

CALL TO ORDER/ROLL CALL

INTRODUCTIONS & PROCLAMATIONS

OATH OF OFFICE – Ashland Municipal Court Judge, The Honorable Pamela B. Turner, will administer the oath of office for newly elected Board Member, Eric Dziura, and newly reelected Board Members, Jill Turner and Susan Kiefer.

ELECTION OF OFFICERS

CONSENT AGENDA (Action)

- | | |
|---|---|
| 1. May 3, 2019 Budget Committee Meeting Minutes | 6. Resolution 2019/2020-02: To Authorize LGIP Account, Designated Personnel and Signers |
| 2. June 13, 2019 Regular Board Meeting Minutes | 7. Resolution 2019/2020-03: To Authorize Credit Card, Designated Personnel and Signers |
| 3. Monthly Financial Report | 8. District Organizational Items for 2019-2020 |
| 4. Amendment #1 to Consulting Contract with Ruth Metz Associates (one-year extension) | |
| 5. Resolution 2019/2020-01: To Authorize Checking Account, Designated Personnel and Signers | |

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 AND PRESENTATIONS (Inform)

9. Library Director Report – Kari May.....	16
10. Edge Assessment – Kari May.....	24
11. JCLF Report – Sandy Boatright.....	31
12. 2020 Transition Report – Lisa Marston.....	34
13. Buildings Transfer Update – Jacquelyn Bunick	

UNFINISHED BUSINESS

14. Medford Comic Con Proposal from Downtown Medford Association **(Action)** – Christian Nelson

NEW BUSINESS

- | | |
|--|----|
| 15. Establish Board Meeting Day and Time for 2019-2020 (Action) – Board President | |
| 16. Board Committee Appointments; Board Liaisons to Outside Entities (Discuss/Action) – Board President | |
| 17. Powers and Duties of the Board Policy (Inform/Discuss/Action) – Lisa Marston..... | 35 |
| 18. Board Responsibilities Policy (Inform/Discuss/Action) – Lisa Marston..... | 39 |
| 19. Rules of Conduct (Inform/Discuss/Action) – Kari May..... | 44 |

COMMITTEE AND BOARD MEMBER REPORTS (Inform)

FUTURE MEETINGS/EVENTS/OBSERVANCES:

- August 8, 2019 – JCLD Regular Board Meeting
August 21, 2019 – SDAO Board of Directors and Management Staff Training
September 19, 2019 – Staff Training Day

Left as place holder for the May 3, 2019 Budget Committee Meeting Minutes

Left as place holder for the May 3, 2019 Budget Committee Meeting Minutes

Left as place holder for the May 3, 2019 Budget Committee Meeting Minutes

MINUTES

ATTENDEES

Present at the meeting were Board Members Susan Kiefer (President), George Prokop (Vice President), Jill Turner, Cathy Shaw. Carol Doty was absent.

Additional participants: Christian Nelson, Downtown Medford Association Board President, Aaron Hassle (Comic Con Planning Committee Member), Lanessa Pierce (Comic Con Planning Committee Member), Kari May (Library Director), Carey Hunt (Assistant Library Director), Terra McLeod (Medford Branch Manager), Sandy Boatright (Executive Director, JCLF), Jackie Bunick (Legal Counsel), Lisa Marston (District Administrator), Donovan Edwards (Administrative Assistant)

CALL TO ORDER

President Susan Kiefer called the meeting to order at 4:03 p.m.

INTRODUCTIONS & PROCLAMATIONS

None

CONSENT AGENDA

MOTION: Director Turner moved to approve the Consent Agenda. Director Prokop seconded the motion. The motion was approved unanimously.

ORAL REQUESTS AND WRITTEN COMMUNICATIONS FROM AUDIENCE

None

PUBLIC HEARING TO RECEIVE COMMENTS REGARDING FISCAL YEAR 2019-2020 BUDGET

Kiefer opened the public hearing to receive comments regarding fiscal year 2019-2020 budget at 4:04 p.m. Hearing no public comments, she closed the public hearing at 4:05 p.m.

RESOLUTION 2018/2019-04: ADOPTING FISCAL YEAR 2019-2020 BUDGET, MAKING APPROPRIATIONS, IMPOSING AND CATEGORIZING TAXES

MOTION: Director Turner moved to approve Resolution 2018/2019-04: Adopting Fiscal Year 2019-2020 Budget, Making Appropriations, Imposing and Categorizing Taxes. Director Shaw seconded the motion. The motion was approved unanimously by roll call vote.

REPORTS AND PRESENTATIONS

Library Director's Report

Kari May, JCLS Library Director, provided a summary of the Library Directors Report. She asked the Board to provide a consensus so she and staff could move forward with the rebranding project. Consensus was provided following the Board members expressing varying opinions of the proposed logo which was discussed in the May 9, 2019 Regular Board Meeting.

Shaw asked May to expand on reporting the Safety Committee's discussing WiFi use and if changes should be made to its availability. May explained the Safety Committee was gathering WiFi usage data due to suggestions from law enforcement agencies and community members to turn it off when the libraries are closed. Currently WiFi is available 24 hours a day however there is a growing perception that people are using that as an excuse to congregate at the libraries to conduct criminal activity.

May said the committee will look at that information and consider the concerns of the community and ultimately decide whether or not a recommendation to the board is warranted. There are options being looked at aside from turning it off including narrowing the bandwidth or limiting it in other ways.

Library Strategies Report

MOTION: Director Turner moved to adopt the Library Strategies Report. Director Prokop seconded the motion. The motion was approved unanimously.

2019 Medford Comic Con Report

Terra McCloud, Branch Manager, Medford Branch Library provided a summary of the 2019 Medford Comic Con report. McCloud also provided a slideshow presentation which provided additional information summarizing surveys taken by vendors and patrons.

Presentation from Downtown Medford Association

May introduced Aaron Hassle and Lanessa Pierce and explained that both of them were part of the Comic Con planning committee this year and had approached her with some ideas to help move the event forward with partnerships. May said that Comic Con in its current format is not sustainable for staff. May then introduced Christian Nelson, Downtown Medford Association (DMA) Board President.

Nelson said there are many ideas about how the DMA could partner with JCLD on Medford Comic Con and if the District was interested then they would formulate an official plan to be presented at the board meeting in July 2019. The plan will outline the DMA's involvement as well as staff and JCLD. It will also encompass how they intend to bring in other community members and volunteers to create a governing committee that can implement the event.

The board members all provided comments and a consensus for the DMA to move forward with making a plan for the 2020 Medford Comic Con.

JCLF Report

Sandy Boatright, JCLF Executive Director provided a summary of the JCLF Report.

2020 Transition Report

Marston said she had added some items more tied in with actions to the report. She and May met with the HR Manager from Special Districts Association of Oregon (SDAO) who will continue to be a sounding board as JCLD progresses through the transition. Marston and Bunick met with most of the jurisdictions regarding property ownership as that was the goal by the end of the year.

FFA Architecture will conduct a walk-thru on June 19th, 2019 to look at the Medford and Ashland branch libraries. May said the group had expressed interest in doing this and offered to make recommendations on accommodating additional staff. Citing different funding sources May added there is an opportunity to do some things with the lower level of the Ashland Branch Library. The goal will be to create a phased plan for renovations of the Ashland Branch Library and in longer terms a Facilities Master Plan. Marston added that Ryan DeSautel, Jackson County Facility Maintenance had been invited to meet with them as well and was aware any procurement would need to go through Jackson County.

UNFINISHED BUSINESS

Summary Report: Collection Agency

May said the recommendations are to continue using the current collection agency and actively seek ways to reduce print mailing cost of notifications. Turner recommended considering raising the threshold from

\$25.00 before a patrons account is sent to collections and asked if May could return with recommendations on the amount to which May agreed.

Volunteer Policy

MOTION: Director Turner moved to approve the Volunteer Policy. Director Prokop seconded the motion. The motion was approved unanimously.

Service Animals in the Library Policy

MOTION: Director Prokop moved to approve the Service Animals in the Library Policy as amended. Director Turner seconded the motion. The motion was approved unanimously.

July 11th and 12th, 2019 Board Retreat / Self-Evaluation

Marston stated that due to scheduling requirements the JCLD Regular Board Meeting will be held on Friday, July 12th, 2019. She said that the consultant who is facilitating the retreat on day one will focus on the 2020 transition and day 2 will continue without a facilitator but listed a few of the topics that would be covered.

NEW BUSINESS

Summary Report: First Year Fine Free

Carey Hunt, Assistant Library Director said the biggest takeaway from the first year is that patrons hold materials longer. There was some discussion about incentives to turn in materials and the different ways to communicate overdue reminders to patrons to prevent longer hold times.

White City Hours Adjustment

MOTION: Director Turner moved to approve the White City Branch Library Hours adjustment. Director Prokop seconded the motion with the provision that staff review current hours to ensure the hours adjustment does not impact typical patron traffic. The motion was approved unanimously.

May said that the announcement of these hours will be in the Fall Event Guide scheduled to go out in September 2019 and confirmed providing feedback following the review of the hours.

Agreement with JCLF for Operating Funding / IGA's with RVCOG for Accounting and Administrative Services / Agreement with SOHS Library and Archives / Contract for Legal Services with Huycke O'Connor Jarvis, LLP

MOTION: Director Shaw moved to approve 1) Agreement with JCLF for Operational Funding; 2) Intergovernmental Agreement with RVCOG for Accounting Services; 3) Intergovernmental Agreement with RVCOG for Administrative Services; 4) Agreement with SOHS Library and Archives; 5) Contract for legal services with Huycke O'Connor Jarvis, LLP. Director Turner seconded the motion. The motion was approved unanimously.

COMMITTEE AND BOARD MEMBER REPORTS

Technology Committee

Hunt said the second Makers Space recently opened and the kids loved. The mobile Makers Space is set up and was used twice and was a hit with adults as well.

Adjourn

Kiefer adjourned the meeting at 6:04 p.m.

/s/ Donovan Edwards

Recording Secretary

Jackson County Library District
Statement of Revenues and Expenditures
From 6/1/2019 Through 6/30/2019

Preliminary

101 - General Administration

	Budget 2018-19	Current Month Actual	YTD Actual	Budget Remaining	Percentage received or spent to date	
Operating Revenue						
Current Property Tax Collections	10,200,000.00	262,800.84	10,055,299.54	(144,700.46)	98.58%	
Prior Year Property Tax Collections	200,000.00	15,073.04	208,180.37	8,180.37	104.09%	
Interest Income	164,400.00	27,820.18	305,638.19	141,238.19	185.91%	
Interest- Lindberg Note	0.00	1,252.03	13,945.39	13,945.39	0.00%	
Other Income	5,000.00	0.00	69,702.13	64,702.13	1,394.04%	
E Rate	103,000.00	8,840.50	106,103.50	3,103.50	103.01%	
Reimbursements From RCC	27,000.00	0.00	31,034.85	4,034.85	114.94%	
Ready To Read Grant	35,000.00	0.00	34,951.00	(49.00)	99.86%	
Conference Room Rental	30,000.00	0.00	23,576.50	(6,423.50)	78.58%	
Government Agency Rentals	107,541.00	0.00	107,610.30	69.30	100.06%	
Inter-library Loan Fees	1,000.00	0.00	786.99	(213.01)	78.69%	
Library Card Replacement Fees	3,000.00	0.00	1,999.60	(1,000.40)	66.65%	
Late Fee Charges- RCC/UMS	10,000.00	4,230.62	13,432.12	3,432.12	134.32%	
Lost/Damaged Materials	7,500.00	0.00	10,366.44	2,866.44	138.21%	
Photocopy/Fax Sales	12,000.00	0.00	10,922.49	(1,077.51)	91.02%	
Patron Refunds	(2,000.00)	0.00	(2,375.62)	(375.62)	118.78%	
Printer Sales	14,000.00	0.00	14,829.32	829.32	105.92%	
On Line Fee Collections	7,500.00	117.31	2,022.87	(5,477.13)	26.97%	
Hulburt Donation	126,000.00	0.00	131,390.00	5,390.00	104.27%	
Library Friends Donations	65,000.00	0.00	45,848.12	(19,151.88)	70.53%	
Library Foundation Donations	6,500.00	0.00	125,847.45	119,347.45	1,936.11%	
General Public Donations	2,500.00	0.00	359.34	(2,140.66)	14.37%	
OR Community Foundation- restricted	12,000.00	0.00	2,750.10	(9,249.90)	22.91%	
OR Community Foundation- non restricted	2,000.00	0.00	0.00	(2,000.00)	0.00%	
EJ Smith Trust-Restricted	85.00	0.00	0.00	(85.00)	0.00%	
Ted Gerlock-Restricted	15.00	0.00	0.00	(15.00)	0.00%	
Carpenter Foundation-Restricted	3,000.00	0.00	3,000.00	0.00	100.00%	
Library Foundation Donations- CP	50,000.00	0.00	0.00	(50,000.00)	0.00%	
Oregon Community Foundation- Applegate	29,000.00	0.00	0.00	(29,000.00)	0.00%	
Kaleidoscope grant	0.00	0.00	3,975.69	3,975.69	0.00%	
Beginning Fund Balance-Unrestricted	7,175,000.00	0.00	7,361,497.66	186,497.66	102.60%	accrual basis
Beginning Fund Balance-Restricted	325,000.00	0.00	655,050.68	330,050.68	201.55%	accrual basis
Total Revenue	18,721,041.00	320,134.52	19,337,745.02	616,704.02	103.29%	

