



**CALL TO ORDER/ROLL CALL**

**INTRODUCTIONS & PROCLAMATIONS**

National Friends of the Library Week – October 20-26, 2019

**CONSENT AGENDA (Action)**

- 1. September 12, 2019 Board Meeting Minutes ..... 3
- 2. JCLD Monthly Financial Report..... 6

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

**REPORTS AND PRESENTATIONS (Inform)**

- 3. Library Director Report – Kari May..... 11
- 4. Summer Reading Report – Brystan Strong..... 20
- 5. RCC Report – Robert Felthousen
- 6. JCLF Report – Sandy New ..... 22
- 7. 2020 Roadmap – Lisa Marston & Kari May ..... 24

**NEW BUSINESS**

- 8. Master Services Agreement with LS&S **(Inform/Discuss/Action)** – Lisa Marston ..... 26
- 9. Integrated Library Systems (ILS) Proposals **(Inform/Discuss/Action)** – Lisa Marston
- 10. Revision to Proposal for Additional Staffing **(Inform/Discuss/Action)** – Kari May..... 38
- 11. Board Conflict of Interest Policy **(Inform/Discuss/Action)** – Lisa Marston..... 42
- 12. Displays, Exhibits, and Bulletin Board Policy **(Inform/Discuss/Action)** – Kari May ..... 47

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

Technology Committee Report – Carey Hunt  
Individual Board Member Reports

**FUTURE MEETINGS/EVENTS/OBSERVANCES:**

- Facilities Committee Meeting – October 16, 2019
- Finance Committee Meeting – October 17, 2019
- JCLD Special Board Meeting – October 24, 2019
- JCLD Regular Board Meeting – November 14, 2019
- JCLD Special Board Meeting – November 21, 2019
- PLA Conference (Nashville, TN) - February 25-29, 2020

**Local Centennial Celebrations:**

- Shady Cove (October 12, 2019, 5-7pm)
- Gold Hill (October 19, 2019, 5:30-7:30pm)
- Ashland (October 24, 2019, 5:30-7:30pm)

*The Jackson County Library District Board meets regularly at 4:00 p.m. on the second Thursday of every month at the Medford Library in the Adams Community Meeting Room, unless otherwise noticed. You may find proposed agendas and prior meeting minutes at [www.jacksoncountylibrarydistrict.org](http://www.jacksoncountylibrarydistrict.org). If you have further questions or would like to be added to the email notification list, please contact Administrative Assistant, Donovan Edwards at 541-423-1333 or [dedwards@rvcoq.org](mailto:dedwards@rvcoq.org)*

*If a physical accommodation is needed to participate in a Jackson County Library District meeting, please contact Donovan Edwards at 541-423-1333. Notification of at least 48 hours prior to the meeting, preferably in writing, will assist us in providing reasonable accommodation.*



**BEFORE THE JACKSON COUNTY LIBRARY DISTRICT BOARD**

**IN THE MATTER OF PROCLAIMING OCTOBER 20-26, 2019, AS  
NATIONAL FRIENDS OF LIBRARIES WEEK**

**Whereas**, Friends of the 15 branches of the Jackson County Public Library raise money that enables our library to move from good to great—providing the resources for additional programming, much needed equipment, support for children’s summer reading, and special events throughout the year;

**Whereas**, the work of the Friends highlights on an ongoing basis the fact that our library is the cornerstone of the community providing opportunities for all to engage in the joy of lifelong learning and connect with the thoughts and ideas of others from ages past to the present;

**Whereas**, the Friends understand the critical importance of well-funded libraries and advocate to ensure that our library gets the resources it needs to provide a wide variety of services to all ages including access to print and electronic materials, along with expert assistance in research, readers’ advisory, and children’s services;

**Whereas**, the Friends’ gift of their time and commitment to the library sets an example for all in how volunteerism leads to positive civic engagement and the betterment of our community;

**Now, therefore, be it resolved that** the Jackson County Library District Board proclaims October 20-26, 2019, as Friends of Libraries week in Jackson County, Oregon, and urges everyone to join the Friends of the Library and thank them for all they do to make our library and community so much better.

Dated this 10<sup>th</sup> day of October 2019.

**JACKSON COUNTY LIBRARY DISTRICT BOARD**

\_\_\_\_\_  
Susan Kiefer, President

\_\_\_\_\_  
Cathy Shaw, Vice President

\_\_\_\_\_  
George Prokop, Director

\_\_\_\_\_  
Eric Dziura, Director

\_\_\_\_\_  
Jill Turner, Director



## MINUTES

### ATTENDEES

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

Additional participants: Kari May (Library Director), Carey Hunt (Assistant Library Director), Lori Wilson (Phoenix Branch Library), Sandy New (Executive Director, JCLF), Carson Block (Library Technology Consultant), Lisa Marston (District Administrator), Donovan Edwards (Administrative Assistant).

Also in attendance: Elisabeth Campbell, Ashley Johnson, Claudine Taillac, Elanna Erhardt, Ryan Bradley, Crystal Stroud, Ron Sharp, Terra Mcleod, Evelyn Lorence, Andrea Leone, Courtney Toll, Aaron Hassell.

### CALL TO ORDER

Vice President Cathy Shaw called the meeting to order at 4:03 p.m.

### INTRODUCTIONS & PROCLAMATIONS

Vice President Cathy Shaw, on behalf of the JCLD Board, proclaimed September 2019 as Library Card Sign-up Month (Board Packet, page 2).

### CONSENT AGENDA

**MOTION:** President Kiefer moved to approve the Consent Agenda. Director Dziura seconded the motion. The motion was approved unanimously.

### ORAL REQUESTS AND WRITTEN COMMUNICATIONS FROM AUDIENCE

None.

### REPORTS AND PRESENTATIONS

#### Library Director's Report

Kari May, JCLS Library Director, provided a summary of the Library Director's Report (Board Packet, page 16). May added that staff would be attending the Medford-Jackson County Chamber of Commerce award event to receive the Spirit of Entrepreneurship award. May presented a slideshow created by Lori Wilson, Phoenix Branch Library, for a teen art group project which was offered at 14 of the 15 libraries.

May described the Medford Comic Con 2019 (Board Packet, page 24) report as recap of what Aaron Hassel (Astral Games) presented to the Board in September 2019 regarding the future of the Medford Comic Con. May indicated that a memorandum of understanding (MOU) among the participants would be forthcoming, Turner suggested that provisions concerning financial responsibility and insurance be included in the MOU.

#### JCLF Report

Sandy New, JCLF Executive Director, provided a summary of the JCLF Report (Board Packet, page 25).

## **2020 Transition Report**

District Administrator Lisa Marston noted a couple of changes to the report and explained some background information that was represented within the report (Board Packet, page 28).

May recommended that a second meeting for September would not be necessary but in October two meetings might be appropriate (October 10<sup>th</sup> and 24<sup>th</sup>).

## **UNFINISHED BUSINESS**

### **Library Director Reporting Relationship**

Vice President Shaw provided an opportunity for Board comment on the memorandum from LS&S regarding the Library Director Reporting Relationship (Board Packet, page 30). In the memo, LS&S acknowledges that the Board intends to hire Ms. Kari May as the Library Director for the Jackson County Library District effective July 1, 2020. Director Turner expressed her disappointment that Ms. May would continue to be employed solely by LS&S, explaining that she had been under the assumption that the parties could enter into a Joint Employment agreement so the employment relationship could be changed sooner, but she concluded her comments by stating that she was fine with what was contained in the memo. No other comments were made.

### **HR Consultant Proposals**

**MOTION:** Director Dziura moved to approve JCLD awarding a contract to HR Answers Inc. for Human Resource Consulting Services. Director Turner seconded the motion. Director Prokop noted the proposal from HR Answers Inc. seemed to assume a Human Resources (HR) Department would exist. Marston and May agreed but added it was a common assumption in the HR field. A discussion amongst the Board members followed regarding the necessity of having an HR Department and when that discussion would need to take place. The motion was approved unanimously.

## **NEW BUSINESS**

### **IT Assessment and Recommendations**

Carson Block, Library Technology Consultant, presented his Information Technology Assessment and Recommendations (Board Packet, page 47). To help support a seamless transition, Mr. Block recommended the District continue to contract with LS&S for unbundled ILS services for one year, assuming that LS&S would be willing to provide ILS services in an unbundled manner and the parties could agree on terms acceptable to both the District and LS&S. Mr. Block also emphasized that, due to the timing of migrating to a new ILS, a final contract must be ready for Board approval at the October 2019 Board meeting.

**MOTION:** Director Turner moved to accept the Technology Assessment and Recommendations. Director Kiefer seconded the motion. The motion was approved unanimously.

### **State Library Report**

Assistant Director Carey Hunt presented the State Library Report (Board Packet, page 87). The Board noted several numerical errors. Hunt was able to determine that the errors were caused by program assumptions that were not accounted for and agreed to correct those.

**MOTION:** Director Turner moved to authorize JCLS staff to submit the State Library Report with the changes discussed. In the event the full report cannot be submitted by October 1, 2019 an extension will be requested. Director Kiefer seconded the motion. The motion was approved unanimously.

**Soliciting on Library Premises Policy**

**MOTION:** Director Turner moved to approve the Soliciting on Library Premises Policy. Director Prokop seconded the motion. The motion was approved unanimously.

**Board Member Ethics Policy**

**MOTION:** Director Kiefer moved to approve the Board Member Ethics Policy. Director Turner seconded the motion. The motion was approved unanimously.

**COMMITTEE AND BOARD MEMBER REPORTS**

Finance Committee – Turner reported that the committee has met and is looking at software proposals.

**NEXT MEETING**

The next meeting will be held in the Adams Meeting Room on Thursday, October 10<sup>th</sup>, 2019.

**ADJOURN**

Vice President Shaw adjourned the Regular Board meeting at 5:31 p.m.

/s/ Donovan Edwards  
Recording Secretary

**Jackson County Library District**  
**Statement of Revenues and Expenditures**  
**From 9/1/2019 Through 9/30/2019**

101 - General Administration

	<b>Budget- Current</b>	<b>Current Month</b>			<b>Percentage</b>
	<b>Year</b>	<b>Actual</b>	<b>YTD Actual</b>	<b>Budget Remaining</b>	<b>received or spent to</b>
					<b>date</b>
Current Property Tax Collections	10,610,000.00	0.00	0.00	(10,610,000.00)	0.00%
Prior Year Property Tax Collections	200,000.00	36,588.45	36,588.45	(163,411.55)	18.29%
Interest Income	310,000.00	21,280.21	71,226.26	(238,773.74)	22.97%
Interest- Lindberg Note	13,000.00	1,240.72	3,469.23	(9,530.77)	26.68%
Other Income	5,000.00	0.00	2,222.02	(2,777.98)	44.44%
E Rate	106,000.00	8,840.50	26,521.50	(79,478.50)	25.02%
Reimbursements From RCC	34,100.00	0.00	22,769.83	(11,330.17)	66.77%
Ready To Read Grant	35,000.00	0.00	0.00	(35,000.00)	0.00%
Government Agency Rentals	109,420.00	0.00	109,420.14	0.14	100.00%
Inter-library Loan Fees	1,000.00	0.00	0.00	(1,000.00)	0.00%
Late Fee Charges- RCC/UMS	0.00	4,435.83	6,808.12	6,808.12	0.00%
Lost/Damaged Materials	0.00	0.00	1,855.41	1,855.41	0.00%
Photocopy/Fax Sales	9,000.00	0.00	1,704.86	(7,295.14)	18.94%
Patron Refunds	0.00	0.00	(392.38)	(392.38)	0.00%
Printer Sales	0.00	0.00	3,235.22	3,235.22	0.00%
On Line Fee Collections	0.00	102.08	110.61	110.61	0.00%
Hulburt Donation	130,000.00	0.00	0.00	(130,000.00)	0.00%
Library Friends Donations	65,000.00	0.00	0.00	(65,000.00)	0.00%
Medford Friends Book Shop Remodel	10,000.00	0.00	0.00	(10,000.00)	0.00%
Library Foundation Donations	0.00	0.00	6,449.88	6,449.88	0.00%
General Public Donations	500.00	0.00	262.42	(237.58)	52.48%
OR Community Foundation- restricted	12,000.00	0.00	2,721.86	(9,278.14)	22.68%
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	10,000.00	0.00	0.00	(10,000.00)	0.00%
Oregon Community Foundation- Applegate	29,000.00	0.00	0.00	(29,000.00)	0.00%
Gebhard Estate	200,000.00	0.00	0.00	(200,000.00)	0.00%
Restricted Grants- Misc.	0.00	1,600.00	1,600.00	1,600.00	0.00%
Beginning Fund Balance-Unrestricted	7,700,000.00	0.00	0.00	(7,700,000.00)	0.00% <b>still working on this</b>
Beginning Fund Balance-Restricted	<u>500,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(500,000.00)</u>	0.00% <b>still working on this</b>
<b>Total Revenue</b>	<u>20,094,120.00</u>	<u>74,087.79</u>	<u>299,573.43</u>	<u>(19,794,546.57)</u>	1.49%

