



**JACKSON COUNTY LIBRARY DISTRICT (JCLD)**  
Dial 1-669-900-6833 to attend by phone.  
Enter Meeting ID (access code): 965 9527 6734  
Or, click the link below to attend using Zoom:  
<https://zoom.us/j/96595276734>  
May 13, 2021, at 4:00 p.m.

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## **BOARD OF DIRECTORS MEETING AGENDA**

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

### **INTRODUCTIONS / PROCLAMATIONS**

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

1. April 8, 2021 Regular Board Meeting Minutes ..... 1
2. District Policies ..... 3

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

### **REPORTS (Inform)**

3. Library Director– Kari May ..... 25
4. JCLF Report – Ginny Auer ..... 32
5. Financial Report – Rick Leibowitz ..... 33
6. Quarterly Statistical Report – Christopher Davis ..... 38
7. SOHS Quarterly Report – Kira Lesley ..... 51

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

8. Library Service Levels – Kari May
9. Library Director Evaluation – Cathy Shaw/Eric Dziura ..... 53

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

10. White City Quit Claim – Jacquelyn Bunick ..... 57

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

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

- May 17, 2021 – Budget Committee Meeting (if needed)  
June 10, 2021 – Budget Hearing and Regular Board Meeting

*The Jackson County Library District Board meets regularly at 4:00 p.m. on the second Thursday of every month at the Medford Library in the Adams Community Meeting Room, unless otherwise noticed. You may find proposed agendas and prior meeting minutes at [www.jcls.org](http://www.jcls.org). If you have further questions or would like to be added to the email notification list, please contact Executive Assistant, Daisy Fields, at 541-774-6406 or [dfields@jcls.org](mailto:dfields@jcls.org).*

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



JACKSON COUNTY LIBRARY DISTRICT (JCLD)  
BOARD OF DIRECTORS REGULAR MEETING  
Held via ZOOM  
April 8, 2021, at 4:00 p.m.

## MINUTES

### ATTENDEES

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

Additional attendees: Kari May (Library Director), Claudine Taillac (Assistant Director, Public Services), Christopher Davis (Assistant Director, Support Services), Ryan Bradley (Marketing Coordinator), Eric Molinsky (Digital Services Supervisor), Ashley Johnson (Technical Services Supervisor), Kristin Anderson (Bear Creek Area Manager, Ashland Branch Manager), Crystal Zastera (Operations Coordinator), Carrie Turney Ross (Adult Services Coordinator), Jacquelyn Bunick (Legal Counsel), Kira Lesley (SOHS Archivist), Laurin Arnold (Central Area Manager, Medford & Central Point Branch Manager), and Daisy Fields (Executive Assistant).

### CALL TO ORDER/ROLL CALL

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

### CONSENT AGENDA

**MOTION:** Vice President Dziura moved to approve the items on the consent agenda, including the March 11, 2021 Regular Board Meeting Minutes, and the RVCOG Amendment #2. Director Kiefer seconded the motion. After noting two corrections, the motion was approved unanimously.

### ORAL REQUESTS AND COMMUNICATIONS FROM AUDIENCE

None

### REPORTS

#### Library Director's Report

Library Director May introduced Laurin Arnold, the new Central Area Manager. Arnold came to JCLS from Garfield County Libraries in Colorado and will oversee the Medford and Central Point branches. Ryan Bradley, JCLS Marketing Manager, presented an overview of the new JCLS website and its functionality, giving highlights, explaining the changes, and answering questions. The website is scheduled to launch April 19, 2021.

Christopher Davis, Assistant Director of Support Services, provided a working presentation of Koha, the new Integrated Library System (ILS) and the Aspen Discovery layer that will be launched along with the new website on April 19. Davis demonstrated how searches will be easier and more intuitive than the current ILS. Staff are being trained and will offer training to patrons to help smooth the transition to using the new system.

Ms. May announced that Ginny Auer, the new Director of the Jackson County Library Foundation, will begin work on Monday, April 12, 2021.

The much-anticipated second chapter of Lost in a Book video short has been released on Youtube, to great success.

JCLS celebrated National Library Week by hosting a virtual party for staff; the theme was “Libraries Work Because You Do”. This was an opportunity to celebrate and share their pets and participate in some pet trivia and fun facts.

Ms. May reported that JCLS is currently recruiting for three Finance positions (Finance Manager, Accountant, and Accounting & Payroll Specialist) to meet the workload and responsibilities of the Library as it transitions to the new financial system.

The Medford branch is completing the renovation of the second level space; furniture has been ordered and the plan for carpet replacement has been moved to be completed by the end of the current fiscal year.

## **UNFINISHED BUSINESS**

### **Library Service Levels**

In response to decreasing COVID levels and increased vaccine levels, Library branches will be moving to Stage 5 and offering full, regular open hours, limited in-person services (browsing will be allowed, limited by occupancy/space availability) and computer sessions will again be available to walk-ins. Each branch will have one computer station dedicated for patrons to use for vaccination sign up.

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

Vice President Dziura brought for discussion the review process and evaluation form for the Library Director. Employee 360-degree evaluations have been sent out and will be collected and collated by HR Manager Brynn Fogerty for Board member evaluation at the May Board meeting. It was suggested that the Library Director’s job description be used as part of the evaluation process to give the Board more objective goals/data/criteria to use for a less subjective evaluation this year. Moving forward, the Board agreed to research and design a more meaningful evaluation process for future evaluations.

## **NEW BUSINESS**

### **Resolution 2021-06 – Increase Credit Limit at Banner Bank**

**MOTION:** Vice President Dziura moved to approve to increase the Library credit limit at Banner Bank. Director Turner seconded the motion. The motion was approved unanimously.

### **Library District Policy Update**

**MOTION:** Director Turner moved to approve Library District Policies 1-1 and 1-2 as presented. Director Kiefer seconded the motion. The motion was approved unanimously.

In discussion, it was agreed that the remainder of the District policies would be updated to remove all references to District Administrator and LS&S. A list of all changed policies would then be brought to the Board for approval. The goal of submitting two policies per meeting for Board review and approval will remain in place.

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

The JCLD Budget Hearing will be held on Zoom, Monday, May 10, 2021, at 4:00 p.m.

If a second Budget Hearing is deemed necessary, it will be held on Monday, May 17, 2021, at 4:00 p.m.

The next regular Board meeting will be held on Zoom, Thursday, June 10, 2021, at 4:00 p.m.

## **ADJOURN**

President Shaw adjourned the Regular Board Meeting at 5:43 p.m.

/s/ Daisy A. Fields

Recording Secretary



May 13, 2021

**Title:** District Policies – Housekeeping

**From:** Kari May, Library Director

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**Recommendation:**

The Policy Committee recommends the Board approve the housekeeping changes made to the six policies as presented. The only changes made to these policies was to remove references to either “Library Systems and Services (LS&S)” or the “District Administrator” so that policy reflects the current District structure.

**Budget Impacts:**

N/A

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

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

**Background and Additional Information:**

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

At the April Board meeting, the Board agreed with the Committee’s recommendation that the remainder of the District policies would be updated to remove all references to District Administrator and LS&S. The Committee will continue to review all policies and bring revisions to the Board for approval.

**Attachments:**

- Policy 1-5 Board Member Orientation, red-lined version
- Policy 1-8 Public Meetings, red-lined version
- Policy 2-1 Financial Management, red-lined version
- Policy 2-4 JCLD Fund Balance, red-lined version
- Policy 3-1 Vehicle Fleet, red-lined version
- Policy 4-1 Security Cameras, red-lined version

Policy 1-5	<b>Board Member Orientation</b>	<b>Created:</b> 02/04/2019 <b>Approved:</b> 02/14/2019
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**I. Purpose**

The purpose of this policy is to outline the orientation process for newly elected or appointed members of the Jackson County Library District Board.

**II. Cooperation with Board Candidates**

The Board, through its staff, shall cooperate impartially with candidates for the Board and provide them with information about Board policies, administrative regulations, and other aspects of the operation of the District.

**III. Orienting New Board Members**

The Board and its staff shall assist each new member-elect and appointee to understand the Board's role, functions, policies, and procedures before he/she takes office. The following methods shall be employed:

- a. New members shall be invited to attend and participate in public Board meetings prior to being sworn in.
- b. The ~~District Administrator~~Library Director shall provide material pertinent to District meetings and respond to questions regarding such material.
- c. New members shall be invited to meet with the ~~District Administrator~~, Library Director, and other District personnel to discuss the services each performs for the District.
- d. The ~~District Administrator~~Library Director shall provide each new Board member with the following, either in print or digital format:
  - Board list with contact information.
  - Meeting and event calendar for the year.
  - A summary of current Board committees and ad hoc task forces (e.g., committee charters, member names and contact info).
  - An updated copy of the District's policies and procedures.

- A copy of the Strategic Plan—including the District’s vision, mission, values, goals, objectives, and outcomes.
- A copy of the District’s formation documents.
- A copy of ORS Chapter 198 (power and authority of Oregon special Districts) and ORS Chapter 357 (principal act governing Oregon library Districts).
- A copy of the *Special Districts Association of Oregon (SDAO) Special District Board Member Handbook* (summarizes Oregon’s Ethics Laws and Public Meetings Laws).
- A copy of the *Local Budgeting in Oregon* supplement to the Local Budgeting Manual.
- Copies of the minutes of all Board meetings, except for executive sessions, for the preceding twelve (12) months. Prior years’ minutes are available on the District’s website.
- Copies of the District's last two (2) adopted budgets. Budgets from earlier fiscal years are available on the District’s website.
- Copies of the District’s last three (3) financial statements. Prior months’ financial statements are available on the District’s website.
- Copies of the District's insurance policies.
- Copies of all such documents as the attorney[s] for the District may recommend with respect to any pending claims or lawsuits.
- A copy of the latest revision of the *Standards for Oregon Public Libraries*, published by the Public Library Division of the Oregon Library Association.
- A copy of *The Complete Library Trustee* handbook published by the American Library Association United for Libraries Division.
- Public meetings law training; information about other opportunities for Board member training and development.
- Such other materials as the Board may direct or the ~~District Administrator or~~ Library Director deems appropriate.

<b>Policy 1-8</b>	<b>Public Meetings</b>	<b>Created:</b> 2/4/2019 <b>Revised:</b> <b>Approved:</b> 2/8/2019
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**I. Purpose**

In accordance with Oregon statutory policy, as expressed in ORS 192.620, the Oregon form of government requires an informed public aware of the deliberations and decisions of governing bodies and the information upon which such decisions were made. It is the intent of the public meetings law that decisions of governing bodies be arrived at openly.

This policy applies to all meetings of the Board of Directors of the Jackson County Library District and to any meetings of committees or advisory groups appointed by the Board, if such committees or advisory groups normally have a quorum requirement, take votes, and form recommendations as a body for presentation to the Board of Directors.

**II. Public Meetings Law**

All Board meetings and work sessions shall be conducted in accordance with the Oregon Public Meetings Law. (ORS 192.630)

1. All meetings of the Board shall be open to the public except as otherwise provided by Oregon Public Meetings Law.
2. Every regular meeting ~~and~~ will include an opportunity for public comment. Public comment and public hearing testimony will follow these guidelines:
  - a. Every person desiring to speak will first address the presiding officer and, upon recognition, will give his or her name and address. When giving testimony during a public hearing, individuals will confine their comments to the issue under consideration.
  - b. The regular Board meeting agenda will provide an opportunity for public comments on items that will not be the subject of a public hearing. This portion of the meeting will be restricted to no more than twenty minutes, unless extended by the presiding officer.
  - c. Speaker's comments will be limited to three (3) minutes. This time limit may be extended or reduced for each speaker or each subject at the discretion of the presiding officer.
  - d. Speakers should not repeat their own or other's prior statements.
  - e. Each comment should provide new information not previously considered by the Board to that individual's knowledge.

- f. All questions and discussion by members of the audience will be directed to the presiding officer. Direct discussion between members of the audience and Board members or employees is permitted only at the discretion of the presiding officer.
- g. Any member of the public attending a Board Meeting may be required to leave for any conduct deemed disorderly by the Board, including the failure to present comments or testimony in a manner courteous to the Board, its staff, and members of the audience. Before any person is requested to leave a Board Meeting for disorderly conduct, that person will be given a warning by the presiding officer to cease the conduct.
- h. At the discretion of the Board President, members of the public may be required to sign-up to comment or testify, prior to the beginning of the meeting. Such sign-up may be required when controversial issues will be discussed, or when many individual speakers are anticipated.

### **III. Regular Meetings**

Regular meetings of the Board shall be held monthly on a regularly scheduled day of the month. The day and time shall be set by motion annually during the regular meeting in July. The Board may cancel or reschedule the date or dates of regular meetings as it deems fit, subject to the notice provisions of the Oregon Revised Statutes.

