



**JACKSON COUNTY LIBRARY DISTRICT (JCLD)**  
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>  
April 8, 2021, at 4:00 p.m.

---

## **BOARD OF DIRECTORS MEETING AGENDA**

### **CALL TO ORDER/ROLL CALL**

### **INTRODUCTIONS / PROCLAMATIONS**

### **CONSENT AGENDA (Action)**

1. March 11, 2021 Regular Board Meeting Minutes ..... 1
2. March 15, 2021 Budget Work Session Minutes ..... 4
3. IGA RVCOG 2<sup>nd</sup> Amendment – to extend office space rental through June 30, 2021..... 6

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

### **REPORTS (Inform)**

4. Library Director– Kari May..... 8

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

5. Library Service Levels – Kari May

### **NEW BUSINESS (Inform/Discuss/Action)**

6. Resolution 2021-06 – Increase Credit Limit at Banner Bank – Kari May ..... 15
7. Library District Policy Update – Kari May ..... 17
  - 1-1 – Board Membership
  - 1-2 – Public Records

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

---

### **FUTURE MEETINGS/EVENTS/OBSERVANCES:**

April 20-23, 2021 – Oregon Library Association Virtual Conference  
May 10, 2021 – Budget Committee Meeting  
May 13, 2021 – Regular Board Meeting  
May 17, 2021 – Budget Committee Meeting (if needed)

*The Jackson County Library District Board meets regularly at 4:00 p.m. on the second Thursday of every month at the Medford Library in the Adams Community Meeting 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 Executive Assistant, Daisy Fields, at 541-774-6406 or [dfields@jcls.org](mailto:dfields@jcls.org).*

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



JACKSON COUNTY LIBRARY DISTRICT (JCLD)  
**BOARD OF DIRECTORS REGULAR MEETING**  
Held via ZOOM  
March 11, 2021, at 4:00 p.m.

## MINUTES

### ATTENDEES

Present at the meeting were: Board Members Cathy Shaw (President), Eric Dziura (Vice President), Jill Turner, George Prokop and Susan Kiefer.

Additional attendees: Kari May (Library Director), Claudine Taillac (Assistant Director, Public Services), Lisa Marston (Assistant Director, Administrative Services); Brynn Fogerty (HR Manager), Christopher Davis (Assistant Director, Support Services), Ryan Bradley (Marketing Coordinator), Kristin Anderson (Bear Creek Area Manager, Ashland Branch Manager), Crystal Zastera (Operations Coordinator), Carrie Turney Ross (Adult Services Coordinator), Jacquelyn Bunick (Legal Counsel), Kira Lesley (SOHS Archivist), Doug McGeary (SOHS Board President), and Daisy Fields (Executive Assistant).

### CALL TO ORDER/ROLL CALL

President Shaw called the meeting to order at 4:00 p.m. Mrs. Fields took the roll call.

### CONSENT AGENDA

**MOTION:** Director Turner moved to approve the items on the consent agenda, including the February 11, 2021 Regular Board Meeting Minutes, and the RCC IGA for new ILS. Director Kiefer seconded the motion. The motion was approved unanimously.

### SPECIAL PRESENTATION & PROCLAMATIONS

#### Presentation of the Hulburt Bequest

Linda S. Thomas-Bush, U.S. Bank, provided a background on the Ken and Lucille Hulburt Bequest and presented a check for \$124,840, which will be used for materials and programs serving the youth and mature populations of Jackson County.

#### Proclamation – National Library Week

President Shaw read the proclamation for National Library Week taking place April 4<sup>th</sup> through April 11<sup>th</sup>, 2021.

### ORAL REQUESTS AND COMMUNICATIONS FROM AUDIENCE

During public comment, community member Rob Schlapfer shared concerns regarding the Equity, Diversity, and Inclusion training that JCLD staff are currently participating in. President Shaw thanked him for his comments.

## **REPORTS**

### **Library Director's Report**

Library Director Kari May introduced Mehmood Madha, JCLS Social Worker. Mr. Madha shared the core values of social work and gave a brief overview of his program and the services that are offered to library patrons and the community at large. He is working to instill institutional cultural change as well as address policies that limit access to our most vulnerable patrons. Mr. Madha's position is funded, in part, by a grant from Oregon Community Foundation.

Library Director May introduced Ryan Bradley, JCLS Marketing Coordinator, who gave a brief presentation of the Library's new website, which is scheduled to launch April 19, 2021. Mr. Bradley pointed out highlights of the site as well as some of the changes. The website launch is scheduled to coincide with the new Integrated Library System (ILS), Koha hosted by Bywater Solutions, which will replace Polaris.

Ms. May shared that it is the one-year anniversary of the Library's COVID-19 response and branch shutdowns. Since Jackson County is still at High/Extreme risk status, the library continues to offer enhanced front-door services for online holds as well as virtual programs and Storywalks and Take & Make activities for the younger audiences. While patrons cannot currently browse the stacks, there are multiple online events and learning opportunities as well as book clubs to participate in.

### **Southern Oregon Historical Society Quarterly/Annual Report**

SOHS presented their 2020 Annual Narrative Report along with the accompanying statistics. Doug McGear, SOHS Board President, stated that they are working to develop a SOHS Library connection with JCLS to show connection and share resources. Ms. May added that there might be an opportunity for discovery of the SOHS Library through the new JCLS catalog.

## **NEW BUSINESS**

### **Review Process for Library Director**

**MOTION:** President Shaw moved to approve the review process for the Library Director. Vice-President Dziura seconded the motion. The motion was approved unanimously. It was noted that the Executive Committee will be the evaluating committee.

### **Award of Contract: E-Rate Contract**

**MOTION:** Director Turner moved to approve the E-Rate contract for Library internet services with increased bandwidth, and to replace existing network switches. President Shaw seconded the motion; the motion was approved unanimously.

### **Board Committee Charters and Work Plans**

Committee Charters and Work Plans were submitted for the following JCLD Board committees: Advocacy, Data & Metrics, Facilities, Finance, Policy, JCLD/JCLF Relationship, and Technology. There was a brief discussion about the need for additional Board members to sit on the Technology and Finance Committees. Vice-President Dziura agreed to join the Technology Committee, and Director Kiefer agreed to join the Finance Committee. Committee assignments will be revisited at the Annual Planning Meeting; the date of this meeting is still to be determined.

**MOTION:** Director Kiefer moved to approve the Board Committee and Work Plans as corrected. Director Prokop seconded the motion. The motion was approved unanimously.

**JCLD/JCLF MOU**

**MOTION:** Director Kiefer moved to approve the Memorandum of Understanding between the Jackson County Library District and the Jackson County Library Foundation, with corrections noted. Director Prokop seconded the motion. The motion passed unanimously.

**COMMITTEE AND BOARD MEMBER REPORTS**

**Data/Metrics Committee**

Director Turner reported that the Data/Metrics Committee had met on February 8, 2021. The committee is working to determine which data they will be evaluating and how best to present their findings as meaningful to the Board as a whole.