Jackson County Library District
Statement of Revenues and Expenditures
From 6/1/2019 Through 6/30/2019

Preliminary

101 - General Administration

					Percentage
	Budget 2018-19	Current Month Actual	YTD Actual	Budget Remaining	received or spent to date
Expenditures					
District Administrator Salary	0.00	7,857.32	88,420.22	(88,420.22)	0.00%
FICA and Medicare- payroll taxes	0.00	613.95	7,260.06	(7,260.06)	0.00%
Worker comp- payroll taxes	0.00	2.11	239.12	(239.12)	0.00%
Health/Dental Insurnace	0.00	0.00	7,258.51	(7,258.51)	0.00%
Retirement Contribution	0.00	729.58	8,627.46	(8,627.46)	0.00%
Personnel Cost	217,000.00	0.00	0.00	217,000.00	0.00%
Personnel costs subtotal	217,000.00	9,202.96	111,805.37	105,194.63	51.52%
Accounting Services	60,000.00	11,017.99	41,458.18	18,541.82	69.09%
Auditing Services	11,025.00	0.00	10,750.00	275.00	97.50%
Administrative Services	76,000.00	10,881.00	57,016.44	18,983.56	75.02%
Bank Fees/Interest Expense	1,000.00	50.10	772.34	227.66	77.23%
Consultant Fees	50,000.00	0.00	24,311.62	25,688.38	48.62%
Elections	30,000.00	44,760.80	44,760.80	(14,760.80)	149.20%
Insurance	20,000.00	0.00	19,526.00	474.00	97.63%
Legal Services	20,000.00	2,143.24	28,938.94	(8,938.94)	144.69%
Memberships and Dues	3,500.00	500.00	3,035.60	464.40	86.73%
Office Supplies- admin	2,000.00	67.00	1,995.62	4.38	99.78%
Postage	2,000.00	705.57	1,636.02	363.98	81.80%
Registration/Tuition/Travel	15,000.00	2,051.61	8,114.76	6,885.24	54.09%
Special fees and Expenses	0.00	0.00	570.14	(570.14)	0.00%
Advertising/Legal Notices	2,500.00	802.75	905.14	1,594.86	36.20%
Alarm Services	2,600.00	0.00	2,471.40	128.60	95.05%
Building Repair/Maintenance	449,940.00	37,495.00	449,940.00	0.00	100.00%
Custodial Services	380,542.00	31,599.92	348,353.06	32,188.94	91.54%
Custodial Supplies	12,000.00	1,059.38	12,003.38	(3.38)	100.02%
Landscape Services	7,033.00	753.98	9,539.80	(2,506.80)	135.64%
Maintenance Services	2,000.00	0.00	0.00	2,000.00	0.00%
Security Services	79,407.00	6,737.20	68,238.70	11,168.30	85.93%
Signs and Signal Materials	25,000.00	0.00	0.00	25,000.00	0.00%
Building Repair/Maintenance- B-7	250,000.00	510.00	17,499.04	232,500.96	6.99%
Fees- Lindberg Note	72.00	6.00	107.00	(35.00)	148.61%
Equipment Repair/Maintenance	30,000.00	414.57	5,108.47	24,891.53	17.02%

Jackson County Library District
Statement of Revenues and Expenditures
From 6/1/2019 Through 6/30/2019

Preliminary

101 - General Administration

	Budget 2018-19	Current Month Actual	YTD Actual	Budget Remaining	Percentage received or spent to date
Facility Furnishing Expense	25,000.00	0.00	0.00	25,000.00	0.00%
Minor Equipment	50,000.00	1,392.02	14,420.06	35,579.94	28.84%
Computers and technology	306,885.00	22,929.44	285,816.70	21,068.30	93.13%
Supplies and Expenses-Facilities	500.00	357.00	357.00	143.00	71.40%
Computer Software and Licensing	119,922.00	0.00	12,063.12	107,858.88	10.05%
LS&S Contract	5,228,114.00	434,792.63	5,228,656.36	(542.36)	100.01%
Library Materials	874,182.00	105,041.14	1,042,796.15	(168,614.15)	119.28%
City Participation	16,700.00	0.00	0.00	16,700.00	0.00%
Strategic Plan Initiative	2,500,000.00	20,336.45	63,530.37	2,436,469.63	2.54%
E Rate Services	32,782.00	0.00	40,535.00	(7,753.00)	123.65%
Unique Management Services	16,391.00	0.00	20,250.25	(3,859.25)	123.54%
Comic Con	22,000.00	2,243.12	23,297.29	(1,297.29)	105.89%
LS &S- digital library staff	60,000.00	11,437.15	117,232.12	(57,232.12)	195.38%
SOHS contract	39,000.00	3,250.00	39,000.00	0.00	100.00%
Marketing	0.00	2,731.33	5,751.76	(5,751.76)	0.00%
Electricity	240,800.00	16,615.39	195,713.15	45,086.85	81.27%
Natural Gas	45,000.00	7,583.17	34,656.67	10,343.33	77.01%
Garbage Service	15,000.00	1,572.69	14,203.65	796.35	94.69%
Water and Sewer Service	32,000.00	3,198.93	26,233.83	5,766.17	81.98%
Street and Storm Drain Fees	18,000.00	3,240.62	19,786.87	(1,786.87)	109.92%
Telecom-Voice and LD	55,000.00	1,687.79	34,383.89	20,616.11	62.51%
Telecom-Wide Area Network	105,000.00	9,191.05	110,310.10	(5,310.10)	105.05%
Telecom-Internet Services	28,000.00	2,019.48	24,307.74	3,692.26	86.81%
Municipal Assessments	1,500.00	147.27	3,174.76	(1,674.76)	211.65%
Telecom- Hot Spots	52,000.00	5,817.48	45,824.19	6,175.81	88.12%
Maintenance & Fuel for Vehicles	16,000.00	1,624.03	11,454.94	4,545.06	71.59%
Hulburt Donation	126,000.00	10,828.47	71,214.08	54,785.92	56.51%
Library Friends Donations	65,000.00	8,736.19	55,693.40	9,306.60	85.68%
Library Foundation Donations	6,500.00	7,316.71	20,762.14	(14,262.14)	319.41%
General Public Donations	2,500.00	0.00	2,090.44	409.56	83.61%
OR Community Foundation-restricted	34,000.00	562.04	11,093.75	22,906.25	32.62%
EJ Smith Trust Books	85.00	0.00	0.00	85.00	0.00%
Gerlock Trust Books	15.00	0.00	0.00	15.00	0.00%
Carpenter Foundation Books	3,000.00	356.08	2,389.18	610.82	79.63%
Ready to Read 2017 Grant	70,000.00	0.00	0.00	70,000.00	0.00%
Kent Family Trust	5,000.00	4,233.24	4,844.79	155.21	96.89%
Library Foundation Donations- CP	50,000.00	0.00	120,025.91	(70,025.91)	240.05%

Jackson County Library District
Statement of Revenues and Expenditures
From 6/1/2019 Through 6/30/2019

Preliminary

101 - General Administration

	<u>Budget 2018-19</u>	<u>Current Month Actual</u>	<u>YTD Actual</u>	<u>Budget Remaining</u>	<u>Percentage received or spent to date</u>
OR Community Foundation- unrestricted	12,000.00	0.00	0.00	12,000.00	0.00%
2018 Ready to Read Grant	0.00	0.00	18,078.30	(18,078.30)	0.00%
Kaleidoscope grant expenditures	0.00	2,243.14	6,311.05	(6,311.05)	0.00%
Materials and services subtotal	11,805,495.00	843,040.16	8,883,311.46	2,922,183.54	75.25%
Capital Outlay	350,000.00	0.00	56,018.00	293,982.00	16.00%
Contingency	750,000.00	0.00	0.00	750,000.00	0.00%
Ending Fund Balance	<u>3,548,546.00</u>	<u>0.00</u>	<u>0.00</u>	<u>3,548,546.00</u>	<u>0.00%</u>
Total Expenditures	<u>16,671,041.00</u>	<u>852,243.12</u>	<u>9,051,134.83</u>	<u>7,619,906.17</u>	<u>54.29%</u>
Transfer to Other Funds					
Transfer to Capital Improvement Fund	<u>2,050,000.00</u>	<u>0.00</u>	<u>2,050,000.00</u>	<u>0.00</u>	<u>100.00%</u>
Total Transfer to Other Funds	2,050,000.00	0.00	2,050,000.00	0.00	100.00%
Net Revenue Over Expenditures	<u>0.00</u>	<u>(532,108.60)</u>	<u>8,236,610.19</u>	<u>8,236,610.19</u>	<u>0.00%</u>

Jackson County Library District
Statement of Revenues and Expenditures
From 6/1/2019 Through 6/30/2019

Preliminary

201 - Capital Improvement Fund

	<u>Budget 2018-19</u>	<u>Current Month Actual</u>	<u>YTD Actual</u>	<u>Budget Remaining</u>	<u>Percentage received or spent to date</u>
Operating Revenue					
Program Revenue					
Beginning Fund Balance-Restricted	2,050,000.00	0.00	2,085,670.00	35,670.00	101.74%
Transfer from General fund	<u>2,050,000.00</u>	<u>0.00</u>	<u>2,050,000.00</u>	<u>0.00</u>	<u>100.00%</u>
Total Operating Revenue	<u>4,100,000.00</u>	<u>0.00</u>	<u>4,135,670.00</u>	<u>35,670.00</u>	<u>0.00%</u>
Expenditures					
Capital Outlay	4,100,000.00	0.00	0.00	4,100,000.00	0.00%
Net Revenue Over Expenditures	<u>0.00</u>	<u>0.00</u>	<u>4,135,670.00</u>	<u>4,135,670.00</u>	<u>0.00%</u>

July 12, 2019

Title: Amendment #1 to Consulting Contract with Ruth Metz Associates (one-year extension)
 Resolution 2019/2020-01: Authorize Checking Account, Designated Personnel and Signers
 Resolution 2019/2020-02: Authorize LGIP Account, Designated Personnel and Signers
 Resolution 2019/2020-03: Authorize Credit Card, Designated Personnel and Signers
 District Organizational Items for 2019-2020

From: Lisa Marston, District Administrator

Recommendation:

District Administrator recommends that the Board approve the items listed above as part of the Consent Agenda.

