, Including Policies, Estimates and Disclosures**

In this letter to you, we will discuss our views about the qualitative aspects of Jackson County Library District's significant accounting practices, including significant accounting policies, significant unusual transactions, accounting estimates and financial statement disclosures. The following is a list of the matters which you may wish to monitor for your oversight responsibilities of the financial reporting process:

#### *Significant Accounting Policies*

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by the District is included in Note 1 to the financial statements. As described in Note 1 to the financial statements, during the year the entity changed its method of accounting for compensated absences by adopting Governmental Accounting Standards Board (GASB) Statement No. 101, *Compensated Absences*. There was a change in beginning net position of \$312,806 as a result of adopting this standard. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

#### *Significant Accounting Estimates*

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgments.

The most sensitive estimates affecting the financial statements are the following:

- Management's estimate of accumulated depreciation and related expense is based on management's estimate of the life expectancy of the fixed assets. We evaluated the key factors and assumptions used to develop the accumulated and current year depreciation expense in determining that it is reasonable in relation to the financial statements taken as a whole.
- Management's estimate of the property taxes receivable is based on information obtained from Jackson County Tax Department. We evaluated the key factors and assumptions used to develop the property taxes receivable in determining that it is reasonable in relation to the financial statements taken as a whole.
- Management's estimate of the compensated absences liability is based on management's estimate of the vacation and sick leave more likely than not to be used or settled. We evaluated the key factors and assumptions used to develop the liability in determining that it is reasonable in relation to the financial statements taken as a whole.

#### *Financial Statement Disclosures*

Certain financial statement disclosures involve significant judgment and/or are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the District financial statements relate to:

- The disclosure of Assets Held in Trust (endowment) in *Note 4* to the financial statements.

The financial statement disclosures are neutral, consistent, and clear.

#### **Audit Adjustments and Uncorrected Misstatements**

There were no audit adjustments made to the original trial balance presented to us to begin our audit.

We are not aware of any uncorrected misstatements other than misstatements that are clearly trivial. Uncorrected misstatements or matters underlying these uncorrected misstatements could potentially cause future-period financial statements to be materially misstated, even if we have concluded that the uncorrected misstatements are immaterial to the financial statements under audit.

#### **Disagreements With Management**

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to the District's financial statements or the auditor's report. No such disagreements arose during the course of the audit.

#### **Consultation With Other Accountants**

We are not aware of any consultations management had with other accountants about accounting or auditing matters.

#### **Other Matters**

In the normal course of our professional association with the District, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, operating conditions

affecting the entity, and operating plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as the District's auditors.

### **Shared Responsibilities: AICPA Independence**

The AICPA regularly emphasizes that auditor independence is a joint responsibility and is managed most effectively when management, the board, and audit firms work together in considering compliance with AICPA independence rules. For Sorren to fulfill its professional responsibility to maintain and monitor independence, management, the board, and Sorren each play an important role.

### **Our Responsibilities**

- AICPA rules require independence both of mind and in appearance when providing audit and other attestation services. Sorren is to ensure that the AICPA's General Requirements for performing non-attest services are adhered to and included in all letters of engagement.
- Maintain a system of quality control over compliance with independence rules and firm policies.

### **The District's Responsibilities**

- Timely inform Sorren, before the effective date of transactions or other business changes, of the following:
  - New affiliates, directors, officers, or person in financial reporting oversight roles.
  - Change in entity structure impacting affiliates such as add-on acquisitions or exits.
- Provide necessary affiliate information such as new or updated investment structure charts, as well as financial information required to perform materiality calculations needed for making affiliate determinations.
- Understand and conclude on the permissibility, prior to the District and its affiliates, officers, directors, or persons in a decision-making capacity, engaging in business relationships with Sorren.
- Not entering into relationships resulting in Sorren, Sorren covered persons or their close family members, temporarily or permanently acting as an officer, director, or person in an accounting or financial reporting oversight role at the District.

### **Management Representations**

We have requested certain representations from management that are included in the management representation letter dated November 24, 2025.

### **Closing**

We will be pleased to respond to any questions you have about the foregoing. We appreciate the opportunity to continue to be of service to the Jackson County Library District.

This report is intended solely for the information and use of the Board of Directors and management, and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,



Aria Bettinger, CPA  
Sorren CPAs, P.C  
Medford, Oregon  
November 24, 2025



# Financial Statements

**Jackson County Library District**  
Includes Supplemental Information  
Year Ended June 30, 2025

**JACKSON COUNTY LIBRARY DISTRICT  
June 30, 2025**

**Administrative Office:**

**205 S Central Avenue  
Medford, Oregon 97501**

**BOARD OF DIRECTORS AS OF JUNE 30, 2025**

<b>Viki Brown</b>	<b>President</b>
<b>Susan Kiefer</b>	<b>Vice President</b>
<b>Marissa Barrientos Shepherd</b>	<b>Director</b>
<b>Marta Tarantsey</b>	<b>Director</b>
<b>Kevin Keating</b>	<b>Director</b>

**All Board Members receive mail at the address listed above.**

**JACKSON COUNTY LIBRARY DISTRICT**

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## INDEPENDENT AUDITOR'S REPORT

To the Board of Directors  
Jackson County Library District  
Jackson County, Oregon

### Report on the Financial Statements

#### *Opinions*

We have audited the accompanying financial statements of the governmental activities and each major fund of Jackson County Library District, Oregon, (the District) as of and for the year ended June 30, 2025, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of Jackson County Library District as of June 30, 2025, and the respective changes in financial position, for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### *Basis for Opinions*

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the District and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

#### *Emphasis of Matter – Change in Accounting Principle*

As discussed in Note 1 to the financial statements, the District changed its method of accounting for compensated absences due to the adoption of GASB 101, *Compensated Absences*. Our opinions are not modified with respect to this matter.

#### *Responsibilities of Management for the Financial Statements*

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for 12 months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

## ***Auditor's Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control–related matters that we identified during the audit.

### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, budgetary comparison schedules, and certain other postemployment benefit schedules as listed in the table of contents be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to management's discussion and analysis and certain other postemployment benefit schedules in accordance with auditing standards generally accepted in the United States of America, which consisted of inquires of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on management's discussion and analysis and certain other postemployment benefit schedules because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

The general fund and major special revenue governmental funds budgetary comparison schedules are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the general fund and special revenue major governmental funds budgetary comparison schedules are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

#### **Other Reporting Required by the State of Oregon**

In accordance with Oregon State Regulations, we have also issued our report dated November 24, 2025 on our consideration of the District's compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters, including the provisions of Oregon Revised Statutes (ORS) as specified in Oregon Administrative Rules 162-010-0000 through 162-010-0330 of the *Minimum Standards for Audits of Oregon Municipal Corporations*. The purpose of that report is to describe the scope of our testing necessary to address the required provisions of ORS, and not to provide an opinion on compliance with such provisions.



Aria Bettinger, CPA  
Sorren CPAs, P.C.  
Medford, Oregon  
November 24, 2025

## MANAGEMENT'S DISCUSSION AND ANALYSIS

### Fiscal Year Ended June 30, 2025

This Management Discussion and Analysis (MD&A) is presented to facilitate financial analysis and provide an overview of the financial activities of the Jackson County Library District (the District) for the fiscal year ended June 30, 2025. Information in the MD&A is based on currently known facts, decisions and conditions. Please read it in conjunction with the basic financial statements and the accompanying notes to those financial statements. It should also be noted that all amounts included in text below are rounded for ease of reading.

#### FINANCIAL HIGHLIGHTS

- In the **government-wide statements**, the District's assets and deferred outflows totaled \$51.9 million at June 30, 2025 consisting of \$31.7 million in capital assets, \$18.6 million in cash and investments, \$699 thousand in receivables, and \$923 thousand in other assets. The District's assets and deferred outflows decreased by \$611 thousand, prior to the restatement.
- In the **government-wide statements**, the District's liabilities and deferred inflows totaled \$2.4 million at June 30, 2025 consisting of accounts payable and other current and long-term liabilities. The District's liabilities increased by \$1.2 million, or 101% from the prior year.
- In the **government-wide statements**, the District's net position (assets/deferred outflows minus liabilities/deferred inflows) totaled \$49.5 million at June 30, 2025, of which \$31.6 million was net investment in capital assets, \$6.1 million was considered restricted, and \$11.9 million was considered unrestricted. In the prior year, net position totaled \$50.5 million, prior to restatement.
- The District's fund balance decreased by \$348 thousand during the fiscal year ended June 30, 2025 from the prior year fund balance.
- The District's implemented GASB 101, *Compensated Absences*, during the current year. This resulted in a reduction to beginning net position of \$313 thousand.

#### OVERVIEW OF THE FINANCIAL STATEMENTS

The Basic Financial Statements and supplementary information are presented using the integrated approach as prescribed by GASB Statement No. 34. The Basic Financial Statements are comprised of three components:

1. Government-wide financial statements
2. Fund financial statements
3. Notes to the basic financial statements

#### 1. Government-wide Financial Statements

The government-wide financial statements are designed to present the financial picture of the District in a manner similar to a private-sector business, i.e. from the economic resources measurement focus using the accrual basis of accounting.

The statement of net position includes all assets and deferred outflows of the District (including infrastructure) as well as all liabilities and deferred inflows (including long-term debt). Net position is the difference between assets/deferred outflows and liabilities/deferred inflows, which is one way to measure the District's financial health, or financial position. Over time, increases or decreases in the District's net position may be an indicator of whether its financial health is improving or deteriorating.

The statement of activities reports all revenues when earned and expenses when incurred regardless of the timing of related cash flows. The focus of the statement of activities is to present the major program costs, matching major resources with each. To the extent a program's costs are not recovered by grants and direct charges, it is paid from general taxes and other general revenues. This statement summarizes and simplifies the user's analysis to determine the extent to which programs are self-supporting and/or subsidized by general revenues.

In the government-wide financial statements, the District's activities are shown in one category:

- Library Services – The District's basic functions are shown here, such as library operations, library collections, software, maintenance and utilities. These activities are primarily financed through property taxes.

## 2. Fund Financial Statements

Following the government-wide statements is a section containing fund financial statements. The fund financial statements provide more detailed information about the District's funds, focusing on its most significant or "major" funds, not the Library as a whole. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The District, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the District funds are governmental funds.

**Governmental Funds.** The governmental fund statements emphasize available financial resources rather than net income. They are prepared using the current financial resources measurement focus and modified accrual basis of accounting. A reconciliation of the fund balance reported in the governmental funds balance sheet to the net position reported on the government-wide statement of net position, and a reconciliation of the change in fund balances reported in the governmental funds statement of revenues, expenditures and changes in fund balances to the change in net position reported in the government-wide statement of activities are provided to facilitate a comparison between governmental funds and governmental activities.

All of the District's Funds are governmental funds, which are considered major funds and presented separately in the governmental funds financial statements. These funds are:

- The General Fund – funded primarily with property tax collections, expenditures are for general operation of the Library.
- The Special Revenue Fund – funded by grants and contributions designated for specific purposes.
- The Library Foundation Fund – reported as a blended component unit funded by investment income, grants and contributions designated to build community support for the District.

The District also has a Capital Improvement Fund which is included in the General Fund for financial reporting purposes.

## 3. Notes to the Basic Financial Statements

The notes provide information that is essential for a full understanding of the data presented in the government-wide and fund financial statements (the basic financial statements). Information such as significant accounting policies and detail of certain assets/deferred outflows and liabilities/deferred inflows are included in the notes which should be read in conjunction with the basic financial statements.

### Other Information

In addition to the basic financial statements and accompanying notes, this report also presents required supplementary information as listed in the Table of Contents.

GOVERNMENT-WIDE FINANCIAL ANALYSIS

Analysis of Net Position

The District's assets/deferred outflows exceeded liabilities/deferred inflows by \$49.5 million at June 30, 2025. Net position for governmental activities totaled \$49.5 million.

	<b>Governmental Activities</b>		
	<b>(In thousands)</b>		
	<b>June 30, 2025</b>	<b>June 30, 2024</b> *	<b>Increase/(Decrease)</b>
Current Assets	\$ 16,624	\$ 16,422	\$ 202
Other assets	3,610	3,419	191
Net capital assets	31,667	31,802	(135)
<b>Total assets</b>	51,901	51,643	258
Current liabilities	2,271	1,141	1,130
Long-term liabilities	85	32	53
<b>Total liabilities</b>	2,355	1,173	1,182
<b>Net position:</b>			
Net investment in capital assets	31,552	31,751	(199)
Restricted - nonexpendable	1,496	1,420	76
Restricted - expendable	4,650	4,367	283
Unrestricted	11,849	12,932	(1,083)
<b>Total Net Position</b>	<b>\$ 49,546</b>	<b>\$ 50,470</b>	<b>\$ (924)</b>

\* prior to the restatement

As shown in the table above, the largest portion of the District's net position (64 percent) is its net investment in capital assets followed by its unrestricted net position, representing 24 percent of total net position.

## Analysis of Changes in Net Position

The District's Statement of Activities for fiscal years ended June 30 are as follows:

	<b>Governmental Activities</b>		
	<b>(In thousands)</b>		
	<u>June 30, 2025</u>	<u>June 30, 2024</u> *	<u>Increase/(Decrease)</u>
<b>Program Revenues</b>			
Charges for Services	\$ 50	\$ 46	\$ 4
Operating Grants and Contributions	908	733	175
<b>General Revenues</b>			
Property taxes	15,346	12,970	2,376
Earnings on investments	824	899	(75)
Change in value of endowment	152	83	69
Change in value of beneficial interest in trust	40	34	6
Miscellaneous	37	64	(27)
<b>Total Revenues</b>	<u>17,357</u>	<u>14,829</u>	<u>2,528</u>
<b>Expenses</b>			
Library services	<u>17,968</u>	<u>16,938</u>	<u>1,030</u>
<b>Total Expenses</b>	<u>17,968</u>	<u>16,938</u>	<u>1,030</u>
Change in Net Position	<u>\$ (611)</u>	<u>\$ (2,109)</u>	<u>\$ 1,498</u>

\* prior to the restatement

## **CAPITAL ASSETS**

The District's capital assets at June 30, 2025 include land, buildings, and equipment for the various library locations, as well as digital and physical library collections and right-of-use assets. The net value at June 30, 2025 is \$31.7 million.

## **FUND ANALYSIS**

The District uses fund accounting to ensure and demonstrate compliance with finance related legal requirements.

### Governmental Funds

The focus of the District's governmental fund is to provide information on near-term inflows and balances of resources that are available for spending. Such information is useful in assessing the District's financing requirements. In particular, unassigned fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year. At June 30, 2025, the District governmental funds reported combined ending fund balance of \$18.3 million, a decrease of \$0.3 million in comparison with the prior year. \$7.2 million, or 40%, of the ending fund balance constitute amounts which are available for spending at the District's discretion, and \$4.6 million, or 25%, of combined ending fund balance is committed for capital projects.

Types of governmental funds reported by the District include the General Fund (combined with the Capital Improvement Fund), the Special Revenue Fund, and the Library Foundation Fund.

At June 30, 2025, the District's general fund reported an ending fund balance of \$12.1 million. \$7.2 million represents unassigned ending fund balance which is available for spending at the District's discretion.

At June 30, 2025, the District's Special Revenue Fund reported an ending fund balance of \$4 million. The entire fund balance was restricted or non-spendable at year end.

At June 30, 2025, the Library Foundation Special Revenue Fund reported an ending fund balance of \$2.2 million. The entire fund balance was restricted at year end.

### Budget

A budget is prepared and legally adopted for each governmental fund type on the modified accrual basis of accounting. The budgetary basis of accounting is the same as accounting principles generally accepted in the United States of America for the governmental fund types, except capital outlay expenditures, including items below the District's capitalization level, and debt service, which are budgeted by major function in governmental fund types. The resolution authorizing appropriations for each fund sets the level by which expenditures cannot legally exceed appropriations.

During the year, all General Fund expenditures were within budget in accordance with final appropriations with the exception of personnel costs. See *Note 1* of the financial statements.

## **ECONOMIC FACTORS, NEXT YEAR'S BUDGET AND RATES**

The District's adopted revenues for fiscal year 2026 total \$17,553,381. Of this total, \$16,015,000 comes from property taxes which represent 91.24% of the total adopted revenues to be received.

The District's adopted expenses for fiscal year 2026 total \$19,164,094 with an additional \$1,275,000 budgeted to Capital Outlay.

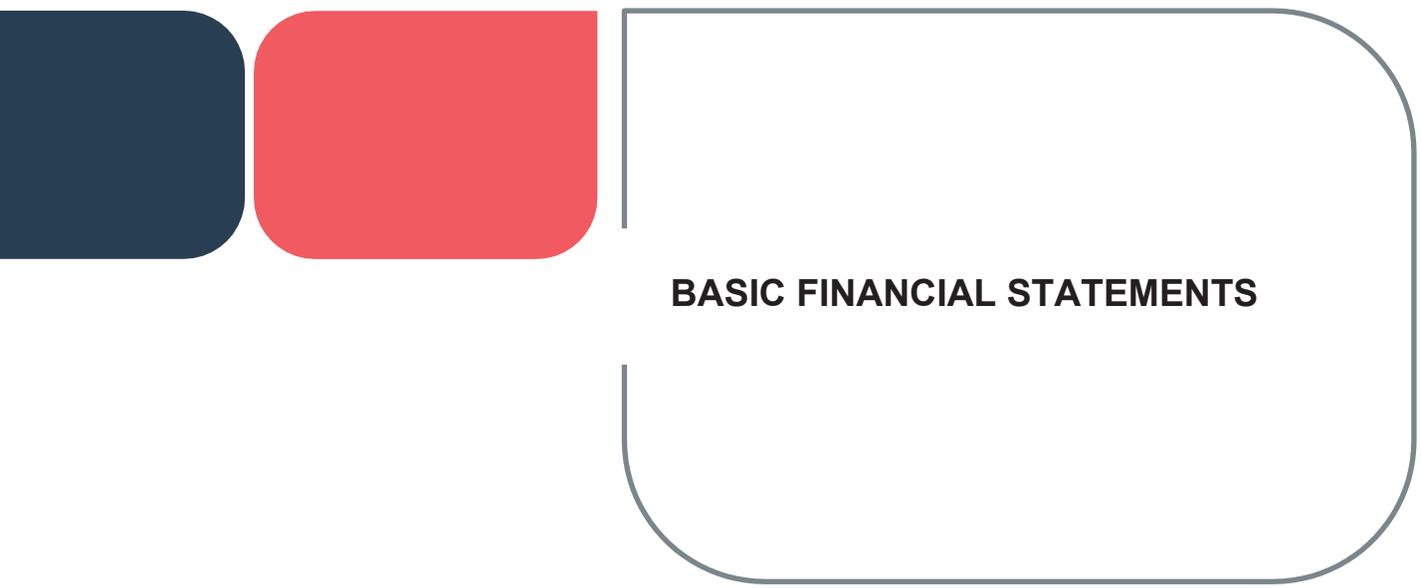
A significant portion of the increase in revenues is due to estimated increase of assessed property value.

A significant portion of the increase in operating expenses related to the annual wage increase which resulted of a cost of living increase of 3% and a step increase of 1.5%.

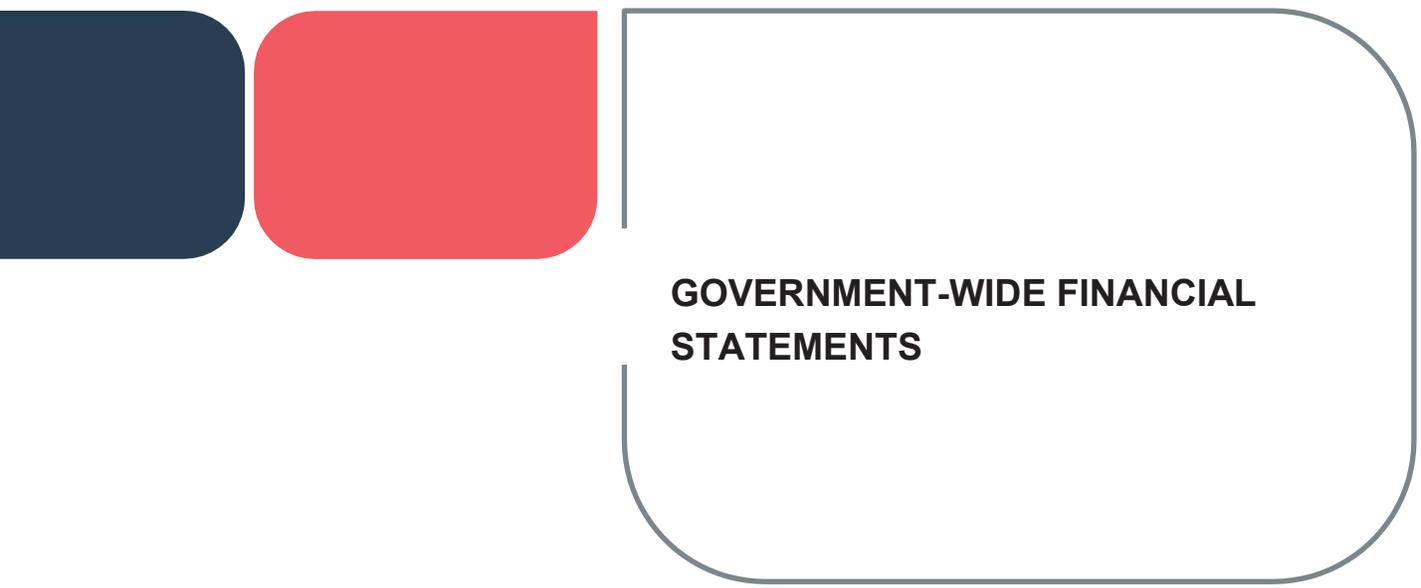
- The 2025/2026 budget includes a total of \$11,900,000 for personnel services, including wages and benefits.
- The 2025/2026 budget includes \$1,976,963 for library materials, including databases, physical and digital materials, and items that can be borrowed from the Library of Things.
- The 2025/2026 budget includes monies to support the following budget priorities in alignment with the 2022-2026 strategic plan:
  - Energize Library Services and Resources – Build on the current foundation, enliven facilities, collections, programs and other services to more robustly serve the community. Focus will be on collection maintenance, the digital library platform Libby, public art installations, and enhancement of outdoor spaces.
  - Extend Access to the Library – Increase the awareness, use, and accessibility of the Library. Priority will be updating the communications plan and removing barriers to access.
  - Engage the Community More Fully – Support the inclusion and advancement of the varied communities in Jackson County. The Library will expand community partnerships, particularly in rural areas and schools, and will foster welcoming and inclusive environments with a focus on Latinx, homeschool groups, the unhoused, and Tribal members.
  - Nurture the Library Infrastructure – Further the Library as an effective, efficient, well-supported organization with a cohesive and supportive internal culture. The Library will continue to make staff a top priority while focusing on departmental alignment and providing professional development opportunities.

## **REQUEST FOR INFORMATION**

This financial report is designed to present users with a general overview of the Jackson County Library District's finances for all those with an interest in the District's finances. Questions concerning any information provided in this report or requests for additional financial information should be addressed to Finance Manager, Jackson County Library District, 205 S. Central Avenue, Medford Oregon, 97501.



**BASIC FINANCIAL STATEMENTS**



**GOVERNMENT-WIDE FINANCIAL  
STATEMENTS**

**JACKSON COUNTY LIBRARY DISTRICT**  
**Statement of Net Position**  
**June 30, 2025**

	Governmental Activities
<b>ASSETS:</b>	
Cash and investments	\$ 15,620,907
Property taxes receivable	616,562
Accounts receivable	62,833
Pledges receivable	19,484
Prepaid expenses	304,214
Assets held in trust (Hulburt endowment)	2,991,476
Beneficial interest in assets held by OCF	618,831
Capital assets, net	31,666,586
<b>TOTAL ASSETS</b>	<b>51,900,893</b>
 <b>DEFERRED OUTFLOWS OF RESOURCES:</b>	
Deferred outflows related to other postemployment benefits (OPEB)	47
<b>TOTAL ASSETS AND DEFERRED OUTFLOWS</b>	<b>51,900,940</b>
 <b>LIABILITIES:</b>	
Accounts payable	1,083,656
Accrued payroll liabilities	356,342
Accrued compensated absences	720,673
Lease payable:	
Due within one year	30,038
Due within more than one year	84,643
Other postemployment benefits (OPEB) obligation	67,985
<b>TOTAL LIABILITIES</b>	<b>2,343,337</b>
 <b>DEFERRED INFLOWS OF RESOURCES:</b>	
Deferred inflows related to other postemployment benefits (OPEB)	11,846
<b>TOTAL LIABILITIES AND DEFERRED INFLOWS</b>	<b>2,355,183</b>
 <b>NET POSITION:</b>	
Net investment in capital assets	31,551,905
Restricted - nonexpendable	1,495,738
Restricted - expendable	
Assets held in trust (endowment)	1,495,738
Hulburt Trust	360,033
Central Point public library	314,291
Foundation	2,184,639
Miscellaneous	294,843
Unrestricted	11,848,570
<b>TOTAL NET POSITION</b>	<b>\$ 49,545,757</b>

**JACKSON COUNTY LIBRARY DISTRICT**  
**Statement of Activities**  
**Year Ended June 30, 2025**

	Program Revenues			Net (Expense)
Functions/Programs:	Expenses	Charges for	Operating	Revenue and
Governmental activities:		Services	Grants and	Change
Library services	\$ 17,967,502	\$ 50,007	\$ 908,042	\$ (17,009,453)
Total governmental activities	\$ 17,967,502	\$ 50,007	\$ 908,042	(17,009,453)
General revenues:				
Property taxes levied for general purposes				15,345,753
Earnings on investments				824,327
Change in value of beneficial interest in trust				39,824
Change in value of endowment				151,894
Miscellaneous				37,056
Total general revenues				16,398,854
<b>CHANGE IN NET POSITION</b>				(610,599)
<b>NET POSITION - JUNE 30, 2024, as restated</b>				50,156,356
<b>NET POSITION - JUNE 30, 2025</b>				\$ 49,545,757



**FUND FINANCIAL STATEMENTS**

**JACKSON COUNTY LIBRARY DISTRICT**  
**Balance Sheet**  
**Governmental Funds**  
**June 30, 2025**

	General Fund	Special Revenue Fund	Library Foundation Fund	Total
<b>ASSETS:</b>				
Cash and investments	\$ 13,013,303	\$ 1,018,773	\$ 1,588,831	\$ 15,620,907
Property taxes receivable	616,562	-	-	616,562
Accounts receivable	-	62,833	-	62,833
Pledges receivable	-	-	19,484	19,484
Prepays	300,598	-	3,616	304,214
Assets held in trust (Hulburt endowment)	-	2,991,476	-	2,991,476
Beneficial interest in assets held by OCF	-	-	618,831	618,831
<b>TOTAL ASSETS</b>	<b>\$ 13,930,463</b>	<b>\$ 4,073,082</b>	<b>\$ 2,230,762</b>	<b>\$ 20,234,307</b>
<b>LIABILITIES, DEFERRED INFLOWS, AND FUND BALANCES</b>				
<b>LIABILITIES:</b>				
Accounts payable	\$ 948,178	\$ 112,439	\$ 23,039	\$ 1,083,656
Payroll liabilities	355,955	-	387	356,342
<b>TOTAL LIABILITIES</b>	<b>1,304,133</b>	<b>112,439</b>	<b>23,426</b>	<b>1,439,998</b>
<b>DEFERRED INFLOWS OF RESOURCES:</b>				
Unavailable revenue - property taxes	496,199	-	-	496,199
Unavailable revenue - pledges	-	-	19,081	19,081
<b>TOTAL DEFERRED INFLOWS OF RESOURCES</b>	<b>496,199</b>	<b>-</b>	<b>19,081</b>	<b>515,280</b>
<b>Fund Balances:</b>				
Non-spendable	300,598	1,495,738	3,616	1,799,952
Restricted:				
Assets held in trust (endowment)	-	1,495,738	-	1,495,738
Hulburt Trust	-	360,033	-	360,033
Central Point public library	-	314,291	-	314,291
Foundation	-	-	2,184,639	2,184,639
Miscellaneous	-	294,843	-	294,843
Committed:				
Capital projects	4,616,076	-	-	4,616,076
Unassigned	7,213,457	-	-	7,213,457
<b>TOTAL FUND BALANCES</b>	<b>12,130,131</b>	<b>3,960,643</b>	<b>2,188,255</b>	<b>18,279,029</b>
<b>TOTAL LIABILITIES, DEFERRED INFLOWS, AND FUND BALANCES</b>	<b>\$ 13,930,463</b>	<b>\$ 4,073,082</b>	<b>\$ 2,230,762</b>	<b>\$ 20,234,307</b>

**JACKSON COUNTY LIBRARY DISTRICT**  
**Reconciliation of Governmental Funds**  
**Balance Sheet to Statement of Net Position**  
**June 30, 2025**

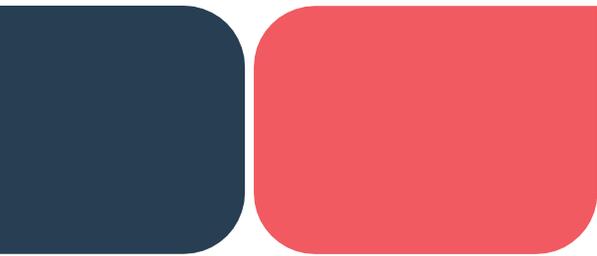
<b>TOTAL FUND BALANCES</b>		\$ 18,279,029
<p>Capital assets are not financial resources and therefore are not reported in the governmental funds:</p>		
Cost	\$ 41,654,709	
Accumulated depreciation and amortization	<u>(9,988,123)</u>	31,666,586
<p>A portion of the District's property taxes and pledges are collected after year-end but are not available soon enough to pay for the current year's operations, and therefore are not reported as revenue in the governmental funds.</p>		
		515,280
<p>Long-term liabilities not payable in the current year are not reported as governmental fund liabilities. These liabilities consist of:</p>		
Accrued compensated absences	\$ (720,673)	
Lease payable	(114,681)	
Other postemployment benefits (OPEB) Obligation	<u>(79,784)</u>	
		<u>(915,138)</u>
<b>TOTAL NET POSITION</b>		<b><u>\$ 49,545,757</u></b>

**JACKSON COUNTY LIBRARY DISTRICT**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**Governmental Funds**  
**Year Ended June 30, 2025**

	<u>General Fund</u>	<u>Special Revenue Fund</u>	<u>Library Foundation Fund</u>	<u>Total</u>
<b>REVENUES</b>				
Property taxes	\$ 15,255,510	\$ -	\$ -	\$ 15,255,510
Grants and donations	191,284	379,953	630,850	1,202,087
Charges for services	50,007	-	-	50,007
Earnings on investments	699,578	34,316	90,433	824,327
Change in value of beneficial interest in trust	-	-	39,824	39,824
Change in value of endowment	-	151,894	-	151,894
Miscellaneous	14,111	-	-	14,111
<b>TOTAL REVENUES</b>	<u>16,210,490</u>	<u>566,163</u>	<u>761,107</u>	<u>17,537,760</u>
<b>EXPENDITURES</b>				
Current:				
Library services	16,644,756	522,651	387,622	17,555,029
Capital outlay	349,960	40,000	-	389,960
Debt service	40,360	-	-	40,360
<b>TOTAL EXPENDITURES</b>	<u>17,035,076</u>	<u>562,651</u>	<u>387,622</u>	<u>17,985,349</u>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<u>(824,586)</u>	<u>3,512</u>	<u>373,485</u>	<u>(447,589)</u>
<b>OTHER FINANCING SOURCES (USES)</b>				
Proceeds from issuance of lease liability	99,892	-	-	99,892
Transfers in/(out)	27,277	(27,277)	-	-
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<u>127,169</u>	<u>(27,277)</u>	<u>-</u>	<u>99,892</u>
<b>NET CHANGE IN FUND BALANCE</b>	(697,417)	(23,765)	373,485	(347,697)
<b>FUND BALANCE, JUNE 30, 2024</b>	<u>12,827,548</u>	<u>3,984,408</u>	<u>1,814,770</u>	<u>18,626,726</u>
<b>FUND BALANCE, JUNE 30, 2025</b>	<u>\$ 12,130,131</u>	<u>\$ 3,960,643</u>	<u>\$ 2,188,255</u>	<u>\$ 18,279,029</u>

**JACKSON COUNTY LIBRARY DISTRICT**  
**Reconciliation of the Statement of Revenues, Expenditures,**  
**and Changes in Fund Balance of Governmental Funds**  
**to the Statement of Activities**  
**Year Ended June 30, 2025**

<b>NET CHANGE IN FUND BALANCE</b>	\$	(347,697)
<p>Amounts reported for governmental activities in the Statement of Activities are different because:</p>		
<p>Government funds report capital outlay as expenditures. However, in the Statement of Activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation and amortization expense. This is the amount by which depreciation and amortization exceeded capital outlay in the current period:</p>		
Expenditures for capital assets	\$ 1,909,340	
Less current year depreciation and amortization	<u>(2,026,744)</u>	(117,404)
<p>The net effect of various miscellaneous transactions involving capital assets (i.e. sales, trade-ins, and donations) is to decrease net position</p>		
		13,003
<p>Lease proceeds are reported as other financing sources in governmental funds. In the Statement of Net Position, however, issuing leases increase liabilities. Similarly, repayment of principal is an expenditure in the governmental funds but reduces the liability in the Statement of Net Position. This is the activity related to those transactions:</p>		
Lease principal payments	\$ 36,953	
Issuance of lease payable	<u>(99,892)</u>	(62,939)
<p>Some expenses reported in the Statement of Activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds.</p>		
Loss on disposal of assets	\$ (5,248)	
Other post-employment benefits expense	<u>(79,784)</u>	(85,032)
<p>Property taxes and pledges that do not meet the measurable and available criteria are not recognized as revenue in the current year in the governmental funds. In the Statement of Activities property taxes are recognized as revenue when levied.</p>		
		62,355
<p>Compensated absences are recognized as an expenditure in the governmental funds when they are paid or used. In the Statement of Activities compensated absences are recognized as an expenditure when earned.</p>		
		<u>(72,885)</u>
<b>CHANGE IN NET POSITION</b>	<b>\$</b>	<b><u>(610,599)</u></b>



**NOTES TO BASIC FINANCIAL  
STATEMENTS**

**JACKSON COUNTY LIBRARY DISTRICT**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**YEAR ENDED JUNE 30, 2025**

**Note 1 - Summary of Significant Accounting Policies**

**The District**

The Jackson County Library District (the District) was created by the voters of Jackson County through Measure 15-122 on May 20, 2014. The District is a municipal corporation governed by a five-member board of directors.

The financial statements of the District have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting standards. The more significant of the District's accounting policies are described below.

**The Financial Reporting Entity**

As required by GAAP, the reporting entity for the District consists of the primary government and its component unit. Component units are legally separate organizations for which the primary government is financially accountable or other organizations for which the nature and significance of their relationship with the primary government are such that their exclusion would cause the reporting entity's financial statements to be misleading. The primary government is financially accountable if: 1) it appoints a voting majority of the organization's governing body and it is able to impose its will on that organization, 2) it appoints a voting majority of the organization's governing body and there is a potential for the organization to provide specific financial benefits to, or impose specific financial burdens on, the primary government, or 3) the organization is fiscally dependent on and there is a potential for the organization to provide specific financial benefits to, or impose specific financial burdens on, the primary government. Certain legally separate, tax-exempt organizations should also be reported as a component unit if all of the following criteria are met: 1) the economic resources received or held by the separate organization are entirely or almost entirely for the direct benefit of the primary government, its component units, or its constituents; 2) the primary government or its component units, is entitled to, or has the ability to access, a majority of the economic resources received or held by the separate organization; and 3) the economic resources received or held by an individual organization that the primary government, or its component units, is entitled to, or has the ability to otherwise access, are significant to the primary government.

A component unit should be reported as part of the primary government using the blending method if it meets any one of the following criteria: 1) the primary government and the component unit have substantively the same governing body and a financial benefit or burden relationship exists, 2) the primary government and the component unit have substantively the same governing body and management of the primary government has operational responsibility for the component unit, 3) the component unit serves or benefits, exclusively or almost exclusively, the primary government rather than its citizens, or (4) the total debt of the component unit will be paid entirely or almost entirely from resources of the primary government.

Based on the aforementioned criteria, the District has one component unit, the Jackson County Library Foundation (Foundation), which will be presented as a blended component unit with the District. The District is not a component unit of any other entity.

**JACKSON COUNTY LIBRARY DISTRICT**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**YEAR ENDED JUNE 30, 2025**

**Note 1 – Summary of Significant Accounting Policies (continued)**

**Blended Component Unit**

The Foundation was created in 1982 and organized as a legally separate entity in 1993 as a 501(c)(3) not-for-profit organization. The Foundation exists for the purpose of securing and responsibly managing contributions from individuals, businesses, and foundations to help build community support for the Jackson County Library District in its efforts to learn, grow, and connect with the entire community. The Foundation board consists of nine members from the community that direct the functions of the Foundation and make decisions regarding the direction of the Foundation and the projects it will support. The District has evaluated the Foundation and determined that it does meet the requirements to be presented as a blended component unit as the resources held are considered to be significant to the District and the District is able to impose its will on the day-to-day operations of the Foundation. Although legally separate, the Foundation is reported as a major special revenue fund of the primary government. Separate financial statements for the Foundation are not issued.

**Government-Wide Financial Statements**

The Statement of Net Position and the Statement of Activities report information on all of the activities of the District. The primary focus of the District is to provide library services to the citizens of Jackson County. Eliminations have been made to minimize the double counting of internal activities.

The Statement of Activities presents the direct expenses of the District and the related revenues categorized into charges for services, operating grants and contributions, and capital grants and contributions. Direct expenses are those that are clearly identifiable with a specific function or program. Indirect expenses are those costs, usually administrative in nature, that support all District functions and enable direct services to be provided.

Program revenues include: 1) fees, fines and charges to patrons who purchase, use or directly benefit from goods, services or privileges and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or program. Taxes, investment income and other items not included among program revenues are reported as general revenues.

The government-wide financial statements are accounted for using an economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of timing of related cash flows. Non-exchange transactions, in which the District receives value without giving equal value in exchange include property taxes, grants, entitlements, and donations. Revenue from property taxes is recognized in the year for which the taxes are levied. Revenues from grants and similar items are recognized when all eligibility requirements have been satisfied. The District applies restricted resources when an expense is incurred for purposes for which both restricted and unrestricted assets are available.

Net Position is reported as restricted when constraints placed on asset use are either externally restricted, imposed by creditors (such as through grantors, contributors, or laws) or through constitutional provisions or enabling resolutions.

**Fund Financial Statements**

The District uses funds to report its financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance, and to aid financial management by segregating transactions related to certain functions or activities.

**JACKSON COUNTY LIBRARY DISTRICT**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**YEAR ENDED JUNE 30, 2025**

**Note 1 – Summary of Significant Accounting Policies (continued)**

**Fund Financial Statements (continued)**

A fund is a separate accounting entity with a self-balancing set of accounts. Major individual governmental funds are reported as separate columns in the fund financial statements. The District has designated all of its funds as major funds.

