



**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>  
October 8, 2020, at 4:00 p.m.

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## **BOARD OF DIRECTORS MEETING AGENDA**

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

### **INTRODUCTIONS / PROCLAMATIONS**

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

1. September 10, 2020 Regular Board Meeting Minutes
2. JCLD Monthly Financial Report

**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)**

3. Library Director Report – Kari May
4. 2020 Transition Report – Kari May & Lisa Marston
5. Jackson County Library Foundation Report – Elisabeth Campbell

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

6. FY2020 State Statistical Report

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

Individual Board Member Reports

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

November 12, 2020 – Board Regular Meeting

*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, Denise Menicucci, at 541-774-8679 or [dmenicucci@jcls.org](mailto:dmenicucci@jcls.org).*

*If a physical accommodation is needed to participate in a Jackson County Library District meeting, please contact Denise Menicucci at 541-774-8679. 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 Eric Dziura (Vice President), Jill Turner, George Prokop and Susan Kiefer. Cathy Shaw (President) was not present.

Additional attendees: Kari May (Library Director), Carey Hunt (Assistant Director, Support Services), Claudine Taillac (Assistant Director, Public Services), Lisa Marston (Assistant Director, Administrative Services); Brynn Fogerty (HR Manager), Ryan Bradley (Marketing Coordinator), Kristin Anderson (Bear Creek Area Manager, Ashland Branch Manager), Crystal Zastera (Operations Coordinator), Jacquelyn Bunick (Legal Counsel), Denise Menicucci (Administrative Assistant).

### CALL TO ORDER/ROLL CALL

Vice President Dziura called the meeting to order at 4:00 p.m. Ms. Menicucci took the roll call. Due to technical difficulties, Director Turner joined the meeting at 4:15 p.m.

Vice President Dziura offered condolences to President Shaw for the recent loss of her mother. He also expressed concern and awareness for the three staff members who lost their homes to the Alameda fire. He acknowledged the wide spread destruction the fires have caused and the commitment by Board members and library staff to help the community in any way possible. He expressed gratitude that the Phoenix and Talent branches were spared and confirmed that they are not able to be open to the public at this time.

### INTRODUCTIONS / PROCLAMATIONS

Vice President Dziura read the Library Card Sign-Up Month proclamation.

### ORAL REQUESTS AND COMMUNICATIONS FROM AUDIENCE

None.

### CONSENT AGENDA

**MOTION:** Vice-President Dziura moved to approve the August 13th Regular Board Meeting Minutes. Director Prokop seconded the motion. The motion was approved unanimously.

### REPORTS

#### Library Director's Report

Concern was expressed by Board members about law enforcement being called during a few incidents where patrons refused to wear face masks or were wearing them improperly. It was confirmed that the safety of both patrons and staff is good. There was a question about the use of resources to ensure compliance of wearing masks. Confirmation was given that flyers, posters and signage were posted throughout the libraries stating everyone over the age of four must wear a mask/facial covering as well as providing instructions on the proper way to wear masks. A small handout is in the process of being developed to give to patrons and staff will continue to give verbal reminders to patrons not wearing a mask. Patrons are directed to the main desks or other locations in each department where KN95 disposable masks are available.

Work has begun on action plans based on the three focus areas: Health, Learning, and Civic Duty that the Board identified during the annual planning retreat in August. A living document from each committee will be developed.

A clarification was made that the Friends of the Medford Library storage and back-of-house operations will be relocated from the Mezzanine to the office space previously occupied by the Foundation and the additional storage space on the main level. The Friends of the Medford Library's Book Shop will remain in the same location.

### **Year-End Statistical Report**

Discussion and questions were made by Board members and answered by Ms. Hunt.

Director Turner requested that our matrix: "What percentage of our population are active card holders?" be included in the 2021 Year-End Statistical Report.

### **Transition Roadmap**

Ms. May acknowledged the slow start of renovations to the second floor due to the fires but some progress has been made and will continue in the following weeks. Implementation of the new payroll system, Incode is on schedule. The general ledger and accounts payable systems are scheduled to go live on September 21<sup>st</sup>. The pay period ending September 28<sup>th</sup> will be the first payroll paid out of Incode.

### **Summer Reading Report**

Ms. May was available for comments and questions in place of Ms. Strong, who was unable to attend the meeting. There were no questions from Board members.

## **UNFINISHED BUSINESS**

### **Board Committee Assignments**

**MOTION:** Vice President Dziura moved to approve the Board member committee assignments and representatives to the media, RVCOG, and Jackson County Library Foundation. Committee assignments were discussed at the Board Retreat on August 14<sup>th</sup> and remain the same as the previous year. Director Kiefer seconded the motion. The motion was approved unanimously.

Two new committees and member committee appointments not listed in the attachment "Appointing Committee Members and Chairpersons; Board Liaisons; and Board Media Representative" memo will also be ratified. They are the **Foundation Relationship Committee:** George Prokop and Susan Kiefer and the **Metrics/Data Committee:** George Prokop and Jill Turner. Each committee (Advocacy, Facilities, Finance, Foundation Relationship, Metrics/Data, Policy and Technology) will bring a charter and work plan to the October 8, 2020, Board Regular Meeting.

There was a discussion by Board members and Ms. May about setting up goals or milestones prior to creating action plans, reaffirming a committee's current charter or changing it. It was noted that in the past, there was no discussion of specific goals for committees by the Board. The committees came up with charters and work plans on their own.

**MOTION:** Vice President Dziura moved to have a 2<sup>nd</sup> vote to approve all of the Board member committee assignments including the Foundation Relationship and Metrics committees. The motion was approved unanimously.

## **NEW BUSINESS**

### **Collection Development Policy**

**MOTION:** Director Turner moved to approve the proposed changes to Policy 5-3, Collection Development Policy as indicated in a revised 8/25/2020 version of the policy for review. Director Prokop seconded the motion. The motion was approved unanimously.

### **Collection Services with UMS**

**MOTION:** Director Turner moved to approve discontinuing using the collections aspect of the contract with UMS: Unique Management Services and omitting the \$10 service charge for lost materials. Mailing of notices for grossly overdue items to patrons who opt for mail-only notifications will continue until that service can be brought in-house. Director Kiefer seconded the motion. The motion was approved unanimously. There were two questions and comments by Board members and Ms. May about the amount of revenue UMS generated versus maintaining the goodwill of patrons by not charging a collection fee during a pandemic. It was noted that this service was required in our last contract with LS&S but is not required with JCLD.

### **Establish Fund to Help Employees Impacted by Fires**

Ms. May requested that an additional item be added to the September 10<sup>th</sup> Agenda under New Business. She asked the board to approve setting up a fund to assist employees that were displaced or lost their homes to the Alameda and South Obenchain fires. Ms. May responded to questions that three staff members lost their homes and all branch libraries survived. Ms Bunick was asked to research options for setting up the fund.

**MOTION:** Director Kiefer moved to authorize staff setting up a charitable fund to assist employees. Vice President Dziura seconded the motion. The motion was approved unanimously.

### **COMMITTEE AND BOARD MEMBER REPORTS**

None.

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

The next regular Board meeting will be held on Zoom, Thursday, October 8, 2020 from 4-6pm.

### **ADJOURN**

Director Kiefer adjourned the Regular Board Meeting at 5:10 p.m.

/s/ Denise Menicucci  
Recording Secretary

Jackson County Library District  
 Statement of Revenues and Expenditures - Unposted Transactions Included In Report  
 From 7/1/2020 Through 8/31/2020

101 - General Administration

PRELIMINARY

	Budget- Current Year	Current Month Actual	YTD Actual	Budget Remaining	Percentage received or spent to date
Current Property Tax Collections	10,720,995.00	0.00	0.00	(10,720,995.00)	0.00%
Prior Year Property Tax Collections	200,000.00	0.00	0.00	(200,000.00)	0.00%
Interest Income	300,000.00	10,619.01	24,725.90	(275,274.10)	8.24%
Interest- Lindberg Note	12,000.00	0.00	1,092.46	(10,907.54)	9.10%
Other Income	25,000.00	88.56	7,950.15	(17,049.85)	31.80%
E Rate	106,000.00	8,848.50	17,697.00	(88,303.00)	16.69%
Reimbursements From RCC	34,100.00	0.00	22,456.63	(11,643.37)	65.85%
Misc. Grants	0.00	6,869.92	6,869.92	6,869.92	0.00%
Government Agency Rentals	110,230.00	0.00	9,142.14	(101,087.86)	8.29%
Late Fee Charges- RCC/UJMS	12,000.00	72.94	695.30	(11,304.70)	5.79%
Lost/Damaged Materials	7,000.00	393.16	393.16	(6,606.84)	5.61%
Photocopy/Fax Sales	9,000.00	143.22	143.22	(8,856.78)	1.59%
Printer Sales	14,000.00	287.75	287.75	(13,712.25)	2.05%
On Line Fee Collections	0.00	1,135.75	1,992.74	1,992.74	0.00%
General Public Donations	0.00	(15.30)	(15.30)	(15.30)	0.00%
OR Community Foundation- restricted	0.00	14.60	14.60	14.60	0.00%
Beginning Fund Balance-Unrestricted	7,207,960.00	0.00	0.00	(7,207,960.00)	0.00%
Total Revenue	18,758,285.00	28,458.11	93,445.67	(18,664,839.33)	0.49%
Expenditures					
Personnel Expenses					
Salaries and Wages	4,327,552.00	306,216.78	627,976.43	3,699,575.57	14.51%
FICA and Medicare- payroll taxes	326,388.00	23,053.39	46,756.95	279,631.05	14.32%
Worker comp- payroll taxes	53,274.00	781.78	1,557.77	51,716.23	2.92%
Health/Dental Insurance	1,400,000.00	68,437.77	157,879.20	1,242,120.80	11.27%
Retirement Contribution	335,736.00	721.29	1,476.92	334,259.08	0.43%
Payroll -other benefits	23,500.00	0.00	0.00	23,500.00	0.00%
Leave Paid - Sick	0.00	1,198.55	2,083.32	(2,083.32)	0.00%
Vacation accrual	0.00	18,385.36	37,553.14	(37,553.14)	0.00%
HSA Contributions	0.00	1,677.95	1,677.95	(1,677.95)	0.00%
Unemployment Insurance	89,500.00	0.00	0.00	89,500.00	0.00%
Total Personnel Expenses	6,555,950.00	420,472.87	876,961.68	5,678,988.32	13.38%

not determined  
not determined

Jackson County Library District  
Statement of Revenues and Expenditures - Unposted Transactions Included In Report  
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101 - General Administration