### **IV. Study Sessions**

- a. Study sessions of the Board may be called by the President or by three Board members.
- b. Subjects discussed at a study session shall be limited to the agenda items for the work session.
- c. Final decisions shall not be made at a study session.
- d. A study session may be held in conjunction with a regular meeting or a special meeting. Final action may be taken at a regular or special meeting held in conjunction with a study session or at the next regular or special meeting.

### **V. Special Meetings**

Special meetings may be held at the request of the President or any three members of the Board. If the President is absent from the District, special board meetings may be held at the request of the Vice-President. No special meeting shall be held upon less than twenty-four hours public notice.



## **VI. Emergency Meetings**

Emergency meetings may be held at the request of persons entitled to call special meetings upon less than twenty-four hours' notice in cases of emergency. An emergency exists where there are objective circumstances that create a real and substantial risk of harm to the District if action is delayed. The caller(s) of the meeting shall state the reasons for calling it and why it could not be delayed. The Board shall then determine if the reasons are sufficient to hold an emergency meeting and the minutes for such a meeting shall describe the emergency justifying less than 24 hours' notice. Only business related directly to the emergency shall be conducted at an emergency meeting.

## **VII. Executive Sessions**

- a. Shall be held in accordance with Oregon Public Meetings Law. (ORS 192.630)
- b. The applicable statute allowing an executive session must be referenced prior to the meeting.
- c. The Board shall not make any final decisions during executive session.
- d. Board members, staff, media representatives, and other persons present shall not discuss or disclose executive session proceedings outside of the executive session without prior authorization of the Board as a whole.

## **VIII. Location**

All Board meetings shall be held within the geographic boundaries of the District, except for training sessions held without any deliberative action.

## **IX. Quorum**

A majority of the Board (3 members) shall constitute a quorum.

## **X. Agenda**

The agenda shall be set by the Board President in consultation with Board members, ~~and the District Administrator, and the~~ Library Director. Meetings should generally be limited to published agenda topics, and although by agreement of a majority of Board members, additional topics may be added to the agenda. Action on newly added topics may not be possible due to notice requirements of Public Meetings Law. Agenda items should focus on mission, policy issues, and legally required actions.

## **XI. Notice**

Notice of the time, place, and principal agenda topics shall be given for all meetings as soon as is feasible. Notices shall be sent to Board members, local media, persons who have requested notice in writing, and any persons who the District knows may have a special interest in a particular action, unless such notification would be unduly burdensome or expensive. The agenda shall also be posted at all District library branches and on the District Board or library website. Notice for meetings to be held in executive session shall be given in the same manner as notice for other meetings set forth above, except that the notice need only indicate the general subject matter to be considered at the executive session and the statutory basis for convening an executive session.

## **XII. Accessibility**

- a. No meeting shall be held in any place where discrimination on the basis of race, creed, color, sex, age, national origin, or disability is practiced. All meetings shall be held in places accessible to the handicapped.
- b. The District shall provide, upon request, interpreters for the hearing impaired as provided for by Oregon Public Meetings Law.

## **XIII. Minutes**

Minutes must be kept of all Board meetings and meetings of Board-appointed committees of three or more Board members. Minutes shall include a list of present Board members, all motions, proposals, resolutions, orders, ordinances, and measures proposed and their disposition, results of all votes, including the vote of each member, and the substance of any discussion on any matter. Minutes for executive sessions shall be kept and retained separately. Minutes will be published after Board approval.

## **XIV. Planning Session**

The Board will undertake an annual planning session.

## **XV. Virtual Participation**

Members may participate in meetings via teleconference, videoconference, web conference, or other technologies allowing synchronous communication among members. Notice and opportunity for public access shall be provided when meetings are conducted by electronic means.

## **XVI. Parliamentary Authority**

The latest edition of Robert's Rules of Order Newly Revised shall govern the Board in all cases in which they are applicable and in which they are not inconsistent with the Oregon Revised Statutes, this policy, and any special rules of order the Board may adopt. The more informal Procedures for Small Boards excerpted from Robert's Rules may be followed at the discretion of the Board.

Financial Management Policies		Section 1
Policy 2-1	<b>Financial Management</b>	<b>Created:</b> 03/05/2015 <b>Revised:</b> 10/11/2018 <b>Approved:</b> 10/11/2018

**I. Purpose**

Financial management is necessary for the control of District financial affairs. The purpose of this policy is to set forth administrative rules for conducting all aspects of financial control and transactions.

Taxpayers entrust resources to the Jackson County Library District (the “District”) for the specific purpose of providing library services. It is not enough simply to ensure that assets are safeguarded; they also must be used efficiently and effectively to achieve their intended purpose. Thus, the District has established the following financial management objectives:

1. To ensure that all financial systems, functions, and controls meet generally accepted auditing standards;
2. To preserve capital through prudent banking and cash management activities;
3. To achieve the most productive use of cash, minimize operating costs, and to control receipts and disbursements;
4. To maintain competitive and good working relations with financial institutions;
5. To provide safety to assigned personnel.

~~II. Accounting Services Contractor~~

~~The District currently contracts with the Rogue Valley Council of Governments to provide accounting services. The contract is reviewed annually and can be a three-year contract at the discretion of the Board of Directors. As used in this policy, “District’s accountant” refers to the District’s contract accountant.~~

**III.II. Banking Services**

- A. Banking services shall be solicited at least every five years on a competitive basis, and banks submitting proposals must meet the following minimum criteria:
  1. Verify that the bank is on the list of qualified depositories on the State Treasurer’s website at <https://www.oregon.gov/treasury/public-financial-services/public-depository-information/pages/list-of-qualified-depositories.aspx>

2. Be insured by the Federal Deposit Insurance Corporation.
  3. Be able to facilitate transfers to and from the Local Government Investment Pool managed by the Oregon State Treasurer.
  4. Provide annual audited financial statements.
- B. All District bank accounts must be authorized and approved by the Board of Directors at the recommendation of the ~~District's accountant~~ Library Director.

#### **IV.III. Billing and Receipts**

- A. The District will invoice all vendors for amounts due on a monthly basis. An accounts receivable aging schedule will be prepared and monitored to ensure amounts due the District are collected in a timely manner. Invoices are due within 30 days of billing date.
- B. The District acknowledges that it assesses fees for lost and damaged materials and other items listed in the Library's fee schedule. These fees are not reflected in the general ledger as receivables but are recorded as revenue when received. Those fees may prevent the user from continuing to borrow materials from the Library and long overdue accounts are turned over to a collection agency.
- C. State Funds/State Grants. If state agency/grantor is willing and it is feasible, funds will be received via the Local Government Investment Pool.

#### **V.IV. Accounts Payable**

- A. The District will maintain a system to age accounts payable. Invoices will be analyzed to take advantage of any discounts available.
- B. All obligations paid by the District will be reviewed to ensure proper documentation is attached and that all District requirements are met.

#### **VI.V. Cash Forecasting**

- A. Cash forecasting is done on both a short-term and a long-term basis. Each month, the District's accountant makes sure there are adequate resources to pay bills. Each fiscal year, the District's accountant does a cash flow analysis to make sure there are adequate resources to pay bills throughout the fiscal year.
- B. Any extra resources are moved to the Local Government Investment Pool (LGIP) account.

#### **VII.VI. Budgeting**

- A. Each fiscal year, the District's accountant will provide assistance in the preparation of an annual budget to be approved by the Budget Committee and adopted by the Board of Directors.
- B. The District's budget will be prepared and taxes levied in accordance with Oregon's Local Budget Law in Oregon Revised Statutes (ORS) 294.305 to 294.565. For additional information about Local Budgeting in Oregon, see <https://www.oregon.gov/DOR/programs/property/Pages/local-budget.aspx>.

#### **VIII.VII. Financial Reporting**

- A. The District's accountant is responsible for preparing a monthly financial report for the Board detailing year-to-date (YTD) revenues and expenditures.

#### **IX.VIII. Debt**

- A. The District may enter into long-term lease obligations or issue bonds to finance capital acquisitions upon approval of the Board of Directors.
- B. Before issuing any debt, the District will consult with appropriate internal and/or external financial advisors.
- C. All leases, as reported in the District's annual financial report, will be limited as follows:
  - 1. Annual leases will be limited to the economic life of the equipment or facilities to be purchased, and in no case, shall be extended beyond 20 years or as otherwise authorized by Oregon Revised Statutes (ORS).
  - 2. Lease purchases of equipment and facilities will be limited to fit within the District's stated mission, goal or government role.
  - 3. All lease-purchase payments must be included in the District's approved budget.

#### **X.IX. Internal Controls**

- A. All accounting computer records must be kept secure. Persons authorized to edit or review the records must be given passwords which only enable them to access the system. More than one person should be trained on the system. Accounting records should be backed-up on a regular basis.
- B. Duties will be assigned to individuals in such a manner that no one individual can control all phases of collecting cash, recording cash, and processing transactions in a way that permits errors or omissions to go undetected.

- C. Deposits should be received by a person other than the depositor of the funds to ensure that funds are placed in the proper District accounts.
- D. Cash transactions should always involve more than one individual to ensure that cash is properly recorded and deposited.
- E. All large purchases should be authorized by the Board of Directors in accordance with ORS 279A, 279B and 279C.
- F. Supporting documentation of purchases should always be verified prior to paying an invoice. Procedures should be developed for assuring adequate review and approval to determine that merchandise or services have been properly received before payment is made.
- G. More than one staff member or Board member should be required to sign checks. ORS 198.220 requires that any officer or staff member of the District who is charged with the possession or control of District funds and properties be bonded or have an irrevocable letter of credit issued by a commercial bank.
- H. The person that does the reconciliation of District accounts should not be the same person that writes the checks. If it is not possible to have separate functions, then the books must at least be reviewed regularly by the Board of Directors or someone who does not write the checks.
- I. Petty cash funds should require full documentation, including the purpose of the expenditure and who received the petty cash funds.
- J. Authorization for writing off bad debt shall be given to the Board of Directors. The District's accountant will prepare a listing annually in May for Board review and approval.

#### **XI.X. Authorized Personnel/Security**

- A. The District's accountant is authorized to open demand deposit accounts as may be required by the District. These accounts will be reviewed by the Board of Directors prior to opening.
- B. Checking accounts require two manual signatures.
- C. Checkbooks are to be in a secure place at all times during business hours and locked in a filing cabinet during non-business hours.
- D. The District's accountant is responsible for maintaining a current signature card with the appropriate financial institution.

#### **XII.XI. Investments**

- A. The District will have a written investment policy adopted annually by the Board of Directors.

#### **XIII.XII. Audits/Auditors**

- A. The District will conduct an audit annually.
- B. Assigned personnel are to cooperate with all auditors, external and internal, regarding any records maintained for or by the District.
- C. All external and internal audit reports are to be sent to the Board of Directors, District auditor, and the District's accountant.
- D. The District's accountant together with the ~~District Administrator~~ Library Director shall respond in writing to all external audit reports stating what actions have been taken to address the findings contained in the audit.



<b>Policy 2-4</b>	<b>Fund Balance</b>	<b>Created:</b> 11/08/2018 <b>Approved:</b> 11/08/2018
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**I. Purpose**

Fund balance represents the difference between total assets and total liabilities in governmental funds. The fund balance serves as a measure of the financial resources available to a government. The Jackson County Library District Board of Directors ("District") has approved a Fund Balance Policy that establishes the minimum level at which the General Fund balance should be maintained.

This policy is established to provide financial stability, cash flow for operations, and the assurance that the District will be able to respond to emergencies with fiscal strength.

**II. Definitions**

The Governmental Accounting Standards Board (GASB) issued Statement No. 54 in February 2009, incorporating changes in the reporting requirements for fund balances on the balance sheets of governmental funds. Statement No. 54 requires the use of five fund balance classifications. The five classifications comprise a hierarchy based primarily on the extent to which a government is bound to observe constraints imposed upon the use of the resources reported in governmental funds.

The five categories of fund balance, as established by GASB Statement No. 54, are as follows:

1. **Non-spendable fund balance** represents amounts that are not in a spendable form. The non-spendable fund balance represents prepaid items (e.g., prepaid insurance)
2. **Restricted fund balance** represents amounts that are legally restricted by outside parties for a specific purpose (e.g., grant requirements, donor requirements, debt covenants, or other governments) or restricted by law (constitutionally or by enabling legislation).
3. **Committed fund balance** represents funds formally set aside by the governing body for a particular purpose (e.g., Capital Improvement Fund). In order to add or remove a constraint on committed funds the Board must take formal action before the end of the fiscal year.
4. **Assigned fund balance** represents amounts that are constrained by the expressed intent to use resources for specific purposes that do not meet the criteria to be classified as restricted or committed (e.g., working capital).
5. **Unassigned (or unrestricted) fund balance** represents all spendable amounts not contained in the other classifications.