The governmental fund financial statements are presented on a modified accrual basis of accounting with a current financial resources measurement focus whereby only current assets (deferred outflows) and current liabilities (deferred inflows) generally are included in the Balance Sheet. The Statement of Revenues, Expenditures and Changes in Fund Balance presents increases and decreases in those current net fund balances. Governmental funds use the modified accrual basis of accounting where revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). Under this method, revenues, when material, are recognized when susceptible to accrual (measurable and available to finance expenditures for the current period). “Measurable” means the amount can be determined and “available” means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures are recorded when the related fund liability is incurred. Principal and interest on general long-term debt are recorded as fund liabilities when due.

The District considers property taxes available and susceptible to accrual if they are collected within 60 days after year-end.

Intergovernmental revenues are recognized when all eligibility requirements are met. Eligibility requirements for intergovernmental revenues received on a reimbursement basis (i.e., where monies must be expended on specific projects or for a specific purpose before any amounts are paid to the District) are determined to be met when the underlying expenditures are recorded. Eligibility requirements for intergovernmental revenues which are unrestricted as to purpose of the expenditure and are usually revocable only for failure to comply with prescribed requirements, are considered to be met at the time of receipt or when susceptible to accrual.

Property taxes are reflected as revenues in the fiscal period for which they were levied, provided they are due, or past due, and receivable within the current period, and collected within the current period or expected to be collected soon enough thereafter to be used to pay liabilities of the current period (60 days). Otherwise, they are reported as a deferred inflow of resources (unavailable revenue). Property taxes, which are held at year end by the collecting agency, Jackson County, and are remitted to the District within the 60-day period, are reported as “Property Taxes Receivable”.

Since the governmental fund statements are presented on a different measurement focus and basis of accounting than the government-wide statements, reconciliation is provided to explain the differences between the governmental fund statements and the governmental column of the government-wide presentation. This reconciliation is part of the financial statements.

The District reports the following major governmental funds:

*General Fund* – This is the District’s primary operating fund. It accounts for the general operations of the government. Principal sources of revenues are property taxes and earnings on investments. Expenditures are for the operation and maintenance of the library system. The Capital Improvement Fund, which is used to account for capital improvement projects and major capital equipment purchases has been combined with the General Fund as reserve funds do not meet the definition of a fund under generally accepted accounting principles.

**JACKSON COUNTY LIBRARY DISTRICT**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**YEAR ENDED JUNE 30, 2025**

**Note 1 – Summary of Significant Accounting Policies (continued)**

**Fund Financial Statements (continued)**

*Special Revenue Fund* – This fund accounts for revenues designated for specific purposes. This fund accounts for the revenues and expenditures related to specific purpose grants, donations, and other revenues when required by statute or the terms of the grant.

*Library Foundation Fund* – This fund is reported as a blended component unit funded by grants, investment income, and contributions designated to build community support for the District.

**Cash and Investments**

The District's cash and cash equivalents consist of cash on hand and demand deposits.

The District's investments include the State of Oregon Treasurer's Local Government Investment Pool (LGIP) and investments held by the Foundation. Changes in the fair value of investments are recorded as earnings on investments.

The Foundation investments are held at Morgan Stanley and are composed of cash and cash equivalents, equities, and fixed income treasury notes.

**Assets Held in Trust (endowment)**

The District is the sole beneficiary to the Kenneth A. & Lucille D. Hulburt Family Trust (see Note 4). The District recognizes this endowment on the Balance Sheet and Statement of Net Position as Assets held in trust (endowment). This endowment has both an expendable and non-expendable component. Adjustments to the endowment's carrying value are reported as a change in the value of endowment.

**Beneficial Interest in the Assets of the Oregon Community Foundation (OCF)**

The District recognizes its right to assets held by a trustee as beneficial interest in trust when it has the right to receive all or a portion of the specified cash flows. Subsequent adjustments to the assets' carrying value are reported as a change in the value of beneficial interest in trust. These assets are included in the fund balance restricted for the Foundation.

**Property Taxes**

Property taxes are levied on all taxable property as of January 1. Property taxes become a lien on July 1. Collection dates are November 15, February 15 and May 15. Discounts are allowed if the full amount due is received by November 15. Taxes unpaid and outstanding on May 16 are considered delinquent. Uncollected taxes are deemed to be substantially collectible or recoverable through liens; therefore, no allowance for uncollectible taxes has been established.

**Accounts and Other Receivables**

Accounts receivable and other receivables consist primarily of charges for services, claims for reimbursement of costs under various federal and state grant programs and refunds of prior year expenditures.

**Pledges Receivable**

Pledges receivable consists of pledges received by the Foundation for the Dolly Parton Imagination Library. The pledges receivable was discounted to present value utilizing the interest rate of 3.48%. The receivables are written off when management deems the possibility of collecting amounts due as completely unlikely.

**JACKSON COUNTY LIBRARY DISTRICT**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**YEAR ENDED JUNE 30, 2025**

**Note 1 – Summary of Significant Accounting Policies (continued)**

**Leases**

Leases are recognized in accordance with GASB Statement No. 87, *Leases*.

A lessee is required to recognize a lease payable and an intangible right-to-use lease asset. A lease payable is recognized at the net present value of future lease payments, and is adjusted over time by interest and payments. Future lease payments include fixed payments. The right-to-use asset is initially recorded at the amount of the lease liability plus prepayments less any lease incentives received prior to lease commencement, and is subsequently amortized over the life of the lease.

The District has chosen not to implement GASB 87 for the budgetary basis of accounting. For both the budgetary basis of accounting and for leases that do not meet the criteria for valuation under GASB 87, the District will report inflows of cash for lessor leases and outflows of cash for lessee leases.

**Capital Assets**

Capital assets are reported in the government-wide financial statements. Capital assets are defined by the District as assets with an initial cost of \$5,000 or greater and an estimated useful life in excess of one year. Capital assets are recorded at historical cost. Donated capital assets are recorded at their acquisition value at the date of donation.

Capital assets are depreciated using the straight-line method over the following useful lives:

Buildings - 40 years
Building Improvements - 7 to 10 years
Furniture, Vehicles, and Equipment - 8 to 20 years
Library Collections - 3 to 5 years
Right-of-use-Assets - Depends on the life of the lease

**Prepays**

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements.

**Compensated Absences**

It is the District's policy to permit employees to accumulate earned, but unused vacation leave and sick leave benefits. Eligibility for annual leave and sick leave accruals begin immediately on the date of hire. There is no waiting period for using either leave balance. Accrued vacation is accrued when earned up to a maximum of 240 hours depending on years of service. Sick time is accrued based on the portion more likely than not to be used on a first in first out basis. If an employee is terminated, all accrued but unused vacation leave is paid upon termination. Accrued sick time is not paid upon termination.

**JACKSON COUNTY LIBRARY DISTRICT**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**YEAR ENDED JUNE 30, 2025**

**Note 1 – Summary of Significant Accounting Policies (continued)**

**Net Position**

In the government-wide financial statements, equity is classified as net position and displayed in three components:

*Net investment in capital assets* – Consists of net capital assets reduced by outstanding balances of any related debt obligations and deferred inflows of resources attributable to the acquisition, construction, or improvements of those assets and increased by balances of deferred outflows of resources related to those assets.

*Restricted net position* – Net position is considered restricted if their use is constrained to a particular purpose. Restrictions are imposed by external organizations such as federal or state laws or by donors. Restricted net position is reduced by liabilities and deferred inflows of resources related to the restricted assets.

*Unrestricted net position* – Consists of all other net position that does not meet the definition of the above two components and is available for general use by the District (such as property taxes, fines, fees, and charges for services).

**Fund Balance Reporting**

In the fund financial statements, governmental fund equity is classified in the following categories:

*Non-Spendable* – Includes items that cannot be spent either because they are in non-spendable form or because they are legally or contractually required to be maintained intact.

*Restricted* – Includes items that are restricted by external creditors, grantors or contributors, or restricted by legal constitutional provisions.

*Committed* – Includes items that can be used only for the specific purposes determined by a formal action of the District's governing board.

*Assigned* – Includes items assigned for specific purposes but which do not meet the criteria to be classified as restricted or committed.

*Unassigned* – This is the residual classification used for those balances not assigned to another category.

The District has approved the following order of spending regarding fund balance categories: Restricted resources are spent first when both restricted and unrestricted (committed, assigned or unassigned) resources are available for expenditures. When unrestricted resources are spent, the order of spending is committed (if applicable), assigned (if applicable), and lastly unassigned fund balance.

The District has established a policy to maintain a minimum General Fund ending fund balance equal to four months' worth of General Fund expenditures at year end. The District believes a reserve of this level is prudent to provide for cash flow until property taxes are received, and to protect the District from the effects of a down turn in the economy.

**JACKSON COUNTY LIBRARY DISTRICT**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**YEAR ENDED JUNE 30, 2025**

**Note 1 – Summary of Significant Accounting Policies (continued)**

**Friends of the Library**

Jackson County Friends of the Library (Friends) organizations support the libraries by providing partnership and support in their own community. As of June 30, 2025, 12 of the 15 branches have their own Friends organization. The Friends organizations provide support in a variety of ways including supporting education and literacy by funding important programs for children and youth, volunteerism, sponsoring book clubs, author visits and presenters of cultural and historical programs, and community advocacy and awareness. None of the Friends organizations are considered to meet the qualifications to be a component unit of the District.

**Postemployment Healthcare Benefits**

The District's other postemployment benefit plan (OPEB) includes an implicit rate subsidy for medical insurance. GAAP requires biennial actuarial valuation of the District's OPEB. This valuation includes both eligible active employees and retirees. With each valuation, the net OPEB obligation or asset is determined, as well as an annual OPEB cost.

**Deferred Outflows/Inflows of Resources**

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then.

In addition to liabilities, the statement of net position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition on net position that applies to a future period and so will not be recognized as an inflow of resources (revenue) until that time.

Additionally, the District has deferred inflows which arise only under the modified accrual basis of accounting that qualify for reporting in this category. Accordingly, these items, unavailable revenue related to property taxes and pledges are reported only in the governmental funds balance sheet.

**Use of Estimates**

The preparation of the financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures of contingent assets and liabilities at the date of the basic financial statements and reported amounts of revenues and expenditures or expenses during the reporting period. Actual results could differ from those estimates.

**Adoption of New GASB Pronouncements**

During the year ended June 30, 2025, the District implemented the following GASB Pronouncements:

GASB Statement No. 101, *Compensated Absences*. Issued in June 2022, this Statement updates recognition and measurement guidelines for compensated absences. The implementation of this statement is reflected in accrued compensated absences in the Statement of Net Position.

GASB Statement No. 102, *Certain Risk Disclosures*. This standard requires governments to disclose essential information about risks related to vulnerabilities due to certain concentrations or constraints. There is no effect on the District's financial statements as a result of implementation.

**JACKSON COUNTY LIBRARY DISTRICT**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**YEAR ENDED JUNE 30, 2025**

**Note 1 – Summary of Significant Accounting Policies (continued)**

**Future GASB Pronouncements**

The following GASB pronouncements have been issued, but are not effective as of June 30, 2025:

GASB Statement No. 103, *Financial Reporting Model Improvements*. The objective of this Statement is to improve key components of the financial reporting model to enhance its effectiveness in providing information that is essential for decision making and assessing a government’s accountability. This Statement also addresses certain application issues. This Statement will be effective for the District for fiscal year ending June 30, 2026.

GASB Statement No. 104, *Disclosure of Certain Capital Assets*. This Statement requires certain types of capital assets to be disclosed separately in the capital assets note disclosures required by Statement 34. This Statement also requires additional disclosures for assets held for sale. This Statement will be effective for the District for fiscal year ending June 30, 2026.

The District will implement new GASB pronouncements no later than the required effective date. The District is currently evaluating whether or not the above listed new GASB pronouncements will have a significant impact to the District’s financial statements.

**Restatement for Implementation of GASB No. 101**

As required by this Statement, leave which is attributable to services already rendered, accumulates, and is more likely than not to be used should be accrued as a compensated absence. The District provides vacation and sick leave benefits to employees which qualifies for accrual. Implementation resulted in the following changes in net position as of July 1, 2024:

Net Position	Net Position at July 1, 2024 (as previously reported)	Restatement	Net Position at July 1, 2024 (as restated)
Governmental Activities	\$ 50,469,162	\$ (312,806)	\$ 50,156,356

**Note 2 – Appropriation and Budgetary Controls**

The District is subject to provisions of the Oregon Revised Statutes, which set forth local budget procedures. A budget is prepared for each fund on the modified accrual basis of accounting. Expenditure budgets are appropriated by the following categories within each fund: personnel services; materials and services; capital outlay; debt service; transfers and contingency. The resolution authorizing appropriations for each fund sets the level by which expenditures cannot legally exceed appropriations.

Unexpected additional resources may be added to the budget through the use of a supplemental budget and appropriation resolution.

Supplemental budgets less than 10% of a fund’s original budget may be adopted by the Board at a regular meeting. A supplemental budget of 10% or more of a fund’s original budget requires hearings before the public, publication in newspapers, and approval by the Board. Original and supplemental budgets may be modified by the use of appropriation transfers within a fund between the levels of control (major function levels) with Board approval. Appropriations lapse at the end of each fiscal year.

**JACKSON COUNTY LIBRARY DISTRICT**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**YEAR ENDED JUNE 30, 2025**

**Note 2 – Appropriation and Budgetary Controls (continued)**

During the fiscal year ended June 30, 2025, the District was in compliance with Local Budget Law, except as follows:

The District exceeded its appropriation authority in the following categories:

General Fund:		
Personnel costs	\$	198,015
Special Revenue Fund:		
Transfers	\$	27,277

**Note 3 – Cash and Investments**

**Pooled Deposits and Investments**

The District maintains a cash and investment pool that is available for use by all funds except the Foundation. Each fund’s portion of this pool is displayed as “cash and investments.”

Cash and investments are comprised of the following as of June 30, 2025:

Cash and investments are comprised of the following as of June 30, 2025:

Carrying amount of investments (LGIP)	\$ 13,949,382
Carrying amount of demand deposits	82,695
Total cash and investments (excluding Foundation)	14,032,077
Carrying amount of investments (Morgan Stanley)	1,555,380
Carrying amount of demand deposits	33,450
Total cash and investments (Foundation)	1,588,830
Total cash and investments	\$ 15,620,907

The District participates in the State of Oregon Local Investment Pool (LGIP or Pool) which is an open ended, no-load diversified portfolio created under ORS 294.805 to 294.895 and is not registered with the U.S. Securities and Exchange Commission as an investment company. The State Treasurer is the investment officer for the Pool and is responsible for all funds in the Pool.

These funds must be invested and managed, like that of a prudent investor, exercising reasonable care, skill and caution. Investments in the fund are further governed by portfolio guidelines issued by the Oregon Short-term Funds Board, which establish diversification percentages and specify the types and maturities of investments. The Oregon Audits Division of the Secretary of State’s Office audits the Pool annually. The State of Oregon Local Government Investment Pool is not rated. Same day wire redemptions cannot exceed \$1.5 million and withdrawals in excess of \$25 million may require 48 hours notice.

The District’s position in the Pool at June 30, 2025 is carried at cost, which approximates fair value.

**Deposits**

Custodial credit risk is the risk that in the event of a bank failure, the District’s deposits may not be returned to it. State statutes require that all bank deposits in excess of the FDIC or FSLIC insurance amounts be collateralized through the Oregon State Treasurer’s Public Funds Collateralization Program. This program provides a structure for specified depositories to participate in a shared liability collateral pool.

**JACKSON COUNTY LIBRARY DISTRICT**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**YEAR ENDED JUNE 30, 2025**

**Note 3 – Cash and Investments (continued)**

**Deposits (continued)**

The Oregon State Treasurer is responsible for monitoring public funds held by bank depositories in excess of FDIC insured amounts, and for assuring that public funds on deposit are collateralized to the extent required by Oregon Revised Statute (ORS) 295. ORS 295 requires depository banks to place and maintain on deposit with a third-party custodian bank securities having a value of 10 percent, 25 percent or 110 percent of public funds on deposit depending primarily on the capitalization level of the depository bank. Deposits in the Public Funds Collateralization Pool are not 100 percent guaranteed.

Deposits with financial institutions are comprised of bank demand deposits. For deposits in excess of federal depository insurance, Oregon Revised Statutes require depository institutions to be in compliance with ORS 295. For the fiscal year ended June 30, 2025, the carrying amounts of the District's deposits in various financial institutions were \$116,145 and the bank balances were \$285,464. As of June 30, 2025, the District had \$1,063 in deposits that were not covered by the federal depository insurance. However, the balance is covered by the State of Oregon shared liability structure for participating bank depositories in Oregon.

**Investments and Credit Risk**

The State of Oregon statutes restrict the types of investments in which the District may invest. Under these guidelines, public funds may be invested in time certificates of deposit, general obligations of the U.S. Government and its agencies, certain bonded obligations of Oregon municipalities, bank repurchase agreements, bankers' acceptances and the State Treasurer's Investment Pool, among others.

*Credit Risk* - Credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligation. Investments in the LGIP are not required to be rated.

*Interest Rate Risk*. Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the risk that its fair value will decline if the interest rates rise. The District has no formal investment policy that explicitly limits investment maturities as a means of managing its exposure to fair value loss arising from increasing interest rates. As of June 30, 2025, all investments of the District had maturities of less than one year.

*Concentration of Credit Risk* - The District is required to provide information about the concentration of credit risk associated with its investments in one issuer that represents 5 percent or more of the total investments, excluding investments in external investment pools or those issued and explicitly guaranteed by the U.S. Government. The District has no such investments.

*Custodial Credit Risk – Investments* - Custodial credit risk is the risk that, in the event of a failure of the counterparty to a transaction, the District will not be able to recover the value of an investment or collateral securities in the possession of an outside party. The LGIP's portfolio rules provide that brokers/dealers meet certain qualifications and that investments are delivered to and held by a third-party custodian which holds the securities in the State of Oregon's name.

**JACKSON COUNTY LIBRARY DISTRICT**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**YEAR ENDED JUNE 30, 2025**

**Note 3 – Cash and Investments (continued)**

**Investments and Credit Risk (continued)**

As of June 30, 2025, the District's investments had the following credit rating:

	<u>Moody Rating</u>	<u>Standard &amp; Poor's Rating</u>	<u>Percentage of Total Investments</u>
Local government investment pool	N/A	N/A	75.42%
Assets held in trust (endowment):			
Cash and cash equivalents	N/A	N/A	0.24%
Equities	N/A	N/A	9.75%
Fixed income	N/A	N/A	5.56%
Mutual funds	N/A	N/A	0.62%
Foundation investments:			
Cash and cash equivalents	N/A	N/A	1.84%
Stocks	N/A	N/A	1.82%
ETFS & CEFS	N/A	N/A	0.23%
Corporate fixed income	BAA3	BBB-	0.97%
Government securities	N/A	N/A	0.01%
Mutual funds	N/A	N/A	3.54%
			100.00%

**Fair Value Measurements**

Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. The fair value hierarchy requires an entity to maximize the use of observable inputs and minimize the use of unobservable inputs when measuring fair value. There are three levels of inputs that may be used to measure fair value:

**Level 1** – Inputs to the valuation methodology are adjusted quoted prices for identical assets or liabilities in active markets that the District has the ability to access.

**Level 2** – Inputs to the valuation methodology include quoted prices for similar assets or liabilities in active markets; quoted prices for identical or similar assets or liabilities in inactive markets; inputs other than quoted prices that are observable for the assets or liability; and inputs that are derived principally from or corroborated by observable market data by correlation or other means. If the asset or liability has a specified (contractual) term, the level 2 input must be observable for substantially the full term of the asset or liability.

**Level 3** – Inputs to the valuation methodology are unobservable and significant to the fair value measurement.

**JACKSON COUNTY LIBRARY DISTRICT**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**YEAR ENDED JUNE 30, 2025**

**Note 3 – Cash and Investments (continued)**

**Fair Value Measurements (continued)**

The following table discloses by level the fair value hierarchy of the District's assets at fair value as of June 30, 2025:

Investments measured at:	<u>Total</u>	<u>Level One</u>	<u>Level Two</u>	<u>Level Three</u>	<u>Amortized Cost Measurement Not Measured at Fair Value</u>
Fair value					
Local government investment pool	\$ 13,949,382	\$ -	\$ -	\$ -	\$ 13,949,382
Assets held in trust (endowment):					
Cash and cash equivalents	44,410	44,410	-	-	-
Equities	1,803,017	1,803,017	-	-	-
Fixed income	1,029,196	1,029,196	-	-	-
Mutual funds	114,853	114,853	-	-	-
Foundation investments:					
Cash and cash equivalents	340,046	340,046	-	-	-
Stocks	336,175	336,175	-	-	-
ETFS & CEFS	43,220	43,220	-	-	-
Corporate fixed income	179,373	179,373	-	-	-
Government securities	1,793	1,793	-	-	-
Mutual funds	654,773	654,773	-	-	-
	<u>\$ 18,496,238</u>	<u>\$ 4,546,856</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 13,949,382</u>
Beneficial interest in trust					
Beneficial interest in assets held by OCF	<u>\$ 618,831</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 618,831</u>	<u>\$ -</u>

**Beneficial Interest in Trust**

Fair value is estimated at the present value of the future distributions expected to be received over the term of the agreement. Due to the nature of the valuation inputs and the perpetual nature of the trust, the interest is classified within Level 3 of the hierarchy.

**Level 3 Reconciliation**

	<u>Beneficial Interest in Trust</u>
Balance at July 1, 2024	\$ 579,007
Distributions	(22,945)
Net change in value of trust	<u>62,769</u>
Balance at June 30, 2025	<u>\$ 618,831</u>

**JACKSON COUNTY LIBRARY DISTRICT**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**YEAR ENDED JUNE 30, 2025**

**Note 4 – Assets Held in Trust (endowment)**

The Kenneth A. & Lucille D. Hulburt Family Trust (the Trust) was created under Article II of the last will of Kenneth A. Hulburt. The will provided that Kenneth A. Hulburt, II would be the sole beneficiary of the Trust until his death, which occurred on September 21, 2007. At this point, per the will, the Trust became a wholly charitable trust, the purpose of which is to provide a permanent endowment for the benefit of the District.

U.S. Bank National Association (US Bank) is the trustee for the endowment. US Bank provides distributions to the District each year to in an amount equal to the greater of a) 5% of the net fair market value of the trust assets, valued as of the first business day of such year, or b) the minimum amount required under Section 4942 of the Code. In the year ended June 30, 2025, the District received \$129,352 in distributions from the Trust.

The net income from the Trust is restricted for the following purpose: One half of the net income shall be allocated to the youth department, and one half of the net income shall be allocated towards programs to assist mature readers.

If a new library building is built, one half of the principal of the endowment may be disbursed to assist the District in endowing a youth section.

The change in the value of the endowment for the year ended June 30, 2025 was as follows:

Interest and dividends	\$ 106,802
Net realized and unrealized gain (loss)	174,015
Contributions	336
Distributions	<u>(129,259)</u>
	<u>\$ 151,894</u>

**Note 5 – Beneficial Interest in the Assets of the Oregon Community Foundation**

The Foundation elected to participate in the Oregon Community Foundation (OCF). The Foundation transferred assets to OCF which is holding them as an endowed component fund (Fund) for the benefit of the Foundation. The Foundation has granted OCF variance power which gives the OCF's Board of Trustees the power to use the Fund for other purposes in certain circumstances. The Fund is subject to the OCF's investment and spending policies which currently result in reinvestment of any distributions to be paid to the Foundation, of a certain percent of the average quarterly value over time, until further notice.

The Foundation reports the fair value of the Fund as Beneficial Interest in Assets Held by OCF in the statement of financial position. Changes in the value of the Fund are reported in change in value of beneficial interest in trust.

The fair value of the funds held by OCF at June 30, 2025 was \$618,831.

**JACKSON COUNTY LIBRARY DISTRICT**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**YEAR ENDED JUNE 30, 2025**

**Note 6 – Capital Assets**

Capital asset activity for the year was as follows:

	Balance June 30, 2024, as restated	Additions	Transfers/ Disposals	Balance June 30, 2025
Capital assets not being depreciated/amortized:				
Land	\$ 2,947,990	\$ -	\$ -	\$ 2,947,990
Total capital assets not being depreciated/amortized	2,947,990	-	-	2,947,990
Capital assets being depreciated/amortized:				
Buildings and improvements	30,292,290	532,834	-	30,825,124
Machinery/equipment/vehicles	1,038,900	285,910	(58,402)	1,266,408
Library collections	6,209,072	990,704	(727,662)	6,472,114
Right-of-use assets	120,162	99,892	(76,981)	143,073
Total	37,660,424	1,909,340	(863,045)	38,706,719
Less accumulated depreciation/amortization for:				
Buildings and improvements	(3,675,379)	(1,123,661)	-	(4,799,040)
Machinery/equipment/vehicles	(576,642)	(142,861)	40,151	(679,352)
Library collections	(4,486,597)	(720,782)	727,662	(4,479,717)
Right-of-use assets	(67,555)	(39,440)	76,981	(30,014)
Total	(8,806,173)	(2,026,744)	844,794	(9,988,123)
Total capital assets, net:				
Land	2,947,990	-	-	2,947,990
Buildings and Improvements	26,616,911	(590,827)	-	26,026,084
Machinery/equipment/vehicles	462,258	143,049	(18,251)	587,056
Library collections	1,722,475	269,922	-	1,992,397
Right-of-use assets	52,607	60,452	-	113,059
Total	\$ 31,802,241	\$ (117,404)	\$ (18,251)	\$ 31,666,586

Capital Assets were restated as of June 30, 2024 as a result of a comprehensive review of the District's library collections. The total net capital asset value as of June 30, 2024 as restated remains unchanged; there was no effect on net position.

Depreciation/amortization expense of \$2,026,744 was charged to library services in the Statement of Activities.

**Right-of-use assets**

A lease is defined as a contract that conveys control of the right of use of another entity's nonfinancial asset as specified in a contract for a period of time in an exchange or exchange-like transaction. The District is party to a variety of lease contracts as lessee for which this right-of-use (ROU) has been recognized as an asset on the balance sheet. Further information on these transactions can be found in *Note 8*.

**JACKSON COUNTY LIBRARY DISTRICT**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**YEAR ENDED JUNE 30, 2025**

**Note 7 – Accrued Compensated Absences**

The changes in accrued compensated absences for the year ended June 30, 2025 are as follows:

	Balance 6/30/2024, as restated	Change	Balance June 30, 2025	Due Within One Year
Governmental activities	\$ 647,788	\$ 72,885	\$ 720,673	\$ 720,673

**Note 8 – Leases Payable**

**Copier Leases**

The District leases equipment under non-cancelable lease agreements related to copiers which are qualified leases under GASB Statement No. 87 with periods covering various ranges and the latest expiring in March 2029. Monthly payments for the current year range from \$459 to \$1,975, with an interest rate of 3.00%. During the year ended June 30, 2025, lease principal and interest payments of \$36,953 and \$3,407 were made, respectively.

The future minimum lease payments for these leases are as follows:

	Year Ending June 30,	Principal	Interest	Total
	2026	\$ 30,038	\$ 2,950	\$ 32,988
	2027	30,955	2,033	32,988
	2028	31,896	1,092	32,988
	2029	21,792	195	21,987
		\$ 114,681	\$ 6,270	\$ 120,951

	Balance June 30, 2024	Additions	Reductions	Balance June 30, 2025	Due Within One Year
Leases payable	\$ 51,742	\$ 99,892	\$ 36,953	\$ 114,681	\$ 30,038

Variable payments related to lease agreements that are qualified leases under GASB 87 are not included in the measurement of the lease liability. During the year ended June 30, 2025, the District paid \$18,959 in variable payments related to the qualified leases for copiers.

**Lease of Premises**

The District has ground lease only obligations associated with five libraries, and building and land lease agreements associated with two libraries. The District is obligated to pay \$1 per year for each lease agreement. The current term conclusions for these agreements range from June 30, 2043 through June 30, 2103.

**JACKSON COUNTY LIBRARY DISTRICT**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**YEAR ENDED JUNE 30, 2025**

**Note 9 – Retirement Plan**

The District offers its employees a retirement plan program established pursuant to Section 401(a) of the Internal Revenue Code (the Code). The District provides each employee with a 401(a) contribution equivalent to 6% of their salary automatically after 90 days of employment. The District also matches 0.5% for every 1% an employee puts into their 457 retirement savings up to a 2% match. Contributions and earnings vest incrementally beginning after one year of service, and vest fully after five years of service. Contributions and earnings are forfeited for the period of service during which the employee does not achieve incremental vesting, if separation occurs before five years of credited service. These contributions are not considered assets of the District, and the District has no further liability to this plan. Contributions made by the District for qualified employees for the year ended June 30, 2025 totaled \$613,869. In addition, the District offers the option for employees to contribute to a retirement plan established pursuant to Section 457 of the Code. This plan is not contributed to by the District and is the sole responsibility of the employee to elect to contribute.

**Note 10 – Postemployment Benefits Other Than Pensions (OPEB)**

**Plan Description**

The District’s single-employer defined benefit healthcare plan is administered by Special Districts Insurance Services (SDIS). SDIS provides medical and dental benefits for eligible retirees and their spouses, which covers both active and qualified retired members and their spouses until the employee retires. Benefit provisions are established by the Board of Directors.

Oregon Revised Statute 243.303 provides that retirees may elect within 60 days after the effective date of retirement to participate in the coverage and at the option of the retiree, the spouse and any unmarried children under 18 years of age. No assets are accumulated in a trust that meets the criteria in paragraph 4 of GASB Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*.

**Benefits Provided**

The plan provides eligible retirees and their dependents under age 65 the same health care coverage at the same premium rates as offered to active employees. The retiree is responsible for the premiums. As of the valuation date of July 1, 2023, the following employees were covered by the benefit terms:

Active plan members	129
Inactive employees	-
	129

**Total OPEB Liability, OPEB Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB**

The District’s total OPEB liability of \$67,985 was measured as of June 30, 2024 and was determined by an actuarial valuation as of July 1, 2023.

**JACKSON COUNTY LIBRARY DISTRICT**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**YEAR ENDED JUNE 30, 2025**

**Note 10 – Postemployment Benefits Other Than Pensions (OPEB) (continued)**

**Total OPEB Liability, OPEB Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB (continued)**

For the fiscal year ended June 30, 2025, the District recognized a increase in OPEB expense from this plan of \$67,985. The increase of OPEB expense was treated as an increase in payroll related expense in the Statement of Activities. At June 30, 2025, the District reported deferred outflows of resources and deferred inflows of resources related to this OPEB plan from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ -	\$ 1,899
Change of assumptions or other input	47	9,947
Total	\$ 47	\$ 11,846

Amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense (or expense reduction) as follows:

Year Ending June 30	Deferred Outflow/(Inflow) of Resources
2026	\$ (2,045)
2027	(2,045)
2028	(2,045)
2029	(2,058)
2030	(1,315)
Thereafter	(2,291)
Total	\$ (11,799)

**JACKSON COUNTY LIBRARY DISTRICT**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**YEAR ENDED JUNE 30, 2025**

**Note 10 – Postemployment Benefits Other Than Pensions (OPEB) (continued)**

**Actuarial Assumptions and Other Inputs**

The total OPEB liability in the July 1, 2023, valuation was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified:

Actuarial Cost Method	Entry Age Actuarial Cost Method
Discount Rate	3.93%, These rates reflect the Bond Buyer 20-Year General Obligation Bond Index.
Health Care Cost Trend	Medical and Vision: 6.50% Dental: 4.00% per year
General Inflation	2.40% per year, used to develop other economic assumptions
Annual Salary Increases	3.40% per year, based on general inflation and the likelihood of raises throughout participants' careers
Mortality	Pub-2010 General and Safety Employee and Healthy Retiree tables, sex distinct for members and dependents, with a one-year setback for male general service employees and female safety employees.
Disability	Not used
Withdrawal	Based on Oregon PERS assumptions. Annual rates are based on employment classification, gender, and duration from hire date.
Retirement	Based on Oregon PERS assumptions. Annual rates are based on age, Tier / OPSRP, duration of service, and employment classification.
Excluded Employees	Part-time employees scheduled to work fewer than 600 hours per year are excluded from valuation. Elected officials and volunteers are excluded from valuation.
Past PERS Service	PERS service (or that for any other Employer-sponsored retirement plan) as of the valuation date was generally estimated based upon the elapsed time from date of hire, using date of hire and PERS tier info provided by the Employer and/or SDIS. Employees in the PERS waiting period are assumed to participate on July 1, 2023.
Future PERS Service	Projected PERS service for retirement eligibility is generally assumed to accrue at a rate of 1.0 per year until retirement.
Future Retiree Coverage	Based on historical data for comparable employers, 30% of active members were assumed to elect coverage upon retirement. 60% of male members and 35% of female members who elect coverage upon retirement are also assumed to elect spouse coverage.
Lapse Rate	Retirees for whom the Employer will never pay any portion of the health care premiums are assumed to have a 5% probability of lapsing (dropping) coverage per year.
Spouse Age	Female spouses are assumed to be two years younger than male spouses.

**JACKSON COUNTY LIBRARY DISTRICT**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**YEAR ENDED JUNE 30, 2025**

**Note 10 – Postemployment Benefits Other Than Pensions (OPEB) (continued)**

**Changes in the Total OPEB Liability**

Total OPEB Liability as of July 1, 2024	\$	42,158
Changes for the year:		
Service cost		26,468
Interest		2,505
Effect of assumptions changes or inputs		(3,146)
Total OPEB Liability as of June 30, 2025	\$	67,985

**Sensitivity of the Total OPEB Liability to Changes in the Discount Rate** – The following presents the total OPEB liability of the District, as well as what the District’s total OPEB liability would be if it were calculated using a discount rate that is 1% lower or 1% higher than the current discount rate:

District's Total OPEB Asset/(Liability)	1% Decrease 2.93%	Current Discount Rate 3.93%	1% Increase 4.93%
Total OPEB Liability	\$ (80,052)	\$ (67,985)	\$ (57,602)

**Sensitivity of the Total OPEB Liability to Changes in the Healthcare Cost Trend Rates** – The following presents the total OPEB liability of the District, as well as what the District’s total OPEB liability would be if it were calculated using healthcare cost trend rates that are 1% lower or 1% higher than the current healthcare cost trend rates:

District's Total OPEB Asset/(Liability)	1% Decrease	Current Trend Rate	1% Increase
Total OPEB Liability	\$ (52,592)	\$ (67,985)	\$ (88,306)

**Note 11 – Current Vulnerability Due to Certain Concentrations**

The District’s operations are concentrated within Jackson County. In addition, substantially all the District’s revenues for continuing operations are from federal, state, and local government agencies, primarily from property tax revenue. In the normal course of operations, the District receives grant funds from various agencies. The grant programs are subject to audit by agents of the granting authority, the purpose of which is to ensure compliance with conditions precedent to the granting of funds. Any liability for reimbursement which may arise as the result of these audits is not believed to be material.

**Note 12 – Risk Management**

The District is exposed to various risk of loss related to torts; theft or damage to, and destruction of assets; errors and omissions and natural disasters for which the District carries commercial insurance. The District reviews the coverage periodically, and there have not been any significant claims.

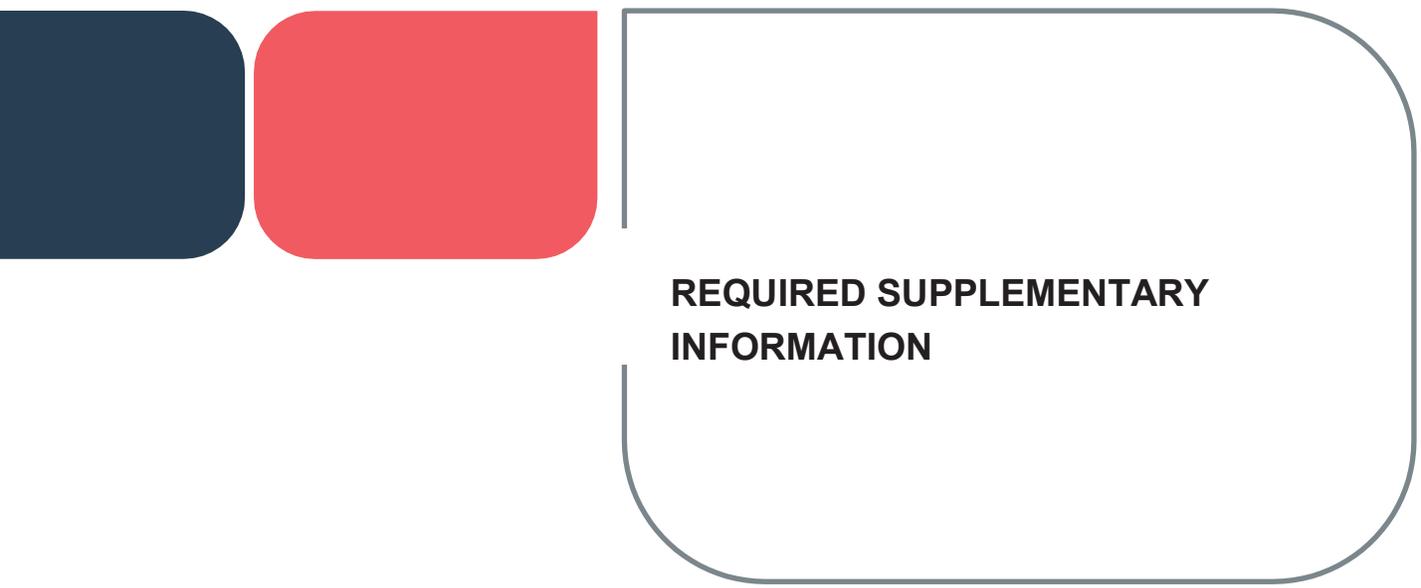
**Note 13 – Tax Abatements**

As of June 30, 2025, Jackson County provides tax abatements through the following programs: Enterprise Zone, CIP-Enterprise Zone and Solar Producer. For the fiscal year ended June 30, 2025, the District’s abated property taxes totaled \$51,985 under these programs.

**JACKSON COUNTY LIBRARY DISTRICT**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**YEAR ENDED JUNE 30, 2025**

**Note 14 – Subsequent Events**

Management of the District has evaluated events and transactions occurring after June 30, 2025 through the date the financial statements were available for issuance, for recognition and/or disclosure in the financial statements. There were no additional events and/or transactions that required recognition and disclosure in the financial statements.



**REQUIRED SUPPLEMENTARY  
INFORMATION**

Required Supplementary Information consists of schedules and other information that the Governmental Accounting Standards Board (GASB) has determined are an essential part of financial reporting and should be presented with, but are not part of, the basic financial statements of a governmental entity. With the exception of management's discussion and analysis, all other required supplementary information is presented immediately following the notes to the basic financial statements. Required Supplementary Information presented here includes budgetary comparisons for the general fund and for each major special revenue fund that has a legally adopted annual budget. Budgetary comparison information is not presented for the Library Foundation Fund because it is not legally required to adopt a budget.