	Budget- Current Year	Current Month Actual	YTD Actual	Budget Remaining	Percentage received or spent to date
Materials and Services					
Accounting Services	27,650.00	7,438.69	7,438.69	20,211.31	26.90%
Auditing Services	12,350.00	0.00	0.00	12,350.00	0.00%
Administrative Services	0.00	726.44	726.44	(726.44)	0.00%
Bank Fees/Interest Expense	1,072.00	0.15	53.12	1,018.88	4.95%
Consultant Fees	112,000.00	0.00	0.00	112,000.00	0.00%
Background Checks	5,000.00	1,466.86	1,466.86	3,533.14	29.33%
Elections	45,000.00	0.00	0.00	45,000.00	0.00%
Insurance	105,000.00	22,233.00	62,542.00	42,458.00	59.56%
Legal Services	30,000.00	4,469.00	4,469.00	25,531.00	14.89%
Memberships, Dues and Subscriptions	6,605.00	1,178.87	1,178.87	5,426.13	17.84%
Supplies	197,000.00	11,749.39	12,325.58	184,674.42	6.25%
Postage	24,000.00	1,818.19	1,818.19	22,181.81	7.57%
Travel- airfare, lodging, meals etc	10,000.00	0.00	0.00	10,000.00	0.00%
Advertising/Legal Notices	13,000.00	265.00	265.00	12,735.00	2.03%
In District Mileage	22,500.00	424.34	756.79	21,743.21	3.36%
In District meetings, meals, events	5,500.00	0.00	0.00	5,500.00	0.00%
Professional Development	29,850.00	77.00	977.00	28,873.00	3.27%
Volunteer and Staff Recognition	3,500.00	0.00	0.00	3,500.00	0.00%
Alarm Services	3,465.00	30.00	2,141.22	1,323.78	61.79%
Building Repair/Maintenance	514,366.00	0.00	395.87	513,970.13	0.07%
Custodial Services	485,072.00	40,853.34	40,853.34	444,218.66	8.42%
Custodial Supplies	7,169.00	568.71	568.71	6,600.29	7.93%
Landscape Services	8,433.00	1,829.40	1,829.40	6,603.60	21.69%
Security Services	141,827.00	13,063.00	13,063.00	128,764.00	9.21%
Signs and Signal Materials	15,000.00	0.00	0.00	15,000.00	0.00%
Fees- Lindberg Note	0.00	103.31	109.31	(109.31)	0.00%
Copier Expense	23,220.00	2,757.50	2,757.50	20,462.50	11.87%
Equipment Repair/Maintenance	34,500.00	740.04	833.82	33,666.18	2.41%
Facility Furnishing Expense	25,000.00	0.00	0.00	25,000.00	0.00%
Minor Equipment	70,000.00	5,103.24	5,103.24	64,896.76	7.29%
Computers and technology	241,600.00	11,708.03	11,708.03	229,891.97	4.84%
Supplies and Expenses-Facilities	4,500.00	27.28	27.28	4,472.72	0.60%
Computer Software and Licensing	156,639.00	1,983.74	30,040.70	126,598.30	19.17%
Transition expenses	200,000.00	13,567.00	13,567.00	186,433.00	6.78%
LS&S Contract	158,000.00	0.00	100,000.00	58,000.00	63.29%
Library Materials	1,331,000.00	0.00	0.00	1,331,000.00	0.00%
Strategic Plan Initiative	500,000.00	0.00	0.00	500,000.00	0.00%
SOHS contract	39,000.00	0.00	0.00	39,000.00	0.00%

Jackson County Library District  
 Statement of Revenues and Expenditures - Unposted Transactions Included In Report  
 From 7/1/2020 Through 8/31/2020

101 - General Administration

	Budget- Current Year	Current Month Actual	YTD Actual	Budget Remaining	Percentage received or spent to date
Advertising	48,500.00	0.00	0.00	48,500.00	0.00%
Library materials- digital	0.00	41.94	41.94	(41.94)	0.00%
Professional Services	70,000.00	331.77	331.77	69,668.23	0.47%
Printing Services	51,000.00	1,771.03	1,771.03	49,228.97	3.47%
Electricity	223,000.00	36,713.70	36,713.70	186,286.30	16.46%
Natural Gas	32,000.00	2,745.05	2,745.05	29,254.95	8.57%
Garbage Service	21,000.00	2,803.93	2,803.93	18,196.07	13.35%
Water and Sewer Service	32,550.00	6,597.89	7,323.66	25,226.34	22.49%
Street and Storm Drain Fees	20,000.00	1,857.62	3,297.54	16,702.46	16.48%
Telecom-Voice and LD	25,000.00	3,066.50	3,133.99	21,866.01	12.53%
Telecom-Wide Area Network	115,500.00	8,700.00	17,400.00	98,100.00	15.06%
Telecom-Internet Services	27,000.00	2,294.12	4,219.12	22,780.88	15.62%
Municipal Assessments	3,550.00	742.45	781.82	2,768.18	22.02%
Telecom- Hot Spots	52,000.00	4,377.20	8,748.40	43,251.60	16.82%
Maintenance & Fuel for Vehicles	12,000.00	973.81	973.81	11,026.19	8.11%
Total Materials and Services	5,341,918.00	217,198.53	407,301.72	4,934,616.28	7.62%
Other expenditures					
Capital Outlay	215,000.00	0.00	0.00	215,000.00	0.00%
Contingency	750,000.00	0.00	0.00	750,000.00	0.00%
Ending Fund Balance	4,552,332.00	0.00	0.00	4,552,332.00	0.00%
Total Other expenditures	5,517,332.00	0.00	0.00	5,517,332.00	0.00%
Transfers to CIF					
Transfer to Capital Improvement Fund	1,343,085.00	0.00	0.00	1,343,085.00	0.00%
Total Transfers to CIF	1,343,085.00	0.00	0.00	1,343,085.00	0.00%
Total Expenditures	18,758,285.00	637,671.40	1,284,263.40	17,474,021.60	6.85%
Net Revenue Over Expenditures	0.00	(609,213.29)	(1,190,817.73)	(1,190,817.73)	0.00%

Jackson County Library District  
Statement of Revenues and Expenditures - Unposted Transactions Included In Report  
From 7/1/2020 Through 8/31/2020

121 - Carpenter Funds

	Budget- Current Year	Current Month Actual	YTD Actual	Budget Remaining	Percentage received or spent to date
Operating Revenue					
Operating revenue					
Restricted Grant Revenue	3,000.00	0.00	3,000.00	0.00	100.00%
Beginning Fund Balance-Restricted	500.00	0.00	0.00	(500.00)	0.00%
Total Operating revenue	<u>3,500.00</u>	<u>0.00</u>	<u>3,000.00</u>	<u>(500.00)</u>	<u>85.71%</u>
Total Operating Revenue	<u>3,500.00</u>	<u>0.00</u>	<u>3,000.00</u>	<u>(500.00)</u>	<u>85.71%</u>
Total Revenue	<u>3,500.00</u>	<u>0.00</u>	<u>3,000.00</u>	<u>(500.00)</u>	<u>85.71%</u>
Expenditures					
Materials and Services					
Supplies	3,500.00	0.00	0.00	3,500.00	0.00%
Total Materials and Services	<u>3,500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>3,500.00</u>	<u>0.00%</u>
Total Expenditures	<u>3,500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>3,500.00</u>	<u>0.00%</u>
Net Revenue Over Expenditures	<u>0.00</u>	<u>0.00</u>	<u>3,000.00</u>	<u>3,000.00</u>	<u>0.00%</u>



Jackson County Library District  
Statement of Revenues and Expenditures - Unposted Transactions Included In Report  
From 7/1/2020 Through 8/31/2020

122 - Friends Funds

	Budget- Current Year	Current Month Actual	YTD Actual	Budget Remaining	Percentage received or spent to date
Operating Revenue					
Operating revenue					
Restricted Grant Revenue	81,075.00	0.00	0.00	(81,075.00)	0.00%
Total Operating revenue	<u>81,075.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(81,075.00)</u>	<u>0.00%</u>
Total Operating Revenue	<u>81,075.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(81,075.00)</u>	<u>0.00%</u>
Total Revenue	<u>81,075.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(81,075.00)</u>	<u>0.00%</u>
Expenditures					
Personnel Expenses					
Salaries and Wages	10,000.00	0.00	0.00	10,000.00	0.00%
Total Personnel Expenses	<u>10,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>10,000.00</u>	<u>0.00%</u>
Materials and Services					
Supplies	71,075.00	1,194.04	1,194.04	69,880.96	1.67%
Total Materials and Services	<u>71,075.00</u>	<u>1,194.04</u>	<u>1,194.04</u>	<u>69,880.96</u>	<u>1.68%</u>
Total Expenditures	<u>81,075.00</u>	<u>1,194.04</u>	<u>1,194.04</u>	<u>79,880.96</u>	<u>1.47%</u>
Net Revenue Over Expenditures	<u>0.00</u>	<u>(1,194.04)</u>	<u>(1,194.04)</u>	<u>(1,194.04)</u>	<u>0.00%</u>

Jackson County Library District  
Statement of Revenues and Expenditures - Unposted Transactions Included In Report  
From 7/1/2020 Through 8/31/2020

123 - Gebhardt Funds

	Budget- Current Year	Current Month Actual	YTD Actual	Budget Remaining	Percentage received or spent to date
Operating Revenue					
Operating revenue					
Interest Income	7,500.00	0.00	0.00	(7,500.00)	0.00%
Beginning Fund Balance-Restricted	<u>307,585.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(307,585.00)</u>	<u>0.00%</u>
Total Operating revenue	<u>315,085.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(315,085.00)</u>	<u>0.00%</u>
Total Operating Revenue	<u>315,085.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(315,085.00)</u>	<u>0.00%</u>
Total Revenue	<u>315,085.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(315,085.00)</u>	<u>0.00%</u>
Expenditures					
Personnel Expenses					
Salaries and Wages	<u>10,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>10,000.00</u>	<u>0.00%</u>
Total Personnel Expenses	<u>10,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>10,000.00</u>	<u>0.00%</u>
Materials and Services					
Supplies	<u>200,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>200,000.00</u>	<u>0.00%</u>
Total Materials and Services	<u>200,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>200,000.00</u>	<u>0.00%</u>
Other expenditures					
Capital Outlay	<u>105,085.00</u>	<u>0.00</u>	<u>0.00</u>	<u>105,085.00</u>	<u>0.00%</u>
Total Other expenditures	<u>105,085.00</u>	<u>0.00</u>	<u>0.00</u>	<u>105,085.00</u>	<u>0.00%</u>
Total Expenditures	<u>315,085.00</u>	<u>0.00</u>	<u>0.00</u>	<u>315,085.00</u>	<u>0.00%</u>
Net Revenue Over Expenditures	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>

Jackson County Library District  
Statement of Revenues and Expenditures - Unposted Transactions Included In Report  
From 7/1/2020 Through 8/31/2020

124 - Hulbert Funds

	Budget- Current Year	Current Month Actual	YTD Actual	Budget Remaining	Percentage received or spent to date
Operating Revenue					
Operating revenue					
Interest Income	7,500.00	0.00	0.00	(7,500.00)	0.00%
Restricted Grant Revenue	132,000.00	0.00	0.00	(132,000.00)	0.00%
Beginning Fund Balance-Restricted	250,000.00	0.00	0.00	(250,000.00)	0.00%
Total Operating revenue	<u>389,500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(389,500.00)</u>	<u>0.00%</u>
Total Operating Revenue	<u>389,500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(389,500.00)</u>	<u>0.00%</u>
Total Revenue	<u>389,500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(389,500.00)</u>	<u>0.00%</u>
Expenditures					
Personnel Expenses					
Salaries and Wages	100,000.00	155.89	1,403.16	98,596.84	1.40%
FICA and Medicare- payroll taxes	0.00	13.60	122.37	(122.37)	0.00%
Worker comp- payroll taxes	0.00	0.30	2.66	(2.66)	0.00%
Health/Dental Insurance	0.00	83.14	748.36	(748.36)	0.00%
Leave Paid - Sick	0.00	3.54	31.89	(31.89)	0.00%
Vacation accrual	0.00	12.26	110.39	(110.39)	0.00%
Total Personnel Expenses	<u>100,000.00</u>	<u>268.73</u>	<u>2,418.83</u>	<u>97,581.17</u>	<u>2.42%</u>
Materials and Services					
Supplies	125,000.00	2,963.41	2,963.41	122,036.59	2.37%
Professional Services	0.00	3,875.00	3,875.00	(3,875.00)	0.00%
Total Materials and Services	<u>125,000.00</u>	<u>6,838.41</u>	<u>6,838.41</u>	<u>118,161.59</u>	<u>5.47%</u>
Other expenditures					
Capital Outlay	14,500.00	0.00	0.00	14,500.00	0.00%
Ending Fund Balance	150,000.00	0.00	0.00	150,000.00	0.00%
Total Other expenditures	<u>164,500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>164,500.00</u>	<u>0.00%</u>
Total Expenditures	<u>389,500.00</u>	<u>7,107.14</u>	<u>9,257.24</u>	<u>380,242.76</u>	<u>2.38%</u>
Net Revenue Over Expenditures	<u>0.00</u>	<u>(7,107.14)</u>	<u>(9,257.24)</u>	<u>(9,257.24)</u>	<u>0.00%</u>

