



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>
December 10, 2020, at 4:00 p.m.

BOARD OF DIRECTORS MEETING AGENDA

CALL TO ORDER/ROLL CALL

INTRODUCTIONS / PROCLAMATIONS

CONSENT AGENDA (Action)

1. November 12, 2020 Regular Board Meeting Minutes
2. Cancellation of District Administrator's Contract
3. Sole Source Procurement for Tech Van

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 Report – Kari May
5. Jackson County Library Foundation Announcement – Elisabeth Campbell
6. JCLD Monthly Financial Report – Lisa Marston

NEW BUSINESS (Inform/Discuss/Action)

7. 5-2 Circulations Library Policy – Claudine Taillac
8. 5-6 Fee Schedule Library Policy – Claudine Taillac
9. Draft 18-Month Action Plan – Kari May
10. JCLS/JCLF Relationship Committee Proposal – George Prokop and Susan Kiefer

COMMITTEE AND BOARD MEMBER REPORTS (Inform)

Facilities Committee – Eric Dziura

FUTURE MEETINGS/EVENTS/OBSERVANCES:

January 14, 2021 – 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. 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.

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.



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), Ryan Bradley (Marketing Coordinator), Brystan Strong (Youth Services Coordinator), Jamaica Davis, Education Services Specialist, Ashley Johnson (Technical Services Supervisor), Kristin Anderson (Bear Creek Area Manager, Ashland Branch Manager), Crystal Zastera (Operations Coordinator), Jacquelyn Bunick (Legal Counsel), Denise Menicucci (Executive Assistant) and Kira Lesley (SOHS Archivist).

CALL TO ORDER/ROLL CALL

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

INTRODUCTIONS / PROCLAMATIONS

CONSENT AGENDA

MOTION: Director Turner moved to approve the items on the consent agenda, including the October 8, 2020 Regular Board Meeting Minutes, the JCLD Monthly Financial Report (10/31/2020), Cancellation of District Administrator's Contract, Resolution: 2021-03 A Resolution Removing Rogue Valley Council of Governments Employees as Authorized Personnel and Signers for the Jackson County District's Banner Bank Checking Account, Extension of deadline for annual audit, and the Website Redesign Proposal. President Shaw seconded the motion. The motion was approved unanimously.

ORAL REQUESTS AND COMMUNICATIONS FROM AUDIENCE

None.

REPORTS

Library Director's Report

Ms. May invited Ms. Strong to present information about a new program and introduce a new staff member, Jamaica Davis. Ms. Strong described and showed the "Storytime at Home Bag," which will contain four to six picture books about trains, boats, animals and other fun topics, laminated activity sheets including familiar songs and rhymes on one side and information for parents about what the children are learning from these activities on the other side. Simple crafts including supply lists and instructions on how to make them will be included along with coloring sheets and pencils that they can keep. There will be a total of 10 bags including one English/Spanish and one Spanish only.

Ms. Davis is the Education Services Specialist in Outreach. She is looking forward to supporting educators by letting them know about all of the resources available at the libraries and has created a tutorial about using the library databases for teachers and students. She is working on the "Homework Help" tab on the JCLS website to ensure it is user-friendly for students, parents and teachers, providing one place they can go

to access library resources. She has also put together resources for librarians to help them with their virtual classes.

Ms. May gave an update regarding the library's response to COVID-19. One staff member has tested positive, and all protocols were followed in accordance with the *Return to Work Plan COVID-19 Pandemic Response Guide*, including a deep cleaning of the appropriate areas. The protocols are working and there was only the one confirmed case. The staff member is doing well and has recovered. With the increased number of COVID-19 cases, libraries will return to Stage 4, Enhanced Front Door Services (EFDS), on Nov. 12. Based on what was learned during the original Stage 4, libraries will be able to provide two additional ways to assist patrons: form-based and in-person Readers Advisory and computer services available at all library locations, not just the regional hub libraries. To curtail the spread of COVID-19, Governor Brown issued a 2-week "Freeze" period for the state of Oregon beginning on Wednesday, November 18th. In response, a new set of rules has been issued by OSHA for businesses to implement in order to keep workplaces safe and minimize the risk of infection. Human Resources is reviewing the new rules and requirements to make sure the libraries are in compliance. These new rules go into effect from Monday, November 16th through May 2021. They include guidelines that are already included in the *Return to Work Plan COVID-19 Pandemic Response Guide*. Additionally, staff will be provided with training by mid-December in compliance with current health guidelines.

Both President Shaw and Vice President Dziura commented on the detail and how much they enjoyed reading the Director's Report, including the all-staff "Bed-Bug" training given by Ms. Taillac. Vice President Dziura asked for more information about the mobile technology van that will provide internet access and technologies on the go. Ms. Taillac, who is working with IT, Outreach and Administrative Services to design and procure the van, explained that the grant from the Oregon State Library is for COVID aid and recovery and that in the short-term the van will have many uses such as providing WiFi access, laptops, intake appointments with Rogue Workforce Partnership program managers for job seekers and Project Youth +students, resume writing workshops, access to the library databases for job searching, applying for unemployment, and other services for patrons and students in rural areas. These services would be supported by Digital Services Specialists, Adult Services librarians and other staff.

Jackson County Library Foundation Announcement

The JCLF announcement listed the election results for officers in 2021. There were no questions by Board members.

FY2021 Quarterly Statistical Report (July 1, 2020 – September 30, 2020)

Ms. May pointed out the "Narrative" section at the beginning of the report which contains highlighted interpretations/conclusions drawn based on the data included. Director Turner requested that the branches be listed by population size instead of alphabetically. Also, Director Turner asked why the smaller branches have more of their hours back than the larger branches and about filling vacant staff positions at the larger branches. Ms. May responded that the libraries need to be fully staffed before being able to open more hours.

SOHS Quarterly Report

Ms. Lesley stated that the SOHS was looking into expanding hours before the "Freeze" period occurred. She and Ms. May will meet with the SOHS board next week to discuss moving forward to fulfill the partnership with JCLD.

NEW BUSINESS

ILS Recommendation

MOTION: President Shaw moved to approve the recommendation of Koha from ByWater Solutions as the next Integrated Library System (ILS) for JCLS, replacing Polaris. Director Kiefer seconded the motion. The motion was approved unanimously.

COMMITTEE AND BOARD MEMBER REPORTS

Facilities Committee

Vice President Dziura attended two Facilities Committee meetings on October 23rd and November 10th and provided a brief summary of both. The first meeting included discussions with Jackson County about the schedule for Phase I of the renovation project of the downstairs meeting room spaces of the Ashland Library. Specs/drawings are expected by the end of November. Bids will go out in December 2020/January 2021 with a contract by March and the work to be completed by June 2021. The second meeting was a regular Facilities Committee meeting with discussions about the budget for 2021. More information will be provided to the Board at a future meeting.

Some concern was expressed by Board members regarding the building of a closet for tables in Phase I of the Ashland Library. This would reduce the size of the room and the number of patrons that could attend an event. Also, this would add to the cost of the renovation. Ms. May will make a note to ask the architects about the impact a closet would make on the amount of space for patron's attendance.

Relationship Committee

Director Prokop gave an update on the Relationship Committee. Their recommendation is to have the Executive Director for the Foundation employed by the District and report to Ms. May. This recommendation was presented to the Foundation at their last board meeting for their input. Legal issues and other concerns and questions from Foundation members will be addressed. The committee will present an MOU at the JCLF's next board meeting. The primary goal of the committee's recommendation is to get the Foundation up and running and to determine how funding will be shared between JCLD and the Foundation. The funding percentages shared by the Foundation would be small and would allow them time to build their fundraising capacity. The metrics for this proposal would take place over a 3-year window. More details will be available at the next JCLD Board meeting, possibly including a recommendation. If the proposal is approved by both boards in December, then recruitment for the Executive Director would begin at the end of January 2021. Board members complimented the Committee on the work they have done and did not have any comments on the information presented.

FUTURE MEETINGS/EVENTS/OBSERVANCES

The next regular Board meeting will be held on Zoom, Thursday, December 10, 2020 from 4-6pm.

ADJOURN

President Shaw adjourned the Regular Board Meeting at 4:55 p.m.

/s/ Denise Menicucci

Recording Secretary

December 10, 2020

Title: Mutual Agreement to Terminate District Employment Agreement

From: Kari May and Jacquelyn Bunick

Recommendation:

The Library Director and District legal counsel recommend the Board enter into the Mutual Agreement to Terminate District Administrator Employment Agreement with respect to the employment agreement entered into between the District and Lisa Marston (“Marston”) as her current position as Assistant Director of Administrative Services no longer requires an employment agreement and Marston desires to be subject to the employee policies and benefits offered to all other full-time District employees.

Budget Impacts:

n/a

Policies, Plans, and Goals Supported:

n/a

Background and Additional Information:

This Agreement has been prepared to commit to writing the reasons for the termination of the employment agreement and the agreement between Marston and the District with respect to said termination and Marston’s continued employment with the District.

Attachment:

1. Mutual Agreement to Terminate District Administrator Employment Agreement

**MUTUAL AGREEMENT TO TERMINATE
DISTRICT ADMINISTRATOR EMPLOYMENT AGREEMENT**

THIS AGREEMENT is made and entered into on the date the last party hereto signs below, and effective as of October 12, 2020, by and between JACKSON COUNTY LIBRARY DISTRICT, a special district in the State of Oregon (“District”) and LISA MARSTON (“Marston”).

RECITALS

WHEREAS, since May 21, 2018, Marston has been employed by the District pursuant to the Jackson County Library District - District Administrator Employment Agreement, as amended, a copy of which is attached hereto as **Exhibit A**, and incorporated herein by this reference (the “Employment Agreement”).

WHEREAS, at the time of entry into the Employment Agreement, Marston was the only employee of the District.

WHEREAS, on July 1, 2020, the District commenced employment of its full staff and implemented an employee handbook, employee benefits, an employee retirement plan, and a salary schedule for District employees.

WHEREAS, with the onboarding of a full staff, Marston’s role as Administrator has been transitioned to the position of Assistant Director of Administrative Services and no longer requires an employment contract.

WHEREAS, the District and Marston desire to mutually terminate the Employment Agreement so Marston, in her position as Assistant Director of Administrative Services, can receive the same benefits available to other regular full-time employees and be subject to the implemented salary schedule.

AGREEMENT

NOW THEREFORE, in consideration of the mutual covenants contained herein, District and Marston hereby agree as follows:

- 1. Recitals Incorporated.** The recitals are incorporated by reference as if fully set forth herein.
- 2. Termination of Employment Agreement.** The Employment Agreement shall terminate effective as of October 12, 2020. The provisions of Section 14 of the Employment Agreement regarding termination shall not apply to this mutual agreement to terminate.
- 3. Continued employment of Marston.** Marston shall continue her employment with the District on an at-will basis in position of Assistant Director of Administrative Services, subject to the salary schedule, benefits, and policies of the District as they apply to all other regular full-time employees.

4. Carry-over of Accrued Leave. Marston shall be permitted to retain her unused vacation time and sick leave balances accrued under the Employment Agreement.

5. Mutual Release. The District and Marston hereby agree to waive and release any and all claims, complaints or allegations of any kind or nature, whether known or unknown, against each other or their respective officers, directors, employees, or agents, with respect to any and all claims for breach of contract of the Employment Agreement (whether express or implied).

6. Opportunity for Review. This document was prepared by legal counsel for the District. Marston acknowledges that she has had the opportunity to have this Agreement reviewed by independent counsel (whether such opportunity was taken or not). Each party has thoroughly reviewed this Agreement. The rule of construction that a written agreement is construed against the party preparing or drafting such agreement shall not apply to the interpretation of this Agreement.

7. Entire Agreement. This Agreement sets forth the entire understanding of the parties. Except as otherwise provided herein, this Agreement supersedes any and all prior negotiations, discussions, agreements, and understandings between the parties.

8. Amendment. This Agreement may not be modified, altered, or changed except upon express written consent of all parties, wherein specific reference is made to this Agreement.

9. Venue. This Agreement will be interpreted under the laws of the state of Oregon, and venue for any dispute hereunder will be Jackson County, Oregon.

10. Counterparts. This Agreement may be executed in counterparts, each of which shall be an original, all of which shall constitute by one and the same instrument.

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

JACKSON COUNTY LIBRARY DISTRICT

Reviewed as to legal sufficiency:

By: Cathy Shaw, Board President
Date: _____

Jacquelyn Bunick, District Counsel
Date: _____

LISA MARSTON

Lisa Marston
Date: _____

**JACKSON COUNTY LIBRARY DISTRICT
DISTRICT ADMINISTRATOR
EMPLOYMENT AGREEMENT**

THIS AGREEMENT made and entered into on dates set forth below by and between JACKSON COUNTY LIBRARY DISTRICT, a special district in the State of Oregon, (“District”), and Lisa Marston (“Administrator”).

RECITALS

- A. District desires to employ Administrator to support the District Board of Directors (“Board”) in governance matters and to direct and manage all District business functions and operations under the general supervision of the Board.
- B. District desires to fix the salary of Administrator, provide certain benefits, establish expectations, and set working conditions.
- C. Administrator desires to accept employment as provided herein.

AGREEMENT

In consideration of the mutual covenants contained herein, District hereby employs Administrator and Administrator hereby accepts such employment upon the terms and conditions as set forth below.

- 1. Recitals Incorporated:** The recitals are incorporated by reference as if fully set forth herein.
- 2. Duties:** As the chief administrative officer of the District, Administrator shall carefully and diligently, in accordance with standards of judgment and discretion reasonably expected, exercise and fulfill those powers, duties and responsibilities set forth in the District Administrator’s Job Description, attached hereto as Exhibit A, and to perform such other legally permissible and proper duties and functions as the Board shall from time to time assign. In her performance, Administrator shall give due attention and recognition to all District rules, regulations and policies and shall see to the conduct of affairs of the District in accordance with state, federal and other laws, rules and regulations. Administrator shall maintain fiscal records relating to her employment under this Agreement. In addition, Administrator shall maintain any other records pertinent to performance of her duties in such a manner as to clearly document her performance. Administrator is required to attend all regular meetings of the Board and is permitted to participate in any discussions.
- 3. Work Hours:** Administrator’s work schedule shall be appropriate to the needs of the District and shall allow Administrator to faithfully perform her assigned duties and responsibilities. It is recognized that the Administrator must devote a great deal of time outside normal working hours on District business.

4. Place of Work: Administrator's office and primary place of work shall be an office located in the Medford Library at 205 S Central Avenue, Medford, Jackson County, Oregon. The parties anticipate that the Administrator will regularly travel to other District facilities within the District's boundaries.

5. Effective Date and Duration: This Agreement shall have an effective date of May 21, 2018. This initial Agreement shall be reviewed and revised by the Board in December 2018.

6. Exclusive Employment and Outside Activities: Administrator shall be devoted full time to the performance of her duties under this Agreement. Administrator agrees to remain in the exclusive employment of District until employment is terminated as provided for in this Agreement. The employment provided for by the Agreement shall be Administrator's primary employment. Upon advance notice to the Board President, Administrator may elect to participate in outside activities, including but not limited to teaching, writing, or consulting activities, with the understanding that such activities must neither interfere with nor constitute a conflict of interest with Administrator's responsibilities under this Agreement.

7. Initial Compensation

7.1 Salary: The District agrees to pay the Administrator for services rendered pursuant hereto an initial annual base salary of eighty-five thousand dollars (\$85,000.00), payable in equal monthly installments with payroll deductions.

7.2 Benefits

7.2.1 Retirement Plan Contribution: For six months following the effective date of this Agreement, the District shall pay a 10% of gross salary contribution to Administrator. If the District adopts a general retirement plan including executive employees, then the District shall contribute a percentage of Administrator's gross salary to the District's retirement plan, as set forth therein, instead of direct retirement contributions to Administrator.

7.2.2 Healthcare Benefits: For six months following the effective date of this Agreement, the District shall contribute on behalf of the Administrator the monthly insurance premiums of up to \$750/month for hospital/medical, dental, vision, and prescription COBRA healthcare benefits. If the District adopts a general healthcare plan including executive employees, then the District shall pay the District's share of insurance premiums for Administrator for hospital/medical, dental, vision and prescription benefits, depending on the types and plan options available to employees of the District, instead of other healthcare contributions to Administrator. Administrator shall be eligible to receive other healthcare benefits, such as a Cafeteria Plan (FSA) or Health Reimbursement Account (HRA), should the Board decide to provide additional healthcare benefits to District employees.

7.2.3 Long-Term Disability: District agrees to provide and make premium payments for long-term disability coverage for the Administrator.

7.2.4 Other Benefits: If the Board elects to provide District executive employees with other

employment benefits such as life insurance, deferred compensation, supplemental insurance, and tuition reimbursement, Administrator shall be eligible to receive those benefits.

7.3 Eligible Reimbursements

7.3.1 Mileage and Travel Reimbursements: The parties anticipate that Administrator will use her personal vehicle for professional duties. Administrator shall maintain a monthly log of her work-related mileage and report the same to the Board as a condition precedent to reimbursement. Administrator shall be compensated for reported mileage at the approved Internal Revenue Service rate. Such mileage reimbursement shall exclude Administrator's commute from her home to her regular place of work at the Medford Library. Mileage shall be recorded and reimbursable calculated as round-trip from the Medford Library or Administrator's home to the destination, whichever is less. District shall reimburse the Administrator for any other reasonable travel expenses actually incurred in the performance of Administrator's duties. Administrator may use her private vehicle for business purposes when traveling outside of the local area if it is less expensive than renting a car or using alternative transportation. Reimbursement will be made at the same rate as for local business miles.

7.3.2 Cell Phone Allowance: Administrator shall receive a cell phone allowance of sixty-five dollars (\$65.00) per month. The District does not provide cell phones or other electronic communications equipment.

7.3.3 Other Expenses: District shall reimburse Administrator for reported and verifiable reasonable incidental expenses, as requested by Administrator in writing and as budgeted and necessary for Administrator's activities in connection with fulfilling her duties under this Agreement. Reimbursable expenses shall not include alcohol. Administrator will submit expense reimbursement reports to the Board President for review and approval. At the District's discretion, Administrator may have use of a District credit card but may charge only District business expenses on the card.

7.4 Professional Development, Dues, and Subscriptions: Subject to approval of the District's annual budget, the District shall pay for the cost of professional dues and subscriptions, travel expenses, and membership fees for Administrator to participate in local, regional, and national associations, conferences, meetings, and organizations necessary and desirable for Administrator's continued professional growth in service of the District.

7.5 Leave

7.5.1 Holidays: Administrator will receive paid holiday leave on the following days: Independence Day, Labor Day, Veterans Day, Thanksgiving, the day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Day, President's Day, Martin Luther King Jr.'s Birthday, and Memorial Day.