### **III. Order of Spending**

The District will spend the most restricted dollars before the less restricted, in the following order: restricted, committed, assigned, unassigned.

### **IV. Minimum Ending Fund Balance**

To preserve a sound financial system and to provide a stable financial base, it is the goal of the District to maintain a minimum General Fund ending fund balance equal to four months' worth of General Fund expenditures at June 30th.

### **V. Monitoring Minimum Fund Balances**

The ~~District Administrator~~Library Director ~~or~~ and Board will monitor revenue collections, expenditures, and availability of cash by reviewing monthly financial reports. The ~~District Administrator~~Library Director shall advise the Board whenever revenue projections suggest that revenue will fall short of expectations, unexpected expenditures will exceed budget, or minimum fund balances may not be met by the end of the fiscal year.

### **VI. Replenishing Fund Balance Shortfalls**

Whenever the unassigned ending fund balance of the General Fund falls below the benchmark provided for in this policy, the ~~District Administrator~~Library Director shall present a plan to the Board of Directors that would return the unassigned fund balance to four months' worth of operating expenditures at year end within one to three fiscal years.

<b>Policy 3-1</b>	<b>Vehicle Fleet</b>	<b>Created:</b> 1/10/2019 <b>Revised:</b> <b>Approved:</b> 1/10/2019
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**I. Purpose**

This policy is intended to direct the use, operation, maintenance, disposition, and replacement of motor vehicles purchased, leased, or controlled using funds of the Jackson County Library District (“District” or “Library”). The Assistant Director of Support Services will be responsible for overseeing proper vehicle usage, operation and maintenance of library vehicles and for ensuring adherence to this policy. Disposition and replacement of library vehicles will be the responsibility of the ~~District Administrator~~Library Director.

**II. Vehicle Use**

Any vehicle owned or leased by the District may be used by authorized drivers and for official library business only and under no circumstances will any library vehicle be used for personal business. Official business includes the transport of library materials and property between library facilities and program locations, the transport of library personnel (employees, board members) to library related conferences, workshops, and seminars, and the delivery of library materials to home bound residents living in the Library’s district.

**III. Vehicle Operators**

Operators of any vehicle owned or leased by the Jackson County Library District must be current employees of the District ~~or Library Systems and Services, LLC~~ and must have a valid, current motor vehicle operator license from the State of Oregon in their possession while operating a library vehicle. A photocopy of the employee’s license will be placed in his/her employee file and provided to the District’s insurance company. Employees authorized to operate library vehicles must report any change in the status of their license, such as restrictions or suspensions, to the Library Business Office immediately. Employees authorized to drive District vehicles must verify that they are in good standing and have clean driving records on an annual basis. Use of any District vehicle by unauthorized persons is strictly prohibited.

#### **IV. Vehicle Operation**

All vehicles operators must:

1. Operate the vehicle in a safe, courteous, and efficient manner.
2. Inspect the library vehicle for safe operating condition (brakes, exhaust, tires, fuel, and visibility) prior to each use.
3. Wear a seat belt and ensure that each passenger wears a seat belt.
4. Observe all federal, state, and local laws and regulations and posted speed limits. Employees who violate any laws or regulations are personally responsible for the payment of any fines or other penalties, including parking violations.
5. Notify supervisor within 24 hours following a traffic citation.
6. Keep the library vehicle clean.
7. Check the oil level when refueling.
8. Lock the vehicle when unattended.
9. Immediately report any traffic accident to their supervisor and the local police.
10. Report any vehicle damage or theft to the Library Business Office.

All vehicle operators must not:

11. Transport persons not on official library business.
12. Transport hitchhikers or strangers.
13. Leave the vehicle unattended with the motor running.
14. Leave the keys in an unattended vehicle.
15. Leave library property (other than emergency equipment) in an unattended vehicle overnight.
16. Operate the vehicle when under the influence of alcohol, drugs, or narcotics.
17. Leave the scene of an accident.
18. Willfully misuse or operate a library vehicle in a reckless manner.

#### **V. Vehicle Maintenance and Care**

Vehicle operators will be responsible for maintaining any library owned or leased vehicle in a safe and sound working condition through regularly scheduled maintenance and external repair when necessary. The manufacturer's manual and established maintenance schedules (within warranty guidelines) must be followed.

A preventive maintenance quick reference sheet shall be kept in each vehicle to help vehicle operators determine the manufacturer-recommended services based on vehicle type and mileage.

A monthly *Vehicle Mileage and Maintenance Log* shall also be kept in each vehicle and submitted to the Library's Business Office on the last day of the month.

## VI. Accident Reporting

Vehicle operators involved in an accident resulting in property damage or injury to any person shall immediately report the accident to their supervisor. In the case of a fatality, injury, extensive damage, or damage that renders a vehicle inoperative, the vehicle operator must remain at the scene until a police report is made. The vehicle operator should also promptly complete an incident report upon returning to the Library's Business Office.

Along with a current *Proof of Insurance* card, the Special Districts Insurance Services' (SDIS) brochure entitled *If You Have an Accident* shall be carried in every vehicle to assist drivers in dealing with a vehicular accident and, if applicable, exchanging the necessary information with the other driver(s).

Upon being notified of the accident, the ~~District Administrator~~Library Director shall immediately report the accident to the District's insurance agent and SDIS and, if required, ensure that an *Oregon Traffic Accident and Insurance Report* is filed with the Oregon Department of Motor Vehicles (DMV) within 72 hours or as soon as possible.

## VII. Vehicle Replacement/Retention Thresholds

The District's replacement criteria appear in the tables below. The criteria are designed to replace vehicles in a manner that maximizes safety, efficiency and cost effectiveness. The District will strive to meet the replacement criteria as the budget allows. The District may retain vehicles past the replacement mileage or age thresholds if the cost effectiveness, operating conditions and safety features of the vehicle warrant continued use of the vehicle.

Standard gasoline and flex-fuel vehicles	
Mileage Range	Replacement Schedule
1,354 or less miles per month	115,000 or 8 yrs
1,355 to 1,548 miles per month	120,000 or 7 yrs
1,549 to 1,806 miles per month	125,000 or 6 yrs
1,807 to 2,167 miles per month	130,000 or 5 yrs
2,168 to 2,708 miles per month	135,000 or 4 yrs
2,709 to 3,611 miles per month	140,000 or 3 yrs

Hybrid, ZEV, and CNG vehicles, 150,000 miles for all	
Mileage Range	Replacement Years Schedule
1250 or less miles per month	10
1251 to 1389 miles per month	9
1390 to 1563 miles per month	8
1564 to 1786 miles per month	7

1787 to 2083 miles per month	6
2084 to 2500 miles per month	5
2501 to 3125 miles per month	4
3126 to 4167 miles per month	3

**VIII. Vehicle Procurement**

When purchasing new vehicles, the ~~District Administrator~~Library Director shall adhere to the latest *Buyers Guide for Fleet Vehicles* published by the Department of Administrative Services (DAS). The District is a member of Oregon’s cooperative procurement program (ORCPP) that allows units of local government to benefit from Price Agreements negotiated by DAS, including agreements with auto dealers across the State of Oregon.

As a general rule, vehicle selection shall be based on the lowest cost vehicle meeting all required specifications. At the discretion of the ~~District Administrator~~Library Director, vehicle selection may be based on a best value determination. This shall be accomplished by considering a vehicle’s capital and operating costs, as well as the vehicle’s fuel type, efficiency and emissions; and by factoring industry and market pricing with the expected value and quality of the vehicle, solutions and services to be purchased. Written justification and a cost benefit analysis must be provided for a best value determination selection.

**IX. Vehicle Disposal**

District vehicles that reach the end of their efficient life cycle shall be disposed of according to the District’s policy for *Disposal of Surplus Property*.

**X. Vehicle Marking and Wrapping**

District-owned vehicles shall be identified with appropriate markings. The intent is to ensure quick and accurate public identification of library vehicles and uniformity of appearance. The Assistant Director of Support Services shall approve the marking scheme for each new vehicle type, make, and model.

If approved by the Library Director and included in the District’s budget, vehicle wraps are allowed for situations in which recognition is critical to support a Library program, mission and/or goal.



<b>Policy 4-1</b>	<b>Security Cameras</b>	<b>Created:</b> 12/13/2018 <b>Revised:</b> <b>Approved:</b> 12/13/2018
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**I. Purpose**

This policy establishes the framework within which the Jackson County Library District (hereinafter referred to as “District” or “Library”) will use security cameras. The District will use security cameras to enhance the safety and security of library users, staff, and property, while protecting an individual’s right to privacy. The security camera installation consists of dedicated cameras providing real-time surveillance through a video management system. The primary use of security cameras is to discourage inappropriate and illegal behavior and to enhance the opportunity to apprehend offenders.

**II. Signage**

The District shall post and maintain signs giving notice of the use of security cameras for monitoring and recording activity in public areas of the Library property.

**III. Camera Location**

Cameras are located to view service desks, exits, and areas prone to theft, vandalism or other activity that violates Library policy or criminal law. In no event shall cameras be located in areas where patrons and/or staff have a reasonable expectation of privacy such as private offices, restrooms or areas designated for breast feeding.

**IV. Access to Digital Images**

- A. Video data is recorded and stored digitally on a dedicated server. The recorded data and Digital Video Recorders (DVRs) are considered confidential and secure. Both the recorders and recorded data are housed in a limited-access, controlled area.
- B. Authorized staff shall have access on local DVRs and remotely via the Library’s network to live feeds in order to monitor activity at the Library when security and safety is a concern. Access to recorded video data is limited to the Library Director, ~~District Administrator,~~ managers, supervisors and staff as assigned.
- C. In situations involving patrons who have been trespassed from the library, stored still images may be shared with staff system-wide. Shared images may remain posted in

restricted staff areas for the duration of the banning period. After the banning period ends, these images will be archived in the Administrative Offices for 5 years.

- D. A log will be maintained with name, date, time, and reason for all viewing access, including proper maintenance of the system, investigation of an incident, pursuant to a subpoena, etc.

#### **V. Retention of Digital Images**

Recordings shall be kept for approximately 7 days with the exception of appropriate still shots or selected portions of the recorded data relating to specific incidents. These shall be retained for one year after the incident. The storage media shall be kept in a secure area.

#### **VI. Access by Law Enforcement and Patron Privacy**

- A. Video surveillance records are not to be used directly or indirectly to identify the activities of individual Library patrons or staff except as viewed in relation to a specific event or suspected criminal activity, suspected violation of District policy, or incidents where there is reasonable basis to believe a claim may be made against the District for civil liability.
- B. Authorized individuals may use a still shot or selected portions of recorded data to request law enforcement review for assessing the security risk of a specific individual or for investigating a crime on Library property.
- C. Video data will be made available to law enforcement officials or agencies upon written request. The Library shall retain a copy of the request.
- D. In all other respects, recorded data will be accorded the same level of confidentiality and protection provided to library users by Oregon State law and the District's policies with respect thereto, including but not limited to the policy concerning confidentiality of personally identifiable information about library users.

#### **VII. Disclaimer of Liability**

- A. Any patron or staff member shall be given a copy of this policy regarding use of the security cameras upon request.
- B. The District disclaims any liability for use of the video data in accordance with the terms of this policy, given that the Library is a public facility and the security cameras shall be limited to those areas where patrons and/or staff have no reasonable expectation of privacy.
- C. Because cameras are not continuously monitored, the public and staff should take appropriate precautions for their safety and for the security of their personal property. Neither the Jackson County Library District nor ~~the~~ Jackson County Library ~~System Services~~ is not are responsible for loss of property or personal injury.



Questions from the public may be directed to the Library Director ~~or District~~  
~~Administrator.~~

### **Damages and Liability**

Any individual using the Library shall be held responsible for willful or accidental damage to the Library building and collections caused by the individual in accordance with the Library's Rules of Conduct.



## **Director's Report May 2021**

### ***Catalog and Website Migration***

The Library migrated to Koha and Aspen Discovery on April 19. Unfortunately, this migration did not go as smoothly as planned, and staff continue to work with Bywater Solutions to address problems that have impacted patrons and staff, including issues with holds and sending email, text, phone, and mailed notifications, as well as adjustments that need to be made to Aspen Discovery, the patron interface for the catalog. Some patrons were sent bills for items they had returned in the old system or had charges there not removed from their account when the items were checked in, while other patrons have had difficulty authenticating in OverDrive. Technical Services Supervisor and migration team leader Ashley Johnson has worked with library staff and Bywater Solutions to resolve these issues. Overall, both staff and patrons generally have had positive responses to the new system.