Budget Impacts:

1. Amendment #1 to Consulting Contract with Ruth Metz Associates (one-year extension)
 The contract is to be extended for one year under the same terms as the FY18/19 contract:

- \$150 per hour for off-site consulting services
- \$2,400 for one day of on-site consulting services (includes all travel expenses)
- \$4,000 for two days of on-site consulting services (includes all travel expenses)
- Annual Not-to-Exceed (NTE) Contract Amount - \$22,000

A total of \$9,210.00 was expended in 2018/2019 on consulting services from Ruth Metz. The District Administrator anticipates spending the same or a lesser amount this year.

2. The remaining Consent Agenda items do not directly impact the District's budget.

Policies, Plans, and Goals Supported:

Appropriate use of the Consent Agenda for standard or routine business items is intended to help expedite the Board's decision-making process, thus allowing more time for other important agenda items.

Background and Additional Information:

The resolutions authorizing the District's checking account, investment account, and credit card, and designating the responsible personnel, are brought to the Board at the start of every new fiscal year in July. The same is true for the District Organizational Items. That said, these items may be brought back to the Board anytime during the fiscal year should revisions or updates be required.

Attachments:

1. Amendment #1 to Consulting Contract with Ruth Metz Associates (one-year extension)
2. Resolution 2019/2020-01: To Authorize Checking Account, Designated Personnel and Signers
3. Resolution 2019/2020-02: To Authorize LGIP Account, Designated Personnel and Signers
4. Resolution 2019/2020-03: To Authorize Credit Card, Designated Personnel and Signers
5. District Organizational Items for 2019-2020

**AMENDMENT #1 TO THE CONTRACT FOR CONSULTING SERVICES BETWEEN
JACKSON COUNTY LIBRARY DISTRICT AND RUTH METZ ASSOCIATES**

1. This is Amendment No. 1 to the Consulting Services Contract dated June 15, 2018, between the Jackson County Library District ("District") and Ruth Metz Associates ("Contractor").
2. The purpose of this Amendment is to extend the Contract for one year.
3. The Contract is hereby amended as follows:

Section 4, EFFECTIVE DATE AND DURATION, is hereby replaced in its entirety with the following:

4. EFFECTIVE DATE AND DURATION

This Contract shall become effective on 07/01/2019 and approved as required by applicable law. Unless earlier terminated or extended, this Contract shall expire on 06/30/2020, or when Contractor's completed performance has been accepted by District, whichever event occurs first. However, such expiration shall not extinguish or prejudice District's right to enforce this Contract with respect to: (a) any breach of a Contractor warranty; or (b) any default or defect in Contractor's performance that has not been cured.

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

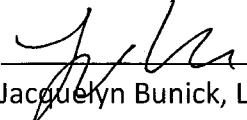
Jackson County Library District

Ruth Metz Associates

Susan Kiefer Date
Board President

Ruth Metz Date
Principal Consultant

Approved as to legal sufficiency:

 _____ 6/27/19
Jacquelyn Bunick, Legal Counsel

RESOLUTION: 2019/2020-01

A RESOLUTION DESIGNATING BANNER BANK, LOCATED IN MEDFORD, OREGON, AS A DEPOSITORY OF FUNDS FOR THE JACKSON COUNTY LIBRARY DISTRICT AND DESIGNATING AUTHORIZED PERSONNEL AND SIGNERS FOR THE BANNER BANK CHECKING ACCOUNT

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

- A. At its regular meeting on June 4, 2015, the Board approved Resolution 2015-06, authorizing the opening of a checking account at AmericanWest Bank (now Banner Bank) and designating authorized personnel to transact business with Banner Bank and sign checks or authorize withdrawals from the account with Banner Bank.
- B. It is the District's practice to reauthorize its bank accounts and designated personnel and signers at its annual organizational meeting in July.
- C. Jackson County Library District has an Intergovernmental Agreement with the Rogue Valley Council of Governments (RVCOG) to provide professional accounting services to the District.
- D. It is recommended that three Library District directors and three RVCOG employees are designated as authorized personnel and signers on the Banner Bank checking account.
- E. It is the District's practice to designate its Board President, Board Vice President and Board Finance Liaison as authorized signers on the Banner Bank checking account.

BE IT RESOLVED:

- 1. That RVCOG Internal Services Director Ann Marie Alfrey and RVCOG Accountant Vicki Robinson are hereby authorized to transact business with Banner Bank on behalf of the Jackson County Library District.
- 2. The following persons are authorized to sign checks or authorize withdrawals from the checking account with Banner Bank on behalf of the Jackson County Library District: President _____, Vice President _____, and Finance Liaison _____, Directors of the Jackson County Library District; Michael Cavallaro, RVCOG Executive Director; Ann Marie Alfrey, RVCOG Internal Services Director; and Lisa Marston, District Administrator, Jackson County Library District.

The above resolution statement was approved by the Board of the Jackson County Library District and declared adopted this ____ day of _____, 2019.

By:

Attest:

Board President

Recording Secretary

Board Vote:

Cathy Shaw _____
Susan Kiefer _____
George Prokop _____
Jill Turner _____
Eric Dziura _____

RESOLUTION: 2019/2020-02

A RESOLUTION DESIGNATING THE OREGON STATE TREASURY LOCAL GOVERNMENT INVESTMENT POOL (LGIP) AS A DEPOSITORY OF FUNDS FOR THE JACKSON COUNTY LIBRARY DISTRICT AND DESIGNATING AUTHORIZED PERSONNEL AND SIGNERS FOR THE LGIP ACCOUNT

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

- A. At its regular meeting on June 4, 2015, the Board approved Resolution 2015-07, authorizing the opening of an investment pool account through the Oregon State Treasury Local Government Investment Pool (LGIP) and designating authorized personnel to transact business with the LGIP and sign or initiate bank account information changes on behalf of the Jackson County Library District.
- B. It is the District’s practice to reauthorize its bank accounts and designated personnel and signers at its annual organizational meeting in July.
- C. Jackson County Library District has an Intergovernmental Agreement with the Rogue Valley Council of Governments (RVCOG) to provide professional accounting services to the District.
- D. It is recommended that two Library District directors and two RVCOG employees are designated as authorized signers on the LGIP account.
- E. It is the District’s practice to designate its Board President and Board Vice President as authorized signers on the LGIP account.

BE IT RESOLVED:

- 1. That District Administrator Lisa Marston and RVCOG Accountant Vicki Robinson are hereby authorized to transact business with the Local Government Investment Pool (LGIP) through the Oregon State Treasury on behalf of the Jackson County Library District.
- 2. That the following persons are hereby authorized to sign documents or initiate bank account information changes for the Oregon State Treasury LGIP account on behalf of the Jackson County Library District: President _____ and Vice President _____, Directors of the Jackson County Library District; Michael Cavallaro, RVCOG Executive Director, and Ann Marie Alfrey, RVCOG Internal Services Director.

The above resolution statement was approved by the Board of the Jackson County Library District and declared adopted this ____ day of _____, 2019.

By:

Attest:

Board President

Recording Secretary

Board Vote:

Cathy Shaw _____
 Susan Kiefer _____
 George Prokop _____
 Jill Turner _____
 Eric Dziura _____

RESOLUTION: 2019/2020-03

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

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

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

BE IT RESOLVED:

- 1. The limit on the District's credit card shall be \$10,000.
- 2. The following person(s) shall be an authorized cardholder(s): Lisa Marston, District Administrator; President _____; Vice President _____, Directors of the Jackson County Library District

The above resolution was approved by the Board of the Jackson County Library District and declared adopted this ____ day of _____, 2019.

By:

Attest:

Board President

Recording Secretary

Board Vote:

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



District Organizational Items for 2019-2020

The District Administrator recommends the items listed below:

1. Meeting Day & Time – As approved at the July 12, 2019 regular meeting, the Board meets on the _____ of each month at _____ in the Adams Room at the Medford Library, unless otherwise specified on the agenda.
2. Newspaper of Record – It is recommended that the *Mail Tribune* be named the District's newspaper of record.
3. Mileage Reimbursement Rate for Board and Staff – It has been Board practice to pay the IRS-approved rate, currently .58 per mile. Continuation of this practice is recommended.
4. Authorization to Submit Grant and Contract Proposals – It is necessary to respond quickly to grant and contract opportunities. It is requested that the Board authorize the District Administrator to submit proposals for grants and contracts during the 2019-2020 fiscal year. The Board retains final authority to accept or reject an award.
5. Board Attorney – It is recommended that the Board continue to contract for legal services with Huycke O'Connor Jarvis, LLP, with Jacqueline Bunick as the District's primary attorney and Sydnee Dryer as backup attorney. It is requested that you authorize the Board President and District Administrator to seek specialized legal counsel, when necessary, from Ms. Bunick.
6. Auditor – It is recommended that Isler Medford serve as the District's auditor for 2019-2020.
7. Authorized Depositories of Funds – Two depositories of funds are recommended: Banner Bank for general operation, and the Oregon State Treasury Local Government Investment Pool (LGIP). *[See Resolutions 2019/2020-01 and 2019/2020-02 reauthorizing the District's bank accounts, designated personnel and signers.]*
8. Local Contract Review – It is recommended that the Jackson County Library District Board of Directors continue to act as the District's Local Contract Review Board (LCRB).
9. Identifying Purchasing Practices – It is recommended that the Jackson County Library District continue its practice of following the Public Contracting Rules and Procedures adopted by the Board at its regular meeting on April 4, 2015, which essentially follow the Oregon Attorney General's Model Public Contracting Rules and ORS 279 pertaining to public contracting.
10. Insurance Agent of Record – JCLD's Insurance Agent of Record is Sandy Orr, CISR, Branch Supervisor, Brown & Brown Northwest Insurance.

Proposed Action: Move to accept the District Administrator's recommendations as presented for organizational items 1 through 10.

Note: May be included on the Consent Agenda.

**Director's Report
Month Year**

Hiring and Vacancy Report

Date Vacant	Vacated by	Position	Location	Hrs/ Wk	Status	Date Filled	Name	Type (EXT/INT)
5/16/19	Marne Kapule	Library Associate 3 (CH)	Medford	20	Filled	6/17/19	Grace Ambrus	INT
6/1/19	Lucy Trotta	Library Associate 3 (Floater)	ALL	20	Filled	7/1/19	Carolyn Maloney	INT
6/1/19	Rebecca Sheetz	Library Associate 2	Rogue River	30	Under Recruitment			
6/8/19	Jeffrey Whitaker	Library Associate 2	Shady Cove	22	Filled	6/28/19	Erika Schumacher	EXT
6/9/19	Erica Sanders	Library Associate 3	Talent	34	Filled	7/1/19	Athena Allemand	INT
6/12/19	Esther Mortensen	Librarian 1	Ashland	20	Under Recruitment			
6/17/19	Grace Ambrus	Library Associate 2	Medford	20	Under Recruitment			
6/30/19	Terii Kilburn	Cluster Manager	Lower Rogue Cluster	40	Filled	7/22/19	Michael Grutchfield	EXT
7/1/19	Carolyn Maloney	Library Associate 2 (Floater)	ALL	20	Under Recruitment			
7/1/19	Athena Allemand	Library Associate 2	Talent	20	Under Recruitment			
7/6/19	Heidi Kelley	Library Associate 2	Gold Hill	20	Under Recruitment			
7/6/19	Ellen McCarthy	Library Associate 3 (Spark Space)	Central Point	20	Under Recruitment			

Administration

Customer Service Training

The focus of this month's Cluster meetings was customer service. All staff attended one of four sessions, all led by the Cluster Manager team of Kristin Anderson, Charlene Prinsen, Terra McLeod, and Terii Kilburn. The presenters talked about the basics of good library customer service and asked the staff to share examples of both good and bad customer service. This training will continue in August, when outside consultant Ginger Johnson will lead training about customer service and making connections with the patrons we serve.