7.5.2 Vacation: "Contract Year" for purposes of this section shall mean May 21 to May 20. Administrator shall accrue paid vacation benefits at the rate of one hundred sixty (160) hours per Contract Year. An initial one hundred sixty (160) hours of vacation benefits shall be credited to

Administrator's account upon the effective date of this Agreement. Additional vacation hours will accrue on a monthly basis starting on the effective date of this Agreement. Administrator may carry up to one hundred twenty (120) unused vacation hours into the following Contract Year. A maximum of two hundred eighty (280) vacation hours may be utilized in any one Contract Year. Otherwise accrued but unused vacation days shall not carry over into subsequent Contract Years. Accrued but unused vacation days shall not be compensated, except in the event employment is terminated as provided for in this Agreement.

7.5.3 Sick Leave: Administrator shall be entitled to twelve (12) days of paid sick leave each year. Sick leave may be used as provided under the Oregon Sick time law, ORS Chapter 653, including for Administrator's personal illness or to provide care for the illness of a spouse, son, daughter, stepchild, parent, mother-in-law, father-in-law, same-sex domestic partner, or someone for whom the employee is the primary care provider. Sick leave may also be used for medical, dental and vision appointments, and for bereavement. Sick leave may not be used for any other purpose. Sick leave shall be credited to Administrator's account upon the effective date of this Agreement and may accumulate from year to year up to a maximum of two hundred eighty-eight (288) hours. Accrued but unused sick days shall not be compensated.

7.5.4 Jury Duty and Witness Leave: Administrator shall not suffer a reduction in pay if Administrator is required to attend a court proceeding as a subpoenaed witness or service under a jury summons.

7.5.5 Medical Leave: Administrator may request a paid or unpaid medical leave of absence if needed. In evaluating the request, the District will comply with all obligations under state and federal family medical leave laws, and state and federal disability laws. Available sick leave benefits and vacation benefits must be used before taking unpaid medical leave.

7.5.6 Unpaid Leave: Administrator must exhaust available paid leave before taking unpaid leave. District may, at its sole discretion, grant a leave of absence to Administrator for good and sufficient reason. District shall, at its sole discretion, set the terms and conditions of the leave.

7.5.7 Record of Leave: Administrator shall keep an accurate and updated written record of her leave accrued, used, and available.

8. Workers' Compensation: District will provide Administrator Workers' Compensation coverage for work-related, on-the-job injuries and occupational illnesses as required by Oregon law. On-the-job injuries or illnesses must be reported immediately to the Board President. If the Administrator sustains an injury or illness compensable by Workers' Compensation and is unable to reasonably perform normal duties, the Administrator will be paid the difference, if any, between her temporary total disability compensation benefits received under the Workers' Compensation law and Administrator's regular salary. Payments of such difference shall extend no more than sixty (60) calendar days following the occurrence of the injury or illness. Prior to returning to work after an on-the-job injury, the Administrator must submit a return to work release from Administrator's physician which details any physical limitations and work restrictions to the Board President for review and approval. The District will comply with all other applicable laws regarding leaves of absence.

9. Initial Compensation Review and Modification: In December 2018, the Board shall conduct an initial compensation review of Administrator at which time the Board may adjust the Administrator's compensation at its discretion. Increased compensation may be in the form of salary increase and/or an increase in benefits. Any increase in compensation during the term of this Agreement shall be approved by the Board in an open meeting before payment is made to Administrator.

10. Defining Administrator Objectives: The Board and Administrator shall define such mutual District goals and Administrator performance objectives which they determine necessary for the proper operation of the District and attainment of the District's strategic objectives. The parties shall further establish a relative priority among those goals and objectives. The goals and objectives will be reduced to writing by the Administrator and approved by the Board. The Administrator will provide a report on progress toward addressing the goals and objectives as requested by the Board. The Board and Administrator shall meet at least once per year to define and modify the goals and objectives.

11. Evaluation: The Board shall review and evaluate Administrator's performance at least annually at a time and place determined by the Board. The evaluation criterion and methods shall be mutually agreed to by District and Administrator. If warranted, and at the District's sole discretion, the District may increase the Administrator's compensation based upon the results of the annual performance evaluation. The final results of the evaluation shall be reduced to writing, reviewed and approved by the Board, and provided to the Administrator. Administrator shall be provided an adequate opportunity to discuss the evaluation with the Board within thirty (30) days of completion of the review. A copy of the completed, signed evaluation will be maintained in the Administrator's personnel file.

12. Ownership of Work Product; License: All work products of Administrator that result from her employment under this Agreement are the exclusive property of the District. In addition, if any of the work products contain intellectual property of Administrator that is or could be protected by federal copyright, patent, or trademark laws, or state trade secret laws, Administrator hereby grants District a perpetual, royalty-free, fully paid-up, nonexclusive and irrevocable license to copy, reproduce, deliver, publish, perform, dispose of, use and re-use, in whole or in part, and to authorize others to do so, all such work products.

13. Other Terms and Policies: When the District establishes generally applicable personnel policies relating to holidays, deferred compensation, and other fringe benefits and working conditions, those policies also shall apply to Administrator as they would to other exempt and salaried employees of the District. In the event of a discrepancy between the District's generally applicable standards or policies and a provision of this Agreement, this Agreement shall control.

14. Termination, Severance Pay, and Resignation

14.1.1 Termination without Cause: District may terminate this Agreement without cause. If District decides to terminate this Agreement without cause, the District may elect at its sole discretion to either (1) place Administrator on administrative leave with pay for three months after the date Administrator is placed on administrative leave or (2) pay Administrator three

months' salary in a lump sum at the time of termination of employment. The severance pay amount provided under this section shall increase by one (1) month for each Year of Service Administrator has completed with District, up to a maximum of nine (9) months' worth of pay. "Year of Service" for purposes of this section shall mean May 21 to May 20. District agrees to provide and pay for medical insurance benefits during the period that Administrator is on paid administrative leave and for the number of months covered by the severance payment. Payment under this section shall be Administrator's sole remedy for termination without cause and Administrator shall be entitled to no other compensation.

14.1.2 Request for Resignation: At its sole discretion, and upon approval by a majority of the Board, the District may request in writing that Administrator resign in lieu of dismissal. Upon such written request, the Administrator may elect in writing to resign in lieu of dismissal. The District's written request and Administrator's written resignation under this Section 14.1.2 shall be deemed termination without cause as provided in Section 14.1.1.

14.1.3 Release Required: As a condition of the District's payment under this Section 14.1, Administrator will be required to release the District, its officers, representatives, insurers, and employees from claims arising from employment with the District and separation of employment.

14.2 Termination for Cause: District may immediately terminate this Agreement for cause at any time upon written notice to Administrator. Cause is defined for purposes of this section as: (1) repeated or gross negligence or willful misconduct by Administrator in performance of Administrator's employment duties; (2) a willful refusal by Administrator to perform her employment duties; (3) commission by Administrator of a felony or act of moral turpitude; or (4) any unexcused absence by Administrator from her employment duties for a period of five consecutive days. District's total obligation to Administrator under this section shall be limited to all earned salary, reported reimbursable expenses, and paid leave accrued to the date of termination as otherwise provided in this Agreement.

14.3 Further Acts upon Notice of Administrative Leave or Termination: Upon receiving a notice of administrative leave or termination, Administrator shall immediately cease all activities under this Agreement, unless expressly directed otherwise by District. Further, upon District's request, Administrator shall deliver to District all documents, information, works-in-progress, and other property related to Administrator's employment with the District.

14.4 Resignation: Nothing in this Agreement shall limit the right of the Administrator to resign her position with the District, provided that in such event, Administrator provides the District written notification of resignation a minimum of thirty (30) days in advance of its effective date. Administrator shall be entitled to all earned salary, expense reimbursements, and paid leave accrued to date of termination as otherwise provided in this Agreement. Administrator shall not be entitled to severance payment or paid administrative leave upon resignation except as otherwise provided in Section 14.1.2.

15. Indemnification and Settlement Approval

15.1 The District shall hold harmless, indemnify, and defend Administrator from claims, suits, and actions arising in the course of employment as provided under the Oregon Tort Claims Act (ORS 30.260–300), and the District shall fully comply with such legal requirements applicable at the time of any demand by Administrator for indemnity or defense thereunder. Notwithstanding the foregoing, Administrator shall not be entitled to indemnification for claims related to: (1) any breach of Administrator’s duty of loyalty to the District; (2) acts or omissions not in good faith or involving gross negligence, intentional misconduct, or a knowing violation of the law; or (3) any transaction from which Administrator derived an improper personal benefit. Administrator shall have no liability to the District as a result of her conduct or actions occurring within the ordinary course and scope of Administrator’s duties under this Agreement.

15.2 Administrator may request, and District shall not unreasonably refuse to provide or withhold approval of, independent legal counsel at the District’s expense for any claim subject to this section. Legal representation shall extend until final determination of the claim, including any appeals.

15.3 Any settlement or compromise of any claim by Administrator shall be made with prior approval of District in order for indemnification, as provided in this section, to be available to Administrator. Administrator recognizes that District has the right to compromise and settle any dispute, unless the settlement or compromise would result in judgment or order which personally binds Administrator, in which case Administrator shall have a veto authority over the settlement or compromise.

16. Other Terms and Conditions of Employment: District shall fix any other terms and conditions of employment, as it may determine from time to time, relating to the performance of Administrator, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement or any other law.

17. Dispute Resolution: In the event of any dispute or material disagreement relating to the interpretation or enforcement of this Agreement, alleged breach of this Agreement, the employment relationship (including any wage claim, claim for wrongful termination, or any claim based upon any statute, regulation, or law, including those dealing with employment discrimination, sexual harassment, civil rights, age, or disabilities), including tort claims (except a tort that is a compensable injury under Workers’ Compensation law), the parties shall promptly meet, in executive session in accordance with law, to discuss, negotiate and, so far as is possible and practical, attempt to resolve such disputes or disagreements. In the event of any legal dispute that the parties have been unable to resolve informally, the District and Administrator agree that the matter shall be resolved in final and binding arbitration in accordance with the then effective arbitration rules of the Arbitration Service of Portland. A copy of the rules can be obtained at www.arbserve.com. Judgment upon the award rendered pursuant to such arbitration may be entered in any court having jurisdiction thereof.

18. No Third-Party Beneficiaries: Nothing in this Agreement gives, is intended to give, or shall be construed to give or provide, any benefit or right, whether directly, indirectly or otherwise, to

third persons unless such third persons are individually identified by name herein and expressly described as intended beneficiaries of the terms of this Agreement.

19. Entire Agreement: This Agreement sets forth the entire understanding of the parties. Except as otherwise provided herein, this Agreement supersedes any and all prior negotiations, discussions, agreements, and understandings between the parties.

20. Amendment: This Agreement may not be modified, altered, or changed except upon express written consent of all parties, wherein specific reference is made to this Agreement.

21. Severability: If any provision of this Agreement shall be invalid or unenforceable, the remaining provisions thereof shall continue to be fully effective.

22. Non-Waiver: A provision of this Agreement may be waived only by a written instrument executed by the party waiving compliance. Failure to enforce any provision of this Agreement shall not operate as a waiver of such provision or any other provision. Waiver by any party of strict performance of any provision of this Agreement shall not be a waiver of or prejudice any party's right to require strict performance of the same provision in the future or of any other provision. No waiver of any provision of this Agreement shall constitute a waiver of any other provision, whether or not similar, nor shall any waiver constitute a continuing waiver.

23. Venue, Governing Law, and Interpretation: This Agreement has been executed and delivered in the State of Oregon and the laws of such state shall govern the validity, construction, enforcement, and interpretation of this Agreement without regard to its conflict of laws provision. Exclusive jurisdiction for any dispute concerning this Agreement shall be in Jackson County, Oregon.

24. Attorney Fees: If a suit, action, arbitration, or other proceeding of any nature whatsoever is instituted or if the services of an attorney are retained to enforce any provision of this Agreement, or with respect to any dispute relating to this Agreement, the prevailing party will be entitled to recover from the losing party its attorneys' fees, paralegal fees, accountant fees, and other expert fees, as well as other fees, costs, and expenses actually incurred in connection therewith. In the event of a suit, an action, an arbitration, or other proceeding, the amount of fees will be determined by the judge or arbitrator, will include fees and expenses incurred on any appeal or review, and will be in addition to all other amounts provided by law.

25. Legal Representation Acknowledgements: The parties acknowledge that they have read this Agreement, that they have been provided an opportunity to have it fully explained to them by counsel of their own choice, and that they are fully aware of the contents of this Agreement and of its legal effect. The rule of construction that a written agreement is construed against the party preparing or drafting such agreement shall specifically not be applicable in the interpretation of this Agreement or any documents executed or delivered under this Agreement.

26. Execution and Counterparts: This Agreement may be executed in counterparts, each of which shall be an original, all of which shall constitute but one and the same instrument.

27. Further Assurances: The parties agree to cooperate fully and to execute any and all supplementary documents and to take all additional actions that may be necessary or appropriate to give full force to the terms of this Agreement.

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

Lisa Marston
8054 W Evans Creek Road
Rogue River, Oregon 97537

President, Board of Directors
Jackson County Library District
205 S Central Avenue
Medford, Oregon 97501

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

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

JACKSON COUNTY LIBRARY DISTRICT


By: Susan Kiefer, Board President

5/21/2018
Date

LISA MARSTON


Lisa Marston

5/21/2018
Date

Reviewed as to legal sufficiency:


H. M. Zamudio

05/15/18
Date

Exhibit A

JACKSON COUNTY LIBRARY DISTRICT DISTRICT ADMINISTRATOR POSITION DESCRIPTION

TITLE: District Administrator

SUPERVISOR: Jackson County Library District Board of Directors

TYPE OF POSITION: Full-time Management

General Statement of Responsibility

The District Administrator is the chief administrative officer of the Library District on behalf of the Board of Directors. The District Administrator supports the Board in governance matters and directs and manages all business functions and operations of the District. Further, the District Administrator advises the Board on policy and strategic matters related to the functions and operations of the District including those services presently delegated to contractors. The District Administrator works with the library and other contractors to advance the implementation of the Jackson County Library Services Strategic Plan and the strategic direction of the District. The District Administrator works under the authority of the Board of Directors and reports to the President of the Board.

Duties

- Organize and coordinate the work of the Board, its committees and task forces toward defined, measurable goals and objectives in support of the Jackson County Library Services Strategic Plan and a District strategic plan.
- Coordinate with LS&S, the library operations contractor, to assure that library goals and objectives advance the Strategic Plan and standards set by the Board.
- Advise the Board on policies and ensure that all applicable policies are in place and observed.
- Manage the administrative functions of the Board including agenda planning, communication vehicles, and web presence.
- Manage all District contracts.
- Research, analyze, synthesize, and effectively present information relevant to District development.
- Recommend effective and efficient remedies to challenges facing the Board, such as facilities maintenance and technology planning and coordination.
- Hire and supervise staff of the District.
- Recommend and implement cost-effective business systems.
- Prepare annual and multi-year budgets and analyze financial information.
- Organize, implement, and manage projects as defined by the Board.
- Write and evaluate Requests for Proposals.
- Oversee the procurement process for services, including researching and analyzing options and drafting contracts as needed (auditing, banking, and library facilities, including buildings, vehicles and computer systems).
- Research, prioritize, and follow up on incoming issues and concerns addressed to the Board.
- Prepare presentation materials for various projects, group meetings, and Board meetings.

Expectations

The District Administrator is expected to be an experienced, knowledgeable, and collaborative administrator, with excellent management skills and exceptional leadership in helping the Board plan strategically for the future of the District. The District Administrator is an individual with exceptional interpersonal abilities and one who is able to work cooperatively with a variety of service providers and their staffs to achieve the objectives of the Board. This District Administrator must deeply value the overarching purpose of the District, which is to provide residents of the District with excellent,

cost-effective, state of the art library services.

Knowledge, Skills, and Abilities

The District Administrator is expected to possess an in-depth knowledge and understanding of local government management; the intellectual capacity to understand the position and to grow in it; effective leadership ability; the interpersonal characteristics and skills to effectively communicate with diverse groups and individuals including Board, staff, contractors, volunteers and the public; and passion for improving the lives of the residents and the betterment of communities in the District.

The District Administrator is proactive in the exercise of responsibilities, results-oriented and customer-driven; works independently on projects from conception to completion; plans and completes projects on time and within budget; takes responsibility while being collaborative; exercises discretion, independent judgment and initiative in a variety of situations; maintains confidences and the trust of the Board; and manages and responds to a multitude and variety of situations with poise.

The District Administrator has impeccable written and verbal ability, administrative, and organizational ability, and the ability to maintain a realistic balance among multiple priorities.

Additional Specific Skills Required

- Research, analysis, evaluation, and planning
- Process improvement
- Project planning, budgeting, and resource management
- Priority and time management
- Mastery of Microsoft Office applications (Word, Excel, PowerPoint, Outlook)
- Internet literacy and information fluency
- Reports, presentations, and presentation delivery

Education and Expertise Required

- Master's Degree in Public Administration, Business Management, or related field and at least 3 years of progressively responsible, successful professional experience in government or business administration.
- Working knowledge of Oregon Revised Statutes and Oregon Administrative Rules pertaining to public procurement and contracting, local budgeting, and government ethics.
- Expertise in hiring, supervising, and developing staff and in budgeting and contracting.

Desirable

- An ALA-accredited Master's in Library and Information Science degree and successful experience in public library administration.
- Successful experience in managing districts.
- Familiarity with Oregon library laws, especially library districts.

Amendment No. 1 to Employment Agreement

1. This Amendment No. 1 is to the Employment Agreement effective May 21, 2018, between the Jackson County Library District (District) and Lisa Marston (Administrator).
2. This Amendment shall become effective on the date it is fully executed and approved as required by applicable law.
3. The Agreement is hereby amended as follows (new language is indicated by underlining and deleted language is indicated by strikethrough):

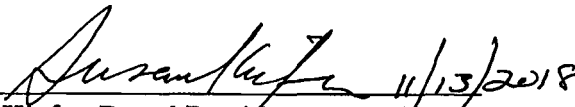
5. Effective Date and Duration: This Agreement shall have an effective date of May 21, 2018. This initial Agreement shall be reviewed and revised by the Board ~~in December 2018~~ by March 2019.

7.2.1 Retirement Plan Contribution: For ~~six~~ ten months following the effective date of this Agreement, the District shall pay a 10% of gross salary contribution to Administrator. If the District adopts a general retirement plan including executive employees, then the District shall contribute a percentage of Administrator's gross salary to the District's retirement plan, as set forth therein, instead of direct retirement contributions to Administrator.

7.2.2 Healthcare Benefits: For ~~six~~ ten months following the effective date of this Agreement, the District shall contribute on behalf of the Administrator the monthly insurance premiums of up to \$750/month for hospital/medical, dental, vision, and prescription COBRA healthcare benefits.

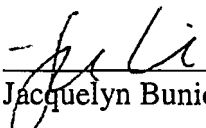
Except as expressly amended above, all other terms and conditions of the original Agreement are still in full force and effect.