**FUTURE MEETINGS/EVENTS/OBSERVANCES**

The next regular Board meeting will be held on Zoom, Thursday, April 8, 2021, at 4:00 p.m.

**ADJOURN**

President Shaw adjourned the Regular Board Meeting at 5:19 p.m.

/s/ Daisy A. Fields

Recording Secretary



## MINUTES

### ATTENDEES

Present at the meeting were: President Cathy Shaw, Vice President Eric Dziura, and Board Members Jill Turner, George Prokop and Susan Kiefer.

Budget Committee Citizen Members present: Viki Brown, Gerri Davis, Cathy de Wolfe, Kevin Keating, and David Mathieu

Additional attendees: Kari May (Library Director), Claudine Taillac (Assistant Director, Public Services), Christopher Davis (Assistant Director, Support Services, Vicki Robinson (Senior Accountant), Yan Wang (AP/Payroll Specialist), Crystal Zastera (Facilities Coordinator) and Daisy Fields (Executive Assistant).

### CALL TO ORDER/ROLL CALL/INTRODUCTIONS

President Shaw called the meeting to order at 4:10 p.m. Mrs. Fields took the roll call, introducing Board members, community members, and staff.

### Discussion of Ground Rules, Limitation of Discussion Pursuant to Oregon Local Budget Law

Library Director Kari May shared that this meeting would be informational only and was designed to help the JCLD Board Budget Committee, Budget Committee citizen members, and JCLD staff become engaged in the budgeting process without decisions being made at this meeting. The limitations and off-limit topics were shared; there were no questions.

### REPORTS

Ms. May shared a brief PowerPoint presentation, outlining the effects that the COVID-19 Pandemic and Almeda and South Obenchain fires had on the libraries, staff, library patrons, and the current year budget. She outlined some of the changes that had to be made, including reduced library hours, enhanced front-door services, and pivoting to virtual services and programs in order to continue to safely provide as many services as possible.

Also shared were the Library District's financial projections and spending priorities for 2021-2021.

### Discussion from Budget Committee Members

The Board and Budget Committee members were asked to provide their top three priorities for the District, based on the categories presented. The goal of this exercise was to gather feedback, which will help inform the 2021-2022 budget planning process. Listed below are the three top priorities for the District, as identified by the group:

- Remote Library Services & Library Hours Analysis
- Strategic Plan 2022-2025
- Mobile Tech Van Roll-out

Other feedback included the restatement of the Library's goal to maximize outreach to the community and continue to invest in the county's rural areas. Director Turner suggested that spending for non-library services (i.e. custodial, security, facilities) be kept in check so that we don't ignore our key library services.

#### **FUTURE MEETINGS**

The next Budget Committee meeting will be held via Zoom on Monday, May 10, 2021, at 4:00 p.m. If needed, a second meeting will be held Monday, May 17, at 4:00 p.m. The Budget Hearing is scheduled for Thursday, June 10, at 4:00 p.m.

#### **ADJOURN**

President Shaw adjourned the Budget Committee Meeting at 5:14 p.m.

/s/ Daisy A. Fields

Recording Secretary



April 8, 2021

**Title:** 2nd Amendment to RVCOG Contract

**From:** Kari May, Library Director

---

**Recommendation:**

The Library Director recommends the Board approve the attached Amendment to the Intergovernmental Agreement (IGA) with the Rogue Valley Council of Governments (RVCOG). The amendment includes an additional 3-month extension to the original agreement to allow JCLS to lease office space through June 30, 2021.

**Budget Impacts:**

The ongoing cost is \$243.75 per month. This cost is within the current \$30,000 Not to Exceed amount in the IGA.

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

Extending the contract with RVCOG and ensures continuity of access to financial information.

**Background and Additional Information:**

In order to continue to have access to financial information in the former financial system, Senior Accountant Vicki Robinson will continue to work from her office space at RVCOG. By maintaining her office at the COG, Ms. Robinson can continue to support the District's finances while maintaining her other responsibilities.

**Attachment:**

Amendment #2 to IGA between RVCOG and JCLD

**AMENDMENT #2 TO THE INTERGOVERNMENTAL AGREEMENT (IGA) BETWEEN  
JACKSON COUNTY LIBRARY DISTRICT AND ROGUE VALLEY COUNCIL OF GOVERNMENTS**

1. This is Amendment No. 2 to the Accounting Services IGA executed as of April 10, 2020, between the Jackson County Library District ("District") and Rogue Valley Council of Governments ("RVCOG").
2. The purpose of this Amendment is to extend the IGA through the first quarter of the 2021 calendar year, adjust the not-to-exceed contract amount, and to document the District's ownership of and access to records produced and maintained in RVCOG's Abila software.
3. The Agreement is hereby amended as follows (old language is crossed out; new or additional language is underlined):

**B. TIME OF PERFORMANCE:**

The term of this agreement is ~~March 16, 2020, to December 31, 2020~~ ~~March 31, 2021~~ June 30, 2021 unless terminated earlier by either party in writing (see Section C of this agreement).

**D. PAYMENT**

3. The estimated not-to-exceed cost of the services provided under this contract is ~~\$7648.68~~ \$30,000.

**DI. REPORTS AND RECORDS**

1. All work produced by RVCOG while working for District shall be the exclusive property of District provided that RVCOG may obtain a copy of any public record information by paying for the reproduction costs thereof.
2. All reports and records produced by RVCOG or JCLD employees using RVCOG's Abila software will remain accessible and available to District for a period of one (1) year after the termination or expiration of this Agreement.
3. Survival of Obligations. The provisions of Section L shall survive termination or expiration of this Agreement.

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

Jackson County Library District

Rogue Valley Council of Governments

\_\_\_\_\_  
Catherine Shaw                      Date  
Board President

\_\_\_\_\_  
Ann Marie Alfrey                      Date  
Deputy Director

*Approved as to legal sufficiency:*

\_\_\_\_\_  
Jacquelyn Bunick, Legal Counsel





## Director's Report April 2021

### ILS Migration April 19, 2021

#### *ILS Migration*

The Support Services Team is spearheading the Library's migration to Koha and Aspen Discovery, which will go live on Monday, April 19, 2021. Koha is an open-source integrated library system (ILS) and Aspen Discovery is the public-facing discovery layer patrons will use to access the Library's resources.

Technical Services Supervisor Ashley Johnson, Digital Services Supervisor Eric Molinsky, and Ashland Circulation Supervisor Alyssa Drake have taken the lead on training all public services staff as well as other staff who utilize the ILS.