**JACKSON COUNTY LIBRARY DISTRICT**  
**Schedule of Revenues, Expenditures and Changes**  
**In Fund Balance – Budget and Actual**  
**General Fund**  
**Year Ended June 30, 2025**

	Budget		Actual	Variance with Final Budget Positive (Negative)
	Adopted	Final		
<b>REVENUES</b>				
Property taxes	\$ 15,266,261	\$ 15,266,261	\$ 15,255,510	\$ (10,751)
Grants and donations	225,000	225,000	191,284	(33,716)
Charges for services	25,000	25,000	50,007	25,007
Earnings on investments	400,000	400,000	462,450	62,450
Miscellaneous	-	-	14,111	14,111
<b>TOTAL REVENUE</b>	<u>15,916,261</u>	<u>15,916,261</u>	<u>15,973,362</u>	<u>57,101</u>
<b>EXPENDITURES</b>				
Current:				
Personnel costs	10,650,000	10,650,000	10,848,015	(198,015)
Material and services	5,596,850	5,596,850	5,349,256	247,594
Capital outlay	150,000	150,000	33,865	116,135
Contingency	500,000	500,000	-	500,000
<b>TOTAL EXPENDITURES</b>	<u>16,896,850</u>	<u>16,896,850</u>	<u>16,231,136</u>	<u>665,714</u>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<u>(980,589)</u>	<u>(980,589)</u>	<u>(257,774)</u>	<u>722,815</u>
<b>OTHER FINANCING SOURCES (USES):</b>				
Transfers in	-	-	27,277	27,277
Transfers out	(250,000)	(250,000)	(250,000)	-
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<u>(250,000)</u>	<u>(250,000)</u>	<u>(222,723)</u>	<u>27,277</u>
<b>NET CHANGE IN FUND BALANCE</b>	(1,230,589)	(1,230,589)	(480,497)	750,092
<b>FUND BALANCE, JUNE 30, 2024</b>	<u>9,600,000</u>	<u>9,600,000</u>	<u>7,994,552</u>	<u>(1,605,448)</u>
<b>FUND BALANCE, JUNE 30, 2025</b>	<u>\$ 8,369,411</u>	<u>\$ 8,369,411</u>	<u>\$ 7,514,055</u>	<u>\$ (855,356)</u>

**Note to Schedule:**

The General Fund is combined with the Capital Improvement Fund on a GAAP basis. The Budgetary Comparison Schedule Budget-To-GAAP Reconciliation - General Fund is used reconcile the Budgetary to GAAP basis (page 30).

**JACKSON COUNTY LIBRARY DISTRICT**  
**Schedule of Revenues, Expenditures and Changes**  
**In Fund Balance – Budget and Actual**  
**Capital Improvement Fund**  
**Year Ended June 30, 2025**

	<u>Budget</u>		<u>Actual</u>	<b>Variance with</b>
	<u>Adopted</u>	<u>Final</u>		<b>Final Budget</b>
				<b>Positive</b>
				<b>(Negative)</b>
<b>REVENUES</b>				
Earnings on investments	\$ 200,000	\$ 200,000	\$ 237,128	\$ 37,128
<b>TOTAL REVENUES</b>	<u>200,000</u>	<u>200,000</u>	<u>237,128</u>	<u>37,128</u>
<b>EXPENDITURES</b>				
Current:				
Materials and services	500,000	500,000	-	500,000
Capital outlay	1,050,000	1,050,000	704,048	345,952
<b>TOTAL EXPENDITURES</b>	<u>1,550,000</u>	<u>1,550,000</u>	<u>704,048</u>	<u>845,952</u>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<u>(1,350,000)</u>	<u>(1,350,000)</u>	<u>(466,920)</u>	<u>883,080</u>
<b>OTHER FINANCING SOURCES (USES):</b>				
Transfers in	250,000	250,000	250,000	-
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<u>250,000</u>	<u>250,000</u>	<u>250,000</u>	<u>-</u>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<u>(1,100,000)</u>	<u>(1,100,000)</u>	<u>(216,920)</u>	<u>883,080</u>
<b>FUND BALANCE, JUNE 30, 2024</b>	<u>4,741,446</u>	<u>4,741,446</u>	<u>4,832,996</u>	<u>91,550</u>
<b>FUND BALANCE, JUNE 30, 2025</b>	<u>\$ 3,641,446</u>	<u>\$ 3,641,446</u>	<u>\$ 4,616,076</u>	<u>\$ 974,630</u>

**Note to Schedule:**

The General Fund is combined with the Capital Improvement Fund on a GAAP basis. The Budgetary Comparison Schedule Budget-To-GAAP Reconciliation - General Fund is used reconcile the Budgetary to GAAP basis (page 30).

# JACKSON COUNTY LIBRARY DISTRICT

## Budgetary Comparison Schedule

### Budget to GAAP Reconciliation

#### General Fund

Year Ended June 30, 2025

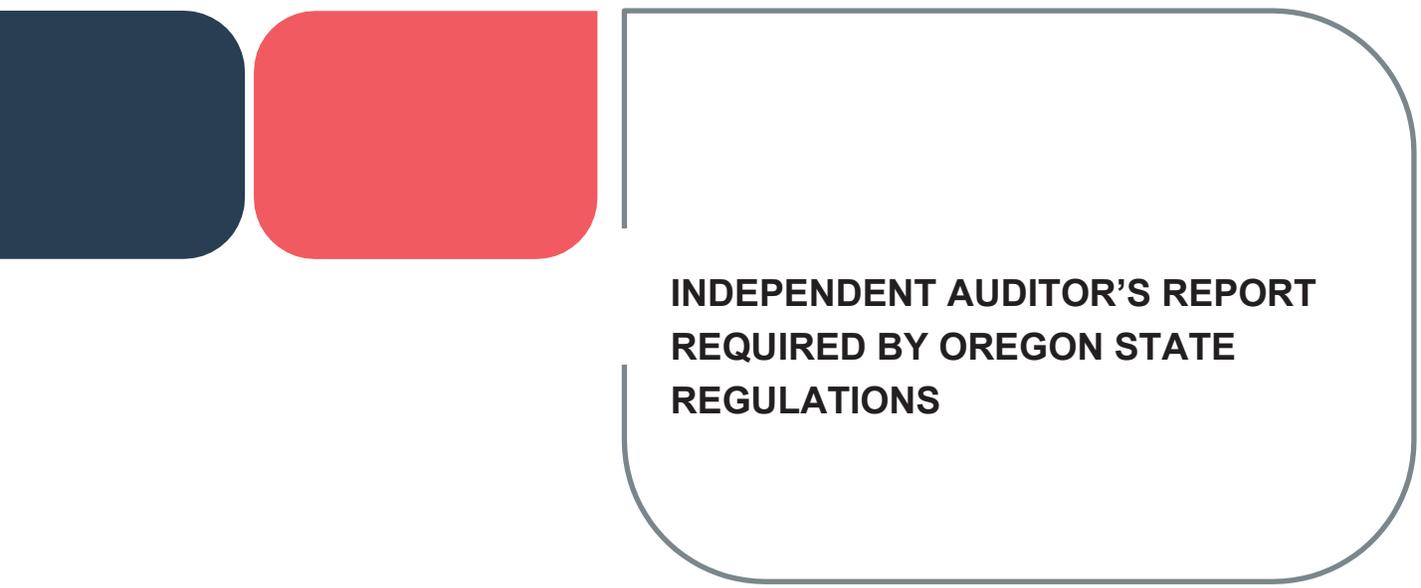
	<u>General Fund</u>	<u>Capital Improvement Fund</u>	<u>Total General Fund</u>
<b>REVENUES</b>			
Property taxes and other taxes	\$ 15,255,510	\$ -	\$ 15,255,510
Grants and donations	191,284	-	191,284
Charges for services	50,007	-	50,007
Earnings on investments	462,450	237,128	699,578
Miscellaneous	14,111	-	14,111
<b>TOTAL REVENUES</b>	<u>15,973,362</u>	<u>237,128</u>	<u>16,210,490</u>
<b>EXPENDITURES</b>			
Current			
Library services	16,197,271	387,953	16,585,224
Capital outlay	33,865	316,095	349,960
<b>TOTAL EXPENDITURES</b>	<u>16,231,136</u>	<u>704,048</u>	<u>16,935,184</u>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<u>(257,774)</u>	<u>(466,920)</u>	<u>(724,694)</u>
<b>OTHER FINANCING SOURCES (USES)</b>			
Transfers in/(out)	(222,723)	250,000	27,277
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<u>(222,723)</u>	<u>250,000</u>	<u>27,277</u>
<b>NET CHANGE IN FUND BALANCE</b>	(480,497)	(216,920)	(697,417)
<b>FUND BALANCE, JUNE 30, 2024</b>	<u>7,994,552</u>	<u>4,832,996</u>	<u>12,827,548</u>
<b>FUND BALANCE, JUNE 30, 2025</b>	<u>\$ 7,514,055</u>	<u>\$ 4,616,076</u>	<u>\$ 12,130,131</u>

**Note to Schedule:**

The funds listed above are maintained and budgeted separately by the District. However, for financial reporting purposes the District considers the combined funds to represent the General Fund in accordance with GASB 54. As such, the information above is presented as the General fund (a major fund) in the District's financial statements.

**JACKSON COUNTY LIBRARY DISTRICT**  
**Schedule of Revenues, Expenditures and Changes**  
**In Fund Balance – Budget and Actual**  
**Special Revenue Fund**  
**Year Ended June 30, 2025**

	Budget		Actual	Variance with Final Budget Positive (Negative)
	Adopted	Final		
<b>REVENUES</b>				
Grants and donations	\$ 477,500	\$ 477,500	\$ 379,953	\$ (97,547)
Earnings on investments	20,000	20,000	34,316	14,316
<b>TOTAL REVENUE</b>	<u>497,500</u>	<u>497,500</u>	<u>414,269</u>	<u>(83,231)</u>
<b>EXPENDITURES</b>				
Current:				
Personnel costs	300,000	300,000	11,714	288,286
Material and services	631,912	631,912	510,937	120,975
Capital outlay	250,000	250,000	40,000	210,000
<b>TOTAL EXPENDITURES</b>	<u>1,181,912</u>	<u>1,181,912</u>	<u>562,651</u>	<u>619,261</u>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<u>(684,412)</u>	<u>(684,412)</u>	<u>(148,382)</u>	<u>536,030</u>
<b>OTHER FINANCING SOURCES (USES):</b>				
Transfers out	-	-	(27,277)	(27,277)
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<u>-</u>	<u>-</u>	<u>(27,277)</u>	<u>(27,277)</u>
<b>NET CHANGE IN FUND BALANCE</b>	(684,412)	(684,412)	(175,659)	508,753
<b>FUND BALANCE, JUNE 30, 2024</b>	<u>3,680,844</u>	<u>3,680,844</u>	<u>3,984,408</u>	<u>303,564</u>
<b>FUND BALANCE, JUNE 30, 2025</b>	<u>\$ 2,996,432</u>	<u>\$ 2,996,432</u>	3,808,749	<u>\$ 812,317</u>
Adjustment to generally accepted accounting principles (GAAP) basis:				
Change in value of endowment			151,894	
<b>FUND BALANCE, JUNE 30, 2025 (GAAP BASIS)</b>			<u>\$ 3,960,643</u>	



**INDEPENDENT AUDITOR'S REPORT  
REQUIRED BY OREGON STATE  
REGULATIONS**

## INDEPENDENT AUDITOR'S REPORT REQUIRED BY OREGON STATE REGULATIONS

Board of Directors  
Jackson County Library District  
Jackson County, Oregon

We have audited the basic financial statements of the Jackson County Library District (the District) as of and for the year ended June 30, 2025, and have issued our report thereon dated November 24, 2025. We conducted our audit in accordance with auditing standards generally accepted in the United States of America.

### Compliance

As part of obtaining reasonable assurance about whether the District's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules 162-010-0000 through 162-010-0330 of the *Minimum Standards for Audits of Oregon Municipal Corporations*, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not the objective of our audit, and accordingly, we do not express such an opinion.

We performed procedures to the extent we considered necessary to address the required comments and disclosures but were not limited to the following:

- Deposit of public funds with financial institutions under ORS Chapter 295.
- Indebtedness limitations, restrictions and repayment.
- Budgets legally required under ORS Chapter 294.
- Insurance and fidelity under bonds in force or required by law.
- Programs funded from outside sources.
- Authorized investment of surplus funds under ORS Chapter 294.
- Public contracts and purchasing under ORS Chapters 279A, 279B, 279C.

In connection with our testing, nothing came to our attention that caused us to believe the District was not in substantial compliance with certain provisions of laws, regulations, contracts, and grants, including the provisions of Oregon Revised Statutes as specified in Oregon Administration Rules 162-010-0000 through 162-010-0330 of the *Minimum Standards for Audits of Oregon Municipal Corporations*, except as described in *Note 1* to the financial statements.

## **OAR 162-010-0230 Internal Control**

In planning and performing our audit, we considered the District's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the District's internal control over financial reporting.

### **Restrictions on Use**

This report is intended solely for the information and use of the Board of Directors, management of the District, and the Oregon Secretary of State and is not intended to be and should not be used by anyone other than these parties.



Aria Bettinger, CPA  
Sorren CPAs, P.C.  
Medford, Oregon  
November 24, 2025



Date: December 17, 2025

**Title:** Employee Handbook Revision 2026

**From:** Brynn Fogerty, HR Manager

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**Summary:**

The JCLD Employee Handbook was originally adopted in March 2020. Small edits occurred in 2022 and 2024, but this is the first substantial edit since its original adoption.

**Recommendation:**

Human Resources Manager Brynn Fogerty recommends that JCLD approve the updated Employee Handbook as presented.

**Resource Requirements:**

N/A

**Background:**

Substantive changes were made to the following sections:

- Dress Code
- Employment and Supervision of Family Members (Nepotism)
- Internal Transfers
- Security
- Mileage Reimbursement
- Credit Card Payment
- Bereavement Leave
- Family and Medical Leave
- Paid Leave Oregon – Insurance
- Organization-Owned Personal Computers

The following new sections were added:

- Recruitment
- Committees, Task Forces, and Affinity Groups
- Personal and District Vehicles
- Pay Administration
- Pay Orientation
- Pay Statements

- Pay Advances
- Overpayments
- Dispute Resolution for Paycheck Errors
- Ergonomics
- Communication 101
- Generative Artificial Intelligence (AI)
- Mobile Devices

**Additional Information:**

Edits were made based on a combination of legal recommendations from SDAO (Special Districts of Oregon), HR Answers, state and federal law changes, and updates to existing policy language to enhance clarification. The Employee Handbook has gone before the Admin Team, the Policy Committee, other key management personnel, as well as being featured at a Board Member Work Session in July 2025.

NOTE: *Grammar, punctuation, and formatting changes will be cleaned up prior to sending to employees.*

**Attachments:**

JCLD Employee Handbook 2026



# EMPLOYEE HANDBOOK

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2026

# WELCOME

# WELCOME TO JACKSON COUNTY LIBRARY SERVICES

Welcome to the Jackson County Library Services team. I am so pleased to have you on board as part of our team committed to providing excellent service to our communities.

The Library's mission is to connect people to information, ideas, and each other. Our patrons are at the heart of what we do, and you play an important part in making sure our patrons experience our best whenever they walk into our libraries.

Staff at JCLS support each other, and we all contribute to each other's success. We are proud to cultivate a culture of kindness. I hope that you will find your colleagues support you, and I expect you to contribute to a positive experience in the library for our patrons and your colleagues. I have high expectations for everyone's success and participation in making our libraries a place that is open and welcoming to all individuals.

I believe that our libraries are the core of our communities, and I am proud to be leading Jackson County Library Services in providing excellent library services throughout the Valley. I hope that you will find your employment here personally rewarding and that every day you can show a passion for the work you do.

You are a valuable member of our team—welcome!

Kari May  
Library Director

# ABOUT THIS HANDBOOK

This Employee Handbook is a guide to help you understand our employment provisions and expectations. The Handbook applies to all JCLS employees. It is intended to be a positive document that begins to establish the relationship between us.

Please remember that this Handbook contains only general information and guidelines. It is not intended to address all the possible applications of or exceptions to general policies and procedures. Our policies are based on the belief that common sense, good judgment, and consideration for the rights of others are paramount to our ability to serve our patrons and ourselves. While we have tried to anticipate many of your questions, keep in mind that this document will not provide every answer. If you have any questions concerning eligibility for a particular benefit or how a policy or practice applies to you, please ask your direct supervisor or the Human Resources Manager.

We know that employees have varied skills, goals, perceptions, and values, and that such diversity may create situations not fully addressed within this Handbook. In that event, we will make fair and equitable decisions while making sure that the best interests of the organization are served.

Neither this Handbook nor any other organizational document confers any expressed or implied contractual right to remain in JCLS's employ, nor does it guarantee any fixed terms or conditions of your employment. Your employment is not for any specific period of time and may be terminated at will, with or without reason, and without prior notice by JCLS or you for any reason, at any time. The procedures, practices, policies, and benefits described here may be modified or discontinued from time to time. We recognize our responsibility to keep employees informed of changes that may affect them and will provide revised editions when those changes occur.

Some subjects described in this Handbook, such as benefit plan information, are covered in detail in other official internal policy documents. You should refer to these documents for specific information since this Handbook provides summaries only. Please note that when discrepancies occur between benefit language in this Handbook and in the official policy documents, the terms of the written insurance policies are controlling. We encourage you to use caution when making decisions with long-term impact based on our current benefit offerings, given that we may find it necessary to make changes to these programs.

We encourage you to offer suggestions for improvement to these policies, employment practices, or working conditions. Please read through the Handbook carefully and share it with your family members so they will also understand your work environment. If you have additional questions or need further details, please talk with your supervisor, who can advise you or refer you to the appropriate resource.

# THE ORGANIZATION

## MISSION

Connect everyone 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.

## BOARD OF DIRECTORS

The Board of Directors is the governing body of JCLS and consists of five members elected by the voters of Jackson County. The Board meets monthly, and those meetings are public.

## WHAT IS A SPECIAL DISTRICT?

The formation of the Jackson County Library District (JCLD) was approved by the voters of Jackson County on May 20, 2014. At that time, voters approved a mill levy rate of up to \$.60 to provide a stable funding source for library operations in Jackson County. Although Jackson County Library District is the organization's legal name, JCLD operates as Jackson County Library Services (JCLS), and the entity may be referred to by either name.

JCLD is a Special District per Oregon State Statute. Special Districts are a form of local government. Statewide, over 1,000 special districts serve more than 33 unique roles within local and regional communities, including fire,

emergency services, roads, public libraries, mass transit, soil and water conservation, water control, utilities and ports.

Special Districts are not county governments, cities, or school districts, but like these other forms of local government, special districts empower citizens to govern their own neighborhoods and community. Citizens can be involved in the governance of their community through service on the district's elected governing body and attendance of meetings. A Special District can provide enhanced and specialized public service in response to citizen demands that a county or city is unable or unwilling to provide.

## DRESS CODE

Employees contribute to the atmosphere and reputation of JCLS in the way they present themselves. A professional appearance is essential to a favorable impression. Good grooming and appropriate dress reflect employee pride and inspire confidence.

We are committed to creating a diverse, inclusive, and equitable workplace that values and respects all individuals, regardless of their hairstyle or natural hair texture. We recognize that natural hair is an essential part of self-expression and cultural identity, and discrimination based on these attributes is not acceptable in our organization.

Managers and supervisors have the discretion to determine appropriateness in appearance. Employees who do not meet a professional standard may be sent home to change and will not be paid for that time off. A basic essential of appropriate dress includes the need for clothing to be neat and clean. A reasonable standard of dress rules out overly revealing clothing, tank tops, halter-tops, or any extreme dress, accessory, or fragrance. An employee unsure of what is appropriate should check with their manager or supervisor.

Regalia or items such as buttons and pins that reflect a staff member's identity may be worn.

Management may make exceptions to the Dress Code for special occasions and programs. If you are unsure of what is appropriate, please check with your manager or supervisor.

You are expected to wear clothing that is neat in appearance and consistent with a professional atmosphere, keeping in mind the impression it has on patrons, visitors, and other employees as well as the need to promote organization and employee safety. Good individual judgment is the best guideline, but management retains the right to decide what dress is appropriate.

Casual dress is permitted and defined as follows. This is a general overview and should not be considered as an all-inclusive list:

- Suits, blazers or sport coats
- Dress shirts and slacks, khaki-style slacks
- Dresses and skirts of an appropriate length
- Sweaters
- Polo or golf style shirts
- Khaki or non-jean shorts, no more than 3 inches above the knee
- Jeans in good condition, without tears, fading and stains
- Library logo apparel
- Library or book-themed apparel
- Dress shoes, loafers, flats, clogs, casual slip-on or tie shoes, dress boots, or athletic shoes in good condition.

The following is considered inappropriate attire:

- Excessively short skirts, see-through or low-cut tops
- Tank tops, halter tops or dresses with similar neck lines
- Sweatpants or hooded sweatshirts
- Pajamas
- Exercise pants/leggings
- Bib overalls
- Any clothing items or tattoos exposed that include profanity, drugs, alcohol, or vulgar images
- Flip flops
- Torn, worn or frayed clothing
- Caps, ball caps, hats, sweat bands (unless exempted for religious or medical accommodations)

Couriers should wear comfortable, closed-toe athletic or boot-like shoes. Shoes must be clean and in good condition. JCLS will provide this classification with various logo shirts, jackets, and sweatshirts to help them stay comfortable in all types of weather. A hat is acceptable for sustaining outdoor elements such as sun, rain, or snow. Sweatshirts may be worn for inclement weather.

Some departments may require specific guidelines, such as the need to wear close-toed shoes while shelving books. Other departments may allow employees to wear hats or costumes appropriate for delivering certain library programs or services.

No dress code can cover all contingencies, so employees must exert a certain amount of judgment in their choice of clothing to wear to work. If you are meeting clients or conducting presentations, business dress is always appropriate. These policies may be changed as fashion trends for the business world change.

## WORKPLACE RULES

JCLS believes policies and procedures are essential for the orderly operation of our business and for the protection and fair treatment of all employees. As a result, we have clearly identified performance expectations so that each employee behaves according to our workplace standards. Courtesy and common sense should always prevail. The following work rules are not all-inclusive but serve as guidelines to demonstrate the work behaviors considered important to JCLS.

1. You are expected to be at work on time, to stay until your workday ends, and to do the work assigned to or requested of you. If you are unable to be at work on time, you are expected to contact your immediate supervisor promptly.
2. You are expected to regard your workplace with respect and attention. JCLS records, equipment, and property are to be treated carefully and appropriately. You are responsible for those items in your custody and will be held accountable for their maintenance, appropriate use, and accuracy.
3. You are expected to act in accordance with all appropriate codes, laws, regulations, and policies, regardless of whether they are set by JCLS or by outside regulatory bodies.
4. You are expected to conduct yourself in a professional manner, exhibiting a high regard for our patrons, vendors, business associates, and co-workers. No breach of professional behavior (abusive language, harassment, personal business during work time, etc.) will be condoned. This also applies to alcohol consumption when representing JCLS in a business or social capacity.

5. You are expected to maintain the confidentiality of any organizational information or patron information in your possession (i.e., personnel information, trade secrets, etc.).
6. You are expected to adhere to organizational dress code standards, keeping in mind the impression it has on patrons, visitors, and other employees as well as the need to promote organization and employee safety. Good individual judgment is the best guideline, but management retains the right to decide what dress is appropriate. This information regarding our behavioral expectations should help guide employee actions. You are urged to use reasonable judgment and to seek advice in doubtful or unclear situations. If all employees do their best to meet both the spirit and intent of these guidelines, disciplinary issues will be minimal. It is our policy to resolve conduct and performance problems in the most informal and positive manner possible; however, conduct that falls outside of the above guidelines will result in corrective action, up to and including termination.

We also believe that all our employees should have an opportunity to be heard in matters involving discipline; therefore, we have adopted a formal Conflict Resolution Procedure, which can be found in this Handbook.

## PARKING

Designated parking is available at each branch location. Your supervisor will inform you where you are allowed to park. Special parking will be available to employees with disabilities if they require it. Parking locations and availability may vary based on branch location.

# EMPLOYMENT

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## EMPLOYMENT RELATIONSHIP

You and Jackson County Library District are engaged in an “at-will” employment relationship. Therefore, employment at Jackson County Library Services is for no definite period of time and may, regardless of the time and manner of payment of wages and salary, be terminated at will. This means that either you or the organization may terminate the employment relationship at any time, with or without reason or advance notice.

No one in the organization has the authority to enter into any agreement contrary to this “at-will” relationship except the Library Director. The agreement cannot be altered, except when in writing and signed by the Board of Directors. Jackson County Library District will not make and will not be bound by any oral promises concerning the length or terms of your employment.

## EQUAL EMPLOYMENT OPPORTUNITY

Jackson County Library District is an equal opportunity employer and, as such, considers individuals for employment according to their abilities and performance. Employment decisions are made without regard to race, age, religion, color, sex, national origin, physical or mental disability, marital or veteran status, sexual orientation, gender identity, genetic information, protected hairstyle, or any other classification protected by law. All employment requirements mandated by local, state, and federal regulations will be observed.

The organization employs affirmative personnel measures to ensure the achievement of equal employment opportunities in all aspects of employment and the work environment. These policies of nondiscrimination will prevail throughout every aspect of the employment relationship, including recruitment, selection, total compensation, promotion, transfer, layoff and recall, termination, training, and dispute resolution.

In keeping with our philosophy and applicable laws, our advertising and recruiting materials will contain the following statement to encourage qualified applicants to apply: “Equal Opportunity Employer.” Our policy as an equal opportunity employer is to employ those legally eligible to work in the United States without regard to citizenship status, ethnic background, or national origin. However, in conformity with the relevant immigration statutes and regulations, our policy is to hire only those who are eligible to work in the United States. Verification of documentation is required for all new hires.

All JCLS employees are responsible for following and carrying out this policy according to the spirit and intent of our equal employment commitment. Management provides and supports a dispute resolution procedure for complaints alleging discrimination. Employees are expected to bring any questions, issues, or complaints to the Management’s attention. If you believe you have been harassed, or if you witness or suspect any violation of this policy, you should report the matter immediately to the Human Resource Manager. We also encourage you to document your concerns. We will not retaliate against you for filing a complaint or cooperating in an investigation, and we will not tolerate or permit retaliation by Management or co-workers.

## EMPLOYMENT CLASSIFICATIONS

Employee status is categorized to make distinctions in employment-related conditions and to aid in a better understanding of employment relationships within the organization. Employees may be considered probationary, regular full-time or part-time, temporary, or on-call as described below:

### PROBATIONARY

Newly hired, transferred, or reassigned employees within the probationary period of 90 days. Benefits eligible employees accrue leave starting on their first day of employment.

Completion of the probationary period does not alter the at-will employment relationship. Employment may be terminated at our will or discretion or by you at any time during or after the probationary period, with or without reason or notice, if either party regards it as necessary or appropriate.

## REGULAR FULL-TIME

An employee who is regularly scheduled to work 30 hours or more per week. Classification is eligible for benefits.

## REGULAR PART-TIME

An employee who is regularly scheduled to work 20 to 29 hours per week. This classification is eligible for benefits if the regular work hours are 20 hours or more per week.

## TEMPORARY

An employee who is hired for a specified period of time, usually no more than six (6) months. This classification is typically not eligible for benefits, except for those mandated by law.

## ON-CALL

An employee who does not have a set schedule and works only when called upon. This classification is not eligible for benefits, except Employee Assistance Programs (EAP), and those mandated by law.

## FLSA STATUS (FAIR LABOR STANDARDS ACT)

Employees are further classified according to federal and state wage and hour laws as exempt or non-exempt, as defined below. Management will make the appropriate designation regarding the status for each new position or when a position changes substantially. If you are uncertain about your status, ask your direct supervisor.

### EXEMPT

An employee who is exempt from the overtime pay and minimum wage requirements under federal and state laws. Exempt employees include managers, executives, supervisors, professional staff, outside sales representatives, owners, and others who are generally paid a salary and whose duties and responsibilities allow them to be exempt under federal and state law.

### NON-EXEMPT

An employee who is paid an hourly wage and whose job generally calls for the payment of minimum wage and overtime as specified under state or federal law.

## RE-EMPLOYMENT

Employees who resign from the organization in good standing may be eligible for re-employment consideration. Applications received from former employees will be considered and processed using the same procedures and standards that govern all other applicants. Previous performance with the organization will be evaluated if the reference check phase is reached. JCLS is not obligated to rehire former employees. If an employee returns, their previous unused Sick Leave balance will not be restored.

## CREDIT FOR PRIOR SENIORITY

Employees who are rehired by JCLS may receive credit for prior time worked as follows:

- Employees who were separated because of a reduction in workforce will receive credit for prior time worked for the purposes of benefit eligibility if they are re-employed within one (1) year after the separation date.

Any other rehires shall be considered new employees, except where federal or state law requires otherwise.

Employees who are rehired and were not separated because of a reduction in workforce must start their years of service from day one. These employees will enter benefit plans such as leave accruals as if they have never worked for the District prior.

Employees who were in a benefit eligible position, then entered a non-benefit eligible position, such as an On-Call Substitute, will not retain service years if they are to go back to a benefit eligible position. The On-Call Substitute classification is a break in service.

## EMPLOYMENT AND SUPERVISION OF FAMILY MEMBERS (NEPOTISM)

Persons related to each other may be employed at JCLS, but they may not be eligible to work in the same area (Bear Creek, Central, Lower Rogue, Upper Rogue), or departments such as Support Services, Administration, etc. if there is a person they are related to already working in the same area, or within the limitations set forth in this policy. Those currently employed by JCLS will be legaced and therefore exempt to this policy. Employment of an individual must be based on their qualifications, experience, training, and merits. Hiring managers must determine that individuals meet qualifications and are suitable for hire at JCLS.

An employee of JCLS may not supervise, hire, or appoint their family member, or a family member of the employee's supervisor. In addition, an employee may not supervise or participate in the processes of review and decision-making on matters concerning retention, promotion, salary, termination, conflict resolution, or discipline of the employee's family members.

A family member is defined as: a person who is a spouse, former spouse, domestic partner, child, stepchild, grandchild, parent, stepparent, grandparent, niece, nephew, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother, sister, brother-in-law, or sister-in-law, aunt, uncle, including adoptive relationships, any other blood relation, or anyone living in the same household.

Exceptions to this policy will be granted only in cases where the Human Resources Manager determines the exception to be in the best interest of JCLS.

## CHILDREN IN THE WORKPLACE

Employees are not permitted to bring ill children to work. This policy is not to be utilized as a backup childcare arrangement. Employees are provided paid time off benefits that should be used for personal reasons including to

care for an ill child. Employees may utilize the EAP- Employee Assistance Program, to find an emergency care provider to care for sick children. Oregon Paid Family Leave may be available to the employee depending on the situation. Please contact the Human Resources Department for assistance.

Employees are welcome to bring their children to visit their worksite, provided that the visits are infrequent, brief, and planned in a fashion that limits disruption to the workplace. While children are in the workplace, they must be directly supervised by the host/parent or guardian at all times. If the frequency, length, or nature of visits becomes problematic, the employee will be advised of the situation and will be expected to take corrective action.

## DATING POLICY

JCLS believes in a professional workplace that fosters respect, integrity, and impartial treatment of all employees. JCLS is dependent on the public's trust, and so we are dedicated to preserving that trust. This trust is put at risk when employees engage in romantic, sexual, or dating relationships that involve persons of unequal power. Such relationships pose potential conflicts of interest and may undermine the real or perceived integrity of the parties involved. This applies to all employees, but it is particularly true for relationships between supervisors and subordinates within the same chain of supervision. Such relationships may give rise to impropriety, or the appearance of impropriety, including, but not limited to, sexual harassment, the appearance of favoritism, or reduced collaboration and productivity in the workplace.

### CONSENSUAL RELATIONSHIP

A consensual relationship means an intimate, romantic, or sexual relationship where both parties are willing participants, including, but not limited to, individuals who are dating, cohabitating, or are domestic partners, or one with whom an employee is sharing or has shared an intimate relationship, residence, or finances within the preceding twelve (12) months. All of these terms are intended to be interpreted broadly.

### CHAIN OF SUPERVISION

A chain of supervision is where a supervisor has disciplinary authority over the employee, from the direct supervisor all the way to the Library Director.

## POLICY

- No supervisor shall be in or enter into a consensual relationship with an employee within their chain of supervision.
- JCLS recognizes that adults are free to conduct consenting relationships. However, JCLS requires that consensual relationships between employees must avoid any real or perceived conflicts of interest.
- Employees who engage in consensual relationships with other employees may become the target of complaints of bias or unfairness if any member of the organization perceives that a conflict of interest has developed because of a consensual relationship. JCLS is obligated to investigate these complaints and act on its findings.

Consensual relationships between two employees in different departments or branches for whom no inherent power differential exists are not subject to this policy.

## PERSONAL RESOLUTION WITH AN INHERENT POWER DIFFERENTIAL

It is expected that an employee who is involved in a consensual relationship with another employee with whom there is an inherent power differential will take personal responsibility for eliminating the conflict of interest by discontinuing the relationship or eliminating the conflict.

## RETALIATION

It is a violation of this policy to retaliate against any individuals who seek advice or take action concerning this policy or to retaliate in any manner against individuals who assist in investigations under this policy. Retaliation is the act of revenge or harm done in response to a perceived offense, often getting back at someone who has wronged another. Persons who engage in retaliation are subject to discipline up to and including termination of employment.

## EMPLOYMENT

It is our goal to fill employment vacancies with the most qualified applicants, whether recruiting internally, externally, or utilizing both options. Job applicants will be considered on an equal basis for all positions without regard to sex, age, race, color, religion, national origin, marital or veteran status, sexual orientation, gender identity, genetic information, a physical or mental disability, or any other characteristic protected under applicable law, including Veterans' Preference.

We will always try to select the most qualified person for each available job, giving consideration to existing employees over outside applicants when possible. Positions may be posted internally only. If this occurs, external recruiting may be initiated concurrently with the internal posting process, but no hiring commitment or decision will be made until the position has been posted internally for a minimum of five (5) working days.

In order for an internal employee to be eligible to be offered another job within the organization, they must be in good standing and employed for six months in the same position or more before starting in the new position. JCLS encourages its current employees to apply for other positions within the organization.

Former employees and relatives of current employees will be considered for employment in the same manner as other applicants. We may refuse to place a spouse, domestic partner, or immediate family member under the direct supervision of a spouse, domestic partner, or family member, if such placement affects supervision, safety, security, or morale. [See section titled, Employment and Supervision of Family Members (Nepotism)]

You may, from time-to-time, be temporarily transferred or assigned to perform work outside of your regular job duties, schedule, or location. Depending upon the circumstances, you may be subject to a wage adjustment while performing such work. We may also reassign employees on a long-term basis whose placements are determined to be unsuited to their individual skills and transfer an employee who has an illness or disability that requires modified duty without posting the position.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, transfer, leaves of absence, compensation and training.

## RECRUITMENT

For each vacant position to be filled, the organization will review the duties and responsibilities, and the FLSA (Fair Labor Standards Act) designation, prior to posting notice inviting applications.

## JOB POSTINGS

Job postings will contain the job title, the salary range offered, the general duties and responsibilities, summary of benefits offered, qualifications required, veterans' preference statements, and how to apply.

## VETERANS PREFERENCE

Oregon law requires all public employers provide employment and promotion preference to veterans, including national guard members, and disabled veterans who qualify for civil service positions. [Reference: ORS 408.225–408.237 and related administrative rules]

- Eligibility - Preference is afforded only to veterans and disabled veterans who:
  - Successfully complete the initial screening;
  - Meet all minimum qualifications and any special qualifications for the position;
- Provide required documentation to confirm eligibility:
  - Veterans (non-disabled): +5 points
    - Applicants must provide upon request:
      - Copy of Form DD-214 or 215 (Certificate of Release or Discharge from Active Duty)
      - Must show honorable discharge or general discharge under honorable conditions.
    - Disabled veterans: +10 points
      - Applicants must provide upon request:
        - A copy of Form DD-214 or 215, and
        - Official documentation from the U.S. Department of Veterans Affairs (VA), or military branch, certifying service-connected disability.
        - Examples: A VA disability rating letter or summary of benefits.
- Eligible veterans and disabled veterans receive additional preference points as follows:
  - **Interviews:** JCLS must interview every veteran or disabled veteran who:
    - Meets minimum and special qualifications, **and**
    - Demonstrates transferable skills relevant to the position

When final scores are equal or the ranking places veteran and non-veteran candidates at the same level after applying preference, the veteran (or disabled veteran, if applicable) will be selected.

Documentation is required throughout the recruitment process to ensure compliance. Human Resources must document all evaluation steps, including how veterans' preference was applied and, if applicable, reasons for not advancing or hiring a veteran.

Upon a written request by a veteran not appointed to a position, JCLS will provide a written explanation. The decision may not be based solely on veteran status; it must relate to qualifications. If the applicant feels this policy has been violated, they may contact Human Resources Manager or file a verified written complaint with the Oregon Bureau of Labor and Industries (BOLI).

## APPLICATION PROCESS

An individual will follow the job posting instructions and submit application materials within the designated time-period. We have the right to exclude or disqualify applicants for failing to follow job posting instructions and timelines, or using AI measures to complete application materials.

Application materials will include JCLS application, resume, cover letter, and veterans' preference supporting documents, if applicable.

JCLS shall not require an applicant to provide a valid driver license unless the ability to legally drive is an essential function of the job or is related to a legitimate business purpose.

## INTERVIEWS AND REVIEW PROCESS

All questions, skills tests or interviews will be performed in a fair, equal opportunity manner to all job applicants' race, color, religion, sex, national origin, age, disability, or genetic information. Discrimination in hiring is prohibited.

## REFERENCE CHECKS

Once a candidate is declared a finalist, reference checks are completed. The candidate's declared references are given a list of questions to respond to either via email or phone. Applicant consent will be gained at the time of scheduling a final interview.

## JOB OFFER

We will provide a job offer letter to the successful candidate outlining additional conditions to be satisfied before the candidate is able to start employment.

- Background checks and other requirements may not be conducted prior to the interview and will proceed after the conditional job offer is extended. If all conditions are not satisfied, the job offer may be rescinded.

The job offer letter contains the following information:

- Title of position
- Start date
- Location of assignment
- Work schedule
- Employment relationship – “at will”
- Probationary period
- Pay and pay periods
- Performance review dates
- Benefits

## INTERNAL TRANSFERS

Internal transfers are allowed and are approved by the Library Director on a case-by-case basis. A transfer can be within the same job classification, or from a current to a lower job classification. If an employee is approved to move to a lower job classification, their pay will be adjusted according to the applicable salary range. In order to be eligible to transfer to a different classification, you must have completed a minimum of six months in your current position and have not had any form of corrective action.

A transfer cannot occur from a part-time position to a full-time position. A transfer can occur from a full-time position to a part-time position, or a position with fewer hours.

Any staff transferred to a new position must also complete a probationary period of 90 days to determine the suitability of the placement and ability to satisfactorily perform the required work. If it is determined that the job change is not working during this period, they will be returned to the original job if a vacancy exists. Otherwise, they will be assigned to any other vacant job deemed suitable. If no such job is vacant, employment may be terminated. If they are placed in a job other than the original job, the pay would be determined by the position they hold and how long they have been with the District.

If an employee would like to request a transfer to another position within the District, the following steps will take place:

1. Employee sends an email to the Human Resources Manager indicating interest in a vacant position. This can occur before recruitment begins, or while the position is in the advertising phase of recruitment. Once a position closes, the normal competitive recruitment process takes place. Internal candidates are welcome to participate in the competitive recruitment process if they do not wish to request a transfer.
2. Once a transfer request is received, the Human Resources Manager shares the request with the Assistant Director and Library Director. If approved, the request is shared with the hiring manager. The decision must be mutually agreed upon. If unapproved, the employee is invited to apply and participate in the competitive recruitment process.
3. If the transfer is approved, then a transition plan is developed for the employee to move from their current position to their new position.
4. If multiple transfer requests are received, they will be considered in the order received. In this situation, it is common to ask the employees to apply and participate in the competitive recruitment process.