JACKSON COUNTY LIBRARY DISTRICT



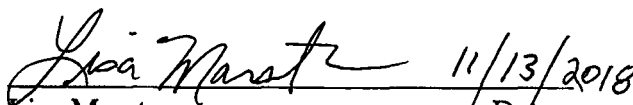
Susan Kiefer, Board President Date 11/13/2018

Approved as to Legal Sufficiency



Jacquelyn Bunick Date 11/13/18

LISA MARSTON



Lisa Marston Date 11/13/2018

Amendment No. 2 to Employment Agreement


1. This Amendment No. 2 is to the Employment Agreement effective May 21, 2018, between the Jackson County Library District (District) and Lisa Marston (Administrator).
2. This Amendment shall become effective on the date it is fully executed and approved as required by applicable law.
3. The Agreement is hereby amended as follows (new language is indicated by underlining and deleted language is indicated by strikethrough):
4. **Effective Date and Duration:** This Agreement shall have an effective date of May 21, 2018. This Agreement shall be reviewed and revised by the Board in ~~December 2018~~ January 2020.
5. **7.1 Salary:** Effective January 1, 2019, the District agrees to pay the Administrator for services rendered pursuant hereto an ~~initial~~ annual base salary of ~~eighty five~~ eighty-seven thousand five-hundred and fifty dollars (\$85,000.00 \$87,550.00), payable in equal monthly installments with payroll deductions. Effective July 1, 2019, the Administrator shall receive a cost of living increase of 2.0 percent.

7.2.1 Retirement Plan Contribution: ~~For six twelve months following the effective date of this Agreement,~~ The District shall pay a 10% of gross salary contribution to Administrator. If the District adopts a general retirement plan including executive employees, then the District shall contribute a percentage of Administrator's gross salary to the District's retirement plan, as set forth therein, instead of direct retirement contributions to Administrator.

7.2.2 Healthcare Benefits: ~~For six ten months following the effective date of this Agreement,~~ The District shall contribute on behalf of the Administrator the monthly insurance premiums of up to \$750/month for hospital/medical, dental, vision, and prescription ~~COBRA~~ healthcare benefits.

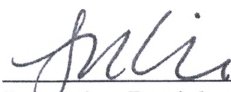
Except as expressly amended above, all other terms and conditions of the original Agreement are still in full force and effect.

JACKSON COUNTY LIBRARY DISTRICT



Susan Kiefer, Board President 3/14/2019
Date

Approved as to Legal Sufficiency



Jacquelyn Bunick 3/11/19
Date

LISA MARSTON



Lisa Marston 3/14/19
Date



December 10, 2020

Title: Sole Source Procurement for Tech Van

From: Kari May, Library Director

Recommendation:

The Library Director recommends that the Board, acting as the local contract review board, approve a sole source award to TechOps Specialty Vehicles for JCLS’s Tech Van pilot project, in accordance with ORS 279B.075 and OAR 137-047-0710.

Budget Impacts:

The project will be paid for with restricted funds. The total budget for this project is \$200,000 and will be paid out of an \$88,500 grant from the Oregon State Library and IMLS/CARES, the Hulburt Trust, and restricted funds held at Jackson County Library Foundation for Outreach.

Policies, Plans, and Goals Supported:

The Tech Van pilot project supports objectives in the Technology Plan. A sole source procurement allows the project to move forward this year.

Background and Additional Information:

JCLS has obtained an IMLS/CARES Act grant through the State Library in the amount of \$88,500 to address digital inclusion and related technical support in underserved areas in Jackson County. The grant funds will fund a portion of the “Tech Connect Van” project. This is a pilot project that will be designed and managed by a consultant, Specialty Vehicle Services (SVS), under a personal services contract. A contracting agency may award a contract for goods or services without competition if the local contract review board determines in writing that the goods or services, or class of goods or services, are available from only one source. The determination of a sole source must be based on written findings. Our findings are that the goods or services are for use in a pilot project [ORS 279B.075(2)(c)] and that the goods or services are available from only one source as outlined in the attached sole source letter from Michael Svendrowski, president of SVS [ORS 279B.075(2)(d)]. Also attached is the public notice of sole source procurement that is required under OAR 137-047-0710 and was published in the *Oregon Daily Journal of Commerce*.

Attachments:

- Sole Source letter from Michael Svendrowski, President, Specialty Vehicle Services
- Public Notice of Sole Source Procurement, *Oregon Daily Journal of Commerce*

December 1, 2020

Lisa Marston, JD, MBA
Jackson County Library Services
205 South Central Avenue
Suite 222
Medford, OR 97501

Re: Sourcing for Outreach Van Project

Dear Ms. Marston,

Please accept this letter as a confirmation of our recent discussion about finding a vendor to secure, modify, and delivery a specialized van style outreach vehicle in the time frame denoted by the grantors funding the project.

As I mentioned, the outreach vehicle specific supply chain continues to be backlogged with historic numbers of vehicle orders. Although this is great for the overall outreach community, it has extended typical lead times well beyond a year for most orders. Adding to the mix is the fact that Daimler, one of the primary van manufacturers in the USA, has shut down production for a predicted 6 months to retool one of its factories.

As an industry expert with 35 years of experience, I happened to know of one experienced vehicle upfitter, TechOps Specialty Vehicles, that had two vans on standby as well as the production capacity to complete the project in the specified timeframe. Although I generally shop projects in a competitive manner for my clients, in my opinion, this was the only option available to the library to seize this wonderful opportunity and meet the strict delivery requirements of the grant award.

I look forward to any questions you may have, and further to the eventual delivery of a fantastic new outreach vehicle!

Sincerely,



Michael Swendrowski
President

Daily Journal of Commerce

Oregon's Building Connection

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Portland, OR 97232-3579
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www.djcoregon.com

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Lisa Marston
Jackson County Library District
205 S Central Ave
Medford, OR 97501-7223

JACKSON COUNTY LIBRARY DISTRICT TECH CONNECT VAN PUBLIC NOTICE OF A SOLE SOURCE PROCUREMENT

Pursuant to Oregon Revised Statute 279B.075, Jackson County Library District is seeking approval of a sole source procurement for a Tech Connect Van through TechOps Specialty Vehicles. This is a pilot project that is being designed, managed, and inspected by a consultant, Specialty Vehicle Services, within a tight schedule. The vehicle, options, layout, and aftermarket modifications to be provided by TechOps will produce a contemporary outreach vehicle to provide information-based benefits to underserved populations within the Library's service area. This sole source procurement has an estimated value of \$188,000 and has a term through June 30, 2021. Comments can be directed to Lisa Marston at lmaston@jcls.org. Protests must be in writing and delivered to Lisa Marston, Assistant Director of Administrative Services, at 205 S Central Avenue, Medford, OR 97501 by 5:00 p.m. on the seventh day after publication of this notice. Protests must be done in accordance with ORS 279B.400 and OAR 137-047-0710.

Published Dec. 4, 2020. 11940275

Please Read Carefully

Daily Journal of Commerce is not responsible for errors or omissions after the First Run Date. If any errors, contact 1 (503) 226-1311. Attorneys placing legal advertisements are responsible for payment of same.

PO #	
Order #	11940275
Placement	Daily Journal of Commerce Bids - Other Goods and Services
Schedule	12/4/2020 - 12/4/2020
# of Times	1 inserts
Base Charge*	82.28
Add'l Charges/Disc*	0.00
Payment Amount	0.00
TOTAL:	82.28
(Not an Invoice)	

ORDER KEYWORDS:

TECH CONNECT VAN

Anchor Rate: \$82.28
Subsequent Rate: \$0.00

***Changes to this order may result in pricing changes.**



Director's Report December 2020

Library Administration

The Rogue Workforce Partnership plan with JCLS is in place, and the Oregon Employment Department will begin using the computers in the Large Community Meeting room in Medford every Thursday for NCRC testing. This is a multi-hour test that is the culmination of their clients' participation in the workforce readiness program that certifies to prospective employers that they have the necessary skills and knowledge to be employed.

The CARES Act LSTA grant was submitted for the outreach/mobile technology van and has been approved. The van will provide WiFi access, laptops, access to library databases, intake appointments with Rogue Workforce Partnership program managers and other services for patrons and students in rural areas. These services will be supported by Digital Services Specialists, Adult Services Librarians, and other staff.

Director Kari May attended the Southern Oregon Historic Society's (SOHS) Board meeting in December to report on the strength of the partnership between the two organizations. Both organizations recognize the challenges they face providing services during COVID-19. The *Windows in Time* virtual series has been well attended and helps highlight the partnership between the Library and SOHS.

Arranging for Meesha Blair's art to be displayed in the waiting area/hallway in Medford (waiting area for holds pickup) has helped her sell several paintings and because of this, library staff are now working on bringing more artists work in for display in the hallway display cases to help support them, as so many galleries have closed.

Business Administration

Equity, Diversity, and Inclusion (ED&I) training for all staff kicked off in November. While each staff person has their own level of comfort with the topics covered in the training, feedback has been positive over all. One staff member wrote: "Today was the first day of training for me and I already feel like I'm going to benefit a lot from it. The instructor is warm, clear, well-organized

and highly knowledgeable. I appreciate the priority you've put on this important work, and I think we'll all be the better employees (and humans) for it."

The Medford Renovation project continues and is on schedule. All the walls and door frames are in, and painting and carpet installation have begun. A kick-off meeting with SERA Architects is scheduled for mid-December to design the public space in the former Reference Area.

Branches

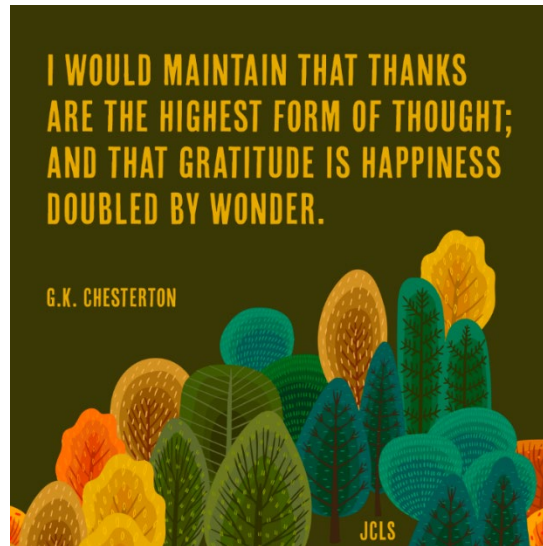
In November, Jackson County went from restrictions under the "Pause" to the "Freeze" orders. The Library returned to Stage 4, EFDS: Enhanced Front Door Services. Branches are able to allow a limited number of patrons to use computers at all libraries during open hours for printing, scanning and emailing documents such as filing accident reports, submitting job applications and school work.

Branches are also able to offer patrons the newly launched *JCLS Discovery* reader's advisory service. This Reader's Advisory tool is designed especially for browsers of ALL ages. Patrons fill out this form, and a personally curated list of materials will be sent to them. Ashland Children's Librarian Lynn Heerema, along with Medford Children's Librarian Wally Clark, have been assigned to answer any inquiries pertaining to children. They have been able to respond to numerous inquiries just days after JCLS Discovery was launched and look forward to helping more families through this service.

Patrons may also call the library or stop in during EFDS hours to receive assistance selecting materials to check out. This has been well received by patrons and has helped smooth over their disappointment at not being able to browse in person.

The month of November has been a busy one in Phoenix as staff and the public adjust to EFDS. Phoenix Branch Manager Jody Fleming and Library Assistant Lori Wilson have been able to assist a few patrons by choosing a few books for them that are on the shelves. Usually, the request from a parent or grandparent is, "Can you please grab, like, 10 picture books for me?" A grandparent who had his books chosen for him returned the next day, held the books over his head, and declared, "We had a great time with these!"

In Ruch new books and magazines are browsable in the lobby, set up to be touchless (where possible). Adding the newest magazines in the foyer has been a real hit. Branch Manager Thalia Truesdale hopes to be able to add a table with Christmas books on display. Staff is enjoying selecting books for people, especially children. The branch plans to celebrate "wacky" holidays each day it is open in December with book displays, small Take & Makes and other events (for example, all staff will chew gum on "Bubblegum Day").



In Ashland, Adult Services staff demonstrated their flexibility as they smoothly transitioned to a new version of Front Door Service, this time utilizing the upstairs space to allow the public to access computers, copiers, scanning, and faxing services, as well as reference service in a systematic and safe way.

In Medford, Adult Services Librarian Carrie Tannehill assisted a patron over the telephone who was looking for virtual art museum tours. Ms. Tannehill found a list of museums who had partnered with Google Arts & Culture to post online exhibits and artwork images, and sent the list to the patron. A week later, the patron called again, and Ms. Tannehill assisted her in navigating the websites to view the art. The patron was pleased to enjoy beautiful works of art online.

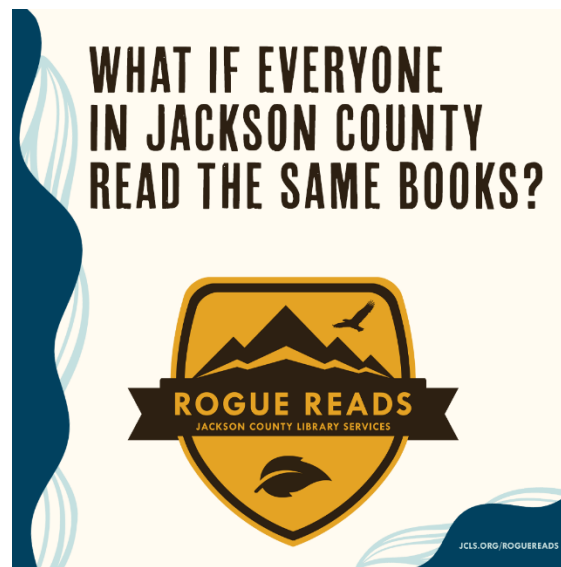
Marketing

Promotion for Rogue Reads began in earnest in November with a PSA running regularly on JPR, a segment on Jefferson Exchange featuring Assistant Director of Public Services Claudine Taillac and Adult Services Coordinator Carrie Turney-Ross, and the release of the Rogue Reads guide booklet, which features information on all the planned events that go with the program and information on Jacqueline Woodson and the featured books. The marketing team has also been having discussions with the award-winning indie film distributor, Oscilloscope Laboratories—who reached out via the JCLS Twitter—to come up with promotions to highlight their films on Kanopy. This organic development is an exciting sign that the JCLS Twitter is getting attention (and respect!) from other organizations' social media teams.

Mail Tribune on return to Front Door Service: <https://bit.ly/36AQz2y>

Jefferson Exchange segment on Rogue Reads: <https://bit.ly/3l2GC30>

Mail Tribune on December Windows in Time: <https://bit.ly/36BaXl1>



Adult Services

Ms. Taillac and Ms. Carrie Turney-Ross were interviewed on the Jefferson Exchange on JPR to promote the upcoming community reading program, *Rogue Reads*, taking place December through February. Rogue Reads is an opportunity to bring the community together to simultaneously and openly discuss specific themes in literature with a focus on equity, diversity, and inclusion. The book selections for the inaugural year of this program are all by bestselling author Jacqueline Woodson and include *Red at the Bone* for adults; *If You Come Softly* for teens; *Brown Girl Dreaming* for middle-grade readers; and *The Day You Begin* for children and families. A wide variety of programs are planned that will encourage readers to dig deeper and reflect on the timely themes of race, family dynamics, generational trauma, and more. Jacqueline Woodson will join the Library for a virtual author talk on February 21.

At Home Services mailed books and other materials to ninety-four patrons in November. AHS also added four new patrons to the service. Ms. Turney Ross and At Home Services Specialists Kateri Warnick and Chantel Ullrich attended the webinar "Providing Library Senior Services in a COVID-19 World." As a result of the learning opportunity, AHS is exploring new ways to engage with senior patrons who are most effected by isolation during this time. Ms. Warnick conducted research on loneliness and the elderly and where JCLS can help. Ms. Ullrich began collecting ideas for Crafts at Home, a play on the successful Take & Make kits JCLS currently offers for children and teens.

Business Librarian Elanna Erhardt provided the four-part series *Grantwriting: An Intensive Series*, which wrapped up in November. This series continues to prompt participants to schedule Book-A-Librarian appointments with Ms. Erhardt to improve their grantwriting skills and to learn more about the database Foundation Directory Online and other library resources.

Ms. Erhardt attended the e-commerce meeting of *A Greater Applegate* to share library resources related to the topic of the meeting.

Ms. Turney Ross facilitated the final segment of *Common Ground Conversations: Housing Discrimination*, presented by Mike and Emily Green. Mike Green is Chief Strategist at the National Institute for Inclusive Competitiveness, and Emily Green is a speaker and leader/mentor of local women's groups. In this four-part series, the Mr. and Mrs. Green discussed the history of housing discrimination in Oregon and the U.S., as well as strategies for improving the system.

Youth Services

Teen Services

The combined efforts of the Medford and Ashland Teen Libraries has created a great opportunity for teens across the county to come together for programming – most recently, teens from as far out as Rogue River “attended” the most recent Random Fandom: Gravity Falls program and even won the grand prize for the Gravity Falls trivia contest. For another program, teens from the Brain Bowl team from Saint Mary's and teens from the Logos Charter School got together over zoom to participate in some Halloween trivia. Also, for Halloween, Ashland Teen Librarian Jackie Keating hosted the last distanced in-person program of the year: a Halloween makeup special effects program which drew 10 teens and was featured on a short news segment that evening on KOB1.

Ms. Keating and Medford Teen Librarian Andrea Leone teamed up to provide Take & Make stress ball kits for teens, and they have found that the Take & Makes are just as popular during front door service as they were when the library was open for teens to come in and pick them up inside the library.

During the first week of November, Ms. Keating hosted a drop-in Library Scavenger Hunt that had teens learning about the history of the Ashland library and introduced them to each library department, the reference collection, and the online catalog. Participants were each rewarded with a free book.

Ashland Adult Services Librarian Ethan Craft displayed his awesome puzzle-building skills when he hosted a virtual escape room program for the Ashland Teen Department over Zoom. Teens helped guide Mr. Craft through the escape room as he filmed on an iPad, which created a first-person video game feel for the teens. They spent two hours solving puzzles, directing Ethan around the room, and finding clues. With their help, Mr. Craft was able to “escape” with a few minutes still left on the clock. One participant emailed right after the program, writing “the escape room was really fun! 100% would do another one.”

Children's Services

The Medford Children's department has continued to serve the needs of children, parents, teachers, guardians and the overall community during these times. Children's Specialist Grace Ambrus has continued to support the needs of the department through her imagining, assembling, and distribution of Take & Make kits almost every week. She has also posted lists on Bibliocommons, generated displays for all to view (this was before going back to Enhanced Front Door Service), and continues to record storytimes for the library's YouTube channel.

Medford Children's Librarian Wally Clark provided support to the library through his involvement in various committees and initiatives, including the Blog committee, the Integrated Library System (ILS) review committee, and the Latinx committee, and is assisting with the virtual school visit plan. Through these groups, Mr. Clark has provided library-oriented blog posts, shared cultural insights on Latino holidays and has helped to begin a project that can help students, and teachers better understand the services the library has to offer and teach them how to use the library in a smarter, more exciting manner.