From the ground up, Aspen Discovery is built with the patron's perspective in mind. Searching Aspen is more like searching amazon.com than it is like the traditional library's online patron access catalog. There are book and video cover pictures and clickable icons. One of Aspen's greatest strengths is its unique ability to group disparate manifestations of the same title together; this means that it will display all of the formats of *Harry Potter and the Sorcerer's Stone*, including books on CD, eBooks, eAudioBooks, and MP3 audio books together. Another strength is the one-stop shopping experience Aspen offers. Users can place a hold on or check out print and electronic materials without ever leaving the catalog. To see a preview of the JCLS Aspen Discovery, go to <http://aspen.jcls.org>.

Through the migration process, the partnership with Rogue Community College (RCC) has been strengthened. Many inter-departmental meetings have brought together library staff from both JCLS and RCC in order to configure settings in Koha. JCLS will serve as the ILS system administrator in Koha. When either partner desires to further configure or customize Koha, these changes will first be channeled through the system administrator before being forwarded to Bywater for development.

### Jackson County Library Foundation

The Jackson County Library Foundation is pleased to announce that Ginny Auer will be its next Executive Director. Ms. Auer lives in Ashland and has been involved in nonprofit work and creative industries for more than twenty years. She enjoys listening to other people's stories and creating strong, enduring connections with the community. The hiring committee included Library staff and Foundation Board members. The Relationship Committee met to determine the metrics for success for Ms. Auer's first several months. Ms. Auer's first day will be Monday, April 12, and she will hit the ground running by attending the Oregon Nonprofit Leaders



Virtual Conference on her first day. Her office will be located in the Library Administration area at the Medford Library.

The next regular Board meeting is scheduled for Tuesday, April 20.

### **Administrative Services**

The employee evaluation process is underway. The HR Team has been busy sending out emails, answering questions, and keeping staff on track to have the entire process wrapped up by the end of April.

The Safety Committee held its monthly meeting in March to discuss safety issues and concerns that impact the whole system. They are developing a Continuation of Operations Plan (COOP) to outline the process by which staff should respond to different types of disasters, from earthquakes to fires, active shooters to bomb threats. The committee will schedule regular drills for staff at all branches to practice how to respond in any emergency situation. In March, the committee discussed the District's response during the fires in September and made some recommendations for processes that need to be implemented before the next Fire System. The Shake Alert System notification for earthquake notification in Oregon went live on cell phones March 11, 2021. Android phones will automatically receive the alert if the phone is set to receive emergency notifications; iPhone users should download the QuakeAlert app.

The Board conference room lights were installed the week of March 29th. With the new lights in place, Phase 2 of the Medford renovation project is complete. Medford staff worked with furniture vendor Pacific WRO to finalize selections and purchase furniture for the reference area and public spaces on the second floor in Medford. Furniture should be in place by the end of June 2021. Staff also met with Pacific WRO to begin choosing furniture for the Ashland lower-level remodel project. The style will be similar to what was purchased for Medford. ORW Architects is finalizing the drawings for the Ashland project; the next step will be for ORW Architects to share the drawings with Outlier and then create the project schedule.

### **Public Services**

Assistant Director Claudine Taillac continued to work with Social Worker Mehmood Madha on several things pertaining to his services to both patrons and staff, including his schedule for drop-in and by-appointment sessions; a proposal on special open hours for people who live unhoused; a proposal for a food pantry at the Ashland Library; installation of Narcan boxes on the exterior of library buildings; and review of de-escalation training options for staff. Ms. Taillac secured more than 4,000 cloth masks, several cases of hand sanitizer, and bottles of water from Rogue Food Unites. The masks can be used for patrons and staff, and all of these supplies will be utilized by the Mr. Madha when working with people who are unhoused. Ms. Taillac and Mr. Madha met with a Rogue Retreat representative to review the Clean Sweep collaboration and to discuss ways to further this partnership. Ms. Taillac will work with Rogue Retreat to provide tours of the Medford Library for their staff to increase awareness

of the services available to their residents that will be instrumental in their life goals, including GED prep and occupational prep materials available on library databases.

Ms. Taillac gave a presentation to the Central Point Rotary at their March meeting, where she introduced attendees to Library2Go, Hoopla, and Kanopy, as well as providing an update on current Library services.

## **Branches**

Across the system, staff enthusiastically collaborated to create a variety of programs for the Summer Reading Program in anticipation of the April 1<sup>st</sup> planning deadline. This summer's theme is "Readers are Leaders." The slate of recorded storytimes and the work creating Take & Makes continued. Staff helped patrons on the computers, many of whom have come in to register online for a vaccine appointment. Weeding the collection, led by Collection Development Librarian Wende Glimpse, was also a theme across all libraries. The courtesy collections have been phased out, creating more space on shelves for circulating items, including an extended area for Large Print at the Shady Cove library. Adult graphic novels are getting a new home at the Gold Hill Library, featured in an area distinct from the nonfiction collection. At the same time, new furniture has been ordered, and the bench previously in the fenced-in garden area was moved out front for wi-fi users. At the Rogue River library, the children's graphic novels and media have a larger, more prominent home now, and space for new materials has also been expanded.

Marketing Specialist Andrew Molinsky stopped by the Ashland Teen Space to film Teen Librarian Jackie Keating for a couple of introductory videos for some of the virtual class visit recordings she has produced for the current website; these videos will be re-recorded when the new website is in place next month. While Ms. Keating was working at the Adult Services desk, she helped a 90-year-old patron who had no computer experience to book an appointment with the DMV. He told her that the DMV had recommended he visit the library to get help making an appointment, showing that awareness that the library is still open for computer assistance during stage 4 has clearly gotten around to other organizations and agencies.

Reference and research services are as busy as when the library doors were open. This month, two specific transactions stood out for Adult Services Librarian Kayla Samnath. One patron wanted to locate three articles that were referenced on a Jefferson Public Radio program back in 2017; all the patron had was the citations from the article. Ms. Samnath discovered that the articles had been published in the Sacramento Bee, but since they were from the late 50s and 60s they were not available online. Ms. Samnath contacted a librarian from the Sacramento Public Library who helped her narrow down articles the patron requested. Ms. Samnath also assisted with a unique obituary request. A patron's father-in-law was nearing his last days, and in anticipation of the family needing to write his obituary, they requested information about his family via their obituaries, as they knew nothing about his family other than his grandparents' names. Ms. Samnath was able to find the family tree in the Ancestry database, which provided the patron with grandparents, parents, children, spouses, marriages, deaths, and births. Once Ms. Samnath had this information, she was able to find one of two actual obituaries in the library's Medford Mail Tribune microfilm. The patron was extremely thankful for the information.

Patrons visiting the library to pick up holds at the Medford Riverside Entrance are now greeted with display cases full of materials available for immediate check out. This offering has been wildly popular. Patrons have told staff that it is wonderful to see books featured by the Children's, Teen, and Adult Departments, and helps offset the fact that they cannot browse the full collection.