## NEW EMPLOYEE ORIENTATION

New employees are expected to complete their new hire orientation during their first week of employment. A follow-up orientation that gives a broader overview of the organization and introduces department managers is conducted every 90 days. All new employees are required to participate in both. This structure helps to ensure positive integration into our operations and helps new employees start a productive and satisfying employment relationship.

At the orientations, you will receive detailed information about general policies, procedures, benefits, and basic information on pay and leave policies. Orientation sessions are documented using the New Employee Orientation Checklist, which is signed and dated by you and your immediate supervisor and will be kept in your employee personnel file. Dedicated time to complete specific safety and compliance training will be assigned.

All employees will continue training with their immediate supervisor after the initial orientation is completed to orient you to your department and learn day-to-day operations. You may be required to complete additional trainings specific to your classification or department.

## PROBATIONARY PERIOD

As a new employee, you are hired for a 90-day probationary period. The probationary period is an extension of the employee selection process. During this period, you are considered to be in training and under observation and evaluation by supervisors. An evaluation of your adjustment to work tasks, conduct, and other work rules, attendance, and job responsibilities will be conducted during the probationary period. This period gives you an opportunity to demonstrate satisfactory performance for the position and provides an opportunity for us to see if your abilities and the requirements of the position match. It is also a chance to see if we meet your expectations as an employer.

Your performance will be evaluated by the end of the probationary period. This is a step that is included in the 90-day Orientation Check List. If you have successfully completed the probationary period, you will be moved to regular status. If your skills border on satisfactory, but fall a little short, the probationary period may be extended if there is reason to believe that your skills will improve within thirty (30) days. This period may be extended only by approval of the Human Resources Manager. The request for an extension won't be approved if it is submitted after the normal conclusion of your probationary period. If expectations are not met or if your skills are not satisfactory, it is unlikely that your employment will continue.

Employees in the probationary period cannot substitute in other departments or pick up additional hours beyond their regular schedule or serve on committees. **PLEASE NOTE:** Probationary employees cannot apply for open positions until they have passed six months of employment.

If you are hired into a new position, the terms and reasons for this probationary period are the same as for the initial probation. If during this probationary period we determine that you are not meeting the expectations of the new position, you may be returned to your original job if a vacancy exists. Otherwise, you may be assigned to any other vacant job that is in the same or lower classification. If no such position is vacant, your employment may be terminated. Please note that if you are placed in a position other than your original position, the pay and benefits may be adjusted.

Probationary employees are not eligible to telework.

## AMERICANS WITH DISABILITIES ACT

The Americans with Disabilities Act (ADA), amended by the ADA Amendments Act of 2008, is a comprehensive federal civil rights law that specifically protects individuals with physical and mental disabilities from discrimination in the workplace.

Individuals are protected under the ADA if any of the following conditions exist:

- They currently have a physical or mental condition that significantly restricts their ability to normally conduct a major life function (walking, seeing, hearing, breathing, bodily functions, etc.);
- They have a history of such impairment; or,
- They are regarded as having such impairment.

The ADA also prohibits discrimination based on an individual's relationship to someone (parent, sibling, child, spouse, friend, etc.) with a disability.

JCLS offers equal employment opportunities to qualified individuals who may have a physical or mental disability but are still able to perform essential job functions with reasonable accommodations. Essential functions are defined as the fundamental non-marginal duties of the position being held or sought. A job function is essential if the position exists for the performance of the function, there are only a limited number of employees available to perform it, or it is so highly specialized that an expert is required to perform it.

Reasonable accommodations are available to employees and applicants, as long as the requested accommodations don't cause an undue hardship on the organization. Individuals protected by the ADA/ADAAA should discuss their needs for possible accommodation with the Human Resources Department, who will determine if the accommodation can be made.

## REVIEW PERIOD

All accommodations will be evaluated annually to ensure that the accommodations are still fitting the needs of the employee and District. At that time, the interactive process will be used to review the request and ensure that there aren't any updates or modifications which need to be made.

## PREGNANCY ACCOMMODATION POLICY

JCLS will make reasonable accommodations to employees that are experiencing known limitations related to pregnancy, childbirth or a related medical condition, to the extent the accommodation can be made without

imposing an undue hardship on the organization. JCLS seeks to comply with both the federal Pregnant Workers Fairness Act (PWFA) and any state provisions and rules it is subject to regarding pregnancy related conditions as well. Possible accommodations may include:

- Acquisition or modification of equipment or devices;
- More frequent or longer break periods or periodic rest;
- Assistance with manual labor; or
- Modification of work schedules or job assignments.

JCLS will not take adverse action against an employee for inquiring about, requesting, or using a reasonable accommodation.

## HARASSMENT

JCLS will not tolerate conduct by any employee, elected official, board or commission member, volunteer or intern, patron or member of the public that harasses, disrupts, or interferes with another's work performance or which creates an intimidating, offensive, or hostile work environment. All forms of harassment are prohibited. We want to maintain a working environment free from all forms of harassment, whether based upon race, age, religion, color, sex, national origin, physical or mental disability, marital or veteran status, sexual orientation, gender identity, on-the-job injury, genetic information, protective hairstyle, or any other legally protected characteristic or status. Retaliation associated with a complaint of harassment is also prohibited.

Behavior such as telling ethnic jokes; making religious slurs; using offensive slang or other derogatory terms regarding a person's race, sexual orientation, age, sex, national origin, or disability; or mimicking one's speech, accent, or disability are examples of prohibited conduct and will not be tolerated. Harassing individuals by making derogatory comments regarding protected status or characteristics is strictly prohibited, as well as using any other words or conduct that might create a hostile or offensive work environment.

Sexual harassment or assault is also a form of harassment. The following conduct is considered to be sexual harassment;

- Submission to the conduct is in any way deemed to be a term or condition of employment;
- Submission to or rejection of the conduct is used as a basis for employment-related decisions; or,
- The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Sexual harassment can consist of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Conduct such as sexual or sexist language, jokes, or innuendoes; nude, profane, or obscene cartoons, drawings, or photographs; whistling; staring; and inappropriate touching are not tolerated at JCLS. Cell phone use, including text messages and other similar electronic communications, can also be considered harassing behavior.

Sexual Assault is defined as unwanted conduct of a sexual nature that is inflicted upon a person or compelled using physical force, manipulation, threat, or intimidation.

Each manager/supervisor has a responsibility to maintain a workplace free of any form of sexual harassment. No manager/supervisor shall threaten or insinuate, either explicitly or implicitly, that an employee's refusal to submit to sexual advances will adversely affect the employee's employment, evaluation, wages, advancement, assigned duties, shifts, or any other condition of employment or career development. Sexual harassment in the workplace, whether by managers/supervisors, non-managerial employees, or outside individuals (vendors, patrons, etc.) is

prohibited. While harassment due to a person's protected class is prohibited, so is inappropriate behavior, such as incivility, due to personality clashes or issues. The focus at JCLS is on patron service, productivity, and the ability for each employee to flourish. This makes it essential that our employees treat each other and those with whom they come into contact with courtesy, respect, and professionalism.

This policy explicitly applies to conduct in the workplace, at social functions sponsored by the organization, and at business functions (conventions, trade shows, etc.). This policy applies to any conduct, however, as described above, which impacts the organization or work environment, regardless of where it occurs.

Management provides and supports a dispute resolution procedure for receiving and resolving complaints alleging discriminatory practices in employment relations. As an employee of JCLS, you have the responsibility to immediately report any actions or words which you find to be harassing. The organization will not retaliate against you for filing a complaint or cooperating in an investigation and will not tolerate or permit retaliation by anyone.

## REPORTING INCIDENTS OF HARASSMENT

If you believe that you have been harassed, have witnessed harassment, or suspect any violation of our harassment policy, you must immediately report the matter to the HR Manager, or any other management representative with whom you feel comfortable speaking. These individuals are responsible for ensuring that all complaints are promptly and thoroughly investigated without prejudice or retaliation. The investigation will be conducted promptly, but no specific timeframe can be guaranteed because each situation is likely to be different, and individuals may have varying schedules. Every effort will be made to complete the investigation within 30 days. In all cases, you will be notified of the outcome of the investigation. We will also check in with you following receipt of the information to ensure the matter has been resolved and continues to meet the organizations standards.

All complaints of harassment will be investigated promptly and impartially. Discretion will be used during the investigation in order to maintain as much confidentiality as possible while effectively completing the investigation, however, confidentiality cannot be guaranteed. If you are not satisfied with the handling of a complaint or the action taken by management, you should bring the complaint to the next higher level of authority. In all cases, you will generally be advised of the outcome.

Any employee or manager who is found, after appropriate investigation, to have engaged in harassment or to have retaliated against an individual for reporting harassment will be subject to appropriate corrective action, depending on the circumstances, up to and including termination.

## BULLYING

The definition of bullying is "repeated or one-time behavior, which is inappropriate and which may be verbal, non-verbal, or physical; either direct or indirect; conducted by one or more persons toward a victim(s); and which generally occurs at work and in the course of employment but may also apply to off-site behavior exhibited by employees that negatively impacts the working relationship." Such behavior, whether exhibited between co-workers, management and staff, vendors/patrons, another outside party, or a member of the public, violates our policy on how others should be treated while at the workplace or engaged in organizational operations. This policy also applies to off-site behavior exhibited by employees that negatively impacts the working relationship.

Verbal bullying can include slandering, ridiculing, or maligning a person; persistent name calling that is hurtful, insulting, or humiliating; using a person as a butt of jokes; or abusive and offensive remarks. Physical bullying can include the obvious, such as pushing or shoving or a threat of physical assault, as well as damage to a person's work area, personal possessions, or property. Other examples of emotional bullying include threatening gestures or glances, which can convey the same message, and excluding someone socially at work.

Any JCLS employee who has experienced bullying should immediately report the behavior to their supervisor or the Human Resources Manager. All reports will be investigated and addressed. Making false/baseless or malicious complaints of bullying will be regarded as a serious offense, which may also lead to corrective action, up to and including termination. Employees found to be in violation of this policy will be subject to corrective action, up to and including termination.

This policy explicitly applies to conduct in the workplace, at social functions sponsored by the organization (holiday dinners, picnics, sporting events, etc.), and at business functions (conventions, trade shows, etc.). This policy applies to any conduct, as described above, which impacts the organization or work environment, regardless of where it occurs.

Management provides and supports a conflict resolution procedure for receiving and resolving complaints alleging discriminatory practices in employment relations. As an employee of JCLS, you have the responsibility to immediately report any actions or words from a supervisor, co-worker, vendor, library patron, or other individual, that you find to be harassing. The organization will not retaliate against you for filing a complaint or cooperating in an investigation and will not tolerate or permit retaliation by management, co-workers, or non-employees such as clients, vendors, or contractors.

## EXTERNAL COMPLAINT PROCEDURE

We encourage employees to bring their concerns and complaints to the organization and understand that at times this may not be the choice of the employee. Below is a list of the external complaint options. Please reach out to the preferred choice to determine the appropriate timelines for their processes.

- Oregon Bureau of Labor and Industries at the following web address:
  - [https://www.oregon.gov/boli/CRD/Pages/C\\_Crcompl.aspx](https://www.oregon.gov/boli/CRD/Pages/C_Crcompl.aspx)
- Civil or Criminal Action. In these circumstances, a Notice of Claim must be provided to JCLS, specifically the Human Resources Department, in accordance with ORS 30.275
- Oregon Occupational Safety and Health (OSHA)
  - <https://osha.oregon.gov/Pages/index.aspx>

Employees may choose to use other support services throughout and following stances related to concerns and complaints. The organization provides the following for additional assistance:

- Counseling and Legal Services through Employee Assistance Programs
- Counseling available through health insurance for benefitted employees

## WORKPLACE PROFESSIONALISM

While harassment is prohibited, so too is unprofessionalism, such as incivility, due to personality clashes or issues. Our focus is on customer service, productivity, and the ability for each employee to flourish here, which makes it essential that our employees treat each other and those with whom we serve with courtesy, respect, and consideration. Further, we require that employees work cooperatively and constructively in resolving issues or problems on-the-job to foster satisfactory working relationships.

JCLS defines unprofessionalism as repeated or one-time behavior, which is inappropriate and which may be verbal, non-verbal, or physical; either direct or indirect which generally occurs at work and in the course of employment but may also apply to off-site behavior exhibited by employees that negatively impacts the working relationship. Such behavior, whether exhibited between co-workers, management and staff, vendors/patrons, another outside

party, or a member of the public, violates our policy on how others should be treated while at the workplace or engaged in organizational operations.

When an allegation of unprofessionalism is made, consideration of the intention will be given. The purpose of this policy is to communicate to all employees, including supervisors, managers, and executives, that JCLS will not, in any instance, tolerate unprofessional behavior. Employees found to be in violation of this policy will be subject to corrective action, up to and including termination.

We consider the following examples of unprofessional behavior; however, this is not considered a comprehensive list. Any actions that create the same or similar result will also be considered.

- Making derogatory comments about your co-workers, patrons, or the organization on social media.
- Public humiliation in any form
- Constant criticism on matters unrelated or minimally related to the person's performance or job description
- Spreading rumors and gossip regarding individuals
- Interfering with the ability of someone to perform essential job duties or consistently assigning menial tasks not central to the job
- Taking credit for another person's ideas

Any JCLS employee who has experienced unprofessionalism should immediately report the behavior according to the reporting process outlined in our anti-harassment policy. All reports will be investigated and addressed. Making false/baseless or malicious complaints of unprofessionalism will be regarded as a serious offense, which may also lead to corrective action, up to and including termination.

## DISPUTE RESOLUTION

We believe that undisclosed problems will remain unresolved and may lead to impaired work relationships, dissatisfaction with working conditions, and a decline in operational efficiency. Therefore, the organization has established this dispute resolution procedure to solve problems as quickly, fairly, and thoroughly as possible. This procedure is a method for impartially hearing the complaint and is intended to resolve problems and provide a fair and objective review. All issues will be handled without prejudice or retaliation.

## REPORTING ISSUES OTHER THAN HARASSMENT/DISCRIMINATION

Any other questions or concerns you may have should be discussed with your immediate supervisor, absent special circumstances, as soon as you are aware there is a problem or have a question. Your supervisor will follow up promptly.

We realize there may be valid reasons to forego this initial step; in those circumstances [i.e., a concern involves an immediate supervisor], you may go directly to the next level of management or to the Human Resources Manager for assistance.

## CONFLICT RESOLUTION

Employee disputes are best resolved informally, directly between an employee and their supervisor. Conflicts can exist between two employees as well. JCLS recognizes that there are situations when a formal process may be beneficial, and additional perspectives may be needed to review and resolve a conflict.

Successful resolution of a conflict requires an open and honest exchange of information, a willingness to see a situation from a different perspective, an appreciation for the challenges and expectations of the jobs of both employees and managers, appropriate use of flexibility, and an understanding of the business needs of the organization.

The goal of conflict resolution is to provide an opportunity to exchange and review information and work through a process where an agreed-upon resolution is found. Human Resources may have the opportunity to facilitate a conversation between the employee and the supervisor. There may be circumstances where Human Resources is able to assist the employee and manager in finding a resolution before additional levels of management are involved.

## ELIGIBILITY AND USE OF CONFLICT RESOLUTION PROCESS

All employees (except temporary) who have completed their initial probationary period are eligible to use the Conflict Resolution Process. It may be used to appeal actions involving formal disciplinary written warning, final warnings, and suspension. The process may not be used to challenge verbal disciplinary warnings, coaching actions, performance feedback, or performance review related concerns. Participants who are disruptive of the process (e.g., using threatening behavior) or refuse to abide by the guidelines established in the policy, will forfeit their opportunity to participate. Failure of the employee or the organization to meet the time limits established for a response will result in an understanding that the conflict will be considered resolved and the Conflict Resolution Process will be terminated. Time limits may be extended by mutual agreement.

## PROCESS BETWEEN SUPERVISOR AND EMPLOYEE

### Step 1- Discussion with Supervisor

1. Initially, employees should bring their concerns or complaints to their immediate supervisor. If the complaint involves the employee's supervisor, the employee should schedule an appointment with the HR Manager to discuss the problem that gave rise to the complaint within seven working days of the date the incident occurred.
2. The immediate supervisor or HR Manager will respond in writing to the complaint within seven days of the meeting being held with the employee.

### Step 2- Written Complaint and Decision

1. If the discussion with the immediate supervisor does not resolve the problem, or if the supervisor does not respond to the complaint within seven days, the employee may submit a written complaint to the Human Resources Department.
  - a. The submission of the written complaint is due within seven working days of the response from the supervisor. The complaint should include:
    - i. The problem and the date when the incident occurred.
    - ii. Suggestions on ways to resolve the problem.
    - iii. A copy of the immediate supervisor's written response or a summary of his or her verbal response and the date when the employee met with the immediate supervisor. If the supervisor provided no response, the complaint should state this.
2. The Human Resources Manager will conduct an investigation and may call a meeting with the parties directly involved to facilitate a resolution or refer complaints to a review committee if the Human Resources Manager believes that the complaint raises serious questions of fact or interpretation of policy. The Human Resources Manager may gather further information from involved parties. The Human Resources Manager will respond in writing to the complainant within fourteen days.

### Step 3- Appeal of Decision

1. If the employee is dissatisfied with the decision of the Human Resources Manager, the employee may, within seven working days, appeal this decision in writing to the Library Director.
2. The Library Director will meet with the Human Resources Manager and review all information related to the complaint. The Library Director would then meet with the parties involved, if necessary, and a final written decision will be issued within 14 days.

## PROCESS BETWEEN EMPLOYEE AND EMPLOYEE

### Step 1- Discussion with Employee

1. Initially, employees should bring their concerns or complaints to the employee they have the conflict with.
2. The immediate supervisor of the employees will be made aware of the conflict.
3. The immediate supervisor, or supervisors, if the employees are in two separate departments, shall schedule a meeting for the employees to meet and discuss the conflict.
4. The immediate supervisor(s) will respond in writing to the complaint within seven days of the meeting being held with the employee to summarize the complaint and agreed-upon resolution.

### Step 2- Written Complaint and Decision

1. If the discussion with the employees does not resolve the problem, or if the employee the conflict is with does not respond to the meeting request, the employee may submit a written complaint to Human Resources Department.
  - a. The submission of the written complaint is due within seven working days of the response from the involved employee. The complaint should include:
    - i. The problem and the date when the incident occurred.
    - ii. Suggestions on ways to resolve the problem.
    - iii. A copy of the immediate supervisor's written response or a summary of his or her verbal response and the date when the employees met with the immediate supervisor(s). If the supervisor provided no response, the complaint should state this.
2. The Human Resources Manager may call a meeting with the parties directly involved to facilitate a resolution or refer complaints to a review committee if the Human Resources Manager believes that the complaint raises serious questions of fact or interpretation of policy. The Human Resources Manager may gather further information from involved parties. The Human Resources Manager will respond in writing to the complainant within fourteen days.

### Step 3- Appeal of Decision

1. If the employee is dissatisfied with the decision of the Human Resources Manager, the employee may, within seven working days, appeal this decision in writing to the Library Director.
2. The Library Director would meet with the Human Resources Manager and review all information related to the complaint. The Library Director would then meet with the parties involved, if necessary, and a final written decision will be issued within 14 days.

## ADDITIONAL GUIDANCE

If an employee fails to appeal from one level to the next level of this procedure within the time limits set forth above, the problem should be considered settled on the basis of the last decision, and the problem will not be subject to further consideration.

Because problems are best resolved on an individual basis, the conflict resolution process may be initiated only by individual employees and not by groups of employees. All complaints must be made in good faith.

JCLS reserves the right to impose appropriate disciplinary action for any conduct it considers to be disruptive or inappropriate. The circumstances of each situation may differ, and the level of disciplinary action may also vary, depending on factors such as the nature of the offense, whether it is repeated, the employee's work record and the impact of the conduct on the organization.

No JCLS employee will be subject to retaliation for filing a complaint under this policy.

## RECORD KEEPING

### ACCESS TO PERSONNEL FILES

JCLS maintains a confidential digital personnel file for each employee, and access to those records is restricted to authorized persons only. The records contain applications, evaluations, performance counseling notices, correspondence, and other information pertinent to employment. Authorized persons are individuals in a direct line of supervision over the employee to whom the file applies, or any management representative involved in a pending personnel action.

Your personnel file is available for review (except for any references and other material exempt from disclosure under state law) by making advance arrangements with Human Resources. Human Resources will provide digital or printed copies of personnel records or files as required by law, but you may be asked to reimburse us for the reasonable cost of providing copies.

### CHANGE IN PERSONNEL DATA

Keeping your personnel records current can be important to you with regard to pay, payroll deductions, benefits, and other matters. If you have changes in any of the following items of information, please notify Human Resources as soon as possible:

- Name
- Marital status
- Address
- Telephone number
- Dependents
- Beneficiaries
- Emergency contact
- Job-related physical or other limitations that impact employment
- Other information having a bearing on your employment

Changes to your record may be made by going into the Human Resources Information System (HRIS) portal. For assistance, please contact the Human Resources Department.

## COMMITTEE WORK

JCLS encourages its employees to participate in organizational committees and affinity groups. Certain positions within the organization may participate in local community, professional association, or government committees and meetings. If an employee is participating in these meetings and/or groups, they will be compensated for their time.

All committee and affinity group work must be approved by the employee's direct supervisor prior to commitment. No employee shall spend more than 10% of their regular scheduled time participating in the above-mentioned groups.

## COMMITTEES, TASK FORCES, AND AFFINITY GROUPS

Committees, Task Forces, and Affinity are essential tools for engaging in collaborative work, supporting staff, developing policies and procedures, and furthering the Mission, Vision, and Values of JCLS.

### COMMITTEES

Committees at Jackson County Library Services serve specific purposes aimed at advancing the organization's goals and objectives. These purposes include but are not limited to:

- a. **Policy Development & Maintenance:** Committees may be formed to review existing policies, propose revisions, and develop new policies to support consistent procedures, ensure compliance with legal requirements, promote consistency, and address emerging issues. An example of this type of committee at JCLS would be the Circulation Committee or Safety Committee.
- b. **Planning:** Committees may be formed for the planning and execution of recurring library programs and events for staff and patrons. These committees may be seasonal and re-form each cycle or maintain specific membership throughout the year. Examples of this type of committee at JCLS are the Rogue Reads, Summer Reading, and the Staff Day Committee.
- c. **Services:** Committees may exist to facilitate an ongoing service provided by JCLS. An example of this kind of committee at JCLS is JCLS Discovery or Readers Advisory.
- d. **Development:** Committees may be formed to promote and facilitate content areas across JCLS in alignment with the organization's Mission, Vision, and Values. These committees' work may take a variety of forms and may be connected to external requirements due to JCLS status as a Special District. Examples of this kind of committee at JCLS include the Safety, Wellness, and Equity, Diversity, and Inclusion (EDI).
- e. **Community Engagement:** Committees work to foster relationships with community partners, solicit feedback from patrons, and develop outreach strategies to ensure the library remains responsive to the needs of our community. An example of this kind of committee at JCLS would be Latinx Engagement.

### FORMATION

New committees may be created with the approval of the Library Administration team. Proposals for new committees should include:

- A clearly defined purpose.
- Initial goals for the committee to work towards.

### STRUCTURE

Composition: Committees may consist of permanent staff members from different departments as deemed appropriate for the committee's purpose. On-call employees are not eligible to serve on committees except for rare occasions that require approval from the Library Director.

- **Leadership:** Each committee should be led by a chairperson or co-chairs responsible for facilitating meetings, setting agendas, and ensuring the committee's objectives are met. Some committees are led by a specific position, such as the Staff Day Committee, chaired by the Staff Development Coordinator.

Committees without a position-designated chairperson may select one through committee vote or consensus.

- **Membership:** Committee membership may be appointed by library leadership or open to all staff based on interest, expertise, or relevant experience. All staff must receive supervisor approval before accepting a committee position. Terms of membership and rotation of members may vary depending on the committee's needs. Staff members may serve on more than one committee at a time, but no employee shall spend more than 10% of their regularly scheduled hours participating in committee or task force work.
- **Meetings:** Committees convene regular meetings to discuss agenda items, progress updates, and action plans. Meeting frequency and duration are determined by the committee chair in consultation with members.
- **Reporting:** Committees may be required to provide regular reports to library leadership, highlighting accomplishments, challenges, and recommendations for action as appropriate.
- **Disbanding:** Committees may disband at the discretion of library leadership if their purpose is no longer relevant or they fail to adhere to JCLS policies.

## EXPECTATIONS AND RESPONSIBILITIES

Committee membership comes with expectations and responsibilities. Failure to meet these expectations may result in removal from the committee.

- **Active Participation:** Committee members are expected to attend regular meetings and actively contribute to discussions, share ideas, and collaborate with fellow members to achieve the committee's objectives.
- **Respectful Communication:** All interactions within committees should be characterized by mutual respect, open-mindedness, and constructive feedback, fostering a supportive and inclusive environment for all participants.
- **Accountability:** Committee members are accountable for fulfilling their assigned responsibilities, meeting deadlines, and adhering to any guidelines or policies established for the committee's operation.
- **Scope:** Committee members should operate within the scope of the committee's purview and within JCLS policy.

## TASK FORCES

### PURPOSE

Task Forces at Jackson County Library Services (JCLS) are temporary, goal-oriented groups established to address specific challenges, projects, or opportunities. They serve to advance the organization's mission by delivering actionable recommendations or completing defined tasks within a set timeframe. These may include, but are not limited to, large one-time projects and efforts to evaluate and update policies and procedures.

### FORMATION

New task forces may be established with the approval of the Library Administration team. Proposals for new task forces should include:

- A clear purpose or problem to address.
- Defined objectives and deliverables.
- A proposed timeline for completion.

### STRUCTURE

- **Composition:** Task forces may include permanent JCLS staff members with relevant skills, expertise, or interest in the topic. On-call employees are not eligible to participate. Whenever possible, task forces should consist of members from diverse departments to ensure a broad perspective.

- **Leadership:** Each task force will have a designated leader or co-leaders, responsible for facilitating meetings, setting agendas, and ensuring progress. Leaders may be appointed by library leadership or elected by task force members during the group’s initial meeting.
- **Membership:** Membership is temporary, lasting for the duration of the task force’s work. Staff must receive supervisor approval before joining a task force to ensure participation does not interfere with regular duties. No employee shall spend more than 10% of their scheduled work hours participating in task force or committee activities.

## OPERATION

- **Meetings:** Task forces will hold regular meetings to discuss progress, identify challenges, and develop action plans. Meeting frequency and duration will be determined by the leader(s) in consultation with members.
- **Deliverables:** Task forces are expected to produce clear and actionable deliverables, such as a final report, recommendations, or implemented solutions, by the end of their term.
- **Communication:** Task forces will provide periodic updates to library leadership or other relevant stakeholders, summarizing progress and any obstacles encountered. All significant decisions must be documented and shared with library leadership.
- **Accountability:** Members are expected to meet deadlines and adhere to the task force’s timeline. Task forces must remain within the scope of their assigned objectives and adhere to all JCLS policies.

## EXPECTATIONS AND RESPONSIBILITIES

Task force membership comes with expectations and responsibilities. Failure to meet these expectations may result in removal from the task force.

- **Active Participation:** Task force members are expected to contribute actively, attend meetings, and fulfill assignments.
- **Respectful Communication:** All interactions within task forces should be characterized by mutual respect, open-mindedness, and constructive feedback, fostering a supportive and inclusive environment for all participants.
- **Accountability:** Task force members are accountable for fulfilling their assigned responsibilities, meeting deadlines, and adhering to any guidelines or policies established for the task force operation.
- **Scope:** Task force members should operate within the scope of the task force’s purview and within JCLS policy.
- **Closure:** Task forces disband once their objectives are achieved, and all deliverables are submitted. A final report summarizing accomplishments, challenges, and recommendations will be presented to library leadership.

## AFFINITY GROUPS

### PURPOSE

An affinity group is a group of staff linked by a common identity, experience, or ideology. These groups promote employee awareness and well-being in alignment with JCLS mission, vision, and values. Affinity groups play a vital role in ensuring an inclusive environment where all are valued, included, and empowered to succeed. Affinity Groups are employee-driven and focus on fostering inclusion, personal connection, and professional growth. While these groups are not decision-making bodies, they may provide input or recommendations to library leadership as appropriate.

### FORMATION

New affinity groups may be established with the approval of Library Administration. Proposals for new affinity groups should include:

- The group's specified community and proposed focus area.
- The outline of the group's proposed charter.

## STRUCTURE

- **Membership:** Participation in affinity groups is voluntary and open to all JCLS staff who self identify as members of the affinity group's designated community. Each affinity group is a closed space reserved exclusively for said staff. Allies and supporters are appreciated but should look for alternative avenues of engagement. Non-members may attend at the affinity group's invitation. Staff may be members of multiple affinity groups at one time.
- **Leadership:** Each affinity group will have a facilitator or co-facilitators responsible for coordinating meetings, adding new members to the group, and acting as the primary point of contact with library leadership. Facilitators may be selected by group consensus or volunteer nomination. Staff may not facilitate more than one affinity group at a time.
- **Supervisor Approval:** Membership in affinity groups and asynchronous participation does not require supervisor approval. Attendance of monthly meetings outside of normal working hours is approved. Attendance of monthly meetings during normal working hours requires supervisor approval.
- **Time Commitment:** Affinity groups are approved for a monthly, one-hour, meeting as paid time. Additional events, meetings, and gatherings put on by the affinity group are not considered paid time without prior approval from library administration. Participation in affinity group meetings and activities should not interfere with an employee's assigned duties.

## OPERATION

- **Meetings:** Affinity groups meet regularly, with the frequency determined by group members. Meeting times and locations should be communicated in advance.
- **Activities:** Affinity groups may organize activities such as networking events, workshops, educational sessions, or community-building initiatives. Activities must align with the group's stated mission and purpose and must adhere to JCLS policies. Activities are not compensated time.
- **Communication:** Affinity groups are encouraged to share updates, achievements, or feedback with library leadership as needed. Groups may not act as official representatives of JCLS or engage in external advocacy without prior approval.
- **Disbanding:** Affinity groups may disband voluntarily or at the direction of library leadership if their purpose is no longer relevant, their membership declines, or they fail to adhere to JCLS policies.

## EXPECTATIONS AND RESPONSIBILITY

- **Respect and Inclusivity:** All members must foster an inclusive atmosphere where diverse perspectives are valued, and mutual respect is maintained.
- **Confidentiality:** Members must respect the privacy of others and maintain confidentiality when discussing personal experiences or sensitive topics.

# PERFORMANCE MANAGEMENT AND REVIEW

To establish a meaningful system upon which JCLS can continuously monitor the effectiveness of organizational operations and employee performance, all employees will receive a formal performance evaluation annually.

The objectives of the performance management and formal appraisal process are to:

- Ensure that employees know how their individual performance compares with established performance standards;
- Determine how well the organization is doing in assisting employees with work performance and meeting goals;
- Ensure communication and two-way feedback throughout the year;
- Create goals and measure performance based on those goals;
- Provide a tool for career planning including training that could benefit the employee; and,
- Provide a permanent record of employee performance and organizational contributions.

Managers and supervisory personnel are accountable for providing employee development actions designed to improve and enhance employee performance such as:

- Reasonable employee training;
- Assigning, directing, controlling, and reviewing employee work;
- Providing communication and feedback throughout the year, not just at the time of evaluation;
- Assisting employees in correcting deficiencies; and,
- Objectively evaluating employee performance during the evaluation period.

Our performance appraisal program is intended to be participatory and equally involves both your input and your supervisor's. This allows you to contribute to the growth and improvement of the organization. You are encouraged to:

- Inquire about your performance periodically;
- Accept additional responsibilities and show initiative;
- Review opportunities for advancement within the organization;
- Ask for assistance in developing a goal-oriented path for advancement within the department or organization; and,
- Learn about training available to assist you in improving your skills or qualify you for other opportunities within the organization.

Performance evaluations serve as one factor in decisions related to employment such as training, job assignments, employee development, promotions, and retention. Evaluations identify specific performance levels as compared to established standards, acknowledge the merit of outstanding performance, and prescribe the means and methods of improving performance deficiencies. Performance Evaluations are meant to cover the previous year of your employment. Your supervisor may incorporate items to help show progress, achievement or areas of improvement. Examples of these tools are:

- Employee's Self Evaluation
- Emails
- Letters of recognition
- Service Awards
- Performance Improvement Plans
- Notes from the Supervisors Employment Folder

The contents of a Performance Evaluation should never be a surprise to the employee. If issues should arise after an Employee Evaluation Meeting is conducted, the Human Resources Manager is always available to discuss the employee's concerns.

## PROBATIONARY EMPLOYEE REVIEWS

All employees must successfully complete the tasks and training as outlined in the 90-day Onboarding Process, which is provided to you during New Hire Orientation. Your supervisor will meet with you prior to the end of the 90-day probationary period to review the checklist and discuss any questions you might have or performance-

related issues related to your first 90 days on the job. If any areas of improvement are needed the Human Resources Department will become involved. Training, extra check-in meetings or a Performance Improvement Plan may be a part of the solution to help the employee become successful.

## REGULAR EMPLOYEE REVIEW PROCESS

For regular employees, performance evaluations will be completed on an annual basis. All staff are required to turn in a self-evaluation to their supervisor. Supervisors will be responsible for using the Employee Evaluation Form and outlining strengths, weaknesses, and goals. The supervisor will meet with the employee and go over the completed form and self-evaluation. If there are any areas of improvement needed, the supervisor will work with the Human Resources Manager prior to meeting with the employee. At the meeting, appropriate goals for the next year need to be set and agreed upon by the employee and supervisor. A signed copy of the employee evaluation and supporting documents will go to Human Resources and be placed in the employee's personnel file.

## CORRECTIVE ACTION

Everyone benefits when we work together and conduct ourselves in a manner that reflects the best interests of both the organization and its employees. It is the philosophy of JCLS to correct performance deficiencies and address violations of policies and work rules to correct situations and avoid repetition.

You will be informed if corrective action is necessary as soon as possible after any performance problem has been identified. Your manager or supervisor will discuss the situation with you, explaining this policy and the necessity of corrective action to avoid additional disciplinary actions.

Although one or more corrective actions may be taken in conjunction with a particular performance issue, no formal order will be followed. Corrective action may include any of a variety of actions depending on the circumstances and severity of the particular situation.

Corrective actions taken at the discretion of management may include **any** of the following:

- Verbal counseling with you, which will be confirmed in writing by your supervisor and placed in your personnel file.
- Written warning, which will be placed in your personnel file.

If an employee receives a written warning, the document will outline policies violated and times that the employee had received guidance, held discussions with their supervisor or had training on the topic. A written warning can be a first, second or third and final warning, and the District reserves the right to issue the warning at any level depending on the severity of the policy violation.

- Performance Improvement Plan (PIP)

If an employee receives a performance review with areas of improvement needed, a Performance Improvement Plan (PIP) will be administered. A PIP can also be used at any time throughout the year for an employee who needs to improve performance, or for someone who is not performing the essential duties of their position. A PIP is a tool that outlines specific steps for an employee to take to improve performance. It also includes set goals for the employee to work towards. The employee's supervisor, with the assistance and support of the Human Resources Department, will create the PIP. A PIP typically lasts 30, 60 or 90 days, whichever is a reasonable

time to address the specific issue. A PIP can be extended and remains in place until the supervisor and Human Resources Manager agree that the performance issues addressed in the PIP have been improved and sustained.

If the goals and expectations have not been met as outlined in the PIP, further action may be taken, up to and including termination.

- Suspension, which will be confirmed in writing for your personnel file. Suspension is normally used to remove an employee from the organization's premises during an investigation or as a disciplinary action. A suspension may be paid or unpaid.
- Demotion by way of reclassification, which will be documented in your personnel file.
- Termination, which will be documented in your personnel file.

The corrective action process will not always commence with verbal counseling or include every step. The above options are not to be seen as a process in which one step always follows another. Some acts, particularly those that are intentional or serious, warrant more severe action on the first or a subsequent offense. Consideration will be given to the seriousness of the offense, any change in behavior, and the circumstances surrounding the offense.

## HOURS OF WORK AND WORK SCHEDULES

### ORGANIZATION HOURS

The general office hours, for JCLS Administration Staff only, are 8:00 a.m. to 5:00 p.m, Monday through Friday. Operational hours will vary based on the branch location and department where an employee is assigned to work.

Specific workday and workweek schedules for each employee will be determined from time to time by the appropriate manager based on the organization's needs. We will attempt to notify you of any changes in schedules with at least two-week notice prior to the effective date of change. Management reserves the right to modify schedules consistent with the needs of the organization.

The normal workday is eight (8) hours. The total hours in a normal workweek are 40, Monday through Sunday. If you are a non-exempt employee, you should not begin work before your normal starting time or continue working beyond the normal quitting time without explicit advance approval from your supervisor.

Alternate or flex work schedules may be approved by the supervisor and Human Resources Manager on a case by case basis.

### OVERTIME

You may occasionally be required to work overtime. Overtime hours will be paid to non-exempt employees at one and one-half times (1.5) the regular rate of pay for all hours worked in excess of 40 hours in a regular workweek, or as otherwise required by state and federal laws. Paid time off, including sick, vacation, or holiday leave, will not be considered when computing overtime. Your department supervisor must approve any overtime hours in advance or else you may face corrective action, up to, and including termination.

### BILINGUAL STIPEND

A bilingual stipend is awarded to any employee who regularly uses a second language on the job. To qualify, staff members must be approved for the stipend and pass a competency test. If the employee doesn't pass the test, they may retest after 90 days.

The District reserves the right to determine which languages and language usage is sufficient for the stipend. American Sign Language and Spanish are currently the only languages approved for the stipend.

The current bilingual stipend is \$50 per month for part-time and on-call employees and \$100 per month for full-time employees.

Employees may apply for the bilingual stipend with the Staff Development Coordinator.

## UNPAID TIME

Unpaid time should be used only in a rare emergency situation. All unpaid time must be approved by the supervisor and the Human Resources Manager in advance.

In the special circumstance that an employee has exhausted all accrued leave and was not able to work all the hours of their shift, unpaid time may be approved. Employees should work with their supervisors in this instance and see if there are substitute shifts the employee may take to make up the time. An employee may also flex their time, or swap shifts with another employee within the same classification and the same work week.

Excessive hours of unpaid time will not be approved. If the employee abuses unpaid time, disciplinary action may be taken. Unpaid time will not be approved if the employee has accrued time available.

Employees who are using unpaid time should work with the Human Resources Department to determine if any of the leave of absence laws may be applicable during this time.

## MEAL AND REST PERIODS

Meal and rest periods will be provided for you according to applicable state regulations. Unless an employee is exempt, Oregon law requires employers to provide meal and rest periods to employees. **ORS 653.020** Supervisors will review these and establish schedules. Non-exempt employees are not permitted to work through a meal period unless approval from a supervisor (in an emergency situation) is obtained before the scheduled meal break. In these situations, the meal period will be paid time.

The typical employee whose work period is eight hours long is entitled to receive at least one 30-minute unpaid meal period and two paid ten-minute rest breaks. Different provisions apply to minor employees under the age of 18. Please contact the Human Resources Department for more information. Non-exempt employees who work 6 hours or more are required to be provided with unpaid meal periods of not less than 30 minutes. No meal period is required if the work period is less than 6 hours.

