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## MEMORANDUM

**TO: District Library Board**  
**FR: Todd Dunkelberg, Library Director**  
**RE: Compensation and Benefits Monitoring Report**

**March 12, 2025**

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**III-G POLICY TITLE: COMPENSATION AND BENEFITS**

*Approved: 5/13/15*

With respect to employment, compensation, and benefits to employees, consultants, contract workers, and volunteers, the Library Director will not cause or allow jeopardy to fiscal integrity or public image.

Accordingly, the Library Director may not:

1. Change his or her own compensation and benefits.
2. Promise or imply permanent or guaranteed employment.
3. Create compensation obligations over a longer term than revenues can be safely projected, in no event longer than one year, and in all events subject to the effect of losses in revenue.
4. Fail to maintain appropriate levels of compensation and benefits sufficient to attract and retain capable employees, subject to fiscal limitations and availability within the labor market. This policy is not subject to the District's grievance process.
5. Enter into a contract for personal services (1) wherein normally prudent protection has not been given against conflict of interest; and (2) of over \$10,000 without having obtained comparative prices and quality.

### **DATA**

The data relevant to this report includes the annual budget, the annual financial audit, quarterly financial reports, the Union contract, and District Employee Handbook.

### **MONITORING REPORT**

Analysis:

1. The compensation and benefits package of the Director was established by contract with the District Board effective January 2, 2009 and renewed through June 30, 2027. Quarterly financial reports confirm that compensation is consistent with the budget.
2. The Employee Handbook, included in each Board Member Manual, clearly states that there is no guarantee of employment for any employee.
3. As there are no guarantees of employment, adjustments could be made to reduce obligations in the event that revenue did not meet projections.
4. The District conducts annual external market reviews for all positions, which currently indicate that active positions are within the comparable range for compensation.
5. The District personal services contract requirements comply with State of Oregon public contracting codes and is consistent with the District's Public Contracting Rules and this policy.

**Conclusion:** The District is in compliance with the Compensation and Benefits policy.

Todd Dunkelberg  
Library Director