**Jackson County Library District**  
**Statement of Revenues and Expenditures**  
**From 9/1/2019 Through 9/30/2019**

101 - General Administration

	<b>Budget- Current</b>	<b>Current Month</b>			<b>Percentage</b>
	<b>Year</b>	<b>Actual</b>	<b>YTD Actual</b>	<b>Budget Remaining</b>	<b>received or spent to</b>
					<b>date</b>
Expenditures					
<b>Personnel Expenses</b>					
District Administrator Salary	90,825.00	8,014.44	22,072.58	68,752.42	24.30%
FICA and Medicare- payroll taxes	34,500.00	626.22	1,878.68	32,621.32	5.44%
Worker comp- payroll taxes	3,000.00	2.12	6.12	2,993.88	0.20%
Health/Dental Insurnace	50,400.00	0.00	1,366.02	49,033.98	2.71%
Retirement Contribution	30,686.00	744.18	2,232.54	28,453.46	7.27%
Payroll- SUTA	9,950.00	0.00	0.00	9,950.00	0.00%
Transition team	<u>360,059.00</u>	<u>0.00</u>	<u>0.00</u>	<u>360,059.00</u>	<u>0.00%</u>
<b>Total Personnel Expenses</b>	<b>579,420.00</b>	<b>9,386.96</b>	<b>27,555.94</b>	<b>551,864.06</b>	<b>4.76%</b>
<b>Materials and Services</b>					
Accounting Services	40,000.00	5,918.01	5,918.01	34,081.99	14.79%
Auditing Services	11,300.00	0.00	0.00	11,300.00	0.00%
Administrative Services	38,000.00	10,125.64	10,125.64	27,874.36	26.64%
Bank Fees/Interest Expense	1,000.00	65.62	159.67	840.33	15.96%
Consultant Fees	50,000.00	4,368.39	12,309.24	37,690.76	24.61%
Elections	0.00	0.00	334.00	(334.00)	0.00%
Insurance	30,000.00	534.00	663.00	29,337.00	2.21%
Legal Services	50,000.00	3,735.50	6,399.50	43,600.50	12.79%
Memberships, Dues and Subscriptions	5,000.00	1,269.00	1,428.00	3,572.00	28.56%
Office Supplies- admin	5,000.00	617.90	747.99	4,252.01	14.95%
Postage	3,000.00	87.47	411.47	2,588.53	13.71%
Registration/Tuition/Travel	20,000.00	790.08	1,246.61	18,753.39	6.23%
Special fees and Expenses	1,000.00	309.00	309.00	691.00	30.90%
Advertising/Legal Notices	3,000.00	5.00	5.00	2,995.00	0.16%
Alarm Services	3,465.00	0.00	1,316.47	2,148.53	37.99%
Building Repair/Maintenance	467,937.00	77,989.50	155,979.00	311,958.00	33.33%
Custodial Services	419,322.00	34,943.57	69,887.14	349,434.86	16.66%
Custodial Supplies	12,600.00	823.43	2,451.33	10,148.67	19.45%
Landscape Services	9,072.00	756.03	3,512.06	5,559.94	38.71%
Maintenance Services	2,000.00	0.00	0.00	2,000.00	0.00%

**Jackson County Library District**  
**Statement of Revenues and Expenditures**  
**From 9/1/2019 Through 9/30/2019**

101 - General Administration

	<b>Budget- Current</b>	<b>Current Month</b>			<b>Percentage</b>
	<b>Year</b>	<b>Actual</b>	<b>YTD Actual</b>	<b>Budget Remaining</b>	<b>received or spent to</b>
					<b>date</b>
Security Services	84,791.00	6,727.13	13,416.38	71,374.62	15.82%
Signs and Signal Materials	25,000.00	0.00	0.00	25,000.00	0.00%
Building Repair/Maintenance- B-7	245,000.00	0.00	0.00	245,000.00	0.00%
Fees- Lindberg Note	72.00	6.00	18.00	54.00	25.00%
Equipment Repair/Maintenance	30,000.00	1,457.18	2,098.08	27,901.92	6.99%
Facility Furnishing Expense	25,000.00	0.00	0.00	25,000.00	0.00%
Minor Equipment	50,000.00	0.00	3,643.01	46,356.99	7.28%
Computers and technology	200,000.00	8,285.11	15,905.03	184,094.97	7.95%
Supplies and Expenses-Facilities	500.00	0.00	0.00	500.00	0.00%
Computer Software and Licensing	50,000.00	0.00	0.00	50,000.00	0.00%
Transition expenses	250,000.00	0.00	0.00	250,000.00	0.00%
LS&S Contract	5,738,291.00	469,551.28	1,392,055.69	4,346,235.31	24.25%
Library Materials	1,314,337.00	47,814.70	47,951.05	1,266,385.95	3.64%
City Participation	16,700.00	0.00	0.00	16,700.00	0.00%
Strategic Plan Initiative	21,500.00	35.00	35.00	21,465.00	0.16%
E Rate Services	33,765.00	0.00	0.00	33,765.00	0.00%
Unique Management Services	16,883.00	0.00	0.00	16,883.00	0.00%
Comic Con	23,100.00	56.35	56.35	23,043.65	0.24%
LS &S- digital library staff	178,000.00	10,191.11	21,995.20	156,004.80	12.35%
SOHS contract	39,000.00	6,500.00	13,000.00	26,000.00	33.33%
Marketing	5,000.00	5,647.75	5,647.75	(647.75)	112.95%
JCLF contract	55,000.00	13,750.00	27,500.00	27,500.00	50.00%
Branch Support	15,000.00	0.00	0.00	15,000.00	0.00%
Electricity	241,500.00	21,097.08	23,534.52	217,965.48	9.74%
Natural Gas	31,500.00	279.40	568.17	30,931.83	1.80%
Garbage Service	15,750.00	1,285.36	2,824.32	12,925.68	17.93%
Water and Sewer Service	32,550.00	4,146.18	8,728.71	23,821.29	26.81%
Street and Storm Drain Fees	18,900.00	1,558.00	4,858.54	14,041.46	25.70%
Telecom-Voice and LD	27,000.00	1,751.78	5,006.68	21,993.32	18.54%
Telecom-Wide Area Network	115,500.00	9,191.05	27,573.15	87,926.85	23.87%
Telecom-Internet Services	25,200.00	2,267.00	6,196.48	19,003.52	24.58%
Municipal Assessments	3,550.00	424.74	623.85	2,926.15	17.57%
Telecom- Hot Spots	52,000.00	3,783.41	11,347.97	40,652.03	21.82%
Maintenance & Fuel for Vehicles	16,000.00	718.47	1,639.01	14,360.99	10.24%
Hulburt Donation	125,000.00	4,168.97	12,578.98	112,421.02	10.06%
Library Friends Donations	65,000.00	1,290.22	3,837.01	61,162.99	5.90%
Library Foundation Donations	110,000.00	3,627.26	7,322.20	102,677.80	6.65%
General Public Donations	2,500.00	0.00	0.00	2,500.00	0.00%



**Jackson County Library District**  
**Statement of Revenues and Expenditures**  
**From 9/1/2019 Through 9/30/2019**

101 - General Administration

	<b>Budget- Current</b>	<b>Current Month</b>			<b>Percentage</b>
	<b>Year</b>	<b>Actual</b>	<b>YTD Actual</b>	<b>Budget Remaining</b>	<b>received or spent to date</b>
OR Community Foundation-restricted	42,000.00	589.30	859.30	41,140.70	2.04%
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	0.00	0.00	3,000.00	0.00%
Ready to Read Grant	70,000.00	0.00	0.00	70,000.00	0.00%
Kent Family Trust	5,000.00	433.72	433.72	4,566.28	8.67%
Library Foundation Donations- CP	50,000.00	0.00	0.00	50,000.00	0.00%
Lindberg Estate expense	100,000.00	0.00	0.00	100,000.00	0.00%
Kaleidoscope grant expenditures	0.00	335.07	160.07	(160.07)	0.00%
Gebhard Estate expenditures	<u>200,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>200,000.00</u>	<u>0.00%</u>
<b>Total Materials and Services</b>	<b>10,940,685.00</b>	<b>769,306.76</b>	<b>1,934,617.35</b>	<b>9,006,067.65</b>	<b>17.68%</b>
Other expenditures					
Capital Outlay	250,000.00	0.00	58,401.74	191,598.26	23.36%
Contingency	750,000.00	0.00	0.00	750,000.00	0.00%
Ending Fund Balance	<u>5,524,015.00</u>	<u>0.00</u>	<u>0.00</u>	<u>5,524,015.00</u>	<u>0.00%</u>
Total Other expenditures	6,524,015.00	0.00	58,401.74	6,465,613.26	0.90%
Transfers to CIF					
Transfer to Capital Improvement Fund	<u>2,050,000.00</u>	<u>2,050,000.00</u>	<u>2,050,000.00</u>	<u>0.00</u>	<u>100.00%</u>
Total Transfers to CIF	<u>2,050,000.00</u>	<u>2,050,000.00</u>	<u>2,050,000.00</u>	<u>0.00</u>	<u>100.00%</u>
Total Expenditures	<u>20,094,120.00</u>	<u>2,828,693.72</u>	<u>4,070,575.03</u>	<u>16,023,544.97</u>	<u>20.26%</u>
Net Revenue Over Expenditures	<u>0.00</u>	<u>(2,754,605.93)</u>	<u>(3,771,001.60)</u>	<u>(3,771,001.60)</u>	<u>0.00%</u>

**Jackson County Library District**  
**Statement of Revenues and Expenditures**  
**From 9/1/2019 Through 9/30/2019**

201 - Capital Improvement Fund

	<b>Budget- Current Year</b>	<b>Current Month Actual</b>	<b>YTD Actual</b>	<b>Budget Remaining</b>	<b>Percentage received or spent to date</b>
Operating Revenue					
Operating revenue					
Beginning Fund Balance-Unrestricted	4,016,279.00	0.00	0.00	(4,016,279.00)	0.00%
Transfer from General fund	<u>2,050,000.00</u>	<u>2,050,000.00</u>	<u>2,050,000.00</u>	<u>0.00</u>	<u>100.00%</u>
Total Operating revenue	<u>6,066,279.00</u>	<u>2,050,000.00</u>	<u>2,050,000.00</u>	<u>(4,016,279.00)</u>	<u>33.79%</u>
Total Operating Revenue	<u>6,066,279.00</u>	<u>2,050,000.00</u>	<u>2,050,000.00</u>	<u>(4,016,279.00)</u>	<u>33.79%</u>
Total Revenue	<u>6,066,279.00</u>	<u>2,050,000.00</u>	<u>2,050,000.00</u>	<u>(4,016,279.00)</u>	<u>33.79%</u>
Expenditures					
Other expenditures					
Capital Outlay	<u>6,066,279.00</u>	<u>0.00</u>	<u>0.00</u>	<u>6,066,279.00</u>	<u>0.00%</u>
Total Other expenditures	<u>6,066,279.00</u>	<u>0.00</u>	<u>0.00</u>	<u>6,066,279.00</u>	<u>0.00%</u>
Total Expenditures	<u>6,066,279.00</u>	<u>0.00</u>	<u>0.00</u>	<u>6,066,279.00</u>	<u>0.00%</u>
Net Revenue Over Expenditures	<u>0.00</u>	<u>2,050,000.00</u>	<u>2,050,000.00</u>	<u>2,050,000.00</u>	<u>0.00%</u>

**Director's Report  
October 2019**

**Hiring and Vacancy Report**

<b>Date Vacant</b>	<b>Vacated by</b>	<b>Position</b>	<b>Location</b>	<b>Hrs/Wk</b>	<b>Status</b>	<b>Date Filled</b>	<b>Name</b>	<b>Type (EXT/INT)</b>
7/6/19	Heidi Kelley	Library Associate 2	Gold Hill	20	Filled	9/12/19	Regina Linsday	EXT
7/13/19	Samual Bautista	Library Associate 1	Ashland	15	Filled	9/16/19	Petra Lilley	EXT
7/17/19	Theodora Rudolph	Librarian 2 (Children's)	Medford	40	Under Recruitment			
8/16/19	Brianna Levesque	Library Associate 2	Ashland	20	Filled	9/16/19	Magdalene Sullivan	EXT
8/18/19	Laurel Prchal	Branch Manager	Jacksonville	32	Filled	10/1/19	Rina Pryor	INT
8/20/19	Joshua Commander	Library Associate 3 (Digital Services)	Medford	40	Filled	10/16/19	Nicole Vukcevic	EXT
8/21/19	Brenda Tarez	Library Associate 2	White City	20	Under Recruitment			
8/27/19	Claudia Van Dyke	Library Associate 2	Talent	20	Filled	10/4/19	Erica Riche-Baird	EXT
8/31/19	Anna Runyen	Librarian 1	Ashland	20	Under Recruitment			
9/2/19	Kristl Commander	Library Associate 2	White City	25	Filled	9/20/19	Sean Milligan	EXT
9/4/19	Paula Bandy-Hickman	Library Associate 2	Medford	20	Filled	9/23/19	Hailey Graybill	INT
9/12/19	Grace Boolukos	Library Associate 2	Ashland	20	Under Recruitment			
9/23/19	Hailey Graybill	Library Associate 1	Medford	10	Under Recruitment			
10/1/19	Rina Pryor	Library Associate 3 – Children's	Ashland	20	Under Recruitment			
10/3/19	Cheri Ball	Library Associate 2	Central Point	34	Under Recruitment			
10/4/19	Stephanie Goodwin	Branch Manager	Central Point	40	Interviewing			

## Administration

### *Centennial Celebrations*

The first of the five “Cheers to 100 Years” Centennial Wine & Cheese Celebrations was held on September 28 at the Ruch Library, with more than 100 attendees. Former Foundation Board Chair Allison Rolling came all the way from Cape Cod to be a part of the celebrations, and many other local community supporters were in attendance.