The team of AARP volunteers have been booked solid with appointments to serve the tax help needs of the Talent community. They added a fourth day of appointments and plan to continue helping patrons through the extended tax file deadline. In the first twenty days of the month, they helped 169 patrons prepare and file their taxes. Many patrons have remarked that they would be lost without them, and one couple said that it cost them over \$200 last year to have their taxes filed for them when AARP was forced to cancel their help sessions due to the pandemic.

All of the libraries in the Upper Rogue gave out a kite kit for their Blustery Day Take & Make. The kit included a kite, a JCLS suggested reading list, and other spring-related activities. Patrons have been extremely grateful for the time and attention staff give to picking out books for them. A Ruch library patron is thrilled that she can come in and ask for ten books for her barely-reading six-year-old, and remarked that staff "always finds ten great books of varying subjects." One mother said that although she misses browsing, she has been 100% delighted with the books that have been chosen for her kids, and that she has met many new books that she probably would not have chosen. A Rogue River nonagenarian patron who misses browsing and was reluctant to try out the JCLS Discovery service finally tried it. She got a list of great audiobooks that she had not already heard and has been going through the list. Each one has been a winner and she is very grateful.

Shady Cove Branch Manager Marion Mensing hosted a Seed Give Away to promote their Seed Library. Ms. Mensing reported that a couple who recently moved to the area expressed joy in learning about the seed library. For the folks that could not attend this event, they were able to put in an order for the seeds they wanted. The hard-working volunteers from the Friends of the Shady Cove Library packaged and set aside seeds so that patrons could pick them up at a more convenient time.

Adult Services Librarian Carrie Tannehill facilitated the "Beneficial Insects for a Healthy Garden" program, presented by President of Pollinator Project Rogue Valley Kristina Lefever. Attendees learned how beneficial insects pollinate plants and help to eliminate pests that wreak havoc in gardens. Attendees were shown which plants attract these beneficial insects and how pesticides can interfere with their contributions to healthy gardens. Adult Services Librarian Danielle Ellis facilitated the online program "Impact Investing" with financial planner Michal Slate as the presenter. This program discussed how to invest in stocks and businesses in a socially responsible way.

The Central Point Library teamed up with Central Point Parks and Recreation to present a spring storywalk at William Mott Park from March 17<sup>th</sup> through March 24<sup>th</sup>. The book presented was *Plant the Tiny Seed* by Christie Matheson. Families were able to stroll through the park while reading the book pages, which were paced about twenty feet apart. Comments from a post storywalk survey included: "Wonderful!"; "Great idea!"; and "This is so cool, hope to see more." The Library and Parks and Rec

plan to present a week-long storytime each season in the future. At the end of the storywalk, families were invited to come to the Central Point Library to plant a seed of their own and take it home.



The Windows in Time presentation for March was “The Jews of Pioneer Jacksonville,” facilitated by Ms. Tannehill. During the second half of the 19th Century, German would have been the second most common language heard on the streets of Jacksonville. Fortune seekers had come for the gold that was discovered in the winter of 1851-52. Settlers had come for the promise of free land, but the individuals who actually prospered were the merchants who supplied the miners and settlers with the goods they had had to leave behind. The majority of these merchants were German-speaking Jews who were first-generation European immigrants. Instead of the broad-brush Carolyn Kingsnorth had originally planned for this presentation, she focused on these Jewish merchants and how they helped turn Jacksonville into a commercial, governmental, and social hub of Southern Oregon in the late 1800s.

## Marketing

On March 10, the first episode of *Lost in a Book*, a series of animated shorts, premiered on YouTube, and within two weeks it became the all-time most viewed and liked video on JCLS’s channel. During that time the channel also gained twenty-four subscribers, an increase of 15%. Episode 2 went live on March 31, with episode 3 to follow in late April. The wrap on the second courier van was completed, and it is ready to help spread the good word of the library through the community as the couriers make their deliveries. The new website is currently in its revision period, with final adjustments and tweaks being made for the April 19 launch date.

*Lost in a Book*, episode 1: <https://bit.ly/LIABep1>

Mail Tribune article on *Lost in a Book*: <http://bit.ly/38lJynG>

KOBI piece on *Lost in a Book*: <https://bit.ly/38s3BAP>

Monthly Reads Round-Up video: <https://bit.ly/3q7xfl8>

Press release: Continued Enhanced Front Door Services: <https://bit.ly/3sEUW6v>

Press release: *Lost in a Book*: <https://bit.ly/3m9ycJp>

Press release: April Windows in Time: <https://bit.ly/3ubDKFO>

Press release: April Events Calendar: <https://bit.ly/3wcUOZ4>

## Adult Services

At Home Services served 111 patrons who cannot come to the library due to age or disability. In addition to books and other materials, eighteen AHS patrons signed up for Crafts at Home kits to be delivered. This month's craft was Pipe Cleaner Pals. AHS Library Specialists Kateri Warnick and Chantel Ullrich collaborated with Teen Services Librarians Andrea Leone and Jackie Keating and Education Services Specialist Jamaica Davis to coordinate Project Sunshine. For this project, JCLS provided canvas bags and materials for students to decorate the bags. Students were given instructions on how to make a pop-up card and encouraged to be creative. These bags will be returned to AHS and filled with goodies before being sent to all AHS patrons in April.

It has quickly become obvious to adult services staff that Take & Make programs are not just for kids anymore. Adults have been showing an interest in the kits created for children, leading staff from Ashland, Gold Hill, and Phoenix to create some kits specifically for older patrons. Ashland provided a No-Bake Energy Bar kit that included pre-measured quantities of oats, almonds, honey, peanut butter, dried cranberries, and coconut oil with a no-bake recipe to combine them into energy bars. One patron reported:

*My husband picked up [a kit] at the Ashland library last Saturday, thinking it would be a fun activity to do with the grandkids. Instead, I made the power bars with my 95-year-old mother who lives in a foster home here in Ashland. She has very advanced Alzheimer's and visits with her can be challenging. It was no mess and so easy with the pre-measured ingredients. She LOVED it! She stirred and stirred and was so happy to be useful. It has sparked some new activity ideas for things to do with her. She doesn't enjoy crafty things and there needs to be a purpose. This idea was pure genius and I just want to thank you from the bottom of my heart.*

Another patron wrote a thank-you letter for helping with research for his fiction writing. He wrote, "As a writer who is not easily online, having your help in finding resources and paths to gain a greater understanding has been a gift beyond measure." He also praised the style in which Adult Services staff provide service, saying "Your team is, one and all, composed of consummate professionals. Always you are among the very best, not simply in knowledge and skills, but also in empathy, dedication, and intuitive imagination."

## Youth Services

During the month of March, the Ashland and Medford Teen departments hosted movement programs in line with the spring programming theme of Health and Renewal. The first was the "Teens Get Active" challenge, where teens logged their steps into the World Walking app to see how far across the United States they could get as a group. And if walking was not their thing, they could log any other exercise they did to count toward their steps. By late March, the group had walked more than 560,000 steps, making it from Oregon to the state of Georgia. Adult Services librarian Ethan Craft led a K-Pop (Korean Pop) dance program on Zoom. One teen said of the program, "It was so fun! Took me back to my dance days." There was a mix of K-pop fans and those new to K-pop in attendance. Promotional work through the @jclsteen account on Instagram has led to a positive response to program participation.