### ***Digital Services***

In conjunction with the library moving back to Stage 5, Digital Services specialists have resumed their schedules at all libraries for one-on-one technology sessions with patrons. This includes help downloading eBooks, using the new library website and public catalog, and using the many online reference databases. Digital Services Specialists began working at Medford, Ashland, Eagle Point, and Rogue River during the first week of May and the following week expanded to all branches. They are ramping up to a schedule which is equivalent to that which they kept before the pandemic.

### ***Public Services***

The focus of much of April for the branches was working through issues related to the ILS migration and preparing for a return to Stage 5. The Circulation Committee, Library Director Kari May, Assistant Director of Public Services Claudine Taillac, and the Area Managers were instrumental in troubleshooting with the Migration Team and recommending solutions that best supported positive patron experiences.

The new, inclusive and bilingual welcome signs were added to all branches and spaces were arranged for physical distancing in preparation for patrons to return to being inside the libraries on May 3<sup>rd</sup>.



The excitement for patrons to return to inside browsing was expressed in Central Point with an updated their bulletin board to welcome them back.

Upper Rogue Area Manager Charlene Prinsen has ordered and received partial delivery on new furnishings for the Teen Area in the Eagle Point Branch. Prinsen is also working with the Eagle Point High School Art Department for graphic art to display in the Teen Area.

White City Branch Manager Patti Proctor designed and implemented two Take and Make Kits for the month of April: an April Showers Umbrella craft and an Earth Day Bird Feeder Craft using recycled egg cartons and seeds. A total of 25 kits were handed out. Library Associate Dan Barber developed an information presentation on the ins and outs of crypto currency that he shared with staff members on a virtual Teams meeting. He will share his expertise with the public at an Adult Summer Reading program in June.

The Gold Hill library is currently serving as a blue bag pickup location for recycling donations for the Can-DO Holiday light project. Can-DO is a local nonprofit that has established a Give Program account with the Oregon Bottle Drop Program to raise money for Light Up Gold Hill 2021 and all the other holiday (Santa Lights the Tree, caroling, community meal, etc.) events. In the past, they have partnered with the library for lights on the main street. Branch Manager Lorna Hilke is planning a "Native Plant Passport" program for the community in which patrons will be given a "passport" to fill out as they identify various native plants in the area.

The Jacksonville library's Take & Make Kits for April was pop-up flower cards, timed for children to make Mother's Day gifts, in which a paper bouquet of flowers is attached to a card that pops up when opened.

In Rogue River, a patron took a moment to tell staff that what the library is doing is "perfect" considering the limitations of Covid-19 and safety. Computer use continues to be one of the most important services for this community. Two students were permitted to use the computer center in the Community Room for extended sessions, and a teacher was able to get a wifi hotspot so that she

will be able to host her remote classes from home. One of the students sent a thank-you email: “It was a perfect venue. Your internet at the library worked great.” A 73-year-old Ruch library patron reported that since the pandemic, he has begun to use the catalog, and now he is constantly able to find movies he wants to watch by browsing from home. Branch Manager Thalia Truesdell recorded storytime [videos](#) with themes of springtime, dogs, and birds.

### ***At Home Services***

With funding from the Friends of the Medford Library, At Home Services collaborated with Education Services Specialist Jamaica Davis and Teen Librarians Andrea Leone in Medford and Jacqueline Keating in Ashland on “Project Sunshine,” an outreach initiative to send spring care packages to At Home Services patrons. JCLS distributed 120 canvas bags to be decorated by middle and high school students in the area, along with card making supplies. Teens took the month of March to draw, stitch, and paint on the bags and made cards celebrating spring. These bags were returned, and AHS Library Specialists Kateri Warnick and Chantel Ullrich filled the bags with lotion, lip balm, and other goodies, and distributed them to the patrons with their regular deliveries of books and library materials. Patrons were excited and appreciative. One patron wrote, “Thank you for the spring bag. It made my day as does your wonderful book supply service.”

At Home Services' Crafts at Home program, which launched in the winter, saw even more enthusiastic participation in April. In fact, April’s terrarium craft was requested by a quarter of all AHS patrons. Kindles specifically designated for At Home Services patrons, with a collection of e-books tailored to AHS patrons’ interests and requests, were ready for check out this month. All five Kindles went out to patrons excited to try the new technology and access an even greater variety of books.

### ***Adult Services***

Six months ago, the Financial Industry Regulatory Authority (FINRA) Foundation contacted Library Director Kari May to offer a \$5000 grant to support development of an improved Personal Finance collection. The grant was awarded in response to the needs of communities recovering from financial impacts of the recent wildfires. Business Librarian Elanna Erhardt coordinated the selection of materials and created partner-programs for adults, and Take & Make activities for teens and kids. Two virtual programs, Money Matters and Cuestiones de Dinero, were designed in partnership with Rogue Credit Union. Financial Education Coordinator Bonnie Glidewell and Marketing Coordinator of Operations Jose Medina presented in English and Spanish respectively. These programs offered interactive opportunities to learn how to manage money, and the Library’s new personal finance collection was highlighted in each program introduction.

Medford Adult Services Librarian Danielle Ellis provided patrons with a fun take-and-make for adults to make their own garden markers. The kits included metal hooks, metal hanging plates, and supplies to paint the plates for their garden markers. All 22 kits were picked up, and one Ellis received an email with pictures and great feedback on the program. Patrons were encouraged to sign up for other spring programs with a link to the Library website.



Ashland Head of Adult Services Ellie Anderson, Library Specialist Brianna Levesque, and Adult Services Coordinator Carrie Turney Ross worked together to create the system-wide “Get Up and Go Bingo” program, which started April 1 and runs through May 15. The goal of this program is to encourage patrons to explore the sights of Jackson County, including Green Springs Mountain Loop Trail, TouVelle State Recreation Site, Ti’lomikh Falls, Willow Lake, and more. More than 300 Bingo sheets were handed out throughout the district. This program was well-received by the community and has popped up on the social media pages of local hiking groups.

### ***Children’s and Teen Services***

The month of April saw a lot of exciting programs happening in the Ashland Children's department. One of the biggest ones was the collaboration between children's and adult services: Bloom Boom Poetry/Story Walk at North Mountain Park. Ashland Teen Librarian Jackie Keating collaborated with the Ashland Adult and Children's departments to create a couple of all-ages offerings. One was the Earth Day Seed Bomb program, at which children, teens, and adults stopped by the library lawn to create balls of clay, native seeds, and soil that they could take to the burned areas of the greenway to help regrowth. Keating worked with the North Mountain Park Nature Center to ensure that the seeds provided were native and therefore okay to toss onto the greenway. One attendee shared that they had a family member who lost their home in the Alameda fire and that she and her daughter talked about the fire a lot, and she appreciated that the program was a way that she and her child could continue their discussion. Keating helped a teen from Ashland High School's Truth to Power club find some statistics that the teen wanted to use in an upcoming episode of the club's podcast, "Tea, Toast & Truth."

Adult Services Librarian Ethan Craft assembled another virtual escape room for teens. The teens (some of whom did not know each other) put their heads together over Zoom and were able to crack the codes and "free" Craft in an hour, which is half the time it took them during the escape room Craft hosted last winter. Each teen won a free book for their efforts.

### ***Education Services***

Education Services Specialist Jamaica Davis partnered with Medford Teen Services Librarian Andrea Leone to provide a reading comprehension lesson using JCLS database articles for a Medford High School. Davis also led a Zoom presentation, teaching students about JCLS databases for two other high school classes. Davis is also scheduling visits and meetings with school districts to promote the rapidly-approaching Summer Reading Program.

### ***Outreach to Child Care***

Outreach to Child Care launched their 2021 Spring into Summer reading program, which accommodates sites that either close for the summer or significantly change their program during the summer. This year's program spans six weeks, from March 29 to May 7, and includes older distance learners who, in pre-pandemic times, would have been at in-person K-12 sites and not eligible for the reading program. During the program, each provider shares a variety of books. When they complete their goal, each child receives a certificate, bookmark, and a new book. Registration has closed with

the participation of 684 children at 19 sites with a total of 29 classrooms. Seventeen of the 19 participating sites are in areas assigned to Title I elementary schools, indicating that 30% or more of the children attending those 17 sites live in households whose incomes are below the federal poverty threshold. Each child's gift book will be in their preferred language: 458 in English and 226 in Spanish.

### ***Resource Fair***

Several staff from JCLS attended a Spring Resource Fair at Hawthorne Park in Medford on April 9th. JCLS Social Worker Mehmood Madha was joined by Central Area Manager Laurin Arnold, Youth Services Coordinator Brystan Strong, Librarian Evelyn Lorence, and Library Associate Laurel Bucher. This resource fair was for people with various social service needs. Other organizations present were La Clinica, Jackson County Mental Health, Veterans Assistance, OnTrack, Jackson County Public Health, and more.

Thirteen new library cards were created and many connections with community members were made. Fresh starts for some past library patrons with fines were offered, as they wanted to start using the library again. The Fair was an excellent opportunity to share the many resources the Library has to offer, to be out in the community again, and of course, to give away some fun items like books, stickers, and chocolate.

### ***Social Services***

Madha met with outreach representatives from both Jackson County Mental Health and Rogue Community Health to explore future collaborative efforts between the organizations. Madha received a set of hygiene kits from Jackson Care Connect to distribute to patrons who might need them and attended the State Library of Oregon's "Caring for the Mind" webinar that provided information about how libraries can respond to complicated mental health questions from patrons and shared how the library can increase awareness on mental health issues.

This month JCLS joined other agencies such as the Boys and Girls Club, OnTrack, Maslow Project, Jackson Care Connect, and La Clinica in using the Unite Us coordinated care network. The platform allows Madha to send electronic referrals to any the service agencies previously mentioned while protecting client privacy, and it allows Madha to ensure, in real-time, that referrals are done and cases are resolved, and to track the outcomes of those referrals.

The recent positive press this month has led to an increase in the number of clients Madha has seen in the library, with many individuals contacting him directly after viewing the news story. This month Madha served clients with a diverse group of needs that included assistance with estate planning, searching for housing, and assistance appealing public benefit decisions. This month's client success story is a patron experiencing houselessness as a direct result of losing employment due to the impact of COVID-19. After seeking the services at the Library and utilizing La Clinica's Mobile Health Center to gain medical clearance, the patron was able to gain shelter at Rogue Retreat's Kelly Shelter. Madha has assured the patron that he will continue to support him as he seeks employment.

## ***Marketing***

The third episode of *Lost in a Book*, the animated web series, debuted at the end of April. The new website launched in conjunction with the migration to a new Integrated Library System. Both projects have been large undertakings and have been met with enthusiasm by staff and the public. Marketing also teamed up with local journalists from KOBI and the Mail Tribune to promote National Library Week with a series of videos.

Lost in a Book, episode 3: <https://bit.ly/LIABep3>

National Library Week video series: <https://bit.ly/3a0iYl3>

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

Press Release: National Library Week: <https://bit.ly/3eX91GH>

Press Release: New Catalog and Website: <https://bit.ly/2RnvKDM>

Press Release: May Events Calendar: <https://bit.ly/3gZ1Sbl>

Press Release: May Windows in Time: <https://bit.ly/3b1uNbg>

Mail Tribune article on adding social worker: <https://bit.ly/3dfNadQ>

KOBI on Finance Collection Expansion: <https://bit.ly/3eMjSTy>

Mail Tribune on Finance Collection Expansion: <https://bit.ly/3gGZtIs>

## ***Library Administration***

The Human Resources team has been busy constructing and coordinating a system-wide employee evaluation process, and it is almost complete. Within the week, all staff will have participated in an evaluations process that includes; self-evaluation, evaluation, goal-setting and for those who supervise, a 360 survey.

Staff Development Coordinator Loren Clupny helped make sure all staff knew they could attend or listen to recordings of the OLA Virtual Conference, which took place April 20-23. The theme of the conference was Equity, Diversity, and Inclusion in the library. Staff met after the conference to discuss everyone's take-aways from the conference. Overall, everyone was thrilled to be able to attend this virtual event during a pandemic.

The six-month ED&I training initiative is coming to an end, with the final session coming in the next few weeks. All staff have access to past session recordings and new hires will be expected to view the sessions in their first 90 days of employment. Many have reached out to give thanks, talk about personal growth, education and development throughout this experience. The final sessions will tie all of the trainings together and focus on how to incorporate this knowledge into the operations of the Library as well as staff's personal lives.

The volunteer process has been reviewed and updated. All supervisors have been given the green light to invite our volunteers back into the library. New volunteers will not be allowed to apply until after the month of July, when the HR Specialist that will coordinate the volunteer program has been hired and trained.