Oregon law requires an employer-paid rest period of not less than 10 minutes for every segment of four hours or major part thereof. This time must be taken in addition to and separately from required meal periods. The rest period should be taken as close to the middle of the work segment as possible.

***Numbers of Meal and Rest Periods Required Based on Length of Work Period***

<b>Length of Work Period</b>	<b>Number of Rest Breaks Required</b>	<b>Number of Meal Periods Required</b>
2 hours or less	0	0

2 hours 1 min - 5 hours 59 min	1	0
6 hours	1	1
6 hours 1 min - 10 hours	2	1
10 hours 1 min - 13 hours 59 min	3	1
14 hours	3	2

## LACTATION

JCLS promotes and supports the practice and need for employees to express breast milk on its premises upon their return to work.

Until their babies are 18 months old, employees may take reasonable rest periods to express breast milk as needed. Nursing breaks may be taken concurrently with regular meal and rest breaks, although additional reasonable break time will be made available, as required. Management and employees should work together to find mutually agreeable hours of work and breaks which support the continuation of expressing breast milk.

If an employee perceives or observes adverse treatment with respect to the expression of breast milk, a supervisor/manager should be informed immediately.

If an employee perceives or observes adverse treatment with respect to the expression of breast milk, a supervisor or manager should be informed immediately.

JCLS will provide a private space with an electrical outlet, within the office building, to express breast milk. This space may vary according to available empty rooms. Check with the Human Resources Manager. Hand washing facilities and a refrigerator will also be available at all sites and appropriate signage for privacy will be supplied.

Employees will be responsible for the storage of the expressed milk. The milk, if stored in the refrigerator provided, must be clearly labeled with the employee’s name. To ensure the safety of stored breast milk, it is recommended that the container used to store the milk be sealed in a plastic bag to prevent contamination.

## SOCIAL AND RECREATIONAL ACTIVITIES

Participation in off-duty social or recreational activities such as organization picnics and holiday parties are entirely voluntary. Participation or non-participation will not affect your wages, hours, working conditions, or present or future employment opportunities.

## INCLEMENT WEATHER AND EMERGENCY CLOSURES

Emergencies such as severe weather, fires, power failures, earthquakes, and other natural disasters can disrupt organizational operations. Infectious disease outbreaks could also trigger an emergency. In extreme cases, these circumstances may require the closing of the District.

In the event that JCLS makes the decision to close the office prior to the start of the business day, the closure will be announced via an organization-wide email, Microsoft Teams and the designated emergency contact system from the Library Director, Assistant Director or Human Resources Manager. It is the responsibility of each employee to check communication channels and contact their supervisor (or other point of contact) for an update, if there is any doubt regarding office operations. The Administration Team at JCLS will maintain an updated phone tree for such emergencies.

If a decision is made to close the office after the business day has already begun, the closure message will also be announced via email and other appropriate communication channels.

Dependent upon the nature and duration of emergency closure, and at the direction of the Board of Directors, exempt employees will be paid for all absences, full day or partial day and should be available to work from home if necessary.

When Administration decides to close any branch library in response to an emergency, staff will be paid for their regularly scheduled hours during the time the library is closed. Staff should mark their time as Administrative Paid Leave on their time card for their regularly-scheduled shift. If staff chooses to leave work early or does not report to work when the library is open, they are not eligible to utilize Admin Paid Leave, but may, with supervisory approval, use available vacation hours.

Extended closures may require additional Board action and guidance.

## TELEWORK

Both telework and telecommuting are a flexibility that may be available to some positions within the organization. These are two different arrangements. Telework is the planned practice of regularly working from a non-organization address. This is most typically the employee's residence. Telecommuting is the planned practice of occasional or intermittent work from a non-organization address. This is most typically the employee's residence.

All telework and telecommuting arrangements require the prior approval of the supervisor and may be changed at the discretion of the HR Manager. Telework and telecommuting may be permissible for some jobs and not all jobs.

Employees are responsible for ensuring a safe work environment when teleworking. Employees are also responsible to meet the expectations of their job regardless of where the job is done. Supervisors are responsible for monitoring compliance with these types of agreements, relevant policies, performance standards, expectations for work project and productivity, and time accountability.

Any employee who is teleworking must be available during established work hours and provide timely responses to email, phone calls, etc. Absences, including unavailability during work hours, must be pre-approved. Employees must account for all time worked. Supervisors may consider an employee's request to alter regular work hours in the same way they would evaluate these requests for a person working at an organization address.

An employees' salary, benefits and insurance coverage does not change as a result of teleworking or telecommuting.

Employees are responsible for the utilization of JCLS networks while working remotely in a safe and secure manner as directed by the IT Department.

Any teleworking arrangement made will be on a trial basis and may be discontinued at will and at any time at the request of either the telecommuter or JCLS. Every effort will be made to provide thirty (30) days' notice of such change to accommodate commuting, childcare and other issues that may arise from the termination of a teleworking arrangement. There may be instances, however, when no notice is possible.

## ELIGIBILITY

All non-probationary, benefitted (20 or more hours per week) staff members are eligible for consideration to telework a portion of their weekly hours. Employees must have a satisfactory performance record. Full-time employees may request a regular teleworking schedule, not to exceed 2 days per week. Exceptions to this rule may be made by the Library Director.

Before entering into any teleworking agreement, the employee and manager, with the assistance of the Human Resources Department, will evaluate the suitability of such an arrangement, reviewing the following areas:

- Employee suitability. The employee and manager will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful telecommuters.
- Job responsibilities. The employee and manager will discuss the job responsibilities and determine if the job is appropriate for a teleworking arrangement.
- Equipment needs, workspace design considerations, and scheduling issues. The employee and manager will review the physical workspace needs, such as equipment needed for the telework.
- Tax and other legal implications. The employee must determine any tax or legal implications under IRS, state and local government laws, and/or restrictions of working out of a home-based office. Responsibility for fulfilling all obligations in this area rests solely with the employee.

If the employee and manager agree, and the Human Resources Manager concurs, a draft teleworking agreement will be prepared and signed by all parties.

Evaluation of telecommuter performance will include regular interaction by phone, email, and Teams between the employee and the manager, and regular face-to-face meetings to discuss work progress and problems. If performance issues occur, the agreement will be terminated immediately. Only when the employee moves back into satisfactory performance will another telework agreement be considered. No employee is guaranteed the right to work remotely.

An appropriate level of communication between the telecommuter and supervisor will be agreed to as part of the discussion process of the agreement.

## EQUIPMENT

Teleworking or telecommuting employees are expected to be able to setup up a remote office and use both the organizations and their own equipment without direct physical help from the organization. While any equipment supplied by the organization will be maintained by or at the direction of the organization, employees are responsible for the safe and secure transportation of equipment to and from the office.

Employees are expected to have sufficient telephone and internet connectivity to perform their work and to participate in virtual meetings during agreed-upon work hours.

JCLS will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs for each teleworking arrangement. Equipment supplied by the organization will be maintained by the organization. Equipment supplied by the employee, if deemed appropriate by the organization, will be maintained by the employee. JCLS accepts no responsibility for damage or repairs to employee-owned equipment. JCLS reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the organization is to be used for business purposes only. The telecommuter must sign an inventory of all JCLS property received and agree to take appropriate action to protect the items from damage or theft. Upon termination of employment, all company property will be returned to the company, unless other arrangements have been made.

JCLS will supply the employee with appropriate office supplies (pens, paper, etc.) as deemed necessary. The employee will establish an appropriate work environment within their home for work purposes. JCLS will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.

## SECURITY

Consistent with the organization's expectations of information security for employees working at the office, teleworking employees will be expected to ensure the protection of proprietary library and patron information accessible from their home office.

Steps include making sure that:

- All devices have anti-virus software, managed by the IT Department.
- All Wi-Fi, cellular or similar access points are protected with strong passwords or passphrases.
- All Wi-Fi, cellular or similar access point passwords or passphrases are changed on a regular and scheduled basis.
- Login and password information is secure and protected, even from family members.
- Multi-factor authentication is enabled and being used.
- All data is saved to organization authorized shared network devices or cloud locations such as OneDrive. Similarly, no data is saved or stored on portable machines such as the desktop or C-Drive.
- VPN access is only via organization issued devices. No personal devices are connected via VPN.

Performance of illegal activities through the organization network or on organization time by any user is prohibited. The employee bears responsibility for and consequences of misuse of their access.

Employees are expected to ensure physical office security by taking steps like keeping proprietary material in locked file cabinets and desks, securing doors, windows, hiding devices when not in use, and any other measures appropriate for the job and the environment.

Employees will follow all organizational policies related to information and data security. Complying with these policies mitigates risk and ensures an appropriate level of security for confidential information, paper and electronic, in transit or at the alternate worksite.

When accessing the organization's network from a personal computer, employees are responsible for preventing access to any computer resources or data by non-authorized users. In addition, employees are expected to ensure the remote host is not connected to any other network at the same time, except for personal networks that are under their complete control or under the complete control of the employee.

The IT Department will confirm that the user's device does not contain any traces or protected, sensitive, organization, or proprietary information and delete any protected, sensitive, organization and/or proprietary data, licensing, and information remaining on the device.

## TECHNOLOGY SUPPORT

The IT Department will only provide device support that relates to the organization's devices and connection.

## SAFETY

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. Injuries sustained by the employee in a home office location and in conjunction with his or her regular work duties are normally covered by the company's workers' compensation policy. Teleworking employees are responsible for notifying the employer of such injuries as soon as practicable. The employee is liable for any injuries sustained by visitors to his or her home worksite.

Teleworking is not designed to be a replacement for appropriate childcare. Although an individual employee's schedule may be modified to accommodate childcare needs, the focus of the arrangement must remain on job performance and meeting business demands. Prospective telecommuters are encouraged to discuss expectations of teleworking with family members prior to entering into an agreement.

## TIME WORKED

Teleworking employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using JCLS's time-keeping system. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the telecommuter's supervisor. Failure to comply with this requirement may result in the immediate termination of the teleworking agreement.

## AD HOC ARRANGEMENTS

Temporary teleworking arrangements may be approved for circumstances such as inclement weather, special projects, pandemics or business travel. These arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance. Other informal, short-term arrangements may be made for employees on family or medical leave to the extent practical for the employee and the organization and with the consent of the employee's health care provider, if appropriate.

All informal teleworking arrangements are made on a case-by-case basis, focusing first on the business needs of the organization.

## WORKERS COMPENSATION

Staff are covered under the District's Workers Compensation policy shall they be injured while on the job. If you have been injured, please contact your supervisor and Human Resources Department immediately so that care may be assessed. For emergencies please dial 911 or go to the emergency room at your local hospital immediately.

## EARLY RETURN-TO-WORK PROGRAM

Our Return-to-Work program provides guidelines for returning you to work as early as possible after you have suffered an on-the-job-injury. The program is not intended to be a substitute for reasonable accommodation when an injured employee also qualifies as an individual with a disability.

The Return-to-Work program consists of a team effort by supervisors, injured employees and their treating physicians, management, and our workers' compensation insurance carrier. All team members will take an active role in returning injured employees to productive work. Through this team effort, we hope to help our employees recover and return to full employment as soon as their medical condition permits.

If you are injured on the job and your doctor determines that you are able to perform modified work, the organization will attempt to provide such a job until you are able to resume your regular duties, except where provided as an accommodation for a permanent disability. All modified work is temporary and may be offered at any location or on any shift. If you are offered a modified position that has been medically approved, failure to report at the designated time and place may affect time loss compensation.

A return to work from non-work-related injuries or illness may be covered in the Leave section.

## PERSONAL AND DISTRICT VEHICLES

Employees using company vehicles must be on the approved driver list. To be eligible and added to this list, the Facilities Department should be contacted.

You assume liability for your vehicle when you use it for business purposes. All employees who want to use their personal vehicles for organization business must have a current driver's license and the minimum vehicle liability insurance required by state law. This insurance will be primary.

Select positions may be asked to use their personal vehicles to transport library property such as program and outreach supplies on an as-needed basis, if a library vehicle is not available for use. Mileage reimbursement is available for this.

Appropriate action to protect District property from damage or theft is expected.

## SMOKING IN THE WORKPLACE

JCLS is a non-smoking facility. This includes the use of electronic cigarettes and vaping devices. Places outside the buildings may be designated as smoking areas; smoking is limited to these areas. Please do not smoke or vape within 20 feet of any entrance, exit, window, or air intake device, in accordance with Oregon state law and library policy. If any employee has a concern about the areas designated, that individual should speak with the appropriate supervisor.

## EMPLOYEE RIGHT TO KNOW/HAZARD COMMUNICATION PROGRAM

JCLS provides a Hazard Communication Program so that all employees are aware of chemical hazards in the workplace. By becoming familiar with this information, you can help prevent injuries and illnesses from chemical exposure. If you have any questions regarding chemical hazards, do not delay in asking your supervisor.

The following safety precautions have been taken to prevent injuries and illnesses from chemical exposure:

## CONTAINER LABELING

The Operations Coordinator will verify that all containers received for use will:

- Be clearly labeled as to the contents with a product identifier.
- Note the appropriate hazard warning with a precautionary statement, pictogram, hazard statement, and supplemental information.
- List the manufacturer/supplier name, address, and emergency phone number.

It is our policy that no container will be released for use until the above data is verified.

The supervisor in each section will ensure that all secondary containers have either an extra copy of the original manufacturer's label or a generic label that has identification and hazard warning blocks. For help with labeling, see the Facilities Department.

## SAFETY DATA SHEETS (SDS)

Copies of safety data sheets for all hazardous chemicals that employees of this organization may be exposed to will be kept in the Business Office and on the staff intranet. Safety data sheets will be available to all employees in a designated work area in their branch for review during each work shift. Never use a chemical or associated machinery if its safety data sheet is not available; you should immediately contact the Operations Coordinator before using the chemical or the machine containing the chemical.

## EMPLOYEE INFORMATION AND TRAINING

Before starting work, you will participate in health and safety training and receive information about the following:

- An overview of the requirements contained in the Globally Harmonized Hazard Communication System;
- Chemicals present in your workplace operations;
- Location and availability of our written hazard communication program;
- Physical and health effects of hazardous chemicals;
- Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area; and,
- How to reduce or prevent exposure to these hazardous chemicals through the use of control/work practices and personal protective equipment.

After attending the training class, you will sign a form to verify that you attended, received our written materials, and understand our policies on hazard communication. This form will be placed in your personnel file.

Prior to a new hazardous chemical being introduced into any section of this organization, each employee of that section will be given information as outlined above. The Operations Coordinator is responsible for ensuring that Safety Data Sheets (SDS) on new chemicals are available.

## SEPARATION OF EMPLOYMENT

Separation of employment with JCLS occurs when you voluntarily resign, are laid off, or are terminated by the organization.

### RESIGNATION

Employment with us is “at-will,” which means you are free to resign at any time, with or without cause or notice. However, in order to achieve an orderly transition, we would appreciate receiving notification of your resignation at least 10 working days before the intended date of departure. If a 10-working day notice is not given, you are not eligible for rehire. For supervisors and management-level personnel, at least 30 days’ notice of a resignation is preferred.

### JOB ABANDONMENT

To maintain a safe and productive work environment, employees are expected to be reliable in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on the organization; poor attendance and excessive tardiness are disruptive. Either may lead to corrective action, up to and including termination of employment. If an employee fails to call in or show up for work for three (3) consecutive shifts or days, job abandonment and voluntary resignation will be assumed.

### JOB ELIMINATION, REDUCTION IN HOURS

Our desire is to avoid circumstances that require a reduction in hours or staff, but we also recognize that situations may arise where such reductions are necessary. Depending upon the circumstances, we may respond in a variety of ways, including offering a voluntary reduction in hours or days of work, reducing your work hours or days of work, reducing the workforce, or reducing expenses by other means. Among the factors we may consider in selecting employees for any reduced hours or reduction in force are:

- Your department, location, or job;

- Your job knowledge, skills, and ability to do the required work;
- Your performance, attendance, and safety and corrective action history and records;
- Your possession of licenses, registrations, and certifications required by the job;
- Your creativity and teamwork skills, if required for the job;
- Your demonstrated willingness to go the extra mile for the organization, co-workers, and patrons; and,
- The efficiency of our operation.

Evaluation of these factors is at our discretion. When we conclude that all the factors are substantially equal, we will reduce the hours of or lay off the employee with the shortest term of service. An immediate supervisor/manager and the Human Resources Manager will personally notify employees of a layoff. After explaining the layoff procedure, you will be given a letter describing the conditions of the layoff, such as the effects on benefits, the possibility of reemployment, procedures, and any outplacement services.

If practicable at the time of layoff or upon an employee being placed in an inactive status, we may provide limited re-employment rights for a period of six (6) months. The order of recall will be determined using the above factors. An offer of re-employment may be made orally or in writing to the last email and/or physical address reflected in your personnel records. It is your obligation to keep us informed of any changes to your telephone number, email address, and physical address. The offer will identify the available job and the date you are to report to work. If you are not rehired during the period specified, your re-employment rights end; if you decline re-employment or fail to report on the date specified in an offer, you generally waive any re-employment privileges.

## TERMINATION

Our philosophy and general practice is to provide employees who have completed the initial probationary period of employment with an opportunity to correct minor performance and conduct problems before the termination process is initiated.

The organization has a corrective action policy found in this Handbook that describes action management may take, at its discretion, to correct performance infractions prior to discharging employees. The decision to terminate employees is based not only on the seriousness of the current performance infraction, but also on the individual's overall performance record and length of service.

We believe that our employees should be given an opportunity to be heard in matters involving corrective action, including termination, and we have provided a formal conflict resolution procedure found in this Handbook for that purpose. You are encouraged to use this procedure to resolve any issues you may have that cannot be resolved by consulting with your supervisor.

## EXIT INTERVIEW

An exit interview may be arranged with the Human Resources Department to give you an opportunity to address unresolved issues before leaving the organization. It also allows us to solicit your opinions about our organization and any suggestions you may have for its improvement. We encourage all employees invited to participate in an exit interview when they separate from employment to do so, and we value all opinions and suggestions we receive in the process.

At the exit interview session, you will be given information regarding your benefit continuation rights and responsibilities and how you will receive your final paycheck. If you decline an exit interview, this information will be conveyed to you before your final day by either the Human Resources Department or your supervisor.

## RETURN OF ORGANIZATION PROPERTY

Upon separation from employment, either voluntarily or otherwise, you must return all organizational property in your possession. Such property may include credit cards, organization vehicles, keys, ID cards, cell phones, tools, software, electronic devices, parking passes, and any other items in your possession that belong to the organization.

Failure to return property will result in a letter issued to the employee asking them to return the equipment to the Human Resources Department immediately.

## FINAL PAYCHECK

For information about final paychecks, please refer to the section in this handbook regarding *Pay Practices*.

# COMPENSATION

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## TOTAL COMPENSATION PHILOSOPHY STATEMENT

JCLS provides a total compensation package, considering both internal and external equity. Internal equity is measured by five characteristics of each job: knowledge, skill, effort, responsibility, and working conditions. External equity is measured by the components of our total compensation package against organizations in our region with comparable size, operating budget, and structure as well as our market. Market is defined as where we get our employees from and where we lost them to, which may be different than comparable organizations. We will reward continued commitment to the organization, professional growth, and consistent contributions in the assigned area of work. The total compensation package includes wages and benefits, which include leaves, insurances, and retirement appropriate to be competitive in our geographic region and industry. Decisions regarding individual factors of compensation will be made in consideration of the total compensation package, financial sustainability, and current and future strategic goals of the organization.

## PAY ADMINISTRATION

JCLS values high quality work from its employees and is committed to compensating employees for their efforts. Employees are valued here at JCLS; you are our primary and most important asset. It is our intent to provide a competitive compensation package that will attract, retain, and motivate employees. It is also our intent that policies and pay practices be administered consistently throughout the organization to ensure internally that equity is achieved.

Your pay as a new employee is established based on your past work experience, skills and education if applicable to the position. We also consider the other employees in the same classification, their longevity and make decisions that are in line with Oregon's pay equity law. **ORS 652.210 - 652.235, ORS 659A.357, OAR 839-008**

The pay level for the classification has been determined by evaluating positions of similar level, duties and minimum qualifications in comparable districts. This policy will be administered and interpreted in accordance with applicable federal and state laws and regulations.

## SALARY PLACEMENT UPON HIRE

Your pay as a new employee is established based on the grade level of the job classification you were hired within. JCLS has a 16-step salary schedule with each step at 1.5%. New hires are placed on a step within the JCLS salary schedule based on applicable education and experience to the job, as well as keeping within Oregon state pay equity laws. The starting range for new hire placement is within steps 1-5. All current incumbents within the classification are reviewed prior to the new hire being placed. Careful consideration is given to ensure the new hire is not placed at or above another employee who has more experience, longevity at JCLS or higher education if it is within minimum qualifications of the position. This policy will be administered and interpreted in accordance with applicable federal and state laws and regulations.

## PAY WHILE TEMPORARILY WORKING AT A HIGHER LEVEL OR INTERIM ASSIGNMENT

Upon assignment of higher-level duties or interim assignment for a full pay period or more, employees may receive a six (6) percent increase from the employee's current base wage for the duration of the assignment. If six (6) percent increase falls below the lowest step of the higher-level classification, the employee receives the first step of the higher classification. JCLS will retain documentation on the established rate of the promotional pay amount.

# PAY PRACTICES

## PAY ORIENTATION

At time of hire, explanation of earnings and deductions is provided to the employee through multiple forms of communication, including: HRIS (Human Resources Information Systems), HR Sharepoint Page, and email. The information will include access to a comprehensive list of the following:

- a. Salary Schedule and Placement document- All pay rates that employees may be eligible for.
- b. All benefit deductions and contributions with corresponding payroll code and definition of each.
- c. All other deductions with definitions of each.

## PAYDAYS

You will be paid every two (2) weeks. Paydays are every other Wednesday. If a payday falls on a banking holiday, paychecks will be distributed on the day prior to the established payday. If a payday falls on an organizational holiday, you will receive your check on the last workday prior to the holiday.

## PAY STATEMENTS

Each pay statement shall include the following information to provide transparency for an employee:

- The date of payment
- Dates of work covered by the payment
- Name of organization
- The address and telephone number of the employer
- The rate or rates of pay for each type of work: regular and overtime.
- Gross wages
- Net wages
- The amount and purpose of each deduction – full definitions of deductions are available from the Finance Department or on the HR Sharepoint page
- Accrual balances

## PAYROLL DEDUCTIONS

Certain mandatory and elective deductions that are made from employee pay are noted on the paycheck stub. The only deductions made are those mandated by law or authorized by you in writing.

## DELIVERY OF PAYCHECKS

Your paycheck will be direct deposited (preferred) or mailed to you each payday. Paychecks will not be delivered to anyone else without written request to the Finance Department.

## METHOD OF PAYMENT

A statement showing gross earnings, deductions, and net salary will accompany each paycheck. Notice of direct deposit will be available in the HRIS portal to all employees who are enrolled in that method of payment.

## PAY ADVANCES

Pay advances are not provided by JCLS. Employees are encouraged to find other appropriate resources for any financial difficulties. JCLS offers various Employee Assistance Programs (EAP) to its employees. These programs may include referral services, financial counseling, debt consolidation guidance and other assistance.

## EMPLOYEE WITHHOLDING ALLOWANCE CERTIFICATE (FORM W-4)

You are required to furnish the organization with an Employee Withholding Exemption Certificate (W-4) at the time of hire. You may file a new W-4 form any time. When you submit an updated Form W-4, the organization will implement the desired changes by the following payroll. We encourage employees to seek advice from tax professionals if they have questions about withholding amounts.

## TIME RECORDS FOR NON-EXEMPT EMPLOYEES

The time sheet is a record of time worked and must be filled out daily using JCLS's approved time entry system. It provides a permanent record of time spent on the job, indicating the exact time you worked. Each non-exempt employee is required to fill out a time sheet with duration of hours.

Time sheets should be reviewed carefully for completeness, as they will be used to calculate pay. Supervisors will review and approve time sheets each pay period. Time sheets must be completed online using the HRIS portal. If an error needs to be corrected, the time sheet should be reviewed by the manager/supervisor for appropriate action. Time sheets should be reviewed, and submitted at the end of the pay period. Your approval on the time sheet each pay period verifies that the times and dates are true and accurate to the best of your knowledge. You should never allow someone else to make entries on your behalf. Willfully falsifying a time sheet will be grounds for corrective action, up to and including termination.

## TIME RECORDS FOR EXEMPT EMPLOYEES

Employees classified as exempt do not fill out time sheets and no deduction of pay will be made for hours worked fewer than eight (8) hours per day, unless authorized by law. However, because JCLS does have vacation, sick pay and holiday benefit programs, if you have earned time in these bank(s), you must use this time first to cover any time off that is less than your normal work day. This time must be recorded using the appropriate leave code, (vacation, sick, holiday), in the HRIS.

## DISPUTE RESOLUTION FOR PAYCHECK ERRORS

If you have any questions regarding your pay or feel a manager or supervisor has made a change to your pay that you do not believe is accurate, please contact the Finance Department. Every effort will be made to correct any errors in a timely manner.

## FINAL PAYCHECK

In accordance with Oregon State Law, if an employee quits with less than 48 hours' notice, excluding weekends and holidays, the paycheck is due within five business days, excluding weekends and holidays, or on the next regular payday, whichever comes first. **ORS 652.140(2)**

If an employee quits with notice of at least 48 hours, the final check is due on the final day worked, unless the last day falls on a weekend or holiday. In that case, the check is due on the next business day. **ORS 652.140(2) & (3)**

If an employee is terminated, the final paycheck is due no later than the end of the next business day. **ORS 652.140(1)**

When an employer and employee mutually agree to terminate the relationship, the check is due by the end of the following business day, as in the case of termination. **ORS 652.140(1)**

If you resign from JCLS, we ask that you give us at least 10 working days' notice so that we can properly prepare for your departure.

Final paychecks will include all wages earned through the last workday plus payment for any accrued vacation time that is due and payable at separation.

## ON-CALL SUBSTITUTES

Anyone who works as an on-call substitute will be paid at step 1 on the grade level of the classification they are subbing in. This also applies to current, regular employees who decide to help and pick up sub shifts in addition to their regular schedule outside of their current classification. If the sub shift is within their current classification, the employee will be paid at their regular rate. The salary schedule is available on the Human Resources SharePoint page for all staff members to review.

On-Call Substitutes are not eligible for benefits, with the exception of sick time accrual per state law. On-Call substitutes claim open shifts using the scheduler and can work up to 29 hours per week.

Regular employees are not eligible to participate in subbing if they have current performance issues, which includes a write-up within the last 90 days or an active Performance Improvement Plan. The HR Manager may deny the eligibility for a regular employee to participate in subbing based on current performance issues.

On-Call Substitutes are hired by competitive recruitment. Any regular employee resigning from their position, must go through a competitive recruitment if they wish to become an On-Call Substitute for the District.

## PAY INCREASES

JCLS uses a salary schedule pay system. Each employee is currently on a step of their applicable salary schedule grade assigned to the classification that they reside in. A step increase represents an increase in pay. The amount of any pay increases is subject to budget allocations and is not guaranteed.

Because information about your rate of pay and any increases is sensitive and personal, we ask that you exercise discretion and care regarding the discussion of these matters.

## OVERPAYMENTS

When a public employee is overpaid and receives funds not due to them, the employer may deduct the amount of the overpayment from the employee wages in accordance with the following:

- a) If the over payment occurred during the 364-day period immediately preceding the discovery, employer shall provide the employee with a written notice, at least ten calendar days before making a deduction.
- b) The total amount of the deduction may not exceed five percent of the employee's gross pay each pay period, unless the employee requests that a greater percentage or amount is deducted.
- c) If an employee is terminated or separates from employment, JCLS can recoup the balance owed from the employee's final paycheck.

The written notice of overpayment shall include the following information:

- a) the reason the overpayment occurred,
- b) the total amount of the overpayment,
- c) the purpose of each deduction in the deduction transaction,

- d) the amount of deduction (lump sum or repayment schedule including amount and dates of deduction transactions)
- e) the date the deduction to occur
- f) employee's signature authorizing deduction

## PAY EQUITY

JCLS strives to ensure all employees receive an equitable total compensation package based on a variety of factors relating to their position, job performance, education and experience. From time-to-time employees performing work of comparable character may have different compensation levels. Any such differences will be based on JCLS's objective processes for evaluating an employee's work and one or more of the following factors: seniority, quantity or quality of work, education, training, experience, or any combination of these factors. Employees who believe they are not being compensated fairly are encouraged to discuss the matter with the Human Resources Manager to obtain clarification.

## EMPLOYEE INCURRED EXPENSES AND REIMBURSEMENT

JCLS will pay all actual and reasonable business-related expenses you incur while performing your job responsibilities. All such expenses must be pre-approved by your supervisor before payment will be made.

Expense reports can be submitted at any time in the HRIS, and after approval from your supervisor, will be reimbursed on the next pay date. Expense reports should be submitted within 30 days of the actual occurrence of the expense.

## MILEAGE REIMBURSEMENT

While in the course and scope of duties on behalf of JCLS, employees, with their supervisor approval, may use their vehicle for business purposes. While driving on behalf of JCLS and in the course and scope of duties assigned, liability would accrue to JCLS for negligent actions. As such, employees are encouraged to follow all rules of the road and drive courteously. Coverage provided by JCLS for damages to the employee's own vehicle is secondary to any other collectible coverage. Employees are encouraged to have comprehensive and collision coverage on vehicles used for JCLS business.

When you use your own vehicle for organization business, you will be reimbursed for organization-related business travel at the current IRS determined rate per mile.

For regular part-time or full-time employees, mileage will be reimbursed if you are reassigned to a different library than your assigned branch location.

On-call substitute employees will be reimbursed for mileage if they drive over 40 miles in a day to the following branch locations; Prospect, Butte Falls, Shady Cove, Applegate, Ruch, Rogue River, and Gold Hill.

In order to recover these costs, expenses must be submitted through the expense reporting module in the HRIS and approved by your supervisor/manager for processing according to policy. If you have questions about mileage, ask your supervisor.

## CREDIT CARD PAYMENT

If a District credit card has been issued to you, you are responsible for all charges made on the card. Receipts must be provided through the expense reconciliation process in the HRIS. You must follow the protocol for reconciliation of your statement and submission of documentation as required by the Finance Manager.

Employees may only expense and/or use a company-provided credit card for business related activities or supplies, following supervisor approval and IRS guidelines.

#### **OVERNIGHT TRAVEL AND MEAL EXPENSE REIMBURSEMENT**

If an employee is traveling overnight on a work-related activity, the employee may expense lodging, food, beverage and any incidental expenses that are necessary and business related.

#### **MEAL REIMBURSEMENT LIMITS**

JCLS will not reimburse more than the approved per-diem amounts for any meal unless approved in advance by the Finance Manager; these maximums are inclusive of gratuity. The per-diem amounts are kept by the Finance Department and are updated accordingly.

#### **EXCEEDING MEAL REIMBURSEMENT LIMITS**

JCLS recognizes that there may be certain group meal functions at locations where a conference/training is held where exceeding the meal reimbursement limits may be acceptable. Such situations would be known in advance and prior approval obtained from the Finance Manager.

#### **ALCOHOLIC BEVERAGES**

JCLS will not pay for alcoholic beverages and such costs should not be submitted for reimbursement.

#### **TRANSPORTATION EXPENSE REIMBURSEMENT**

Transportation costs may only be expensed upon prior approval. Transportation costs include such items as airfare, airport parking, hotel shuttles, car rental and fuel/EV charging costs for such rental.

#### **SPOUSE/GUEST EXPENSE REIMBURSEMENT**

JCLS will not pay for meals or entertainment of spouses/guests/significant others.

JCLS expects its employees to use good judgment and reserves the right to deny an expense if, in management's belief, it is unreasonable.

# BENEFITS

## PURPOSE AND POLICY

JCLS strives to provide an equitable and cost-effective benefit plan for employees in recognition of the influence benefits have on employees' economic and personal welfare. Paid in various benefit forms on your behalf, the total cost of providing the benefit program is a significant supplement to your pay and should be viewed as additional compensation.

Policies, provisions, and procedures that govern the organization's benefit program apply to all regular full-time and part-time employees, whether exempt or non-exempt, unless otherwise stated in a particular benefit plan. With the exception of sick leave accrual and Employee Assistance Programs (EAP) benefits do not apply to temporary or on-call employees.

Details on eligibility for benefits are available in the Benefit Booklet or by contacting your Human Resources Department.

## BENEFITS FOR REGULAR PART TIME EMPLOYEES

If you are a regular part-time employee, working 20 hours or more, your benefits are pro-rated based upon the number of hours you work. Essentially, you accrue vacation and sick leave benefits at a lower rate than a full-time employee because your accrual rate is based on fewer hours.

Discretionary employee benefits not mandated by state or federal law are selected and controlled by JCLS. Decisions to provide these benefits are based on such considerations as cost, composition of our workforce, operational efficiency, and desirability of benefit provisions. When costs of discretionary insurance benefit plans exceed the organization's interest in or ability to pay the full premium, we will require you to share in the cost of your coverage.

## BENEFIT DESIGN AND MODIFICATION

JCLS reserves the right to design plan provisions and to add, eliminate, or otherwise modify the benefits described in this Handbook or elsewhere in plan documents when it is in the organization's best interest. Consider that changes to benefits may occur at management's discretion prior to making a serious, long-term decision based solely on current benefit offerings.

## BENEFIT PLAN DOCUMENTS

You will receive summary plan descriptions upon eligibility and enrollment. The benefit programs are explicitly defined in legal documents, including insurance contracts, official plan texts, and trust agreements. In the event of a conflict between these documents and this policy, the plan documents govern. These official documents are available from the Human Resources Department for your review. We ask that you refer any questions about this information to the Human Resources Department.

Individual benefits may be modified, become more expensive, or may even be eliminated in the future because of cost increases or as a result of changes in our business situation or economic conditions. We encourage you to be thoughtful about relying solely on these benefits, given that they are subject to change. Upon separation from employment, employees may be eligible for the continuation of benefits consistent with state and federal law. Any benefits described in this Handbook apply only so long as the Handbook is current; employees do not have vested rights.

## HEALTH INSURANCE BENEFIT

JCLS currently provides health insurance coverage for all employees and their dependents if they are otherwise eligible to participate in the plan. You will be provided with information about the plan at the time you become eligible to participate. You are asked to review the summary plan description for answers to questions you may have. Any need for further information should be referred to the Human Resources Department.

### ELIGIBILITY

This benefit is provided for all regular employees working 20 hours or more per week. Coverage is available on the first day of the month following the date of hire. Temporary and on-call employees are not eligible to participate in the health insurance plan.

### PLAN ENROLLMENT

All new hires will either enroll in or decline benefits at the time of filling out their new hire paperwork. Benefit enrollment, once you are eligible, will be available through the HRIS. If you do not want to enroll at the time of eligibility and later decide to request enrollment, you will only be allowed to enroll if you can demonstrate that a qualifying event has occurred which qualifies you for a special enrollment period. If you have not had a qualifying life event, you must wait until the next Open Enrollment period to make changes to your benefits plan.

The cost of the monthly premium for enrolled employees is shared between our employees and the organization. JCLS contributes a portion of the monthly premium, and you are required to pay the remaining.

Insurance coverage for your eligible dependents is available.

An eligible employee who chooses not to enroll in the insurance plan is not entitled to any other form of compensation in lieu of coverage and is required to sign a written waiver of participation.

Medical information is covered by HIPAA regulations. JCLS realizes the responsibility we have to treat your private health information with great care and discretion. We have implemented safeguards to protect this information.

### PREMIUM COST

Specific types of coverage and benefit payment schedules are described in the organization's health care plan booklet that is available to all eligible employees. At the time of eligibility and during open enrollment each year, you will be informed of how much the organization will contribute toward your monthly premiums if you are eligible to participate in the plan. Premium rates are established by the insurance carrier and are subject to change, usually based on increased costs to provide medical services and the amount of services our employees require.

If you are a part-time employee working 20-29 hours per week, you will receive a smaller organizational contribution to your insurance premium.

Any premium co-payment and dependent coverage you are required to pay is funded through a monthly pre-tax payroll deduction. JCLS determines the payroll deduction schedule.

### TERMINATION OF COVERAGE

In the event that you or your dependents lose eligibility to participate in the health plan, you may be eligible to have the health plan coverage extended for a period of time. Eligibility can be lost due to a prolonged absence from work or if certain "qualifying events" occur that would otherwise cause your or a dependent's group health

coverage to terminate. Examples of qualifying events are termination of employment, a reduction in hours, divorce or legal separation, entitlement to benefits under Medicare or a dependent child reaching the age of 26. You must notify the Human Resources Department when a dependent child loses eligibility or in the event of divorce or legal separation.

You, your spouse, and dependents may continue group health insurance for a certain period of time at your own expense under COBRA. However, continuation does not occur automatically. You and any dependents have 60 days to enroll in the plan, which starts on the latter of a) the date the election notice is received or b) the date you and any dependent would otherwise lose coverage. You have 45 days to pay the initial premium. Coverage will be retroactive to the date of the qualifying event. You and any covered dependent will receive information about the provisions of the law when you first enroll in benefits and again if a qualifying event occurs.

## RETIREES

For employees retiring at age 60-65, health insurance for a certain period of time at your expense is available under COBRA. Continuation does not occur automatically. Enrollment must be done within the window. You and any dependents have 60 days to enroll in the plan. Please check in with the Human Resources department for specific information regarding enrollment and rules of coverage.

*Please refer to the JCLS Benefit Booklet for details on benefits and premiums.*

## DENTAL INSURANCE BENEFIT

JCLS provides a Dental Insurance plan for employees.

### ELIGIBILITY

Employees regularly scheduled to work 20 hours or more per week are eligible for dental insurance coverage on the first day of the month following the date of hire. Temporary and on-call employees are not eligible to participate in dental insurance.

### COST

At the time of eligibility and during open enrollment each year, you will be notified of how much the organization will contribute towards monthly premiums.

Employees may enroll dependents in the dental care plan.

*Please refer to the JCLS Benefit Booklet for details on benefits and premiums.*

## VISION INSURANCE

JCLS provides a Vision Insurance plan for employees.

### ELIGIBILITY

Employees regularly scheduled to work 20 hours or more per week are eligible for vision insurance coverage on the first day of the month following the date of hire. Temporary and on-call employees are not eligible to participate in vision insurance.

## COST

At the time of eligibility and during open enrollment each year, you will be notified of how much the organization will contribute towards monthly premiums.

Employees may enroll dependents in the vision care plan.

*Please refer to the JCLS Benefit Booklet for details on benefits and premiums.*

## OTHER BENEFITS

### GROUP LIFE INSURANCE

We provide group life insurance coverage for eligible employees. Employees who are regularly scheduled to work 20 hours per week or more become eligible for this coverage. Enrollment is automatic and the premium is covered by JCLS.

### LONG TERM DISABILITY

JCLS provides a Group Long-Term Disability plan. Employees who are regularly scheduled to work 20 hours or more per week become eligible for this plan. Enrollment is automatic and the premium is covered by JCLS.

No employee will be required to exhaust benefits provided under the long-term disability insurance plan before making a claim for Paid Leave Oregon benefits. [Effective January 1, 2026]

### EMPLOYEE ASSISTANCE PROGRAM

The organization recognizes that employees and their family members may, from time-to-time, face personal issues that affect their careers, personal lives, or both. Solutions to some of these problems may not be readily apparent. To this end, we offer, at no expense to you, the services of outside professional counseling for you and your family to help deal with personal problems such as family relationships, substance abuse, etc. You or a member of your family may consult with these professionals for a limited number of face-to-face consultations or online consultations per incident on a confidential basis at no cost.