Jackson County Library District  
Statement of Revenues and Expenditures - Unposted Transactions Included In Report  
From 7/1/2020 Through 8/31/2020

125 - JCLF Funds

	Budget- Current Year	Current Month Actual	YTD Actual	Budget Remaining	Percentage received or spent to date
Operating Revenue					
Operating revenue					
Restricted Grant Revenue	130,000.00	0.00	0.00	(130,000.00)	0.00%
Total Operating revenue	<u>130,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(130,000.00)</u>	<u>0.00%</u>
Total Operating Revenue	<u>130,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(130,000.00)</u>	<u>0.00%</u>
Total Revenue	<u>130,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(130,000.00)</u>	<u>0.00%</u>
Expenditures					
Materials and Services					
Supplies	130,000.00	0.00	0.00	130,000.00	0.00%
Total Materials and Services	<u>130,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>130,000.00</u>	<u>0.00%</u>
Total Expenditures	<u>130,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>130,000.00</u>	<u>0.00%</u>
Net Revenue Over Expenditures	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>

Jackson County Library District  
 Statement of Revenues and Expenditures - Unposted Transactions Included In Report  
 From 7/1/2020 Through 8/31/2020

126 - Kaleidoscope Funds

	Budget- Current Year	Current Month Actual	YTD Actual	Budget Remaining	Percentage received or spent to date
Operating Revenue					
Operating revenue					
Restricted Grant Revenue	5,000.00	0.00	0.00	(5,000.00)	0.00%
Total Operating revenue	5,000.00	0.00	0.00	(5,000.00)	0.00%
Total Operating Revenue	5,000.00	0.00	0.00	(5,000.00)	0.00%
Total Revenue	5,000.00	0.00	0.00	(5,000.00)	0.00%
Expenditures					
Materials and Services					
Supplies	5,000.00	0.00	0.00	5,000.00	0.00%
Total Materials and Services	5,000.00	0.00	0.00	5,000.00	0.00%
Total Expenditures	5,000.00	0.00	0.00	5,000.00	0.00%
Net Revenue Over Expenditures	0.00	0.00	0.00	0.00	0.00%

Jackson County Library District  
Statement of Revenues and Expenditures - Unposted Transactions Included In Report  
From 7/1/2020 Through 8/31/2020

127 - Linberg Estate Funds

	Budget- Current Year	Current Month Actual	YTD Actual	Budget Remaining	Percentage received or spent to date
Operating Revenue					
Operating revenue					
Interest Income	15,500.00	0.00	0.00	(15,500.00)	0.00%
Interest- Lindberg Note	0.00	1,197.63	1,197.63	1,197.63	0.00%
Beginning Fund Balance-Restricted	400,000.00	0.00	0.00	(400,000.00)	0.00%
Total Operating revenue	415,500.00	1,197.63	1,197.63	(414,302.37)	0.29%
Total Operating Revenue	415,500.00	1,197.63	1,197.63	(414,302.37)	0.29%
Total Revenue	415,500.00	1,197.63	1,197.63	(414,302.37)	0.28%
Expenditures					
Materials and Services					
Fees- Lindberg Note	0.00	6.00	6.00	(6.00)	0.00%
Total Materials and Services	0.00	6.00	6.00	(6.00)	0.00%
Other expenditures					
Capital Outlay	100,000.00	0.00	0.00	100,000.00	0.00%
Ending Fund Balance	315,500.00	0.00	0.00	315,500.00	0.00%
Total Other expenditures	415,500.00	0.00	0.00	415,500.00	0.00%
Total Expenditures	415,500.00	6.00	6.00	415,494.00	0.00%
Net Revenue Over Expenditures	0.00	1,191.63	1,191.63	1,191.63	0.00%

Jackson County Library District  
Statement of Revenues and Expenditures - Unposted Transactions Included In Report  
From 7/1/2020 Through 8/31/2020

128 - OCF Funds- all

	Budget- Current Year	Current Month Actual	YTD Actual	Budget Remaining	Percentage received or spent to date
Operating Revenue					
Operating revenue					
Restricted Grant Revenue	10,000.00	0.00	2,761.84	(7,238.16)	27.61%
Beginning Fund Balance-Restricted	20,000.00	0.00	0.00	(20,000.00)	0.00%
Total Operating revenue	<u>30,000.00</u>	<u>0.00</u>	<u>2,761.84</u>	<u>(27,238.16)</u>	<u>9.21%</u>
Total Operating Revenue	<u>30,000.00</u>	<u>0.00</u>	<u>2,761.84</u>	<u>(27,238.16)</u>	<u>9.21%</u>
Total Revenue	<u>30,000.00</u>	<u>0.00</u>	<u>2,761.84</u>	<u>(27,238.16)</u>	<u>9.20%</u>
Expenditures					
Materials and Services					
Supplies	15,000.00	0.00	0.00	15,000.00	0.00%
Total Materials and Services	<u>15,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>15,000.00</u>	<u>0.00%</u>
Other expenditures					
Ending Fund Balance	15,000.00	0.00	0.00	15,000.00	0.00%
Total Other expenditures	<u>15,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>15,000.00</u>	<u>0.00%</u>
Total Expenditures	<u>30,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>30,000.00</u>	<u>0.00%</u>
Net Revenue Over Expenditures	<u>0.00</u>	<u>0.00</u>	<u>2,761.84</u>	<u>2,761.84</u>	<u>0.00%</u>

Jackson County Library District  
Statement of Revenues and Expenditures - Unposted Transactions Included In Report  
From 7/1/2020 Through 8/31/2020

129 - Ready to Read Grant Funds

	Budget- Current Year	Current Month Actual	YTD Actual	Budget Remaining	Percentage received or spent to date
Operating Revenue					
Operating revenue					
Restricted Grant Revenue	37,000.00	0.00	0.00	(37,000.00)	0.00%
Beginning Fund Balance-Restricted	35,000.00	0.00	0.00	(35,000.00)	0.00%
Total Operating revenue	<u>72,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(72,000.00)</u>	<u>0.00%</u>
Total Operating Revenue	<u>72,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(72,000.00)</u>	<u>0.00%</u>
Total Revenue	<u>72,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(72,000.00)</u>	<u>0.00%</u>
Expenditures					
Personnel Expenses					
Salaries and Wages	25,000.00	0.00	0.00	25,000.00	0.00%
Total Personnel Expenses	<u>25,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>25,000.00</u>	<u>0.00%</u>
Materials and Services					
Supplies	25,000.00	0.00	0.00	25,000.00	0.00%
Professional Services	0.00	3,750.00	3,750.00	(3,750.00)	0.00%
Total Materials and Services	<u>25,000.00</u>	<u>3,750.00</u>	<u>3,750.00</u>	<u>21,250.00</u>	<u>15.00%</u>
Other expenditures					
Ending Fund Balance	22,000.00	0.00	0.00	22,000.00	0.00%
Total Other expenditures	<u>22,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>22,000.00</u>	<u>0.00%</u>
Total Expenditures	<u>72,000.00</u>	<u>3,750.00</u>	<u>3,750.00</u>	<u>68,250.00</u>	<u>5.21%</u>
Net Revenue Over Expenditures	<u>0.00</u>	<u>(3,750.00)</u>	<u>(3,750.00)</u>	<u>(3,750.00)</u>	<u>0.00%</u>



Jackson County Library District  
Statement of Revenues and Expenditures - Unposted Transactions Included In Report  
From 7/1/2020 Through 8/31/2020

130 - Miscellaneous Restricted Funds

	Budget- Current Year	Current Month Actual	YTD Actual	Budget Remaining	Percentage received or spent to date
Operating Revenue					
Operating revenue					
Restricted Grant Revenue	10,000.00	0.00	0.00	(10,000.00)	0.00%
Beginning Fund Balance-Restricted	30,000.00	0.00	0.00	(30,000.00)	0.00%
Total Operating revenue	40,000.00	0.00	0.00	(40,000.00)	0.00%
Total Operating Revenue	40,000.00	0.00	0.00	(40,000.00)	0.00%
Total Revenue	40,000.00	0.00	0.00	(40,000.00)	0.00%
Expenditures					
Personnel Expenses					
Salaries and Wages	0.00	721.02	1,716.81	(1,716.81)	0.00%
FICA and Medicare- payroll taxes	0.00	54.47	121.45	(121.45)	0.00%
Worker comp- payroll taxes	0.00	1.39	3.01	(3.01)	0.00%
Health/Dental Insurance	0.00	102.80	199.42	(199.42)	0.00%
Leave Paid - Sick	0.00	0.00	7.89	(7.89)	0.00%
Vacation accrual	0.00	46.97	107.63	(107.63)	0.00%
Total Personnel Expenses	0.00	926.65	2,156.21	(2,156.21)	0.00%
Materials and Services					
Supplies	30,000.00	0.00	0.00	30,000.00	0.00%
In District Mileage	0.00	253.12	595.14	(595.14)	0.00%
Total Materials and Services	30,000.00	253.12	595.14	29,404.86	1.98%
Other expenditures					
Ending Fund Balance	10,000.00	0.00	0.00	10,000.00	0.00%
Total Other expenditures	10,000.00	0.00	0.00	10,000.00	0.00%
Transfers to CIF					
Transfer to Capital Improvement Fund	0.00	0.00	(121.12)	121.12	0.00%
Total Transfers to CIF	0.00	0.00	(121.12)	121.12	0.00%
Total Expenditures	40,000.00	1,179.77	2,630.23	37,369.77	6.58%
Net Revenue Over Expenditures	0.00	(1,179.77)	(2,630.23)	(2,630.23)	0.00%

Jackson County Library District  
Statement of Revenues and Expenditures - Unposted Transactions Included In Report  
From 7/1/2020 Through 8/31/2020

201 - Capital Improvement Fund

	Budget- Current Year	Current Month Actual	YTD Actual	Budget Remaining	Percentage received or spent to date
Operating Revenue					
Operating revenue					
Interest Income	110,000.00	0.00	0.00	(110,000.00)	0.00%
Beginning Fund Balance-Unrestricted	6,176,279.00	0.00	0.00	(6,176,279.00)	0.00%
Transfer from General fund	300,000.00	0.00	0.00	(300,000.00)	0.00%
Total Operating revenue	<u>6,586,279.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(6,586,279.00)</u>	<u>0.00%</u>
Total Operating Revenue	<u>6,586,279.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(6,586,279.00)</u>	<u>0.00%</u>
Total Revenue	<u>6,586,279.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(6,586,279.00)</u>	<u>0.00%</u>
Expenditures					
Materials and Services					
Building Repair/Maintenance	<u>100,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>100,000.00</u>	<u>0.00%</u>
Total Materials and Services	<u>100,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>100,000.00</u>	<u>0.00%</u>
Other expenditures					
Capital Outlay	<u>6,486,279.00</u>	<u>0.00</u>	<u>0.00</u>	<u>6,486,279.00</u>	<u>0.00%</u>
Total Other expenditures	<u>6,486,279.00</u>	<u>0.00</u>	<u>0.00</u>	<u>6,486,279.00</u>	<u>0.00%</u>
Total Expenditures	<u>6,586,279.00</u>	<u>0.00</u>	<u>0.00</u>	<u>6,586,279.00</u>	<u>0.00%</u>
Net Revenue Over Expenditures	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>



## Director's Report October 2020

### Library Administration

#### *Fire Response*

The Phoenix, Talent, Medford, Shady Cove, Eagle Point, Butte Falls, and Prospect libraries were all closed for one to two weeks due to the Almeda and Obenchain fires. Dozens of JCLS staff were displaced over this same period due to evacuations, some lasting more than a week, and due to loss of homes. Assistant Director of Public Services Claudine Taillac worked with staff from all of these libraries to reassign staff as needed. Everyone came together with compassion and camaraderie to ensure that library operations could continue uninterrupted at the branches that were still open. Adult Services Librarian Ken Loders spearheaded the effort to create a *Fire Response and Recovery Resource Guide* that has been added to the website. Business Librarian Elanna Erhardt and Adult Services staff have continued to add to this resource guide as new information regarding aid for fire victims becomes available.