When Ashland children's department staff Ms. Heerema and Ms. Tovar are not busy helping with Enhanced Front Door Service, they have been preparing and recording storytimes for the JCLS YouTube channel. A bilingual storytime is slated for December 3rd. Ms. Heerema continues to write blog posts and whenever possible, she pairs the Storytime to a blog post, a Take & Make, and a booklist. The mission is to introduce and connect the patrons to some of the many services the library has to offer. This has turned out to be a great success, as the number of views on the digital storytimes keeps going up, and by the end of November, the Ashland Children's department will have handed out over 130 Take & Makes. In another measure of success, Heerema received the following positive email from a patron:

"I just wanted to send you a note to thank you for your blog storytimes and crafts. [My child] LOVED the turkey book. Yesterday she worked on the craft for almost an hour while I made dinner. She practiced writing things she was thankful for and drawing with the stickers. She was so proud of her work. We hadn't listened to many storytimes, but she was so into it yesterday – singing along and so focused. Thank you for making the most of these crazy times."

Educational Services

Education Services Specialist Jamaica Davis has been busy with projects that teachers have requested. She has created an "Introductory Promotional" video to use when initiating contact with school administrators, created a Trauma Resources slide per a request from a local school psychologist, recorded a "Using JCLS Databases" tutorial for an Ashland teacher, and has compiled a contact sheet with all Jackson County school districts' administrative numbers and emails. She is also putting the finishing touches on the revised and revamped Homework Help page – now titled Learning Resources.

Davis has also been working with Digital Services staff member Laura Irwin to get technical support for her TumbleBook presentation and has created two "handouts" for her to provide to

parents that assist in using e-books to build literacy skills and how to correlate reading text levels from Lexile to Accelerated Reader.

Finally, Davis has been leading the newly formed Education Committee – a group of youth services department heads, and Youth Services Coordinator Brystan Strong, with the specific purpose of figuring out ways to get library resources into the hands of students and teachers. Right now, the main project has been creating a ‘virtual tour’ of JCLS services. Since classes cannot come into the building, and with teachers being so pressed for time in the new digital learning environment, new ways are being found to record information usually given at school visits and sending them to teachers to use whenever is most convenient for them. The goal is to have a series of videos on a variety of topics that teachers can request and show to their classes.

However, some teachers are able to schedule live virtual visits with the JCLS staff. During the second week of November, Ms. Keating visited 7th and 8th grade language arts Zoom classes at Ashland Middle School, getting face time with students and making new connections with teachers. She made sure to plug the Homework Help databases, JCLS Discovery, and upcoming programs. Overall, students were engaged and several asked great questions, such as learning more about the Libby app, and the student who asked if he could still use Brainfuse HelpNow’s writing lab for non-school writing (answer: yes!). One of the teachers said that she was surprised about how many virtual services JCLS provides and that she was very excited about Brainfuse Helpnow. Another teacher followed the visits up with an email to Ms. Keating writing: “Thanks so much for joining us – really helpful information and such great opportunities for kids to connect with not only books, but people!!”

Outreach to Childcare

Outreach to Child Care (OCC) staff completed a major overhaul of the storytime bags used for weekly storytimes. The result is a collection of 52 storytime bags with rejuvenated materials. Approximately 1,000 items were moved from the OCC collection and added to the general collection for the community to be able to check out and enjoy. Each curated storytime theme has a collection of early childhood appropriate books to suit a wide range of preschool ages and developmental levels. Storytime bags include a wordless story, a pop-up or lift-the-flap book, and a board book, as well as a flannel board. The team worked to showcase a variety of artistic and literary styles, and to ensure representation of diverse characters, including characters from marginalized and/or minority communities. Even though an in-person storytime is not being held, effort to improve and update this activity will continue until the storytimes can return.

Support Services

The Information Technology team completed the set-up of eight public PCs and the public printing system in the Large Meeting room in Medford to keep all public services on the lower floor during Stage 4. New laptops have been received and are being deployed to allow staff to

work remotely during COVID-19 restrictions. The fifty Public Catalog computers have been replaced at all of the branches.

The Collection Development team are on track with ordering materials for this fiscal year. The Acquisitions database shows that between items received and on-order, materials expenditures are at 59.56%. Collection Development met with community groups who are interested in making their collections of items available to Jackson County with the help of JCLS. One group is part of Southern Oregon Master Recyclers located in Ashland. They make dishes, tableware, and extras available for parties to reduce the number of paper and plastic items that are thrown away. The second group would like to make bicycles available through the defunct company, Zagster. Both programs would have some challenges to overcome, but could also be great additions. The Collection Development team will continue to pursue the possibilities.

Digital Services staff are manning the computer assistance station which has been set up in a new location on the first floor to continue offering safe computer help for patrons during Stage 4. During the Winter season, the following online workshops will be presented by the Digital Services Specialists: *Online Privacy and Security*, *Tumble into Reading with Tumblebooks*, and *Facebook in the Marketplace*. Digital Services Supervisor Eric Molinsky is working with hotspot vendor US Cellular to acquire at reduced cost Samsung Galaxy tablets equipped with cellular connectivity. These devices can be used in both patron and staff scenarios to provide easy online access for productivity and entertainment.

Because of the year-end migration of the Acquisitions system, ordering new materials was delayed during the first quarter of the year, and now many of those issues have been addressed. Over 15,000 new items were added to the collection in November. To put that number in perspective, that means that Technical Services staff sent an average of 842 new items out to library branches every business day. A lot of unboxing, cataloging, and quality control was completed. Many thanks to Diana Truly, Jessica Dunn, and Rebecca Lazan for their hard work in getting new items into patron's hands.



Jackson County Library FOUNDATION

Operations Report for the District Board
December 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 November 17, 2020. Elisabeth Campbell and Kari May were also in attendance.

The next meeting is scheduled for **December 15, 2020**.

The JCLF Finance Committee held virtual meetings on November 18, 2020 and on December 9, 2020.

JCLD/JCLF Relationship Committee:

The JCLF Board approved the proposal recommended by the JCLF/JCLD Relationship Committee to transfer the employment of the JCLF Executive Director from the Foundation to the Library.

Marketing/Fundraising:

The 2020 Annual Appeal arrived in mailboxes on Tuesday, November 17th. Results will be included with the next report. As of the writing of this report, the rate of response has hit about 10%.

Finance:

The Reviewed 2018 Statement of Financial Position and Notes to the Financial Statements prepared by Moss Adams, LLP was accepted by the JCLF Finance Committee. Elisabeth Campbell will move forward with the engagement for Reviewed Statement of Financial Position, Statement of Activities, and Notes to the Finance Statements for 2019.

Grants to the Library:

The JCLF Board approved the disbursement of \$18,000 in unrestricted funds to sponsor the upcoming Rogue Reads program.

The JCLF Board also approved the disbursement of \$2,995 in unrestricted funds to renew JCLS membership in the Funding Information Network.



December 10, 2020

Title: Board Financial Reporting Options

From: Finance Committee

Summary:

On November 24, the Finance Committee met to discuss financial reporting. The committee agreed that, while detailed reporting at the budget line-item level is necessary for the management team, a top-level summary may be more appropriate for the Board. The committee also agreed on two key questions that reports to the Board should answer: *Are we in budget compliance?* and *How are we doing financially?* The committee then discussed the new financial system’s purchasing module which, when implemented early next year, will support encumbrance reporting, important for the management team because it captures not only when dollars are received or spent, but also when dollars are pledged or obligated.

Recommendation:

In keeping with Governing Body Reporting best practices, the Finance Committee recommends a quarterly report to the Board that includes system-generated reports and a 1-2 page narrative summary. In the fourth quarter, reports would be provided monthly to ensure budget compliance at year-end. The system-generated reports could be detailed or summarized, depending on the Board’s preference. If detailed reports are preferred, the committee would suggest reporting in detail on the general fund and summary reporting for the other funds.

Resource Requirements:

N/A

Policies, Plans, and Goals Supported:

It is management’s responsibility to manage to budget and monitor JCLS’s financial position, with an appropriate level of oversight from the governing board. Providing periodic reporting in a format best suited for the Board supports effective fiscal oversight. Investing time in configuring reports that work for the Board also helps to build trust by establishing clear expectations, transparency, communication, and consistency.

Attachments:

- System-generated reports with narrative summary

JACKSON COUNTY LIBRARY DISTRICT
Budget Compliance and Financial Position
As of November 30, 2020

Impact of Fires on Current Year Property Tax Revenue

Each year in October, Jackson County mails a letter to all taxing districts notifying them of their taxes to be received for the current fiscal year. For the library district, property taxes to be received for 2020-2021 is calculated to be \$11,801,076, before the fires. This amount, which is \$210,811 higher than the estimate we used for budgeting, would have produced \$195,000 in additional tax revenue were it not for the \$229,273,483 estimated loss in assessed property value due to the fires. To summarize, while the County's total taxable assessed value increased 5.79% over last year, property value lost due to the fires erased a portion of those gains. The net result for JCLS is a \$55,925 *increase* in tax revenues over the amount budgeted.

The County processes weekly tax turnovers through the end of November. In December, the County returns to a schedule of processing turnovers early each month. Turnovers include current and delinquent property taxes, as well as interest earned on delinquent payments.

General Fund

The District is sitting strong in the revenue area. We are at 94.95% of budgeted current year property tax collections, which is typical at November 30. The majority of current taxes are received by mid-December. Although unaudited, our ending fund balance (governmental fund basis) is \$522,697 more than we budgeted. Most of this is due to the movement of expenditures from the General Fund to the Capital Improvement Fund.

We have completed 41% of the year and Personnel expenditures are at 31%. New hires starting in December will increase that percentage. Materials and Services expenditures are at 28%. Technical Services is busy purchasing library materials for the collection, and there is a purchase of new patron computers planned for this Spring. We expect these numbers to increase in the coming months.

Capital Improvement Fund and Grant Fund

The expenditures of \$198,568 in the Capital Improvement Fund relate the Medford branch remodel. It includes the remodeling as well as the new furnishings. This is an ongoing project. The Grant Fund is for all of the Special Revenue funds that were previously accounted for in the general fund. They include the Friends funds, the JCLF funds, Hulburt, Lindberg, Gebhardt and Ready to Read funds in addition to several smaller restricted grants.

Jackson County Library District
Statement of Revenues and Expenditures - General Fund Summary
July 1, 2020 thru November 30, 2020

GENERAL FUND	Current Year Budget	Current Month Activity	YTD Activity	Variance	% Received or Used
Revenue					
Current Property Tax Collections	\$ 10,720,995.00	\$ 10,179,691.17	\$ 10,179,691.17	\$ (541,303.83)	94.95%
Prior Year Property Tax Collections	200,000.00	55,380.82	108,775.34	(91,224.66)	54.39%
Other Income	629,330.00	74,824.92	208,626.71	(420,703.29)	33.15%
Beginning Fund Balance (unaudited)	7,207,960.00	-	7,730,657.00	522,697.00	107.25%
Total Revenue	18,758,285.00	10,309,896.91	18,227,750.22	(530,534.78)	97.17%
Expenditures					
Total Personnel Services	6,555,950.00	400,281.58	2,062,358.21	4,493,591.79	31.46%
Materials and Services					
Administration	623,027.00	12,707.65	141,619.28	481,407.72	22.73%
Buildings and Technology	1,730,791.00	281,459.12	560,467.15	1,170,323.85	32.38%
Materials and Programming	2,397,500.00	281,254.49	574,835.39	1,822,664.61	23.98%
Utilities	590,600.00	41,558.56	193,907.41	396,692.59	32.83%
Total Materials and Services	5,341,918.00	616,979.82	1,470,829.23	3,871,088.77	27.53%
Other Expenditures					
Capital Outlay	215,000.00	-	-	215,000.00	0.00%
Contingency	750,000.00	-	-	750,000.00	0.00%
Transfer to CIF	1,343,085.00	-	-	1,343,085.00	0.00%
Total Other Expenditures	2,308,085.00	-	-	2,308,085.00	0.00%
Ending Fund Balance	4,552,332.00	-	-	4,552,332.00	0.00%
Total Expenditures	18,758,285.00	1,017,261.40	3,533,187.44	15,225,097.56	18.84%
Net Revenue Over Expenditures	\$ -	\$ 9,292,635.51	\$ 14,694,562.78	\$ 14,694,562.78	

Jackson County Library District
Statement of Revenues and Expenditures - CIF and Grant Fund Summary
July 1, 2020 thru November 30, 2020

CAPITAL IMPROVEMENT FUND	Current Year Budget	Current Month Activity	YTD Activity	Variance	% Received or Used
Revenue					
Interest Income	\$ 110,000.00	\$ -	\$ -	\$ (110,000.00)	0.00%
Beginning Fund Balance-Unrestricted	6,176,279.00	-	6,045,927.00	(130,352.00)	97.89%
Transfer from General fund	300,000.00	-	-	(300,000.00)	0.00%
Total Revenue	6,586,279.00	-	6,045,927.00	(540,352.00)	91.80%
Expenditures					
Building Repair/Maintenance	100,000.00	-	-	100,000.00	0.00%
Facility Furnishing Expense	-	100,480.82	100,480.82	(100,480.82)	0.00%
Capital Outlay	6,486,279.00	22,381.00	98,087.32	6,388,191.68	1.51%
Total Expenditures	6,586,279.00	122,861.82	198,568.14	6,387,710.86	3.01%
Net Revenue Over Expenditures	\$ -	\$ (122,861.82)	\$ 5,847,358.86	\$ 5,847,358.86	

GRANT FUND	Current Year Budget	Current Month Activity	YTD Activity	Variance	% Received or Used
Revenue					
Total Interest Income	\$ 30,500.00	\$ 1,149.70	\$ 4,478.23	\$ (26,021.77)	14.68%
Total Restricted Grant Revenue	408,075.00	14,340.40	23,116.84	(384,958.16)	5.66%
Total Beginning Fund Balance - (unaudited)	1,043,085.00	-	-	(1,043,085.00)	0.00%
Total Revenue	1,481,660.00	15,490.10	27,595.07	(1,454,064.93)	1.86%
Expenditures					
Total Personnel Services	145,000.00	-	5,215.19	139,784.81	3.60%
Total Materials and Services	604,575.00	20,561.99	39,544.30	565,030.70	6.54%
Total Capital Outlay	219,585.00	-	-	219,585.00	0.00%
Total Ending Fund Balance	512,500.00	-	-	512,500.00	0.00%
Total Expenditures	1,481,660.00	20,561.99	44,759.49	1,436,900.51	3.02%
Net Revenue Over Expenditures	\$ -	\$ (5,071.89)	\$ (17,164.42)	\$ (17,164.42)	

Jackson County Library District
Statement of Revenues and Expenditures - General Fund Detail
July 1, 2020 thru November 30, 2020

GENERAL FUND	Current Year Budget	Current Month Activity	YTD Activity	Variance	% Received or Used
Revenue					
Current Property Tax Collections	\$ 10,720,995.00	\$ 10,179,691.17	\$ 10,179,691.17	\$ (541,303.83)	94.95%
Prior Year Property Tax Collections	200,000.00	55,380.82	108,775.34	(91,224.66)	54.39%
Interest Income	312,000.00	9,284.34	53,776.44	(258,223.56)	17.24%
Other Income	25,000.00	-	8,106.14	(16,893.86)	32.42%
E Rate	106,000.00	9,526.13	44,930.03	(61,069.97)	42.39%
Reimbursements From RCC	34,100.00	-	22,456.63	(11,643.37)	65.86%
Government Agency Rentals	110,230.00	-	9,142.14	(101,087.86)	8.29%
Miscellaneous Grants	-	53,783.93	60,653.85	60,653.85	0.00%
Inter-library Loan Fees	-	-	25.00	25.00	0.00%
Late Fee Charges- RCC/UMS	12,000.00	404.19	1,740.73	(10,259.27)	14.51%
Lost/Damaged Materials	7,000.00	250.93	1,106.38	(5,893.62)	15.81%
Photocopy/Fax Sales	9,000.00	192.86	694.41	(8,305.59)	7.72%
Patron Refunds	-	(19.80)	(133.69)	(133.69)	0.00%
Printer Sales	14,000.00	1,083.70	2,978.32	(11,021.68)	21.27%
On Line Fee Collections	-	317.54	3,153.76	3,153.76	0.00%
General Public Donations	-	1.10	(3.43)	(3.43)	0.00%
Beginning Fund Balance-Unrestricted	7,207,960.00	-	7,730,657.00	522,697.00	107.25%
Total Revenue	18,758,285.00	10,309,896.91	18,227,750.22	(530,534.78)	97.17%

Jackson County Library District
Statement of Revenues and Expenditures - General Fund Detail
July 1, 2020 thru November 30, 2020

GENERAL FUND	Current Year Budget	Current Month Activity	YTD Activity	Variance	% Received or Used
Expenditures					
Personnel Expenditures					
Salaries and Wages	4,327,552.00	283,280.58	1,483,695.85	2,843,856.15	34.28%
FICA and Medicare- payroll taxes	326,388.00	21,533.00	112,098.40	214,289.60	34.35%
Worker comp- payroll taxes	53,274.00	784.96	3,755.99	49,518.01	7.05%
Health/Dental Insurnace	1,400,000.00	61,441.21	339,450.57	1,060,549.43	24.25%
Retirement Contribution	335,736.00	19,898.36	32,594.06	303,141.94	9.71%
Other Employee Benefits	23,500.00	-	-	23,500.00	0.00%
Leave Paid - Sick	-	1,865.55	10,265.31	(10,265.31)	0.00%
Parking permits	-	-	1,645.50	(1,645.50)	0.00%
On-Call Employees	-	2,156.74	6,105.82	(6,105.82)	0.00%
Vacation Accrual	-	5,628.46	60,192.54	(60,192.54)	0.00%
HSA	-	3,692.72	12,554.17	(12,554.17)	0.00%
Unemployment	89,500.00	-	-	89,500.00	0.00%
Total Personnel Expenditures	6,555,950.00	400,281.58	2,062,358.21	4,493,591.79	31.46%

Jackson County Library District
Statement of Revenues and Expenditures - General Fund Detail
July 1, 2020 thru November 30, 2020