Staff are finalizing selection of furniture for Phase 3 of the Medford renovation project and for the Ashland lower level remodel. The Medford library second floor carpet installation project is moving

forward. Facilities staff and Medford library branch staff are working together with the contractor to come up with a game plan for moving all of the materials and shelving, then moving it all back again – a huge task. The project is due to begin within the next few weeks.

Library Director Kari May attended the Oregon Nonprofit Leaders Virtual Conference on April 12. May attended sessions related to resilience and recovery from the emotional and economic hardships related to the pandemic. During the lunch hour, May and representatives from Jackson County Library Foundation met with several local foundations to learn more about their organizations and discuss potential library projects that might be a match for the funders' upcoming grant opportunities. Despite being a virtual event, the Conference organizers found ways throughout the day for attendees to network with each other and share an attendee list and contact information after the conference ended.

May attended the final meeting of the Pacific Northwest Region's National Network of Libraries of Medicine (NNLM PNR) Subcommittee Public Libraries Subcommittee. In a thank-you note received from NNLM representative Michele Spatz, Spatz commended May's work, saying: "Your input and insights helped us to better understand the challenges and opportunities facing public libraries in our Region."

On April 22, May attended a virtual celebration of the Oregon Community Foundation's GO Kids program, a statewide initiative to address the opportunity gap for kids. May served on the Southern Oregon regional steering committee, which decided to focus on early childhood development and awarded grant funds to Kid Time, the Family Nurturing Center, and Southern Oregon Headstart.





### **Jackson County Library Foundation Director's Report May 2021**

Jackson County Library District announced the appointment of Ginny Auer as Executive Director of the Jackson County Library Foundation (JCLF) as of April 2021.

As an experienced non-profit executive, Auer brings management and fundraising skills, along with a passion for the JCLF mission of building community support for the library, to her role. "I am thrilled to be a part of supporting the place where the stories live!" said Auer. "Our local libraries are a cornerstone of our communities, creating opportunities for connection, growth and learning. It is an honor to be a part of an organization that supports such a valued community institution."

On her first day on the job, Auer attended the Oregon Non-profit Leader's Conference along with the Library Director and two JCLF board members. The group split up meetings with funders to discuss grants for potential future projects at the library and were met with interest and enthusiasm for those opportunities.

The Relationship Committee, comprised of the Library Director, JCLF board members and JCLD board members identified the following goal areas for the Executive Director of the Jackson County Library Foundation to focus on in her first three to four months.

3 Goal areas:

1. Communication - including the Foundation Board, Library Staff, and Community
2. Donor maintenance and cultivation
3. Integration of two organizations to help set a strategic direction together

With these goals in hand, Auer has begun meeting with the President's Forum of the Friends of the Library, individual JCLF board members, and library administrative staff. She is also currently reviewing policies, procedures, and current annual fundraising programs.



May 13, 2021

**Title:** 3<sup>rd</sup> Quarter Financial Presentation

**From:** Rick Leibowitz, Finance Manager

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The board financial presentation includes information through March 31, 2021. Data was pulled on April 27, 2020 from Incode. All payroll through March has been posted.

JCLS is now three quarters through the fiscal year, so it is expected that we would trend 75% of the budget with revenue and expenses.

**General Fund**

The Library is currently at 99.5% of projected revenues for the year. The Library has received \$228,000 more in property taxes than originally budgeted, which help compensate for the loss of the RCC revenues budgeted from the termination of their lease. While the last quarter tax collections and other revenue will slow down compared to previous months, total remaining revenues should easily exceed what was budget for the 2020-21 fiscal year.

Three-quarters of the way through the year, the Library is at 52% of what was budgeted for expenditures. Some factors contributing to this are:

- Operating hours are still reduced during the pandemic.
- Benefits costs were budgeted conservatively, because the District did not have any historic information on what benefits staff would select, particularly for medical insurance.
- Contributions to retirement plans did not begin until October.
- Library material purchases slowed down during the transition to the new ILS.

**Capital Improvement Fund**

The Capital Improvement fund had no revenue budgeted except for interest income. The budgeted transfer of \$300K from the General Fund has not yet been made but will be completed by the end of the fiscal year. Operating expenses for Materials & Services have exceeded budget and will be re-classified to the General Fund. There are still some improvements that may be required out of this fund in the last quarter, or they may need to wait until the next fiscal year, depending on the timelines available from the contractors. Overall, this fund is expected to have an ending balance more than \$5.6M.

## Miscellaneous Grants Fund

The Miscellaneous Grants fund was established this year for the tracking of all restricted gifts and donations. A series of transfers from the General Fund of \$1,108,342 were made to establish this fund. YTD activity for grants includes \$254,546 of grants and donations. Operating expenses to date are at \$241,709. At this time, not significant spending is planned out of these funds for the 4<sup>th</sup> quarter, so the ending fund balance is expected to end close to the beginning fund balance.

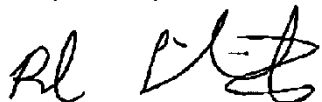
### Conclusion

Below is a summary of YTD activity. There is a slight issue with the books in the sense that a transaction was coded as a transfer out to another fund without a corresponding transfer into that fund. This was most likely a small coding error that will be adjusted to reflect either the correct corresponding transfer out or expense.

	General	Capital Improve	Grants	Total
<b>YTD Revenues</b>	\$11,491,119		\$254,546	\$11,745,665
<b>YTD Expenses</b>	\$6,654,586	\$667,889	\$241,709	\$7,564,183
<b>Transfers IN</b>			\$1,108,342	\$1,108,342
<b>Transfers OUT</b>	\$1,108,342		\$121	\$1,108,464
<b>Begin Fund Balance</b>	\$7,730,657	\$6,045,927		\$13,776,584
<b>Ending Fund Balance</b>	\$12,567,190	\$5,378,038	\$1,121,058	\$17,957,944

My initial forecast, with the disclaimer of having little institutional experience, is that this year will end with about \$15.5M in total fund balances. I look forward to working with the team at JCLS and the Board to establish priorities and ensure that you are receiving the information necessary for strategic decision making.

Respectfully submitted,





For Period: 7/1/2020 through 3/31/2021

## General Fund

	Budget		Actual		Variance	% of Budget
<b>Beginning Fund Balance</b>	<b>\$</b>	<b>7,207,960</b>	<b>\$</b>	<b>7,730,657</b>	<b>\$ 522,697</b>	<b>107.3%</b>
<b>Revenues</b>	<b>Budget</b>	<b>March</b>	<b>YTD</b>	<b>Variance</b>	<b>% of Budget</b>	
Property Taxes	\$ 10,920,995	\$ 390,604.28	\$ 11,149,392	\$ 228,397	102.1%	
Other Income	\$ 629,330	\$ 58,993.00	\$ 341,728	\$ (287,602)	54.3%	
<b>Total Operating Revenues</b>	<b>\$ 11,550,325</b>	<b>\$ 449,597</b>	<b>\$ 11,491,119</b>	<b>\$ (59,206)</b>	<b>99.5%</b>	
<b>Transfers IN from Other Funds</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		
<b>Total RESOURCES</b>	<b>\$ 18,758,285</b>		<b>\$ 19,221,776</b>			
<b>Expenses</b>	<b>Budget</b>	<b>March</b>	<b>YTD</b>	<b>Variance</b>	<b>% of Budget</b>	
Personnel Services	\$ 6,555,950	\$ 437,964.44	\$ 3,946,764	\$ (2,609,186)	60.2%	
Library Materials	\$ 1,331,000	\$ 1,777.16	\$ 747,680	\$ (583,320)	56.2%	
Bldg. Maintenance/Utilities	\$ 1,762,467	\$ 139,157.43	\$ 1,163,743	\$ (598,724)	66.0%	
Other Materials&Services	\$ 2,248,451	\$ 73,643.29	\$ 796,399	\$ (1,452,052)	35.4%	
Capital Outlay	\$ 215,000	\$ -	\$ -	\$ (215,000)	0.0%	
Contingency	\$ 750,000			\$ (750,000)	0.0%	
<b>Total Operating Expenses</b>	<b>\$ 12,862,868</b>	<b>\$ 652,542</b>	<b>\$ 6,654,586</b>	<b>\$ (6,208,282)</b>	<b>51.7%</b>	
<b>NET REVENUES/EXPENSES</b>	<b>\$ (1,312,543)</b>	<b>\$ (202,945)</b>	<b>\$ 4,836,533</b>	<b>\$ 6,149,076</b>	<b>NA</b>	
<b>Transfers OUT to Other Funds</b>	<b>\$ 1,343,085</b>	<b>\$ -</b>	<b>\$ 1,108,342</b>	<b>\$ (234,743)</b>	<b>82.5%</b>	
<b>Ending Fund Balance</b>	<b>\$ 4,552,332</b>		<b>\$ 11,458,848</b>	<b>\$ 6,906,516</b>	<b>251.7%</b>	
<b>Total REQUIREMENTS</b>	<b>\$ 18,758,285</b>		<b>\$ 18,113,434</b>			



For Period: 7/1/2020 through 3/31/2021

### Capital Improvement Fund

	Budget	Actual	Variance	% of Budget
<b>Beginning Fund Balance</b>	<b>\$ 6,176,279</b>	<b>\$ 6,045,927</b>	<b>\$ (130,352)</b>	<b>97.9%</b>
<b>Revenues</b>				
	Budget	YTD	Variance	% of Budget
Interest Income	\$ 110,000	\$ -	\$ (110,000)	0.0%
			\$ -	
<b>Total Operating Revenues</b>	<b>\$ 110,000</b>	<b>\$ -</b>	<b>\$ (110,000)</b>	<b>0.0%</b>
<b>Transfers IN from Other Funds</b>	<b>\$ 300,000</b>	<b>\$ -</b>	<b>\$ (300,000)</b>	
<b>Total RESOURCES</b>	<b>\$ 6,586,279</b>	<b>\$ 6,045,927</b>		
<b>Expenses</b>				
	Budget	YTD	Variance	% of Budget
Materials&Services	\$ 100,000	\$ 220,641	\$ 120,641	220.6%
Capital Outlay	\$ 6,486,279	\$ 447,248	\$ (6,039,031)	6.9%
<b>Total Operating Expenses</b>	<b>\$ 6,586,279</b>	<b>\$ 667,889</b>	<b>\$ (5,918,390)</b>	<b>10.1%</b>
<b>NET REVENUES/EXPENSES</b>	<b>\$ (6,476,279)</b>	<b>\$ (667,889)</b>	<b>\$ 5,808,390</b>	<b>NA</b>
<b>Transfers OUT to Other Funds</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Ending Fund Balance</b>	<b>\$ -</b>	<b>\$ 5,378,038</b>	<b>\$ 5,378,038</b>	
<b>Total REQUIREMENTS</b>	<b>\$ 6,586,279</b>	<b>\$ 6,045,927</b>		