The Circulation Committee collaborated with Support Services to respond to patrons who lost library materials in the fire. Information was placed on the website, social media, and on the materials notifications with the message that library materials lost in the fires would be withdrawn from the collection at no charge to the patron. A record set was created to track these materials. The Circulation Committee is working on a standard operating procedure for emergency closures of branches.

Outreach to Child Care (OCC) staff checked on their child care sites to assess needs and provide support and discovered an immediate need to place books back into the hands of children who have lost some or all of their possessions. Answering that call, OCC donated 172 new Spanish language books and 60 new English language books to the Oregon Child Development Coalition and the SOESD's Migrant Preschool program; both sites serve families that were heavily impacted by the fires.

Medford Circulation Supervisor Ali Aftreth and Youth Services Coordinator Brystan Strong spearheaded a systemwide book, toy, and game drive for families impacted by the fires. The drive occurred during the week of September 21 – 27. The outpouring of donations was enormous, filling the Carpenter Meeting Room at the Medford Library. Staff sorted and distributed items to the following branches for families to begin coming in for the giveaway starting October 1: Medford, Ashland, Central Point, Jacksonville, and White City.

Assistant Director Taillac worked with the Phoenix/Talent School District to make the Medford Library's Large Meeting Room a WIFI distance learning site for high school students who had lost their homes. Over the week of September 21, the district tested the various sites to see which ones were most accessible to students. At the end of the week, it was determined that the Medford Library was not being utilized by the students. Ms. Taillac will continue to be in contact with the district for other needs that may arise.

### ***Business Administration***

The Almeda and Obenchain fires impacted workflows throughout the organization. Several Administrative Services staff were forced to leave their homes under Level 2 and Level 3 evacuation orders. Nevertheless, the team performed well under pressure. Facilities worked closely with the County to ensure the Phoenix and Talent libraries were inspected for fire and smoke damage prior to reopening. Onsite visits to Shady Cove, Eagle Point, Butte Falls and Prospect were also conducted to ensure patron and staff safety. Special cleaning was also performed at the branches closest to the fires. For the three JCLS employees whose homes were lost in the Almeda Fire, Human Resources connected them with agencies and programs that could help them and their families along the road to recovery. Human Resources Manager Brynn Fogerty worked with the three staff members to set up Gofundme accounts so JCLS employees, anxious to help their coworkers, could help provide immediate financial relief. Despite the disruption in resources, Finance managed to keep the Incode 10 conversion on schedule, with Senior Accountant Vicki Robinson and Accounting & Payroll Specialist Elisabeth Campbell going above and beyond to help ensure a successful transition.

### ***Branches***

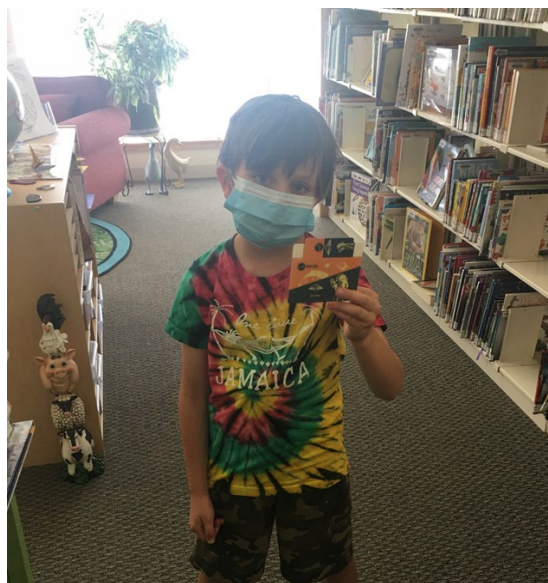
An immediate increase in use of computers was noticeable at many branches due to fire victims placing insurance claims, locating fire aid resources, getting new driver licenses, updating voter registration, and requesting new vital records documents. Printing fees are being waived in these cases, and patrons are grateful for this, as well as for the ability to use the computers. An Eagle Point patron reported that the hot spot he had checked out before the fires helped him to stay informed of emergency updates. The Central Point branch was able to provide a woman and her grandchildren who had lost their home with free books and Take & Make kits, as well as a gift card to Lillie Belle Chocolates, which brought a lot of comfort to them. Central Point Branch Manager Marne Kapule sent three bags of books and games to the Expo evacuation center for evacuees the day after the Almeda fire. Because of the proximity of the Evans Creek Community Center evacuation location to the Rogue River branch, numerous evacuees or those who had lost their homes used library services to take care of important business.

The Ashland Children’s Department helped families find books about fire, fire fighters, feeling scared, and other topics relating to the fire trauma. Staff have also been available for people to share their stories and have seen the importance of the library as a community gathering place for friends and families to touch base. A new market for the Take & Make kits was found in patrons who came to get them for evacuated family members staying with them. Adults were so grateful to give the children something fun to do. The Raft Take & Make was especially well received. Adults praised the little treasure that was included and loved the fact that the rafts really did float. Usage of the Ashland library’s free Wi-Fi service increased after the fire and on Thursday, September 10th, the library’s Information Technology Department recorded twice the normal usage.

Nearly every patron who has visited the Phoenix Library since reopening on September 22 has expressed happiness that the branch is still here and open. The fires have created a palpable sense of caring in the community and many patrons regularly inquire after the health and safety of Library Associates Lori Wilson and Emily Dunckle and Branch Manager Jody Fleming.

At the Talent Library, patron support has continued to be very strong during the month, with many patrons inquiring about the well-being of the library and staff by email or phone. The following comment that Branch Manager Patrick Mathewes received from a patron is indicative of the impact this library has: “Thank you, and thanks to you and the rest of the staff for keeping the library going during the time of Covid-19. I worry about your safety. I also know that the library means more than ever to our granddaughter who doesn’t have in-person school and to all of us whose activities are constrained.”

Despite the disruption of the fire and the new staff/patron interactions that occurred during the month, regular branch operations continued.



The Jacksonville staff created a display on homeschooling, which was quickly depleted of its materials due to its popularity. It was replaced by a display about voting that included voter registration forms. Several Rogue River patrons have reported that they have found jobs or completed professional exams online by using the library’s computers. One patron got a job teaching an online class and used the Rogue River meeting room and laptop for her first class. Then she checked out a hot spot to use until her home Wi-Fi upgrade is completed. She commented that “The library is always wonderful.” Ruch Branch Manager Thalia Truesdell is staying connected to the Ruch school and featuring students’ artwork in the library. Being able to see

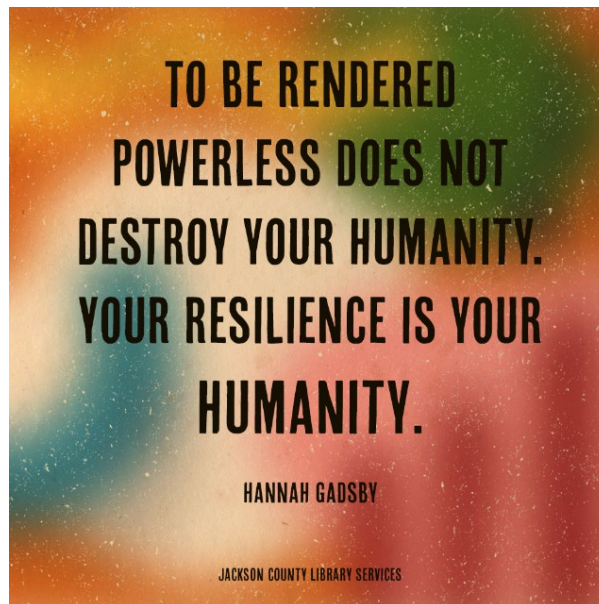
each other's art work serves as a way for students to stay connected to each other during this time of distance learning.

September was National Library Card Sign-Up month, and despite crises, staff continued to promote the benefits of having a library card throughout the community. A seven-year-old at the Applegate Library came in to get his first-ever library card; he chose the astronaut-themed card and proudly posed for a photo.

Adult Services Librarian Kayla Samnath worked with Children's Librarian Lyn Heerema, Library Specialist Brianna Levesque, and Youth Librarian Andrea Leone to create a [Distance Learning & Homeschooling Resource Guide](#). This guide was designed to help parents and students access the resources they need to be successful as unprecedented changes in education have taken place.

### Marketing Summary

In August the Marketing team re-imagined the Events Guide for this new era of online programming, slimming down the size (length and dimensions) and creating a single-month booklet. This was a completely new approach and for the first time was created in-house. Moving forward this experiment provides a new option for how to present the library's events. The library's social media following continued to grow and several posts garnered praise from



patrons: A post on the new ballot box in Medford received a lovely comment thanking JCLS and praise for the library's creativity during the pandemic. An inspirational quote graphic also grabbed the community's attention as one of the top posts of the month. In addition to the news pieces about the new ballot box, the Mail Tribune ran an article about the latest Windows in Time lecture: <https://mailtribune.com/news/happening-now/history-talk-offers-new-perspectives-on-rogue-river-wars>.

With September being National Library Card Sign-up Month, the Marketing team launched a fun social media campaign where a Wonder Woman toy (Wonder Woman being this year's mascot) was sent around to branches for staff to take pictures of. Those were posted throughout the month on JCLS social channels. The month took a surreal turn with the wildfires and social media following grew unexpectedly during this difficult period, demonstrating that patrons were thinking about the library and looking for updates on the status of JCLS branches. The JCLS Twitter following, in particular, boomed, seeing more than five times its average monthly growth. Overall the JCLS social media channels surpassed 6,000 followers.

National Hispanic Heritage Month also started in September, and the Marketing team had the unique opportunity to film a performance by Ballet Folklórico Ritmo Alegre (<https://bit.ly/3iTVRL7>). The livestream of the Rogue Valley Emergency Resource Fair on the JCLS Facebook account was also a huge hit. The recording of that program is available on the JCLS YouTube channel (<https://bit.ly/3mVpiTL>).

JCLS was featured in the media:

<https://kobi5.com/news/local-news/jackson-county-library-medford-branch-offers-virtual-emergency-resource-fair-137202/>

<https://mailtribune.com/news/top-stories/jackson-county-libraries-hosting-book-and-toy-drive-for-locals-affected-by-wildfires>

<https://mailtribune.com/news/top-stories/phoenix-talent-schools-stretch-out>

## Support Services

To help reach Goal 1 of the Technology Plan: *Develop Programs and Services to Foster Innovation and Creativity*, the Digital Services team has been surveying the Library's hot spot users to help develop the Library of Things program regarding technology. Overall, JCLS patrons really appreciate the service as reflected in the following comment: "Thank you appreciate all you offer!" Patrons were complimentary about improved cellular service when the Library moved from a mix of Verizon and US Cellular devices to just US Cellular. Hold times have decreased as well when the number of devices increased from 75 to 100. One of the questions in the survey asked how patrons were using the device. Comments ranged from reading articles, viewing and researching various websites to applying for medical insurance, completing school work and job searching. A few commented that "although the 5g of data is great, more data would be appreciated." Digital Services will review costs of this new *all US Cellular plan* after 12 months (January 2021) and consider options. One patron reported "I can't say I did anything productive this time; however, I hope to learn from my experience and next time use it for bigger & better things that serve more purpose." Since the closure due to Covid-19, hot spot usage has doubled from 30 checkouts in May to 69 in August. Digital Services Supervisor Eric Molinsky instituted the surveys and will be changing the questions every six months to help further guide the program.

Assistant Director of Support Services Carey Hunt is a member of the Statewide Database Licensing Advisory Committee (SDLAC) and attended their annual meeting on September 17, 2020. The Committee is seeking ways to increase usage of the Statewide databases and looking to libraries for some creative marketing ideas. The State will continue to provide Learning Express, a great tool that supports Adult Learning and College & Career Preparation, along with skill-building resources for Elementary, Middle and High School students. Learning Express also provides resources for Spanish Speakers. The Learning Express library-based product is designed for the public library audience. The new contract will include modules such as PrepSTEP that may be more desirable because of the emphasis on online learning. The PrepSTEP modules also offer more seamless integration with learning management systems (LMS) commonly used in academic and high school settings. Ms. Hunt is also working with Arlene Weible, Committee Lead from the State Library, to provide quality training documentation for all Oregon libraries. SDLAC is working on rebranding the State Library database website, and Ms. Hunt is working with Marketing Coordinator Ryan Bradley on the Library's Gale database promotions to share with the Committee.