GENERAL FUND	Current Year Budget	Current Month Activity	YTD Activity	Variance	% Received or Used
Materials and Services					
Accounting Services	27,650.00	-	17,961.16	9,688.84	64.96%
Auditing Services	12,350.00	-	-	12,350.00	0.00%
Administrative Services	-	-	726.44	(726.44)	0.00%
Bank Fees/Interest Expense	1,072.00	141.99	445.57	626.43	41.56%
Consultant Fees	85,000.00	-	4,950.00	80,050.00	5.82%
Background Checks	5,000.00	82.55	1,943.91	3,056.09	38.88%
Elections	45,000.00	-	-	45,000.00	0.00%
Insurance	105,000.00	-	48,333.00	56,667.00	46.03%
Legal Services	30,000.00	1,690.00	6,712.00	23,288.00	22.37%
Memberships, Dues and Subscriptions	6,605.00	-	5,389.30	1,215.70	81.59%
Supplies	197,000.00	8,812.38	40,663.48	156,336.52	20.64%
Postage	24,000.00	500.00	5,624.03	18,375.97	23.43%
Travel- airfare, lodging, meals etc	10,000.00	-	-	10,000.00	0.00%
Special fees and Expenses	-	658.64	658.64	(658.64)	0.00%
Advertising/Legal Notices	13,000.00	758.95	4,388.95	8,611.05	33.76%
In District Mileage	22,500.00	63.14	1,263.23	21,236.77	5.61%
In District meetings, meals, events	5,500.00	-	-	5,500.00	0.00%
Professional Development	29,850.00	-	977.00	28,873.00	3.27%
Volunteer and Staff Recognition	3,500.00	-	1,582.57	1,917.43	45.22%
Subtotal - Administration	623,027.00	12,707.65	141,619.28	481,407.72	22.73%
Alarm Services	3,465.00	-	2,141.22	1,323.78	61.80%
Building Repair/Maintenance	514,366.00	210,152.50	210,548.37	303,817.63	40.93%
Custodial Services	485,072.00	41,093.34	165,482.76	319,589.24	34.12%
Custodial Supplies	7,169.00	253.21	1,982.01	5,186.99	27.65%
Landscape Services	8,433.00	1,829.40	5,488.20	2,944.80	65.08%
Security Services	141,827.00	6,288.50	26,004.50	115,822.50	18.34%
Signs and Signal Materials	15,000.00	-	-	15,000.00	0.00%
Copier Expense	23,220.00	891.00	6,821.00	16,399.00	29.38%
Equipment Repair/Maintenance	34,500.00	435.24	7,409.13	27,090.87	21.48%
Facility Furnishing Expense	25,000.00	-	-	25,000.00	0.00%
Minor Equipment	70,000.00	110.67	5,611.47	64,388.53	8.02%
Computers and technology	241,600.00	126.06	46,404.74	195,195.26	19.21%
Supplies and Expenses-Facilities	4,500.00	-	27.28	4,472.72	0.61%
Computer Software and Licensing	156,639.00	20,279.20	82,546.47	74,092.53	52.70%
Subtotal - Buildings and Technology	1,730,791.00	281,459.12	560,467.15	1,170,323.85	32.38%

Jackson County Library District
Statement of Revenues and Expenditures - General Fund Detail
July 1, 2020 thru November 30, 2020

GENERAL FUND	Current Year Budget	Current Month Activity	YTD Activity	Variance	% Received or Used
Transition expenses	200,000.00	325.00	35,429.50	164,570.50	17.71%
LS&S Contract	100,000.00	-	100,000.00	-	100.00%
Strategic Plan Initiative	500,000.00	-	-	500,000.00	0.00%
E Rate Services	34,000.00	11,433.00	11,433.00	22,567.00	33.63%
Unique Management Services	24,000.00	373.64	1,400.91	22,599.09	5.84%
SOHS contract	39,000.00	3,250.00	16,250.00	22,750.00	41.67%
Advertising	48,500.00	-	-	48,500.00	0.00%
Library Materials- physical	825,000.00	242,701.86	293,862.08	531,137.92	35.62%
Library materials- digital	300,000.00	21,323.54	92,804.53	207,195.47	30.93%
Library materials- other	6,000.00	-	249.95	5,750.05	4.17%
Library databases	200,000.00	-	16,644.69	183,355.31	8.32%
Professional Services	70,000.00	507.40	2,416.42	67,583.58	3.45%
Printing Services	51,000.00	1,340.05	4,344.31	46,655.69	8.52%
Subtotal - Materials & Programming	2,397,500.00	281,254.49	574,835.39	1,822,664.61	23.98%
Electricity	250,000.00	15,897.04	70,768.78	179,231.22	28.31%
Natural Gas	32,000.00	1,404.63	5,354.75	26,645.25	16.73%
Garbage Service	21,000.00	985.78	5,671.88	15,328.12	27.01%
Water and Sewer Service	32,550.00	2,882.18	15,390.56	17,159.44	47.28%
Street and Storm Drain Fees	20,000.00	1,540.68	7,962.28	12,037.72	39.81%
Telecom-Voice and LD	25,000.00	67.55	6,501.23	18,498.77	26.00%
Telecom-Wide Area Network	115,500.00	11,809.58	46,894.48	68,605.52	40.60%
Telecom-Internet Services	27,000.00	1,925.00	9,901.08	17,098.92	36.67%
Municipal Assessments	3,550.00	181.45	1,715.94	1,834.06	48.34%
Telecom- Hot Spots	52,000.00	4,377.20	21,880.00	30,120.00	42.08%
Maintenance & Fuel for Vehicles	12,000.00	487.47	1,866.43	10,133.57	15.55%
Subtotal - Utilities	590,600.00	41,558.56	193,907.41	396,692.59	32.83%
Total Materials and Services	5,341,918.00	616,979.82	1,470,829.23	3,871,088.77	27.53%

Jackson County Library District
Statement of Revenues and Expenditures - General Fund Detail
July 1, 2020 thru November 30, 2020

GENERAL FUND	Current Year Budget	Current Month Activity	YTD Activity	Variance	% Received or Used
Other Expenditures					
Capital Outlay	215,000.00	-	-	215,000.00	0.00%
Contingency	750,000.00	-	-	750,000.00	0.00%
Transfer to CIF	1,343,085.00	-	-	4,552,332.00	0.00%
Total Other Expenditures	2,308,085.00	-	-	2,308,085.00	0.00%
Ending Fund Balance	4,552,332.00	-	-	4,552,332.00	0.00%
Total Expenditures	18,758,285.00	1,017,261.40	3,533,187.44	15,225,097.56	18.84%
Net Revenue Over Expenditures	\$ -	\$ 9,292,635.51	\$ 14,694,562.78	\$ 14,694,562.78	



Date: December 10, 2020

Title: Circulation Policy and Fee Schedule Approval

From: Kari May, Library Director

Summary:

The current circulation policy was adopted as revised on January 20, 2019. It included several changes, such as new types of library cards. The past 24 months have allowed for adequate time to evaluate these changes, and after review by the Circulation Committee, several areas need to be updated or adjusted. The proposed policy reflects those changes. Since the proposed changes affect the Fee Schedule, the revised Fee Schedule is included in this review.

Actions, Options, or Potential Motions:

Review, discuss, and move to approve.

Recommendation:

Library staff recommends Policy 5-2 Circulation Policy and 5-6 Fee Schedule be approved as presented.

Policies, Plans, and Goals Supported:

To maintain ongoing expansion of policies in order to facilitate unimpeded library services and ease of use for patrons.

Background and Additional Information:

The goals of the Circulation Committee in regards to revising the Circulation Policy were based on real-world implementation of the January 2019 policy and stakeholder feedback with the intention to streamline the language, including better organization of the content; elimination of inconsistencies that created inequity issues; elimination of superfluous card types and those where a patron type was more appropriate; removal of barriers to library card access; and removal of elements that were procedural and not policy. A reduction of library card types from 10 to 7 is proposed, yet greater ease in accessing a library card will be realized. These changes create a cleaner, clearer document that will be easier for patrons to understand as well as for staff to follow. All card types now have clear parameters and none of these parameters create inconsistencies or inequities of service.

Example: The existing policy has an Organization Card and an Educator Card. The Educator card has requirements for obtaining the card, but the Organization card does not. Educator cards do not have an expiration date, but Organization cards do. Schools are organizations; therefore, the two cards have been combined, now with clear parameters, into an Organization card.

Attachments:

Summary of policy changes

Current Circulation Policy with red-lined changes

Proposed updated Circulation Policy, clean

Current Fee Schedule with red-lined changes

Proposed updated Fee Schedule, clean

CIRCULATION POLICY UPDATE- CHANGES MADE AND WHY

Purpose

- Changed the word “customers” to “Patrons” to be consistent throughout the document.

Introduction

- Added language to specify that someone can only have one personal card and one Organization card. This is not the in current Policy.
- Expanded list of services.
- Updated to reflect the change with RCC’s fines.
- Defined what it means to have a card in “good standing.”

Patron’s Borrowing Responsibility

- Moved section closer to the start of the policy.
- Changed wording from “library cards must be present at time of check-out” to “must be present when conducting transactions regarding the patron’s account” to include all transactions including updating the patron’s address, getting replacement card, changing a PIN, etc.
- Added language to say that staff may only release account information to the cardholder and not a second party.
- Specified what is required in order to pick up a held item on behalf of another patron.
- Removed language that obligates the patron to have their library card present at the time of check out. Patrons often forget their cards, and if they were turned down every time, this would create a barrier of access. Instead, we added language stating that they need to either have their card or prove that it is their account in some other way. Staff are advised of how to handle this identification transaction.

PIN Numbers

- Moved section closer to the start of the document.
- Removed the stipulation saying that pin numbers may not be changed over the phone. Often patrons forget their pin numbers and are then prevented from accessing their account or downloading books from home. If they are able to call in and have staff re-set their number, there is no interruption in service and they do not have to come into library. This is especially important in rural areas where patrons may be isolated and for patrons who have other barriers preventing them from physically accessing the library.
- Added language to say that staff may not disclose a patron’s pin number to a second party.

Circulation Schedule

- Moved this section closer to the beginning of the policy.
- Changed the title of this section to “Circulation Schedule” instead of “Circulation Parameters”
- Reformatted section

- Eliminated language on when extra renewals will be granted; simplified this information and put it at the beginning of the list of loan periods.
- Expanded section to include Library of Things items including hotspots and e-readers.
- Changed wording so instead of saying how many days an item will be held, it states that the number of days will be noted on their hold notification.

Charges, Lost and Damaged Materials, and Exceptions

Lost or Damaged Materials

- Added wording for proposed change to allow patrons to pay the replacement cost of an item or purchase a replacement copy when items are lost or damaged. They may only purchase a replacement copy with staff approval.

Refund of Payment

- Removed language that was procedural.
- Removed language insisting that the patron only gets the refund if they ask for it when the item is returned. This allows the option of giving a patron their money back if they were not aware they had to ask when they are returning the item.

Replacement Cards

- Eliminated language describing what is required of patrons and staff in order to get a replacement card. This information is procedural or explained in each card type where necessary. It is established in “Patron’s Borrowing Responsibility” that a patron must adequately identify themselves before conducting any kind of business.
- Removed language about the parent/guardian getting a letter when a child gets a replacement card.
 - Mailing a letter to parents when a child gets a replacement was introduced in tandem with mailing a letter when a child establishes an account. Removing this practice here maintains consistency.
 - The committee argues that getting a replacement card is not the same as establishing an account for the first time; permission has already been granted.
- Removed language saying that the patron must immediately contact the library if the card is lost or stolen. If a patron says they lost a library card, they will be believed and accommodated.

Types of Library Cards and Privileges

- Combined “Acceptable Proof” and “Types of Library Cards Defined” into one section called “Types of Library Cards and Privileges”

Acceptable Proofs of Identification, Residency, and Property Ownership

- Removed the section on “Acceptable Proof...” The types of proof we accept is procedural and does not need to be defined in our policy. Listing out the acceptable forms can send the message that we are limiting options instead of providing examples.
- Changed language saying that patrons need “two forms of ID” to saying that “One document needs to prove their identification and one needs to prove their residency.” Proof of residency is not a form of ID.

- What is required for each card is explained in each card type.
- What each card does and has access to is explained in each card type.
- Removed language about the library mailing a letter. We can still mail a letter but we argue that this is procedural and not policy.
 - If a patron cannot produce a document proving their residency, library staff can offer to mail them a letter at their address. When it has been received, the patron can bring the letter back as proof of address.

Age Limit Permission Tiers

- This section was added to provide easy reference for patrons and staff who are unsure when/if and under what circumstances someone can release someone else's information or held items.
- Parents may still have access to borrowing information if the child is age 0-12. The parent still must have the child's card or card number.
- Parents may not have borrowing information of minors who are age 13 and older even if they have the minor's library card or card number, unless the child has given the parent permission. These extra limits protect the privacy of teenagers.
 - If this change is approved, it would also be changed in the Confidentiality policy.

Types of Library Cards Defined

- Types of cards that we propose eliminating:
 - Class Visit
 - E-card
 - Educator- combined with Organization
 - Parent Select

Types of cards that we adding or changing:

- Minor Access
- New-Resident (The "New Resident" part of the "Temporary/New Resident")
- Organization

Existing card types:

- Full Service, Adult and Juvenile
- At Home
- Computer

Full Service Adult and Juv.

- Changed the wording so instead of requiring two **forms of ID**, one that proves your residency, we ask for two **documents**, one must prove identification and one must prove residency. We argue that a piece of mail is not technically a form of identification.
- **Limits on check out**
 - Raised the limits on DVDs from 10 to 25. Imposing some limit on DVDs ensures materials are available to everyone; 10 has proven to be too limiting. Smaller branches would be at a disadvantage if the limit were eliminated because if several patrons at a time took home 60 DVDs, which is feasible, their entire DVD shelf would emptied.

- Raising the limit above 10 lets patrons who might not have access to the internet take more home at a time. The current pandemic and downturn in the economy has revealed that many patrons rely largely or solely on DVDs from the library for entertainment.
- Limits on periodicals remain so new issues have a better chance of being available while they are current.
- Removed limits on audiobooks. Investigation shows that limiting these is not necessary, as there is often an adequate enough selection for our patrons at all times.
- We considered removing the limit on holds, but decided against it, as the limit prevents people from placing holds as a way to create a list of books they want to read. Hold shelves become overcrowded and many items are never picked up if there is no limit.
- The section in the policy proposal on Juvenile Cards details what is necessary for a Juvenile to obtain a card. There is not a separate Full Service Card for Juveniles.
- Eliminated the practice of allowing minors to get a card without their parent/guardian present where a letter then is sent to the parent/guardian for final approval. Instead, we created the option of a “Minor Access Card,” described below.
 - Staff found that often a child would attempt to get a card on their own or with a grandparent but staff would have to turn them away because their parents were not with them. Allowing a child to get a card only if staff sent a letter to their parents was intended to be the solution. Requiring a signed application did not solve this problem as staff would have to turn children away if they did not have an application with the signature.
 - Often the child would return with a signature that was in their own handwriting.
 - Sending the letters to the parents added another layer of work for staff and was easy to miss the step accidentally.
- Added language to say that a parent could get a card or replacement card without their child present.
- Added language to say that parents may not have access to their child’s card if the child is 13 years or older, even if the parent has the child’s card or card number. *This will mean a change in the Confidentiality Policy as well.
- Added language to say that since a parent is fiscally responsible for their child’s borrowed items, they may have information necessary to settle a fee.
- Added language saying that if a child gets a card through their school, the library assumes that the school has done the necessary work to make sure that permission has been given. The library does not need to do anything else to notify the parent.

Parent Select Card

- Eliminated “Parent Select” cards. The only difference between a parent select card and a Full Service card is that only two items are allowed to be checked out at a time. The committee argues that the burden of restricting access should be on the parent, not the library.

Class Visit Card

- Eliminated “Class Visit Cards.” After investigating, the Committee found that Class Visit cards are no longer useful. The library wants to do as much as possible to encourage access. The Class Visit Card was unnecessarily restrictive and limited cardholders to 2 items at a time. There is no reason to limit the number of items the students check out.
- The burden of limiting check outs can be on the school.
- Students who get cards during a class visit will get a Full Service card.
- As noted in the Full Service-Juvenile section, if a library card is obtained through a school, the library assumes that the school has gotten permission from the parents.
- Parents still have the option of canceling their child’s library card at any time.

Minor Access Card

- Minor Access Cards are a card option for minors to get access if they aren’t able to get permission from their parents or choose not to get permission from their parents. It is simply another card type with different permissions. As stated in the beginning, patrons can only have one card so they cannot get a “secret” card if they already have card.
- Minor Access cardholder may take out 2 items at a time and do not get charged for lost materials. When items become lost they lose privileges until the item comes back or until they work something out with staff. Possible solutions will be described in procedures and may include things like attending a library program and bringing a friend.
- Only minors are eligible for this card; when they are adults, they’ll get a Full Service card.
- Staff may not disclose borrowing information under any circumstances with this card, even if the parent or guardian has the child’s card or card number.
- Patrons with this card who are 0-12 may not have internet access. Patrons who are 13-18 may have internet access. This is consistent with our Computer Cards, and is compliant with the Children’s Online Privacy Protection Act.

Educator Card

- Combined Educator and Organization Card

Organization Card

- Combined Educator and Organization Card, arguing that an educational institute is an organization.
- Removed language allowing homeschoolers to qualify for an organization card, arguing that homeschool parents aren’t an organization and can get cards for each of their children, at 60 items per card.
- Kept extended check out periods.
- Extended DVD limits.
- Added language to say that not only does the organization need to be in Jackson County, but the responsible party needs to have a personal Full Service or Non-Residence Full Service card.
 - As with all non-residents, they will have to pay the Non-Resident Fee.
 - Staff may suggest that the patron ask their organization to reimburse them.

- Added- The individual is responsible for all items on the card even if they leave the organization and added language about what needs to happen when they leave the organization.
 - This is why the responsible party needs to have a Full Service card. Accounts will be linked. When the patron leaves the organization, they will still be responsible for the items.
- There may be more than one Organization card per organization.
 - This provides the opportunity for greater access.
 - Allows several teachers in the same school to have a card.
 - In contrast- is reasonable for staff to enforce.

New Resident Card

- Changed “Temporary/New Resident Card” into “New Resident Card.”
- Added language to define who exactly is eligible for these cards: patrons who cannot prove their residency because they are moving to Jackson County or do not have mail yet.
- Added language to say that the card cannot be renewed until residency is proven.
- Raised limit on active holds. This allows staff to provide better customer service. If a new resident does not have proof yet but has more than two items they want to take home, staff can offer to put those items on hold. It only increases access.

Non Resident Card

- Changed fee to \$96 yearly or \$8 Monthly. This sets one easy monthly rate that is clear for patrons and staff.
 - Currently the fees are- \$100/Year \$25/3 Months \$10/Month. Questions arise with this system. If a patron wants to pay for 6 months, should they be charged \$60- 6 months for \$10 or two 3 month sessions for \$25? Obviously, we would want to give the patron the better deal but there is no need for this discrepancy when it can be simplified.
- Intend to give different permissions for those who pay yearly and those who pay monthly. Those who pay yearly may have full access. Those who pay monthly may have more limited access. There will be a Non-Resident Full-Year card and a Non-Resident Monthly card.
- Allowing patrons to select the length of time they want to pay for offers them flexibility. \$8 might not be hardship but \$96 might be.
- Many of our libraries service communities with a large tourist population. Patrons on vacation have an easy, clear, inexpensive way to access our services.
- Procedure for Non-Resident Monthly Cards
 - Make a standard charge on the patron's account.
 - Ask the patron how many months they want pay.
 - Accept payment for that number of months.
 - Set the expiration date and address check date for that number of months.
 - When the patron's account has expired, we will know that they need to pay again.
 - This procedure will work with Polaris and Koha. The committee is exploring options available in Koha to make this more streamlined.