For Period: 7/1/2020 through 3/31/2021

### Miscellaneous Grants Funds

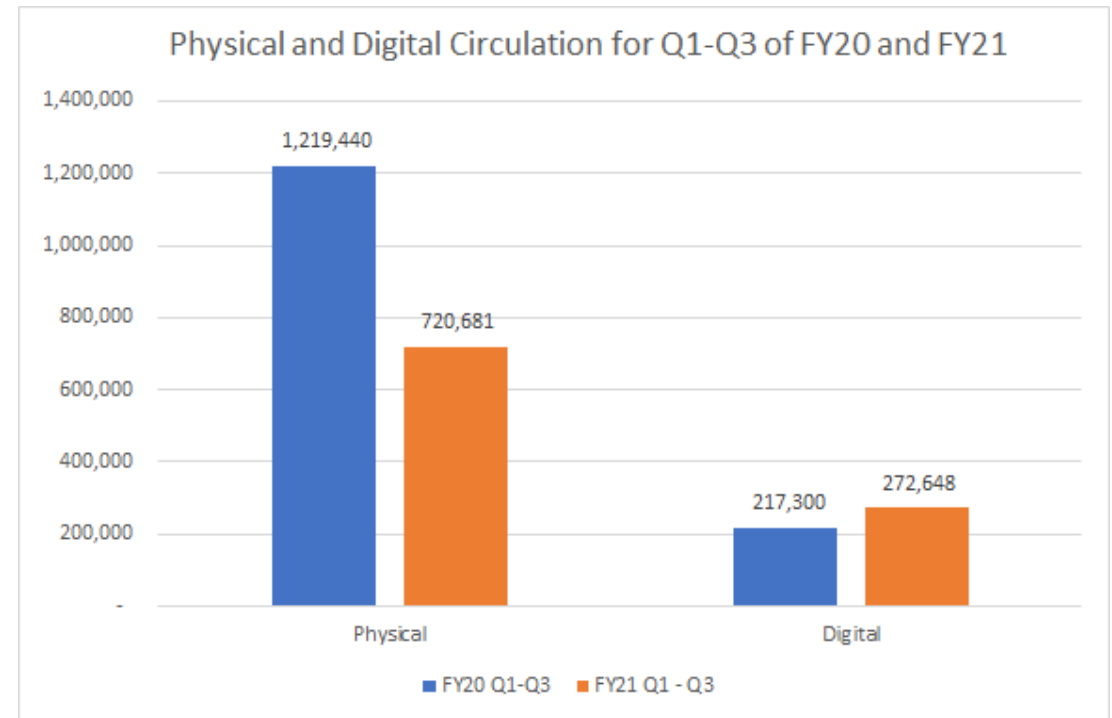
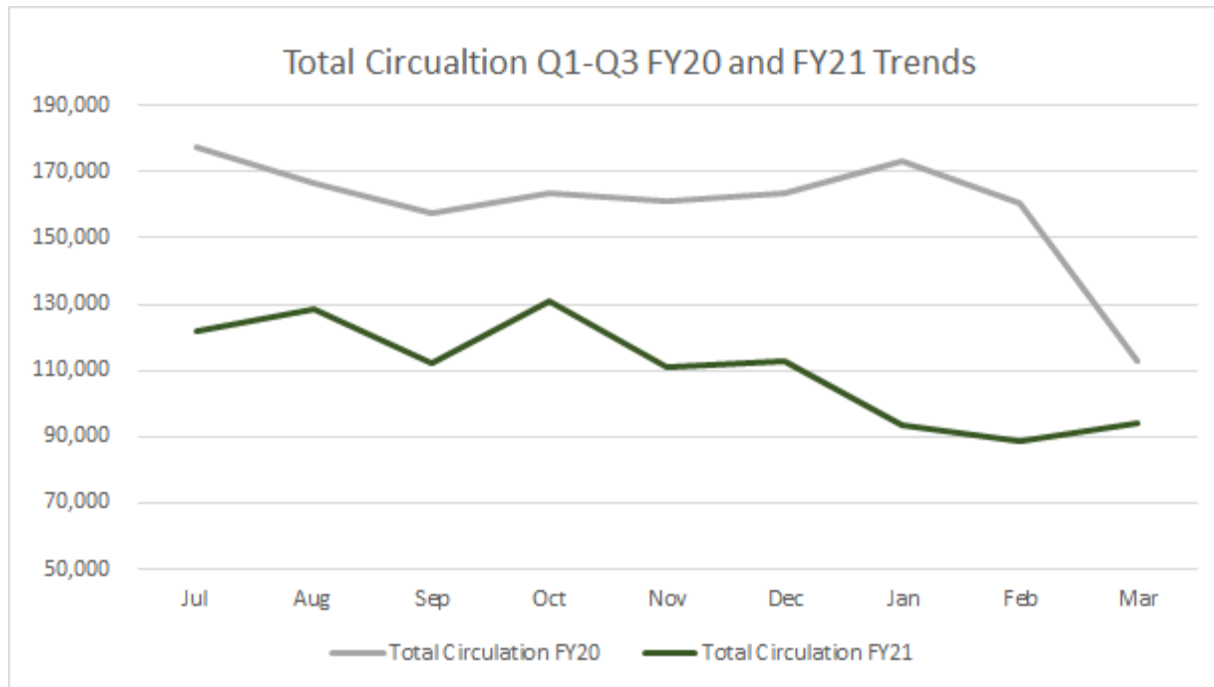
	Budget	Actual	Variance	% of Budget
<b>Beginning Fund Balance</b>	\$ -	\$ -	\$ -	
<b>Revenues</b>				
	Budget	YTD	Variance	% of Budget
Grants & Donations	\$ 408,075	\$ 254,546	\$ (153,529)	62.4%
Interest	\$ 30,500		\$ (30,500)	
<b>Total Operating Revenues</b>	<b>\$ 438,575</b>	<b>\$ 254,546</b>	<b>\$ (184,029)</b>	<b>58.0%</b>
<b>Transfers IN from Other Funds</b>	<b>\$ 1,043,085</b>	<b>\$ 1,108,342</b>	<b>\$ 65,257</b>	
<b>Total RESOURCES</b>	<b>\$ 1,481,660</b>	<b>\$ 1,362,888</b>		
<b>Expenses</b>				
	Budget	YTD	Variance	% of Budget
Personnel Services	\$ 145,000	\$ 26,970	\$ (118,030)	18.6%
Materials&Services	\$ 604,575	\$ 111,427	\$ (493,148)	18.4%
Capital Outlay	\$ 219,585	\$ 103,312	\$ (116,273)	47.0%
<b>Total Operating Expenses</b>	<b>\$ 969,160</b>	<b>\$ 241,709</b>	<b>\$ (727,451)</b>	<b>24.9%</b>
<b>NET REVENUES/EXPENSES</b>	<b>\$ (530,585)</b>	<b>\$ 12,837</b>	<b>\$ 543,422</b>	<b>NA</b>
<b>Transfers OUT to Other Funds</b>	<b>\$ -</b>	<b>\$ 121</b>	<b>\$ 121</b>	
<b>Ending Fund Balance</b>	<b>\$ 512,500</b>	<b>\$ 1,121,058</b>	<b>\$ 608,558</b>	
<b>Total REQUIREMENTS</b>	<b>\$ 1,481,660</b>	<b>\$ 1,362,767</b>		



# FY21 Q3 STATISTICS BOARD REPORT

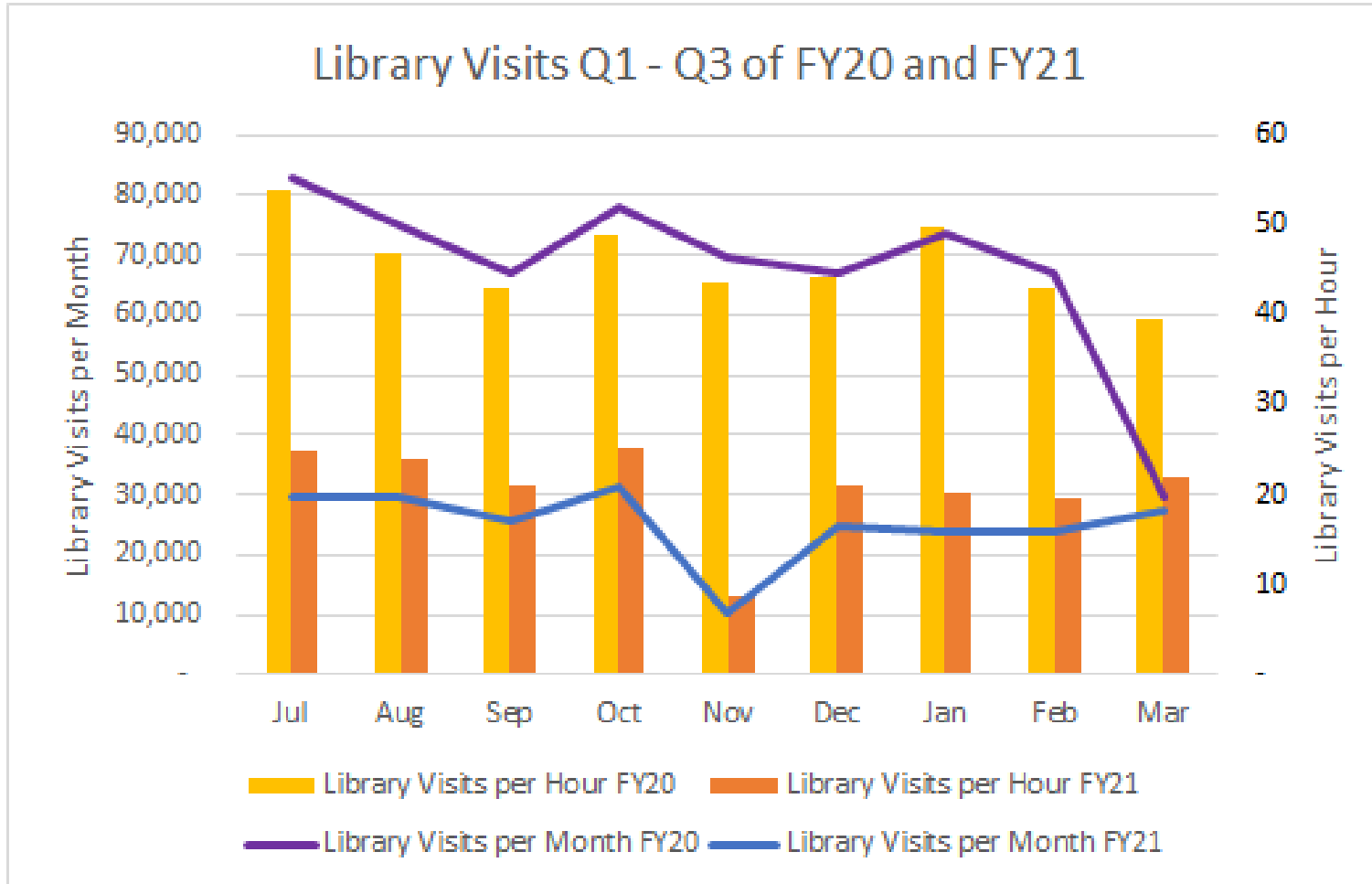
# CIRCULATION

The pandemic has had a noticeable impact on our circulation overall. It has especially affected the circulation of physical items. This is most notable when looking at the downward trend in circulation that began after the libraries reentered stage 4 on November 12th. Physical circulation has been down by 40.9% for FY21 Q1-Q3 in comparison to FY20 Q1-Q3, whereas digital circulation has been up by 25.5% for this same time frame.





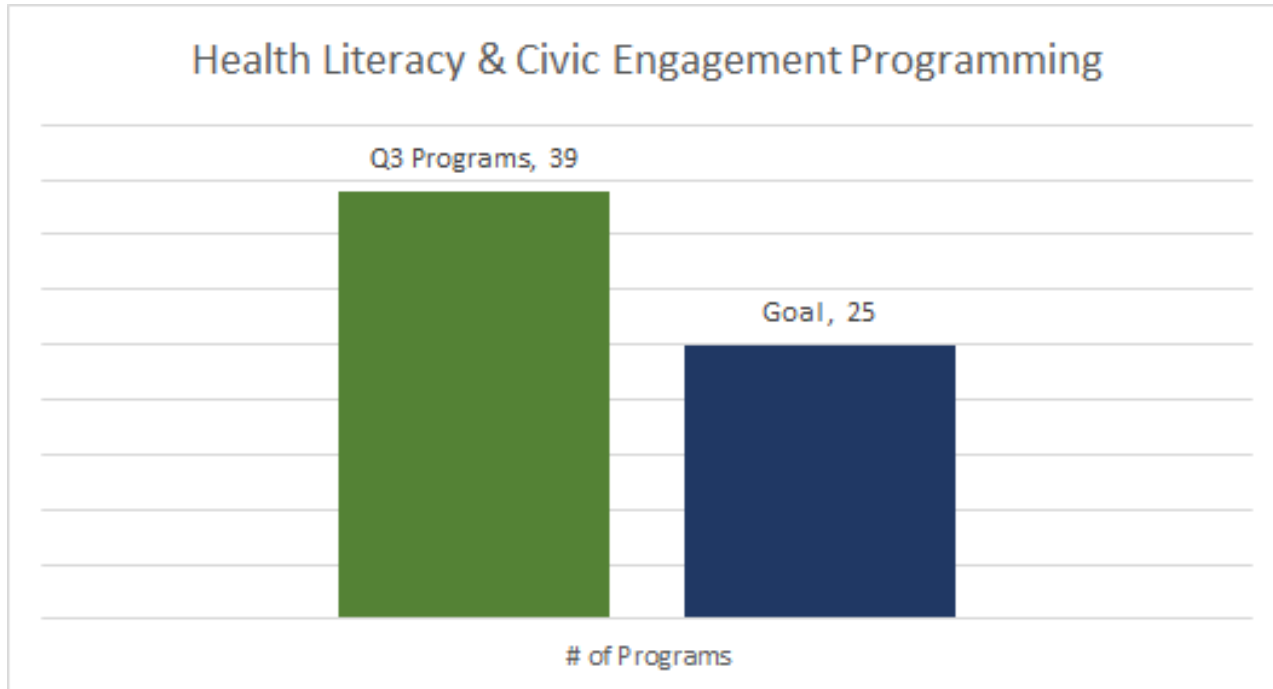
# LIBRARY VISITS



Library visits for have been negatively impacted by the pandemic due to reduced library hours and the return to front-door services from November through the end of March. Library visits per hour are approximately half the level that they were the previous year.