The Integrated Library System (ILS) Committee has selected the four vendor finalists, and the presentations have been rescheduled to begin October 5<sup>th</sup>. The four systems under review are Innovative Interfaces (Polaris), The Library Corporation (Carl-X), ByWater Solutions (Koha Open Source) and OCLC's new product Wise. The Library's staff recommendation for an ILS will be presented to the Board at the November 12<sup>th</sup> Regular Board meeting.

## **Adult Services**

The Adult Services team held 19 online programs for adults during September. These included five book clubs, two financial literacy workshops, an author talk, multiple history programs, and more.

The largest event was the Rogue Valley Emergency Resource Fair that took place on Saturday, September 19. For five years, the RV Emergency Resource Fair has taken place at the Rogue Valley Mall. Due to COVID-19, the steering committee, which included Area Manager Charlene Prinsen and Adult Services Coordinator Carrie Turney Ross, decided to offer a virtual fair using the JCLS Zoom account and Facebook Livestream. Partner organizations included Asante, Mercy Flights, Providence Medford Medical Center, and AllCare Health. More than 500 people registered for the event that took place just days after the devastating wildfires swept through areas of Jackson County. Most of the registrations occurred after the fires began, showing that residents wanted more insight into staying safe and being prepared for disasters. Topics and presenters included pet safety and evacuation with Linda Bacon from Southern Oregon Emergency Aid; first aid and "Stop the Bleed" with Mercy Flights Explorer Post 131; and earthquake awareness and emergency checklist by Eric Dittmer from Southern Oregon University. YouTube videos were shown on the topic of fire safety and preparedness as local fire departments were unavailable to attend due to the ongoing fires. Two days before the



event, John D. Curtis with the Southern Oregon Deaf and Hearing Loss Workgroup reached out to Ms. Turney Ross to inquire about the accessibility of the program for those with hearing disabilities. In just 24 hours, he was able to connect JCLS with Eric Crook of Southern Oregon Sign Language Interpreting Inc. in order to provide ASL interpreters for the program. One hundred and fifty people attended the day of the program. Additionally, the Facebook video was viewed 579 times in the week following the event.

Adult Services Librarian Carrie Tannehill facilitated the Windows in Time program *The Rogue River Wars: New Perspectives*, presented by local author Ben Truwe. This program focused on contemporary documents that provide a more human story instead of the “haze of Hollywood mythmaking.” In the post-program survey, one patron said they received a “much more realistic understanding of the Rogue River Wars,” while another said, “I had no idea about the interactions of the natives and early settlers. I found it very interesting.”

Beginning in September, JCLS hosted a display the Fair Housing Council of Oregon *Anywhere But Here: The History of Housing Discrimination in Oregon, A Portable Museum Quality Exhibit*. The display started at the Medford branch in early September and moved to the Ashland branch for the rest of the month. In conjunction with this display, Ms. Turney Ross facilitated the first program in the series Common Ground Conversations: Housing Discrimination, presented by Mike and Emily Green of White City. In the first installment, Mr. and Mrs. Green discussed the history of racial discrimination in U.S. and Oregon history and how that led to housing discrimination. *Anywhere But Here* will go to the Eagle Point and Rogue River branches in October.

At Home Services staff Chantel Ullrich and Kateri Warnick quickly began calling AHS patrons following the outbreak of the wildfires. Ms. Ullrich and Ms. Warnick called patrons to check in on them and make sure they were safe. Those who lost their homes to fire were told not to worry about their books and plans were made to either put the patrons on hold for the service or to send their materials to an alternate location.

## **Youth Services**

The Latinx Engagement Committee, chaired by Outreach to Childcare Specialist Megan Pinder, launched the first ever JCLS system-wide celebration of *National Hispanic Heritage Month* on September 15. The committee collaborated with Marketing to create a bilingual webpage that allows patrons to participate in virtual events and explore books, movies, music, blog posts and local resources that celebrate Latinx/Hispanic cultures. In every branch, patrons could pick up Take & Make painting kits and be inspired by displays featuring the lives and work of Hispanic/Latinx artists.

September brought in-person programs back to the Ashland Teen programming schedule for the first time since March 11. The first was a “Tie-Dye on the Lawn” program, in which teens and tweens gathered outside, distanced six feet apart at stations with their own supplies for their tie-dye creations. One teen said that she had never been to a library program before and

wanted to know what other outdoor programs would be available. Teen Services Librarian Jackie Keating showed her how to search for upcoming teen events on the JCLS website.

September 26 marked the annual Greater Medford Multicultural Fair. Although it couldn't happen in person, the organization was able to offer six hours of music, dance, poetry, art, stories, cooking demos and more on a virtual platform, celebrating the beauty and diversity of the Jackson County community. JCLS Youth Services staff contributed to the lineup by providing pre-recorded storytimes in different languages and highlighting cultures that they resonated with. These will also be available on the JCLS YouTube channel at a later date. Also, JCLS staff provided 100 Take & Makes that featured activity and coloring sheets and booklists that allow families to celebrate their own culture, as well as other cultures.

Transition milestones in process or completed within the last month

Jackson County Library District - 2020 Roadmap										Report Date: 10/1/2020
Big Rocks	Key Milestone	Responsible	Scheduled		Status	Notes / Task Owners	New			
			Start	Stop			Actual			
Human Resources	Production Assistance - Personnel Management	Tyler, HR	Oct-20	Oct-20	On target		Oct-20			
	Acceptance of Production - Employee Self Service	Tyler, HR	Oct-20	Oct-20	On target		Oct-20			
	Implement Incode 10 Personnel Management	Tyler, Finance/HR	May-20	Jun-20	On target		Oct-20			
Finance	Perform Parallel Payroll	Tyler, Finance/HR	Sep-20	Sep-20	Completed	August 31 - September 3, 2020	Sep-20			
	Production Assistance - Financial Management	Tyler, Finance	Oct-20	Oct-20	On target		Oct-20			
	Acceptance of Production - Financial Management	Tyler, Finance	Oct-20	Oct-20	On target		Oct-20			
Medford Renovation	Implement Incode 10 Financial Management	Tyler, Finance	May-20	Jun-20	On target		Oct-20			
	Medford renovation construction - phase 2	Contractor	Mar-20	Jun-20	Behind schedule	New dates: Sep 2020 - Jan 2021	Jan-21			
	Renovation construction - second floor	Contractor	Sep-20	Jan-21			Jan-21			
	Furniture installation - second floor	Contractor	Sep-20	Jan-21			Jan-21			
	Construction completed - move into new spaces	Staff	Sep-20	Jan-21			Jan-21			

Transition milestones in process or completed within the last month

Jackson County Library District - 2020 Roadmap

Report Date: 10/1/2020

Big Rocks	Key Milestone	Responsible	Scheduled		Status	Notes / Task Owners
			Start	Stop		
New						
Staffing	Approve hiring Kari May as JCLS Library Director	Board	Jul-19	Jul-19	Completed	July 12, 2019
	Approve Kari May's employment contract	Board	Dec-19	Dec-19	Completed	January 9, 2020
	Hire HR Manager - recruitment by HR Answers	LD, DA	Dec-19	Mar-20	Completed	February 24, 2020
	Hire Library Administration Staff	LD, HR	Mar-20	May-20	Completed	August 26, 2020
	Hire Administrative Services Staff	AD-AS, HR	Mar-20	May-20	Completed	
	Hire Public Services Staff	AD-PS, HR	Mar-20	May-20	Completed	
	Hire Support Services Staff	AD-SS, HR	Mar-20	May-20	Completed	
	Provide initial letter to library staff	LD, LS&S, Board	Jul-19	Jul-19	Completed	July 29, 2019
	Provide update to staff on Staff Training Day	LD, LS&S, Board	Sep-19	Sep-19	Completed	September 18, 2019
	Provide quarterly update to staff	LD, LS&S, Board	Oct-19	Oct-19	Completed	November 7, 2019
Provide first set of answers to FAQs	LD	Feb-20	Feb-20	Completed	February 21, 2020	
Provide weekly update to staff	LD, LS&S, Board	Jan-20	Jun-20	Completed		
Provide additional answers to FAQs	LD, HR	Mar-20	May-20	Completed		
Approve contract with HR Consultant	Board	Sep-19	Sep-19	Completed	September 12, 2019	
Job market analysis, total compensation survey	HR Consultant	Sep-19	Oct-19	Completed	November 14, 2019	
Present salary/benefits recommendations to Board	HR Consultant	Oct-19	Oct-19	Completed	November 14, 2019	
Present HR staffing recommendations	HR Consultant	Nov-19	Nov-19	Completed	November 14, 2019	
Approve HR staffing recommendations	Board	Nov-19	Nov-19	Completed	November 21, 2019	
Approve HR information system	Board	Nov-19	Nov-19	Completed	November 21, 2019	
Approve salary schedule	Board	Nov-19	Nov-19	Completed	February 13, 2020	
Approve employee benefits	Board	Nov-19	Nov-19	Completed	February 13, 2020	
Present draft Employee Handbook to Board	HR, LD, DA	Mar-20	Mar-20	Completed	April 9, 2020	
Approve Employee Handbook	Board	Jan-20	Jan-20	Completed	April 23, 2020	
Approve Premium Conversion Plan (Section 125)	Board	Apr-20	Apr-20	Completed	April 9, 2020	
Approve Retirement Plans	Board	Jun-20	Jun-20	Completed	August 13, 2020	
Research accounting/HR/payroll solution	Finance Committee	Sep-19	Nov-19	Completed	November 14, 2019	
Approve accounting/HR/payroll system	Board	Nov-19	Nov-19	Completed	November 21, 2019	
Update Board on long-range financial plan	Finance Committee	Jan-20	Jan-20	Completed	March 2, 2020	
Approve alternative payroll processing solution	Board	Mar-20	Mar-20	Completed	March 12, 2020	
Tyler-Incode Current Future State Assessment	Tyler, Project Team	Mar-20	Mar-20	Completed	March 16-19, 2020	
Approve board governance policies	Board	Jul-19	Jan-20	Completed	March 12, 2020	
Receive draft report of IT assessment	Planning Team	Aug-19	Aug-19	Completed	August 20, 2019	
Present IT assessment and recommendations	IT Consultant	Sep-19	Sep-19	Completed	September 12, 2019	
Approve IT assessment and recommendations	Board	Oct-19	Oct-19	Completed	September 12, 2019	
Approve Contract with LS&S for Polaris ILS	Board	Oct-19	Oct-19	Completed	November 21, 2019	
Install/configure Tyler-Incode servers	IT, Tyler	Jan-20	Jan-20	Completed	February 5, 2020	
Select and migrate over to new email system	IT	Mar-20	May-20	Completed	June 13, 2020	
Migrate District website to jcls.org	IT, DA, Marketing	Feb-20	May-20	Completed	June 13, 2020	
All contracts transferred from LS&S in place	AD-SS, DA, Legal	Feb-20	Jun-20	Completed	June 30, 2020	
Approve FFA Architecture Design Proposal	Board	Aug-19	Aug-19	Completed	August 8, 2019	
Begin working on lease assignments, agreements	Legal Counsel	Sep-19	Sep-19	Completed		
Approve facilities maintenance IGA with County	Board	Feb-20	Mar-20	Completed	March 12, 2020	
Approve buildings transfer, lease agreements	Board	Jul-19	Jun-20	Completed	June 25, 2020	
Approve renovation design and estimated Budget	Board	Dec-19	Dec-19	Completed	December 12, 2019	

Transition milestones in process or completed within the last month

Big Rocks	Key Milestone	Responsible	Start	Stop	Actual	Status	Notes / Task Owners
	Approve B-7 to fund design/architecture	DA	Jan-20	Jan-20		Completed	January 14, 2020
	100% Construction Drawings	ORW	Jan-20	Jan-20	Feb-20	Completed	February 14, 2020
	Construction Invitation to Bid (ITB) advertised	Jackson County	Feb-20	Mar-20	Feb-20	Completed	February 19, 2020
	ITB closes; bids due	Jackson County	Mar-20	Mar-20		Completed	March 19, 2020
	Renovation construction - first floor	Contractor	Jun-20	Jun-20	Jul-20	Completed	
	Furniture installation - first floor	Jackson County	Jun-20	Jun-20	Jul-20	Completed	
	Evaluate LS&S Collections Mgmt (CM) system	LD	Oct-19	Mar-20		Completed	March 31, 2020
<b>Collections</b>	Propose CM solution to Board	LD	Mar-20	Apr-20		Completed	April 9, 2020



# Jackson County Library FOUNDATION

## Operations Report for the District Board- October 2020

*We secure resources to strengthen innovation and literacy in our community.  
– JCLF Mission Statement*

### **Board Meetings:**

The JCLF Board of Directors held a virtual board meeting on September 15, 2020. Elisabeth Campbell, Kari May, and Anna Alarcon were also in attendance.