Additional benefits include reduced cost legal services, addiction specialists, childcare referrals, financial services, medical advocacy and assistance with pet issues including bereavement and referrals for veterinarians and boarding facilities.

Literature describing plan provisions and how to contact our providers is made available during your new hire orientation and to all staff members as plan provisions change. More information can be found by accessing the employee portal.

All employees are eligible to use the Employee Assistance Programs that are offered through JCLS.

### 401(a) RETIREMENT PLAN

Full-time and part-time benefit-eligible employees receive District contributions to the 401(a) Retirement Plan. Employee contributions to a 457 plan may be made through voluntary pre-tax salary deduction. Employees may

elect and adjust their contribution amounts to a 457 plan, as desired, not to exceed the maximums allowed by applicable law.

Details on any matching contributions from JCLS, eligibility, vesting and plan particulars can be found by referring to the JCLS Benefit Summary Form.

Eligible employees are able to start receiving District contributions after their 90-day probationary period has been completed. Contributions to the 457 plan may be made as early as day one of employment.

## PROFESSIONAL DEVELOPMENT AND TRAINING

All employees may participate in professional development.

JCLS firmly believes in the further development and education of its staff members. JCLS may reimburse up to \$100 for membership to an applicable professional organization for designated positions each year. In addition, training and/or professional development may be granted to an employee to further their knowledge base and allow them to further succeed in their position.

Any employee wishing to participate in professional development or training should reach out to the Staff Development Coordinator and fill out the appropriate Request Form. The form will be placed in the employee's personnel folder and serve as a record.

Any courses, training or work towards certificates, degrees or programs should be discussed with the employee's supervisor and the Staff Development Coordinator. The Staff Development Coordinator does not approve training and professional development, but instead, they are there to keep track of the employees' progress, champion the work, and provide reporting to the organization.

## TUITION REIMBURSEMENT

Part-time and full-time regular employees who have worked at JCLS for at least six (6) months may participate in the JCLS Tuition Reimbursement program.

Each fiscal year, JCLS will earmark monies used specifically for tuition reimbursement. The amount of money the District uses towards tuition reimbursement will vary from year to year. Tuition reimbursement is capped at \$1,000 per calendar year per applicant. The District reserves the right to discontinue this benefit at any time.

Eligible employees can fill out the Tuition Reimbursement Form and submit it to the Staff Development Coordinator after the successful completion of coursework. Proof of completion is required at the time that the request for reimbursement is made. The Library Director will review and make decisions on who will be awarded tuition reimbursement. The evaluation of applications will be done in a fair and equitable way. Recipients will be notified by email.

Tuition reimbursement is available to staff who desire to further their education in an applicable field to their current or future desired position within JCLS. Tuition reimbursement may also be used for certificates, licenses or to gain proficiency in an area which will be valuable to the District.

# LEAVE

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# VACATION

All full-time and regularly scheduled part-time employees, (those working a weekly regular schedule of 20 hours or more), are eligible for vacation based on the schedule below. All accruals begin on day one. If a separation occurs prior to the 91<sup>st</sup> day and leave has been taken, the employee will pay back the amount taken with their final paycheck.

For regular employees working a weekly regular schedule of 20 hours or more, you will earn vacation benefits according to the following schedules:

## 40-hrs per week example

Service in Years	Annual Accrual in Days	Annual Accrual in Hours	Hourly Accrual Rate	Accrual Cap
<b>1<sup>st</sup> Year</b>	10 days	80 hours	.03846 per hour worked	120 hours
<b>1-4 Years</b>	15 days	120 hours	.05769 per hour worked	160 hours
<b>5-10 Years</b>	20 days	160 hours	.07692 per hour worked	200 hours
<b>10 Years +</b>	25 days	200 hours	.09615 per hour worked	240 hours

## 20-hrs per week example

Service in Years	Annual Accrual in Days	Annual Accrual in Hours	Hourly Accrual Rate	Accrual Cap
<b>1<sup>st</sup> Year</b>	5 days	40 hours	.03846 per hour worked	80 hours
<b>1-4 Years</b>	7.5 days	60 hours	.05769 per hour worked	100 hours
<b>5-10 Years</b>	10 days	80 hours	.07692 per hour worked	120 hours
<b>10 Years +</b>	12.5 days	100 hours	.09615 per hour worked	140 hours

Accrual for those employees working a regularly scheduled week of 20 – 39 hours is on a pro-rated basis as indicated above calculated on your regular schedule. If, for example, you pick up an extra 4-hour shift and your normal schedule is 20 hours per week, vacation accrual is based on 20 hours.

Most pay codes will accrue vacation time, except for Paid Admin Leave and Disaster Leave. Please check with the Finance Department if you have specific questions about your accrual balances.

We provide vacation time so you can enjoy periods of time away from work. Vacation is intended for rest and recreation. Vacation accrual will be paid out at separation in accordance with this policy and any applicable law.

Time is not to be banked and never used; therefore, accrual cannot exceed 40 hours beyond the employee’s annual accrual limit. Vacation benefits will stop accruing when the maximum allowed has been reached. The benefit will begin accruing again when you reduce the total to less than the maximum allowed.

Employees who want to use vacation time should request time off as early as possible so that arrangements for coverage can be made. Requests for vacation time are to be made in the HRIS online system and will be routed to your supervisor for approval. There is no guarantee your request will be approved. In the event of competing requests for times submitted concurrently, approval will be given to the employee with the longest tenure.

## SICK LEAVE

JCLS provides paid sick leave to all employees in accordance with state law. For any questions about sick leave, please contact the Human Resources Manager.

Employees working 40 hours per week accrue 8.6 days of sick leave annually. Those who work less than 40 hours per week accrue sick time on a pro-rated basis.

Most pay codes will accrue sick time with the exception of Paid Admin Leave and Disaster Leave. Please check with the Finance Department if you have specific questions about your accrual balances.

Employees may carry unused sick time from one leave year to the next, with no accrual limit. Additional time may be granted with approval by the Library Director. This includes time in the negative in special circumstances, pre-approved by the Library Director.

Sick time may be used for an employee's own serious or non-serious illness, for preventative care appointments, donating blood or to care for an immediate family member, or a member of the employee's household, with an illness. Unused sick time is not paid upon separation from employment.

With the flexibility of some positions being able to work from home, JCLS expects that employees will utilize sick leave on the days they are too sick to work effectively either on a scheduled in office day or a remote workday. JCLS appreciates if someone is not necessarily too sick to work but is experiencing symptoms of a potentially contagious condition such as a cold, flu etc., that they request to work from home from their manager on a scheduled in office day. Employees who are on FMLA/OFLA qualified leave for their own serious health condition will need a release from their health care provider to work remotely. Employees are required to request time off for any days they are unable to work due to illness.

NOTE: Because of pay equity laws and expanded benefits under Oregon Paid Leave, JCLS will not be implementing a sick bank policy for staff to utilize. If you are in need of additional sick leave, please contact the Human Resources Department to discuss your options. In some circumstances, you may qualify for paid protected leave through Oregon Paid Leave, other non-paid protective leave, or there may be additional benefits available.

## DOCTOR'S NOTE

For any employee who is absent from their scheduled shift more than five consecutive shifts, a doctor's note will be needed. The note will have the date the employee is released back to work, and list any working restrictions the employee may have, such as lifting, sitting, or standing. If there are no working restrictions, the doctor will list, "no restrictions."

For any employee having surgery or procedure, a doctor's note will be requested before they return to work. The doctor's note should list any restrictions for the employee, such as lifting, sitting, or standing restrictions and the date they are released back to work.

All notes are to be turned into your immediate supervisor and the Human Resources Department.

# PAID HOLIDAYS

## ELIGIBILITY

Employees regularly scheduled to work 20 hours or more per week will be paid for holidays in the list below. Employees working 20-39 hours per week will receive a pro-rated amount of paid time based on their regularly scheduled time. For instance, a part-time employee working 20 hours per week would receive four (4) hours of holiday pay because 50% of a full-time schedule is worked.

For staff who are scheduled for shifts longer than their pro-rated holiday amount, they can either use vacation time to make up the difference, or work with their supervisor to flex time during the same work week. It is prohibited to use sick time to make up the difference.

**Holiday time must be taken in full increments. An employee may not split their holiday hours up over more than one day.**

JCLS observes 12 holidays each year. All of our buildings are officially closed on these days:

New Year's Day	Martin Luther King, Jr. Day
President's Day	Memorial Day
Independence Day	Indigenous People's Day
Juneteenth	Veterans Day
Labor Day	Thanksgiving Day
Christmas Eve	Christmas Day

Employees will receive a calendar at the beginning of each year showing the date when each of these holidays will be observed. These holidays or any additional time observed, will be determined each year at management's discretion.

On occasion, a holiday falls on a weekend, and the officially-observed holiday takes place on a different day. Because we are open seven days a week, there are times when we will observe holidays on a Saturday. If a holiday falls on a Sunday, however, the library will be closed on Sunday and Monday, but only Monday is a paid holiday.

If you normally work on a Sunday we are closed, work with your supervisor either to take vacation time or to flex your time within the pay period.

## HOLIDAYS ON AN EMPLOYEE'S DAY OFF

Should a holiday fall on an employee's regular day off, the employee shall be given an alternate day off (eight hours for full-time employees, and the appropriate pro-rated amount for part-time employees), to be scheduled by mutual agreement between the employee and the supervisor, either seven (7) days before the holiday, or within 30 days following the actual holiday. If you take a Holiday on an alternate day, you must indicate which holiday you are taking when you complete your timecard.

# LEAVE OF ABSENCE POLICY

We realize that our employees may encounter situations that require a temporary short-term or extended absence from work. We offer several different types of leaves of absence for the following purposes:

Bereavement Leave	Disability Leave (Non-FMLA)	Family and Medical Leave
Civic Duty	Military Leave	Leave to Donate Bone Marrow
Personal Leave of Absence	Crime Victims' Leave	Domestic Violence Leave
Oregon Paid Leave		

The type of leave requested may determine which employees are eligible and what procedure should be followed in requesting and obtaining the leave. The effect of the leave on benefit accruals, benefits, and reinstatement rights also varies according to the type of leave you are requesting. Each of these leaves is discussed on the following pages. If you have any questions about your potential eligibility for a leave or your benefits and rights while on a leave, please contact the Human Resources Department.

## BEREAVEMENT LEAVE

You are eligible to take a Bereavement Leave in the event of a death of the following immediate family members:

- Spouse/Domestic Partner
- Biological, Adoptive, Foster, or Stepchild
- Parent/Stepparent
- Sibling or sibling-in-law
- Aunt/Uncle
- Niece/Nephew
- Cousin
- Grandparent/Grandchild
- Parent-in-law
- Another Person of "In Loco Parentis" Relation
- A member of your household

Leave to attend the funeral of a non-immediate family member with whom you had an especially close relationship may also be granted at the discretion of management.

This leave may be taken to attend the funeral (or alternative) of the family member, to make arrangements necessitated by the death of a family member, or to grieve the death of a family member. The leave must be completed within 90 days after the date on which you received notice of the death of your family member.

Bereavement is not available for the loss of a pet; however, you may use accrued sick leave for this purpose.

If possible, you should provide notice of the need for leave 10 days in advance. You are required to provide oral notice within 24 hours of taking leave, but someone else can do this on your behalf if necessary. You must provide written notice of the request for time off within three days of returning to work.

## STATUS OF BENEFITS

Organization paid bereavement leave won't affect your eligibility for benefits or the continuation of benefit accruals. If you are granted additional time off, the effect of the additional leave on your benefits will be determined by our vacation, sick and/or leave of absence policies.

## PAY AND LENGTH OF LEAVE

Up to three (3) days of paid leave. This will be pro-rated for employees who work 20-39 hours per week, and granted for a death of the above-mentioned immediate family members.

If you qualify for OFLA, at a minimum, you are allowed to take up to two weeks off for the death of an immediate family member. This is limited per death, and no more than four weeks in a benefit year. (A benefit year is the Sunday prior to the first use of leave for an employee) If you need additional time off for any bereavement-related purpose, you may ask for more time, which may be granted according to applicable law or at the discretion of management. Please check with the Human Resources Department for more information.

## CIVIC DUTY LEAVE

### JURY OR WITNESS DUTY LEAVE

Employees subpoenaed to serve as witnesses or for jury duty may obtain a protected leave of absence. If we feel that your absence would cause an undue hardship to you or the organization, we may instead request, with your agreement, that jury duty be postponed. You may choose to use your accrued vacation time available for voluntary service as a witness or for court appearances you must make as part of your own legal proceedings or lawsuit.

### LENGTH OF LEAVE

Jury or witness duty leave is available for the period of time covered by the initial subpoena or court order and any involuntary extensions.

### REQUEST PROCEDURE

You must notify your manager or supervisor as soon as is practicable after you receive a summons asking you to serve as a witness or on a jury so that arrangements can be made to cover your position. You are expected to provide us with a copy of the subpoena or notice within five (5) days after you receive it. Subpoenas or notices are to be sent to your immediate supervisor and the Human Resources Department.

### PAY WHILE ON LEAVE

You will be compensated for the days you serve at your regular rate of pay. For those employees working less than 40 hours per week, time will be pro-rated. Employees are expected to report to work if only partial days of jury duty are served. For exempt employees, any partial day or partial week worked will be paid in full.

Any jury fees received as payment from the court system to compensate you for jury duty service must be turned into JCLS. Employees may collect mileage reimbursement and keep it from the court system.

### STATUS OF BENEFITS

Benefits are not affected by jury or witness duty leaves.

### VOTING LEAVE

We encourage all employees to vote and to take advantage of polling hours before and after work. However, if you are unable to vote outside of business hours, we will work to accommodate you in arranging a time for you to vote.

You must notify your manager or supervisor before Election Day if you are unable to vote before or after work and provide a valid reason why voting during those hours is not possible.

Time off to vote will be without pay for non-exempt employees, unless you have earned hours of vacation that you can use for that purpose.

## CRIME VICTIMS' LEAVE

If you or a member of your immediate family suffers financial, social, psychological, or physical harm as a result of a personal felony or an employee is a victim of harassment (under the public offenses statutes), you may be entitled to take protected leave from work to attend criminal proceedings.

## SAFETY MEASURES

The organization will provide reasonable safety measures, if you are the victim of harassment or a threat of harm that would be expected to cause concern.

## ELIGIBILITY

You will be eligible to take crime victims' leave if you have worked an average of more than twenty-five 25 hours per week for the organization for at least 180 days immediately before the leave would begin.

## LENGTH OF LEAVE

The amount and length of leave time you may take is limited to that which does not create significant difficulty and expense (undue hardship) to the organization. If the organization must limit your leave due to undue hardship, we will notify the prosecuting attorney in the criminal proceeding, who is required by law to notify the court. The court will then take your work schedule into consideration when scheduling the criminal proceedings.

## REQUEST PROCEDURE

You must provide your manager or supervisor with reasonable notice of your intention to take crime victims' leave and provide copies of any notices of scheduled criminal proceedings that you receive from a law enforcement agency. We will treat such documentation as confidential information.

## PAY WHILE ON LEAVE

Crime victims' leave is unpaid; however, eligible employees who take this type of leave may use any accrued paid vacation/sick time available to them. Exempt employees working partial days or a partial week will be paid in full for the entire week, although accrued time must be used first.

Crime Victims leave, or Safe Leave, may be available to employees under Oregon Paid Leave. If approved, this would be paid leave under the law. Please inquire with Human Resources.

## STATUS OF BENEFITS

Benefits are not affected by crime victims' leave.

## DOMESTIC VIOLENCE LEAVE

An employee who is a victim of domestic violence, harassment (under the public offenses statutes), sexual assault, or stalking or whose minor child or dependent is a victim may be entitled to take unpaid protected leave from work.

### ELIGIBILITY

All JCLS employees are eligible to take domestic violence leave.

### TYPES OF SERVICES/TREATMENT

An employee may take leave to seek legal or law enforcement assistance, to secure medical treatment, to obtain counseling or victim services, to relocate, or to take other reasonable steps to ensure one's own health and well-being or that of a child or legal dependent.

### LENGTH OF LEAVE

The amount of leave taken will be reasonable and that which does not create a significant difficulty and expense (undue hardship) for the organization.

### REQUEST PROCEDURE

An employee accessing this leave provision must request time off from a manager or supervisor as far in advance as possible to aid in scheduling. We understand that instances of violence are usually not predictable, and these requests may be made with little forewarning. We will treat any information you share as confidentially as possible.

### SAFETY MEASURES

The organization will provide reasonable safety measures, if you are the victim of domestic violence, harassment, sexual assault, or stalking. Examples of such measures may include transfer, reassignment, modified schedule, unpaid leave, different work phone number or work station, installing new locks, and other accommodations.

### PAY WHILE ON LEAVE

Domestic violence leave is unpaid; however, eligible employees who take this type of leave may use any accrued paid (vacation/sick) time available to them. Exempt employees working partial days or a partial week will be paid in full for the entire week, although accrued time must be used first.

Safe Leave may be available to employees under Oregon Paid Leave. If approved, this would be paid leave under the law. Please inquire with Human Resources.

### STATUS OF BENEFITS

Benefits are not affected by domestic violence leave. JCLS has an Employee Assistance Program. Special resources are available that involve counseling and other associated services. Employees facing difficult times within their lives are strongly encouraged to seek out the EAP's services and support.

# FAMILY AND MEDICAL LEAVE

## PURPOSE

Both the Federal Family and Medical Leave Act (FMLA), and Oregon’s Family Leave Act (OFLA), provide employees protected leave from work when experiencing or supporting certain family during physical or mental health instances.

Specific to FMLA, eligible employees may take protected leave for the following reasons:

- Providing Leave for Serious Health Conditions: Employees can take leave for their own serious health condition that makes them unable to perform their job.
- Caring for Family Members: Employees can take leave to care for a spouse, child, or parent who has a serious health condition.
- Childbirth and Adoption: Employees can take leave for certain qualifying exigencies arising out of the fact the employee’s spouse, son, daughter, or parent is a covered military member on “covered active duty” or to care for a covered servicemember with a serious injury or illness.

Under the Family and Medical Leave Act (FMLA), a “family member” is defined as: Spouse: A husband or wife as defined or recognized under state law for purposes of marriage in the state where the employee resides, including common law marriage and same-sex marriage. Child: A biological, adopted, or foster child, stepchild, legal ward, or a child for whom the employee is standing in loco parentis (in the place of a parent), who is either under 18 years of age, or 18 years of age or older and incapable of self-care because of a mental or physical disability. Parent: A biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the employee when the employee was a child. This term does not include parents “in-law.”

Specific to OFLA, eligible employees may take protected leave for the following reasons:

- Home Care for an Employee’s Child: This includes both serious and non-serious health conditions, as well as school and childcare closures due to public health emergencies.
- Bereavement: Employees can take limited leave for bereavement (No more than two weeks per instance and four weeks in a benefit year.)
- Military Family Leave: Leave related to the deployment of an employee’s spouse or domestic partner for military service (US Armed Forces, National Guard, or US military reserve forces.)

It is important to remember that some of these instances overlap between FMLA and OFLA. Depending on your eligibility, the protection may run concurrently. It is also important to note some of these instances may be eligible for wage replacement through our Paid Leave Oregon Insurance.

## ELIGIBILITY

You are eligible for Oregon specific family leave act as soon as the following requirements are met:

- You have been employed for at least 180 days (26 weeks) or more before the first day of the family and medical leave; and,
- You have worked an average of twenty-five (25) or more hours per week as of the day before the request for family and medical leave is made. This average is calculated over the 180 days preceding the request for leave. For the purpose of taking leave for the birth, adoption, or placement of a child (parental leave), there is no hours-worked requirement.
- Rarely, an employee may otherwise be eligible. Speak to the Human Resources Manager for additional details.

Some situations, such as military caregiver leave, are covered only by the federal Family and Medical Leave Act (FMLA). This type of leave requires that an employee worked at least 1,250 hours in the preceding twelve (12) months of employment.

## LENGTH OF LEAVE

Generally, you may take up to twelve (12) weeks of family and medical leave during a 12-month period. The 12-month period will be measured forward from the Sunday prior to your first date of leave begins; a week is defined as your normal work week schedule. If medically necessary, family and medical leave may be taken on a reduced or intermittent schedule. Details of the proposed schedule should be attached to the "Request for Family Leave" form and should be verified by the certifying health care professional on the "Health Care Provider Certification" form, if applicable. In certain situations, you may be eligible for additional leave (pregnant employees, new parents, and employees taking military caregiver leave, for example).

You may be required to provide periodic status reports to the organization while on a family and medical leave.

## REQUEST AND CERTIFICATION PROCEDURE

We recognize that many times the need for family and medical leave can be caused by serious or emergency situations. We will make every attempt to work with you to ensure that you receive all the benefits to which you are entitled; however, you are expected to adhere to our workplace rules and make every effort to communicate your situation to us immediately. So that we can best work with you, it's important that you complete all requested leave documentation.

In situations where the need for medical leave is known, you must give at least thirty (30) days' written notice of your intent to take family and medical leave by filling out and turning in the "Request for Family and Medical Leave" form. Failure to provide 30 days' notice can impact your eligibility and the timing of the leave. Upon submitting the completed leave request, you may be required to provide verification of the need for the leave. Examples of such documentation include a "Health Care Provider Certification" form, deployment orders, adoption papers, a birth certificate, or confirmation of a death.

Requests for family and medical leave for a serious health condition (not parental leave) must be verified by a health care professional by using the "Health Care Provider Certification" form, which needs to be returned within 15 days of our request. You are required to provide sufficient information for us to determine if your situation qualifies for leave. If sufficient information is not provided, we may request that you provide additional information within seven (7) days. If you fail to return the form at all, your leave request may be denied.

If you are taking family and medical leave related to the birth of a child or to care for a family member with a serious health condition, you may be asked to provide proof of your relationship to this person. Please check with the Human Resources Manager to discuss how best to provide this proof.

In the case of unplanned leave due to a child's school or childcare provider closure to comply with a public health emergency, issued by the Governor, at least 30 days prior to the leave, requires no prior notice. Employees should follow the organization's call-in procedures. [Effective September 26, 2025]

In the case of adoption, a legal representative who can attest to the validity of the adoption must verify the request for family and medical leave. In the case of placement of a foster child, a representative of the agency making the placement can verify the request.

Any documentation provided, including medical information provided for either a personal health condition or the health condition of a family member, is kept confidential and only those with a valid business-related reason for

knowing any details will have access to any of this information. If you have any questions about how this information will be handled, please contact the Human Resources Manager.

Subsequent medical verification may be requested in connection with an ongoing absence, but not more often than every 30 days. Exceptions exist, however, in situations where:

- Circumstances change significantly from the current certification; for example, the pattern of necessary absences changes;
- Information is received casting doubt on the employee's stated reason for the leave or the continuing validity of the certification.

Additional recertification exceptions may apply in the event your leave is covered only by the federal Family and Medical Leave Act (FMLA).

Lastly, the Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of employees or their family members. In order to comply with this law, we are asking that you not provide any genetic information when responding to this request for medical information. "Genetic information," as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

## GENERAL PROVISIONS

You may use any accrued vacation, sick leave, or other paid leave available to you during the family and medical leave. When this is exhausted, the balance of the leave will be unpaid.

The organization will continue to pay our share of your medical benefits during family and medical leave. You are responsible for paying your share of medical insurance premiums upon return from leave. Please work with the Finance Department to work out a payment plan, if your incurred total is substantial.

## REINSTATEMENT

You are entitled to return to the same or an equivalent job with equivalent benefits, pay, and other terms and conditions of employment at the end of a family and medical leave (OFLA & FMLA). You may be required to present a fitness-for-duty certificate before being reinstated.

Other details regarding family and medical leave are available from the Human Resources Manager.

## MILITARY CAREGIVER UNDER FMLA

An extension of our Family and Medical Leave Policy provides a leave of absence for up to 26 weeks to care for a family member who is a covered service member or veteran. This leave requires that an employee worked 1,250 hours in the preceding 12 months of employment. Eligibility for this leave is also based upon the specific family relationship and the existence of a certain situation or conditions.

**Family Relationship:** This leave is available for care of your spouse, parent, or son or daughter of any age, or if you are designated as "next of kin" by, or qualify as the nearest blood relative to, the covered family member.

Qualifying Condition or Situation: Care for a qualified family member who has a serious injury or illness requiring such care.

You may be required to provide documentation supporting both the required family relationship and the qualifying condition or situation. You will be required to complete and return a certification completed by an authorized health care provider within 15 days. If caring for a covered service member, however, a copy of an Invitational Travel Order (ITO) or Invitational Travel Authorization (ITA) issued to a member of your family can be used instead.

#### CONCURRENT PROTECTIONS

When a qualifying event is covered by both FMLA and OFLA and the employee is eligible for both the protected leave will run concurrently. This information will be included in your letter of approval.

## LEAVE TO DONATE BONE MARROW ELIGIBILITY

Employees working twenty (20) or more hours per week are eligible for this leave.

#### LENGTH OF LEAVE

An employee may use up to 40 hours of leave which may be taken as paid or unpaid time. In extenuating circumstances, approval to take more time off (paid or unpaid) may be granted by a supervisor or manager.

#### REQUEST PROCEDURE

You must notify your manager or supervisor as soon as is practicable after you become aware that you will be donating bone marrow. You are expected to provide a copy of the doctor's verification for bone marrow donation. If there is a medical determination that you do not qualify as a bone marrow donor, the paid leave of absence used before that determination was made will not be affected.

#### STATUS OF BENEFITS

Benefits are not affected by this leave.

## UNIFORMED SERVICES LEAVE AND RE-EMPLOYMENT

Regular employees requiring a leave of absence for service in the uniformed services are provided leave and will be re-employed at the end of the leave. Policies governing this leave are designed according to the Uniformed Services Employment and Re-employment Rights Act (USERRA) and applicable state regulations. The policy covers employees who enter active military duty voluntarily and extends to Reservists or National Guard members who are called to limited active duty or extended training duty, including regularly scheduled annual training and military summer camp training. These military members, and those with previous or current military service, are protected from discrimination and harassment.

#### ELIGIBILITY

All employees of the organization except those hired on a brief, non-recurrent basis are eligible for this leave.

#### LENGTH OF LEAVE

Given that the requirements regarding this type of leave are subject to change, the length of this leave will be administered under the current provisions of all applicable laws at the time of occurrence.

## REQUEST PROCEDURE

You must provide oral or written notice, using the Leave of Absence Request Form, of your obligation or intention to perform service in the uniformed services, unless notice is precluded by military necessity or is otherwise unreasonable or impossible. Failure to provide notice may result in loss of re-employment rights.

## PAY WHILE ON LEAVE

Military leaves are without pay unless you elect to utilize vacation benefits earned before the commencement of the leave.

## STATUS OF BENEFITS

Reservists, National Guard members, and veterans returning from military service in the Armed Forces have and retain rights with respect to seniority, vacation, compensation, and length of service pay increases, as may be provided by applicable statutes of the United States and the State of Oregon. For any leave extending beyond 30 days, you may maintain health care insurance benefits for up to 24 months while on leave by paying the full insurance premiums.

## REINSTATEMENT

If you are returning from a USERRA leave, you generally must report to work or request re-employment within prescribed time limits, which are based on the length of the leave as follows:

- 1 to 30 days: You are expected to report to work on the first regularly scheduled work day following the completion of your service and an eight-hour rest period. You will most likely be reinstated to a position you would have held had you not taken leave or to the same position you held prior to the leave.
  
- 31 to 180 days: You should submit an application for re-employment no later than 14 days after an honorable release from service unless it is impossible or unreasonable to do so through no fault of your own. You will generally be reinstated to the position you would have attained if continuously employed, so long as you are qualified for the job or can become qualified after reasonable efforts by JCLS, or to the same position you held prior to leave. In some cases, reinstatement may be made to a position of like seniority, status, and pay to either of the aforementioned positions or to their nearest approximation.
  
- 181 days or longer: You must apply for re-employment no later than 90 days after the completion of satisfactory service, absent extenuating circumstances. You will generally be reinstated to the position you would have attained if continuously employed, so long as you are qualified for the job or can become qualified after reasonable efforts by JCLS, or to the same position you held prior to leave. In some cases, reinstatement may be made to a position of like seniority, status, and pay to either of the aforementioned positions or to their nearest approximation.

For service of 31 days or more, JCLS will request that you provide documentation to verify your rights to re-employment, including your separation papers.

Time limits for applications for re-employment are extended for up to two years for disabled veterans, unless extenuating circumstances beyond a veteran's control may warrant another minimal extension beyond that period. Failure to file an application within the required time periods may otherwise result in a loss of the right to re-employment.

## OREGON MILITARY FAMILY LEAVE

An employee may be eligible to take leave beginning on the first day of employment, if the employee's spouse/registered domestic partner is notified of an impending call to active duty and when the spouse/registered domestic partner is on leave from deployment.

### ELIGIBILITY

You will be eligible to take military family leave if you work an average of at least 20 hours per week for the organization.

### LENGTH OF LEAVE

The amount of leave time available is up to 14 days of unpaid leave per deployment.

### LEAVE INTERACTION WITH THE OREGON FAMILY LEAVE ACT (OFLA)

If an employee is also eligible for OFLA (generally at least 6 months on the job and working at least 25 hours per week), this time will run concurrently with OFLA leave, reducing the 12 weeks of leave available in any leave year.

### REQUEST PROCEDURE

An employee accessing this leave provision needs to request time off from the designated manager or supervisor within five (5) days of receiving official notice of an impending call or order to active duty or of a leave from deployment, or as soon as is practicable. Obviously, the more advance notice given, the easier it is to handle scheduling issues. These types of leave situations, however, arise with little forewarning at times.

### PAY WHILE ON LEAVE

Oregon military family leave is unpaid; however, eligible employees who take this type of leave may use any accrued paid vacation/sick time available to them. Exempt employees working partial days or a partial week will be paid in full for the entire week.

### STATUS OF BENEFITS

Benefits are not affected by Oregon military family leave.

## PERSONAL LEAVE OF ABSENCE

Regular employees working 20 hours or more may be granted an unpaid personal leave of absence under certain, rare circumstances. A personal leave of absence is an approved period of time away from work for personal reasons that do not fall under the guidelines of the Family and Medical Leave Policy or any other leave policy. A personal leave of absence is granted at our discretion and is normally granted to protect the length of service and benefit rights of an employee whose service might otherwise be terminated.

## ELIGIBILITY

All earned paid leave must be exhausted first. You become eligible for a personal leave of absence after 6 months of service. Before you apply for a personal leave of absence, you must consult with the Human Resources Department to determine that all other options for leave have been exhausted.

## LENGTH OF LEAVE

The leave may be requested for any time over 10 consecutive days. A personal leave of absence starts on the first regular workday following the last day worked. The maximum leave allowed under this policy is 60 days.

## REQUEST PROCEDURE

A written request should be submitted at least 30 working days before time off, except in emergencies. Leave requests must include an expected date of return. If you do not return after your date of return and there hasn't been a request for an extension, it will be assumed that you have resigned. Please note that an application for a personal leave of absence is not guaranteed and that your application may be denied. Requests for an extension are to the discretion of the Library Director.

## PAY WHILE ON LEAVE

Personal leaves of absence are without pay, and you do not accrue any sick or vacation time.

## STATUS OF BENEFITS

Insurance coverage will not be maintained for you while on a personal leave of absence of more than 30 days; leaves longer than 30 days may require continuation of benefits through COBRA. You may continue insurance coverage by paying the full premium by the first of each month. Benefits do not accrue during this type of leave of absence, but are instead retained at the same level.

## REINSTATEMENT

JCLS will attempt to arrange employment for individuals returning from a personal leave of absence, but no guarantees are made. While you are on a personal leave of absence, you are required to check in with your supervisor on a weekly basis to inform us of your status and to notify us of any change in personal data. You may be required to present a doctor's release before being reinstated if the leave was medically-related.

# PAID LEAVE OREGON - INSURANCE

JCLS provides a Paid Leave Oregon (PLO) Insurance plan. This insurance is required by Oregon state law and provides paid time off to eligible employees. JCLS provides an equivalent plan, and you should not submit claims directly to the state. This is a protected leave. All health-related information gathered by the insurer and organization during this process will be maintained as confidential. Employees will not be discriminated against or retaliated against for using or trying to use this insurance benefit. We encourage each employee to use the combination of time off and benefits that meets their personal needs.

## COST

The cost of PLO will be shared between the employee and the employer, at an amount determined by the insurance provider. Please refer to the Benefit Booklet for more details.

The employee and employer minimum and maximum, as well as overall costs, of this coverage will be assessed annually by the Oregon Employment Department, and insurance carrier and may change. We will provide notice to employees in advance of any change.

## ELIGIBILITY

Most employees who work in Oregon are eligible to submit a claim. The determination of eligibility will be made by the insurance provider. If an employee disagrees with an eligibility determination, the employee may use the appeal process outlined in the determination notice.

## LENGTH OF LEAVE

The length of leave is part of the determination process.

An employee may qualify for up to twelve (12) weeks of leave annually. The annual benefit year begins the Sunday prior to the first use of leave for any reason. The coverage may be approved in intermittent single day use up to a continual twelve (12) week period.

## REASONS FOR LEAVE

Benefits may apply to a variety of situations, including:

**Family leave** - Caring for members of the employee's family:

- During the birth of a child
- Bonding with a child in the first year:
  - After birth
  - When the child is placed in the employee's home through foster care or adoption
- Employee's own serious health condition\*
- To care for a family member with a serious health condition.\*

**Medical leave** - The employee caring for themselves when the employee has a serious health condition\*.

**Safe leave** - For survivors of:

- Sexual assault
- Domestic violence
- Harassment
- Stalking

Pregnancy Disability Leave (Additional 2 weeks)

*\* A serious health condition is an illness, injury, impairment, or physical or mental condition that: requires inpatient care, poses an imminent danger of death or possibility of death in the near future, requires constant or continuing care, involves a period of incapacity, involves multiple treatments, or involves a period of disability due to pregnancy.*

## INSURANCE BENEFIT WHILE ON LEAVE

The amount of benefit the employee will receive will be calculated based upon the employee's earnings for the prior year. This will also be part of the determination of the coverage process. The minimum and maximum benefit amounts may be adjusted by the Oregon Employment Department annually, and the employee will receive notification before a change occurs.

## USE OF ACCRUED LEAVES WHEN ON PLO

Employees may choose to use accrued leaves while on PLO. Leaves will be used in the following order, Sick, Vacation. Employees may use up to the amount they are regularly scheduled to work, or the number of hours represent the difference between their benefit and their regular rate of pay excluding overtime.

#### NOTIFICATION OF THE NEED FOR LEAVE

An employee is required to provide the employer notice of the intention to take leave. For planned events, the employee is required to provide thirty (30) days written notice. For unplanned events the employee is required to notify the employer within twenty-four (24) hours of the leave and provide written notice within three (3) days. If an employee is incapacitated due to the unplanned event and are unable to meet these obligations, we ask the employee to notify the employer as soon as possible.

Please contact the Human Resources Department to notify of your intent to take PLO.

#### FILING A CLAIM FOR COVERAGE

Employees who wish to file a claim for coverage can go to the insurance carrier's website for more information. To submit a claim directly, you may contact the Human Resources Department for assistance. It is mandatory for employees to communicate dates of absences with both supervisors and the Human Resources Department.

Employees are responsible for submitting the required paperwork and any updates or changes to their claim. JCLS are unable to complete the application process on the employee's behalf.

#### JOB AND BENEFIT PROTECTION WHILE ON LEAVE

If an employee has been employed with the employer for at least ninety (90) days prior to the leave, the employee will be restored to the same position upon their return, if the same position exists. If the same position does not exist Employees are entitled to a position equal to their previous position before you took leave, with equal employment benefits, pay and other terms and conditions. JCLS may require a release to return to work on or before the day of restoration.

If, at the time of leave, the employee is receiving health benefits, these will be maintained.

The employee will be required to pay their portion of all elected benefits premiums while on leave.

#### COMPLAINTS PROCEDURE

Our goal is to solve all concerns at the lowest possible level. We encourage all employees to bring complaints to the HR Manager promptly and in writing.

We understand employees may choose to seek outside assistance to resolve complaints regarding this coverage. Employees may contact the Oregon Bureau of Labor and Industries to file a complaint or may contact an attorney of their choice to determine if a civil action may be appropriate.

# HEALTH AND SAFETY

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## HEALTH AND SAFETY

JCLS is committed and legally responsible to provide our employees with a safe and healthful work environment while on-site, in the field, and working at an approved alternative location (such as an employees home). To accomplish this goal, both management and employees must make diligent efforts to promote safety within applicable laws and standards.

We develop and implement safety rules and regulations through our managers and supervisors. This process is ongoing and requires periodic safety audits. Safety audits are undertaken to determine the necessity and feasibility of providing devices or safeguards to make the workplace safe and healthy. We also educate employees about workplace hazards and the proper and safe methods to use in performing job tasks.

You are expected to give your full skill and attention to the performance of your duties, using the highest standard of care and good judgment. You are also expected to always follow safety rules and regulations, including using appropriate protective clothing, shoes, and equipment, attending all training sessions offered, and following directions of warning signs, signals, and supervisory personnel.

All job-related injuries or illnesses are to be reported to your supervisor immediately, regardless of severity. In the case of serious injury, your reporting obligation will be deferred until circumstances reasonably permit a report to be made. If at any time there is a serious injury, please call 911. Failure to report an injury or illness may preclude or delay the payment of any benefits to you and could subject JCLS to fines and penalties. No one will be retaliated against for filing a workers' compensation claim in good faith.

Safety rules and regulations will be issued or modified from time to time and will be effective immediately upon communication. Rules and regulations will be distributed to you and posted on the employee bulletin board.

If an injury occurs, you are required to:

1. Take remedial first aid actions; seek emergency care and call 911 if necessary.
2. Report the injury as soon as possible to Human Resources
3. Fill out the staff accident and injury report form.
4. Provide your supervisor with a medical release from a doctor, if applicable.
5. Review the incident with our Human Resources Team.

All forms are available through Sharepoint or by contacting the HR Department.

## SUBSTANCE AND ALCOHOL

The objective of this policy is to provide a workplace and environment that are free from the effects of substance abuse. Furthermore, JCLS believes that we have a responsibility to our employees, to those who use or come into contact with our products and services, and to the general public to ensure safe operating and working conditions. To satisfy our drug free workplace objective and meet these responsibilities, we must establish a work environment where employees are free from the effects of drugs, alcohol, or other impairing substances. Accordingly, we have adopted this substance and alcohol policy.

The following conditions and activities are expressly prohibited on our premises or property or during work time or while representing us in any work-related fashion and will lead to corrective action, up to and including termination:

- Manufacturing, selling, attempting to sell, using, distributing or possessing alcohol or other controlled or substances that impair job performance or pose a hazard when use or possession occurs;
- Reporting for or being at work with the presence of alcohol, drugs, or controlled substances.

If your doctor prescribes over-the-counter or pharmaceutical drugs, you are responsible for ensuring that your ability to maintain work performance standards, including safety, will not be affected by the medication. If you are in doubt, please discuss this with the Human Resources Manager before beginning work. Any medical issues discussed will be kept confidential.