### *Staff Day*



JCLS Staff Day 2019, themed “Find Your Spark!” was held on Thursday, September 19, 2019 and was designed to spark imagination and creativity, and to have some fun! Staff kicked off the day participating in activities curated by ScienceWorks that provided opportunity to work together, experiment and problem solve. After lunch, professional development expert Christopher Harding shared “The Power of Story” and challenged staff to look at the “stories” that individuals have written both for themselves and for others. As Christopher explained, our “stories” impact how we “show up,” thereby determining the direction interactions with colleagues and patrons take. The remainder of the afternoon focused on various breakout sessions with opportunities to share a love of books, try out items from the mobile maker space, hear Kari May’s vision for JCLS libraries in the future, and a chance to dive deeper into our “story” with Christopher Harding. After the breakouts, Kari took the opportunity to share more about the transition from LS&S and fielded some questions from the staff. The day wrapped up with bestowal of the coveted “Banana Trophy” for best table décor (Christine Grubb’s 1970s-themed table) and the always-popular Staff Day drawings.

### *Library Director*

JCLS received the “Spirit of Entrepreneurship” award during the Medford Jackson County Chamber of Commerce’s Excellence in Business Awards Ceremony. This award has only been given out five times in its fifteen-year history. The Chamber recognized Jackson County Library Services for seeing a need in the business community and meeting that need through the creation of the Business Librarian position. Accepting the award on behalf of the Library were Board members Susan Kiefer and Eric Dziura, Library Director Kari May, and Business Librarian Elanna Erhardt.



The Ashland Chamber of Commerce annual dinner and awards banquet was held on October 3. Director May attended, along with Ashland Area Manager Kristin Anderson and Friends of the Ashland Library member, Donna Wright.

Director May met with representatives from Josephine Community Library District and Rogue Community College to discuss a potential partnership for reciprocal borrowing between Josephine and Jackson districts. Josephine Library Director Kate Lasky will take the lead on drafting a proposal that will be brought forward to the boards of all three entities. A reciprocal borrowing agreement would support library users in border communities such as Rogue River and Applegate, as well as individuals who live in one county and work in the other.

Director May attended the Jacksonville City Council meeting on October 1 and gave a five-minute presentation about general library services. The Council was appreciative of the presentation and said that they hope to see more of the library in the future.

### *Friends and Foundation*

The Friends Presidents Forum meetings resumed after taking the summer months off. The Forum agreed to change the format of their meetings to reflect some of the recommendations made by Library Strategies earlier this year. Two committees were formed in the spring, one to create a common brochure for all of the Friends groups, and the other to draft a Memorandum of Understanding (MOU) between the Friends groups, Foundation, and Library District. Foundation Director Sandy New is the chairperson of the brochure committee, and Director May is co-chairing the MOU committee with Friends of the Medford Library President Mo Swift.

### *Business Librarian*

Ms. Erhardt is moving forward with creation of programs to interest and support business owners and entrepreneurs, including a Social Media for Business series in collaboration with Digital Services. Additionally, Ms. Erhardt is curating the Business collection at the Medford Library in order to update and expand available materials.

## **Support Services**

### *IT*

The Digital Displays are installed at every branch. This system allows branches to visually inform patrons about upcoming events in the local library, the cluster, and the system. Other important information is displayed, such as days the branch will be closed and special events, such as Staff Day and the Centennial celebrations. It also helps reduce the number of printed notifications the Library produces.

### *Outreach Services*

**Homebound** is beginning services to a new facility, Rogue River Estates. Staff added nine new patrons from Rogue River Estates and will start a book group at their facility in October.

Sheila Fortman-Craun, along with Carey Hunt, Claudine Taillac, and Charlene Prinson, attended the Southern Oregon Rehabilitation Center & Clinics (SORCC) Arts & Humanities Forum at the Veterans Affairs Rehabilitation Center in White City, where they distributed JCLS event guides. Sheila has had positive feedback from the Recreational Therapist at the VA and looks forward to developing a

partnership to assist Veterans, with the possibilities ranging from creating a courtesy collection to facilitating a book discussion group.

**Booktalk** staff member Anna Monders has a full schedule of fall book talks. Fifth and sixth grade book talks started up in September, shortly after the beginning of the school year. The fall booktalk season features thirty-two books in a range of genres. September visits include schools in Central Point, Gold Hill, Medford, and Butte Falls. The visit calendar is filling up fast, with open days only remaining in late November and early December.

**Outreach to Child Care's** Kaleidoscope Play and Learn program continues at two sites. The Medford site at The Concord continues to have a strong following, with eight-nine attendees in the first three Tuesdays of September. A JCLS staff member overheard two parents discussing the Kaleidoscope program with one another: "Different groups host Kaleidoscope every day, but if you go on Tuesdays, the book selection is just *amazing*." The Talent site at Anderson Vista has a small following with seventeen attendees for the first three Tuesdays of September.

Supported by funding from the Friends of the Medford Library, Bilingual Early Literacy Specialist Megan Pinder and three other staff tabled at *Fiestas Patrias*, the largest annual Latinx community event in Jackson County, on September 15. Staff issued cards, gave away several bilingual children's books, demonstrated the mobile maker space, and informed attendees about the free services and resources that JCLS offers.

## **Regional Library Report**

*Bear Creek Region (Ashland, Talent, Phoenix)*

**Talent Library's** Movie Program returned on September 4, with patrons coming back in full force. The month-long tribute to Doris Day was planned after Day's passing in May of this year, and the opening of Quentin Tarantino's *Once Upon a Time in Hollywood* offered an unexpected connection to the post-movie discussion since Day's son, Terry Melcher, appears as a character in the film. Some came to remember the sweet times they had watching Doris Day movies, and others came to talk about the current connection.

The **Phoenix Library** hosted the first JCLS Open House on Thursday, September 5, with the strategic goal to reach Spanish-speaking patrons and increase community knowledge of the programs and services the library offers. More than forty people enjoyed pizza and cake, as well as take-home book bags for the kids, each with a free book inside. Kids made paper bag crafts and chose sea shells to take home with them. The event was an excellent starting point, and organizers will meet in October to determine best strategies for leveraging these events into future successes.

The "Guess How Much the Zucchini Weighs" contest is proving to be a big success. Library Associate Lori Wilson grew a giant zucchini and brought it in for kids and adults alike to marvel at and guess how many pounds—yes, pounds—the vegetable weighs. A winner will receive a Dutch Bros. gift card.

**Ashland Library's** Children's Department recently had a visit from a father and his nine-year-old son who came in to thank the staff for being so helpful, specifically for how the staff always finds new and fun books for them to read together. His son also won a pair of walkie talkies during Summer Reading, and they had just returned from a camping trip where the walkie talkies were used a lot. Both father and son

were very happy and excited to tell the staff about their adventures, which offered an easy reminder to staff of why the work they do is so important.

The Teen Department has increased their efforts to advertise their new fall programs through presentations in classrooms and clubs at Ashland Middle School, John Muir Outdoor School, and Ashland High School. The first fall program, a Teen Video Game Tournament held on September 9, was extremely successful – the twelve contestants’ battle cries echoed down the hallway for over an hour. The winners received candy and books.



Mark your calendars for the popular Local Authors Fair on December 8 – the call for authors just opened.

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

**Rogue River Library** hosted a Conversation Project on September 14 sponsored by Oregon Humanities entitled “Showing Up: What Does It Mean to Belong to a Community?” A spirited conversation was held by nine adults. The interactive wall panel for the children’s area, sponsored by Friends of the Rogue River Library, has been installed, and the following day’s storytime theme was “crocodiles” in honor of this new addition. The other new addition is the informational flat screen showing branch-relevant events and information for patrons. The Rogue River Press highlighted the new screen in their September 18 edition.

Branch Manager Michael Grutchfield attended the Rogue River City Council meeting to introduce himself and meet the Council.



## New At The Rogue River Library



Rebecca Sheetz, librarian, shows off the new TV screen installed in the Rogue River Library. Events and information will be shown daily, from local weather report to upcoming programs, especially in Rogue River. The TV is on the left wall when you enter the foyer, before entering the main part of the library. So look up the next time you visit. Each of the 15 branch libraries in Jackson County now have the informative TV sets. For more information, call 541-864-8850.



The 2<sup>nd</sup> Annual **Applegate/Ruch** How to Fest was a big success. At the **Applegate Library** the dozen presenters captivated and shared their expertise with more than 200 community members throughout the day. The Applegate Library also hosted the Friends' Presidents Forum and the Applegate Friends' Book Sale in September.

During the 2<sup>nd</sup> Annual Applegate/Ruch How to Fest, the **Ruch Library** hosted seventeen programs with seventy-eight participants. Ruch Library class visits began on the first day of school, with ten classes visiting each week from Ruch Community Outdoor School (Preschool - 8th grade). Each visit is thirty minutes and includes a book-related activity, silent reading time, and time for check-outs. Getting a library card in the hands of all students is a collective school/library goal, and at present, 97% of the students have cards. Each class that reaches 100% gets a PTO-sponsored party at the library as their activity for the week. The middle school children have an extra criteria for the party, which is that all students are able to use the computer to put a book on hold.

Ruch's annual Pirate Week boasted numerous activities in the library, and more than fifty participants made hats, learned to speak Pirate, completed a variety of worksheets, guessed the number of LEGO bricks in the pirate guessing jar, and best of all, followed a treasure map and dug through a pirate's chest for buried treasure. The map had the children traipsing throughout the library, following their maps. One patron, who was sitting near the "Snake Pit," where rubber snakes were dangling from the potted plants guarding the next clue, was delighted with the children's enthusiasm and commented, "Their joy in the activity totally boosted my spirits."

The **Gold Hill Library** helped students celebrate back-to-school with a craft program where ten patrons customized cloth books bags using Sharpie markers and alcohol to create a tie dye look. The Daughters of the American Revolution is displaying a copy of the Constitution and various other patriotic-themed collectibles and books in the display cases in the entryway.

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

**Butte Falls Library** has a new weekly class visit with the Butte Falls High School English class. Each week, students use the library resources for an hour. Butte Falls Branch Manager Leeann Pierce will be accompanying Anna Monders when she does her book talks at the Butte Falls Elementary School to speak to the class about getting a library card, and library card applications will be sent home with the students.

**Prospect Library** has resumed its Preschool storytime and the afternoon preschool class visits storytime each Wednesday. The Prospect Charter School is using the meeting room for an afterschool program for the month of September and first week of October.

The Prospect fire department meetings are held monthly in the meeting room as well as the local pinochle group twice a month. Branch Manager Leeann Pierce will be going with Anna Monders when she does her book talks at the Prospect Elementary School. At the end of the book talk Leeann will speak to the class about getting a library card, and library card applications will be sent home with the students.

**Shady Cove Library** patron Sandra Barber started a writer's group at the Shady Cove Branch, and the group of approximately seven seem to really be enjoying themselves. Carole Nielson held two events

(September 17 and 18). The first was about traveling in France and the other was a book signing for her book *Tales of the Oregon Country*. A grandmother brought her two grandchildren to the first program, as they have a 13<sup>th</sup> birthday trip to France planned. A local artist started an intuitive painting class, which is all about the inner journey, not the end product, and the classes had a total of 16 participants.