The next meeting is scheduled for **October 20, 2020**.

### **Board Recruitment:**

Anna Alarcon has joined the JCLF Board of Directors as of September 15, 2020. Her inclusion, along with that of Gerrie Leinfelder, brings the JCLF Board up to nine members.



Anna Alarcon (Left) is the Executive Assistant and Insurance Specialist of Lighthouse Financial Planners and Advisors in Medford, OR. She has been involved in the Financial Industry since 2016 and has experience in Real Estate and Marketing.

Anna is passionate about educating youth and volunteering in her community. She is a Central Point School District Volunteer, Junior Achievement Volunteer Educator, Financial Beginnings Oregon Volunteer Educator, and an American Red Cross Disaster Relief Volunteer. Other organizations Anna has been involved with include Gateway Christian Church, Girl Scouts of America, Veteran Affairs RESPA Program, Talent Elementary School District, Phoenix-Talent Little League Coach, Board Member, and Officer, and the Bee Girl Organization.

Anna relocated from Central California to Southern Oregon in 2015. Anna enjoys gardening and spending her free time with her husband, Isaiah, and three beautiful daughters, Annaleigh, Abigail, and Amelia. As a family they love to travel and explore all outdoor activities Southern Oregon has to offer, especially camping and hiking.



Gerrie Leinfelder (Right) has spent years in her own businesses and designing homes and remodels within her husband's contracting business. She has been a library volunteer in Medford and Ruch for 20 years. Her knowledge and creative vision will bring enormous value to our organization. Read more about Gerrie in our recent e-newsletter [here](#).

**Rogue Reads:** The JCLF Board voted to approve a sponsorship request for the Rogue Reads program in the amount of \$18,000.

**Marketing/Fundraising:**

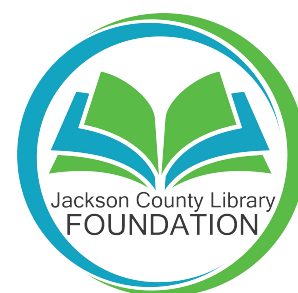
The annual appeal is scheduled for mid-November and will focus on current and past donors.

**JCLF Staff:**

JCLF's Operations Manager, Elisabeth Campbell, has accepted a full-time position with JCLS as the Accounting and Payroll Specialist. She continues to work approximately 40 hours per month for the Foundation to maintain critical functions.

**Attachments:**

Changes in Restricted Fund Balances Quarterly





## Changes in Restricted Fund Balances Quarterly 2020

	Fund Balances at				Fund Activity				Fund Balances at	
	12/31/2019	Q1 2020	Q2 2020	Q3 2020	Q1 2020	Q2 2020	Q3 2020	Q3 2020	9/30/2020	9/30/2020
<b>Restricted Funds Held by JCLF</b>										
Branch - Applegate Fund Balance	\$ 1,552.89	\$ -	\$ -	\$ -	-	-	-	-	-	\$ 1,552.89
Branch - Ashland Fund Balance	10,107.72	480.14	-	-	-	-	-	-	-	10,587.86
Branch - Butte Falls Fund Balance	1,316.10	-	-	-	-	-	-	-	-	1,316.10
Branch - Central Point Fund Balance	272.16	-	-	-	-	-	-	-	-	272.16
Branch - Central Point/Marks Bequest Fund Balance	135,102.04	(5,500.00)	-	(7,000.00)	-	-	-	-	-	122,602.04
Branch - Eagle Point Fund Balance	9,490.04	-	-	-	-	-	-	-	-	9,490.04
Branch - Gold Hill Fund Balance	3,967.01	-	-	-	-	-	-	-	-	3,967.01
Branch - Gold Hill/Children's Fund Balance	-	-	50.00	-	-	-	-	-	-	50.00
Branch - Jacksonville Fund Balance	3,801.27	-	-	-	-	-	-	-	-	3,801.27
Branch - Medford Fund Balance	1,074.43	-	100.00	-	-	-	-	-	-	1,174.43
Branch - Medford/Children's Fund Balance	3,604.75	(50.00)	-	-	-	-	-	-	-	3,554.75
Branch - Medford/Saunders Bequest Fund Balance	215,923.90	-	-	-	-	-	-	-	-	215,923.90
Branch - Phoenix Fund Balance	349.71	280.14	300.00	-	-	-	-	-	-	929.85
Branch - Phoenix/Children's Fund Balance	500.00	-	-	-	-	-	-	-	-	500.00
Branch - Prospect Fund Balance	1,255.50	-	-	-	-	-	-	-	-	1,255.50
Branch - Rogue River Fund Balance	588.79	-	-	-	-	-	-	-	-	588.79
Branch - Rogue River/Children's Fund Balance	500.00	-	-	-	-	-	-	-	-	500.00
Branch - Ruch Fund Balance	5,049.91	100.00	-	-	-	-	-	-	-	5,149.91
Branch - Shady Cove Fund Balance	3,396.92	500.00	-	-	-	-	-	-	-	3,896.92
Branch - Talent Fund Balance	7,999.37	-	-	-	-	-	-	-	-	7,999.37
Branch - White City Fund Balance	50,458.14	100.00	-	-	-	-	-	-	-	50,558.14
Branch - White City/Children's Fund Balance	500.00	-	-	-	-	-	-	-	-	500.00
Jackson County Library Programs Fund Balance	500.00	-	-	-	-	-	-	-	-	500.00
Jackson County Library Services	-	-	-	-	-	-	-	-	20.00	20.00
Outreach to Child Care Fund Balance	5,975.49	-	(2,000.00)	-	-	-	-	-	-	3,975.49
Outreach to Homebound Fund Balance	11,511.61	(1,253.60)	-	(100.00)	-	-	-	-	-	10,158.01
Outreach to Homebound/Restricted Grant Balance	9,185.00	-	-	-	-	-	-	-	-	9,185.00
Baby's First Book Fund Balance	25.00	1,000.00	-	-	-	-	-	-	-	1,025.00
Medford Comic Con Fund Balance	-	129.09	5,431.54	-	-	-	-	-	-	5,560.63
Collections Fund Balance	10,502.34	(4.00)	-	-	-	-	-	50.00	-	10,548.34
Collections/Restricted Grant Balance	2,045.00	-	-	-	-	-	-	-	-	2,045.00
Spark Space Fund Balance	(705.60)	705.60	-	-	-	-	-	-	-	-
Art Committee Fund Balance	1,647.20	-	-	-	-	-	-	-	-	1,647.20
Owens Bequest Outreach Fund Balance	212,949.94	-	-	-	-	-	-	-	-	212,949.94
Other Restricted Grants - Social Worker in the Library	-	-	30,000.00	-	-	-	-	-	-	30,000.00
<b>Total Restricted Funds Held by JCLF</b>	<b>\$ 710,446.63</b>	<b>\$ (3,512.63)</b>	<b>\$ 33,881.54</b>	<b>\$ (7,030.00)</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$ 733,785.54</b>





**JCLD Board Meeting**

**Agenda Item Memo**

**Date:** October 8, 2020  
**Title:** State Library Report FY20  
**From:** Kari May, Library Director

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**Summary:**

ORS 357.520 requires all public libraries in Oregon to “make an annual report to the State Library and to the [library] governing body on a form supplied by the State Library.” The Oregon Public Library Statistical Report meets this legal requirement. More importantly, it gathers information about public libraries in Oregon that can be used in advocacy and planning -- at the local, state, and national levels -- for improved public library services.

**Actions, Options, or Potential Motions:**

Review, discuss, and move to approve.

**Recommendation:**

Library staff recommends the survey be approved pending addition of missing data.

**Resource Requirements:**

N/A

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

To meet obligations to the State Library of Oregon.

**Background and Additional Information:**

The Revenue and Expenditure numbers may change after an audit and will be updated along with the Interlibrary Loan numbers between RCC and JCLS users once those are received.

**Attachments:**

State Library Report FY20

# Oregon State Library Report 2019

1.00	General Information	FY18	FY19	FY20	Increase/Decrease	Notes
1.01	Official name of library	Jackson County Library Services	Jackson County Library Services	Jackson County Library Services		
1.02	Street address	205 S Central Ave	205 S Central Ave	205 S Central Ave		
1.03	City	Medford	Medford	Medford		
1.04	Zip	97501	97501	97501		
1.05	Mailing address	205 S Central Ave	205 S Central Ave	205 S Central Ave		
1.06	City	Medford	Medford	Medford		
1.07	Zip	97501	97501	97501		
1.08	County	Jackson	Jackson	Jackson		
1.09	Phone Number (no dashes or parentheses)	5417748673	5417748673	5417748673		
1.10	Cooperative System	None	None	None		
1.11	Boundary change	No	No	No		
1.12	Congressional District	2	2	2		
1.13	Moved or expanded branches	No	No	No		
1.14	Central Library	1	1	1		
1.15	Branches	14	14	14		
1.16	Bookmobiles	0	0	0		
1.17	Other public service outlets	0	0	0		
1.18	Number of registered users	138,952	137,373	138,034	0.48%	
1.19	Number of newly registered users added		8,832	8,245	-7.12%	
2.00	Library Staff					
2.01	Number of librarians with ALA/MLIS	14	15	15	0%	
2.02	Number of other persons holding the title of librarian	3	4	1	-300%	
2.03	Total librarians in FTE	17	19	16	-19%	
2.04	Number of all other paid FTE staff	61	64	68	6%	
2.05	Total paid staff in FTE	78	83	84	2%	
2.06	Total number of volunteers	248	206	178	-14%	
2.07	Total Volunteer hours	16,028	14,561	8,069	-45%	
2.09	Friends of the Library	Yes	Yes	Yes		
2.10	Library Foundation	Yes	Yes	Yes		
3.00	Library Revenue					
3.01	City	0	0	0		
3.02	County	0	0	0		
3.03	District	10,033,472	10,414,595	10,615,960		
3.04	Total local government	10,033,472	10,414,595	10,615,960		
3.05	State government resources	34,868	34,951	36,353		
3.06	LSTA grants	0	0	0		
3.07	E-rate telecommunications discount	106,750	106,104	106,110		
3.08	Other federal funds		0	0		
3.09	Federal government revenue	106,750	106,104	106,110		
3.10	Other Operating Revenue	1,074,720	973,134	1,231,894		
3.11	Total library operating revenue	11,249,810	11,528,784	11,990,317		
3.12	Local government capital revenue	0	0	0		