If you have a problem with substance or alcohol and wish to undertake rehabilitation, you may be granted an unpaid leave of absence for this purpose, as long as your work performance warrants the granting of this leave and there have been no violations of this policy. It is your responsibility to seek help before the problem adversely affects your work performance or results in a violation of this policy. If you need assistance in seeking this help, you may talk to the Human Resources Manager. No one will be discriminated against for undertaking rehabilitation.

Assistance can be found using the provided Employee Assistance Program. Help finding programs and counseling can be accessed through this tool. Often, these programs and counseling sessions are either low cost or at no cost to the employee. For more information on this program, please contact the Human Resources Department.

Where we have a reasonable basis to believe that an employee is in violation of this policy, the employee will be required to submit to testing to determine presence of, use of, or involvement with alcohol or drugs. We reserve the right to determine whether reasonable basis exists.

The following definitions apply:

Reasonable suspicion: is defined as specific, describable observations concerning such circumstances as the work performance, appearance (including, for example, noticeable odor of an alcohol), behavior, or speech of the employee, or as being involved in an accident on organization premises that results in physical injury or property damage.

Presence of: is defined as any detectable level of alcohol or drugs in an employee's blood or urine, or any noticeable or perceptible impairment of the employee's mental or physical faculties.

Controlled Substances: are defined as any product causing potential impairment of an employee's mental or physical faculties and whose availability is restricted by law.

Over-the-counter drugs: are defined as those that are generally available without a prescription from a medical doctor.

Prescription drugs: are defined as those drugs that are used in the course of medical treatment and have been prescribed and authorized for use by a licensed practitioner/physician or dentist.

Any employee who is found to be in violation of this policy and who refuses to submit to testing, or refuses to cooperate, or attempts to subvert the testing process will be subject to corrective action, up to and including termination.

# WORKPLACE VIOLENCE

JCLS recognizes the importance of a safe workplace for employees. A work environment that is safe and comfortable enhances employee satisfaction with work as well as employee productivity.

To foster a safe workplace, this organization specifically prohibits any employee, patron, or vendor from bringing any kind of weapon, knife (other than folding pocket-knife), or firearm on premises. If you have a question whether something may be considered a weapon in violation of this policy, you must ask your supervisor prior to bringing the item onto our premises. Our premises include areas such as personal vehicles parked in designated parking areas.

Situations may occur, despite our best efforts to prevent them, which present a risk of harm to employees and others. All employees have an obligation to report any incidents that pose a risk of harm to employees or others associated with the organization or that threaten the safety, security, or financial interests of the organization. Employees should make such reports directly to the Human Resources Manager.

All information related to the reports, including the name of the reporting employees, will be kept as confidential as possible under the circumstances. We will generally notify the reporting employee of action taken in response to the report.

We may, out of business necessity, conduct an investigation of a current employee when the employee's behavior raises concerns about work performance, reliability, honesty, or potential threat to the safety of co-workers or others. An employee investigation may include investigation of criminal records and a search of the organization's property such as desks, work areas, lockers, file cabinets, voice mail systems, and computer systems.

If an employee is found to have violated any part of this policy, corrective action up to and including termination may occur.

# ERGONOMICS

JCLS is committed to providing a safe and healthy working environment. This policy is intended to remedy work-related repetitive motion injuries (RMI) by educating employees with proper postural positioning through assessment and/or access to training, JCLS provides online ergonomic training for employees.

Our objective is to provide a safe working environment for employees while interacting with the elements of their jobs or tasks as part of their routine work assignment; provide ergonomic evaluations and equipment to reduce workers' compensation costs and increase efficiency, productivity and enhance employee morale.

Our purpose is to reduce or eliminate hazards that contribute to the development of Musculoskeletal injuries (MSI), disorders that are caused, precipitated, or aggravated by repetitive motions. In order to achieve this, we must utilize primary tools such as:

- Ergonomic evaluations
- Employee and supervisor training
- Provide continuous, ongoing ergonomic approaches to designs of working spaces and equipment purchases

JCLS employees are responsible for contributing to a safe and healthy work environment. It is our responsibility to minimize hazards in the workplace. Employees are encouraged to review information and participate in education and training opportunities that will assist in contributing to a healthy work environment.

Employees or supervisors can request an ergonomic evaluation by contacting the Human Resources Department. During this evaluation, a trained HR professional will review how the employee uses their workspace. The HR professional may adjust the workstation and request additional equipment to be used by the employee. An example of additional equipment could be a wrist rest, alternative mouse, footrest or alternative chair.

Employees are not permitted to use personal equipment on JCLS property. Personal equipment is defined as computers, laptops, chairs, footrests, etc. JCLS will supply all staff with necessary equipment to do their job. There are times when an employee may need new equipment, the Human Resources Department should be notified as this could be an accommodation request. An HR professional will work with the employee if something additional is needed.

A request of additional equipment should be first made to your supervisor, and they will submit a Zendesk ticket to the appropriate department(s). Technology requests should be sent to IT, equipment such as desks and chairs to Facilities. Human Resources should be copied on these tickets in case there are ergonomics or accommodation concerns.

# COMMUNICATION AND SOFTWARE SYSTEMS

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# COMMUNICATION 101

JCLS maintains a document titled “Communication 101” to help staff navigate communication at JCLS. This document should act as a guide to best practices across various platforms, including directions on how and when to use specific methods of communication. Since technology is rapidly changing, this document is stored on the JCLS Sharepoint site and will be updated periodically.

## ELECTRONIC COMMUNICATION SYSTEMS

JCLS provides electronic communication systems to maintain superior communications both within the organization and with outside clients and vendors. You are expected to learn about these tools and how to use them. This policy provides directions for you regarding access and disclosure of information when using these communication systems. All employees and others outside the organization who may use the systems are expected to be aware of and support this policy.

Our electronic communication systems include computers, software, electronic mail (email), copiers, fax machines, telephones, cell phones, voice mail, messengers, and various online services. All of these systems are operated and managed based upon this policy.

These systems and any other informational, storage, or retrieval services that the organization provides are organization tools and are to be used for business purposes only during business hours. Use of organization systems during business hours for other than work-related purposes should be minimal and must not impact business operations.

The use of these systems is not private or confidential. Within the bounds of current and future laws, the organization reserves and intends to exercise the right to review, audit, intercept, access, and search these business systems at will; monitor data and messages within them at any time and for any reason; and disclose selected contents without notice or other restrictions. Messages sent through these systems remain the property of the organization.

As an employee, you must not permit any proprietary or confidential information of JCLS to enter the public domain through electronic transmissions. Examples of the organization’s proprietary and confidential information are provided in the Confidentiality Policy. Also, these systems shall not be used to receive or distribute copyrighted materials, trade secrets, proprietary information, or similar materials from/to outside the organization without prior authorization.

Any messages or communications used through this system are subject to our anti-harassment, anti-discrimination, and non-solicitation policies. You are expected to carefully compose and review the wording, tone, and content of your communications before transmission.

You should check with your supervisor if you have any questions about the proper use of communication or software systems. All system users who discover violations of this policy are expected to notify their supervisors or managers immediately. Improper use or violation of this policy can result in corrective action, up to and including termination.

## GENERATIVE ARTIFICIAL INTELLIGENCE (AI)

With the increasing popularity of generative AI chatbots such as OpenAI’s ChatGPT and Google’s Bard, it has become necessary to outline the proper use of such tools while working at JCLS. While we remain committed to adopting new technologies to aid our mission when possible, we also understand the risks and limitations of

generative AI chatbots and want to ensure responsible use. Our goal is to protect employees, clients, suppliers, patrons and the organization from harm.

JCLS has adopted a Board Policy to cover the use of AI and AI related tools. Please refer to this policy on the District's website for guidance.

## ELECTRONIC MAIL SYSTEM

You are reminded to be courteous to other users of the email system and to always conduct yourself in a professional manner. Email messages are sometimes misdirected or forwarded and may be viewed by persons other than the intended recipient. You should write email communications with no less care, judgment, and responsibility than you would use for letters or internal memoranda written on organizational letterhead.

You should know that even when a message is erased through email, it is still possible to retrieve and read that message. Even though the organization reserves the right to retrieve and read any email messages, those messages are to be treated as confidential by other employees and accessed only by the intended recipient. We expect employees to respect others' privacy and not retrieve or read electronic messages for which they are not the intended recipient unless authorized. The use of passwords for security does not guarantee confidentiality; all passwords to organization systems must be disclosed to the organization's IT Department.

Electronic communications are official documents of JCLS. All employees should be aware that electronic communications are subject to Freedom of Information Act requests, Public Records Requests and could be potentially be subpoenaed in the event of a lawsuit.

## ORGANIZATION-OWNED PERSONAL COMPUTERS

To protect the integrity of our systems, all software used on our computers must be registered with the IT Department. Personal or downloaded software may only be installed after written authorization from that individual. A virus check of all such software must be made immediately before it is installed on any organization computer. A virus check must also be conducted on any electronic devices originating from or used on any computer outside of the organization prior to its use with an organization-owned computer. The copy or transfer or organization-owned software may occur only with the written authorization of the IT Department.

## LAPTOPS

All staff that are issued laptops and other computer-related equipment will be given a copy of JCLS's computer-related equipment guidelines. These guidelines include security precautions and procedures as recommended by JCLS.

If any issued equipment becomes lost or theft has occurred, please notify your supervisor or the IT Department immediately.

## MOBILE DEVICES

### Allowing Remote Wipe Provisions/Data Liability

If you are connected to the organization's server, understand that making this connection via a mobile device may compromise the privacy of certain sensitive information. Confidential electronic information, including personally identifiable information, must be protected to prevent it from being exposed if the device on which the

information was accessed is lost or stolen. In order to protect this information, the organization retains the right to delete data and applications from any device that contains the organization's information. **This right to delete such information may be exercised remotely or on-site if the organization determines such action is necessary to protect confidential, sensitive, or proprietary information. Please understand that in downloading any such information to a personal mobile device, you are consenting to the organization's ability to delete this information at any time.** This policy covers mobile devices such as smart phones, tablets, laptops, and any similar devices. Please ensure that you regularly sync any personal data (applications, information, photos) to another device/computer for safekeeping, as the wipe command does not differentiate between business and personal information.

Mobile devices should be set to lock after every ten (10) minutes for security reasons. A PIN-based lockout is required.

It is critical that any loss or theft of a mobile device, including laptops, be immediately reported to the IT Department.

## SOCIAL MEDIA AND NETWORKING

Social networking websites and online communities, such as X, Instagram, LinkedIn, Facebook, and Instagram are increasingly used and can be accessed by individuals not only from computer systems, but also from smart phones. These tools have value because they can be used to market JCLS programs and share information; employees may also use these systems as a quick communications and networking tool to complete projects. It is not the intent of this policy to unduly limit employees' access to these conduits, however, guidelines and expectations surrounding their use are necessary as there are liabilities inherent in such use. When any employee is using organization-provided computers or cell phones or is representing the organization via social networking activity, that individual is expected to represent the organization in a professional and positive light. JCLS wishes to use social media exclusively to its advantage, preventing and minimizing any negative outcomes. This includes ensuring that all employees will be free from harassment and unprofessional behavior when utilizing or consuming social media; therefore, employees authorized for its use must abide by all applicable laws (including copyright) and ethical considerations.

## BUSINESS USE

Employees may use social media tools to conduct organizational business, as long as such use is authorized and complies with the organization's policies. Organization logos or other organizational information must conform to pre-approved marketing concepts and standards.

## OWNERSHIP

In the case that a social media account is set up for business purposes, the organization has the right to review, edit, and delete content associated with the account. The organization will have access to information associated with the account such as the username and password, and any content associated with the account will be considered the property of the organization. If an employee separates from JCLS, the organization has the right to assume control of this account.

## MONITORING

While the organization does not routinely monitor social networking sites, other employers, organizations, and individuals do monitor and share information found on social networking websites. Posted information is public information.

## PROTECTION

Social networking sites collect profile information for advertising opportunities and criminal reasons. Phishing (email messages asking for username and passwords, etc.) and spamming can occur. Never click on links asking for personal or confidential information. Heed security warnings and pop-ups. Use of these sites may mean more spam sent to your e-mail account. If possible, disable the ability of others to post HTML comments to your home page. When accessing these sites, use caution when you see a posting or link that looks suspicious; when in doubt, delete it. Viruses and spyware may damage the organization's operating system, compromise data, or expose your privacy and that of others you communicate with via email and social media sites.

Be aware that others may piece together personal information for identity theft purposes. Be prudent in making comments or posts which reveal your or others' travel plans or divulge other safety-sensitive and private information.

## PROHIBITED CONTENT

Behavior and judgment in an electronic environment should mimic behavior in a physical setting. Employees are expressly prohibited from posting content that is malicious, abusive, threatening, intimidating, coercing, profane, disruptive, discriminatory, or harassing. Defamatory statements are prohibited and employees should be aware they are personally responsible for the legal consequences of such statements.

Nothing in this policy should be interpreted as limiting an employee's right to engage in legally protected speech or other activity. Failure to adhere to these standards and to use appropriate protocols will lead to further corrective action, up to and including termination.

## TELEPHONE USAGE

JCLS realizes that employees must occasionally make and receive personal telephone calls at work. Such calls must be kept to a minimum and should impact your work as little as possible. Calls should be handled during breaks whenever possible and away from public service areas. Unauthorized use of the telephone, including charging long distance calls to the organization, will result in corrective action, up to and including termination.

## VOICE MAIL

The voice mail system at JCLS is the property of the organization and is provided for use in conducting organization business. All communications and information transmitted by, received from, or stored in this system are organization records and property of JCLS. The voice mail system is to be used for business only; use of the system for personal purposes is prohibited. You have no right to personal privacy in any matter stored in, created, received, or sent over the voice mail system. JCLS, in its discretion as owner of the voice mail system, reserves the right to monitor, access, retrieve, and delete any messages stored in, created with, received by, or sent over the system for any reason and without employee permission. You are not authorized to retrieve or listen to any voice mail messages that are not sent to you. Any exception to this policy must receive prior approval from the Human Resources Manager.

## CELL PHONES

Where job or business needs necessitate immediate access to an employee, the organization may provide/require a business cell phone for work-related communications. A cell phone stipend may be given for approved positions in lieu of an issued business cell phone. This phone is provided for business use only. Business cell phones are not to be used for purposes not related to work. Keep in mind that cell phone internet usage, phone records, voice

mail, and text messages are not private and may be accessed. If an organization-provided phone is used for personal business, any phone charges incurred by an employee related to the personal usage will be the sole responsibility of the employee.

Personal calls during the workday using personal cell phones can be distracting to others and can interfere with employee productivity. Use of a personal phone for any reason should therefore be limited to breaks and lunches.

Any use of a cell phone while driving may present an unsafe condition for the driver, other employees, and the general public. The organization prohibits the use of cell phones while driving, except when hands-free accessories are used. In cases where a cell phone call is necessary, employees must adhere to all federal, state, and local rules and regulations regarding such to help ensure the safe operation of both organization-owned and private vehicles. If an employee is using a cell phone while driving and has an accident, any costs, fees, and fines shall be solely the responsibility of the employee.

## CELL PHONE REIMBURSEMENT

JCLS has designated select classifications who are eligible for a cell phone allowance each month. Those who are eligible will be notified during new hire orientation. Eligible staff are to fill out a Cell Phone Allowance form and submit to the Human Resources Department for reimbursement. For a list of which classifications are eligible, please contact the HR Department.

**Regardless of the media or device used, typically information generated or exchanged for the purpose of government work is subject to the Public Records laws. While not all information is accessible by the public, our organization is required to maintain these records.**

# ETHICS AND COMMUNICATION

## CONFLICT OF INTEREST AND OREGON ETHICS LAW

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The purpose of this policy is to ensure that employees adhere to the highest ethical standards when conducting business on behalf of JCLS, as set forth in Chapter 244 of the Oregon Revised Statutes (ORS). Employees may not solicit, obtain, accept, or retain any personal benefit from any supplier, vendor, patron/client, or any individual or organization doing or seeking business with JCLS. This means you may not maintain an outside business or financial interest or engage in any outside business or financial activity that conflicts with the interests of the organization or interferes with your ability to fully perform job responsibilities. For example, if job responsibilities include purchasing, or being in a position to influence purchasing, the individual responsible must have no proprietary or financial interest in any business that furnishes products, materials, or services to the organization or in any related transaction. An employee may not benefit directly or indirectly from a third party who furnishes products, materials, or services to the organization either.

### EMPLOYEES ARE PUBLIC OFFICIALS

We believe in treating people with respect and adhering to ethical and fair practices.

A public official includes anyone serving the State of Oregon or any of its political subdivisions or any other public body in any of the listed capacities, including as an agent. An agent is any individual performing governmental functions. Governmental functions are services provided on behalf of the government as distinguished from services provided to the government. This may include private contractors and volunteers, depending on the circumstances.

Upon employment with our organization, you become a Public Official.

According to the Oregon Government Ethics Law (ORS 244.020), every JCLS employee is considered a “public official” for purposes of ORS Chapter 244.

### OREGON GOVERNMENT ETHICS LAW: A GUIDE FOR PUBLIC OFFICIALS

The Oregon Government Ethics Commission publishes and updates a guide for public officials that helps to explain in understandable terms the requirements of Oregon Government Ethics law and the Oregon Government Ethics Commission’s interpretation of those requirements. The Guide for Public Officials and any related legislative updates are available online at [State of Oregon: Oregon Government Ethics Commission](#).

### RELATIVES OF PUBLIC OFFICIALS

Oregon Government Ethics law also applies to relatives of public officials including a spouse, parent, stepparent, child, sibling, stepsibling, son-in-law, daughter-in-law of the public official, or of the public official’s spouse. Any individual for whom the public official has a legal support obligation, or who benefits financially from the public official’s employment with the public entity is also covered by the law.

### FINANCIAL GAIN

As a public official, an employee shall not use their official position to obtain financial gain or avoid financial detriment that would not otherwise be available *but for* the employee’s position (ORS Chapter 244). This provision applies to the employee, a relative of the employee, or a business owned by the employee or the employee’s relative.

There are exceptions to the “but for” test, including reimbursement of expenses; an honorarium, certificate, plaque, commemorative token or other item with a value of \$50 or less; and food, beverage, travel or lodging expenses otherwise authorized by ethics laws.

## GIFTS

During a calendar year, a public official, a candidate or a relative or member of the household of the public official or candidate may not solicit or receive, directly or indirectly, any gift or gifts with an aggregate value in excess of \$50 from any single source that could reasonably be known to have a legislative or administrative interest.

During a calendar year, a person who has a legislative or administrative interest may not offer to the public official or a relative or member of the household of the public official any gift or gifts with an aggregate value in excess of \$50.

During a calendar year, a person who has a legislative or administrative interest may not offer to the candidate or a relative or member of the household of the candidate any gift or gifts with an aggregate value in excess of \$50.

## USE OF OFFICIAL POSITION OR OFFICE

A public official may not use or attempt to use official position or office to obtain financial gain or avoidance of financial detriment for the public official, a relative or member of the household of the public official, or any business with which the public official or a relative or member of the household of the public official is associated, if the financial gain or avoidance of financial detriment would not otherwise be available but for the public official's holding of the official position or office.

Except:

- Any part of an official compensation package as determined by the public body that the public official serves.
- The receipt by a public official or a relative or member of the household of the public official of an honorarium or any other item allowed under ORS 244.042 (Honoraria).
- Reimbursement of expenses.
- An unsolicited award for professional achievement.
- Gifts that do not exceed the limits specified in ORS 244.025 (Gift Limit) received by a public official or a relative or member of the household of the public official from a source that could reasonably be known to have a legislative or administrative interest.
- Gifts received by a public official or a relative or member of the household of the public official from a source that could not reasonably be known to have a legislative or administrative interest.
- The receipt by a public official or a relative or member of the household of the public official of any item, regardless of value, that is expressly excluded from the definition of "gift" in ORS 244.020 (Definitions).

A public official may not solicit or receive, either directly or indirectly, and a person may not offer or give to any public official any pledge or promise of future employment, based on any understanding that the vote, official action or judgment of the public official would be influenced by the pledge or promise.

A public official may not attempt to further or further the personal gain of the public official through the use of confidential information gained in the course of or by reason of holding position as a public official or activities of the public official.

A person who has ceased to be a public official may not attempt to further or further the personal gain of any person through the use of confidential information gained in the course of or by reason of holding position as a public official or the activities of the person as a public official.

A person may not attempt to represent or represent a client for a fee before the governing body of a public body of which the person is a member. This subsection does not apply to the person's employer, business partner or other associate.

The provisions of this section apply regardless of whether actual conflicts of interest or potential conflicts of interest are announced or disclosed under ORS 244.120

## HONORARIA

A public official may not solicit or receive, whether directly or indirectly, honoraria for the public official or any member of the household of the public official if the honoraria are solicited or received in connection with the official duties of the public official.

A public official may receive of an honorarium or a certificate, plaque, commemorative token or other item with a value of \$50 or less; or receive an honorarium for services performed in relation to the private profession, occupation, avocation or expertise of the public official or candidate.

## FINANCIAL INTEREST IN PUBLIC CONTRACTS

A person who ceases to hold a position as a public official may not have a direct beneficial financial interest in a public contract for two years after the date the contract was authorized.

You are required to inform us of any activity that is ongoing or planned that may be or is a conflict with these laws. We will work with the State Ethics commission to determine the appropriate steps for resolution.

Failure to meet these standards will result in investigation and, depending on the outcome, result in discipline up to and including termination.

## CONFIDENTIALITY

### ORGANIZATION AND PATRONS

At JCLS, employees have access to highly confidential and proprietary information, including information about our business plans and patrons. Our patrons trust us with confidential information and disclosing this information without authorization would have a materially adverse impact on our integrity and on our relationships with our patrons. Employees must not disclose any information pertaining to the organization or its patrons without prior explicit approval of their managers/supervisors and must sign a form stating as such.

No organization records or information, including documents, files, records, or computer files, and similar materials may be removed from our premises without permission from JCLS, except in the ordinary course of performing duties on behalf of JCLS. Additionally, the contents of the organization records or information otherwise obtained in regard to business may not be disclosed to anyone except where required for a business purpose. This prohibition also applies to items posted in a blog, website or on social media. Employees are subject to appropriate corrective action, up to and including termination, for revealing confidential information.

### EMPLOYEE RECORDS

JCLS's philosophy is to safeguard personal employee information in its possession to ensure the confidentiality of this information. Additionally, the organization will only collect personal information that is required to pursue its business operations and to comply with government reporting and disclosure requirements. Personal information collected by the organization includes employee names, addresses, telephone numbers, email addresses, emergency contact information, EEO data, social security numbers, date of birth, employment eligibility data, benefit plan enrollment information, which may include dependents' personal information, and school/college or certification credentials. All pre-employment inquiries, including reference check records, as well as former

employee files are maintained in secure, isolated areas electronically and are not used by the organization in the course of business operations.

Personal employee information will be considered confidential and, as such, will be shared only as required and with those who have a need for access to such information. All hard copy records will be maintained in locked, secured areas with access limited to those who have a need for such access. Personal employee information used in business system applications will be protected under organization proprietary electronic transmission and Virtual Private Network policies and security systems. Participants in organization benefit plans should be aware that personal information will be shared with plan providers as required for claim handling or record keeping needs.

Organization-assigned information, which may include organizational charts, department titles and staff charts, Designated Positions, department budgets, organization coding and recording systems, telephone directories, email lists, and organization facility or location information and addresses, it is considered by the organization to be proprietary organization information to be used for internal purposes only. The organization retains the right to communicate and distribute such information as it feels necessary to conduct business operations.

If an employee becomes aware of a breach in maintaining the confidentiality of any personal information, the employee should report the incident to the Human Resources Manager. The Human Resources Manager has the responsibility to investigate the incident and take or recommend corrective action. Please understand that the reasonableness of actions taken in these circumstances will be taken into consideration. Examples of the release of personal employee information that will not be considered a breach include the following:

- Release of partial employee birth dates [i.e., day and month, which is not considered confidential and could be shared with supervisors/managers who elect to recognize employees on such dates]
- Personal telephone numbers or email addresses may be distributed to supervisors/managers in order to facilitate organizational work schedules or business operations.
- Employee identifier information used in salary or budget planning, review processes, and for timekeeping purposes will be shared with supervisors/managers.
- Employees' organizational anniversary dates will be distributed to appropriate supervisors/managers periodically.
- Employee and dependent information may be distributed in accordance with open enrollment processes, for periodic benefit plan changes, or for benefit statement updates.

Should a security breach occur, you will be notified in writing as soon as possible.

The JCLS Patron Privacy and Confidentiality Policy can be found at [jcls.org/about/policies](http://jcls.org/about/policies).

## CONFLICTS OF INTEREST

ORS Chapter 244 identifies and defines two types of conflicts of interest: An *actual* conflict of interest and a *potential* conflict of interest. As a public official, an employee is met with a conflict of interest when participating in official action which could or would result in a *financial* benefit or detriment to the employee, a relative of the employee or a business with which either is associated.

### A. ACTUAL CONFLICT OF INTEREST

An actual conflict of interest exists when the employee participates in action that *will result in financial gain or avoidance of financial detriment* for the employee, the employee's relative or a business with which the employee or a relative of the employee is associated.

### B. POTENTIAL CONFLICT OF INTEREST

A potential conflict of interest exists when the employee participates in action that *could result in financial gain or avoidance of financial detriment* for the employee, a relative of that employee or a business with which the employee or the relative of that employee is associated.

#### C. DISCLOSURE OF CONFLICTS OF INTEREST

Before conducting business on behalf of the District, employees shall disclose any *actual or potential* conflict of interest. In the event of an *actual* conflict of interest, the employee shall notify the Human Resources Manager or Library Director. In the event of a *potential* conflict of interest, the employee shall notify the Human Resources Manager or Library Director

#### D. EVALUATION OF POTENTIAL CONFLICT OF INTEREST

The Human Resources Manager or Library Director shall review the information relating to any potential conflict of interest and shall take one of the following actions as they deem appropriate:

- Finding that no conflict or potential conflict exists;
- Finding that a conflict or potential conflict exists and that the situation resulting in such conflict should cease or not be permitted to proceed; or
- Referring the actual or potential conflict of interest to legal counsel for consideration.

In all cases, the decision and/or recommendation shall be recorded.

## INTERPRETATION

Since this policy cannot describe all potential conflicts of interest or ethical issues that may arise, and its application may be uncertain at times, employees are encouraged to consult the Human Resources Manager or Library Director if they have any questions as to the applicability of this policy to a particular situation.

## MISREPRESENTATION

As an employee, you should consider how you represent JCLS in your transactions and interactions. You should be careful not to misrepresent the organization's policies, practices, procedures, or prices, or misrepresent your status and authority to enter into agreements. You should also avoid using the organization's name, likeness, facilities, assets, resources, or the authority of your position with the organization for personal gain or private interests.

## COST CONSCIOUSNESS

As a special district that operates with public funds, it is important for us to remember that we are also the public that we serve and that we have a responsibility to ourselves and our fellow taxpayers to use our resources wisely for the greatest benefit to our patrons.

Personal use of JCLS telephones, supplies, computers, software, photocopy or other equipment or services represents a direct cost to the public. JCLS not only expects all employees to be cost conscious when conducting business, but to use library services, supplies, and equipment for business purposes only.

## OUTSIDE EMPLOYMENT

While employed at JCLS, you may not engage in outside employment that conflicts with the nature of the organization's business, competes with the organization, or that otherwise interferes with your ability to perform according to established standards of performance and work rules. Additionally, you may not work at an organization that conducts business with JCLS. During hours you are scheduled to work for JCLS or use organization equipment for such purposes, you may not conduct any business connected with outside employment. Outside employment is allowed as long as it does not interfere with your ability to work your normal schedule. Outside employment must be disclosed on the Conflict of Interest Form.

Employees are not permitted to volunteer at JCLS or with Friends of the Library.

## OFF-DUTY CONDUCT

Generally, we regard off-duty activities of employees to be their own personal matters. However, certain types of off-duty activities concern us because of the potentially negative impact on the organization's reputation within the communities we serve. Therefore, employees who engage in or are associated with illegal or otherwise harmful conduct (*i.e.*, that which adversely affects the organization, its public image, or their own ability or credibility to carry out employment responsibilities) may be subject to corrective action, up to and including termination.

## SOLICITATION AND BULLETIN BOARDS

To make sure employees aren't disturbed or interrupted while on work duty, we have established the following non-solicitation policy:

Individuals who are not employed at the organization may not solicit our employees or distribute literature on organization property at any time.

If you wish to solicit or distribute literature to other employees by or on behalf of any individual, organization, club, or society, you may do so only during times when you are on a rest or lunch break. You may solicit or distribute literature only to those employees who are also on a rest or lunch break. The distribution of literature in work areas is prohibited at all times, but you may place it in established break areas or lunchrooms.

Obscene, profane, or inflammatory items and political advertisements or solicitations are strictly prohibited.

You may not solicit, expect, or accept contributions from vendors, patrons, or anyone doing business with the organization.

You may not sell merchandise or collect funds of any kind without prior approval from the Human Resources Manager.

We use our organization bulletin boards to keep you up-to-date and to post notices and information required by law. We also use them to announce activities and other items of interest to employees. We ask that you check the bulletin board regularly to obtain information that may be important to you. Bulletin boards are to be used only for posting or distributing notices or announcements of a business nature that apply equally and are of interest to all employees or are directly concerned with organization business.

# WHISTLEBLOWER PROTECTIONS

JCLS encourages any employee with knowledge of an illegal or dishonest organization activity to report it to the Human Resources Manager. All such issues will be promptly investigated with the intent to determine fault and institute any appropriate corrective measures. Examples of illegal or dishonest activities are violations of federal, state, or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting. Any employee wishing for more information can obtain further details from the Human Resources Manager.

If an employee has knowledge of or a concern about illegal or dishonest fraudulent activity, the employee should immediately contact the Human Resources Manager. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to corrective action, up to and including termination.

Whistleblower protections are provided to maintain confidentiality and to prevent retaliation. Although someone's identity may have to be disclosed to conduct a thorough investigation, to comply with the law, and to provide accused individuals their due course, the privacy of the individual making the report will be protected to the extent possible. JCLS will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments as well as threats of physical harm. Any whistleblower who believes retaliation has occurred must contact the Human Resources Manager immediately. The right of a whistleblower to protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

All reports of illegal and dishonest activities will be promptly submitted to the Human Resources Manager, who is responsible for investigating and coordinating corrective action.

## CONFIDENTIALITY

### CONFIDENTIALITY OF RECORDS

JCLS follows Oregon state law, which exempts libraries from public disclosure of "the records of a library, including (a) circulation records, showing use of specific library material by a named person; (b) the name of a library patron together with the address or telephone number of the patron; and (c) the electronic mail address of a patron."

**ORS 192.355 (23)**

### ORGANIZATION AND PATRONS

At JCLS, employees have access to highly confidential and proprietary information, including information about our business plans and patrons. Our patrons trust us with confidential information and disclosing this information without authorization would have a materially adverse impact on our integrity and on our relationships with our patrons. Employees must not disclose any information pertaining to the organization or its patrons without prior explicit approval of their managers/supervisors and must sign a form stating such.

No organization records or information, including documents, files, records, computer files, and similar materials may be removed from our premises without permission from JCLS, except in the ordinary course of performing duties on behalf of JCLS. Additionally, the contents of organization records or information otherwise obtained in

the course of doing business may not be disclosed to anyone except where required for a business purpose. This prohibition also applies to items posted in a blog or website. Employees are subject to appropriate corrective action, up to and including termination, for revealing confidential information.

## PRIVACY AND THE LAW

Privacy is essential to the exercise of free speech, free thought, and free association. Lack of privacy and confidentiality can essentially stop the freedom of choice, thereby suppressing access to ideas. The possibility of surveillance, whether direct or through access to records of speech, research and exploration, undermines a democratic society. In libraries, the right to privacy is the right to open inquiry without having the subject of one's interest examined or scrutinized by others.

Confidentiality of library records is a core value of librarianship. Confidentiality exists when a library is in possession of personally identifiable information (PII) about users and keeps that information private on their behalf. This includes such library-created records as, computer reservations, registration for equipment or facilities, circulation records, web sites visited, or hold notices. One cannot exercise the right to read in any format if the possible consequences include damage to one's reputation, ostracism from the community or workplace, or criminal penalties. Consider patrons looking for a new job or information about rock climbing or skydiving; this is information that the current employer or insurance organization might like to have. Choice requires both a varied selection and the assurance that one's choice is not monitored.

For libraries to flourish as centers for uninhibited access to information, librarians must stand behind their users' right to privacy and freedom of inquiry. Just as people who borrow murder mysteries are unlikely to be murderers, so those seeking information about terrorism are unlikely to be terrorists. Assuming a sinister motive based on library users' reading choices makes no sense and leads to fishing expeditions that both waste precious law enforcement resources and have the potential to chill Americans' inquiry into current events and public affairs.

The *American Library Association Code of Ethics* and *Library Bill of Rights* acknowledge the paramount importance of library patron privacy:

*"We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted."*

*"The American Library Association affirms that rights of privacy are necessary for intellectual freedom and are fundamental to the ethics and practice of librarianship."* Privacy: an Interpretation of the Library Bill of Rights (2002).



Date: December 17, 2025

**Title:** Memorandum of Understanding among and between the Jackson County Library District, Friends of the Libraries, and the Jackson County Library Foundation

**From:** Assistant Director of Public Services, Joan Vigil

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**Summary:**

The Library, along with representatives from the Friends of the Library and the Foundation, collaborated on this revised MOU. The updates improve clarity and alignment with current operations. The prior MOU was last updated five years ago.

**Recommendation:**

Joan Vigil recommends that this MOU be adopted as presented.

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

The MOU reinforces the partnership between the Library, the Friends, and the Foundation, ensuring continued collaboration. It directly supports Strategic Plan Goal 4, Strategy 4.

GOAL 4: NURTURE THE LIBRARY INFRASTRUCTURE Further the Library as an effective, efficient, well-supported organization with a cohesive and supportive internal culture

STRATEGY 4 – Strengthen support and engagement with the Friends groups and the Library Foundation

**Background and Additional Information:**

The MOU was last revised in 2020.

Key updates include:

- Updated wording throughout to improve clarity and readability.
- Clearer language outlining the Library’s responsibility to provide the Friends and the Foundation with timely budget requests.
- Added language emphasizing coordination among all three groups, particularly for fundraising activities.
- Clarified provisions related to gifts and donations.
- As advised by the board on 11/19/2025, a corrected copy is presented to reflect minor grammar errors.

**Attachments:**

MOU between JCLD/FOL/JCLF-Clean Version



## MEMORANDUM OF UNDERSTANDING

*among and between the*  
**Jackson County Library District, Friends of the Libraries,**  
*and the Jackson County Library Foundation*

The following will constitute an operating agreement between the Friends of the Jackson County Library Services individual branch libraries (Friends), the Jackson County Library Foundation (Foundation) and the Jackson County Library District (Library). The agreement will stand until and unless it is modified by mutual agreement of the boards of all the organizations. The boards of all organizations agree to review this memorandum every three years.

The missions of the Friends and Foundation are to raise funds and public awareness in the community, to provide other resources, and to support the services and programs of the Library. The Foundation and some Friends groups are independent 501 (c)(3) nonprofit organizations; others operate as volunteer community organizations. In all cases both the Friends and Foundation are legally separate and distinct entities, and not a part of the Library.

The Friends and Foundation are also legally distinct organizations, governed by separate boards. With parallel missions in support of the Library, both groups are committed to supporting and strengthening one another's work.

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### **Section 1: The Library**

1. **The Library** agrees to include the Friends and Foundation in the strategic planning process by inviting key representatives to provide collective input and by giving updates on progress made to ensure that all organizations are included and aware of the goals and direction of the Library, as set by the elected Library Board. The Friends and Foundation will meet with the Library to discuss how their resources will support strategic initiatives.
2. **The Library** agrees to supply the Friends and Foundation with an itemized budget request each year as part of the budget planning process that indicates the anticipated library initiatives and related budget needing their support.
3. **The Library** agrees to provide the Friends and Foundation with reasonable support to assist them with book sales, meeting coordination, promotions and publicity, special events, and other activities. The appropriate level of staff support, which will not reduce or alter public library service, will be determined by the Library Director or designee, in consultation with the Friends and Foundation boards.

4. **The Library** agrees to coordinate activities with the Friends and Foundation and vice versa, including fundraising activities, and maintain a master calendar of events.
  5. **The Library** agrees to provide the Friends and the Foundation with appropriate, mutually-agreed upon space in the Library for book storage and sorting, book sales, book sales space, and office needs. The Library agrees to communicate with the Friends and the Foundation about any reallocation of space. The Library agrees to allow both the Friends and Foundation with access to meeting room space. In all cases, the use of library space by the Friends and Foundation will not take precedence over library operations or the regular use of the spaces by the public.
  6. **The Library** acknowledges that both the Friends and Foundation are independent organizations, and as such, donations to the Library from either organization will be determined by their respective boards.
  7. **The Library** agrees to encourage all private donors to make their gifts to either the Friends or Foundation as per JCLD's Gift Acceptance Policy. The Library will encourage donors wishing to set up endowments or permanent funds in support of the Library to make their contributions to the Foundation.
  8. **The Library Board** agrees to allow room on their meeting agendas for a report from either the Friends or Foundation, if requested by a Friends or Foundation board's president at least one week prior to the meeting.
  9. **The Library** agrees to provide the Friends and the Foundation with stories of impact to support fundraising twice per fiscal year in January and June.
  10. **The Library** agrees to publicly advocate and acknowledge the Friends and Foundation.
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## **Section 2: Friends and Foundation**

1. **The Friends and Foundation** agree to publicly advocate and support the Library and its policies.
2. **The Friends and Foundation** agree to respect the privacy of library patrons.
3. **The Friends and Foundation** will support each other's work, including publicizing major activities to each organization's donor or membership base.
4. **The Friends and Foundation** agree to include a member from the library's administration (i.e. Branch Manager or Library Director) as a non-voting presence at appropriate board and membership meetings and to allow room on the agenda for a library report if requested in advance.

5. **The Friends and Foundation** agree that any and all monies raised will be spent for library programs, services, and other needs defined by the Library, or for their own operations unless otherwise agreed to by the Friends, the Foundation, and the Library.
  6. **The Friends and Foundation** agree that the Library Board has the final say in accepting or declining any and all gifts made to the Library as per [JCLD Gift Acceptance Policy](#).
  7. **The Friends and Foundation** agree to create and maintain appropriate policies and procedures to assure strong financial stewardship of their resources, the privacy of their donors, appropriate acceptance of donated gifts, and other matters as required by law or that are standard non-profit best practices. Additionally, all organizations agree to submit annual reports as required by local, state or federal law, and to make their financial records available to the Library.
  8. **The Friends and Foundation** agree that if a Friends group ceases to actively support and promote the Library, the Friends group will disband. If a Friends group disbands or dissolves, any assets they hold will be transferred to the Foundation in a branch-restricted fund. Should the Friends group reorganize in the future, any or all of the funds remaining in the branch-restricted fund may be made available to the Friends group.
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### Section 3: Friends

1. **The Friends'** primary roles and responsibilities will be to raise funds to support their branch library. The Friends may develop additional activities including community awareness that support its mission statement and that of the Library, in consultation with the Branch Manager.
  2. **The Friends** will encourage donors wishing to set up endowments or permanent funds in support of the Library to make their contributions to the Foundation.
  3. **The Friends** will provide an annual written report, including budget information and highlights from the year to the Library and the Foundation.
  4. **The Friends** are encouraged to collaborate with the Foundation, Library, and other Friends groups and attend each other's meetings.
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### Section 4: The Foundation

1. **The Foundation's** primary roles and responsibilities will be to raise funds through annual campaigns; work with major donors, corporations and foundations; planned giving; for capital projects; and major special events. The Foundation may develop additional activities, such as advocacy, public awareness, and programming, in consultation with the Library Director.
2. **The Foundation** agrees to oversee any gifts, endowments, or permanent funds that are created to support the Library.