Fee Forgiveness Month

One of the tactics in the Two-Year Plan to Increase Active Cardholders was to hold a Fee Forgiveness Month. All Library branches participated in this program for the month of May. A total of 443 patrons took advantage of the event to bring their library accounts into good standing; 647 fees were waived representing a total of \$10,254. One hundred twenty-three previously blocked card holders became active due to this campaign.

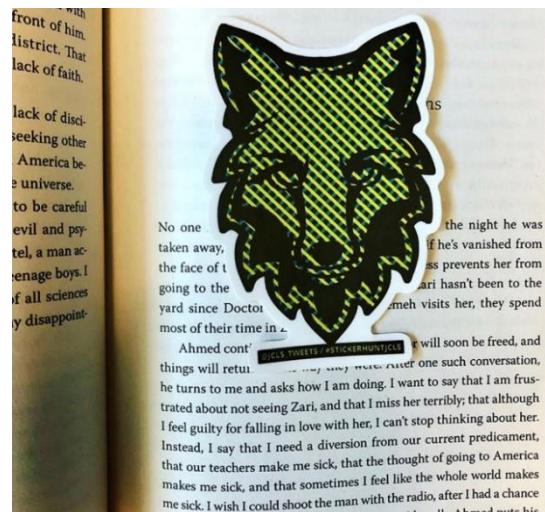
The Library will participate in a PLA program called Project Outcome starting in the new fiscal year. This program provides standardized surveys for public libraries across the United States for outcome measurement. It "helps libraries understand and share the true impact of their services and programs with simple surveys and an easy-to-use process to measure and analyze outcomes. Project Outcome is a free toolkit offering libraries access to training, data analytics, and standardized surveys that measure outcomes in key library service areas" such as civic/community engagement, digital learning, job skills and more.

Marketing has seen growth exceeding 26% among our social media following since December 2018, including 46% growth from Instagram alone. The current **Sticker Hunt** campaign has patrons of all ages engaged.



Services

Support



3 likes

winterbison I missed last month's but I found one of @jclsoregon's June stickers today! So much fun. Can't wait for the next one. #stickerhuntjcls #library #booklife #stickers

Outreach

As part of the Two-Year Plan to Increase Active Cardholders, **Business Librarian** Elanna Erhardt regularly attends local Chamber of Commerce greeters and mixer events throughout Jackson County to educate business owners about the benefits of obtaining a library card. She has recently established a monthly Business Information Workshop in the Medford Library where business owners and entrepreneurs can come to learn about and begin using library resources and sign up for library cards. Ms. Erhardt is also researching the effectiveness of a quarterly Business Book Discussion & Networking program where business owners and entrepreneurs can socialize, learn about library resources, and apply for library cards. As part of her effort to connect with local business owners, Ms. Erhardt is initiating a monthly business information newsletter. Additionally, local business leaders are being referred to Ms. Erhardt via colleagues throughout Jackson County Library Services for “Book a Librarian” appointments and outreach planning.

JCLS hosted a Beers & Bots program at a local brew house to introduce adults to learning and connecting with each other and robots. Incentives were offered either for showing a library card or registering for one. In just two hours, six Jackson County residents received new library cards. A second Beers & Bots program took place in Ashland. Between the two events, more than 75 people participated in the activities. Elanna Erhardt headed up this new venture, and the Library has already received requests to have this event at other local businesses.



The **Booktalk** program completed school visits for the 2018-19 school year. Over 50 books were featured in the two sessions, and nearly 6000 kids, teachers, and librarians took part. This year, the program reached students from 47 schools and all 15 communities with a library branch. Most public schools with 4th-6th grade classes participated (39 out of 41 schools), as well as a handful of charter and private schools.

Outreach to Homebound (OHB) is again participating in the Summer Reading Program. Patrons will have a longer time frame to complete the program and special prizes will be awarded in September. OHB coordinator Sheila Fortman-Craun assisted with the Beers and Bots outreach in Medford, where she made connections with La Clinica to explore a future partnership on services the Library can provide for the community.

Outreach to Child Care (OCC) was featured with an article and picture in the June newsletter of the Child Care Resource Network – see the article at the end of this report.

IT & Digital Services

The IT department recently completed the set-up of a new self-serve Print Release station at the Phoenix Branch and a new public scanning station at the White City Branch. The equipment for the Digital Displays has arrived for those branches still lacking, with the exception of a monitor for Applegate. IT Manager Ron Sharp is working with the County Facilities Maintenance department to install the units. The Digital Services team is setting up the iPads that have arrived for all the branches for patrons to use in-house with Flipster, the new digital magazine platform. A Library of Things Committee (LOT) has been formed to make recommendations to Library Director Kari May for development and expansion of the collection. The committee is currently reviewing software options for management of the collection and researching other libraries for best practices.

Youth Services

Currently, 2,693 children, teens, and adults are signed up for the Summer Reading Program. This year, patrons can travel the universe not just through reading, but also through music, science, and art with programs such as Kids' Music Jam: Space Time, Make Your Own LED Magic Star Wand with Bugs R Us, and space-themed origami. The Summer Reading Program runs until August 10th.

Brystan Strong, Youth Services Coordinator, has worked with JCLS staff and Summer Food Oregon to make eleven visits to some of the free summer lunch sites in Jackson County. At these visits, staff will talk about the Summer Reading Program, upcoming events at the local library branch, and give away a free book to each child in attendance.

Centennial Birthday Parties have officially begun! Each library will be celebrating the JCLS centennial with cake and fun. Parties started in June and go all through the month of August.

Regional Library Report

Bear Creek Region (Ashland, Talent, Phoenix, Central Point)

Ashland Branch partnered with Oregon Shakespeare Festival (OSF) for the second year for its Juneteenth celebrations. OSF veteran performers Christiana Clark, Lauren Modica, and Tyrone Wilson led an engaging storytime for 50 participants. Twenty people attended an afternoon panel discussion titled "Imagining What Will Be," with a focus on Afrofuturism. Organizers have identified opportunities for even more growth for next year, including collaborating more actively during the planning stages and helping find new ways to strengthen this important community partnership.

Phoenix Branch staff Jody Fleming and Outreach to Child Care library associate Nancy Peterson attended the end of the year party for the graduating Head Start class, held at the Blue Heron Park. Forty patrons were served by this event. Library staff distributed Summer Reading Event

Guides and free books. Kids of all ages have been motivated by the Phoenix marble run, one of the prizes being given away for Summer Reading. Other prizes include a Mickey Mouse watch and two Lego kits.

Talent Branch's Summer Reading program started with brisk sign-ups for all age groups, even the usually hard-to-get teens. Nineteen books have already been given away to patrons who have completed their first reading log. The staff credit this early success to word-of-mouth and a number of returning patrons who have previously participated.

Summer Reading has not caused a slowdown in *1,000 Books Before Kindergarten* participation. Thirty-eight kids have now turned in at least one slip representing 100 books read toward their progress, and two are poised to complete the program before the end of summer. The Talent Library Club voted to add to the storehouse of new books to be offered as incentives in this program, allowing free books to be awarded at the midway and end points, as well as after the first 100 books read. Forty-four free books have been awarded to date, including one to a girl who read 100 books to her little brother.

Lower Rogue Region (Rogue River, Jacksonville, Applegate, Gold Hill, Ruch)

The **Applegate Branch** hosted an Applegate School field trip. More than 37 students, kindergarten through second grade, toured the library. While half of the students were treated to stories, the other half enjoyed a scavenger hunt. All of the students selected and took home a gently-used book. The community collaboration was awesome. Once the library tour was scheduled, the teachers contacted the adjacent Applegate Fire Station for a tour, and the Applegate Country Club provided pizza for lunch. For adults, the Branch showcased an interesting and lovely antique display with turn-of-the-century items from former branch manager, Phyllis Zerr, and staff member, Susie Beckham. Finally, the Branch hosted an author talk with Amira Makansi, who presented her witty guide, *Literary Libations: What to Drink with What You Read*, to a room full of patrons who learned about wine, beer, and spirit pairings with iconic, classic books.

The thrill at the **Ruch Branch** this month was the Buncom Day Parade. Buncom is a ghost town consisting of three buildings, and the parade route is a distance of about a block. Ruch has adopted six book boxes from Ashland Library to use in the parade, and Thalia Truesdell, Branch Manager, plans on making several smaller ones for children who want to participate in the future.

Gold Hill Branch sponsored two programs in June to kick off Summer Reading. The branch staff welcomed Lori Wilson for her *Watercolor the Stars* program, where tweens and teens learned how to paint constellations. On June 29 the Gold Hill Friends of the Library hosted Native Storyteller Tom Doty, who discussed ancient rock carvings and paintings in Southern Oregon.

Rogue River Branch Friends sponsored a program featuring the Kingston Trio, and more than 70 music buffs showed up to enjoy the show. Summer Reading began with a performance by

the puppet lady, Miss Annie. More than 25 excited children and 15 adults were delighted by Miss Annie's show, themed "Make space for kindness." After the show, kids could get their faces painted. Library Associate Kateri Warnick hosted a rock painting session and was delighted to get kids and adults participating.

Upper Rogue Region (Eagle Point, Shady Cove, Prospect, Butte Falls, White City)

Prospect Branch hosted John Jackson and his reptiles and amphibians, followed by the always-popular Summer Reading kick-off BBQ. Forty people attended the program, and 50 attended the BBQ. Twelve children participated in crafting a Father's Day gift.

Butte Falls Branch hosted John Jackson's Magic Star Wand program, with 20 in attendance for the program and the JCLS Centennial Birthday Party.

Shady Cove Branch is collaborating with the Shady Cove summer school for a weekly library visit. On the first visit, staff processed 17 new library cards. For Shady Cove's first Summer Reading program, John Jackson presented "Digging for Dinos." After the presentation, the kids went on a dig. They were all given an egg and some tools and then directed outside to open their dinosaur eggs. They had a lot of fun and were able to keep what was inside the egg. On June 18th, the Nielsons presented "The Erie Canal," an adult program. Lisa Nichols presented Kids' Music Jam on June 19th, and it was a huge success.

White City Branch has been busy with class tours from Table Rock Elementary. The Spark Space Grand Opening was well attended by community members and local families. Summer Reading enrollment has been going strong, and staff have noticed increased interest in library programs with the launch of Spark Space.

Eagle Point Branch's ongoing programs such as Yarnia, Legos, and Storytime, are seeing increased interest as summer begins, and the first Summer Reading program, Watercolor the Stars, had solid attendance. In June, the Branch began hosting weekly first and second grade visits from the Hillside Summer School.

Central Rogue Cluster

At the **Medford Library**, the Centennial Book Challenge is going strong, with more than 55 adults participating. Teens have cumulatively read nearly 600 books.

Space-themed Summer Reading programs have been very successful. A total of 83 teens signed up for Summer Reading within the first two weeks, and more than one-third have completed their first book review. More than 500 children have signed up for Summer Reading in the same time period. Stories Alive, a performing group that acts out stories written by children, brought in more than 50 people. ,

JCLS is partnering with Oregon Shakespeare Festival (OSF) for a community-hosted outreach program. *La Comedia of Errors* will be performed in Medford and Eagle Point this Fall. On Sunday, June 16, library staff members Charlene Prinsen, Carey Hunt, Brystan Strong, and Terra McLeod attended an all-day bilingual event at the invitation of OSF. This event included meeting other community partners focused on serving the Spanish-speaking community, a short meet and greet, a bilingual tour of OSF, a musical performance by the La Comedia musician, and a sneak peek of the La Comedia pre-engagement activity. This was followed by a preview of *La Comedia of Errors* and discussion. Everyone was grateful to get a preview of what library patrons will be experiencing in the fall.