**White City Library** launched their new hours of operation, which brought an influx of young students after school on Tuesday, September 3. The first Spark Space fall program of RIGAMAJIG Maze with Blue Bots was at capacity with eight young patrons constructing a maze and testing their skills of navigating with robotic Blue Bots. Board Game Day saw participants of all ages and skill levels playing board games and Wii with their friends. Spark Space Mini Sphero Obstacle Course challenged the nine participants to build obstacle courses using found objects such as egg cartons, Duplo blocks, baskets, and paper towel rolls. Library Bingo was a hit again this month with participants spanning multiple generations. Nineteen children and adults won books, swim passes, and many other prizes.

**Eagle Point Library** Branch Manager Charlene Prinsen served on the steering committee for the 2019 Disaster-Emergency Preparedness & Safety Fair held on September 14 at the Rogue Valley Mall. This year, JCLS had a STEM area in the Kids Zone and the JCLS table was nearby, facilitating kids participating at the table with activities from the Mobile Maker Space unit. Attendees could spin a wheel to win prizes, such as JCLS swag featuring the new logo, books, and glow sticks. Youth Services Coordinator Brystan Strong and Medford Branch Manager Terra McLeod kept visitors engaged with these activities. On the other side of the booth, Assistant Director of Support Services Carey Hunt signed visitors up for library cards. All visitors were excited about the new designs on the JCLS cards, and some designs went quickly. More than 1,000 people visited the Fair; more than 250 people stopped by the Library booth in four hours; 27 new library cards were registered; and seven cards were re-activated. JCLS was well represented at this event, and many relationships were formed between JCLS and other support agencies.

*Central Cluster (Medford, Central Point)*

### **Medford Library**

The Medford Teen library had its first Mini Golf session, and Channel 5 News covered the program. The Children's department saw an influx of school visits and scheduling for future visits, and for the first two-thirds of September there were 300 new library cards created for Library Card Sign-Up Month.

In August, an inmate from the Jackson County Jail had asked via a letter how he could obtain a library card for use as part of his intention to integrate into society upon his release. Medford Library sent the man an application, along with a general overview of what was needed, and also recommended the eCard option so that he could use library resources immediately. In September, another inmate of Jackson County Jail sent a letter requesting information that the Law Library and other resources could not fill. Reference is currently working on the request.

A day in the life of a Medford Library staff member is vast and varied. Through the next few months, one staff member will be sharing a little of how they spend their time. Here is the first:

*You might see our patrons skipping through the lobby wearing a cape, or hear them screaming that they're not ready to leave. Traffic in our department ebbs and flows depending on school hours, snack times, naps, and Toddlerobics. This is a place for positive energy and fun to be had.*

*There are always special events and storytimes to look forward to, with a healthy smattering of book hunts and clues to Waldo's whereabouts. The book search can vary from unicorns to Thomas Edison, from bedtime stories to "I just know there's a rabbit in it..."*

*I am a hand stamper, book finder, paper cutter, interior decorator, party planner, singer, and storyteller. That makes me one of the few. The proud. The Children's Library Associate.*

The new **Central Point Library** Spark Space Associate, Paula Bandy-Hickman, has brought a creative and unique perspective to Central Point and has jumped right in to lead programs and explore ideas for the future of the Spark Space. The refreshed vision for Spark Space includes more outreach to local schools, adjusting the time of programs, creating displays, and developing interactive guides to enhance the experience of creativity of those who interact with the Spark Space technology.

The Central Point Friends of the Library hosted the program *Living Little Woman: Louisa May Alcott*. This one-woman performance by Miriam Reed was enjoyed by twenty-six people. Ms. Reed has spent the last thirty years researching the lives of many American women and performing these one-woman acts to teach her audiences.

Three local elementary schools will visit the library in October and five in November for students to get library cards and learn about the library. Medford and Central Point staff teamed up at the MultiCultural Fair in Medford on September 28, interacting with about 200 people, and registering twenty new library accounts. Toddlers danced happily with bubbles and the self-portraits of the community will be displayed at the Medford Library's Centennial Party on October 5.

# Summer Reading Comparison

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Jackson County Library Services took readers to galaxies near and far with their space-themed Summer Reading Program – A Universe of Stories. The JCLS summer calendar was full of moon landing parties, celestial crafternoons, STEM based programs, and much more. Best of all, though, the libraries encouraged people of all ages to continue reading throughout the summer.

The Kenneth A. and Lucille D. Hulburt Family Trust, the Friends of the Library groups, as well as many local businesses and organizations throughout Jackson County, supported this year's summer reading program.

## 2019 Summer Reading Brief

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### During the 2019 Summer Reading Program:

- **3,919** children and teens signed up for the Summer Reading Program, which is a **5%** increase from last year.
- Children ages 0-12 read **33,466** books and for **6,271** hours. Because of the opportunity to choose between tracking minutes or books read, comparing the numbers to the previous year is skewed.
- Teens turned in **1,698** reviews of books, audiobooks, or library programs, which is a **7.19%** increase from the previous year.
- **265** adults participated and read **1,983** books, a **15%** and **37%** decrease respectively from last year.
- **5,260** people attended the **167** summer reading activities and events. Although this seems like a dramatic decrease (**14%** and **35%** respectively), last year all programs during the summer reading time frame counted as a summer reading activity, whereas this year we separated out Summer programs from ongoing regular programs.

### Summer Lunch Sites

- We visited **9** summer food sites and saw **516** kids, a **25%** increase from last year.

### Outreach to Home Bound

- **16** adults participated and read **304** books a **27%** increase from last year.

### Outreach to Child Care

- **1,041** children participated and read **27,310** books an **18%** and **11%** increase respectively.

# 2018 Summer Reading Brief

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## During the 2018 Summer Reading Program:

- **3,712** children and teens signed up for the Summer Reading Program. This number is different from last year's packet because we've decided to pull out Outreach to Childcare stats and have a separate data point for that demographic.
- Children ages 0-12 read a total of **62,850** books
- Teens turned in **1,584** reviews of books, audiobooks, or library programs
- **309** adults participated and read **2,908** books. This number also doesn't include outreach to homebound, though last year's number did.
- **6,142** people attended **259** summer reading activities and events.

## Summer Lunch Sites

- We visited **9** summer food sites and saw **410** children

## Outreach to Home Bound

- **15** adults participated and read **224** books

## Outreach to Childcare

- **877** children participated and read **24,470** books

# New in 2019

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## Programs

- JCLS invited The Traveling Lantern Theater Company who put on a production of "My Mother the Astronaut."
- Phoenix branch Library Associate 2 Lori Wilson did a celestial watercolor program for teens.
- Ruch branch manager Thalia Truesdell did an all-ages space origami program
- Scienceworks donated their time to put on their Mission: Possible! Program—a collection of hands-on challenges that require creativity, ingenuity, and critical thinking skills.
- Lisa Nichols came back for a second year in a row to provide a kids music jam.
- John Jackson offered branches the chance to pick any of his educational programs, but also provided a new one—an LED shooting star wand to match the Summer Reading Program theme.

## Tracking

This year, to help encourage readers of all levels and speeds, JCLS added the option to track minutes read instead of just a quantity of books. Although there was a 46% decrease in the quantity of books read this year over last year, readers who chose this option read for a total of 6,271 hours. Families were happy to have the opportunity for their children to track minutes because it was a more accessible challenge for their readers.



# Jackson County Library FOUNDATION

## Foundation Director's Report - October 2019

### Summer Appeal

Our Summer Appeal is over and final numbers are in! This was our first year adding a second appeal and we set our goal at \$5000. I am excited to say we exceeded our goal. To date we have raised \$5460. The rate of response is 9% and return on investment is 410%. Our plan for next year is to launch our appeal in the beginning of May. This will allow more time between our summer appeal and our main fall appeal and hopefully result in an increase in unrestricted donations.

### Centennial Wine and Cheese Receptions

The Centennial Wine and Cheese Receptions are underway. We have had some very generous donations from businesses, Friends groups, and individuals to help cover the cost of these events. The first of our five receptions went very well with over 100 people in attendance to enjoy libations in the library! There was food and flowers galore in a lovely atmosphere. The maker-space activities were fun and the historical displays were fascinating! Folks mingled and enjoyed the festivities. Alison Rilling, who is such an influential figure from our organization's history, traveled all the way from Cape Cod to attend!

We are looking forward to the remaining four events. It is so rewarding to see our community come together in celebration of libraries.

### Fall Newsletter

Our Fall Newsletter went out to our donors this week. A few copies will also be sent to each library branch to be available for patrons.

Jackson County Library Foundation  
 JCLF Report on Expenditure of JCLD Funding  
 for the period of 09/01/2019 to 09/30/2019

Account Number	Account Name	JCLD Funding for Operations
Income		
Total Income		\$0.00
Expense		
Personnel Expenses		
60000	Salaries	\$4,583.33
Total Personnel Expenses		\$4,583.33
Total Expense		\$4,583.33
<b>Net Income (Loss)</b>		<b>\$-4,583.33</b>
<u>Summary</u>		
Beginning Fund Balance		\$4,583.33
+ Other Fund Balance Movements		\$0.00
+ Net Income / (Loss)		\$-4,583.33
= Ending Fund Balance		\$0.00

Jackson County Library District - 2020 Roadmap

Report Date: 10/4/2019

Big Rocks	Key Milestone	Responsible	Scheduled		Actual	Status	Notes / Task Owners
			Start	Stop			
Staffing	Hire Library Director	Board	Jul-19	Jul-19	Jul-19	Completed	Approve contract in Dec-19
	Hire Public Services Staff	LD	Nov-19	May-20			
	Hire Support Services Staff	LD	Nov-19	May-20			
	Hire Admin Staff	DA	Nov-20	May-20			
Communication	Provide initial letter to library staff	LD, LS&S, Board	Jul-19	Jul-19	Jul-19	Completed	
	Provide update to staff on Staff Training Day	LD, LS&S, Board	Sep-19	Sep-19	Sep-19	Completed	
	Provide quarterly update to staff	LD, LS&S, Board	Oct-19	Oct-19		On target	
	Provide monthly update to staff	LD, LS&S, Board	Jan-20	Jun-20			Monthly communications starting Jan-20
	Draft and approve external communications plan	Advocacy Committee	Mar-20	Jun-20			
Human Resources	Contract with HR consultant	Board	Sep-19	Sep-19	Sep-19	Completed	Board approved on 9/12/19
	Job market analysis, total compensation survey	HR Consultant	Sep-19	Oct-19		Behind schedule	Consultant delay; new date is Nov-19
	Present salary/benefits recommendations to Board	HR Consultant	Oct-19	Oct-19		Behind schedule	Consultant delay; new date is Nov-19
	Approve salary schedule	Board	Nov-19	Nov-19			
	Approve employee benefits	Board	Nov-19	Nov-19			
	Approve HR information system	Board	Dec-19	Dec-19			
	Approve HR staffing recommendations	Board	Dec-19	Dec-19			
	Approve personnel policies (Employee Handbook)	Board	Jan-20	Jan-20			
Finance	Research accounting system / payroll solution	Finance Committee	Sep-19	Nov-19		On target	Get quotes, demo software
	Approve accounting system and staffing	Board	Jan-20	Jan-20			Finance committee
	Decide on payroll solution (RFP?)	Board	Jan-20	Jan-20			Finance committee
	Update Board on long-range financial plan	Finance Committee	Jan-20	Jan-20			Use HR consultant's results
	Develop and propose 2020-2021 budget	LD, DA	Jan-20	Apr-20			
	Approve 2020-2021 budget	Board	May-20	May-20			
	HR, payroll, accounting systems implemented	DA	May-20	May-20			
Policies	Approve board governance policies	Board	Jul-19	Jan-20		On target	Policy committee
	Approve personnel policies	Board	Nov-19	Jan-20		On target	Draft employee handbook received 10/4
	Approve administrative policies	Board	Jan-20	Jun-20			Policy committee
	Approve finance policies	Board	Jan-20	Jun-20			Finance/policy committee
Technology	Receive draft report of IT assessment	Planning Team	Aug-19	Aug-19	Aug-19	Completed	Carson Block Consulting
	Present IT assessment and recommendations	IT Consultant	Sep-19	Sep-19	Sep-19	Completed	Carson Block Consulting
	Approve IT assessment and recommendations	Board	Oct-19	Oct-19	Sep-19	Completed	Ahead of schedule
	Contract for ILS	Board	Oct-19	Oct-19		On target	
	District website and email migration	Technology Committee	Jun-20	Jun-20			Move District to jcls.org



<b>Big Rocks</b>	<b>Key Milestone</b>	<b>Responsible</b>	<b>Start</b>	<b>Stop</b>	<b>Actual</b>	<b>Status</b>	<b>Notes / Task Owners</b>
<b>Facilities</b>	Approve FFA Architecture Design Proposal	Board	Aug-19	Aug-19	Aug-19	Completed	Facilities committee
	Begin working on lease assignments, agreements	Legal Counsel	Sep-19	Sep-19	Jul-19	Completed	Ahead of schedule
	Update exterior signage with new logo	LD	Dec-19	Jan-20			Facilities committee
	Approve FFA recommended renovations	Board	Jan-20	Jan-20			Facilities committee, FFA
	Approve facilities maintenance contract	Board	May-20	May-20			Facilities committee, County
	Approve buildings transfer, lease agreements	Board	Jun-20	Jun-20			Legal counsel, DA, County
<b>Collections</b>	Test LS&S Collections Management (CM) system	LD	Oct-19	Mar-20			
	Contract with LS&S for CM or bring in house	Board	Mar-20	Apr-20			LD to recommend



October 10, 2019

**Title:** Integrated Library System (ILS) Proposals

**From:** Technology Committee

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**Recommendation:**

The Technology Committee recommends that the Board accept the recommendation from Carson Block Consulting, which is to contract with Library Systems & Services, Inc. (LS&S) for unbundled ILS Services for one year past transition. This recommendation is contingent on LS&S's willingness to provide ILS Services in an unbundled manner with contract terms acceptable to both the District and LS&S.