At Home Services

- No significant changes were made to this card.
- Updated the wording to reflect the current information on the website.

Computer Access Card

- No changes were made to the Computer Access card.

E-card

- Removed e-card from the policy.
- Patrons may still sign up for cards online but if we want to be compliant with contracts with our vendors and be equitable to our tax-paying patrons, we have to confirm ID and proof of residency with all of our patrons.
- Patrons may still sign up for cards online but if their residency is verified online, they are really getting a Full Service card that they are only using online. "E-card" really refers to how someone obtains a card--and how a patron gets a card is procedural.

RCC/Faculty Student Card

- No Change was made to this section

Inter Library Loan

- Changed language to allow patrons to only order books, audiobooks and some genealogy items through interlibrary loan. DVDs, CDs and books published within 12 months may not be ordered through ILL.

Library Operations Policies Section 5

Policy 5-2	Circulation Policy	Created: 4/2/2015 Revised: 11/9/2017 Revised: 11/28/2020 Approved: Implemented:
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I. Purpose

This policy explains circulation parameters to maximize service and convenience for patrons while supporting stable library operations, the steps Jackson County Library Services (Herein referred to as the “Library”) takes to standardize key circulation parameters, and fees that impact patrons.

II. Introduction

The Library encourages everyone in the community to use and benefit from its facilities and services, and therefore has established rules governing the circulation of library materials to protect each individual’s access to information and services. The Library has several types of library cards available, designed to meet the needs of Jackson County residents, property owners, neighbors and visitors. Borrowing privileges and limits are determined by the type of card selected at registration.

The Library provides individuals access to a wide variety of services, including the ability to:

- Borrow books, movies, music CDs, and other library materials
- Borrow items from the Library of Things collection
- Download eBooks, audiobooks, music, and videos
- Place holds on items in person or online
- Use online databases and resources
- Access public computers in the Library
- Reserve meeting rooms and study rooms
- Borrow items through Interlibrary Loan

Access varies dependent on card type. Cards with fees of \$25.00 or more are considered to be not in good standing. Privileges are limited to the following services:

- Download eBooks, audiobooks, music, and videos
- Use online databases and resources
- Access public computers in the library

The Library has reciprocal borrowing and shares a library catalog with Rogue Community College (RCC). RCC shares its materials with some restrictions to access to Library patrons.

Because RCC sets its own lending policies, please check with RCC for exact details in regard to fees and loan periods for its materials.

The Library has partnered with the Southern Oregon Historical Society (SOHS) to provide access to SOHS resources free of charge for Jackson County residents, to help promote Library services through SOHS, and to expand the local history digital collection of the libraries.

III. Patron's Borrowing Responsibility

Patrons are responsible for all material checked out on their library card. If a library card is lost or stolen, the patron is responsible for all items checked out prior to the date the theft or loss is reported to library staff. Parents/[guardians](#) are fiscally responsible for all material checked out on their child's card.

Patrons use library materials at their own risk. The Library does not assume responsibility for damage that may occur during, or as a result of, use of library materials.

[Library cards are proprietary: one card, one user.](#) Personal library cards are all library cards for which the cardholder is the sole responsible party and items borrowed on the card are for their personal use. Patrons may have a second library card only if the second card is an Organization card.

[Library cards must be presented when conducting library transactions regarding the patron's account unless the patron provides adequate information identifying themselves as the owner of the account.](#)

- [Staff may only disclose account information to the primary cardholder even when a second party has the primary card holder's card or card number for the express purposes listed. Circumstances in which permission to use someone else's card may be granted are: Temporary use of the library card for the purpose of checking out reserved materials on behalf of the cardholder. Must have the library card or card number in-hand.](#)
- [Parent/guardian use of the library card for the purpose of conducting library business on behalf of the juvenile cardholder, according to the Age Permission Tiers.](#)

IV. [Patron Identification Numbers \(PIN\)](#)

A patron identification number (PIN) will be issued to the patron when a library card is issued. If a patron wishes to change the password, they must have their library card, card number, or provide adequate information identifying themselves as the owner of the account.

V. Circulation Parameters

[The following details the loan schedule for all material types. Some items automatically renew twice if there are no active hold requests.](#) Patrons wishing to retain library materials longer than their normal check out period must renew the materials. [The library may limit check out](#)

quantities by subject matter. Quantities of items checked out are determined by card type.

Loan period for items that automatically renew twice unless they are part of a special collection:

- Books — 21 days
- CDs — 21 days
- DVDs—21 days
- Audiobooks — 21 days
- E-readers — 21 days.

Loan period for items that do not renew:

- Mobile hotspots — 14 days
- Magazines — 14 days

Library of Things

Library of Things items are available by reservation only and do not renew. Patrons may borrow two (2) LoTC items at a time.

- Items in the Library of Things collection.
 - Things — 21 days.
 - Book Club Kits — 42 days.

Held Items Notification of a held item’s availability will include date of hold expiration.

Overdue Items

See Fee Schedule for information regarding long overdue items

VI. Charges, Lost and Damaged Materials and Exceptions

Lost or Damaged Materials

Patrons are responsible for either replacing or paying for lost library materials or materials damaged beyond repair. Patrons should c€ontact their you€ local branch before purchasing a replacement copy as replacements must be approved by staff. to inquire about options. Replacements must be approved by staff.

Refunds of Payments for Lost or Damaged Materials

If a patron has paid for a lost item and then finds it within six (6) months, the patron may request a refund of the payment, provided the material is in good condition when it is returned to the library.

Replacement for Lost or Damaged Cards

Replacements for lost or damaged cards may be issued upon request at no charge to the patron.

VII. Age Permission Tiers

The Library safeguards the privacy of all patrons no matter their age. A parent/guardians may have access to a child's record for which they are the responsible party according to the following schedule. In all cases, a parent/guardian requesting access to a child's record for which they are the responsible party must have the child's library card or card number.

In all cases, Staff may not give access to the parent/guardian if the child has a Minor Access Card.

Ages 0-12

If the parent/guardian who is the responsible party on the child's library card shows ID and has the minor's card or card number, Staff may allow unrestricted access to the child's record.

Ages 13-18

The parent/guardian who is the responsible party on the child's cards may have access to the child's record only with permission of the child. Staff may not disclose borrowing information to anyone but the primary cardholder even when a second party has the primary card holder's card or card number except for the express purposes detailed in the "Patron's Borrowing Responsibility" portion of this document. The parent/guardian must show ID and must have the child's card or card number.

VIII. **Types of Library Cards Defined**

There is no charge for Jackson County residents to obtain a library card. See Fee Schedule for fees related to Non-Resident cards.

Jackson County Library Services issues the following types of library cards:

- Full Service
 - Adult
 - Juvenile
- Minor Access
- Organization
- New Resident
- Non-Resident
- At-Home

- Computer

For all card types, the library will provide reasonable accommodation for those who experience barriers resulting in the inability to be physically present during the acquisition of a card.

Full Service Cards

Adult

Any resident of Jackson County who is 18 years or older is eligible for a Full Service card.

To obtain a Full Service card, prospective patrons must be present at the time of issue. Prospective patrons must provide one form of identification and one document that shows proof of residency in Jackson County.

A Full Service card in good standing allows patrons access to all services provided by Jackson County including but not limited to:

- 60 physical items at one time (DVDs limit 25; magazines limit 10)
 - See circulation schedule for standard loan periods.
- 25 active holds at one time
- Library of Things Collection
- Downloadable ebooks, audiobooks, music, and videos
- Online databases and resources
- Public computers in the library
- Meeting rooms and study rooms (by reservation only)
- Interlibrary Loan

Full Service cards must be renewed every 2 years

Juvenile

Any resident of Jackson County who is under the age of 18, and therefore legally considered a minor, is eligible for a Full Service card with permission from their parent or guardian. The parent/guardian is financially responsible for fees accrued on the child's card and are responsible for all items checked out on the child's card.

Parent/ guardian must be present at the time of creating the card*. The parent or guardian must have either a Full Service card or must provide one form of identification and one document that proves residency in Jackson County. A parent/guardian may obtain a Full Service card for their child if their child is not present. A parent/guardian may obtain a replacement Full Service card on behalf of their child if their child is not present. A parent/guardian may have access to their child's

borrowing information without the child's permission if the child is 12 years old or younger and if parent/guardian has the child's card or card number. The only information that staff may disclose to a parent/guardian of a minor if the parent/guardian does not have their child's card or if the child is 13 years old or older is information that allows the parent to settle a fee.

A Juvenile with a Full Service card has almost all the same privileges of an Adult Full service card. A Juvenile Full Service card may not have access to the Library of Things Collection except where Library of Things policy dictates otherwise. See above for more information on the Full Service card's privileges.

*Minors may get a library card if parent/guardian is not present if library card is acquired through their school/educator. In such cases the Library will assume that the school/educator has obtained necessary permissions from the parent/guardian. .

Minor Access Card

Residents of Jackson County below age 18, and therefore legally considered minors, who do not already have a library card and who either choose not to seek or do not have access to parent/guardian permission, are eligible for a Minor Access card.

Minor Access cards will not accrue fees, therefore it is not necessary for a parent or guardian to be financially responsible. All borrowing privileges of physical materials will be suspended when items are overdue or become lost until the items are returned or another resolution is reached.

A parent/guardian may not acquire replacement cards on behalf of their child if the card is a Minor Access card.

A Minor Access card must be renewed every 2 years.

A Minor Access card in good standing may have access to:

- 2 items at one time
 - See circulation schedule for standard loan periods
- Downloadable ebooks, audiobooks, music, and videos
- Online databases and resources
- Public computers in the library.*
- Study Rooms

A Minor Access card may not have access to:

- Meeting rooms

- Library of Things Collection
- Inter-library Loan

A Minor Access card may be upgraded to a Full Service card with the permission of a parent or guardian or when the patron turns 18. *Patrons with Minor Access cards who are 12 and younger may not have access to the internet on public computers in libraries.

Organization Card

Organization cards are available to any current Full Service Card holder who is representing an organization located within Jackson County. who is using Materials borrowed on the card are for expressly use on behalf of the organization.

Organization cards are considered a type of Full Service card. Organization cards will be issued to a responsible party representing the organization. The library will not limit the number of responsible parties per organization. The responsible party is responsible for all materials and for fees accrued on the card, even if they leave the organization. The responsible party must notify the Library when they leave the organization and return all materials associated with the card.

Organization cards are available but not limited to:

- Those representing an education or childcare establishment
 - Schools
 - Teachers
 - Preschool teachers
 - Daycare providers
- Businesses
- Nonprofit Organizations

An Organization card may have access to:

- 60 items at one time (within that, DVDs limit ~~1025~~; and magazines limit 10)
 - Items have ~~6~~-week loan and renewal periods
- 25 active holds at a time
- Library of Things Collection
- Downloadable ebooks, audiobooks, music, and videos
- Online databases and resources

- [Public computers in the library](#)
- [Meeting rooms and study rooms](#)
- Interlibrary Loan

New Resident Card

New Resident cards are available to persons in the process of moving to Jackson County or who are still getting established in Jackson County who cannot immediately prove residency. To obtain a New Resident card, prospective patrons must be present at the time of issue, provide ID, and show proof of a valid mailing address. The valid mailing address does not have to be in Jackson County. The New Resident card will be upgraded to a Full Service card when the cardholder can provide proof of residency within Jackson County.

New Resident cards will expire after 90 days. New Resident cards may not be renewed until proof of address has been provided.

New Resident Cardholders may have access to:

- [2 items at a time](#)
- [25 active holds at a time](#)
- [Downloadable ebooks, audiobooks, music, and videos](#)
- [Online databases and resources](#)
- [Public computers in the library](#)
- [Study rooms](#)

New Resident Cardholders may not have access to:

- [Meeting rooms](#)
- [Library of Things Collection](#)
- [Interlibrary Loan](#)

Non-Resident Library Card

Non-Resident cards are available to persons living outside of Jackson County who do not meet the residence/property ownership qualifications for Full Service cards but who wish to have the privileges of a Full Service borrower. Non-Resident cards in good standing are a Full Service card. To obtain a Non-Resident card prospective patrons must be present at the time of issue, provide one form of ID, and show proof of a valid mailing address.

Non-Resident library cardholders are charged a fee. Every person in the household may have a
Circulation Policy

library card for the single fee. "Household" means a group of individuals who comprise a family unit and who live together under the same roof. There is no reduction in the fee for small households. Please see the Fee Schedule for current Non-Resident card fee.

A Non-Resident card in good standing allows patrons access to all services provided by Jackson County including but not limited to:

- 60 items at a time (within that, DVDs limit 25; magazines limit 10)
 - See [circulation](#) schedule for standard [loan periods](#)
- Downloadable ebooks, audiobooks, music, and videos
- Online databases and resources
- Public computers in the library
- Study Rooms

Non-Residents must pay for a full year to have access to the following:

- Library of Things Collection
- Meeting rooms
- Interlibrary Loan

At Home Services Card

At Home Services cards are available to Jackson County residents who are confined at home or in a health care, retirement, or senior living facility. To qualify, patrons must be permanently or temporarily disabled due to age or illness, or have difficulty coming to the library or carrying books. Prospective patrons who are interested in this option must contact the At Home Services Department.

[At Home Services](#) cards may have access to:

- 60 items at a time (within that, DVDs limit ~~1025~~ and magazines limit 10)
 - Material loan periods are based upon the At Home Services delivery schedule
- Library of Things Collection
- Downloadable ebooks, audiobooks, music, and videos
- Online databases and resources
- Public computers in the library
- Meeting rooms and study rooms



- Interlibrary Loan

Computer Access Card

Computer Access cards are available to individuals who reside in Jackson County but do not have an active library card of any other type, or to individuals who only need access to public computers within the library. To obtain a Computer Access card, prospective patrons must be 13 years or older and give their name and birthdate. Further identification will be accepted but is not required to obtain a Computer Access card.

Computer Access cards must be renewed every 2 years.

Computer Access cards have access to:

- Public computers in the library
- Online databases and resources
- Downloadable ebooks, audiobooks, music, and videos

No other library services are available to a Computer Access Cardholder.

RCC Faculty/Staff Card and RCC Student Card

Please refer to RCC policies regarding faculty/staff and student cards.

IX. Interlibrary Loan

Purpose

The Library maintains a collection in Jackson County that is responsive to the needs and interests of its communities. It is not possible, however, for the Library to own every item that every person might want. Some items may be obtained from other libraries as Interlibrary Loans (ILL). An Interlibrary Loan is an item borrowed from another library system, either in Oregon or elsewhere in the country.

Eligibility

See card types for eligibility. Cardholders not in good standing are not eligible for ILL services.

Materials

Book and audiobooks may be requested through ILL; genealogy item may be difficult to borrow. Titles released within the past 12 months may not be requested through ILL but may be requested for purchase through the Suggest a Purchase form.

Rules and Regulations

ILL materials can only be checked out on the library card of the person who requested them. It is the patron's responsibility to pick-up and return ILL materials on time. The length of the loan period is determined by the lending library. The library may limit the number of active requests a patron may have at one time. Active requests are those at any stage of the Interlibrary Loan process: requested, in process, checked out, or on hold.

Charges

The Library always attempts to borrow from libraries who lend free of charge. If the lending library charges for ILL, the Library must receive authorization that the patron requesting the item is willing to pay the charge before continuing to process the request.

Overdue and Damaged Material

See the current Fee Schedule, Policy 5-6, for charges related to overdue or damaged ILL materials.

Library Operations Policies Section 5

Policy 5-2	Circulation Policy	Created: 4/2/2015 Revised: 11/28/2020 Approved: Implemented:
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I. Purpose

This policy explains circulation parameters to maximize service and convenience for patrons while supporting stable library operations, the steps Jackson County Library Services (Herein referred to as the “Library”) takes to standardize key circulation parameters, and fees that impact patrons.

II. Introduction

The Library encourages everyone in the community to use and benefit from its facilities and services, and therefore has established rules governing the circulation of library materials to protect each individual’s access to information and services. The Library has several types of library cards available, designed to meet the needs of Jackson County residents, property owners, neighbors and visitors. Borrowing privileges and limits are determined by the type of card selected at registration.

The Library provides individuals access to a wide variety of services, including the ability to:

- Borrow books, movies, music CDs, and other library materials
- Borrow items from the Library of Things collection
- Download eBooks, audiobooks, music, and videos
- Place holds on items in person or online
- Use online databases and resources
- Access public computers in the Library
- Reserve meeting rooms and study rooms
- Borrow items through Interlibrary Loan

Access varies dependent on card type. Cards with fees of \$25.00 or more are considered to be not in good standing. Privileges are limited to the following services:

- Download eBooks, audiobooks, music, and videos
- Use online databases and resources
- Access public computers in the library

The Library has reciprocal borrowing and shares a library catalog with Rogue Community College (RCC). RCC shares its materials with some restrictions to access to Library patrons. Because RCC sets its own lending policies, please check with RCC for exact details in regard to fees and loan periods for its materials.

The Library has partnered with the Southern Oregon Historical Society (SOHS) to provide access to SOHS resources free of charge for Jackson County residents, to help promote Library services through SOHS, and to expand the local history digital collection of the libraries. Patron's Borrowing Responsibility

Patrons are responsible for all material checked out on their library card. If a library card is lost or stolen, the patron is responsible for all items checked out prior to the date the theft or loss is reported to library staff. Parents/guardians are fiscally responsible for all material checked out on their child's card.

Patrons use library materials at their own risk. The Library does not assume responsibility for damage that may occur during, or as a result of, use of library materials.

Library cards are proprietary: one card, one user. Personal library cards are all library cards for which the cardholder is the sole responsible party and items borrowed on the card are for their personal use. Patrons may have a second library card only if the second card is an Organization card.

Library cards must be presented when conducting library transactions regarding the patron's account unless the patron provides adequate information identifying themselves as the owner of the account.

- Staff may only disclose account information to the primary cardholder even when a second party has the primary card holder's card or card number for the express purposes listed. Circumstances in which permission to use someone else's card may be granted are:
Temporary use of the library card for the purpose of checking out reserved materials on behalf of the cardholder. Must have the library card or card number in-hand.
- Parent/guardian use of the library card for the purpose of conducting library business on behalf of the juvenile cardholder, according to the Age Permission Tiers.

III. Patron Identification Numbers (PIN)

A patron identification number (PIN) will be issued to the patron when a library card is issued. If a patron wishes to change the password, they must have their library card, card number, or provide adequate information identifying themselves as the owner of the account.

IV. Circulation Parameters

The following details the loan schedule for all material types. Some items automatically renew twice if there are no active hold requests. Patrons wishing to retain library materials longer than their normal check out period must renew the materials. The library may limit check out quantities by subject matter. Quantities of items checked out are determined by card type.

Loan period for items that automatically renew twice unless they are part of a special collection:

- Books — 21 days
- CDs — 21 days
- DVDs—21 days
- Audiobooks — 21 days
- E-readers — 21 days.