Although patrons were not allowed inside the library in March, the Ashland High School art club students decided they wanted their paintings to hang in the Ashland Teen Space. The teens chose the theme, which was “books about social justice.” They took photos of their paintings and displayed them on the AHS national art society’s social media accounts.



### **Education Services**

Education Services Specialist Jamaica Davis’s “Open Book” newsletter for educators this month highlighted Hoopla, Creative Bug, and an Earth Day book list. Davis also recorded the debut Learning Resources video to be hosted on the JCLS YouTube channel, a reading comprehension lesson using JCLS database articles. Ms. Davis also started researching state learning standards for Science and Social Studies topics in anticipation of a JCLS Discovery-type service for teachers to use in their classrooms.

### **Outreach to Child Care**

Outreach to Child Care connected with the Child Care Resource Network to have an email promoting OCC’s services sent to the child care providers in their network. The email went out in early March to all registered child care providers in Jackson County. So far, this has resulted in two new child care sites being added. OCC Specialist Nancy Peterson was able to return to providing storytime at one child care provider’s site. This group has been anxiously awaiting the return of storytimes. Much enthusiasm was shown for the farm-themed books, songs, and fingerplays presented at the storytime.



April 8, 2021

**Title:** Resolution 2021-06 Authorizing Jackson Library District’s Banner Bank Commercial Mastercard, setting limits, and designating authorized cardholders

**From:** Kari May, Library Director

---

**Recommendation:**

The Library Director recommends the Board approve the resolution extending the credit limit on the District’s credit cards to \$50,000. The Library Director recommends the Board approve the resolution increasing the total credit limit on the District’s credit cards to \$50,000.

**Budget Impacts:**

n/a

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

Gives key staff members authorization to hold and use a District credit card.

**Background and Additional Information:**

In order to order supplies and maintain smooth library operations and services, new cardholders need to be authorized to be issued credit cards. The District currently has a credit limit of \$35,000. With additional users, that amount needs to be increased to \$50,000.

**Attachments:**

- Resolution 2021-06



**RESOLUTION: 2021-06**

**A RESOLUTION AUTHORIZING JACKSON COUNTY LIBRARY DISTRICT'S BANNER BANK COMMERCIAL MASTERCARD®, SETTING LIMIT(S), AND DESIGNATING AUTHORIZED CARDHOLDERS(S)**

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

- A. While most of the District's expenditures can be paid for with a check, some purchases are done more efficiently and cost-effectively with a credit card, including online purchases and other purchases that require payment at the point of sale. For situations like these, the District requires a credit card.
- B. On July 13, 2017, the District passed Resolution 2017-05, authorizing the District to apply for a credit card, establish an initial credit limit(s), and identify the District's authorized cardholder(s).
- C. It is the District's practice to reauthorize its commercial credit card, set limit(s), and identify the District's authorized cardholder(s) at its annual organizational meeting in July.
- D. It is recommended that key staff positions be designated as authorized.

BE IT RESOLVED:

- 1. The limit on the District's credit card shall be \$50,000.
- 2. The following person(s) shall be an authorized cardholder(s): Kari May, Library Director; Lisa Marston, Asst. Director Administrative Services; Claudine Taillac, Asst. Director Public Services; Ashley Johnson, Technical Services Supervisor; Crystal Zastera, Operations Coordinator; Carrie Turney-Ross, Adult Services Coordinator; Brystan Strong, Youth Services Coordinator.

The above resolution was approved by the Board of the Jackson County Library District and declared adopted this 8th day of April, 2021.

By:

Attest:

\_\_\_\_\_

Board President

\_\_\_\_\_

Recording Secretary

**Board Vote:**

Cathy Shaw \_\_\_\_\_  
Eric Dziura \_\_\_\_\_  
Susan Kiefer \_\_\_\_\_  
Jill B. Turner \_\_\_\_\_  
George Prokop \_\_\_\_\_



April 8, 2021

**Title:** Updated Governance Policies

**From:** Kari May, Library Director

---

**Recommendation:**

The Policy Committee recommends the Board approve Governance Policy 1-1 Board Membership and 1-2 Public Records as presented. The Committee further recommends authorizing Director May to update all Governance Policy references to either “Library Systems and Services” or the “District Administrator” so that policy reflects the current District structure.

**Budget Impacts:**

N/A

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

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

**Background and Additional Information:**

The Policy Committee met in March to establish its work plan, including the development of a schedule for reviewing and updating policies. The Committee also discussed some “housekeeping” clean-up to policies that reference outdated things, such as the contract with Library Systems and Services and the job title of District Administrator. Additional review of policies will continue throughout the year.

The Policy Committee reviewed Policy 1-1 and 1-2. The only recommended changes to Policy 1-1, Board Membership, are housekeeping changes to update the language. In Policy 1-2, Public Records, reference to Oregon Statute in Section 1.D.b. has been updated to reflect the current statute; and in Section 2, Fees, the Committee recommends increasing the amount of time staff will research a records request before fees are incurred from fifteen minutes to thirty minutes.

**Attachments:**

- Policy 1-1 Board Membership, red-lined and clean versions
- Policy 1-2 Public Records, red-lined and clean versions

<p><b>Policy 1-1</b></p>	<p><b>Board Membership</b></p>	<p><b>Created:</b> 01/08/2015  <b>Revised:</b> <del>4/11/2019</del>  <u>4/8/2021</u>  <u>Approved:</u></p>
--------------------------	--------------------------------	--

**I. District Formation and Board Governance**

Pursuant to an election held in Jackson County on the 20<sup>th</sup> day of May 2014, the voters authorized the creation of the Library District to serve Jackson County. The organization is called the “Jackson County Library District,” hereafter referred to as “District”. Following its formation, the District assumed and performs functions as provided in Chapters 357 and 198 of Oregon Revised Statutes (ORS) and all other relevant state statutes that relate to Library Districts.

The purpose of the Board, on behalf of the people of Jackson County, is to see to it that Jackson County Library District (1) achieves appropriate results for appropriate persons at an appropriate cost and (2) avoids unacceptable actions and situations. As provided for in ORS 357.256, the District Board shall be the governing body of the District and shall exercise all powers thereof.

The District’s Board Governance Policies will not create any enforceable right, contract, employment agreement or expectation on the part of any person; and any deviation from a District policy will not in itself render any District action invalid, void or voidable, nor will such deviation constitute evidence of negligence. The Board may deviate from policy when to do so serves the public interest or avoids hardship as the Board may determine. Policies will comply with all applicable federal, state and local laws and regulations. If any policy or portion thereof is found to conflict with any local, state, or federal law or regulation, such policy or such portion thereof will be deemed void without further Board action.