# Oregon State Library Report 2019

3.13	State government capital revenue	0	0	0	0	
3.14	Federal government capital revenue	0	0	0	0	
3.15	Other capital revenue	0	0	0	0	
3.16	<b>Total capital revenue</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
4.00	<b>Library Expenditures</b>					
4.01	Salaries and wages	2,721,706	2,891,777	2,978,530	3%	
4.02	Employee benefits	909,071	1,004,560	1,072,271	7%	
4.03	<b>Total staff expenditures</b>	<b>3,630,777</b>	<b>3,896,337</b>	<b>4,050,801</b>	<b>4%</b>	
4.04	Books and other printed materials	557,552	637,818	540,582	-15%	
4.05	Periodicals and other serial subscriptions	39,953	39,946	34,176	-14%	
4.06	<b>Total expenditure on print materials</b>	<b>597,505</b>	<b>677,764</b>	<b>574,758</b>		
4.07	Electronic materials expenditures	214,634	378,470	500,436	32%	
4.08	Other materials expenditures	34,995	139,751	187,198	34%	
4.09	<b>Total expenditures on collection</b>	<b>847,133</b>	<b>1,195,985</b>	<b>1,262,392</b>		
4.10	All other operating expenditures	3,862,625	4,263,613	4,654,148	7%	
4.11	<b>Total library expenditures</b>	<b>8,340,535</b>	<b>9,355,935</b>	<b>9,967,341</b>		
4.12	Library construction and related expenditures	0	20,421	205,662		
4.13	Capital equipment expenditures	0	56,018	76,785		
4.14	Other capital expenditures	426,518	39,375	201,459		
4.15	<b>Total capital expenditures</b>	<b>426,518</b>	<b>115,814</b>	<b>483,906</b>		
5.00	<b>Library Collections</b>					
5.01	Books and other printed items - physical units	452,152	359,735	348,052	-3%	
5.02	Books and other printed items - physical units added	26,891	32,358	39,020	21%	
5.03	Audio materials - physical units	32,223	31,865	30,178	-5%	
5.04	Audio materials - physical units added	2,404	3,085	3,297	7%	
5.05	Video materials - physical units	24,784	30,432	34,186	12%	
5.06	Video materials - physical units added	4,043	6,895	9667	40%	Based on circulation, additional funds were allocated for DVDs Included are LOT (including Hot Spots and Kindles from Polaris), maps, realia, puppets, kits from the Children's outreach department, and Medford Courtesy Collection only.
5.07	Other physical library materials	936	11,058	2,958	-73%	FY19 we added courtesy collections from all branches that were offering them. For FY20, if the collections were left in the entrance way, they are considered "paperback exchanges". 83 new items were added to LOT for FY20.
5.08	Other physical library materials - units added	4	10,122	83	-99%	

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5.09	Total number of physical units	511,031	433,090	415,374	-4%	Due to Covid shipments did not arrive before fiscal close and the library spent materials budget on electronic resources. Approximately 1900 items were cancelled and reordered for the next fiscal year.
5.10	Total number of physical units added	33,386	52,460	52,067	-1%	
5.11	Number of e-book units (Library2Go statewide listed here)	45,061	48,438	60,360	25%	
5.12	Number of e-book units added (Library2Go statewide listed here)	5,554	6,887	15,909	131%	The Oregon Digital Library Consortium has changed how they count Duke Classic & Project Gutenberg titles. They now include all units (copies) rather than just the number of titles.
5.13	Local e-book units	810	2,022	3,806	88%	More funding was allocated for digital materials for FY20
5.14	Local e-book units added	259	1,228	2,074	69%	
5.15	Total units of e-books	45,871	50,460	64,166	27%	
5.16	Total units of e-books added	5,813	8,115	17,983	122%	
5.17	Number of downloadable audio units (Library2Go statewide listed here)	27,310	27,802	36,022	30%	
5.18	Number of downloadable audio units added (Library2Go statewide listed here)	3,943	2,445	5,910	142%	
5.19	Local digital audiobook units	268	1,057	2,413	128%	The Oregon Digital Library Consortium has changed how they count Duke Classic & Project Gutenberg titles. They now include all units (copies) rather than just the number of titles.
5.20	Local digital audiobook units added	30	763	1,356	78%	
5.21	Total downloadable audio materials (5.17 and 5.19)	27,578	28,859	38,435	33%	
5.22	Total units of downloadable audio materials added (5.18 and 5.20)	3,973	3,208	7,266	126%	
5.23	Number of digital videos in Library2Go	0	0	0		
5.24	Number of digital videos added in Library2Go	0	0	0		
5.25	Local digital video units	0	0	24,173	100%	These were added this year from Kanopy.
5.26	Local digital video units added	0	0	24,173	100%	These are added this year from Kanopy.
5.27	Total digital video units	0	0	24,173	100%	Kanopy titles only per State definition
5.28	Total digital video units added	0	0	24,173	100%	

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5.29	Total digital or downloadable units	73,449	79,319	126,774	60%	Addition of Kanopy, Increase to budget, and increase of Library2Go
5.30	Total digital or downloadable units added	9,786	11,323	49,422	336%	
5.31	Total physical and digital units	584,480	512,409	542,148	6%	
5.32	Total physical and digital units added	43,172	63,783	101,489	59%	
5.33	Number of Statewide electronic collections (Gale and Learning Express)	24	24	24	0%	
5.34	Number of Statewide electronic collections added (Gale and Learning Express)	0	2	0	-100%	
5.35	Number of Local or Local Consortial electronic collections (databases)	15	18	17	-6%	Gale Courses and Lynda cancelled
5.36	Number of Local or Local Consortial electronic collections added (databases)	1	4	3	-25%	Udemy, FIN, Creativebug added
5.37	Total electronic collections	39	42	41	-2%	
5.38	Total electronic collections added	1	6	3	-50%	
6.00	Circulation and Collection Use					
6.01	Successful retrievals of electronic information (statewide databases)	4,381	3,311	2,653	-20%	
6.02	Successful retrievals of electronic information (local databases)	62,831	117,752	704,090	498%	
6.03	Total of Successful retrievals of electronic information	67,212	121,063	706,743	484%	Significant increase in business & genealogy retrievals
6.04	Number of first-time circulation of adult materials	689,725	748,836	488,477	-35%	
6.05	Number of renewals of adult materials	415,473	358,682	203,726	-43%	
6.06	Number of first-time circulation of YA materials	41,522	37,965	29,658	-22%	
6.07	Number of renewals of YA materials	28,157	26,334	21,824	-17%	
6.08	Number of first-time circulation of children's materials	338,943	331,965	270,218	-19%	
6.09	Number of renewals of children's materials	244,506	237,528	174,864	-26%	
6.10	First-time circulation not separated into adult, YA or children's materials	0	41,718	197	-100%	Courtesy collection circulation now included in general circulation stats. Now this number just includes LoT which was just launched in January, then closed in March due to Covid.
6.11	Renewals not separated into adult, YA or children's materials	0	0	0		
6.12	Total first-time circulation	1,070,190	1,160,484	788,550	-32%	
6.13	Total renewals	688,136	622,544	400,414	-36%	
6.14	Total circulation of adult materials	1,105,198	1,107,518	692,203	-37%	
6.15	Total circulation of YA materials	69,679	64,299	51,482	-20%	
6.16	Total circulation of children's materials	583,449	569,493	445,082	-22%	
6.17	Total circulation not separated into adult, YA or children's materials	0	41,718	197	-100%	Courtesy collection circulation now included in general circulation stats.
6.18	Total circulation of physical items	1,758,326	1,783,028	1,188,964	-33%	

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6.19	Number of circulations of electronic materials (Library2Go)	137,055	182,202	228,739	26%	Digital circulation includes locally purchased Overdrive titles, Tumblebooks, Flipster eMagazines, Hoopla
6.20	Number of circulations of local electronic materials (returned to the library)	0	54,742	92,304	69%	
6.21	<b>Total number of circulations of electronic materials</b>	<b>137,055</b>	<b>236,944</b>	<b>321,043</b>	<b>35%</b>	
6.22	<b>Total circulation of physical and electronic materials</b>	<b>1,895,381</b>	<b>2,019,972</b>	<b>1,510,007</b>	<b>-25%</b>	
6.23	<b>Electronic Content Use</b>	<b>204,267</b>	<b>358,007</b>	<b>1,027,786</b>	<b>187%</b>	
6.24	<b>Total Collection Use</b>	<b>1,962,593</b>	<b>2,141,035</b>	<b>2,216,750</b>	<b>4%</b>	Overall Circulation is up due to the increase of digital and database usage
6.25	Interlibrary loans lent using a shared catalog or integrated library system	3,440	2,645		-100%	
6.26	Interlibrary loans lent to all other libraries not in shared catalog or integrated library system	734	1,018	1,105	9%	
6.27	<b>Total loans lent to other libraries</b>	<b>4,174</b>	<b>3,663</b>	<b>1,105</b>	<b>-70%</b>	
6.28	Interlibrary loans borrowed using a shared catalog or integrated library system	12,510	13,788		-100%	
6.29	Interlibrary loans borrowed from libraries not in shared catalog or automation integrated library system	183	453	1,036	129%	ILL increased because of removal of \$5 ILL charge in March 2019
6.30	<b>Total Loans borrowed from other libraries (6.48, 6.47)</b>	<b>12,693</b>	<b>14,241</b>	<b>1,036</b>	<b>-93%</b>	
6.31	Number of circulations made without charge to non residents			<b>0</b>		
<b>7.00</b>	<b>Programs and Other Services</b>					
7.01	Total number of reference transactions	208,364	75,803	39,294	-48%	
7.02	Reference transactions reporting method			Estimate		
7.03	Number of children's programs	3,283	3,270	2,015	-38%	
7.04	Number of person's attending children's programs	68,551	57,184	32,030	-44%	
7.05	Number of young adult programs	375	611	332	-46%	
7.06	Number of person's attending young adult programs	6,741	11,741	3,368	-71%	
7.07	Number of programs for adults and/or multi-generational audiences	1,187	2,010	565	-72%	
7.08	Attendance at programs for adults and/or multi-generational audiences	33,525	35,605	7,015	-80%	
7.09	<b>Total number of programs</b>	<b>4,845</b>	<b>5,891</b>	<b>2,912</b>	<b>-51%</b>	This is the same decrease as was seen in

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7.10	Total program attendance	108,817	104,530	42,413	-59%	the FY20 Annual Report
7.11	Meeting Room usage		5,594	6,018	8%	FY19 and earlier, some branches had put meeting room usage in programs and the Library began using Meeting Room software (Spaces) to track meeting room usage more accurately.
7.12	Does your library provide a summer reading program?	Yes	Yes	Yes		
7.13	Does your library provide outreach to children and/or families, childcare providers, and preschool teachers?	Yes	Yes	Yes		
7.14	Does your library provide training in early literacy for parents, childcare providers, and preschool teachers?	Yes	Yes	Yes		
<b>8.00 Technologies and Facilities</b>						
8.01	Total annual of uses (sessions) of public internet computers	103,360	100,839	69,458	-31%	Due to Covid, average usage went from 7000/month to 0 uses for the month of April, 88 for May, 2200 for June.
8.02	Total number of internet terminals used by the general public	184	183	189	3%	CP-3, TA-1, WC-2
8.03	Tell us about your library's wireless internet			Wi-Fi extends outside building, on 24/7		
8.04	Number of wireless sessions provided by the library annually	90,556	1,251,141	1,238,051	-1%	Branches were on track to see significant increases in Wifi usage. March through June saw a decrease across all branches
8.05	Upload speed of internet at this facility	1GB	1GB	661.60 Mb/s		
8.06	Download speed of Internet at this facility		1GB	575.45 Mb/s		
8.07	Name of shared Integrated Library System (ILS) consortium (if applicable).	None	None	None		
8.08	Vendor of integrated library system	Polaris	Polaris	Innovative		Innovative purchased Polaris State Report specified to add in Catalog access as well this year. This now includes Website, Catalog and LoT Catalog.
8.09	Number of Library Website Visits	399,485	552,822	825,581	49%	
8.10	Typical week, total hours open M-F (open to 5:00 pm)	27	27	25		
8.11	Typical week, total hours open M-F (5:00 pm to close)	3	3	6		
8.12	Typical week, total hours open Saturday - Sunday (open to 5:00 pm)	1.1	1.1	9		
8.13	Typical, total hours open Saturday - Sunday (5:00 pm to close)	0	0	0		