Recent programming at **Central Point Branch** included a Beginner's Ukulele program with seven participants, many of whom checked out ukuleles to take home so they can continue practicing. John Jackson guided kids in making LED Magic Wands. All 24 participants left with a wand. Spark Space Coordinator, Ellen McCarthy, hosted a Lego WeDo Robotics class that was full at nine students. Those wait-listed will participate in the July and August classes.

LIBRARIES™ ★ ROCK! ★

Are you using your LIBRARY???

Libraries are one of the best resources going! If you and your families are not taking advantage of all your library has to offer, you are missing out.

For child care providers, both Jackson and Josephine libraries have programs to bring books right to your doorstep and to present a story time.

Reading to young children is one of the best ways to raise a successful reader, and has so many other benefits. Sharing books is a time for parents and children to bond and be close. Reading together as a group creates shared experiences between teachers and children, leading to rich conversations and discussion.

Reading builds children's vocabulary, helps them recognize and understand feelings, fosters empathy, opens up new worlds, and inspires curiosity and learning - and your library is here to support all these benefits!

Encourage parents to go to library story times, take out books to read together, and get library cards for their children.



The "Storytime in a Bag Program" at Josephine Community Library offers an array of books selected to feature a specific theme with activities and an accompanying guide. Child care providers can borrow "Storytime in a Bag" materials with a library card and also request that a library volunteer deliver "Storytime in a Bag" to their program and stay to share a story.

To request a library storytime volunteer, contact Youth Services Librarian Susan Davis at 541-476-0571 x.107. For more information click on [Storytime in a Bag](#).



The Outreach to Child Care Program of Jackson County Library Services provides monthly book bags and storytimes to child care sites throughout Jackson County.



Nancy Peterson, Megan Pinder, Mame Kapule

The books are available in English and Spanish. This is a wonderful opportunity to have new books to read with your children each month.

The Outreach to Child Care staff, shown above, want to spread the joy of books with more programs. Call now, while there are openings.

Contact Nancy Peterson at 541-774-6564 / npeterson@jcls.org or Megan Pinder, bilingual, at 541-774-6587 / mpinder@jcls.org.

Child Care Licensing Rule Clarification



CCRN has received some questions from providers wondering if children who will be entering kindergarten in the fall are considered preschool or school age when determining teacher/child ratios.

This rule has changed, and the answer is that a child who will be entering kindergarten in the fall is considered school age "from the end of the prior school year to the start of the kindergarten school year." So the summer before a child enters kindergarten, the child is considered school age, not preschool age, for ratio purposes.

Find the most recent licensing rules, March 2019, at <https://oregonearlylearning.com/childcare-rules/>.



Peer Comparison Report

JACKSON COUNTY LIBRARY SERVICES

June 2019 Assessment

The below data offers a snapshot of how your Edge Assessment results compare to other Edge libraries, filtered by custom groupings. *Please note: the custom-filtered report requires data from at least five libraries to generate results. Custom comparison results do not reflect statistically representative user data.*

COMPARED BY: Oregon

	YOUR LIBRARY RESULTS	OREGON AVERAGE RESULTS	POSSIBLE TOTAL
Community Value	▲ 238	200	454
BENCHMARK 1: DIGITAL SKILLS	▲ 178	142	328
1.1 Classes or instruction on digital skills	▲ 38	27	67
1.1.1 The library has classes or instruction for: Basic computer skills Office productivity software Using the internet for search Information literacy Online safety, privacy and security Social media Multimedia production User-owned devices, such as eReaders, iPods, tablets, smartphones Digital skills that are available in languages other than English Helping people determine whether information is trustworthy	▲ 38	27	67
1.2 Individual help for digital services	▲ 51	36	55
1.2.1 The library offers one-on-one technology support for users on demand at all locations.	3	3	3
1.2.2 The library offers one-on-one technology support for users by appointment at all locations.	▲ 6	4	6
1.2.3 The library offers one-on-one technology support in at least one location for: User-owned devices (e.g., eReaders, tablets, smartphones) Digital tools, software, digital services	▲ 12	10	12

	YOUR LIBRARY RESULTS	OREGON AVERAGE RESULTS	POSSIBLE TOTAL
1.2.4 The library offers one-on-one technology support: In languages other than English To help seniors use digital resources, programs and services To help limited English speakers use digital resources, programs and services To help people with cognitive and physical disabilities use digital resources, programs and services	▲ 29	19	34
1.3 Access to digital tools	▲ 80	56	141
1.3.1 Users have the ability to retrieve and store data to portable devices while using computers at all locations.	3	3	3
1.3.2 The library's website makes it possible to access: Downloadable e-books Downloadable audiobooks Streamable video Downloadable interactive language learning tools	▲ 18	12	18
1.3.3 The library makes available: Photo editing software Video/audio recording and editing software Videoconferencing equipment 3-D printers Presentation equipment (e.g., projector, microphone) Multimedia production equipment (e.g., digital cameras, audio recorders, video cameras) Web development and coding software	▲ 21	10	40
1.3.4 The library: Provides a digital archive for local content creators Provides users with the tools to scan, digitize or preserve personal items Provides wireless-enabled printers available for user-owned devices Loans internet-enabled devices Loans Wi-Fi hotspots Selects and organizes online resources about available home broadband and wireless services Provides real-time reference services through text messaging, Skype, Twitter, chat or other interactive applications	▲ 25	14	46
1.3.5 The library has at least one public terminal with assistive technology that addresses the needs of: People with visual impairments People with motor and dexterity impairments Those needing accommodation of wheelchair or mobility vehicles People who are hearing impaired	▼ 0	9	18
1.3.6 The library uses an online validation service to demonstrate compliance with World Wide Web Consortium (WW3) accessibility standards.	▲ 3	1	3
1.3.7 How often do library users run out of the time allotted to them in a given day to use the internet on the library's computers?	6	6	6
1.3.8 How often do library users have to wait to borrow internet-enabled devices for use outside the library due to a limited number of available devices?	▲ 3	2	6
1.4 Awareness of digital tools	▲ 9	7	15
1.4.1 The library has signage about: Digital tools, peripheral equipment and resources Digital tools, peripheral equipment and resources in the languages spoken in the community Digital tools, peripheral equipment and resources in braille	3	3	9
1.4.2 The library sends announcements (e.g., email, newsletter or social media announcements) to users about available digital tools, peripheral equipment and resources.	▲ 6	4	6
1.5 Content creation	▼ 0	16	49

	YOUR LIBRARY RESULTS	OREGON AVERAGE RESULTS	POSSIBLE TOTAL
1.5.1 Users create the following kinds of content using library digital tools: Videos Podcasts Objects or materials using 3-D printers Blogs Reports or written material for school assignments Web pages Software	▼ 0	16	49
BENCHMARK 2: ECONOMIC OPPORTUNITY	▲ 28	19	37
2.1 Job skills, workforce development, entrepreneurship	▲ 28	19	37
2.1.1 The library selects and organizes online resources: For job search, building workforce skills or professional certification For small business development and entrepreneurship For career testing preparation resources That guide users to government websites and government data	▲ 21	17	25
2.1.2 At least quarterly, the library holds classes, either online or at the library facility, on: Job search, building workforce skills, or professional certification Small business development and entrepreneurship	▲ 6	2	12
BENCHMARK 3: CIVIC ENGAGEMENT	▼ 5	10	25
3.1 eGov, legal assistance, citizenship	▼ 5	10	25
3.1.1 Users take advantage of online library resources that: Guide them to government websites (e.g., eGov) Guide them to online legal research or legal assistance Guide them to information on how to become a citizen	▼ 0	10	15
3.1.2 At least quarterly, the library holds classes, either online or at the library facility, on how to: Use online government resources Become a citizen	▲ 5	1	9
BENCHMARK 4: EDUCATION	18	18	34
4.1 Early literacy, homework, lifelong learning	18	18	34
4.1.1 The library makes available: A selection of organized online resources related to homework help, research and information literacy A selection of organized online resources about college selection and financial aid for students, parents or guardians Educational testing preparation (e.g., GED, SAT, GRE, GMAT, TOEFL) through the library's website Online exam proctoring services and software	12	12	18
4.1.2 The library holds classes, at least on a quarterly basis, on using or navigating online educational content resources.	▲ 3	1	6
4.1.3 Parents, caregivers and children participate in online early literacy games or read-along programs at the library or using the library's website.	▲ 3	2	3
4.1.4 Users take ESL and foreign language classes through online programs or classes held at the library.	▼ 0	3	6
BENCHMARK 5: HEALTH	▼ 9	10	31

	YOUR LIBRARY RESULTS	OREGON AVERAGE RESULTS	POSSIBLE TOTAL
5.1 Health and wellness	▼ 9	10	31
5.1.1 Library users are able to: Consult a selection of organized online resources to learn about medical conditions, procedures and prescriptions, and wellness Consult medical databases through the library website Take classes, at least quarterly, on using online health and wellness resources, including electronic health care	▲ 9	7	15
5.1.2 The library selects or organizes digital resources to help people: Find out about local doctors or health care providers Learn about options for obtaining health insurance Enroll in health insurance	▼ 0	3	15
Engaging the Community and Decision Makers	▲ 172	115	267
BENCHMARK 6: UNDERSTANDING COMMUNITY NEEDS AND OUTCOMES	▲ 67	50	159
6.1 Community and user engagement	▲ 46	24	64
6.1.1 In order to understand community needs: Questions about community digital needs are included in a library-sponsored needs assessment tool. The library conducts focus groups or forums with community members and users on the community's digital services, programs, tools and resource needs. The library conducts a community needs assessment for technology resources in languages other than English. The library conducts a community needs assessment for technology resources for people with disabilities. A local government assessment tool asks community members about library digital services, programs, tools and resource needs. The library asks community members and library users to test prototypes of digital services, programs, tools and resources.	▲ 34	15	52
6.1.2 The library updates digital services, programs, tools and resources based on the result of the library's efforts to understand community needs.	▲ 6	4	6
6.1.3 The library updates digital services, programs, tools and resources based on users' feedback and requests.	▲ 6	5	6
6.2 Assessment	▼ 21	26	95
6.2.1 Does the library have a program in place to determine the results of the programs and services it provides its users and community?	▲ 5	4	9
6.2.2 Identify whether your library engages in activities to determine the results of the library's programs or resources on patrons': Digital skills Ability to protect their online privacy and security Ability to find a job Level of workforce preparedness Level of health or wellness Educational attainment Ability to pursue artistic or creative activities Ability to create and distribute digital content	▼ 0	9	46
6.2.3 How does the library determine the results of library programs or resources? Project outcome Partnerships with local universities Tools the library has developed	▼ 0	5	18
6.2.4 The library has a program in place to formally assess the outcomes and impacts of the library's programs or resources?	▲ 5	3	9
6.2.5 The library keeps track of the use of the following? Databases Hotspots	▲ 12	6	12