Loan period for items that do not renew:

- Mobile hotspots — 14 days
- Magazines — 14 days

Library of Things

Library of Things items are available by reservation only and do not renew. Patrons may borrow two (2) LoTC items at a time.

- Items in the Library of Things collection.
 - Things — 21 days.
 - Book Club Kits — 42 days.

Held Items

Notification of a held item's availability will include date of hold expiration.

Overdue Items

See Fee Schedule for information regarding long overdue items.

V. Charges, Lost and Damaged Materials and Exceptions

Lost or Damaged Materials

Patrons are responsible for either replacing or paying for lost library materials or materials damaged beyond repair. Patrons should contact their local branch before purchasing a replacement copy as replacements must be approved by staff.

Refunds of Payments for Lost or Damaged Materials

If a patron has paid for a lost item and then finds it within six (6) months, the patron may request a refund of the payment, provided the material is in good condition when it is returned to the library.

Replacement for Lost or Damaged Cards

Replacements for lost or damaged cards may be issued upon request at no charge to the patron.

VI. Age Permission Tiers

The Library safeguards the privacy of all patrons no matter their age. A parent/guardian may have access to a child's record for which they are the responsible party according to the following schedule. In all cases, a parent/guardian requesting access to a child's record for which they are the responsible party must have the child's library card or card number.

In all cases, Staff may not give access to the parent/guardian if the child has a Minor Access Card.

Ages 0-12

If the parent/guardian who is the responsible party on the child's library card shows ID and has the minor's card or card number, Staff may allow unrestricted access to the child's record.

Ages 13-18

The parent/guardian who is the responsible party on the child's card may have access to the child's record only with permission of the child. Staff may not disclose borrowing information to anyone but the primary cardholder even when a second party has the primary card holder's card or card number except for the express purposes detailed in the "Patron's Borrowing Responsibility" portion of this document. The parent/guardian must show ID and must have the child's card or card number.

VII. Types of Library Cards Defined

There is no charge for Jackson County residents to obtain a library card. See Fee Schedule for fees related to Non-Resident cards.

Jackson County Library Services issues the following types of library cards:

- Full Service
 - Adult
 - Juvenile
- Minor Access
- Organization
- New Resident
- Non-Resident
- At-Home
- Computer

For all card types, the library will provide reasonable accommodation for those who experience barriers resulting in the inability to be physically present during the acquisition of a card.

Full Service Cards

Adult

Any resident of Jackson County who is 18 years or older is eligible for a Full-Service card.

To obtain a Full Service card, prospective patrons must be present at the time of issue. Prospective patrons must provide one form of identification and one document that shows proof of residency in Jackson County.

A Full Service card in good standing allows patrons access to all services provided by Jackson County including but not limited to:

- 60 physical items at one time (DVDs limit 25; magazines limit 10)
 - See circulation schedule for standard loan periods.
- 25 active holds at one time
- Library of Things Collection
- Downloadable ebooks, audiobooks, music, and videos
- Online databases and resources
- Public computers in the library

- Meeting rooms and study rooms (by reservation only)
- Interlibrary Loan

Full Service cards must be renewed every 2 years

Juvenile

Any resident of Jackson County who is under the age of 18, and therefore legally considered a minor, is eligible for a Full Service card with permission from their parent or guardian. The parent/guardian is financially responsible for fees accrued on the child's card and are responsible for all items checked out on the child's card.

Parent/ guardian must be present at the time of creating the card*. The parent or guardian must have either a Full Service card or must provide one form of identification and one document that proves residency in Jackson County. A parent/guardian may obtain a Full Service card for their child if their child is not present. A parent/guardian may obtain a replacement Full Service card on behalf of their child if their child is not present. A parent/guardian may have access to their child's borrowing information without the child's permission if the child is 12 years old or younger and if parent/guardian has the child's card or card number. The only information that staff may disclose to a parent/guardian of a minor if the parent/guardian does not have their child's card or if the child is 13 years old or older is information that allows the parent to settle a fee.

A Juvenile with a Full Service card has almost all the same privileges of an Adult Full service card. A Juvenile Full Service card may not have access to the Library of Things Collection except where Library of Things policy dictates otherwise. See above for more information on the Full Service card's privileges.

*Minors may get a library card if parent/guardian is not present if library card is acquired through their school/educator. In such cases the Library will assume that the school/educator has obtained necessary permissions from the parent/guardian.

Minor Access Card

Residents of Jackson County below age 18, and therefore legally considered minors, who do not already have a library card and who either choose not to seek or do not have access to parent/guardian permission, are eligible for a Minor Access card.

Minor Access cards will not accrue fees; therefore it is not necessary for a parent or guardian to be financially responsible. All borrowing privileges of physical materials will be suspended when items are overdue or become lost until the items are returned or another resolution is reached.

A parent/guardian may not acquire replacement cards on behalf of their child if the card is a Minor Access card.

A Minor Access card must be renewed every 2 years.

A Minor Access card in good standing may have access to:

- 2 items at one time
 - See circulation schedule for standard loan periods
- Downloadable ebooks, audiobooks, music, and videos
- Online databases and resources
- Public computers in the library *
- Study Rooms

A Minor Access card may not have access to:

- Meeting rooms
- Library of Things Collection
- Inter-library Loan

A Minor Access card may be upgraded to a Full Service card with the permission of a parent or guardian or when the patron turns 18. *Patrons with Minor Access cards who are 12 and younger may not have access to the internet on public computers in libraries.

Organization Card

Organization cards are available to any current Full Service Card holder who is representing an organization located within Jackson County. Materials borrowed on the card are for express use on behalf of the organization.

Organization cards are considered a type of Full Service card. Organization cards will be issued to a responsible party representing the organization. The library will not limit the number of responsible parties per organization. The responsible party is responsible for all materials and for fees accrued on the card, even if they leave the organization. The responsible party must notify the Library when they leave the organization and return all materials associated with the card.

Organization cards are available but not limited to:

- Those representing an education or childcare establishment
 - Schools
 - Teachers
 - Preschool teachers

- Daycare providers
- Businesses
- Nonprofit Organizations

An Organization card may have access to:

- 60 items at one time (within that, DVDs limit 25; magazines limit 10)
 - Items have 6-week loan and renewal periods
- 25 active holds at a time
- Library of Things Collection
- Downloadable ebooks, audiobooks, music, and videos
- Online databases and resources
- Public computers in the library
- Meeting rooms and study rooms
- Interlibrary Loan

New Resident Card

New Resident cards are available to persons in the process of moving to Jackson County or who are still getting established in Jackson County who cannot immediately prove residency. To obtain a New Resident card, prospective patrons must be present at the time of issue, provide ID, and show proof of a valid mailing address. The valid mailing address does not have to be in Jackson County. The New Resident card will be upgraded to a Full-Service card when the cardholder can provide proof of residency within Jackson County.

New Resident cards will expire after 90 days. New Resident cards may not be renewed until proof of address has been provided.

New Resident Cardholders may have access to:

- 2 items at a time
- 25 active holds at a time
- Downloadable ebooks, audiobooks, music, and videos
- Online databases and resources
- Public computers in the library
- Study rooms

New Resident Cardholders may not have access to:

- Meeting rooms
- Library of Things Collection
- Interlibrary Loan

Non-Resident Library Card

Non-Resident cards are available to persons living outside of Jackson County who do not meet the residence/property ownership qualifications for Full Service cards but who wish to have the privileges of a Full Service borrower. Non-Resident cards in good standing are a Full Service card. To obtain a Non-Resident card, prospective patrons must be present at the time of issue, provide one form of ID, and show proof of a valid mailing address.

Non-Resident library cardholders are charged a fee. Every person in the household may have a library card for the single fee. "Household" means a group of individuals who comprise a family unit and who live together under the same roof. There is no reduction in the fee for small households. Please see the Fee Schedule for current Non-Resident card fee.

A Non-Resident card in good standing allows patrons access to all services provided by Jackson County including but not limited to:

- 60 items at a time (within that, DVDs limit 25; magazines limit 10)
 - See circulation schedule for standard loan periods
- Downloadable ebooks, audiobooks, music, and videos
- Online databases and resources
- Public computers in the library
- Study Rooms

Non-Residents must pay for a full year to have access to the following:

- Library of Things Collection
- Meeting rooms
- Interlibrary Loan

At Home Services Card

At Home Services cards are available to Jackson County residents who are confined at home or in a health care, retirement, or senior living facility. To qualify, patrons must be permanently or temporarily disabled due to age or illness, or have difficulty coming to the library or carrying books. Prospective patrons who are interested in this option must contact the At Home Services Department.

At Home Services cards may have access to:

- 60 items at a time (within that, DVDs limit 25; magazines limit 10)
 - Material loan periods are based upon the At Home Services delivery schedule
- Library of Things Collection
- Downloadable ebooks, audiobooks, music, and videos
- Online databases and resources
- Public computers in the library
- Meeting rooms and study rooms
- Interlibrary Loan

Computer Access Card

Computer Access cards are available to individuals who reside in Jackson County but do not have an active library card of any other type, or to individuals who only need access to public computers within the library. To obtain a Computer Access card, prospective patrons must be 13 years or older and give their name and birthdate. Further identification will be accepted but is not required to obtain a Computer Access card.

Computer Access cards must be renewed every 2 years.

Computer Access cards have access to:

- Public computers in the library
- Online databases and resources
- Downloadable ebooks, audiobooks, music, and videos

No other library services are available to a Computer Access Cardholder.

RCC Faculty/Staff Card and RCC Student Card

Please refer to RCC policies regarding faculty/staff and student cards.

VIII. Interlibrary Loan

Purpose

The Library maintains a collection in Jackson County that is responsive to the needs and interests of its communities. It is not possible, however, for the Library to own every item that every person might want. Some items may be obtained from other libraries as Interlibrary Loans (ILL). An Interlibrary Loan is an item borrowed from another library system, either in Oregon or elsewhere in the country.

Eligibility

See card types for eligibility. Cardholders not in good standing are not eligible for ILL services.

Materials

Book and audiobooks may be requested through ILL; genealogy item may be difficult to borrow. Titles released within the past 12 months may not be requested through ILL but may be requested for purchase through the Suggest a Purchase form.

Rules and Regulations

ILL materials can only be checked out on the library card of the person who requested them. It is the patron's responsibility to pick-up and return ILL materials on time. The length of the loan period is determined by the lending library. The library may limit the number of active requests a patron may have at one time. Active requests are those at any stage of the Interlibrary Loan process: requested, in process, checked out, or on hold.

Charges

The Library always attempts to borrow from libraries who lend free of charge. If the lending library charges for ILL, the Library must receive authorization that the patron requesting the item is willing to pay the charge before continuing to process the request.

Overdue and Damaged Material

See the current Fee Schedule, Policy 5-6, for charges related to overdue or damaged ILL materials.

Policy 5-6	Fee Schedule	Created: 11/9/2017 Revised: 12/17/2018 11/23/2020 Approved: 1/20/2019 Implemented: 3/4/2019
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Type	Fee
Non-Resident Card	Non-Resident Yearly Fee: \$100 96 Non-Resident Quarterly Fee: \$25 Non-Resident Monthly Fee: \$10 8
Overdue Fees*	JCLS does not charge Overdue Fees for late materials. RCC items accrue overdue fines at \$0.25 per day. See RCC for full policy.
Materials Recovery Agency* Reciprocal Borrowing	\$10 JCLS is bound to adhere to the circulation policies set by any libraries with which we share reciprocal borrowing.
Lost Materials*	Replacement cost of the lost item
Damaged Materials Repair*	Cost of the repair
Replacement Library Card	No charge
Interlibrary Request Charge	No charge Maximum number of active requests is five (5).
Interlibrary Loan Overdue Fees	\$1.00 per day from the date due
Obituary/Death Notice Search Request	No charge Maximum number of active requests is five (5).
Printing	Black & White: \$0.10 per page Color: \$0.50 per page
Copying	Black & White: \$0.10 per page Color: \$0.50 per page
Scan & Faxes	No Charge
Internet & Wi-Fi	No Charge

~~*If you accumulate charges of \$25.00 or more, you will lose your borrowing privileges until the charges are paid. If items are not returned within 21 days, the library assumes they are lost and sends a bill that includes fee and replacement costs of the material. Long overdue accounts may be forwarded to our materials recovery agency. A non-refundable \$10 service charge will be added to your account.~~

If materials are not returned within 21 days of final due date, the Library assumes they are lost. Patrons will be billed for the replacement cost of the material. If the replacement cost is \$25.00 or greater the patron's card will not be in good standing, and access will be limited until fees are brought below \$25.00. See

Policy 5-6	Fee Schedule	Created: 11/9/2017 Revised: 11/23/2020 Approved: Implemented:
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Type	Fee
Non-Resident Card	Non-Resident Yearly Fee: \$96 Non-Resident Monthly Fee: \$8
Overdue Fees*	JCLS does not charge Overdue Fees for late materials.
Reciprocal Borrowing	JCLS is bound to adhere to the circulation policies set by any libraries with which we share reciprocal borrowing.
Lost Materials*	Replacement cost of the lost item
Damaged Materials Repair*	Cost of the repair
Replacement Library Card	No charge
Interlibrary Request Charge	No charge Maximum number of active requests is five (5).
Interlibrary Loan Overdue Fees	\$1.00 per day from the date due
Printing	Black & White: \$0.10 per page Color: \$0.50 per page
Copying	Black & White: \$0.10 per page Color: \$0.50 per page
Scan & Faxes	No Charge
Internet & Wi-Fi	No Charge

If materials are not returned within 21 days of final due date, the library assumes they are lost. Patrons will be billed for the replacement cost of the material. If the replacement cost is \$25.00 or greater the patron's card will not be in good standing, and access will be limited until fees are brought below \$25.00. See Circulation Policy for more information.



Date: December 10, 2020

Title: 18-Month Action Plan

From: Kari May, Library Director

Recommendation:

The Library Director recommends that the Board approve the JCLS Strategic Roadmap, January 2021-June 2022, as the 18-month action plan for Jackson County Library Services.

Budget Impacts:

The activities related to the proposed objectives outlined in the Roadmap are included in the regular Library budget.

Policies, Plans, and Goals Supported:

The Strategic Roadmap is an extension of the currently adopted 2016-2021 Strategic Plan

Background and Additional Information:

As JCLS nears the end of its current Strategic Plan, it is a logical time to begin preparing the next long-range plan for the organization. However, as the Director worked with consultant Ruth Metz to start outlining a strategic planning process, it quickly became evident that the rapidly evolving circumstances of the global pandemic related to COVID-19 made it hard to predict what library services might look like in three months, let alone in three years. During the Board's annual planning retreat in August, the Board agreed to adopt a short-term 18-month plan to guide the library district through the immediate needs facing Jackson County residents. The Alameda and Obenchain fires further underscored the challenges facing our community in the coming months.

The proposed strategic roadmap includes three focus areas: health, learning, and civic engagement. The accompanying seven objectives are ways in which the Library will measure success in those focus areas. The actions listed are samples of some of the ways in which staff will work towards accomplishing each Objective.

Attachments:

JCLS Strategic Roadmap

JCLS STRATEGIC ROADMAP JANUARY 2021-JUNE 2022



JACKSON COUNTY LIBRARY SERVICE'S MISSION:

Connect people to information, ideas, and each other.

VISION:

Through the Jackson County Libraries, individuals reach their full potential, and our communities thrive.

VALUES:

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

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

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

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

INNOVATION – we encourage creative ideas and solutions.

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



THE STRATEGIC ROADMAP

Over the next year and a half, the Library will focus its efforts to become the Go-To Place to find Accurate Information about Issues Relevant to Your Life.

Below are the three Focus Areas that tie in with the Library's Three Broad Goal Areas (LEARN, CONNECT, GROW), as outlined in the 2016-2021 Strategic Plan.

HEALTH – The Library values and promotes health literacy in Jackson County, including mental health, economic well-being, and physical health, as well as timely information related to COVID-19 and emergency preparedness.

LEARNING – The Library values and promotes the importance of education throughout an individual's life, from pre-literacy skills directed at children from birth to age 5, students in Kindergarten – 12th grade, home schooled students, and adults.

CIVIC ENGAGEMENT – The Library values and promotes a thriving community in which everyone has an opportunity to participate, regardless of socioeconomic status, race, ethnicity, ability, or gender, and helps to foster an environment where all voices are heard. Provide a space where marginalized voices have an opportunity to share their experiences and are heard to help ensure everyone has a seat at the table.



OBJECTIVES, WITH SAMPLE ACTIONS TO ACHIEVE EACH:

OBJECTIVE: JCLS will provide **25 programs each quarter** focused on information related to health and civic engagement.

ACTIONS: NNLM COVID-19 Outreach Award grant related to programs to provide to access healthcare; Rogue Workforce Partnership for job seekers; small business workshops.

OBJECTIVE: JCLS will add **1,000 new items** to the physical and digital collections that are focused on health literacies.

ACTIONS: ILS migration; NNLM COVID-19 Outreach Award Grant to add health information resources in English and Spanish; FINRA grant for financial resources; Carpenter Grant Funds focused on women's issues, child-rearing, child development, and related topics; tablets added to Library of Things

OBJECTIVE: Reach **600 individuals and 30 community groups or classrooms** to engage in discussions about identity and inclusion by reading the same books through the Rogue Reads program. In year 2, Rogue Reads will **bring 10 new partners** to the program.

ACTIONS: Circulate book club kits for the selected titles; promote through school visits and virtual classroom talks; form a staff book discussion group

OBJECTIVE: Because JCLS's website will feature dynamic content that provides relevant information to the community, website traffic will **increase 3% each quarter**.

ACTIONS: Build new responsive, dynamic website, with information curated by staff that relates to health, learning, and civic engagement; implement marketing tool Patron Point that provides targeting messaging that will direct traffic to the website

OBJECTIVE: JCLS will reach remote users with relevant, educational programs on demand through recorded programs, with an **average increase in views of 10%** each quarter.

ACTIONS: Animated shorts; virtual storytimes; in-house recorded trainings to support education curriculum and lifelong learning

OBJECTIVE: Staff will provide **50 virtual or in-person class visits per academic semester** at elementary, middle, and high schools in the County to introduce students and teachers to specific resources available at the library.

ACTIONS: Virtual classroom visits; curriculum-based database training; partnership with Juvenile detention centers

OBJECTIVE: Recognizing that digital literacy is important to an individual's success and well-being in the 21st century, the Library will help bridge the digital divide by providing access to computers and internet connectivity at the library and remotely. Success will be measured by:

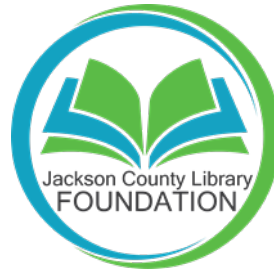
Number of computer sessions: 4% increase annually

Wifi usage – during and outside of library hours: 4% increase annually

Hotspots (and cellular-enabled tablets): Average monthly circulation of 75

Digital Services team appointments and assistance: 100/month





Date: December 12, 2020

Title: JCLD/JCLF Relationship Committee Recommendation

From: George Prokop and Susan Kiefer

Summary: The JCLD/JCLF Relationship Committee was formed to examine the relationship between the two organization and to provide a recommendation for a closer working relationship between the Jackson County Library District (Library) and the Jackson County Library Foundation (Foundation). The Committee’s recommendation is that the Foundation’s Executive Director be hired as a member of the library staff and supervised by the Library Director. The Foundation board would participate in the selection of the ED and in the ED’s evaluations and would work with the ED in fundraising efforts. Terms of the relationship agreement are spelled out in the attached Memorandum of Understanding. The Foundation would pay a percentage of the operating costs, include salary, to the District. A term of three years for this relationship would provide an adequate time to judge its success.