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8.14	Total hours in a typical week, main library	41	41	40	
8.15	Total weeks open, main library	52	52	46	-12%
8.16	Total annual public service hours for main library	2,015	2,015	1,552	-23%
8.17	Total library visits to all facilities	908,864	877,742	638,783	-27%
8.18	Library visits reporting method			Actual Count	
8.19	Square footage of main library	83,191	83,191	83,191	
8.20	Total square footage of all library facilities	182,432	182,432	182,432	
<b>9.00 Fines and Salary Survey</b>					
9.01	Overdue daily fine for adult materials	\$	-	\$	
9.02	Overdue daily fine for children's materials	\$	-	\$	
9.03	Overdue daily fine for other materials	\$	-	\$	
9.04	Notes on fines (free text box)			N/A	
9.05	Charge for interlibrary loan	\$5.00	\$5.00	\$0.00	-100% Only when the lending library charges
9.06	Annual fee for non-resident individual patrons	\$ 100.00	\$ 100.00	\$ 100.00	0%
9.07	Annual fee for non-resident households	\$ 100.00	\$ 100.00	\$ 100.00	0%
9.50	Director hourly salary low	\$ 45.67	\$ 47.04	\$ 48.45	3%
9.51	Director hourly salary high	\$ 52.88	\$ 54.47	\$ 56.10	3%
9.52	Supervisory Librarian hourly salary low	\$ 20.60	\$ 21.22	\$ 21.86	3%
9.53	Supervisory Librarian hourly salary high	\$ 26.97	\$ 27.78	\$ 28.61	3%
9.54	Non-supervisory Librarian hourly salary low	\$ 19.04	\$ 19.61	\$ 20.20	3%
9.55	Non-supervisory Librarian hourly salary high	\$ 22.62	\$ 23.30	\$ 24.00	3%
9.56	Library assistant hourly salary low	\$ 13.29	\$ 14.00	\$ 14.42	3%
9.57	Library assistant hourly salary high	\$ 17.09	\$ 21.00	\$ 21.63	3%
9.58	Library clerk hourly salary low	\$ 11.85	\$ 12.21	\$ 12.58	3%
9.59	Library clerk hourly salary high	\$ 16.00	\$ 18.00	\$ 18.54	3%
<b>10.00 Administrative Information &amp; Policies</b>					
10.01	Population Served	213,765	219,564	221,290	1%
10.02	FSCS ID	OR0041	OR0041	OR0041	
10.03	Interlibrary Loan Relationship Code	NO	NO	NO	
10.04	Legal Basis Code	LD	LD	LD	
10.05	Administrative structure code	SO	SO	SO	
10.06	FSCS Public library definition	Yes	Yes	Yes	
10.07	Geographic Code	CO1	CO1	CO1	
10.08	Library's Website		<a href="http://jcls.org">http://jcls.org</a>		
10.09	Library's Statewide periodical resources (Gale) link		<a href="https://link.gale.com/apps/menus?menuId=userGroupName=iacksonpl">https://link.gale.com/apps/menus?menuId=userGroupName=iacksonpl</a>		
10.10	Library's statewide career and testing resource (LearningExpress Library) link		<a href="http://jcls.org/learningexpress">http://jcls.org/learningexpress</a>		
10.11	Library's collection management policy		<a href="https://jcls.org/ld.php?content_id=31444926">https://jcls.org/ld.php?content_id=31444926</a>		
10.12	Library's circulation policy		<a href="https://jcls.org/ld.php?content_id=31444892">https://jcls.org/ld.php?content_id=31444892</a>		
10.13	Library's patron confidentiality policy		<a href="https://jcls.org/ld.php?content_id=31447781">https://jcls.org/ld.php?content_id=31447781</a>		
10.14	Contact Information (Name)		Kari May		
10.15	Contact Information (Phone)		541-774-6401		





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B16	Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19				8	
B01	FSCS ID + SEQ for outlet				OR0041-	
B02	Name of outlet	Butte Falls Branch Library	Butte Falls Branch Library	Butte Falls Branch Library	Butte Falls Branch Library	
B03	Outlet street address	626 Fir Ave	626 Fir Ave	626 Fir Ave	626 Fir Ave	
B04	Outlet city	Butte Falls	Butte Falls	Butte Falls	Butte Falls	
B05	Outlet zipcode	97522	97522	97522	97522	
B06	Outlet county	Jackson	Jackson	Jackson	Jackson	
B07	Outlet phone number	(541) 865-3511	(541) 865-3511	(541) 865-3511	(541) 865-3511	
B08	Outlet type code				BR	
B09	Outlet square footage	1,025	1,025	1,025	1,025	
B10	Public service hours per year at this outlet	515	515	515	420	
B11	Number of weeks outlet was open	52	52	52	46	
B12	Wi-Fi situation at this outlet				Wi-Fi extends outside	
B13	Upload speed of internet at this location				building, on 24/7	
B14	Download speed of internet at this location				99.31 Mb/s	
B15	Number of Weeks an Outlet Closed Due to COVID-19				61.10 Mb/s	
B15					6	
B16	Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19				8	
B01	FSCS ID + SEQ for outlet				OR0041-	
B02	Name of outlet	Central Point Branch Library	Central Point Branch Library	Central Point Branch Library	Central Point Branch Library	
B03	Outlet street address	116 S Third St	116 S Third St	116 S Third St	116 S Third St	
B04	Outlet city	Central Point	Central Point	Central Point	Central Point	
B05	Outlet zipcode	97502	97502	97502	97502	
B06	Outlet county	Jackson	Jackson	Jackson	Jackson	
B07	Outlet phone number	(541) 664-3228	(541) 664-3228	(541) 664-3228	(541) 664-3228	
B08	Outlet type code				BR	
B09	Outlet square footage	8,515	8,515	8,515	8,515	
B10	Public service hours per year at this outlet	1,815	1,815	1,815	1,448	
B11	Number of weeks outlet was open	52	52	52	46	
B12	Wi-Fi situation at this outlet				Wi-Fi extends outside	
B13	Upload speed of internet at this location				building, on 24/7	
B14	Download speed of internet at this location				409.31 Mb/s	
B15	Number of Weeks an Outlet Closed Due to COVID-19				91.10 Mb/s	
B15					6	
B16	Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19				8	
B01	FSCS ID + SEQ for outlet				OR0041-	
B02	Name of outlet	Eagle Point Branch Library	Eagle Point Branch Library	Eagle Point Branch Library	Eagle Point Branch Library	
B03	Outlet street address	239 W Main St	239 W Main St	239 W Main St	239 W Main St	

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B04	Outlet city	Eagle Point	Eagle Point	Eagle Point
B05	Outlet zipcode	97524	97524	97524
B06	Outlet county	Jackson	Jackson	Jackson
B07	Outlet phone number	(541) 826-3313	(541) 826-3313	(541) 826-3313
B08	Outlet type code			BR
B09	Outlet square footage	8,512	8,512	8,512
B10	Public service hours per year at this outlet	1,428	1,428	1,112
B11	Number of weeks outlet was open	52	52	46
B12	Wi-Fi situation at this outlet			Wi-Fi extends outside building, on 24/7
B13	Upload speed of internet at this location			343.38 Mb/s
B14	Download speed of internet at this location			90.95 Mb/s
B15	Number of Weeks an Outlet Closed Due to COVID-19			6
B16	Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19			8
B01	FSCS ID + SEQ for outlet			OR0041-
B02	Name of outlet	Gold Hill Branch Library	Gold Hill Branch Library	Gold Hill Branch Library
B03	Outlet street address	202 Dardanelles St	202 Dardanelles St	202 Dardanelles St
B04	Outlet city	Gold Hill	Gold Hill	Gold Hill
B05	Outlet zipcode	97525	97525	97525
B06	Outlet county	Jackson	Jackson	Jackson
B07	Outlet phone number	(541) 855-1994	(541) 855-1994	(541) 855-1994
B08	Outlet type code			BR
B09	Outlet square footage	4,982	4,982	4,982
B10	Public service hours per year at this outlet	891	891	756
B11	Number of weeks outlet was open	52	52	46
B12	Wi-Fi situation at this outlet			Wi-Fi extends outside building, on 24/7
B13	Upload speed of internet at this location			659.36 Mb/s
B14	Download speed of internet at this location			372.42 Mb/s
B15	Number of Weeks an Outlet Closed Due to COVID-19			6
B16	Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19			8
B01	FSCS ID + SEQ for outlet			OR0041-
B02	Name of outlet	Jacksonville Branch Library	Jacksonville Branch Library	Jacksonville Branch Library
B03	Outlet street address	340 West "C" St	340 West "C" St	340 West "C" St
B04	Outlet city	Jacksonville	Jacksonville	Jacksonville
B05	Outlet zipcode	97530	97530	97530
B06	Outlet county	Jackson	Jackson	Jackson
B07	Outlet phone number			
B08	Outlet type code			BR
B09	Outlet square footage	5,646	5,646	5,646

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B10	Public service hours per year at this outlet	1110	1110	960	
B11	Number of weeks outlet was open	52	52	46	
B12	Wi-Fi situation at this outlet				Wi-Fi extends outside building, on 24/7
B13	Upload speed of internet at this location				466.81 Mb/s
B14	Download speed of internet at this location				66.44 Mb/s
B15	Number of Weeks an Outlet Closed Due to COVID-19				6
B16	Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19				8
B01	FSCS ID + SEQ for outlet				OR0041-
B02	Name of outlet	Phoenix Branch Library	Phoenix Branch Library	Phoenix Branch Library	
B03	Outlet street address	510 W 1st St	511 W 1st St	511 W 1st St	
B04	Outlet city	Phoenix	Phoenix	Phoenix	
B05	Outlet zipcode	97535	97535	97535	
B06	Outlet county	Jackson	Jackson	Jackson	
B07	Outlet phone number	(541) 899-1665	(541) 899-1665	(541) 899-1665	
B08	Outlet type code			BR	
B09	Outlet square footage	5,646	5,646	5,646	
B10	Public service hours per year at this outlet	816	816	924	
B11	Number of weeks outlet was open	52	52	46	
B12	Wi-Fi situation at this outlet				Wi-Fi extends outside building, on 24/7
B13	Upload speed of internet at this location				707.50 Mb/s
B14	Download speed of internet at this location				91.54 Mb/s
B15	Number of Weeks an Outlet Closed Due to COVID-19				6
B16	Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19				8
B01	FSCS ID + SEQ for outlet				OR0041-
B02	Name of outlet	Prospect Branch Library	Prospect Branch Library	Prospect Branch Library	
B03	Outlet street address	150 Mill Creek Dr	151 Mill Creek Dr	151 Mill Creek Dr	
B04	Outlet city	Prospect	Prospect	Prospect	
B05	Outlet zipcode	97536	97536	97536	
B06	Outlet county	Jackson	Jackson	Jackson	
B07	Outlet phone number	(541) 560-3668	(541) 560-3669	(541) 560-3669	
B08	Outlet type code			BR	
B09	Outlet square footage	2,400	2,400	2,400	
B10	Public service hours per year at this outlet	608	608	504	
B11	Number of weeks outlet was open	52	52	46	
B12	Wi-Fi situation at this outlet				Wi-Fi extends outside building, on 24/7
B13	Upload speed of internet at this location				89.13 Mb/s
B14	Download speed of internet at this location				66.57 Mb/s

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B15	Number of Weeks an Outlet Closed Due to COVID-19				6	
B16	Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19				8	
B01	FSCS ID + SEQ for outlet				OR0041-	
B02	Name of outlet	Rogue River Branch Library	Rogue River Branch Library	Rogue River Branch Library		
B03	Outlet street address	412 E Main St	413 E Main St	413 E Main St		
B04	Outlet city	Rogue River	Rogue River	Rogue River		
B05	Outlet zipcode	97537	97538	97538		
B06	Outlet county	Jackson	Jackson	Jackson		