	YOUR LIBRARY RESULTS	OREGON AVERAGE RESULTS	POSSIBLE TOTAL
BENCHMARK 7: LEADERSHIP	▲ 25	15	28
7.1 Library thought leadership	▲ 25	15	28
7.1.1 Libraries leaders and staff: Make at least one presentation annually at professional gatherings on the library's efforts to help library users improve digital skills, learn about new technologies, understand their personal data or improve information literacy Participate in initiatives, such as those involving state libraries or library consortia, that seek to improve the digital programs libraries offer or digital capabilities of libraries themselves Collaborate on grant and other funding opportunities with a community organization for initiatives to improve digital access, skills and information literacy for community members Consult with community leaders and others on initiatives to improve digital skills, digital programs (e.g., using technology for job search) or network access for the community	▲ 25	15	28
BENCHMARK 8: RELATIONSHIPS WITH COMMUNITY LEADERS	▲ 80	49	80
8.1 Outreach to community leaders and partners	▲ 80	49	80
8.1.1 In its outreach to community leaders and partners, the library: Shares training resources and curricula with other libraries or community-based organizations Maintains a list of community organizations to help distribute materials about library digital services, programs, tools and resources Maintains a list of community organizations that offer digital services and resources to easily refer community members for additional services Have a list of local media contacts and updates it at least annually Conducts outreach to local media at least quarterly through one-on-one meetings, press releases, op-eds or media events at the library Partners with corporate foundations, private foundations, community nonprofit organizations and other institutions to support digital programs Partners with corporate foundations, private foundations, community nonprofit organizations and other institutions in its outreach on digital services, programs, tools and expertise	▲ 31	17	31
8.1.2 Library leaders or staff do the following things with respect to community outreach: Library leaders attend meetings of local elected governing bodies within their legal service area at least annually. A library representative makes a presentation at least annually to a community-based organization (e.g., Kiwanis, Chamber of Commerce) on the library's digital services and tools. At least one library representative sits on the board of a key community-based organization. Library leadership effectively communicates community priorities to library staff. Library leaders communicate the outcomes and impact of the library's digital programs to local government officials. Library leaders communicate the findings of efforts to understand the results of library's digital services, programs, tools and expertise to partners (e.g., companies, nonprofits, schools).	▲ 43	28	43
8.1.3 At least one leader from a community-based organization serves on a library committee or governing board.	▲ 6	5	6
Organizational Management	▲ 189	139	279
BENCHMARK 9: TECHNOLOGY PLANNING, POLICIES AND AVAILABILITY	▲ 126	98	181
9.1 Technology planning	▲ 37	27	55
9.1.1 The library has a technology management plan?	▲ 3	2	3
9.1.2 The library's technology plan has accessibility goals.	▼ 0	2	6
9.1.3 The library annually updates its accessibility goals.	▼ 0	1	6

	YOUR LIBRARY RESULTS	OREGON AVERAGE RESULTS	POSSIBLE TOTAL
9.1.4 The library has: A software and hardware replacement plan with a three to five year refresh cycle A user privacy plan that has practices to ensure security of user data, including clearing online session data from public computers and procedures for handling sensitive information Network security practices for timely application of updates and patches Processes for system recovery to ensure continuity of services in the event of catastrophic technology failure Processes to provide technology services to the community in the event of a disaster or other community emergency	▲ 28	19	28
9.1.5 The library annually updates its BYOD and device lending policies.	▲ 6	2	6
9.1.6 The library's technology management plan is available for all staff to consult.	▼ 0	2	6
9.2 Digital services and programs planning	▼ 6	8	18
9.2.1 The library's strategic plan includes goals aimed at helping users improve digital skills, understand their personal data or improve information literacy.	▲ 6	4	6
9.2.2 The library's strategic plan includes goals for library staff to stay up to date with the latest developments in information and communications technology.	▼ 0	3	6
9.2.3 The library has explicit policies for technology product and service partnerships.	▼ 0	1	6
9.3 Technology management*	▲ 43	35	58
9.3.1 When it comes to managing its internal technology capabilities, the library: Conducts speed tests on public computers to compare actual and advertised bandwidth speed Responds to alerts about connectivity problems in a timely way Monitors in real time connectivity (up/down/ping) at the network level for all locations Allocates bandwidth for library staff functions and public internet access through separate data circuits in some locations Uses session management software Makes available to staff a troubleshooting guide for network devices and peripherals, including call numbers and service provider information Uses a master image deployment and recovery system (e.g., Clonezilla, Ghost) for public computers Has a lockdown software program (e.g., Deepfreeze) installed on public computers Has cold spares available to switch out downed devices with fresh hardware within a business day	▲ 31	20	31
9.3.2 With respect to the library's network capabilities: The wireless network signal extends to all public areas of the library at all locations. The library has access to personnel with sufficient IT expertise to maintain its network and public technology systems. The library has at least one staff member located onsite with sufficient IT expertise to maintain the library's network and public technology systems.	▲ 12	9	12
9.4 Digital services and program tracking	▲ 40	28	49
9.4.1 For library web resources, staff: Checks web links at least monthly Reviews library analytics (e.g., number of website and social media visitors, traffic types, popular pages, referrals, retweets) at least quarterly Reviews subscription content (e.g., EBSCO databases, Freegal Music, Learning Express, Lynda.com) usage reports at least quarterly	▲ 12	9	15
9.4.2 With respect to metrics for library digital resources, staff records metrics of: Hours public devices are in use by users Number of attendees in digital classes Wait times for public devices Number of requests for one-on-one technology help Number of Wi-Fi sessions initiated by users	▲ 28	19	34
BENCHMARK 10: STAFF DIGITAL EXPERTISE	▲ 63	41	98

	YOUR LIBRARY RESULTS	OREGON AVERAGE RESULTS	POSSIBLE TOTAL
10.1 Staff digital knowledge	▲ 32	22	61
10.1.1 Public service staff job descriptions contain digital competencies and responsibilities.	▲ 6	3	6
10.1.2 The annual evaluation of public service staff performance includes digital services, programs, tools and competency goals.	▼ 0	2	6
10.1.3 How many public service staff are able to answer basic questions about the library's technology and digital resources:	3	3	3
10.1.4 How many public service staff are able to answer intermediate questions about the library's technology and digital resources:	▲ 6	4	6
10.1.5 How many public service staff are able to answer advanced questions about the library's technology and digital resources:	▲ 5	2	9
10.1.6 To enhance the staff's levels of digital capabilities, the library: Participates in or facilitates formal or informal mentorship programs related to digital skills or access Offers a collection of current technology devices and loans them to staff for professional development Provides training at least annually to help serve users with limited accessibilities (e.g., physical disabilities, cognition challenges, seniors) Provides training at least annually on how to protect the online privacy and security of library users	6	6	25
10.1.7 The library evaluates staff's preparedness to serve digital needs of library users.	▲ 6	3	6
10.2 Staff thought leadership and participation	▲ 31	19	37
10.2.1 Library staff: Receives recognition for participating in knowledge-sharing forums on libraries' digital programs and services Participates in the design, evaluation and implementation of digital services, programs and tools Participates in internal initiatives to improve the community's digital skills and access Participates externally with partners, community organizations or professional associations Participates in emerging technology and digital applications initiatives in the community (e.g., new eGovernment portals, community technology centers, technology programs)	▲ 31	19	37
TOTAL	▲ 598	453	1,000

* The score for your library bandwidth (/library-profile) response is included in Benchmark 9.

Jackson County Library FOUNDATION

Foundation Director's Report - July 2019

Centennial Celebrations

Centennial celebrations are underway! Birthday parties at each library branch began with Butte Falls on June 18th and will continue to each branch throughout the summer. Butte Falls had approximately 25 people in attendance for their birthday celebration.

Cheers to 100 Years! Wine and Cheese Mixers have been scheduled in celebration of the JCLS centennial. Celebrations will be held at five locations in Jackson County on the following dates:

Ruch: September 28, 2019, 5:00 pm

Medford: October 5, 2019, 6:30 pm

Shady Cove: October 12, 2019, 1:00 PM

Gold Hill: October 19, 2019, 5:30 pm

Ashland: October 24, 2019, 5:30 pm

JCLF Approved Strategic Development Plan

The Foundation Board has voted and approved the 2019/2020 strategic development plan. It will take effect on July 1, 2019. The plan is attached and outlines goals and objectives for the next two years. Over the next two years, the strategic development plan will be a living document. It provides a road map of what the foundation hopes to achieve and allows for modifications based on fluctuating priorities. JCLF's top priority is board member recruitment and this could drive changes in the timeline of goal achievement.

Signature Event/Bi-Annual Appeal

JCLF has approved a plan to do two fundraising appeals per year. The summer appeal is prepared and is under review to be sent out mid-July. The objective is to attract new donors, retain current donors, create more foundation awareness, and increase unrestricted funds.

JCLF has approved the general idea of a signature event to begin in 2020. There is going to be a lot of planning and development needed to pull off a successful event. The executive director is collaborating with subject matter experts in the area to gain knowledge of best practices. The executive director will report back to JCLD as the event progresses.

2019-2020 Strategic/ Development Plan

Mission

The Jackson County Library Foundation secures resources to strengthen innovation and literacy in our community.

Vision

We envision being a perpetual resource for and support to Jackson County Library Services mission.

Values

- Commitment
- Innovation
- Self Sufficiency
- Public Service
- Integrity

Purpose of this strategic plan

This plan puts Jackson County Library Foundation on the path to be a full partner with Jackson County Library Services, to provide flexible, sustainable funding, and also time and expertise of JCLF staff, to advance library programs, public services, and future innovations.

The goals outlined serve to grow and strengthen the Foundation, boost unrestricted funds, create alignment with library services, cultivate and increase the donor pool, create a system to recognize and acknowledge donors, and improve public perception of the Library and Foundation.

Goals

Fundraise and grow donors in line with Jackson County Library Services planned initiatives

1. Obtain annual project/program goals from Jackson County Library Director
2. Focus on unrestricted funds
 - a. Update donation requests, forms, website, etc...
 - b. Improve annual campaign response numbers
 - c. Develop and improve Foundation outreach and events
3. Grow Estate Planning awareness through Investors and Estate Lawyers
 - a. Create outreach letter and distribute
 - b. Schedule follow-ups
 - c. Create Brochure for estate planner constituents by Fall 2019
4. Identify five potential donors per library branch each year
5. Identify five potential donors per board member each year
6. Identify five large business donors each year
7. Increase funds through Annual Appeal by 10%

- a. Create an additional mid-year appeal
- 8. Plan and schedule signature event to be repeated every year for donor growth
 - a. Create preliminary plan for signature event by Fall 2020 Spring 2021

Increase community awareness of Library Foundation and its Mission

- 1. Schedule two open houses or meet and greets per year
 - a. To be held at locations determined by Foundation Director and Library Director
- 2. Foundation board members and Director attend community and library events
 - a. Executive Director will collaborate with Library Services on event participation
 - b. Board member event participation to be decided at monthly board meetings
- 3. Increase social media presence/engagement by 15%

Board recruitment and expansion

- 1. Recruit board members with diverse backgrounds
 - a. Recruit board members with affluence and influence in the Jackson County Community
- 2. Expand board membership to 8 by 2020 and 10 by 2022; (10 is per bylaws)
- 3. Create bi-annual Foundation Board and Friends Group mixer
 Board mixer is a small get together for the purpose of growing the foundation board, showing appreciation to current board members, and building comradery.
 - a. Bring in potential board members
 - b. Bring in connected community officials

Acknowledge and recognize donors

Responsibility of Board of Directors and Executive Director

- 1. Sending monthly personalized thank you cards
- 2. Create on-going calendar slot to complete donor thank you calls
- 3. Executive Director will call donors giving \$50 or higher
- 4. All calls to be completed monthly for the current year
- 5. Board and Executive Director establish donor recognition policy

2020 Transition Monthly Update – July 2019

Project Name **2020 Transition**
 Project Manager (PM) Lisa Marston, District Administrator Date 07/12/2019

Note: Phase I ends with a Board decision. Phase II will implement the Board’s decision.