# OBJECTIVE 1

*JCLS will provide 25 programs each quarter focused on health literacy and civic engagement.*



During the 3rd quarter, 19 programs were offered that focused on health literacy and 20 programs that focused on civic engagement. A sampling of the programs provided are listed below.

## **Health Literacy:**

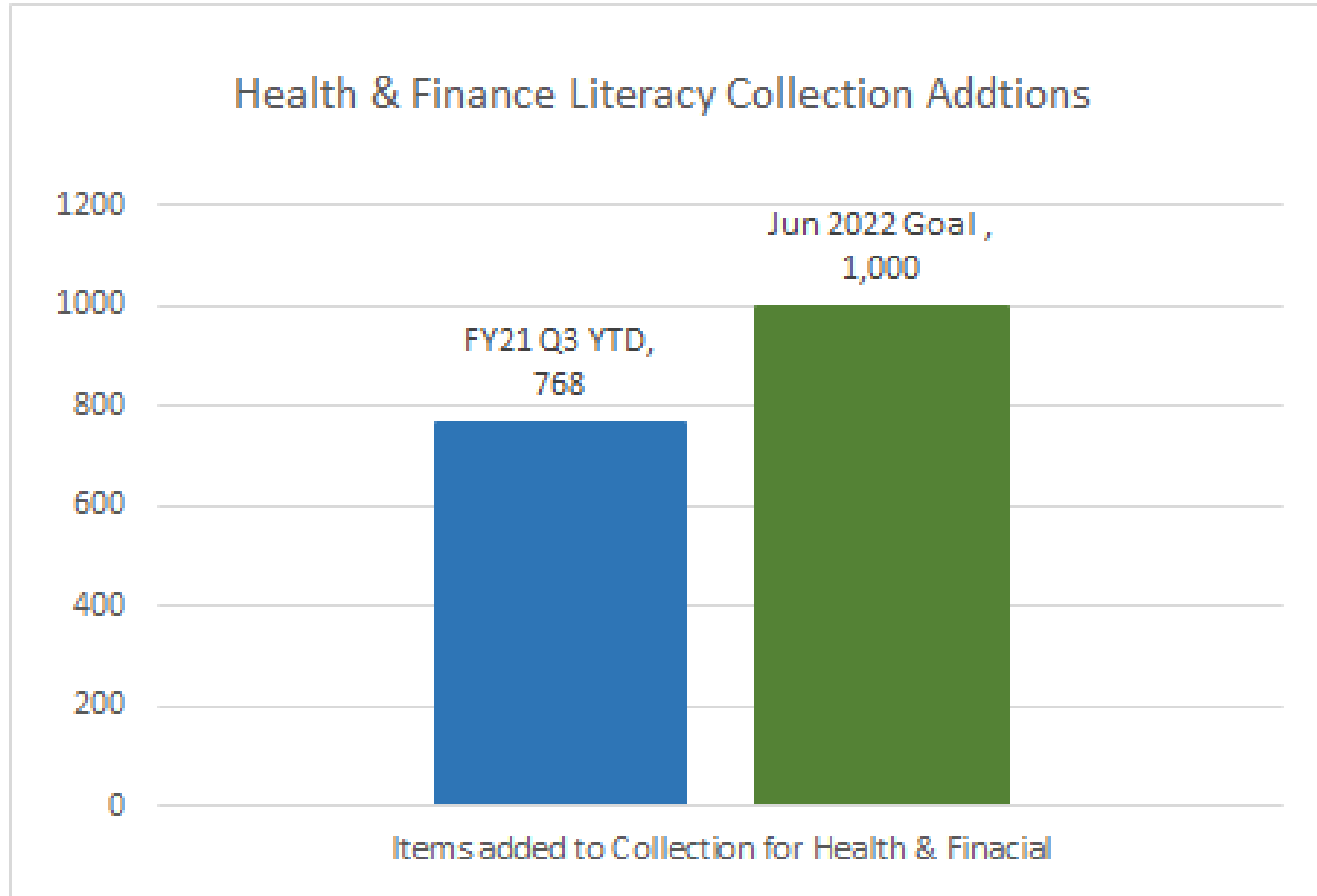
- CPR training by Equus
- Healthy Living for Your Brain and Body: Tips from the Latest Research
- Teens Get Active Challenge!

## **Civic Engagement:**

- Career testing partnership with OED and Worksource Rogue Valley.
- Southern Oregon MLK Day Celebration

# OBJECTIVE 2 (IN-PROGRESS) ✓

*JCLS will add 1,000 new items to the physical and digital collections related to health and financial literacies by June 30, 2022.*



Progress towards this goal has been occurring at a healthy rate. If we continue this rate of adding new materials to the collection, this goal will be reached much earlier than expected.

Materials have been purchased through two grants:

- FINRA Foundation for financial literacy
- NNLM for health literacy



# OBJECTIVE 3 ✘

JCLS met part of this objective. The Library successfully engaged more than 600 individuals in reading one of Jacqueline Woodson's books. However, the goal to engage 30 community groups or classrooms was not reached. One factor that prevented staff from reaching this part of the goal was that they did not have a good way to track independent groups that participated in this program. For the first year of this program, staff feels positive about the connections they made this year and have plans for how to form additional partnerships next year.

Rogue Reads Program	Total
Circulation	634
Program Attendance	694
Community Group/Classroom Engagement	22

### Community Partners

#### Organizations:

- JCLF
- Rosebud Media
- Bicoastal Media
- JPR
- SOHS
- SOU Office for Equity & Diversity
- RCC ED&I

#### Bookclubs:

- Gold Hill Book Club
- Gold Hill Tween Book Club
- Eagle Point Book Club
- JCLS Staff book discussion
- Book Group (Mountain Meadows)
- Anti-Racism Book Club (Mountain Meadows)

#### Schools:

- Medford Schools
- Ashland Schools
- Ashland Middle School
- Juvenile Detention Center

#### Other:

- MLK Day Planning Committee
- BASE
- RVTV
- Common Ground Conversations
- SOEquity

# OBJECTIVE 4

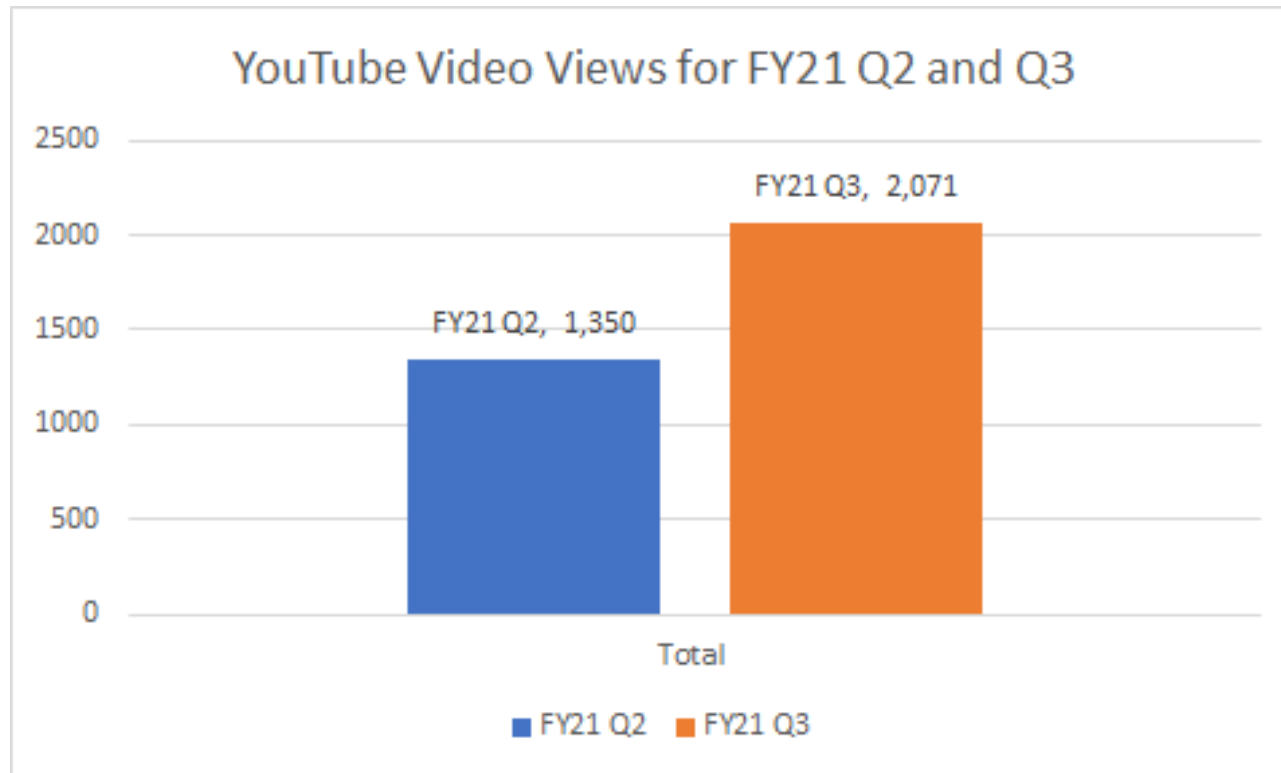
*Traffic to JCLS's website will increase 3% each quarter.*

<b>JCLS Web site</b>	<b>FY21 Q2</b>	<b>FY21 Q3</b>	<b>% of Change</b>
Web Site Sessions	118,765	122,286	3.0%

Jacqueline Woodson and the Rogue Reads program drove traffic to the website this quarter. Based on website analytics this event appears to have helped contribute to at least half of the traffic that occurred during the 3rd quarter. This event was promoted through advertisement on the Mail Tribune website.

# OBJECTIVE 5 ✓

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



Views increased 53% over the previous quarter.

Recordings available include:

- Windows in Time lecture series
- "Lost in a Book" animated short video series, episodes 1 & 2 of 6
- Virtual Storytimes
- Author Talks
- Small Business Tools

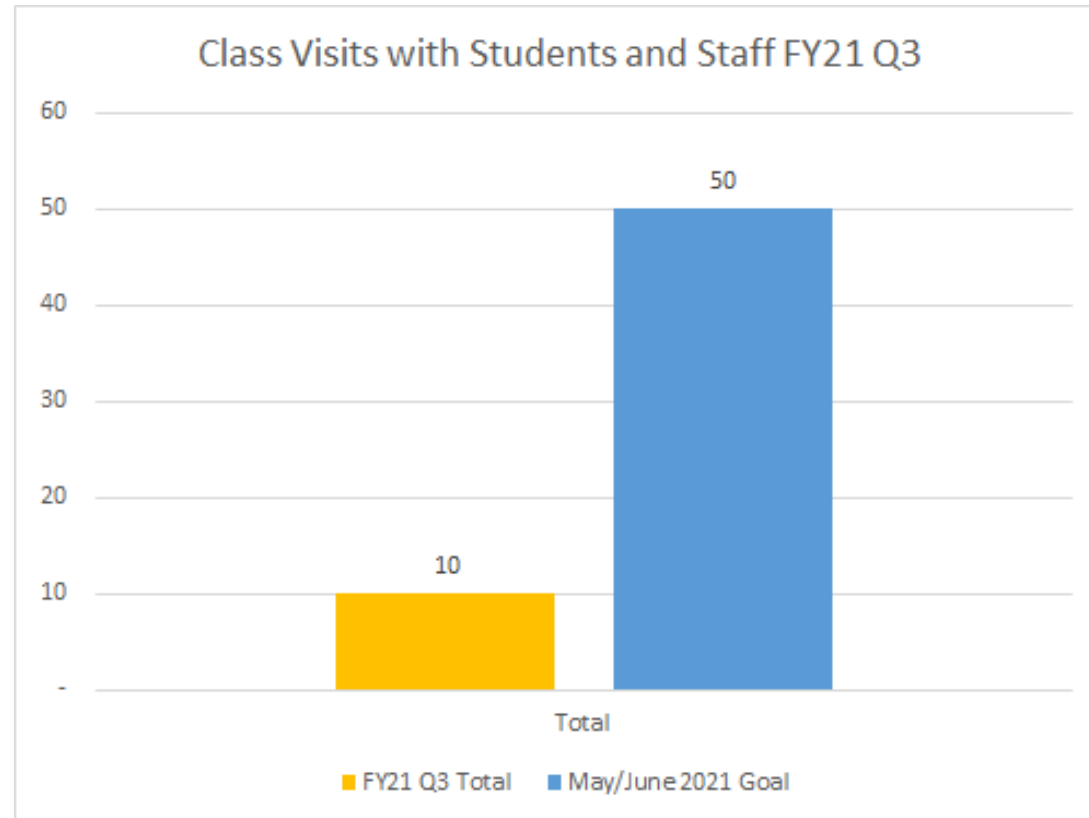
# OBJECTIVE 6 (IN-PROGRESS) ❌

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

This objective, which covers the semester that runs January through May, is behind schedule.