3. The Foundation, in recognition of its collaborative relationship with the Jackson County Library District and the Friends of the Library, shall include no more than three (3) Ex Officio Members on the Jackson County Library Foundation Board:

1. The current Jackson County Library District Director;
2. One (1) current Designated Representative from the Jackson County Library District Board;
3. One (1) current Designated Representative from the Friends of the Library Presidents Forum.

Any members of these (3) groups may only serve in an Ex Officio capacity on the Jackson County Library Foundation Board of Directors

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\_\_\_\_\_  
*JACKSON COUNTY LIBRARY DISTRICT*  
BY: \_\_\_\_\_ TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

\_\_\_\_\_  
*FRIENDS OF THE LIBRARY*  
BY: \_\_\_\_\_ TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

\_\_\_\_\_  
*JACKSON COUNTY LIBRARY FOUNDATION*  
BY: \_\_\_\_\_ TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_



December 17, 2025

**Title:** Appointment of Budget Officer and Budget Committee

**From:** Kari May, Library Director; and Heather Scott, Finance Manager

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**Summary:** As part of the annual budget process, District governance appoints a Budget Officer and Budget Committee annually.

**Recommendations:**

Library Director Kari May recommends that Heather Scott, Finance Manager, be appointed as Budget Officer for FY 2026-2027.

The Budget Committee consists of the 5 District Board members and an equal number of elected community representatives. The proposed community representatives are:

David Mathieu, Medford	Term Ends: December 31, 2026
Doug Townsend	Term Ends: December 31, 2026
Cathy de Wolfe, Medford	Term Ends: December 31, 2026
Dave Kanner, Ashland	Term Ends: December 31, 2028
Alicia Van Riggs, Central Point	Term Ends: December 31, 2028

We recommend that the above named officials be appointed as the Budget Committee for the 2026-2027 Budget Year.

**Background and Additional Information:** A draft of the budget timeline is attached and will be updated as work sessions and meetings are scheduled.

In early December, the Budget Committee recruitment committee – Board members Marissa Shepherd and Patty Jensen, Library Director Kari May, and Finance Manager Heather Scott – met with four candidates for the two vacant Budget Committee positions. All four candidates were well qualified for the position, and after some discussion, the committee recommends Dave Kanner and Alicia van Riggs for appointment to a 3-year term as citizen members of the Budget Committee.

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Mr. Kanner spent over 30 years of his professional career working in public administration and public finance and has experience both with presenting budgets to a budget committee and working with the budget committee to adopt a final budget. He also served as a project manager for the library construction projects in the 2000s, when he worked for Jackson County. Ms. Van Riggs brings an understanding of budgeting and budget forecasting with her. She currently works as a finance analyst at La Clinica and many years experience with project management in the public sector. She and her family are strong library users – when they relocated to the Rogue Valley several years ago, the library is where they first felt like they were “home.”

**Attachments:** Budget Calendar FY 2026-2027

**Jackson County Library District**  
**26-27 Budget Calendar**

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<b>ACTION</b>	<b>DUE DATE</b>	<b>COMPLETED</b>
1 Appoint Budget Officer	12/17/2025	Board Meeting
2 Appoint Budget Committee	12/17/2025	Board Meeting
3 Review Budget Process with Finance Committee		Finance Committee Meeting
4 Board Work Session (invite Budget Committee) to Review 6 Months Budget to Actual	3/4/2026	
5 Prepare Budget/Draft Complete	4/24/2026	
6 Budget Committee Work Session	4/1/2026	
7 Publish Notice of Budget Committee Meeting	4/17/2026	1st no more than 30 days before, 2nd at least 5 days before in paper or 10 days before online
8 Budget Committee Meets	5/6/2026	End of April or beginning of May, Present Budget Message
9 Budget Committee Approves Budget	5/6/2026	Second Meeting if Necessary 5/14
10 Publish Budget Summary and Notice of Budget Hearing	5/29/2026	Publish 5-30 days prior
11 Hold Budget Hearing	6/17/2026	Board Meeting
12 Adopt Budget, Make Appropriations, Impose Taxes, and Categorize Taxes	6/17/2026	Board Meeting
13 Certify Taxes	7/10/2026	Submit to Assessor (prior to 7/15)
14 Post-Adoption	7/31/2026	Submit to County Clerk (prior to 9/30)



# DIRECTOR'S REPORT

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

## Goal 1: Energize Library Services & Resources

### Strategy 1: Improve and Enhance the Collections



The Ruch Library recently faced a welcome challenge: a surge of new materials. Thanks to expanded Collection Development efforts, including the addition of McNaughton Leasing new items arrived in such volume that the existing display space was overwhelmed. Branch staff partnered with Facilities to reconfigure shelving and relocate several collections, creating a more spacious and inviting area for browsing new arrivals. The improved layout

places new items at the center of the patron experience, increases visibility, and provides ample room for engaging face-out displays

At the Talent Branch, Manager Patrick Mathewes completed a targeted weeding of the YA collection to make room for a major shift. Nearly all sections moved to new shelving, creating a larger, more visible space for the growing graphic novel collection. The change also expanded the YA new book display areas, making it easier for teens to discover fresh reads.

Central Point staff recently relocated the Large Print collection as part of a broader effort to improve the library's layout and flow. Working with Collection Development, they carefully weeded items that had aged out or no longer circulated. Although this is a highly valued collection with few low-circulating titles, the thoughtful review created meaningful space on the shelves. Staff will continue refining placement to keep the area welcoming and easy for readers to browse.

The new LEAP bags collection was soft launched in November, starting out in the Medford Children's department. LEAP stands for Literacy, Exploration and Play. LEAP bags were developed to promote early literacy among children ages 0-5. Each themed bag includes seven books, a "learning toy" and a Resource Guide for parents and caregivers with rhymes and songs, fingerplays, and early literacy activities related to the theme. Bags in Spanish will be available in the future as the collection grows.

## Strategy 2: Diversify and Increase Programming and Events



Butte Falls was delighted to welcome Bugs-R-Us Education Services back for an interactive program on farm animals. Students from Butte Falls Charter School, along with other community members, enjoyed a fun, hands-on learning experience that brought science and nature to life.

The Rogue River Branch held a Baby & Toddler Supply Swap program to support local families and reach more members of the community. The event drew a strong turnout, with participants donating and picking up essential items. Afterward, Area Manager David Haywood shared the remaining supplies with the Community Resources team to continue distributing them to families across Jackson County.



In November, affectionately known as Dinovember, dinosaurs took over the White City and Central Point libraries, delighting children and keeping staff on their toes. Each week, the dinosaurs “moved” around the branches, sparking excitement through scavenger hunts and surprise discoveries. At White City, Library Associate and resident “paleontologist” Emilio Bedolla presented From Death to Discovery, explaining how fossils form and guiding young patrons on their own fossil dig. Central Point joined the celebration with hands-on faux

dinosaur fossil making using salt and coffee dough, giving kids an engaging sensory experience as they shaped and decorated their creations.



Central Point welcomed its 35th and 36th Kid Librarians this month, Taloni and Talula. Branch staff always enjoy seeing each new Kid Librarian design their display and sharing in their enthusiasm for reading. Library Specialist Noel O’Brien continues to champion the program by creating a welcoming space where young patrons can express their love of books and feel celebrated.

At the Medford Library, Carolyn Kingsnorth of Historic Jacksonville, Inc. shared how Victorians used calling cards, fans, and floral arrangements to convey messages and navigate social expectations. Attendees explored the era's etiquette, including how proper introductions were essential before partners could dance or interact socially.



Medford Teen Specialist Ari Shaneyfelt hosted a Wicked Movie Trivia event the week before *Wicked: For Good* premiered, building excitement for the film while highlighting Oz-themed literature and the original Broadway musical. Teens arrived color-coordinated and impressively knowledgeable, and the competition stayed close until the final questions. The champion won a gift card to take her mom to the theater to see *Wicked: For Good* together.

Eagle Point Library partnered with JCLS's Technology Education Services and the Central Point Police Department to offer a Cybersecurity Basics course for patrons aged 16 and older. As the first program of its kind, it was a great success. Interim Branch Manager Jenna Steigleder-Vonarx organized and facilitated the event, with Technology Education Specialists Nicole Vukcevic and Luntha Tahuna presenting a condensed version of the program. Officers Josh Abbot and Mike Anselmi contributed insights from a law enforcement perspective, and representatives from both the Central Point and Eagle Point Police Departments joined in discussing opportunities for future partnerships.



November brought the Princess Literary Ball to the Eagle Point Library, an event coordinated by Library Associate Grace Anderson. Designed for younger patrons, the event gave children a royal experience complete with a "tea party" featuring donated food and raffle items from local businesses in Eagle Point and White City. Attendees arrived in costume and enjoyed interactions with

professional performers, including "Alice in Wonderland" and "Princess Belle" from *Beauty and the Beast*. The program drew both regular visitors and many new patrons from across the valley.

Business Librarian Roslyn Donald concluded the Rural Entrepreneur in Residence (REIR) program. The two entrepreneurs held twelve programs over three months and mentored six local entrepreneurs. Participants' self-evaluation before and after the program showed a marked increase in business skills.

1= Novice to 5= Expert

Skill Area	Rating before	Rating after
Strategy & Planning	2.4	3.1
Marketing & Sales	2.1	4.0
Financial management	2.5	3.2
Operations & Logistics	2.6	3.5

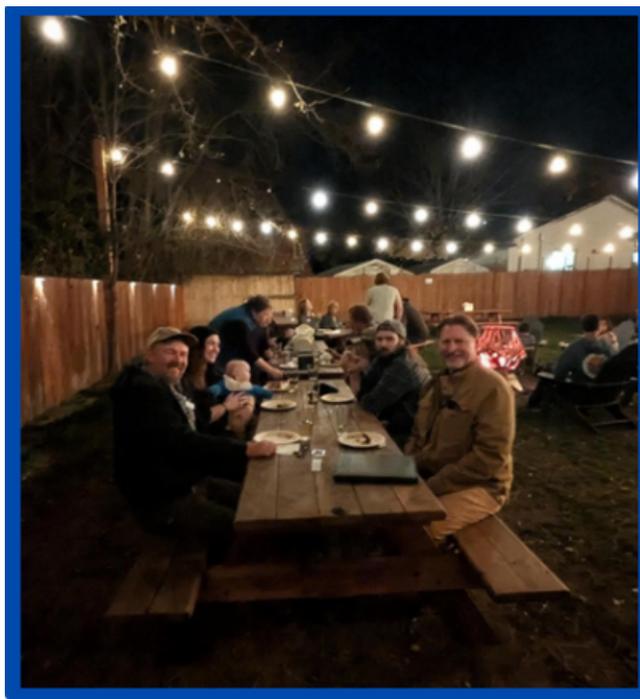
“The Rural Entrepreneur Program has had a great impact on me as a new, first-time business owner. The workshops they offered were extremely informative and valuable. The hour goes by so quickly that each session feels like only ten minutes! Roslyn has given me the tools to discover and use library resources I didn’t even know existed.”

– Collin B, participant

“My marketing understanding and goals have seen some of the biggest changes as a result of this program. I now have better tools and a stronger grasp of marketing, which has also shifted my sales goals. My product development goals have evolved as well, influenced in part by the mentorship.”

– Shanna R., participant

The program concluded with a celebration held at Apple Outlaw, in Applegate (photos below).



In partnership with the Storytelling Guild of Jackson County, Outreach Services Supervisor Amanda Maya Dickson continues to serve as the JCLS liaison to the Guild. Maya Dickson led the launch of the Guild’s first Spanish-language line for its Dial-a-Story program. Working closely with JCLS IT staff and Spanish Services Coordinator Milagros Morales, the team established a dual-language system. As a result of this collaboration, children throughout Jackson County can now enjoy new stories every two weeks in both English and Spanish.

## **Strategy 4 – Current and Accessible Technology**

Over the past year, Network Administrator Jason Whyte has been working to update, organize and improve the IT network closets in all 15 branch locations. This major E-Rate funded IT project is now complete. Additionally, Senior IT Administrator Ron Sharp led and completed the task of updating all public and staff computers and laptops across the District to the Windows 11 operating system, ensuring that JCLS's technology environment remains up-to-date

## **Strategic Plan Goal 2: Extend Access to the Library**

### **Strategy 2 – Expand and diversify marketing and promotion**

Prospect received a visit from Marketing Supervisor Robin Leiserowitz and Community Engagement Manager Josh Letsinger to discuss opportunities for improving community outreach, tour the branch, and address staff questions. Plans were developed to enhance the in-branch display TV, create updated hours bookmarks, and brainstorm ways the branch can utilize the library's widely used social media platforms.

### **Strategy 3 – Work to remove barriers to use of the Library**

A local teacher with the Early Intervention/Early Childhood Special Education program, who regularly uses the Eagle Point Library's study rooms for lessons, approached staff after a Storytime session to share a heartfelt thank you. She expressed deep appreciation for the Eagle Point branch offering Storytimes and, in particular, for how "accepting and welcoming the staff are toward kids with disabilities and higher needs." Staff talked with her about how meaningful it is to provide a children's area with so many activities and opportunities for play. The teacher shared that she has already seen improvements in her students' motor skills and socialization since they began visiting the library. She also mentioned that she tells everyone she meets through her work about the branch's programs and all it provides to the community.

On the third Tuesday of each month, Medford Librarians Kayla Samnath and Jonathan Ulrich host an Anime Screening program that offers adults the chance to enjoy anime in its original non-English languages. This month, attendees watched *Redline* in Japanese with English subtitles.



The Ashland children's team offers a patron-directed sensory program once a month. In November, they set out trays of corn kernels and manipulatives to create a rich tactile experience for young participants. One family arrived with a child who was struggling to self-regulate. As staff slowly ran the kernels through their fingers, the child stopped crying and reached out to explore the texture. When staff scooped kernels into a bowl, the child picked up a scoop and began to imitate the motion.

Soon, the child and parent were fully absorbed in the activity, spending a calm and focused hour sorting and sifting the corn kernels.

Resource Specialist Clark Serra organized a Winter Clothing Swap in November at seven branches, Applegate, Ashland, Eagle Point, Medford, Prospect, Ruch, and White City, welcoming 191 attendees. The program was supported by donations from Ashland First Presbyterian Church, Ashland Trinity Episcopal Church, Ashland First Methodist Church, Temple Emek Shalom, and Ashland Goodwill. Patrons of all ages participated, from seniors seeking warm socks to tweens trying on hoodies, parents with toddlers, and local teachers. Generous donations meant many attendees needed encouragement to take what they needed, and leftover items will replenish the Community Resource Department's free clothing supply. These items, including shirts, pants, jackets, and more, are vital for patrons who arrive with insufficient clothing, lose belongings, or experience theft. Children's jackets and clothing were also donated to the Jackson County Head Start office and Youth Era Medford Drop-In Center.

### **Goal 3: Engage the Community More Fully**

#### **Strategy 1: Increase Outreach and Community Partnerships**

The Community Resource Department's renewed engagement with the Medford CONNECT Team reflects a deliberate move toward a more integrated, systems-level approach to homelessness in Jackson County. By collaborating with organizations focused on housing, behavioral health, and social needs, the department positions JCLS as an active, solution-oriented partner rather than just a resource hub. This partnership allows CRS staff to align library outreach with community expertise while identifying and addressing service gaps through direct engagement with vulnerable populations.

Shady Cove Branch Manager Marion Mensing met with Will Arias, 7iFive Campus Coordinator, to explore ways to engage youth more fully. Mensing also connected with Kailey Revers, the art teacher at Shady Cove School, to plan future collaborations showcasing student art from various grade levels at the library.

Ashland Teen and Adult Department hosted a joint "Hydroponics for Beginners" program, introducing participants ages 10 and up to the basics of hydroponics. Jordan Land, Outreach Coordinator for the Grange Co-op, led the presentation and hands-on activity. Thanks to this community partnership, the program was engaging, informative, and well-received, inspiring the team to plan future gardening programs with the Grange Co-op.

Ashland Librarian Ken Loders regularly organizes monthly information tables with community partners. In response to a local crisis affecting SNAP benefits and food access, Loders set up an additional tabling event, featuring the Ashland Community Food Bank. Volunteer Coordinator Kris Elder staffed the table, spending several hours informing patrons about services, donations, and volunteer opportunities. Remaining information handouts were provided to Resource Specialist Nick Stanley for distribution at the Community Resource Desk. Loders' flexibility and responsiveness highlight how library staff actively address community needs as they arise.



Branch Manager Shone Ellis continued partnering with The Community School Partnership and Butte Falls Charter School through the newly created AgVenture Program, which introduces children to the basics of agriculture through hands-on learning. This collaboration led to the first annual Hardy Harvest Soup Celebration. AgVenture Program Coordinator Lindsey Thompson put in a tremendous effort to create and present this special event for the Butte Falls community. High school students and 4th graders worked together for more than 10 hours to bring the celebration to life.



One community member shared: "What a wonderful and fun event at the Landing last night! The food was great, and it was clear that a lot of effort went into preparation. Most remarkable were the students; the high schoolers knew their cooking and table decorations, and the fourth graders were excellent at greeting guests and helping them find tables. Parents and teachers,

thank you for the work you are putting into our young citizens!"

Community Resource Specialist Maddy Tuttle facilitated the partnership between JCLS and the OHSU Street Nurse Team to establish wound care stations at the Medford and Ashland branches. This collaboration underscores the library's role as a gateway to low-barrier wellness resources. The stations provide patrons with a safe, accessible space for basic self-care, supporting practical health outcomes for those who may otherwise lack access. More broadly, the initiative demonstrates how libraries can serve as adaptable community anchors, responding to challenges related to health inequities, economic hardship, and social marginalization.



Central Point Specialist Abigail Awai, along with Spanish Services Coordinator Milagros Morales, attended STEAM Night at Jewett Elementary, where students participated in a fun bracelet-making activity. Students and families also learned more about Spark Space programs and other library resources

Education Services Librarian Evelyn Lorence and Education Services Specialist Bella Silva hosted a class visit at Hanby Middle School to engage students with Rogue Reads. Students will read *Remarkably Bright Creatures* using a lesson plan provided by Lorence, with additional support from Gold Hill branch staff. The team also assisted Gold Hill Branch Manager Julie Doty during the family trivia event, Are You Smarter than a Librarian?

Lorence, along with Teen Librarian Andrea Leone, hosted a craftivity event at the Housing Authority Newbridge site, offering a snowflake craft and sharing library resources with tweens and teens. Lorence and Librarian Kayla Samnath also guided B2B students through this year's Project Cozy volunteer project, creating handmade gifts for homebound patrons, and led a Kahoot session to reinforce their comprehension skills.

Education Services Specialist Bella Silva attended Literacy Night at Jacksonville Elementary with Branch Manager Rina Pryor and Librarian Lorence, sharing UBOB information, digital resources, homework help, Paws to Read handouts, and other K–5 materials with students and families. Silva also met with Outreach Services Supervisor Amanda Maya Dickson and a representative from the Children's Sanctuary to strengthen the organization's connection to library services and resources.

## **Strategy 2: Create ongoing community processes, such as surveys, forums, and outreach, to regularly engage residents**

Strategic Planning Launch: JCLS kicked off its 2026–2030 Strategic Plan development with community listening sessions across Jackson County. Marketing emphasized the theme 'Your Voice Matters,' encouraging residents to share ideas and priorities for future services. Sessions began in Ashland on Nov. 20 and continued in Eagle Point on Nov. 25, with additional dates scheduled through January. Messaging focused on transparency and community-driven planning through social media, newsletters, and press releases.

- RV Times: <https://rv-times.com/2025/11/19/jackson-county-library-services-launches-2026-30-strategic-planning-process/>
- Ashland News: <https://ashland.news/event/community-listening-session-with-jackson-county-library-services/>

November kicked off early promotion for Rogue Reads, JCLS's winter reading program. Marketing highlighted the featured title, *Remarkably Bright Creatures* by Shelby Van Pelt, and introduced interactive elements such as Take & Read kits that combine reading with hands-on activities.

Social media and community engagement continued to show positive trends in November, with increased interaction and steady user growth across multiple platforms, as reflected in the accompanying engagement graph.

### Engagement Highlights

- Strong social media traction for Strategic Plan listening sessions and Rogue Reads.
- Positive community response to inclusive planning and literacy initiatives.
- Increased blog readership and newsletter engagement tied to cultural and lifestyle content.

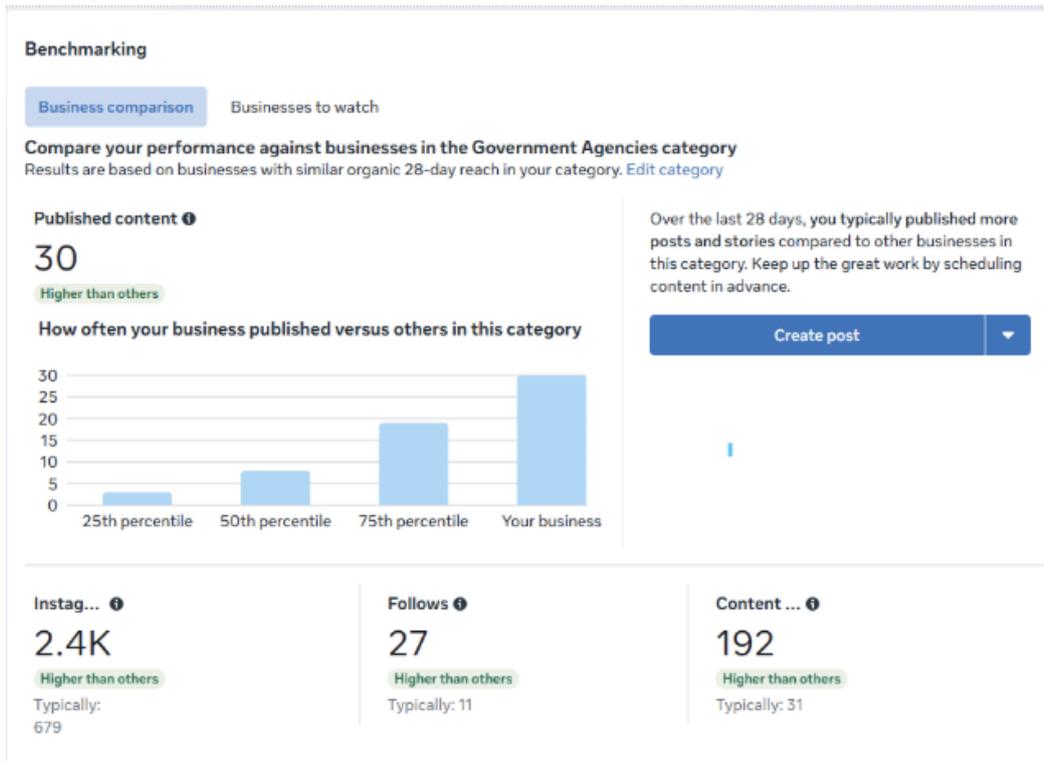
The social media report shows a trend of fewer posts across Meta platforms (Instagram and Facebook) but increased engagement rates from the previous month. Facebook had fewer posts but reached a bigger audience who engaged more than the previous month.

Instagram had fewer posts and saw lower reach and impressions. This suggests a “quality quantity” approach for Facebook, whereas Instagram factors in the quantity of posts to reach users. However, those that did see JCLS Instagram posts engaged with them more than the previous month.

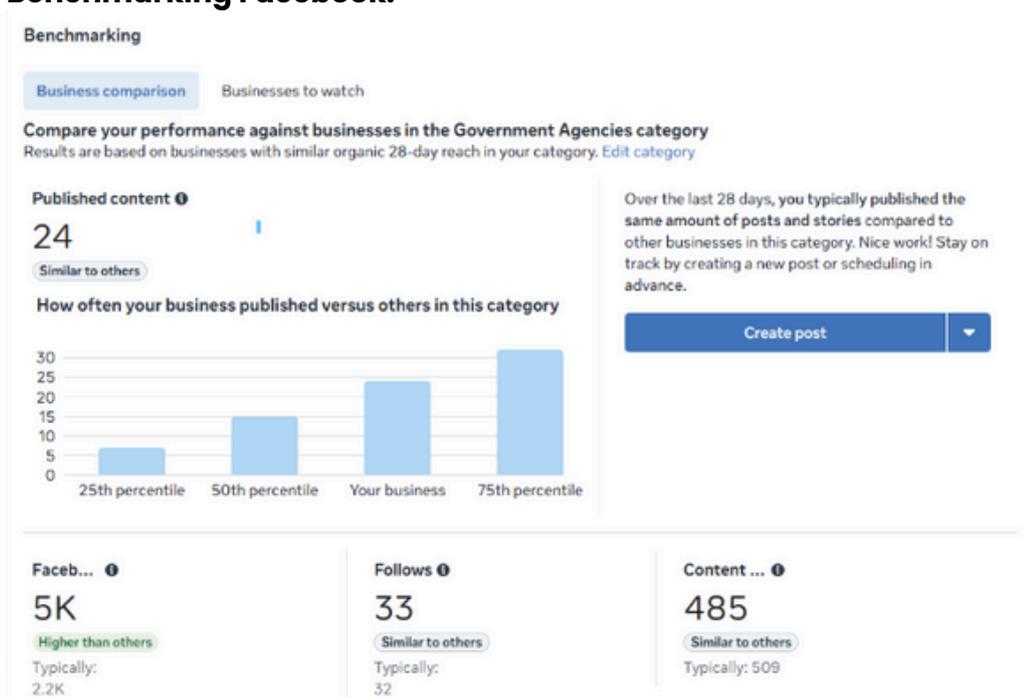
User growth has remained steady, and engagement has increased on both platforms, aligning with current social media goals.

## Social Media Overview

### Benchmarking Instagram:



### Benchmarking Facebook:



YouTube:

Current subscribers: 1,120

Video views over last 28 days: 1,316

Cumulative watch time over the last 28 days: 94.8 hours

## **Goal 4: Nurture the Library's Infrastructure**

### **Strategy 1: Foster additional internal communication and engagement across all branches**

In partnership with Data and Analytics Coordinator Regina Mannino, the Collection Development (CD) team released the 3rd annual State of the Collection Report (SOCR) at the end of November, covering FY25. The SOCR fulfills three functions:

- Explains the work done by CD, and highlights the accomplishments within a given fiscal year
- Presents a snapshot of the collection in both data and narrative form
- Outlines future/current projects for the CD department in the current fiscal year, in this case FY26.

Supervisors and managers received a preview of the SOCR at their November 12 meeting, with the final version released on November 26. The SOCR has become a valuable tool for fostering internal communication and organizational transparency, supporting reflection, future planning, and the preservation of institutional memory

Adult Services Librarian Meghan Thompson and Technology Education Specialist Luntha Tahuna partnered to launch a Library Job & Resume Workshop at the Medford Library. Patrons could drop in for 20-minute, one-on-one sessions during two 2-hour periods for personalized support with job searches and resume writing. Thompson and Tahuna plan to continue the series with additional marketing.

## POP Patron Program Survey Results

December 2025

Drafted by Brystan Strong, Program Coordinator

### About

The Programs Optimization Project Taskforce created a Program Survey to collect information on how often patrons attend programs and the types of programs they want to see our libraries offer.

This narrative report provides a broad overview of the results. Programs Coordinator Brystan Strong intends to do a more in-depth verbal report at the December Board Meeting.

### Introduction

The Program Survey received a total of 290 responses. Of which, 222 of them are ‘full responses’ – meaning no answers were left blank. This resulted in a response rate of 76.6%

We offered the survey in both English and Spanish, but the Spanish survey version did not receive any responses. However, 23 of the survey respondents to the English version reported that they speak or read Spanish in addition to English.

### Systemwide Information

The first question on the survey was “At which library branch or branches do you or members of your household attend library programs?” Most of our respondents (148) selected only one branch, 38 respondents selected two branches, and 18 respondents selected three branches. While the rest of the respondents selected multiple branches (with one respondent selecting 11 branches), we can conclude that most of our patrons prefer to attend programs at their primary branch.

Unsurprisingly, Medford was the branch that was selected the most, with Ashland in second place. However, all 15 branches did have at least one patron who considered it their primary branch. We could also see an obvious pairing of branches that match up with our “areas” for the folks who selected more than one branch. For example, individuals would choose Talent, Phoenix, and Ashland as the branches at which they attend programs.

Most of our respondents were households with Seniors (60+), but we still received sizable responses from households with other age groups. Here is that breakdown:

- Child (0-5) 31 Households
- School Aged (6-12) 65 Households
- Teen (13-17) 34 Households
- Adult (18-35) 46 Households
- Adult (36-59) 74 Households
- Senior (60+) 110 Households.

We also saw that some survey responses listed children in their households but didn't list adults. We can assume that parents were filling it out for their children who attend programs, but they didn't include any information about themselves.

#### Frequency of Library Program Attendance

Most households with children aged 0-5 reported attending programs weekly. This result is likely due to storytimes.

Most households with school-aged children report attending programs a few times a year. This was the same result for households with teens.

Adults between the ages of 18 and 35 said they attend programs never or rarely. This was the same result for adults between the ages of 36 and 59, as well as seniors. However, for seniors, the second most common answer was "a few times a year."

#### Program Wants

For households with 0–5-year-olds, Storytime appeared to be the most sought-after program, with several notes suggesting the return of Sensory Storytime.

For school-aged children, teens, and adults 18-35, arts & crafts were the most wanted type of program.

Adults 36-59 want more food and gardening programs, while seniors want more local history programming.

#### Marketing

Most of our respondents learn about our programming through our website, with signs or flyers coming in as a close second. 29% of our respondents hear about programs through our Event Guide, and social media was last at 9%.



## **MINUTES**

### **ATTENDEES AND NOTE TAKER**

Marta Tarantsey, Mariah Mills, and Kari May, Josh Letsinger (Note taker)

### **REVIEW OF PREVIOUS MINUTES**

The Committee reviewed the minutes of the June 23, 2025 meeting.

### **NEW BUSINESS**

#### **Charter and Work Plan**

- Review Charter and Workplan
  - Add Community Engagement Manger Josh Letsinger and Marketing Specialist Mariah Mills to committee membership
  - Focus on Big A advocacy and Little a advocacy in the Plan
- Change "develop advocacy action plan" to "plan and maintain advocacy actions"

#### **Library Champions Newsletter scheduled for future content**

- Support Library Leadership with curated content and information that advocates for libraries and library-related operations.
- Maintain quarterly meeting schedule
- Draft Content for monthly Library Champions newsletter
- Contribute topics and information

#### **Federal Funding- IMLS and LSTA**

- State is looking at a 2.5-5% reduction in all budgets
- Ready to Read are the only direct, state-based funds that public libraries receive

#### **City Council Presentation-Round 2**

- The Library is on the agenda for the Talent Council Meeting on February 2, 2026

#### **Goal for 2026**

- Schedule meetings with federal legislators or their staff: Wyden, Merkley, and Bentz
- Value pings and updates as things go on

#### **Action Items**

- Update library advocacy toolkit and send every January (new year, new people/laws/etc.)
- Will create a shared document on the Board Sharepoint for Newsletter topics, using the calendar from the Advocacy Toolkit for ideas for the upcoming month. We will build out the year and themes in one document.
- Include deadline in month header

**NEXT MEETING DATE :TBD**

**ADJOURNMENT 3:04 PM**



## **MINUTES**

### **ATTENDEES AND NOTE TAKER**

Present: Board members Susan Kiefer and Marissa Shepherd; Library staff Kari May (note taker), Joan Vigil, Kelda Vath, and Crystal Zastera.

### **UNFINISHED BUSINESS**

#### **Capital Projects**

The committee reviewed ongoing capital projects for FY26, beginning with flooring replacements at Rogue River and Jacksonville. Rogue River's carpet installation is planned for December and may require a two-week closure, while Jacksonville's update will occur later in the fiscal year. Shady Cove's well tank has been sanitized and is functioning properly, and Ashland's LED lighting conversion is expected to move forward this year with reduced costs. The committee discussed reconfiguring the Medford computer lab to create office space for the Tech Education team, with an alternative option of relocating the computer lab to the Board Room. Parking lot improvements at the Phoenix branch have been separated from the Pollinator Garden project and will be bid out by the County in spring to allow construction to follow major garden work.

#### **Phoenix Pollinator Garden**

The Phoenix Pollinator Garden Invitation to Bid (ITB) is nearly ready for posting, following legal review and final plan updates with the architect. The posting window is expected to span mid-December through early January, with bid submissions likely closer to the deadline. The ITB covers construction only, as long-term garden maintenance and the indoor beehive component will be managed under separate contracts. The project remains on schedule and has generated some early interest through advertising.

### **NEW BUSINESS**

#### **Applegate Property Donation**

The Facilities Committee discussed presenting the proposed donation of the five-acre Applegate property to the Board at the upcoming Board meeting. The committee plans to recommend acceptance of the donation contingent upon the satisfactory completion of a donor-funded Phase 1 environmental assessment costing approximately \$3,500. The library currently leases the property from Padre Properties for \$1 per year under a 99-year lease expiring December 31, 2099. No additional insurance costs are anticipated unless future improvements or construction occur. Closing and title transfer fees are expected to be minimal, approximately \$150-\$500. The property's value has not yet been determined and will be required for the real property schedule and audit depreciation. A finalized recommendation will be provided to the Board in advance of the board meeting for review.

#### **Possible Capital projects FY27**

Planning for FY27 capital projects is underway, with exterior painting at Talent and Shady Cove considered high priority due to significant wear. Lighting upgrades will continue district-wide as fluorescent fixtures are phased out. Carpet replacements are planned for White City and Applegate. The committee discussed adding Ashland to the replacement schedule next year too. The Medford roof may receive a recoating at a substantially lower cost

of \$300,000 than a full replacement of \$700,000, pending clarity on the extension of its lifespan. Additional needs include repairs to the Phoenix roof, HVAC control upgrades at Medford, security camera improvements—especially at Gold Hill—and evaluation of outdated alarm systems at Ashland and White City. The committee also discussed long-term planning for a Medford key-card access system replacement and possibly securing the staff parking area. Future considerations include replacing the aging outreach van with a multi-use vehicle and restarting design planning for the Butte Falls branch and evaluating the idea of relocating back of house support staff per facilities master plan.

#### **Update on Jackson County Facilities IGA Terms**

Last year, the Intergovernmental Agreement (IGA) with the County was extended through June 30, 2026, via Amendment 1 which removed landscaping responsibilities as of March 31, 2025, and adjusted payments accordingly. The committee discussed extending the IGA for another year, and clarifying the points in the IGA's Exhibit A. The library intends to maintain a cooperative consultative relationship with County Facilities Maintenance and may implement regular check-in meetings to improve communication and alignment. Proposed amendments should be presented well in advance to allow County planning.

#### **NEXT MEETING DATE:**

**JCLS & County November 24, 2025, at 10:00am**

**Next Regular Meeting January 19<sup>th</sup>, 2025, 3:30 PM**

#### **ADJOURNMENT**

The meeting adjourned at 5:15 pm.



JACKSON COUNTY LIBRARY DISTRICT (JCLD)  
RELATIONSHIP COMMITTEE MEETING MINUTES

Board Conference Room  
Medford Branch Library and via Zoom

[CLICK HERE FOR LINK](#)  
205 S Central Ave, Medford, OR  
December 1, 2025, at 3:30 p.m.

**December 1, 2025**

**Meeting called to order at 3:30 p.m.**

**Present:** Sue Collins, Patty Vanikiotis, Susan Keifer, Patty Jensen, Ginny Auer, and Kari May (notetaker)

**REVIEW OF PREVIOUS MINUTES**

- August 28, 2025 minutes look good.

**NEW BUSINESS**

- 🕒 February 20, 2026 reception 3:30-4:30 pm on the second floor of the Craterian
  - Who to invite: JCLD and JCLF Board members; Admin Team; Brystan; sponsors (Donna & Matt Epstein). Invitations to go out via email in early January.
  - Plan for 20-25 attendees
  - What to serve: Light hors d'oeuvres
  - Susan & Meghann, maybe Marya (& Thomas?) available to pour
  - Patty/Sue willing to donate plates, glasses, and napkins.
  - Ginny & Susan will take the lead on planning.
  - Budget is \$250 – 300, split between the two orgs. JCLF will purchase and invoice District for their portion.
  - Donations: wine from local wineries/ sparkling wine in storage from a prior event
- 🕒 February meeting focused on strategic plan process/input - early Feb. Yoli to send poll for date. Plan for 2-3 hours – maybe Feb 9? Also invite Friends leadership. Regarding the Friends: We could do something in **March**. Their desire was to have some sort of social event, with information about budget and strategic plan, and calendars also on the agenda. Include the Relationship Committee and the Friends. (NB: Sue will be out of town all of the month of March)
- 🕒 Foundation priorities/benchmarks - use benchmarks to prioritize capacity and workload for JCLF staff/board/JCLF ED Benchmarks
  - ROI: the District's investment in the Foundation through its in-kind contributions.
  - Number of individual donors
  - Diversification of funding sources – individuals, sponsors, grants, etc.
    - Kari and Ginny to put together a summary of current status. Conclusions need buy-in from the Boards.
    - Sue wants the Board members to feel like their efforts are driving the Board in the right direction. (They want recognition/ "M&Ms")

**UNFINISHED BUSINESS**

- Strategic Plan
- JCLF Library "meet and greets" - Patty V reported that these events will happen at branches to help share who and what the Foundation does. Open invitation to staff, volunteers, and Friends at the

branch. Josh suggested 6 or 7 branches. One per branch, starting in March and ending in October, with no meeting in August. 2 hours max total, during library hours. Staff would be paid to attend/stop in during their breaks. Drop in, open house style. Foundation Board members will be there, Library Board members too. Info brochures, videos running on loop, etc. Sue asked if Community members should be invited as well. Patty J clarified that for this round they wanted to focus on circles of awareness, starting with staff. Goal is to educate the library staff about the Foundation. Josh will coordinate with branch managers to schedule dates at the selected locations, and will pull together swag items. Putting together a quiz about the Foundation – complete to enter a raffle for swag basket. A week after each event, will send a survey out to attendees, maybe 5 questions. Goal is at least 2 Board members from JCLF and JCLD at each event, plus admin staff as available. Next meeting will be Jan 13 to finalize the details. Purpose is to create ambassadors for the Foundation and the Foundation’s mission. Sue suggested that they provide information about how to donate to the Foundation – she considers it “staff training.” Talking points for Fdtn Board members; info from me on how staff can approach potential donors/patrons. Sue wants a new brochure prior to this outreach.

- Ginny – we are in a huge and amazing transformation, with an energized board. When she started, the Board was not focused on fundraising. Within the past 6 months, there has been a huge shift. She’s still working with the original benchmarks; need clarity on the benchmarks and strategic direction of/for the Foundation.
- JCLD Gift Policy Updates

## **COMMENTS AND ANNOUNCEMENTS**

### **NEXT MEETING DATE**

- February 23 @ 3:00 pm

**ADJOURNMENT** at 5:23 p.m.