✓ = Task complete

Task	Person(s) Responsible	Task Status	End Date
------	-----------------------	-------------	----------

HR/Staffing – Phase I

a. Retain employment law attorney	PM, Legal counsel	✓	03/13/2019
b. Deliver legal opinion to Board	PM, Legal counsel	✓	04/09/2019
c. Provide HR/Staffing recommendations to Board	PM, Legal counsel	✓	06/30/2019
d. Board decision on HR/Staffing transition	Board	On track	07/12/2019
✓ Met with SDAO HR Manager on 6/7/2019			
• Launch HR Manager Recruitment by 7/12/2019			
• Board consensus on HR transition plan by 7/12/2019			

Facilities

a. Contact Jackson County Legal Counsel	Legal counsel	✓	02/08/2019
b. Meet with FFA Architecture/County re: space assessment	LD, PM	✓	06/19/2019
c. Contact cities and other entities, then County	Legal counsel, PM	✓	06/30/2019
✓ Met with all 5 cities; spoke with out-of-state entity by phone			
• No response from school district			
• Status report from legal counsel on 7/12/2019			
d. Draft leases, deeds, and agreements	Legal counsel	On track	06/30/2020
e. Board to approve leases, deeds, and agreements	Board	On track	06/30/2020

Technology/IT Support – Phase I

a. Procure and contract with IT consultant	PM	✓	03/24/2019
b. Submit Technology Survey to IT consultant	Tech Ctte	✓	04/30/2019
c. Carson Block Consulting (CBC) site visit (May 1-6)	Tech Ctte	✓	05/06/2019
✓ Received and reviewed site notes (2 of 2)			
d. Preliminary report and recommendations to Board by 7/26/19	CBC	On track	07/31/2019
e. Schedule team review for first week of August	CBC	On track	08/09/2019
f. Final report and recommendations to Board	CBC	On track	08/31/2019
g. Board decision on Technology transition	Board	On track	09/12/2019

Communications (internal/external)

a. Issue monthly 2020 Transition reports	PM	On track	06/30/2020
b. Implement first quarterly communication with LS&S	Board, LS&S	Overdue	04/30/2019
• Scheduled to go out on July 15, 2019		New date	07/15/2019
c. Develop external communications plan	Comm Team	Overdue	05/31/2019
• Postponed – on Board’s agenda for 7/11/2019			

July 12, 2019

Title: Powers and Duties of the Board Policy
Board Responsibilities Policy

From: Lisa Marston, District Administrator

Recommendation:

The District Administrator recommends that the Board approve the two policies referenced above.

Budget Impacts:

None.

Policies, Plans, and Goals Supported:

Elected governing boards provide the ultimate leadership in governance and guidance of an organization. The two governance policies included in today's Board packet are intended to provide Board members, staff, citizens, and other key stakeholders with a clear understanding of the District's statutory powers and authority, as well as the governing board's legal and fiduciary responsibilities when representing the District and exercising the powers thereof.

Community Impacts:

The community is served by the Library District, which is governed by a Board of Directors; therefore, taking steps to build a knowledgeable, responsible and engaged Board of Directors has a positive impact on the community.

Background and Additional Information:

Special Districts Association of Oregon (SDAO) recommends that all Oregon Special Districts have *Powers and Duties of the Board* and *Board Responsibilities* policies.

Attachments:

1. Powers and Duties of the Board Policy
2. Board Responsibilities Policy



Policy 1-3	Powers and Duties of the Board	Created: 06/25/2019 Approved:
-------------------	---------------------------------------	--

I. Statutory Powers and Authorities

Unlike cities, special districts have only the powers that are expressly provided for or necessarily implied in the Oregon Revised Statutes (ORS). For the Jackson County Library District (“District”), these powers and authorities can be found generally in ORS Chapter 198 (Special Districts) and within the District’s principal act, ORS Chapter 357 (Libraries; State Archivist; Poet Laureate).

Within ORS Chapter 357, “Library Districts” are covered in ORS 357.216 to 357.286.

Excerpted below are two sections of that statute. The first section enumerates the Library District’s powers; the second section authorizes the Board, as the governing body, to exercise the powers of the District.

357.261 District powers. A library district has the power:

- (1) To have and use a common seal.
- (2) To sue and be sued in its name.
- (3) To make and accept any and all contracts, deeds, leases, releases and documents of any kind which, in the judgment of the board, are necessary or proper to the exercise of any power of the district, and to direct the payment of all lawful claims or demands.
- (4) To assess, levy and collect taxes to pay the cost of acquiring sites for and constructing, reconstructing, altering, operating and maintaining a library or any lawful claims against the district, and the operating expenses of the district.
- (5) To employ all necessary agents and assistants.
- (6) To call elections after the formation of the district.
- (7) To enlarge the boundaries of the district as provided by ORS 198.705 to 198.955.
- (8) Generally to do and perform any and all acts necessary and proper to the complete exercise and effect of any of its powers or the purposes for which it was formed.
- (9) Whenever authorized by the electors, to issue general obligation bonds of the district. However, the aggregate amount of general obligation bonds issued and outstanding at any one time shall not exceed two and one-half percent of the real market value of all taxable property of the district, computed in accordance with ORS 308.207.
- (10) To exercise those powers granted to local government units for public libraries under ORS 357.410.

357.256 Board as district governing body; selection of president. (1) The district board shall be the governing body of the district and shall exercise all powers thereof. (2) At its first meeting or as soon thereafter as may be practicable, the board shall choose one of its members as president.

Board members should be aware that other Oregon statutes also apply to the District. Those applicable statutes include, but are not limited to, the following:

ORS Chapter 174.116 (“Local government” and “local service district” defined)
ORS Chapter 192 (Public meetings and records law; OAR 166 retention schedule)
ORS Chapter 279 (Public contracting)
ORS Chapter 287A (Local government borrowing)
ORS Chapter 293 (Administration of public funds)
ORS Chapter 294 (Municipal financial administration; Oregon local budget law)
ORS Chapter 297 (Audits of public funds and financial records)
ORS Chapter 308 (Assessment of property for taxation)
ORS Chapter 357.410 (Authority of local government units for public libraries)
ORS Chapter 478.355 to 478.370 (Employee retirement system)

Library Districts are subject to local and federal laws, as well. Questions pertaining to the statutory powers and authorities that impact the District should be directed to the Board President, who will then communicate the question, request or concern to legal counsel.

II. Fiduciary Duties of Governing Boards

Governing Boards have both legal and fiduciary responsibilities and this is true for the Jackson County Library District’s Board of Directors. The Board’s primary fiduciary duties are the duty of care and the duty of loyalty. The duty of care requires that individual Board members inform themselves, prior to making a decision, of all material information reasonably available to them. Requirements for acting with due care include, but are not limited to, the following:

- Adopting policies and procedures that provide for effective oversight of management
- Attending Board and Committee meetings to obtain the information necessary to make informed decisions
- Acting in an independent manner and exercising independent judgment in matters affecting the District
- Ensuring that the District acts in accordance with its mission
- Ensuring that the District’s budget is well spent and fully in accordance with its mission
- Ensuring that the District operates within the law

The duty of loyalty requires that individual Board members always act in the best interest of the District and never in their own best interest.

III. Formulation and Interpretation of District Policy

It is the responsibility and right of Board members to participate in Board meetings and vote on District matters as part of the Board. The most important activity of the Board in performing this governance responsibility is the formulation and interpretation of District policies because policies are the tools that the Board uses to fulfill its legal and fiduciary responsibilities. To this end, the Board shall establish policy, reserving to itself all authority and responsibility not directly assigned to other District officers and personnel.

IV. Management and Communication between Board and Staff

Adopting policies that provide for effective oversight of management is a primary responsibility of the Board. Management of the daily operations and management of the staff is the responsibility of the Library Director. Unless otherwise authorized by a quorum of the Board, no individual Board member may direct or order a staff member on any matter that relates to the daily operations or administrative activities of the District. Moreover, unless otherwise authorized by the Board, no individual Board member may order, direct, or conduct any review of personnel records of any staff member or any other record that is exempt under Public Records Law. Any communications relative to District business must be directed to the Board President, who will then communicate the question, request or concern to the Library Director.

V. Board Members Authorized by Official Board Action Only

Board members have no individual powers separate from the powers of the Board and have no authority to act individually without delegation of authority from a quorum of the Board. Likewise, no individual Board member may speak for or on behalf of the Board or District, except as authorized to do so by official Board action as recorded in the official minutes, guidelines, or policies of the District. If a Board member acts without authority from the Board, the individual can be exposed to personal and District liability.

VI. Ethical Standards; Conflict of Interest

Board members act as representatives of the citizens of the District. As trusted community leaders, Board members shall adhere to the highest ethical standards in the conduct of District business. The duty of loyalty that extends from the Board's fiduciary responsibilities requires that individual Board members always act in the best interest of the District and never in their own best interest. Because of the importance of this obligation, Board members shall be required to sign conflict of interest and ethics statements contained in the District's *Conflict of Interest* and *Ethics* policies.

VII. Board Member Education

In order to effectively carry out their duties, Board members must be adequately informed. Board members are encouraged to attend such conferences and other training programs as the Board may authorize.

Policy 1-4	Board Responsibilities	Created: 06/25/2019 Approved:
-------------------	-------------------------------	--

I. Background

Being a board member on the Jackson County Library District Board of Directors (the “Board”) entails leadership and a commitment to being actively involved in setting the direction of the District and, most importantly, serving the best interests of the community and District constituents. Collectively, the Board has the final authority and fiduciary responsibility for the Library and its services. The Board hires the Library Director, provides fiscal oversight, makes and approves District policies, sets the mission and direction of the District, establishes strategic goals and objectives, advocates for the District, and is directly accountable to the public. As a governing body, the Board must uphold the public’s trust in the District to ensure that the Library is well run, meets the needs of the members of the community, responds to a changing environment, and safeguards the right of every citizen in the community to receive equitable and unfettered access to excellent library services and collections.

II. Board as an Organization

The Board exists as an organizational entity, with its own unique organizational culture, norms, values, and operating style. There are attributes or characteristics that are consistently present in Boards that operate in a highly effective way. The Board is effective because it operates in an organizational environment of trust, honesty and openness.

- All Board members are perceived to be equally legitimate – no matter how different or difficult an individual may be.
- The Board strives to maintain a “no secrets, no surprises” operating norm.
- The Board recognizes and accepts that conflicts and differences are inevitable, not necessarily “bad,” and must be faced and analyzed.
- The Board immediately turns to solutions rather than playing the “gotcha” game.
- The Board treats all community members with dignity and respect, even in the face of criticism and opposition.
- The Board exhibits creative thinking, knows how to handle failure as well as success, encourages risk taking and creates a climate of support for excellence.
- The Board assumes collective responsibility for the conduct, behavior and effectiveness of the board.

III. Board Member Job Description

The core responsibilities of Board members are few in number but broad in scope. They are:

- Provide effective leadership and good governance for the Library District;
- Select and hire a qualified Library Director;
- Secure adequate funding for the Library's service program;
- Exercise fiduciary responsibility for the use of public and private funds;
- Adopt policies and rules regarding Library governance and use;
- Regularly plan and evaluate the Library's service program;
- Promote the Library in the local community and in society in general;
- Conduct the business of the Library in an open and ethical manner in compliance with all applicable laws and regulations.

Everything the Library District Board does either falls within one of these duties or is done in support of them. A Board member makes a personal commitment to contribute the time and energy to carry out these duties faithfully. Although the Board is legally responsible for all aspects of the District, it is unreasonable to expect a Board member or the whole Board to be expert on every activity or concern that affects the Library District. Sometimes the most important thing a Board can do is acknowledge that it does not have enough information or resources, and ask for help.

It is also important to remember that the Board's authority, while broad, is a collective authority. Board members must work cooperatively with other members of the Board; no Board member can speak or act for the Board unless specifically empowered to do so.

Detailed descriptions of Board member responsibilities have been included below and are organized under the following categories:

- | | |
|------------------------------------|--------------------------|
| 1. Communications | 5. Employee Relations |
| 2. Financial | 6. Control |
| 3. Policies, Objectives, and Plans | 7. Board of Directors |
| 4. Management | 8. Public Accountability |

1. Communications. The Board should

- Develop regular channels of communication with Board members and staff.
- Encourage participation of staff members on appropriate committees.
- Develop procedures for bringing staff opinions and recommendations to the Board, as well as Board opinions and decisions to the staff.

- Invite non-Board members, other local governments, and groups to Board or committee meetings or other types of Board sponsored assemblies to explore and develop approaches to common concerns.
- Recognize that certain information obtained as a Board member may be non-public and confidential, making disclosure a breach of trust.
- Respect the opinion of other members and accept the principle of majority rule in Board decisions.