**Budget Impacts:**

The amount as presented in LS&S's proposal is \$100,000 if paid in full in July 2020; or \$26,000 if billed quarterly. This amount is within the District's FY20/21 estimated budget for its ILS services.

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

Continuing to contract with LS&S for ILS Services for one year beyond the July 1, 2020 transition date supports the Board's shared vision for a smooth transition; in particular, its vision that the transition be seamless for patrons and staff.

**Community Impacts:**

The ILS is a key point of service for the Library, and maintaining stability was the top consideration for the Technology Committee when reviewing the options. For patrons, the ILS is the enterprise resource planning system the Library uses to track mission-critical data including items owned, records of patrons who have borrowed materials, circulation of materials, and the online public access catalog. For Rogue Community College, which shares the ILS with the District, maintaining stability for their students is equally important. With these considerations in mind, it became clear to the Technology Committee that contracting with LS&S for ILS Services for the next year, and staying with the current ILS system (Polaris) was the best option for the District. This approach not only supports the guiding principle of stability during the transition, but also allows Library leadership additional time to research alternative ILS systems before launching a more robust ILS procurement in cooperation with key stakeholders such as RCC.

**Background and Additional Information:**

Proposals were requested from three ILS providers: 1) LS&S, the current provider; 2) Innovative Interfaces Incorporated (III), the company that owns Polaris, the current ILS; and 3) OCLC, the owner of Wise, a new ILS platform.

The Library Director, Assistant Director of Support Services, and the District Administrator served as the evaluation committee, scoring and ranking the proposals based on four, weighted criteria:

1. Transition criteria (seamless for patrons, staff, partners) – 50%
2. Deliverables (ability to meet stated requirements within the specified timeframe) – 20%
3. Financial criteria (overall pricing; ongoing costs) – 15%
4. Technical criteria (qualifications and experience; overall methodology) – 15%

Each firm’s combined weighted score and ranking is included below:

1. LS&S (4.5 pts.)
  - Annual Cost: \$100,000, plus Transition Cost of \$10,000-\$30,000
2. Innovative (3.65 pts.)
  - Transition/Implementation: \$29,280, plus Annual Cost: \$79,980.
3. OCLC (2.5 pts.)
  - Transition/Implementation: \$100,000, plus Annual Cost: \$115,000

The full Technology Committee then met to discuss the evaluation process and the merits of each proposal. The committee agreed to recommend that the Board continue to contract with LS&S and keep the current Polaris ILS in place. This recommendation is based on LS&S’s unique position (as the current provider) to help ensure a seamless transition; LS&S’s ability to meet the stated requirements within the specified timeframe and estimated budget; and LS&S’s relevant qualifications and experience.

As of October 4, 2019, the date the agenda packet was being finalized for distribution, LS&S’s legal counsel was still reviewing the latest round of edits to the Master Services Agreement and the Statement of Work; therefore, attached to this memo are the October 4, 2019 versions of those documents, showing the changes requested by the District’s legal counsel.

**Attachments:**

1. Master Services Agreement
2. Statement of Work for Polaris ILS Services

**MASTER SERVICES AGREEMENT**

This **MASTER SERVICES AGREEMENT** (“Agreement”) is made as of the \_\_\_\_ day of \_\_\_\_ 2019 between: LIBRARY SYSTEMS & SERVICES, LLC, a Maryland limited liability company with a mailing address at 2600 Tower Oaks Drive, Rockville, Maryland 20852 (“LS&S”); and JACKSON COUNTY LIBRARY DISTRICT, with a mailing address at 205 South Central Avenue, Medford, Oregon 97501 (“Customer”). LS&S and Customer are each sometimes referred to herein as a “Party” and collectively, the “Parties”.

**Deleted:** P.O. Box 3275, Central Point, OR 97502

The Parties agree as follows:

**1. Services and Goods.**

(a) *Services.* During the term of this Agreement, LS&S will use commercially reasonable efforts to provide the services described within the Statement of Work, attached hereto as Schedule A, and incorporated herein by this reference (collectively, “Services”).

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(b) *Provision of Goods.* LS&S may purchase goods (“Goods”) for use in the operation of the Library (as defined below). At LS&S’s sole discretion, LS&S may select the sources of the Goods. Title to all items purchased by LS&S shall at all times reside in Customer. If LS&S furnishes any goods to Customer, LS&S will use good faith efforts to extend the manufacturer’s warranty, if any, to Customer.

**2. Term and Termination.**

(a) *Term.* This Agreement shall be in effect for a period of one (1) year commencing on July 1, 2020 (“Effective Date”) and continues in force until June 30, 2021 (“Expiration Date”), unless sooner terminated in accordance with this Section 2.

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(b) *Termination for Default.* If either Party breaches any material provision of this Agreement and fails to correct the breach within thirty (30) days after receiving written notice specifying the breach (or, if the breach cannot be corrected within thirty (30) days, fails to progress diligently towards correction), then the other Party may terminate this Agreement by giving written notice to the breaching Party, except that LS&S shall have the right to terminate this Agreement if Customer fails to pay any amount due LS&S and such failure continues for ten (10) days after written notice thereof.

(c) *Termination by Customer.* Customer may terminate this Agreement upon thirty (30) days’ written notice to LS&S, in the event that:

- i. Customer’s funding from federal, state, or other sources is not obtained and continued at levels sufficient to allow for the purchase of the indicated quantity of Services;
- ii. federal or state regulations or guidelines are modified, changed, or interpreted in such a way that the Services are no longer allowable for purchase under this Agreement or are no longer eligible for the funding proposed for payments authorized by this Agreement; or

iii. any license or certificate required by law or regulation to be held by LS&S to provide the Services required by this Agreement is for any reason denied, revoked, suspended, or not renewed, and is not reinstated within thirty (30) days.

(d) *Extension.* Subject to the termination provisions in accordance with this Section 2, prior to the Expiration Date, this Agreement may be extended for two additional one-year terms upon written consent of the Customer and LS&S.

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(e) *Effect of Termination.* Upon any termination of this Agreement, each Party shall (i) immediately discontinue all use of the other Party's Confidential Information; (ii) delete the other Party's Confidential Information from its computer storage or any other media, including, but not limited to, online and off-line libraries; (iii) return to the other Party or, at the other Party's option, destroy, all copies of such other Party's Confidential Information then in its possession (including the Documentation); and (iv) promptly pay all amounts due and remaining payable hereunder.

i. Exception to Section 2e(ii): LS&S shall not delete any data from Customer's integrated management system including, but not limited to, patron, item, and bibliographic data.

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(f) *Survival of Obligations.* The provisions of Sections 5, 6(c), 7, 8, and 10, as well as Customer's obligations to pay any amounts due and outstanding hereunder, shall survive termination or expiration of this Agreement.

### 3. *Price and Payment.*

(a) *Price.* LS&S shall perform the Services for the charges (exclusive of any current or future taxes) set forth in Schedule A. LS&S shall not perform any Services not specified in Schedule A or otherwise agreed by the Parties.

(b) *Payments.* LS&S shall invoice Customer prior to each month's service for the monthly amount set forth in Schedule A. Each invoice shall provide a summary of the Services, including the work performed and the dates on which Services were provided, and any Goods purchased. Invoices shall be sent to **Jackson County Library District, Attention: Accounts Payable, PO Box 3275, Central Point, OR 97502**. Customer shall pay all invoices, without offset or deduction, by bank wire transfer or Automated Clearing House (ACH) direct debit to a bank account designated by LS&S on or before the fifth (5th) day of such month (the "Due Date") and shall bear interest at the rate of one and one quarter percent (1¼%) per month if not paid in full by the Due Date.

**Deleted:** If LS&S has not received payment by the Due Date, it may suspend performance contemplated under this Agreement until full payment has been received.

(c) *Taxes.* LS&S shall be responsible for all federal or state taxes applicable to any compensation or payments paid to LS&S under this Agreement. LS&S may add to its invoices an amount equal to any applicable sales, use, and similar taxes related to the products or services provided under the terms of this Agreement (excluding any taxes based on LS&S's income, net worth, or property taxes), except to the extent Customer furnishes in advance a valid certificate of exemption from such taxes. This Agreement does not include charges for any sales or use tax that now, or in the future, may be deemed by a taxing authority to be applicable to the Services. In the event a taxing authority determines now or in the future that the Services are subject to such tax, LS&S shall invoice such taxes to the Customer and the Customer shall pay same simultaneously with the payment to which such taxes relate. In the event the Customer is not subject to or liable for such taxes, the Customer

**Deleted:** any current or future taxes (other than LS&S's income tax) payable by LS&S on account of this Agreement, the Services, or Customer's payments hereunder

shall not be required to pay such taxes, but shall provide LS&S with the legal basis of such exemption and shall agree to indemnify LS&S with respect to the nonpayment by LS&S of any such taxes to the extent permitted by the laws of Oregon.

*(d) Funds Available and Authorized.* Customer has sufficient funds currently available and authorized for expenditure to finance the costs of this Agreement within the Customer's fiscal year budget. LS&S understands and agrees that Customer's payment of amounts under this contract attributable to work performed after the last day of the current fiscal year is contingent on Customer appropriations, or other expenditure authority sufficient to allow Customer, in the exercise of its reasonable administrative discretion, to continue to make payments under this contract. In the event the Customer has insufficient appropriations, limitations or other expenditure authority, Customer may terminate this contract upon thirty (30) days' advance notice without penalty or liability to the Customer, effective upon the delivery of written notice to LS&S, with no further liability to LS&S.

#### 4. Insurance.

*(a) General Liability Insurance.* During the term of this Agreement, LS&S shall maintain in force at its own expense commercial general liability insurance coverage of at least one million dollars (\$1,000,000) each occurrence and two million dollars (\$2,000,000) annual aggregate. LS&S also shall maintain workers compensation insurance providing the statutory benefits required by law. As evidence of the insurance coverage required by this Agreement, LS&S shall furnish acceptable insurance certificates prior to commencing work under this Agreement. There shall be no cancellation, material change, reduction of limits or intent not to renew the insurance coverage(s) without 30 days' written notice from LS&S or its insurer(s) to Customer.

*(b) Cyber Insurance.* During the term of this Agreement, LS&S shall maintain in force at its own expense cyber risk insurance coverage of at least one million dollars (\$1,000,000) each occurrence. As evidence of the insurance coverage required by this Agreement, LS&S shall furnish acceptable insurance certificates prior to commencing work under this Agreement. There shall be no cancellation, material change, reduction of limits or intent not to renew the insurance coverage(s) without 30 days' written notice from LS&S or its insurer(s) to Customer. LS&S acknowledges that in the event of a cyber data breach Customer must comply with laws regarding notification; therefore, in the event of a cyber data breach, upon detection, LS&S shall notify Customer of said breach without delay.

*(c) Property Insurance.* Customer will keep its buildings and their contents insured against loss, cost, damage or expense resulting from fire, explosion or any other casualty in an amount equal to the full replacement cost thereof ("Casualty Insurance"). If any loss, cost, damage or expense resulting from fire, explosion, or any other casualty or occurrence is incurred by Customer in connection with its buildings or their contents, then Customer hereby releases LS&S, its owners, officers, employees, agents and volunteers from any liability it may have on account of such loss, cost, damage or expense to the extent of any amount receivable by reason of such Casualty Insurance, and waives any right of subrogation which might otherwise have existed or accrued to any person on account thereof.

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#### 5. Confidential Information and Intellectual Property.