**II. District Board Members**

According to Oregon statute, the officers of the District shall be a Board of five members, to be elected by the electors of the District (ORS 357.226).

- a. Any elector residing within the District is qualified to serve as a District Board member. (ORS 357.226).
- b. The boundaries of the District include all territory within Jackson County, Oregon.
- c. Current ~~employees of Library Systems and Services, Inc. and~~ District employees may not serve as Board members (ORS 198.115).

### **III. Election of Board Members**

The election of Board Members shall be conducted as provided by the District's enabling statute (ORS Chapter 357) and ORS Chapter 255.

- a. Board members are elected at large by position number by the electors of the District (ORS 357.241). Board member positions are numbered 1 through 5. The candidate receiving the highest number of votes in each position shall be elected. Position numbers are transferred to the successors of each Board member.
- b. Regular District elections are held in each odd-numbered year on the third Tuesday in May (ORS 255.335).

### **IV. Qualifications**

No person elected or appointed to the Board shall be sworn in unless such person meets the qualifications for office set forth in the District's organic act (ORS Chapter 357). If questions exist regarding the eligibility of any candidate, the Board shall obtain an opinion from legal counsel prior to swearing in such person.

### **V. Oath of Office**

Each District Board member elected shall take an oath of office and shall hold office from July 1 following his or her election (ORS 357.236).

Board members appointed to fill a vacancy shall take an oath of office at a Board meeting prior to assuming the duties of the position.

### **VI. Term of Office; Starting Date**

The term of a District Board Member is four years (ORS 357.236).

- a. Except where the Board is filling a vacancy on the Board, terms of office shall start on July 1.
- b. Each District Board Member shall hold office until election and qualification of a successor.
- c. Terms shall be staggered so that not all Board members start four-year terms at the same time.

### **VII. Vacancies**

Vacancies on the Board due to resignation or incapacity to serve are to be filled by the remaining members of the Board in accordance with ORS 198.320.

## **VIII. Conflict of Interest**

No member of the Board shall have any financial interest, either directly or indirectly, in any contract to which the District is a party, nor shall receive a salary or any payment for material or for services rendered the Board (ORS 357.460).

- a. In the event of an actual conflict of interest, a Board member must declare the conflict and abstain from consideration of and voting on the matter.
- b. In the event of a potential conflict of interest, a board member shall declare such conflict but may participate in discussions and vote if the Board member states that s/he is able to consider and vote on the matter without bias.

## **IX. Expense Reimbursement**

Board members may be reimbursed for actual and reasonable expenses incurred in the performance of their duties (ORS 357.460) based on current federal rates.

## **X. Interaction Agreement**

In its work together, the Board always shall seek the best outcomes for the District, its users, and its taxpayers. The members of the Board shall listen carefully to one another and strive to hear the best elements of a suggestion. Members should respond to communications from fellow Board members in a timely manner. The Board shall seek to create an atmosphere where differences of opinion are expressed freely. Members will be candid, clear, and careful to avoid what might appear to be public criticism of a fellow Board member. The Board shall involve each other in discussions they have about the District to ensure that everyone is able to make informed decisions.

## **XI. Education**

Board members should be aware of the requirements of the Oregon Government Ethics laws, Oregon Open Meetings Law, and all other laws and policies pertaining to the District and ethical standards expected of members. Members are encouraged to attend conferences and other training relevant to District business. The District's budget should include adequate resources for Board development.

## **XII. Board Candidates; Orientation of New Board Members**

District staff shall cooperate impartially with candidates for the Board and provide them with information about Board policies, administrative regulations, and other aspects of the operation of the District. The Board and District staff shall assist each new member-elect and appointee to understand the Board's functions, policies, procedures, and legal and ethical responsibilities before s/he takes office. Newly elected or appointed Board members shall undergo an orientation process as outlined in the *Board Member Orientation Policy*.

<b>Policy 1-1</b>	<b>Board Membership</b>	<b>Created:</b> 01/08/2015 <b>Revised:</b> 4/8/2021 <b>Approved:</b>
-------------------	-------------------------	--

**I. District Formation and Board Governance**

Pursuant to an election held in Jackson County on the 20<sup>th</sup> day of May 2014, the voters authorized the creation of the Library District to serve Jackson County. The organization is called the “Jackson County Library District,” hereafter referred to as “District”. Following its formation, the District assumed and performs functions as provided in Chapters 357 and 198 of Oregon Revised Statutes (ORS) and all other relevant state statutes that relate to Library Districts.

The purpose of the Board, on behalf of the people of Jackson County, is to see to it that Jackson County Library District (1) achieves appropriate results for appropriate persons at an appropriate cost and (2) avoids unacceptable actions and situations. As provided for in ORS 357.256, the District Board shall be the governing body of the District and shall exercise all powers thereof.

The District’s Board Governance Policies will not create any enforceable right, contract, employment agreement or expectation on the part of any person; and any deviation from a District policy will not in itself render any District action invalid, void or voidable, nor will such deviation constitute evidence of negligence. The Board may deviate from policy when to do so serves the public interest or avoids hardship as the Board may determine. Policies will comply with all applicable federal, state and local laws and regulations. If any policy or portion thereof is found to conflict with any local, state, or federal law or regulation, such policy or such portion thereof will be deemed void without further Board action.

**II. District Board Members**

According to Oregon statute, the officers of the District shall be a Board of five members, to be elected by the electors of the District (ORS 357.226).

- a. Any elector residing within the District is qualified to serve as a District Board member. (ORS 357.226).
- b. The boundaries of the District include all territory within Jackson County, Oregon.
- c. Current District employees may not serve as Board members (ORS 198.115).

### **III. Election of Board Members**

The election of Board Members shall be conducted as provided by the District's enabling statute (ORS Chapter 357) and ORS Chapter 255.

- a. Board members are elected at large by position number by the electors of the District (ORS 357.241). Board member positions are numbered 1 through 5. The candidate receiving the highest number of votes in each position shall be elected. Position numbers are transferred to the successors of each Board member.
- b. Regular District elections are held in each odd-numbered year on the third Tuesday in May (ORS 255.335).

### **IV. Qualifications**

No person elected or appointed to the Board shall be sworn in unless such person meets the qualifications for office set forth in the District's organic act (ORS Chapter 357). If questions exist regarding the eligibility of any candidate, the Board shall obtain an opinion from legal counsel prior to swearing in such person.

### **V. Oath of Office**

Each District Board member elected shall take an oath of office and shall hold office from July 1 following his or her election (ORS 357.236).

Board members appointed to fill a vacancy shall take an oath of office at a Board meeting prior to assuming the duties of the position.

### **VI. Term of Office; Starting Date**

The term of a District Board Member is four years (ORS 357.236).