2. Financial. The Board should

- Arrange for deposit and disbursement of tax funds, grant monies, and donations.
- Establish a Budget Committee.
- Approve the annual budget, and assess, levy, and collect property taxes (including setting the tax rate within the limits approved by the electors).
- Monitor District finances and the budget, setting policy or taking action to ensure the fiscal integrity of the organization.

3. Policies, Objectives, and Plans. The Board should

- Abide by and become familiar with all laws and policies governing the operation of the District.
- Approve the annual strategic plan or plan of operations.
- Approve policies for the organization.
- Recognize that the Library Director should have full administrative authority for properly discharging the duties of managing the operation within the limits of the established Board policy. The Board's basic function is policy making – not administrative.
- Develop and approve long-range plan of growth and development for the District.
- Approve specific important projects.
- Approve any significant departure from established plans or policy.
- Receive and pass on committee or other planning body recommendations.
- Ensure that program objectives are assigned to the proper planning or implementing subgroups.
- Where applicable, bring other local governments or community groups into the planning and decision-making process.
- Approve contracts binding the District.
- Approve major changes in the District's organization or structure.
- Approve Board plans of action.

- Take action as necessary for operation of the District by passing District motions and resolutions.

4. Management. The Board should

- Select the Board president and other officers.
- Hire the Library Director.
- Define the duties and responsibilities for the Board president, officers, Library Director, and major committee chairpersons.
- Select legal counsel and consultants for the Board.
- Approve contracts for professional services required by and for the Board.
- Authorize officers or Board agents to enter into contracts or to sign other written instruments and to take financial actions.
- Evaluate the performance of the Library Director annually.
- Approve the form and amount of reimbursement for Board members.
- Approve programs for management development.
- Provide advice and consultation to management on matters within the purview of the Board's responsibilities.

5. Employee Relations. The Board should

- Approve the plan, form, and amount of employee compensation; that is, salaries, bonuses, vacation, travel, and so on.
- Approve any employee benefit plans.
- Not allow personnel problems, other than problems with the Library Director, to be brought into Board considerations.
- Insist that personnel complaints go through a proper chain of command. If not resolved, only then should the Board get involved.

6. Control. The Board should

- Identify types of information needed by the Board to analyze effectively the District's directions and achievement. Create a process for collecting and analyzing information.
- Recognize that the citizens within the boundaries of the District are the true "owners" of the District.
- Review and assess the organization's performance against objectives, resources, plans, policies, and services rendered.
- Analyze major "shortfalls" in achievement.

- Identify obstacles, sense changing needs, and propose new directions or goals.
- Ensure that the District is in compliance with all federal, state, and local laws.

7. Board of Directors. The Board should

- Strive to attend all meetings and come prepared to participate in discussion of topics on the agenda.
- Motivate Board members to accept positions of leadership and responsibility.
- Appoint, change, or abolish committees of the Board.
- Define powers and responsibilities of committees of the Board.
- Recognize that an individual Board member has no legal status to act or make commitments on any matter that should come before the Board as a whole.
- Realize that if a quorum of the Board meets to make a decision or to deliberate, then the meeting is considered a public meeting and must comply with all of the requirements of the Oregon Public Meetings Laws.
- Know that discussions on matters of overall policy outside of regular Board meetings can violate the open meetings law.

8. Public Accountability. The Board should

- Submit annual financial reports to the Secretary of State Audits Division.
- Keep the public informed on all District matters.
- Make decisions based on the wishes and needs of the public.
- Spend the District's money with prudence and trust.
- Place the needs of the public above the ambitions of the Board or the District.

Policy 5-10	Rules of Conduct	Created: 4/2/2015 Revised: 7/11/2019 Approved:
--------------------	-------------------------	---

I. Purpose

This policy explains the rules and expectations to protect the rights and safety of library patrons, staff members and volunteers, while also protecting the library facilities, materials and property.

II. Introduction

JCLS libraries are here for the enjoyment and learning of all county residents and visitors. Behavior, within the library and on property, becomes unacceptable when it interferes with the appropriate use of the library by others or when it could result in a safety hazard, injury, or damage to property. The following behaviors and activities are not permitted:

III. Unacceptable Behavior by Library Standards

Any activity that unreasonably interferes with others' use and enjoyment or the operation of the library, including but not limited to:

- Use of hostile or aggressive language or gestures.
- Use of the library while under the influence of any controlled substance or intoxicant.
- Loud talking or boisterous physical behavior.
- Using electronic or communication devices in a manner that is disruptive to others.
- Wearing insufficient clothing (e.g. no top, no bottom, no shoes) while in the library.
- Bodily hygiene or scent so offensive as to constitute a nuisance to others.
- Interfering with the free passage of staff or patrons in or on library premises.
- Interfering with the use of library resources in or on library premises.
- Bringing animals and pets other than service animals into the library (See Animals in the Library Policy).
- Consuming food or beverages (in an unclosed container) in a manner that creates an unclean environment, attracts insects or vermin, disrupts other customer, or is harmful to library resources. Food is permitted in meeting rooms as specified in the Meeting Room Policy.
- Violating the Internet Use and Safety policy on any library public computers.
- Sleeping in or on library premises.
- Bringing into the library, bags, backpacks, boxes, carts, wheeled conveyances or other large items, which singly or collectively exceed 32" by 18" by 15" (excluding handles), with the exception of wheelchairs and baby strollers/carriages being used for the actual transport of a person.
- Leaving personal belongings unattended.
- Any other behavior deemed inappropriate by library staff.

Using library materials, equipment, fixtures, furniture, buildings or grounds in any manner that:

- Is inconsistent with normal library uses (e.g. bathing, shaving, washing clothes).
- Can be expected to damage library property or the property of others.
- Is likely to cause personal injury to one's self or others.

Disobeying the direction of a library staff member when asked to stop a prohibited behavior or when requested to leave for violations of this or other JCLS policies.

Any observable behavior that is prohibited by law, including but not limited to:

- Smoking, including use of inhalant delivery systems, is not permitted in any library building and is not permitted within 10 feet of an entrance or exit.
- Drugs, any activity that uses open flames including candles and the use of tobacco products are prohibited anywhere in the library.
- Sexual conduct, misconduct or harassment (e.g. exposure, offensive touching, sexual acts).
- Viewing or printing illegal materials (e.g. child pornography).
- Selling or using alcohol or drugs.
- Threatening or harassing behavior (e.g. fighting or threatening to fight, brandishing a weapon, stalking, verbally threatening to harm others or their property).
- Unapproved entry in non-public areas.
- Theft of library materials or items belonging to staff and/or other library users.
- Unlawful possession of weapons.

No firearms or weapons are permitted in the library except as permitted in ORS 166.370

IV. Unacceptable Behavior by Law

Behavior that is prohibited by law or the JCLS Rules of Conduct may result in the following consequences:

Any person who violates these or engages in the prohibited conduct while in or on library premises or while attending a library program or event will be immediately ejected and excluded from all Library premises, programs and events without first being given a warning, and the incident will be reported to the appropriate law enforcement agency. Any person so excluded shall lose all library privileges for a period of up to three years, as determined by a Director, or designee, based on the following criteria:

- The severity of the offense
- Whether or not this is a repeated offense
- Whether the conduct poses a continuing disruption and/or threat to the comfort or



safety of other library patrons and/or library staff

- The level of disruption created by the conduct
- Whether or not security personnel and/or law enforcement involvement is required to address the situation.

Policy 5-10	Rules of Conduct	<p>Created: 4/2/2015 Revised: 7/11/2019 Approved:</p>
-------------	------------------	--

I. Purpose

~~This policy explains the rules and expectations to protect the rights and safety of library patrons, staff members and volunteers, while also protecting the library facilities, materials and property. Welcome to Jackson County Library Services (JCLS). We want to provide you with an enjoyable and delightful library experience. We ask that you conduct yourself in accordance with JCLS Rules of Conduct to help us maintain an environment that is safe and can be enjoyed by all.~~

II. Introduction

JCLS libraries are here for the enjoyment and learning of all county residents and visitors. Behavior, within the library and on property, becomes unacceptable when it interferes with the appropriate use of the library by others or when it could result in a safety hazard, injury, or damage to property. The following behaviors and activities are not permitted:

III. Unacceptable Behavior by Library Standards

Any activity that unreasonably interferes with others' use and enjoyment or the operation of the library, including but not limited to:

- Use of hostile or aggressive language or gestures.
- Use of the library while under the influence of any controlled substance or intoxicant.
- Loud talking or boisterous physical behavior.
- Using electronic or communication devices in a manner that is disruptive to others.
- Wearing insufficient clothing (e.g. no top, no bottom, no shoes) while in the library.
- Bodily hygiene or scent so offensive as to constitute a nuisance to others.
- ~~Interfering with the free passage of staff or patrons in or on library premises.~~
- Interfering with the use of library resources in or on library premises.
- Bringing animals and pets other than service animals into the library (See Animals in the Library Policy).
- Consuming food or beverages (in unclosed containers) in a manner that creates an unclean environment, attracts insects or vermin, disrupts other customer, or is harmful to library resources. Food is permitted in meeting rooms as specified in the Meeting Room Policy.
- ~~Consuming food or drink in the library, except that non-alcoholic beverages in an unclosed container.~~
- Violating the Internet Use and Safety policy on any library public computers.
- Sleeping in or on library premises.
- Bringing into the library, bags, backpacks, boxes, carts, wheeled conveyances or other

large items, which singly or collectively exceed 32" by 18" by 15" (excluding handles), with the exception of wheelchairs and baby strollers/carriages being used for the actual transport of a person.

- Leaving personal belongings unattended.
- Any other behavior deemed inappropriate by library staff.

Using library materials, equipment, fixtures, furniture, buildings or grounds in any manner that:

- Is inconsistent with normal library uses (e.g. bathing, shaving, washing clothes).
- Can be expected to damage library property or the property of others.
- Is likely to cause personal injury to one's self or others.

Disobeying the direction of a library staff member when asked to stop a prohibited behavior or when requested to leave for violations of this or other JCLS policies.

Any observable behavior that is prohibited by law, including but not limited to:

- Smoking, including use of inhalant delivery systems, is not permitted in any library building and ~~Smoking~~ is not permitted within 10 feet of an entrance or exit.
- Drugs, any activity that uses open flames including candles and the use of tobacco products are prohibited anywhere in the library.
- Sexual conduct, misconduct or harassment (e.g. exposure, offensive touching, sexual acts).
- Viewing or printing illegal materials (e.g. child pornography).
- Selling or using alcohol or drugs.
- Threatening or harassing behavior (e.g. fighting or threatening to fight, brandishing a weapon, stalking, verbally threatening to harm others or their property).
- Unapproved entry in non-public areas.
- Theft of library materials or items belonging to staff and/or other library users.
- Unlawful possession of weapons.

No firearms or weapons are permitted in the library except as permitted in ORS 166.370

IV. Unacceptable Behavior by Law

Behavior that is prohibited by law or the JCLS Rules of Conduct may result in the following consequences:

Any person who violates these or engages in the prohibited conduct while in or on library premises or while attending a library program or event will be immediately ejected and excluded from all Library premises, programs and events without first being given a warning, and the incident will be reported to the appropriate law enforcement agency. Any person so excluded shall lose all library privileges for a period of up to three years, as determined by a



Director, or designee, based on the following criteria:

- The severity of the offense
- Whether or not this is a repeated offense
- Whether the conduct poses a continuing disruption and/or threat to the comfort or safety of other library patrons and/or library staff
- The level of disruption created by the conduct
- Whether or not security personnel and/or law enforcement involvement is required to address the situation.

- ~~Request to change the behavior or leave the library.~~
- ~~Suspension of library privileges.~~
- ~~Intervention of law enforcement.~~