*(a) Confidential Information.* In the performance of this Agreement, LS&S may be exposed to information regarding the identity of Customer's patrons, Customer may be exposed to

Deleted: (c) Indemnity. LS&S shall defend, save, hold harmless, and indemnify Customer and its elected officials, officers, agents, and contractors from all claims, suits, or actions of whatever nature resulting from or arising out of the activities of LS&S or its officers, employees, subcontractors, or agents under this Agreement.¶

information regarding LS&S's proprietary library management techniques, and either Party may be exposed to other written or oral information, disclosed by either Party to the other, related to either Party or a third party that has been identified as confidential or that by the nature of the circumstances surrounding disclosure ought reasonably to be treated as confidential (collectively, "Confidential Information"). Each Party shall: (1) use the same care to protect the other Party's Confidential Information from disclosure that such Party uses to protect its own information of like importance; (2) limit duplication of Confidential Information to the extent needed to perform this Agreement; and (3) disclose Confidential Information only to employees having a need to know in connection with performance of this Agreement, and who are informed of the contents of this provision prior to disclosure. [The Parties hereby agree that Customer shall retain ownership of all data contained in Customer's integrated library management system including, but not limited to, all patron, item and bibliographic data stored on LS&S or other third-party servers.](#) This provision shall survive termination or expiration of this Agreement; and, on such termination or expiration, each Party shall return all Confidential Information, including all copies, to the owner of such information and, if requested, shall certify in writing that all such information has been returned. Because the damage resulting from a breach of this provision would be difficult or impossible to quantify and remedy at law, in case of such breach, or the threat of such breach, the Party whose Confidential Information is threatened to be disclosed shall be entitled to injunctive or other equitable relief.

*(b) Exceptions.* Notwithstanding the foregoing, the provisions of Section 5(a) above shall not apply to Confidential Information that (i) is publicly available or in the public domain at the time disclosed; (ii) is or becomes publicly available or enters the public domain through no fault of the recipient; (iii) is rightfully communicated to the recipient by persons not bound by confidentiality obligations with respect thereto; (iv) is already in the recipient's possession free of any confidentiality obligations with respect thereto at the time of disclosure; (v) is independently developed by the recipient; or (vi) is approved for release or disclosure by the disclosing Party without restriction. Notwithstanding the foregoing, each Party may disclose Confidential Information to the limited extent required (x) in order to comply with the order of a court or other governmental body, or as otherwise necessary to comply with applicable law, provided that the Party making the disclosure pursuant to the order shall first have given written notice to the other Party and made a reasonable effort to obtain a protective order; or (y) to establish a Party's rights under this Agreement, including to make such court filings as it may be required to do.

*(c) Intellectual Property.* Subject to the terms and conditions of this Agreement, LS&S hereby grants to Customer a limited, non-exclusive, non-transferable, non-sublicensable right and license to use the Documentation, as provided by LS&S, during the term of this Agreement, solely for Customer's internal business purposes. Customer shall not use the Documentation for any purposes beyond the scope of the license granted in this Agreement. Without limiting the generality of the foregoing, Customer shall not (i) market or distribute the Documentation; (ii) make any copies of the Documentation; (iii) assign, sublicense, sell, lease, or otherwise transfer or convey, or pledge as security or otherwise encumber, Customer's rights under the license granted in this Section 5(c); or (iv) modify the Documentation, except with prior written consent of LS&S. The Parties acknowledge and agree that if Customer modifies or improves the Documentation, all such modifications or improvements shall be considered part of the Documentation, and shall be owned by LS&S, and Customer hereby assigns to LS&S all right and title to such modifications or improvements. Other than as set forth in this Agreement, nothing in this Agreement confers any license or right to use any trademark, service mark, copyright or other intellectual property right, whether now owned or hereafter developed, of

either Party. For the purposes of this Agreement, "Documentation" means the standard user manuals, instructions and related documentation made available by LS&S to Customer.

**6. Warranties; Disclaimers.**

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(a) *Warranty.* LS&S warrants that (i) it will perform the Services with at least the care, diligence and expertise generally accepted in the library service industry; (ii) the number shown on this form is its correct taxpayer ID (or LS&S is waiting for the number to be issued to it); (iii) LS&S is not subject to backup withholding because (A) it is exempt from backup withholding; (B) it has not been notified by the Internal Revenue Service (IRS) that it is subject to backup withholding as a result of a failure to report all interest or dividends, or (C) the IRS has notified it that it is no longer subject to backup withholding; (iv) to LS&S' knowledge, its business is not in violation of any Oregon tax laws, and it is a corporation authorized to act on behalf of the entity designated above and authorized to do business in Oregon; (v) it is not an employee of Jackson County Library District or the United States Government; and (vi) it meets the specific independent contractor standards of ORS 670.600..

(b) *Mutual Warranties.* Each Party represents and warrants that: (i) it has the power and authority to enter into this Agreement; (ii) the Agreement, when executed and delivered, shall be a valid and binding obligation upon such Party enforceable in accordance with its terms; and (iii) the execution and performance of this Agreement by such Party shall not violate any applicable laws and shall not breach any agreement, covenant, court order, judgment or decree to which it is a Party or by which it is bound.

(c) *Disclaimer.* EXCEPT AS OTHERWISE EXPRESSLY WARRANTED IN THIS AGREEMENT, THE SERVICES AND GOODS PROVIDED BY LS&S ARE PROVIDED "AS IS" AND "WITH ALL FAULTS," AND LS&S EXPRESSLY DISCLAIMS ALL OTHER WARRANTIES OF ANY KIND OR NATURE, WHETHER EXPRESS, IMPLIED OR STATUTORY, INCLUDING, BUT NOT LIMITED TO, ANY WARRANTIES OF OPERABILITY, CONDITION, TITLE, NON-INFRINGEMENT, NON-INTERFERENCE, QUIET ENJOYMENT, VALUE, ACCURACY OF DATA, OR QUALITY, AS WELL AS ANY WARRANTIES OF MERCHANTABILITY, SYSTEM INTEGRATION, WORKMANSHIP, SUITABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR THE ABSENCE OF ANY DEFECTS THEREIN, WHETHER LATENT OR PATENT. NO WARRANTY IS MADE BY LS&S ON THE BASIS OF TRADE USAGE, COURSE OF DEALING OR COURSE OF TRADE. LS&S DOES NOT WARRANT THAT THE SERVICES OR GOODS WILL MEET CUSTOMER'S REQUIREMENTS OR THAT THE OPERATION THEREOF WILL BE UNINTERRUPTED OR ERROR-FREE, OR THAT ALL ERRORS WILL BE CORRECTED. CUSTOMER ACKNOWLEDGES THAT LS&S' OBLIGATIONS UNDER THIS AGREEMENT ARE FOR THE BENEFIT OF CUSTOMER ONLY.

**7. Indemnification; Limitation of Liability.**

(a) *Indemnity.* LS&S shall defend, save, hold harmless, and indemnify Customer and its elected officials, officers, agents, and contractors from all claims, suits, or actions of whatever nature resulting from or arising out of the activities or negligence of LS&S or its officers, employees, subcontractors, or agents under this Agreement, as well as from any claims, suits, or actions of whatever nature resulting from or arising out of any unauthorized theft or access of electronically stored data hosted on LS&S's servers or servers controlled by LS&S's

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subcontractors or third-party service providers, including any claim based on the failure of LS&S to immediately notify Customer of a data breach upon detection by LS&S.

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(b) **Limitation of Liability.** EXCEPT AS OTHERWISE EXPRESSLY PROVIDED IN THIS AGREEMENT, IN NO EVENT SHALL LS&S BE LIABLE TO CUSTOMER FOR ANY INCIDENTAL, INDIRECT, SPECIAL, CONSEQUENTIAL OR PUNITIVE DAMAGES, REGARDLESS OF THE NATURE OF THE CLAIM, INCLUDING, WITHOUT LIMITATION, LOST PROFITS, COSTS OF DELAY, ANY FAILURE OF DELIVERY, BUSINESS INTERRUPTION, COSTS OF LOST OR DAMAGED DATA OR DOCUMENTATION OR LIABILITIES TO THIRD PARTIES ARISING FROM ANY SOURCE, EVEN IF LS&S HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. THIS LIMITATION UPON DAMAGES AND CLAIMS IS INTENDED TO APPLY WITHOUT REGARD TO WHETHER OTHER PROVISIONS OF THIS AGREEMENT HAVE BEEN BREACHED OR HAVE PROVEN INEFFECTIVE.

**Deleted:** THE CUMULATIVE LIABILITY OF LS&S TO CUSTOMER FOR ALL CLAIMS ARISING FROM OR RELATING TO THIS AGREEMENT, INCLUDING, WITHOUT LIMITATION, ANY CAUSE OF ACTION SOUNDING IN CONTRACT, TORT, OR STRICT LIABILITY, SHALL NOT EXCEED THE LESSER OF (I) THE ACTUAL DAMAGES SUFFERED BY THE AGGRIEVED PARTY, OR (II) THE AMOUNT EQUAL TO THE TOTAL FEES PAID AND PAYABLE BY CUSTOMER TO LS&S IN THE TWELVE MONTH PERIOD IMMEDIATELY PRECEDING THE EVENT THAT FIRST GAVE RISE TO THE CLAIM.

8. **Conflict of Interest.** LS&S shall not, directly or indirectly, acquire any interest which will conflict in any manner or degree with the performance of its services hereunder. In this connection, LS&S, its employees and consultants shall make no political contributions to any political campaign or initiative affecting the Customer, nor should the customer make such a request of LS&S to do so.

#### 9. **Compliance**

(a) **Applicable Law.** LS&S shall comply with all federal, state and local laws and ordinances as may be applicable to the Services under this Agreement. Failure to comply with such requirements shall constitute a breach of this Agreement and shall be grounds for termination. Without limiting the generality of the foregoing, LS&S expressly agrees to comply with the following as applicable: (i) Title VI and VII of Civil Rights Act of 1964, as amended; (ii) Section 503 and 504 of the Rehabilitation Act of 1973, as amended; (iii) the Health Insurance Portability and Accountability Act of 1996; (iv) the Americans with Disabilities Act of 1990, as amended; (v) ORS Chapter 659A; as amended (vi) all regulations and administrative rules established pursuant to the foregoing laws; and (vii) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations.

(b) **Foreign Contractor.** LS&S shall promptly provide to the Oregon Department of Revenue and the Secretary of State Corporation Division all information required by those agencies relative to this Agreement. LS&S shall demonstrate its legal capacity to perform the Services in the State of Oregon prior to entering into this Agreement.

#### 10. **Miscellaneous.**

(a) **Independent Contractors.** The relationship of the parties is that of independent contractors, and no partnership, joint venture, agency, employment, or other relationship is intended. Customer may evaluate the quality of performance of the Services, but cannot and will not control the means or manner of LS&S's performance of the Services. LS&S is responsible for determining the appropriate means and manner of performing the Services.

(b) **Assignment.** Neither Party may assign this Agreement to a third party not affiliated with such Party without the prior written consent of the other Party, except that LS&S may

subcontract or delegate portions of the Services; provided, however, that in no case shall Customer be liable to any party other than LS&S, or for any amount in excess of the price specified on Schedule A, plus any additional charges permitted hereunder.

(c) *Nondiscrimination, etc.* LS&S shall not discriminate against any employee or applicant for employment because of race, color, sex, age, ancestry, medical condition (cancer or HIV Positivity including AIDS or ARC), national origin, sexual orientation, creed, religion, age, physical or mental disability, political affiliation, citizenship or any other characteristic prohibited by State or federal law.

(d) *Nonsolicitation of Employees.* Customer acknowledges and agrees that the employees and consultants of LS&S who perform the Services are a valuable asset to LS&S and are difficult to replace. Accordingly, Customer agrees that, during the Term of the Agreement, and for a period of one (1) year after the termination or expiration of this Agreement, it shall not offer employment or engagement (whether as an employee, independent contractor or consultant) to any LS&S employee or consultant who performs any of the Services.

(e) *Force Majeure.* Neither party shall be liable for any failure or delay in performance of this Agreement due to causes beyond its control, including, but not limited to, act of god, strike, war or civil disturbance, weather emergency, or general failure of any necessary supply, service, utility or other cause beyond its reasonable control, and such failure to perform shall not be grounds for termination of this Agreement.

(f) *Customer's Representation.* Customer represents and warrants that it has all necessary legal authority to enter into and perform this Agreement and that the person executing this Agreement on its behalf is legally authorized to do so.