- a. Except where the Board is filling a vacancy on the Board, terms of office shall start on July 1.
- b. Each District Board Member shall hold office until election and qualification of a successor.
- c. Terms shall be staggered so that not all Board members start four-year terms at the same time.

### **VII. Vacancies**

Vacancies on the Board due to resignation or incapacity to serve are to be filled by the remaining members of the Board in accordance with ORS 198.320.

## **VIII. Conflict of Interest**

No member of the Board shall have any financial interest, either directly or indirectly, in any contract to which the District is a party, nor shall receive a salary or any payment for material or for services rendered the Board (ORS 357.460).

- a. In the event of an actual conflict of interest, a Board member must declare the conflict and abstain from consideration of and voting on the matter.
- b. In the event of a potential conflict of interest, a board member shall declare such conflict but may participate in discussions and vote if the Board member states that s/he is able to consider and vote on the matter without bias.

## **IX. Expense Reimbursement**

Board members may be reimbursed for actual and reasonable expenses incurred in the performance of their duties (ORS 357.460) based on current federal rates.

## **X. Interaction Agreement**

In its work together, the Board always shall seek the best outcomes for the District, its users, and its taxpayers. The members of the Board shall listen carefully to one another and strive to hear the best elements of a suggestion. Members should respond to communications from fellow Board members in a timely manner. The Board shall seek to create an atmosphere where differences of opinion are expressed freely. Members will be candid, clear, and careful to avoid what might appear to be public criticism of a fellow Board member. The Board shall involve each other in discussions they have about the District to ensure that everyone is able to make informed decisions.

## **XI. Education**

Board members should be aware of the requirements of the Oregon Government Ethics laws, Oregon Open Meetings Law, and all other laws and policies pertaining to the District and ethical standards expected of members. Members are encouraged to attend conferences and other training relevant to District business. The District's budget should include adequate resources for Board development.

## **XII. Board Candidates; Orientation of New Board Members**

District staff shall cooperate impartially with candidates for the Board and provide them with information about Board policies, administrative regulations, and other aspects of the operation of the District. The Board and District staff shall assist each new member-elect and appointee to understand the Board's functions, policies, procedures, and legal and ethical responsibilities before s/he takes office. Newly elected or appointed Board members shall undergo an orientation process as outlined in the *Board Member Orientation Policy*.



Policy 1-2	Public Records	<p><b>Created:</b> 11/12/2015  <b>Revised:</b> <del>11/08/2018</del>  <u>4/08/2021</u>  <u>Approved:</u></p>
------------	----------------	--

**I. Compliance**

As it values transparency and accessibility, the Jackson County Library District (“District”) fully complies with the Oregon Public Records Law, ORS 192.001-192.513. The ~~District Administrator~~ Library Director shall oversee the processing of public records requests.

- A. **Specificity of Request:** In order to facilitate the public's access to records in the District's possession, and to avoid unnecessary expenditure of staff time, persons requesting access to public records for inspection or copying:
  - a) Shall make their request in writing, and
  - b) Shall specify the records requested with particularity, furnishing the dates, subject matter and such other detail as may be necessary to enable District personnel to readily locate the records sought.
  
- B. **Access:** The District shall permit inspection and examination of its non-exempt public records during regular business hours in the District's offices, or such other locations as the District Administrator may reasonably designate from time to time. Copies of non-exempt public records maintained in machine-readable or electronic form shall be furnished, if available, in the form requested. If not available in the form requested, such records shall be made available in the form in which they are maintained. ORS 192.324(3).
  
- C. **Acknowledgement of Request:** The District has five business days to either (a) acknowledge the request, or (b) complete the request. When acknowledging the request, the District shall do the following:
  - a) Confirm that the District is the custodian of the requested record, or
  - b) Inform the requester that the District is not the custodian, or
  - c) Notify the requester that the District is unsure whether it is the custodian of the requested record.
  
- D. **After Acknowledgement of Request:** Within an additional 10 business days (for a total of 15 business days after receiving the request), the District must:
  - a) Provide a written statement that the District is still processing the request and provide a reasonable estimated completion date, or
  - b) Complete the request. Complete the request means that the District has done the following:

- Provided access to or copies of all non-exempt requested records,
- Asserted any exemptions to disclosure,
- Complied with ORS ~~192.505~~ 192.338 —separated exempt from non-exempt material and made non-exempt material available [for examination](#),
- Provided a written statement that the District is not the custodian of record,
- Provided a written statement that federal or state law prohibits the District from acknowledging whether any requested record exists, and
- Told the requester their appeals rights if exemptions were asserted.

**E. The time clock pauses when:**

- a) The District tells the requester a fee is due to process the request (once paid or waived, the clock resumes), or
- b) The District requests additional information or clarification for the purpose of expediting the District’s response (clock starts once requester provides this information or affirmatively declines to provide it).

**F. The time limits do not apply if:**

- a) Necessary staff to complete the request are unavailable,
- b) Processing the request would impede other necessary services, or
- c) The volume of requests is too large. However, the District will still acknowledge and complete the request as soon as practicable and without unreasonable delay in these situations.

**G. Closing the Request:**

- a) The District shall close the request after 60 days if the requester fails to pay fees due or fails to respond to a request for information or clarification.

**II. Fees for Public Records**

The District makes every effort to provide records without cost to the requester. However, some requests may require copying or significant amounts of staff time. In order to recover its costs for such requests, the District may charge fees associated with searching for and copying records. Fees shall be limited to actual costs and no more than what is allowed by statute unless the requester is provided with written notification of the estimated amount of the fee and the requester confirms that s/he wants the District to proceed. ORS 192.324(4)(c).

Fees are as follows:

- **Paper copies or printouts:** \$0.15 per side for black and white or \$0.50 per side for color.
- **Copies of nonstandard materials (for example, maps, videos, sound recordings):** Fees shall be the actual costs incurred by the District.

- **Research Fees:** If a request for records requires District personnel to spend more than ~~thirty (30)~~<sup>45</sup> minutes searching or reviewing records prior to their review or release for copying, the minimum fee shall be \$25 per hour and additional charges shall be in ~~quarter~~<sup>4</sup> hour increments. The District shall estimate the total amount of time required to respond to the records request, and the person making the request shall make payment for the estimated cost of the search and copying of the records in advance. If the actual time and costs are less than estimated, the excess money shall be refunded to the person requesting the records. If the actual costs and time are in excess of the estimated time, the difference shall be paid by the person requesting the records at the time the records are produced.
- **Additional Charges:** If a request is of such magnitude and nature that compliance would disrupt the District's normal operations, the District may impose such additional charges as are necessary to reimburse the District for its actual costs of producing the records.
- **Reduced Fee or Free Copies:** Whenever it determines that furnishing copies of public records in its possession at a reduced fee or without costs would be in the public interest, the ~~District Administrator~~Library Director may so authorize. ORS 192.440(5).