Recommendation:

The Relationship committee recommends that the Board adopt the proposal as presented. Once approved, the MOU will be finalized and presented to the Board for formal approval.

Resource Requirements:

The basis for financial requirements is an annual operating budget of \$30,000 and salary and benefits of \$80,000 for a total budget of \$110,000. The Foundation would be responsible for a graduated per centage of the total operations budget each year.

	Library District	Library Foundation
Year 1 40%	\$66,000	\$44,000
Year 2*50%	\$55,000	\$55,000
Year 3* 60%	\$44,000	\$66,000

*Year 2 and 3 costs do NOT reflect an inflationary rate, estimated at 3-5%.

Policies, Plans, and Goals Supported:

Building a stronger relationship between the Library and the Foundation will improve the Foundation’s stability and ability to secure funding to enhance the Library’s budget. It supports

the Library's vision: "Through the Jackson County Libraries individuals reach their potential and our communities thrive."

Background and Additional Information:

The Foundation has been challenged over the last several years in its efforts to support the Library due to a variety of factors, including the uncertainty of the Library's future, difficulties tied to turnover in Library administration, and turnover in the Foundation administration, among other factors. These challenges have resulted in relatively small income from annual fundraising, although the Foundation has assets and investments of nearly \$1.5 million.

The Foundation has struggled to attract and keep a qualified and experienced executive director, and high turnover of both the Executive Director and the Library Director have contributed to the difficulties of achieving effective communication and determining what the funding needs of the Library are. For the 2019-2020 budget year, the Library assisted the Foundation with a \$55,000 grant to help cover operating expenses. In July 2020, after the departure of the Foundation Executive Director, the Library created an *ad hoc* committee to look into the relationship between JCLF and JCLS. The Library Board directed the committee to recommend an organizational structure that would facilitate solving the issues facing the Foundation, assist the Foundation in achieving stability, and lead to a productive fundraising operation that would support libraries and serve Jackson County residents.

The Relationship Committee consists of two members from both the Foundation and the Library District's boards and is chaired by Kari May, the Library Director. The Committee started by examining assumptions and determining goals to guide the Committee's recommendations.

Assumptions:

- The Foundation's mission is to raise funds (secure resources) to support the mission of Jackson County Library Services (connect people to information, ideas, and each other)
- The Foundation needs a full time Executive Director
- In order to provide a competitive salary and benefits package for the Executive Director, the Foundation needs support from the Library
- Communication between Library and Foundation needs to improve
- The Transition at JCLS impacts the Foundation
- JCLS desires a strong Foundation
- The new structure should be in place for three years to determine its success

Goals:

- The primary goal of this partnership is better communication and a stronger relationship between the two organizations.

- Maintain the Foundation’s current goal of responsibly managing contributions from individuals, businesses, and foundations to help build community support for the Library in its efforts to learn, grow, and connect with the entire community.
- The Foundation Board identifies strategic objectives, which will guide future funding needs
- The Foundation Board works to secure resources that support the library in tangible ways outlined by the Library District’s strategic plan.
- Once a year, JCLS and JCLF boards will meet to discuss the strategic direction, including fundraising projects/ goals for the upcoming year.
- Maintain the Foundation’s non-profit status as a 501(C)(3) charitable organization.

In addition, the Committee examined the organizational structures utilized by public libraries and other similar organizations that are supported by charitable foundations to see how these issues are addressed by other similarly situated entities. Committee members focused on two models: foundations that are operated completely independently, and foundations whose staff is employed by the beneficiary organization. Legal counsel has been consulted on behalf of both entities as to any legal considerations. Counsel has advised that the Foundation’s standing under both 501(c)(3) and 509(a)(2) would be unaffected by this proposal.

Advice from Library Strategies, a respected consulting group that has worked with the Library and its supporting organizations, suggests that in the long term a fully independent foundation is generally able to raise more money than one closely tied to the library system, but in the near term a closer relationship would benefit the Foundation and provide solutions to some of the issues currently facing the Library and Foundation.

The Committee ended up focusing on having the Foundation staff hired by the Library. the Foundation Board would be involved in the creation of the job description and in the annual performance review of the Executive Director. This model allows the Foundation to benefit from the fact that the Library is able to provide an attractive salary and benefits package because they have a much larger staff. It also goes a long way toward solving the communication issues that have plagued our interaction by having the Executive Director working closely with library staff and being guided and directed by the Library Director.

The proposed model would allow the Foundation Board to focus on board development, including both recruitment and training in preparation for taking on greater roles in actual fundraising.

JCLF would contribute increasing amounts to JCLD to defray the operational costs that would be paid out of the library budget. Under this model JCLF would contract for accounting and other finance related operations from an outside organization at least in the short term.

Proposal:

The Relationship Committee proposes that the Executive Director of the Foundation be hired by the Library District and supervised by the Library Director. The Committee further recommends a three-year trial period for this new structure.

Under this agreement the JCLF Executive Director will be hired as a member of the library staff, housed at the library, and supervised by the Library Director. The job description will be agreed upon by the Library Director and the Foundation Board. The Foundation Board will have representation on the hiring committee and final approval of the selected candidate. The Library Director and the Foundation Board will agree on specific metrics under which the performance of the Executive Director and the success of this agreement will be measured.

The Relationship Committee further recommends that a standing committee be formed. Its charge would be to ensure ongoing communication between the Library and the Foundation, to work with Library Director to set and/or adjust fundraising metrics as needed, and to participate in an annual review of the progress under this agreement. The Committee will meet regularly. The full boards of both the Library and the Foundation should meet annually to set strategic direction for both organizations and align fundraising goals with the Library's goals.

The agreement supporting this partnership will be memorialized in a Memorandum of Understanding that would define the relationship and spell out the responsibilities of each party and any shared responsibilities. A draft MOU is presented as part of this proposal. After approval of the proposal, a final MOU will be presented to both boards for approval and signature.

Attachments:

Draft MOU between the Library and Foundation.

MEMORANDUM OF UNDERSTANDING

among and between the

Jackson County Library District

and the Jackson County Library Foundation

This is a Memorandum of Understanding (hereinafter "MOU") between Jackson County Library District (hereinafter "JCLD") and the Jackson County Library Foundation (hereinafter "JCLF").

This Memorandum will be in effect for three (3) years as of July 1st, 2021, ending June 30th, 2024.

Purpose and Scope

The purpose of this MOU is to establish a mutual understanding between the parties concerning their respective roles and responsibilities in the areas of fundraising, communications, volunteers, and administrative infrastructure in benefit to public library services in Jackson County.

The mission of the Jackson County Library District is to connect everyone to information, ideas, and each other.

The first Jackson County library system was created in 1919 when the Medford Library Board contracted with the County to serve as the hub for the other branch libraries. By 1923 JCLD system maintained some 13,000 books and had over 5,700 persons reading nearly 98,000 books a year. In 2014 voters approved the creation of the Jackson County Library District, providing a secure and dedicated tax base for library funding. JCLD now consists of 15 libraries located throughout Jackson County.

The mission of the Jackson County Library Foundation is to secure resources to strengthen innovation and literacy in our community.

The Foundation was created in 1982 and incorporated as a nonprofit 501(c)(3) in 1993 to seek financial support for select capital improvements, enhancements, services, and programs that were not provided by the County. Working together with JCLD, JCLF manages donated funds to grow library programs, build the collection, enhance library buildings, and create new opportunities to meet the changing needs of our community.

The Jackson County Library District and Foundation work together to support free and open access to information that can change lives, help individuals reach their full potential, and build a brighter future for a thriving community.

While the missions of JCLD and JCLF are aligned with libraries in Jackson County and both parties collaborate in fundraising efforts for library support, the JCLD focus is library operations, and the JCLF focus is donor development and fundraising.

NOW THEREFORE, both parties mutually agree to the roles and responsibilities outlined in this MOU.

Joint Responsibilities under this MOU

JCLD and JCLF mutually agree to:

- Work together to promote and advance the mission of JCLD.
 - Support high-quality library services to the community.
 - Preserve and deepen the engagement and trust with members of the community to benefit future generations.
 - Operate and make decisions that honors JCLD's existing culture, including staff, volunteers, and donors, to support and enable delivery of library services.
 - Develop policies and procedures for shared and coordinated communications.
 - Mutually share photos, videos, and other intellectual property for promotional and fundraising purposes.
 - Exchange mutually dependent budget line item information each spring during budget development.
 - A Relationship Committee will remain in place for the duration of this MOU.
 - The JCLD and JCLF boards will meet no less than annually to discuss the strategic direction for JCLF.
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Section 1: JCLD

JCLD has provided and will, subject to adequate funding approved by JCLD Board, continue to aid JCLF to facilitate its operations and the fulfillment of its stated mission. Operational support provided by JCLD includes but is not limited to:

- Office space. JCLD will furnish office space at the Medford Library sufficient to operate JCLF. JCLF will comply with Library policies in its usage of such space.
 - Marketing and volunteer activities. JCLD marketing staff, and volunteer coordinator will assist JCLF with marketing and volunteer support, as needed. Specific commitment includes marketing resources needed by JCLF staff and coordinated efforts to ensure consistent branding between the District and JCLF.
 - Communication. JCLD will provide regular communication with JCLF on impact of distributed funds and various budget reports as related to activities outlined in this MOU.
 - Annual Report. JCLD agrees to provide a report of impact for distributed funds that will assist JCLF in its efforts to publish an annual report on funds raised and spent to build trust with the community and to share with library volunteers and patrons.
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Section 2: JCLF

- Management of Funds. JCLF agrees to oversee any endowments or permanent funds, restricted or unrestricted, that are created to support JCLD.
 - Fundraising. Solicited and Unsolicited donations. JCLF will seek donations to support its mission and JCLD. Fundraising goals and areas will be determined by mutual agreement with JCLD staff.
 - Grants. JCLF agrees to submit grant proposals on JCLD's behalf to funding organizations that do not grant directly to Library Districts.
 - Annual Report. JCLF agrees to publish an annual report on funds raised and spent to build trust with the community and to share with library volunteers and patrons.
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Section 3: Personnel

Under this agreement the JCLF Executive Director will be hired as a member of JCLD staff, housed at JCLD, and supervised by JCLD Director. The job description will be agreed upon by JCLD Director and JCLF Board. JCLF Board will have representation on the hiring committee and final approval of the selected candidate. JCLD Director and JCLF Board will agree on specific metrics under which the performance of the Executive Director and the success of this agreement will be measured.

Section 4: Budget

Personnel Expenses. JCLF will be responsible for a portion of the Executive Director's salary and benefits which will be paid to JCLD according to a predetermined schedule.

Operating Expenses. JCLD may request reimbursement from JCLF for any expenses related to the operation of JCLF, including fundraising activities, that are paid directly by JCLD. These expenses should not exceed the adopted budget of JCLF without prior approval from JCLF Board. Most expenses incurred by the JCLF Executive Director will be paid by JCLF directly according to the adopted budget for the current fiscal year.

Section 5: Solicited and Unsolicited Donations

Donations made to JCLF or JCLD will be handled as follows:

- Upon acceptance, these gifts will be retained and managed by JCLF.
 - Donated funds must:
 - be clearly categorized as unrestricted, temporarily restricted, or permanently
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- restricted in the organization's financial statements and communications in accordance with the donor or grantor wishes/stipulations.
- Unrestricted gifts made directly to JCLD.
 - JCLD has determined that it will best serve the interests of JCLD for unrestricted gifts to be held, invested, and reinvested by JCLF.
 - Restricted gifts made directly to JCLD.
 - All gifts restricted for a specific library service or location may be initially authorized by JCLD Director, and then accepted by JCLF.
 - Tangible Items Donated directly to JCLD.
 - Per Gift Acceptance Policy
 - Management of funds for benefit of JCLD.
 - The JCLF Board of Directors will manage the proceeds of JCLF according to bylaws, gift acceptance policy, spending and investment policies.
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Section 6: Miscellaneous Provisions

- Annual review and amendment of Agreement. JCLD and Foundation agree that this Agreement will be reviewed on annual basis. This Agreement may be amended by a writing signed by the parties.
 - Termination of Agreement. This Agreement may be terminated by either party on thirty days prior written notice, in which event the parties will negotiate a new Memorandum of Understanding consistent with the missions of JCLD and JCLF.
 - Governing law. This Agreement shall be governed by Oregon law.
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JCFM-JCLD FC Meeting Minutes
(Jackson County Facility Maintenance-Jackson County Library District Facilities Committee)
November 10, 2020, 10:00 a.m. – 11:45 a.m.

In attendance: Ryan DeSautel, Eric Dziura, Susan Keifer, Lisa Marston, Kari May, Crystal Zastera, Chris Robinson, Armando Pedroza, Adam Trautman and Marsha Hutcheson

Attachments: Itemized budgets (pages 1-3), maintenance tickets chart (page 4), capital projects time lines (pages 5-6)

I. Staffing Changes

DeSautel reported that there had been one retirement within JCFM and that there are no other changes anticipated. Armando Pedroza continues to be the primary service provider for JCLS. May indicated that the current level of service is sufficient.

II. 19/20 Budget Review

DeSautel reviewed the budget versus actuals for 19/20 budget year as a basis of comparison for spending for the current 20/21 budget.

III. 20/21 Budget Review

DeSautel indicated that expenses/spending are higher as compared to this time last year, due to increased personnel costs associated with construction project management. He anticipates that the spending rate will decline and expenses for the year will align with the budget.

DeSautel spoke about the maintenance ticketing system. He prefers that his staff not spend time writing the tickets at the expense of completing maintenance. He also explained that Jackson County is in the process of upgrading their IT systems, that the current software is no longer being maintained, and that the new software will lead to improvements in reporting accuracy and access for JCLS. He then reviewed the maintenance ticket levels to date, which are in line with last year at this time.

DeSautel also reported that after hours service has improved. He said that this is due in part to a greater number of personnel available for the on-call rotation.

Marston asked for clarification concerning the estimated costs for 20/21, noting that the County's financial statements still showed that JCLS is being billed for property insurance. DeSautel agreed that JCLS should not be getting charged for property insurance and that our costs should be less than originally estimated, but probably not \$60,000 less since costs are trending higher this year as compared to this time last year. Hutcheson offered to talk to the County's finance department about removing "property insurance" from future billings and crediting JCLS for the amount billed thus far.

DeSautel indicated that JCFM expected to have an estimate of the amounts required for the 21/22 budget in about one month. He indicated that the amount required will be this year's amount, less property insurance, plus 3-4%.

IV. 20/21 Capital Projects

DeSautel reported that painting projects at Butte Falls, Eagle Point and Gold Hill are complete. An estimate of approximately \$40,000 has been received for the White City concrete/patio/gate project. As this is lower than anticipated, JCLS may wish to consider additional repairs/upgrades (e.g., lighting and/or landscaping). DeSautel mentioned that JCFM may seek assistance from the Roads Department concerning landscaping.

Regarding the B-7 request for new security cameras in White City, Marston clarified that the request is to replace the old system with new cameras that provide greater coverage and can be viewed/monitored from a central location.

There followed an extensive discussion concerning LED lighting including the parking lot lighting upgrades, City of Ashland responsibilities, and future LED lighting applications. It was also noted that JCLS can benefit from Oregon Energy Trust incentives and rebates, which the County said they will pursue for the Medford lighting upgrade project. Lighting for the Medford branch parking lot is the responsibility of the City of Medford.

V. 21/22 Capital Projects (5-year Plan, Ashland HVAC replacement, et. al.)

DeSautel noted that the White City roof replacement project is scheduled for 23/24, incorrectly noted in the packet as 21/22. He then reviewed the general philosophy of continuous monitoring of the state of JCLS facilities and frequently updating the long range plans so that facilities will be replaced only when they are near the end of service life. He cited HVAC systems in particular.

The Medford interior lighting upgrade (est. \$150,000) is scheduled for 22/23 and may result in a significant cost savings.

DeSautel gave a recapitulation of the history of the Medford Library roof (replacement 23/24). Due to deterioration, the original roof received an additional protective coating to extend its service life. JCFM inspects the roof (monthly and often more frequently) for serviceability. It is hoped that the coating will suffice for 10 years.

The Medford boilers are scheduled to be replaced 23/24. These boilers are very efficient but difficult to maintain. There have been two outages this year, and certain spaces within the library are chronically too cold or hot as the case may be. DeSautel requested a list of such spaces (Crystal Zastera will provide this list) and suggested that certain adjustments may provide some relief. Marston suggested inspecting for air leaks and checking insulation. Any upgrades in this regard might be included with the Medford lighting upgrade. DeSautel suggested that the Medford remodel may alter building air flow characteristics leading to reduced heating system performance.

DeSautel indicated that the Ruch/Applegate/Prospect parking lots will be resealed this year. Repaving is scheduled for 25/26. Kiefer raised a concern regarding drainage in the parking lot at the Prospect library.

JCFM advised that the Ashland HVAC replacement (21/22) will be a substantial remodeling project. DeSautel spoke at length about the history and engineering of the current system, explaining some of the challenges involved with this project, and expressing an interest in beginning the process of determining the scope of the project sooner rather than later. The replacement will likely be very disruptive to library operations. As is the case with Medford, Ashland has problems with uneven/inadequate heating and cooling. May expressed the need for vigilance so as to avoid a catastrophic failure. It was agreed that before moving directly to full engineering and drawings, a consultant would be brought in to provide an informed idea of what the scope of the project is likely to be.

During a meeting of the Facilities Committee, with JCFM as project manager for the Ashland Remodel Phase 1 (10/23/2020), it was decided to commence that project. DeSautel reported today that an existing contract with architect ORW had expired and would need to be renewed (Marsha Hutcheson will take care of this). The Ashland project will then move forward.

VI. Open Discussion (Maintenance agreement/Level of service/expectations/Hours needed for service/On call/Current state of buildings)

It is noted that most of the items listed above were discussed throughout the course of the meeting. It was agreed that the current level of service provided by JCFM was acceptable.

Zastera expressed concerns about whether construction workers (Outlier) at the Medford library were making appropriate use of protective masks while on site. This led to a discussion of appropriate levels of ventilation and air filtration at library branches given the current pandemic. Various aspects concerning ventilation requirements and the possibility of using room air filtration units in some locations was discussed, and will be discussed further. The need for Plexiglas barriers in some locations was also discussed.

VII. Next Meeting

The next joint JCLS/JCFM meeting will be held in March 2021 and will include discussion of JCFM fees for the next budget year.