(g) *Notices.* Notices required or permitted under this Agreement shall be effective upon the third (3rd) business day after deposit in First Class mail, or the next business day after deposit with a recognized overnight courier, or upon receipt if e-mailed to the respective e-mail addresses, and shall be delivered to the attention of the parties listed below:

LS&S  
Todd Frager, CFO  
2600 Tower Oaks Blvd. Suite 500,  
Rockville, MD 20852  
Email: Todd.Frager@LSSLibraries.com  
Office: 301-540-5100

Customer  
Jackson County Library District  
Lisa Marston, District Administrator  
[205 South Central Avenue](#)  
[Medford, OR 97501](#)  
Email: [lmrston@jacksoncountylibrarydistrict.org](mailto:lmrston@jacksoncountylibrarydistrict.org)  
Office: 541-774-6508

(h) *Governing Law and Enforceability.* This Agreement shall be governed by and construed in accordance with the laws of the State of Oregon, without regard to its conflicts of laws provisions. If any provision of this Agreement is conclusively determined to be illegal, invalid

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or unenforceable, then such provision shall be severed, and the remaining provisions of this Agreement shall be so construed to carry out, as nearly as legally permitted, the intentions of the parties.

(i) *Other Rights.* Customer hereby grants to LS&S the limited right to use Customer's name, logo and/or other marks for the sole purpose of listing Customer as a user of the Services in LS&S's promotional materials. LS&S agrees to discontinue such use within fourteen (14) days of Customer's written request.

(j) *Survival.* The provisions of Sections 5 and 6 shall survive any termination or expiration of this Agreement.

(k) *Execution and Counterparts; Waiver.* This Agreement may be exercised in several counterparts, each of which are deemed an original and all of which together constitute one and the same instrument. No waiver of any provision of this Agreement shall be valid unless in writing and signed by the party against whom such waiver is sought to be enforced. The failure of a party to enforce any provision of this Agreement shall not constitute a waiver by such party of that or any other provision

(l) *Entire Agreement.* This Agreement contains the entire understanding of the parties on the subject matter hereof and supersedes all prior or contemporaneous statements and agreements on that subject. No failure or delay by either Party in enforcing any provision of this Agreement shall operate as a waiver. This Agreement may not be modified, supplemented, amended or waived except in a written document signed by the Parties.

Intending to be legally bound, the parties have caused this Agreement to be executed by their duly authorized representatives.

**JACKSON COUNTY LIBRARY DISTRICT**

**LIBRARY SYSTEMS & SERVICES,  
LLC**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

By: \_\_\_\_\_  
Todd Frager  
CFO

## Schedule A

### Master Services Agreement

#### A. Statement of Work

This Statement of Work No. 001 (“Statement of Work”) details the Services to be provided subject to the terms of the Master Services Agreement dated \_\_\_\_\_, 2019 (the “Agreement”) between JACKSON COUNTY LIBRARY DISTRICT (“JCLD”) and LIBRARY SYSTEMS & SERVICES, LLC (“LS&S”). Any capitalized terms used but not defined in this Statement of Work shall retain the same meaning given them in the Agreement.

#### ILS

We at Library Systems & Services (LS&S) appreciate the opportunity to provide secure hosted Polaris ILS functionality and support for JCLD. Our Polaris and IT teams at Library Systems & Services look forward to maintaining consistent up-time, implementation of new features and updates as they become available as well as fast response time to issues and requests.

Our Polaris team has over 75 years of combined in-depth experience managing every facet of Polaris. We will put that experience to use assisting JCLD in managing patron and collection data and provide needed support when new situations arise. Training is a big part of making staff successful and the Polaris team will make training available as required. Areas that our Polaris team will be most instrumental in assisting with include:

- Patron Management modules
- Collection Management modules
- Acquisitions
- Reporting
- Notifications
- Database maintenance and cleanup
- Training
- Outside vendor integration and support with the ILS
- Offline capabilities
- Support

JCLD's Polaris ILS will be hosted on servers with performance and security as primary factors to safeguard both productivity and sensitive data. The IT team will set up monitoring software which will allow us to be proactive if issues arise. Regular maintenance will be performed during hours when library functionality will not be affected. Server resources will constantly be evaluated to guarantee streamlined performance for JCLD staff and patrons. LS&S will be responsible for all servers required for ILS and will perform upgrades as needed.

Support for JCLD will be provided via our ticketing system as well as the toll-free Helpdesk phones manned by tier two and three technicians. Helpdesk hours are 9:00AM to 9:00PM PST Monday through Friday and are 9:00AM to 6:00PM PST Saturday and Sunday. Support issues for the IT team include but are not limited to the following:

- Database Connectivity
- Outside vendor integration and connectivity
- Automated Materials Handling integration with SIP2

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- Peripheral Connectivity
- Notification server
- Notification of planned outages, maintenance and upgrades
- Support with escalation list

**ILS Payment Schedule**

Services listed shall continue with this agreement starting July 1, 2020 and will remain in place for one (1) year and may be extended for additional one-year terms upon mutual written consent of the Customer and LS&S. Annual increases of up to 3% per year will be applied. Access to the Polaris ILS will consist of 150 seat licenses. Cost for services listed are \$100,000.00 payable in advance or quarterly at \$26,000 per quarter beginning July 1, 2020.

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**ILS Migration**

By utilizing LS&S' ILS services, JCLD will receive a seamless transition, with no changes to their existing operation. This will eliminate any migration costs, estimated to be in the \$20,000-30,000 range, by moving to a different vendor in addition to LS&S migration fees as outlined below, and eliminate any downtime or unexpected issues with a conversion. In addition, no JCLD staff will be required to administer the ILS and eliminate any service charges that another vendor would charge for general service and support. This would save JCLD thousands of dollars per month in vendor support costs. There also would be no need to install and configure a new Acquisition Module with integration to the District's financial systems. If JCLD changes how they handle collections management, modifications will be required to integrate the current ILS with any new system, this may incur additional migration fees depending on the scope of work.

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Annual Subscription and Support for Bibliocommons BiblioCore and BiblioSuggest will start on Jan 17, 2021 and will remain in place for 1 year and may be extended for additional one-year terms upon written consent of the Customer and LS&S. Annual increases of up to 3% per year will be applied. Costs will include \$30,000 for annual license and support.¶

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LS&S will charge a fee of \$10,000.00 to assist in moving from the current LS&S ILS to an III Polaris hosted environment. Moving to a different ILS vendor will also incur a \$10,000.00 migration fee, plus any additional fees required to provide ILS data in a format required by the new vendor. Notification of migration must be made 120 days in advance of expected migration date.

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**By executing below, the parties agree to the terms and conditions set forth in this Statement of Work No. 001.**

**JACKSON COUNTY LIBRARY DISTRICT**

**LIBRARY SYSTEMS & SERVICES, LLC**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Name: Todd Frager  
Title: CFO  
Date: \_\_\_\_\_



October 10, 2019

**Title:** Adult Services Coordinator Position Proposal

**From:** Kari May, Library Director

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**Summary:**

The following document is the Adult Services Coordinator position job description, which is a restructuring of the Outreach Library Associate 3 position approved by the Board on March 14, 2019 (Agenda Item Memo 3/14/19: Staffing Needs Proposal).

This restructuring is being proposed because, upon further review of the staffing structure for Outreach Services, we determined that a senior-level position to support Adult Services would help balance out the responsibilities and supervisory structure of the department. Currently, Outreach staff report directly to the Assistant Director for Support Services, with the exception of the Book Talker, who reports to the Youth Services Coordinator. This proposal also provides better oversight and coordination of the myriad of outreach events the Library participates in each month.

Also, balancing services provided to adult patrons with those provided to children as supported by the Youth Services Coordinator Brystan Strong, is a system wide need. The Adult Services Coordinator and Youth Services Coordinator will be responsible for functional oversight of programs system wide. The Youth Services Coordinator would supervise Outreach to youth populations, including the Book Talker and Outreach to Child Care, and will be responsible for strengthening the library-school relationship and the student card initiative. The Adult Services Coordinator would be responsible for guiding branch-level adult programs and would supervise Outreach to Homebound and the Business Librarian, and coordinate general outreach events.

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

Review, discuss, and move to approve.

**Recommendation:**

Library staff recommends that the Board approve the Adult Services Coordinator position.



**Resource Requirements:**

Changing the proposed Library Associate 3 position to an Adult Services Coordinator (Librarian 2) position would cost an estimated \$20,000 in additional staff costs annually compared to the March proposal.

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

This initiative assists in meeting the goals of the 2-Year Plan to Increase Active Cardholders.

**Attachment:**

Adult Services Coordinator Job Description

## **Adult Services Coordinator Job Description**

The Librarian 2 -- Adult Services Coordinator is a senior level, full-time position. This Librarian provides professional assistance for Adult services to library patrons and staff and plans a variety of library programs. This position coordinates with staff across all 15 branches of Jackson County Library Services to provide quality Adult services and programming including Summer Reading Program.

Jackson County is located in the lush southern Oregon region and offers residents a rich history, arts & culture, outdoor adventure, and fine dining. Area attractions include spectacular hiking and biking, the nationally designated "Wild and Scenic" Rogue River, the Tony Award-winning Oregon Shakespeare Festival in Ashland, more than 60 wineries, and dozens of concerts, featuring world-class artists in classical music, jazz, blues, folk, bluegrass, world, pop and country music:  
<http://southernoregon.org/things-to-do>

### **RESPONSIBILITIES**

- Oversees the development of District-wide adult services program goals and directs the adult services librarians in the planning, coordinating, and administering of adult programs and outreach events on a local library and District level.
- Supports the JCLS mission and vision in guiding the District's 15 libraries in creating and implementing a unified, District-wide approach to the delivery of adult library programs for all of its libraries.
- Assists staff with obtaining programming available from outside sources and collaborates with the Youth Services Coordinator in planning complementary Summer Reading programs.
- Liaison for adult-focused community outreach events, coordinating and participating at all offsite programming for the 15 branches.
- Effectively collaborates with community partners and maintains a comprehensive database of all community organizations that organize outreach events.
- Responsible for coordinating staffing, communicating with the library's Marketing team, and making all other necessary arrangements to attend outreach events with requisite materials to showcase library resources to the community.
- An innovative thought-leader with a successful track record in implementing adult services library programs.
- Highly-organized individual with excellent presentation skills who enjoys meeting new people and maintaining strong relationships.
- Comfortable being the public face of the library and spending a large portion of their time working out in the community leading presentations, staffing outreach tables, promoting services, and cultivating new partnerships.



- Attends professional meetings and conferences to keep up with the latest trends and advances in the adult programming; maintains an awareness of new technologies.
- Serves as liaison with community groups and identifies and analyzes emerging community issues and needs to determine direction for outreach services; maintains professional affiliations; attends workshops and training sessions as appropriate.
- Communicates with supervisor, employees, volunteers, other departments, service providers, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.
- Represents and advocates for Adult Services on the Public Services Team.
- Leads, coordinates and/or serves on various internal and external committees.
- Manages the budget for adult programs.
- Keeps staff informed of current topics and trends in library adult programs and evaluates potential programming options.
- Know and understand the American Library Association's Bill of Rights, Freedom to Read Statement and Freedom to View Statement, recognizing that freedom of access is a fundamental tenet of a public library. In addition to these freedoms, support client discretion of materials available at your local library(ies).
- Follow all legal and policy requirements related to patron privacy and custodianship of patron records.
- Performs other duties as assigned or required.

## **QUALIFICATIONS**

- MLS or MLIS degree required
- Three years of Adult services experienced preferred
- Knowledge of and previous use of library databases and services including materials selection tools
- Ability to research and use a wide variety of library databases
- Proficiency in MS Office suite including Excel, Word and PowerPoint
- Excellent customer service skills
- Strong written and verbal communication skills
- Multilingual speaking a plus
- Ability to work in a self-directed environment with minimal guidance
- Good organizational, time management and problem-solving skills
- Able to work a flexible schedule including weekdays, evenings and weekends

LS&S is an EOE; Veterans/Disability



October 10, 2019

**Title:** Board Member Conflict of Interest Policy

**From:** Policy Committee

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**Recommendation:**

The Policy Committee recommends that the Board approve the Board Member Conflict of Interest Policy as presented.

**Budget Impacts:**

N/A

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

Having a conflict of interest policy in place helps Board members to fulfill their ethical responsibilities as public officials, including avoiding situations in which a conflict of interest, or the appearance of a conflict of interest, could arise.

**Community Impacts:**

Board members have a fiduciary duty to faithfully pursue the interests of the District and the fifteen public libraries that serve our communities rather than their own financial or other interests, or those of another person or organization.

**Background and Additional Information:**

The Special Districts Association of Oregon (SDAO) recommends that governing Boards of special districts adopt a Board Member Conflict of Interest policy that Board members regularly acknowledge with their signature. A separate conflict of interest policy for District employees will be included in the Employee Handbook.