### III. Personally Identifying Information

In accordance with ORS 192.338, 192,345, 192.355, and 192.377, the District shall separate the exempt and non-exempt records and make the non-exempt records available to the requester. Where necessary, exempt materials, including personally identifying information, shall be redacted from any public records requests.

### IV. Authorization Required for Removal of Original Records

At no time shall an original record of the District be removed from the District's files or the place at which the record is regularly maintained, except upon authorization of the Board of Directors or ~~Administrator of the District~~Library Director.

### V. On-Site Review of Original Records

If a request to review original records is made, the District shall permit such a review provided that search fees are paid in advance in accordance with the Fees for Public Records section, above. A representative shall be present at any time original records are reviewed, and the charges for standing by while the records are reviewed shall be the same as the charges for searching or reviewing records.

### VI. Unauthorized Alteration, Removal, or Destruction of Records

If any person attempts to alter, remove, or destroy any District record, the District representative shall immediately terminate such person's review and notify the attorney for the District.

## **VII. Restrictions**

Per the District's Patron Confidentiality Policy, some District records in addition to those delineated in the Oregon Public Records Law are exempt from disclosure or destroyed once they are no longer necessary for District operations. These records include circulation records, records showing use of the District's computer networks, and other records containing personally identifying information about the District's patrons and their library use.

<b>Policy 1-2</b>	<b>Public Records</b>	<b>Created:</b> 11/12/2015 <b>Revised:</b> 4/08/2021 <b>Approved:</b>
-------------------	-----------------------	---

**I. Compliance**

As it values transparency and accessibility, the Jackson County Library District (“District”) fully complies with the Oregon Public Records Law, ORS 192.001-192.513. The Library Director shall oversee the processing of public records requests.

- A. **Specificity of Request:** In order to facilitate the public's access to records in the District's possession, and to avoid unnecessary expenditure of staff time, persons requesting access to public records for inspection or copying:
  - a) Shall make their request in writing, and
  - b) Shall specify the records requested with particularity, furnishing the dates, subject matter and such other detail as may be necessary to enable District personnel to readily locate the records sought.
  
- B. **Access:** The District shall permit inspection and examination of its non-exempt public records during regular business hours in the District's offices, or such other locations as the District Administrator may reasonably designate from time to time. Copies of non-exempt public records maintained in machine-readable or electronic form shall be furnished, if available, in the form requested. If not available in the form requested, such records shall be made available in the form in which they are maintained. ORS 192.324(3).
  
- C. **Acknowledgement of Request:** The District has five business days to either (a) acknowledge the request, or (b) complete the request. When acknowledging the request, the District shall do the following:
  - a) Confirm that the District is the custodian of the requested record, or
  - b) Inform the requester that the District is not the custodian, or
  - c) Notify the requester that the District is unsure whether it is the custodian of the requested record.
  
- D. **After Acknowledgement of Request:** Within an additional 10 business days (for a total of 15 business days after receiving the request), the District must:
  - a) Provide a written statement that the District is still processing the request and provide a reasonable estimated completion date, or
  - b) Complete the request. Complete the request means that the District has done the following:
    - Provided access to or copies of all non-exempt requested records,

- Asserted any exemptions to disclosure,
- Complied with ORS 192.338 —separated exempt from non-exempt material and made non-exempt material available for examination,
- Provided a written statement that the District is not the custodian of record,
- Provided a written statement that federal or state law prohibits the District from acknowledging whether any requested record exists, and
- Told the requester their appeals rights if exemptions were asserted.

**E. The time clock pauses when:**

- a) The District tells the requester a fee is due to process the request (once paid or waived, the clock resumes), or
- b) The District requests additional information or clarification for the purpose of expediting the District’s response (clock starts once requester provides this information or affirmatively declines to provide it).

**F. The time limits do not apply if:**

- a) Necessary staff to complete the request are unavailable,
- b) Processing the request would impede other necessary services, or
- c) The volume of requests is too large. However, the District will still acknowledge and complete the request as soon as practicable and without unreasonable delay in these situations.

**G. Closing the Request:**

- a) The District shall close the request after 60 days if the requester fails to pay fees due or fails to respond to a request for information or clarification.

**II. Fees for Public Records**

The District makes every effort to provide records without cost to the requester. However, some requests may require copying or significant amounts of staff time. In order to recover its costs for such requests, the District may charge fees associated with searching for and copying records. Fees shall be limited to actual costs and no more than what is allowed by statute unless the requester is provided with written notification of the estimated amount of the fee and the requester confirms that s/he wants the District to proceed. ORS 192.324(4)(c).

Fees are as follows:

- **Paper copies or printouts:** \$0.15 per side for black and white or \$0.50 per side for color.
- **Copies of nonstandard materials (for example, maps, videos, sound recordings):**  
Fees shall be the actual costs incurred by the District.

- **Research Fees:** If a request for records requires District personnel to spend more than thirty (30) minutes searching or reviewing records prior to their review or release for copying, the minimum fee shall be \$25 per hour and additional charges shall be in quarter hour increments. The District shall estimate the total amount of time required to respond to the records request, and the person making the request shall make payment for the estimated cost of the search and copying of the records in advance. If the actual time and costs are less than estimated, the excess money shall be refunded to the person requesting the records. If the actual costs and time are in excess of the estimated time, the difference shall be paid by the person requesting the records at the time the records are produced.
- **Additional Charges:** If a request is of such magnitude and nature that compliance would disrupt the District's normal operations, the District may impose such additional charges as are necessary to reimburse the District for its actual costs of producing the records.
- **Reduced Fee or Free Copies:** Whenever it determines that furnishing copies of public records in its possession at a reduced fee or without costs would be in the public interest, the Library Director may so authorize. ORS 192.440(5).

### **III. Personally Identifying Information**

In accordance with ORS 192.338, 192.345, 192.355, and 192.377, the District shall separate the exempt and non-exempt records and make the non-exempt records available to the requester. Where necessary, exempt materials, including personally identifying information, shall be redacted from any public records requests.

### **IV. Authorization Required for Removal of Original Records**

At no time shall an original record of the District be removed from the District's files or the place at which the record is regularly maintained, except upon authorization of the Board of Directors or Library Director.

### **V. On-Site Review of Original Records**

If a request to review original records is made, the District shall permit such a review provided that search fees are paid in advance in accordance with the Fees for Public Records section, above. A representative shall be present at any time original records are reviewed, and the charges for standing by while the records are reviewed shall be the same as the charges for searching or reviewing records.

### **VI. Unauthorized Alteration, Removal, or Destruction of Records**

If any person attempts to alter, remove, or destroy any District record, the District representative shall immediately terminate such person's review and notify the attorney for the District.

## **VII. Restrictions**

Per the District's Patron Confidentiality Policy, some District records in addition to those delineated in the Oregon Public Records Law are exempt from disclosure or destroyed once they are no longer necessary for District operations. These records include circulation records, records showing use of the District's computer networks, and other records containing personally identifying information about the District's patrons and their library use.