**Attachments:**

1. Board Member Conflict of Interest Policy



Policy 1-10	<b>Board Member Conflict of Interest</b>	Approved:
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**I. Purpose**

The purpose of this policy is to ensure that the Board of Directors of the Jackson County Library District (“JCLD” or “District”) adheres to the highest ethical standards in the conduct of District business, as set forth in Chapter 244 of the Oregon Revised Statutes (ORS).

**II. Board Members are “Public Officials”**

According to the Oregon Government Ethics Law (ORS 244.020), persons elected or appointed to a governing body of a public body are considered to be “public officials,” irrespective of whether the person is compensated for the services. Consequently, any person who is elected or appointed to serve on the Jackson County Library District Board of Directors is considered a “public official” for purposes of ORS Chapter 244.

**III. Oregon Government Ethics Law: A Guide for Public Officials**

The Oregon Government Ethics Commission publishes and updates a guide for public officials that helps to explain in understandable terms the requirements of Oregon Government Ethics law and the Oregon Government Ethics Commission’s interpretation of those requirements. The Guide for Public Officials and any related legislative updates are available online at [State of Oregon: Oregon Government Ethics Commission](#).

**IV. Relatives of Public Officials**

Oregon Government Ethics law also applies to relatives of public officials including a spouse, parent, stepparent, child, sibling, stepsibling, son-in-law, daughter-in-law of the public official, or of the public official’s spouse. Any individual for whom the public official has a legal support obligation, or who benefits financially from the public official’s employment with the public entity is also covered by the law.

**V. Financial Gain**

A public official shall not use their official position to obtain financial gain or avoid financial detriment that would not otherwise be available *but for* the public official’s position (ORS Chapter 244). This provision applies to the public official, a relative of the public official, or a business owned by the public official or the public official’s relative.

There are exceptions to the “but for” test, including reimbursement of expenses; an honorarium, certificate, plaque, commemorative token or other item with a value of \$50 or less; and food, beverage, travel or lodging expenses otherwise authorized by ethics laws.

## VI. Gifts

A public official (or a relative, or a business of the public official) may not receive a gift valued at greater than \$50 from any one source in a calendar year from any individual or organization with a legislative or administrative interest in the public body, i.e., that does business with or that wishes to do business with the Library District.

- A. A “gift” is “something given to a public official, or a relative of the public official, when there is no payment, or payment is for a discounted price, and the opportunity (gift) is not available to others who are not public officials on the same terms or conditions.”
- B. “Legislative or administrative interest” means an economic interest, distinct from that of the general public.

## VII. Confidential Information

Board Members shall not use or attempt to use confidential information gained through their positions as public officials for financial gain.

- A. “**Confidential information**” is any information that is not generally available to the public. The obligation to keep such information confidential shall continue after the cessation of a Board Member’s term on the JCLD Board of Directors.

## VIII. Conflicts of Interest

ORS Chapter 244 identifies and defines two types of conflicts of interest: An **actual** conflict of interest and a **potential** conflict of interest. A public official is met with a conflict of interest when participating in official action which could or would result in a **financial** benefit or detriment to the public official, a relative of the public official or a business with which either is associated.

- A. **Actual Conflict of Interest**  
An actual conflict of interest exists when the public official participates in action that **will result in financial gain or avoidance of financial detriment** for the official, the official’s relative or a business with which the official or a relative of the official is associated.
- B. **Potential Conflict of Interest**  
A potential conflict of interest exists when the public official participates in action that **could result in financial gain or avoidance of financial detriment** for the official, a relative of that official or a business with which the official or the relative of that official is associated.

**C. Disclosure of Conflicts of Interest**

Before participating in any official action of the Board, a Board Member shall disclose for the record any *actual or potential* conflict of interest.

In the event of an *actual* conflict of interest, the Board Member:

- Shall abstain from any discussion.
- Shall not vote (unless action cannot be taken without Member's vote)

In the event of a *potential* conflict of interest, the Board Member:

- May discuss the matter.
- May vote on the matter.

**D. Evaluation of Potential Conflict of Interest**

The Board President shall review the information relating to any potential conflict of interest and shall take one of the following actions as they deem appropriate:

- Finding that no conflict or potential conflict exists;
- Finding that a conflict or potential conflict exists and that the situation resulting in such conflict should cease or not be permitted to proceed; or
- Referring the actual or potential conflict of interest to legal counsel for consideration.

In all cases, the decision and/or recommendation shall be recorded in the meeting minutes.

**IX. Interpretation**

Since this policy cannot describe all potential conflicts of interest or ethical issues that may arise, and its application may be uncertain at times, Board Members are encouraged to consult the Board President or Library Director if they have any questions as to the applicability of this Policy to a particular situation.

**X. Statement of Associations**

To preserve and uphold the Jackson County Library District’s reputation as an organization that operates with integrity, each Board Member will sign a conflict of interest statement and an ethics statement at the beginning of each fiscal year (and at the commencement of their service) during their tenure with the Jackson County Library District.

This is to certify that, as a Board Member of the Jackson County Library District:

- I have received a copy of the District’s Conflict of Interest Policy for Board Members.
- I have read and understand the Policy.
- I agree to comply with the provisions of the Policy.
- I shall promptly inform the Board President if I or any member of my family has, or reasonably expects to have, now or in the future, any interests or affiliations that could be construed as creating a conflict or the appearance of a conflict with the interests of the District.
- I shall not vote on, approve or recommend any transaction in which I or any member of my family has an actual conflict of interest. If I am present at a meeting of the Board, I shall not participate in any discussion or vote relating to such matter.

Any exceptions to the above are stated on the reverse of this sheet with a full description of the transactions, whether direct or indirect, which I have (or have had during the past year) with persons or organizations having transactions with Jackson County Library District.

If any potential or actual conflict of interest arises during the year, after I have signed this Statement of Associations, I will disclose the actual or potential conflict to the Board President prior to participating in any official Board action relating to such matter.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed name: \_\_\_\_\_

Position with District: \_\_\_\_\_



October 10 , 2019

**Title:** Display, Exhibit, and Bulletin Board Policy 5-5

**From:** Kari May, Library Director

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**Summary:**

This is an update to the current Display and Exhibit Policy and the Community Information Areas Policy, both of which were adopted by the Board in September 2016.

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

Approve the policy as presented.

**Recommendation:**

The Policy Committee recommends the policy be approved.

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

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

**Background and Additional Information:**

JCLS recognizes that informational displays are an important way that the Library connects with the communities it serves. These two policies were introduced and approved by the Board in September 2016. Upon review of both brief policies, staff determined that combining the policies and adding more detail will provide better guidance for staff in developing library display cases and exhibits, and to the public when they either volunteer to put together an exhibit case, or to request that a flier be posted on the community bulletin boards.

**Attachments:**

Policy 5-5: Display, Exhibit, and Bulletin Board Policy



<b>Policy 5-5</b>	<b>Displays, Exhibits, and Bulletin Board Policy</b>	<b>Created:</b> 9/8/2016 <b>Revised:</b> 9/24/2019 <b>Approved:</b>
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**I. Purpose**

This policy explains the guidelines for displays, exhibits and postings on bulletin boards in Library buildings. Jackson County Library Services provides space for displays, exhibits and bulletin boards to further its mission of connecting everyone to information, ideas, and each other.

**II. Introduction**

Jackson County Library Services provides displays, exhibits, and bulletin boards to assist patrons in their exploration of educational, cultural, intellectual and civic activities. In general, display and exhibit themes are chosen by the Library, and items included in the displays are selected at the sole discretion of the Library. Displays and exhibits complement or highlight the Library’s collection and feature themes of interest to both the local community and the general public. The library may request assistance from community organizations, businesses, or individuals to display items connected to the chosen theme. Such contributions may be acknowledged as part of the display or exhibit. Displays may also promote events and activities sponsored or co-sponsored by the library or by organizations affiliated with the Library.

**III. Displays by Outside Organizations**

JCLS welcomes displays and exhibits from outside organizations, when space allows. In order to book a display space, the organization or individual must have a JCLS Full Service library card in good standing. If a group is from out of the area, an annual JCLS non-resident library card may be purchased. See Policy 5-6, Fee Schedule, for current charges.

Most branches offer display cases and/or art space for community involvement. To request use of a display case, organizations must contact the local branch where they wish to display materials. Scheduling of installation and removal dates and a release form are required prior to displaying materials.



#### **IV. Bulletin Boards**

Bulletin boards are provided for posting of flyers by organizations engaged in educational, cultural, intellectual, or charitable activities. Flyers must be approved by the Library and shall be left at the Main Desk. Priority will be given to flyers pertaining to Library-sponsored events and news, RCC and SOU classes, legal notices, and nonprofit and charitable organizations. Unauthorized flyers will be removed.

#### **V. Reconsideration of Displays or Exhibits**

The Library recognizes the right of individuals to question what they might view in the library and has developed a process to address concerns. The process is the same as the Request for Reconsideration of Library Materials, which includes the opportunity for an individual to discuss his or her opinion with a librarian, to complete a written Request for Reconsideration of Library Materials form, and to request a review of the material on display. The Library Director will reply in writing to the individual. The decision of the Library Director may be appealed to the Library District Board. The Request for Reconsideration of Library Materials form is attached to the Collection Development Policy found [here](#). The materials in question will remain on display pending the Library Director's written decision.

Jackson County Library Services (JCLS) does not assume responsibility for loss or damage to items loaned for display. By providing materials to be displayed, Owner hereby agrees to indemnify and hold harmless JCLS from any and all claims, actions, losses, damages, and costs arising out of or resulting from any loss of or damage to the materials on display unless such loss or damage is caused by intentional or negligent acts of JCLS or its employees or volunteers. JCLS reserves the right, at its option, to remove and store items loaned to the Library when it deems such removal is necessary for the protection of the material or whenever the display or exhibit is terminated.



### Display and Exhibit Guidelines

The Jackson County Library provides displays and exhibits on themes of interest to the general public throughout its 15 branch buildings. Themes are chosen by the Library and items included in the displays are selected at the sole discretion of the Library. From time to time, the Library may request assistance from community organizations, businesses, or individuals to display items connected to the chosen theme. Such contributions may be acknowledged as part of the display or exhibit. Displays may also promote events and activities sponsored or co-sponsored by the Library or by organizations affiliated with the Library.

Jackson County Library Services (JCLS) does not assume responsibility for loss or damage to items loaned for display. By providing materials to be displayed, Owner hereby agrees to indemnify and hold harmless JCLS from any and all claims, actions, losses, damages, and costs arising out of or resulting from any loss of or damage to the materials on display unless such loss or damage is caused by intentional or negligent acts of JCLS or its employees or volunteers. JCLS reserves the right, at its option, to remove and store items loaned to JCLS when it deems such removal is necessary for the protection of the material or whenever the display or exhibit is terminated.

### Acknowledgment and Receipt Form

The following items have been loaned to Jackson County Library Services for display, subject to the guidelines and conditions set forth above:

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Date received: \_\_\_\_\_ To be returned on or about: \_\_\_\_\_

JCLS representative's signature: \_\_\_\_\_

Owners Name (print): \_\_\_\_\_ Owner's Signature: \_\_\_\_\_

Owner's address and phone number: \_\_\_\_\_

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Date Returned: \_\_\_\_\_ Owner's signature: \_\_\_\_\_



**Displays by Outside Organizations – Release Form**

JCLS welcomes displays and exhibits from outside organizations, when space allows. In order to book a display space, the organization or individual must have a JCLS Full Service library card in good standing. If a group is from out of the area, an annual JCLS non-resident library card may be purchased. See Policy 5-6, Fee Schedule, for current charges.

Most branches offer display cases and/or art space for community involvement. To request use of a display case, organizations must contact the local branch where they wish to display materials. Scheduling of installation and removal dates and a release form are required prior to displaying materials.

Jackson County Library Services (JCLS) does not assume responsibility for loss or damage to items loaned to for display. By providing materials to be displayed, Owner hereby agrees to indemnify and hold harmless JCLS from any and all claims, actions, losses, damages, and costs arising out of or resulting from any loss of or damage to the materials on display, unless such loss or damage is caused by intentional or negligent acts of the Jackson County Library District or its employees or volunteers. JCLS reserves the right, at its option, to remove and store items loaned to Jackson County Library District when it deems such removal is necessary for the protection of the material or whenever the display or exhibit is terminated.

**Acknowledgment and Receipt**

The following items have been loaned to the Jackson County Library for display, subject to the guidelines and conditions set forth above. For artwork, please attach an inventory, including titles of pieces and estimated value.

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Date received: \_\_\_\_\_ To be returned on or about: \_\_\_\_\_

JCLS representative's signature: \_\_\_\_\_

Owners Name (print): \_\_\_\_\_ Owner's Signature: \_\_\_\_\_

Owner's address and phone number: \_\_\_\_\_

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Date Returned: \_\_\_\_\_ Owner's signature: \_\_\_\_\_