Virtual learning has continued at most schools for most of this quarter, and staff continue to build relationships that can help them reach this objective.

Virtual Visits are being scheduled towards of the school year to promote the Summer Reading Program.



# OBJECTIVE 7 – COMPUTER USAGE

*Number of computer sessions: Increase 4% each quarter*

Computer Usage			
	Q2 FY21	Q3 FY21	% of Change
Total Sessions	8,386	6,068	-28%
Open Hours	3560 hours	3644 hours	

Overall computer usage was down 28%. While number of hours open was relatively consistent, the number of computers available decreased by 39% when the libraries reentered stage 4. Appointments were also further restricted by the fact that appointments were only available on the hour on a first come, first serve basis.



# OBJECTIVE 7 – WI-FI USAGE

*Wi-fi usage – during and outside of library hours: Increase 4% each quarter*

Wi-Fi Usage			
	Q2 FY21	Q3 FY21	% of Change
Sessions	248,442	229,637	-8%
Open Hours	3560 hours	3644 hours	

Wi-Fi usage was down system wide by 8%. While Wi-Fi can be accessed from outside the library, many patrons also access the Wi-Fi within the library, and with patrons using front-door services for this quarter, that option was unavailable. Limited seating near the library and colder weather in January and February may also have affected the usage of this service.

# OBJECTIVE 7 – HOT SPOTS

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

Hot Spot Circulations				
	Jan-21	Feb-21	Mar-21	Average circs
Hot Spots	68	70	68	<b>69</b>

This quarter fell just short of the goal of an average of 75 circulations on hot spots per month. Cellular tablets have not been deployed yet, and when they do, this objective should be achievable.

While the Library has approximately 100 hot spots, these devices frequently come back with insufficient data to be sent out a second time within the month.

# OBJECTIVE 7 – DIGITAL SERVICE APPOINTMENTS/ASSISTANCE



*Digital Services team appointments and assistance: 100 per month.*

<b>Digital Services Appointments/Assistance</b>			
<b>Assistance</b>	<b>Jan-21</b>	<b>Feb-21</b>	<b>Mar-21</b>
Patrons	97	120	108

Digital Service staff helped with a wide range of informational needs focusing on technology. Staff helped primarily with accessing and using the Library's digital services, including Kanopy, OverDrive, and Hoopla. Staff also provided patrons with help with computer programs such as Microsoft Word, Google Docs, and file management.



## SOHS-JCLS Quarterly Report, Q1 2021

The SOHS Research Library has remained closed to the public, but open by appointment, during the months of January, February, and March. During this time, we have seen an uptick in in-person visits, indicating that some community members are ready to return to research visits on site. Looking to JCLS, and the governor's orders, for guidance, we are currently in the process of rebuilding the volunteer schedule and hope to reopen soon. While we had volunteers to work with the archivist for all five days prior to the pandemic, some volunteers have lost contact and we are adjusting as needed.

Some of the highlights of the past quarter include:

- Archivist Kira Lesley's collaboration with Elanna Erhardt, Carrie Tannehill, and Kayla Samnath for the February "Rogue Reads" presentation. Kira presented a Google Slides presentation on the history of Black people in Southern Oregon.
- The Archivist and volunteer curator Stephanie Butler were guest speakers for an OLLI class about researching historically marginalized groups. This is the second run of the class, which has been well attended.
- The *Windows in Time* lecture series continues to be well attended.
- The Research Library is working with several groups, including Oregon Black Pioneers and Outdoor Afro, to co-sponsor a weekend event in early June commemorating the renaming of Ben Johnson Mountain. Programming will include an interpretive display and archival materials at Hanley Farm on Saturday, as well as a guided hike up the mountain on Sunday.
- The archivist and collections assistant Anna Sloan continue to process incoming donations. We recently received a straight edge razor that is said to have been used by one of the D'Autremont brothers and left behind in his hotel room. In addition, digitizing of the Sawyer's glass plate negatives is in full swing. Approximately 800 glass plates have been digitized so far.
- The Archivist is currently overseeing research projects for three undergraduate and graduate level students.

<b>On-site Research Visits</b>								
	SOHS members	Jackson County residents	Others	Online Requests	E-MAILS	PHONE	LETTERS	Visitors, no research
1st Quarter	51	88	17	7	79	80	2	86
January	28	35	1	20	30	27	0	20
February	19	44	0	3	15	33	1	23
March	4	9	0	1	34	20	1	11
2nd Quarter	0	0	0	12	30	14	8	0
April	0	0	0	2	8	4	2	0
May	0	0	0	4	13	3	3	0
June	0	0	0	6	9	7	3	0
3rd Quarter	26	22	1	6	60	61	8	6
July	12	7	0	0	10	24	2	0
August	8	7	0	3	20	23	3	4
September	6	8	1	3	30	14	3	2
4th Quarter	25	14	2	17	62	60	7	0
October	19	11	2	10	34	37	3	0
November	6	3	0	5	20	18	2	0
December	0	0	0	2	8	5	2	0
Annual	102	124	20	42	231	215	25	92
1st Quarter								
January	8	0	0	5	25	20	3	
February	10	0	0	7	22	27	2	
March	12	1	0	7	30	25	4	
	30	1	0	19	77	72	9	



May 13, 2021

**Title:** Library Director Evaluation Form (LDEF)

**From:** Cathy Shaw, Board President and Eric Dziura, Board Vice President

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**Introduction:**

On April 8, 2021 the Board discussed a proposed LDEF and suggested several potential modifications. On April 16, 2021, the Executive Committee plus Human Resources Manager Brynn Fogerty met to discuss how to modify the LDEF, based on a review of the audio recording of the Board discussion.

**Budget Impacts:**

N/A

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

To create a precise, clear, and meaningful evaluation process for the Jackson County Library Director.

**Background and Additional Information:**

The LDEF (attached) has been modified to address three specific concerns and provide a common basis for evaluation:

1. The Library Director should be evaluated with reference to the Knowledge, Skills and Abilities section of the Library Director Position Description (approved by the Board) and which distinguish the LD position from other JCLS staff positions.
2. The Library Director should be evaluated with reference to specific operational challenges that have arisen during the period of evaluation (August 2019 to through March 2021).
3. The Library Director should be evaluated with reference to the set of goals established jointly by LS&S and the Board dated August 2019, for the period ending July 2020 (provided separately).

The modifications made are as follows:

1. The first question (labeled number 2 on the form; quirk of Microsoft Forms) asks for ratings of performance with reference to specific operational challenges (suggested list provided separately).

The six categories listed on the Library Director Position Description are the basis of this question. The ratings are explained in the Annual Performance Evaluation Key (provided separately).

2. The second question (labeled 3 on the form) asks for an evaluation of the goals mentioned above.

3. Questions three and four, except for minor wording revisions, are the same as those in the originally proposed form.

4. The fifth question requests comments concerning anything not already addressed by the previous questions.

5. The last question concerning the 360 evaluation has been deleted. It was our opinion that while potentially helpful for the Library Director, it was not something that should be used as part of the Board's evaluation of the Library Director.

**Conclusion:**

The Library Director's contract states the following:

"The final results of the evaluation shall be reduced to writing, reviewed and approved by the Board, and provided to the Library Director. Library Director shall be provided an adequate opportunity to discuss the evaluation with the Board within thirty (30) days of completion of the review."

In order to meet this requirement, the intent is for the Board to discuss its evaluation of the Library Director (Executive Session) at a special board meeting called for this purpose.

**Attachment:**

- Library Director Evaluation Form Preview

# Kari May, Library Director, April 2021

JCLS Board Performance Review, Time Period August 2019 to March 2021

Hi Eric, when you submit this form, the owner will be able to see your name and email address.

Required

1. Board Member's Name:

2. Rate the Library Director's knowledge, skills, and abilities based on the following categories. The six categories listed are taken from the Library Director's Position Description (pages 2-3), which lists the specific attributes of each category. A guide to choosing a particular rating can be found in the Performance Evaluation key. When choosing your ratings, please refer to the two documents mentioned above and the list of specific operational challenges (included in your Library Director Evaluation Packet).

	Unacceptable	Needs Improvement	Meets Expectations	Exceeds Expectations	Far Exceeds Expectations
Professional Leadership	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Effective Governance Support	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Effective Administrator	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Effective Budget Officer	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Effective Team Leader	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Effective Communicator	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

3. Evaluate the Library Director's performance with respect to the five goals set jointly by the Board and LS&S. The goals can be found on pages 3-5 of the Kari May Self-Evaluation Form 4.2021 in your Library Director Evaluation Packet.

4. Describe what you believe to be the Library Director's strengths and areas of excellence.

5. Describe what you believe to be areas which the Library Director needs to improve upon.



6. Please comment on any aspect of the Library Director's performance you wish to address which was not previously covered by the categories listed or questions posed above. Thank you.

Submit



May 7, 2021

**Title:** White City Branch Facility – Quit Claim Deed

**From:** Jacquelyn Bunick

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**Recommendation:**

District legal counsel recommends the Board approve execution of the Quit Claim Deed proposed by Jackson County Counsel.

**Budget Impacts:**

n/a

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

n/a

**Background and Additional Information:**

During the facilities transition, the deed transferring the White City Branch facility from Jackson County to JCLD inadvertently included a legal description for both the library facility and the Rogue Family Center. Jackson County Counsel recently discovered this error and has requested that JCLD execute a quit claim deed to transfer back to Jackson County the title to the Rogue Family Center.

**Attachments:**

1. Quit Claim Deed

**AFTER RECORDING RETURN TO:**

Attn: Peter Philbrick  
Jackson County Counsel  
10 S. Oakdale, Room 214  
Medford, OR 97501

**Grantor:** Jackson County Library District

**Grantee:** Jackson County

Consideration: \$0.00

**QUIT CLAIM DEED**

WHEREAS, by deed, initially recorded as instrument 2020-025771, and re-recorded as instrument 2020-040188, (the "Instrument") in the records of Jackson County, Jackson County, a political subdivision of the State of Oregon ("County") transferred certain real estate described as "Lot One (1) and Two (2) of CIVIL CENTER SUBDIVISION, in Jackson County, Oregon, according to the official Plat thereof, now of record, and all improvements situated thereon" to the Jackson County Library District, a political subdivision of the State of Oregon organized under Chapters 198 and 357 of the Oregon Revised Statutes ("District").

WHEREAS, the legal description provided in the Instrument contained a mistake which erroneously transferred Lot One (1) of CIVIL CENTER SUBDIVISION to District.

WHEREAS, District wishes to correct the mistake by quitclaiming to County Lot One (1) of CIVIL CENTER SUBDIVISION.

NOW, THEREFORE, District does hereby release and quitclaim to the County all of District's right, title and interest in and to that certain real property described on Exhibit A (the "Property"), together with all improvements, easements, hereditaments and appurtenances thereto. District further transfers, sets over, and conveys to County any interest in rents, revenues, and payments associated with the Property from the date of the Instrument through the date of this deed.

There is no monetary consideration involved in this transfer. The actual consideration consists of value given or promised which is the whole consideration.

**BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON TRANSFERRING FEE TITLE SHOULD INQUIRE ABOUT THE PERSON'S RIGHTS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855,**

**OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010. THIS INSTRUMENT DOES NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND**

**REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY THAT THE UNIT OF LAND BEING TRANSFERRED IS A LAWFULLY DRAFT ESTABLISHED LOT OR PARCEL, AS DEFINED IN ORS 92.010 OR 215.010, TO VERIFY THE APPROVED USES OF THE LOT OR PARCEL, TO DETERMINE ANY LIMITS ON LAWSUITS AGAINST FARMING OR FOREST PRACTICES, AS DEFINED IN ORS 30.930, AND TO INQUIRE ABOUT THE RIGHTS OF NEIGHBORING PROPERTY OWNERS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010.**

Dated \_\_\_\_\_ day of May, 2021

JACKSON COUNTY LIBRARY DISTRICT

\_\_\_\_\_  
By: Cathy Shaw  
Title: President, Board of Directors

STATE OF OREGON            )  
  ) ss.  
County of Jackson            )

On this \_\_\_\_\_ day of May, 2021, before me, the undersigned Notary Public in and for said State, personally appeared Cathy Shaw, President of the Board of Directors for the Jackson County Library District, a political subdivision of the State of Oregon, known or identified to me to be the person whose name is subscribed to the within instrument, and acknowledged to me that said instrument was voluntarily signed by him or her on behalf of the Jackson County Library District.

**Exhibit A**

Lot One (1) of CIVIL CENTER SUBDIVISION, in Jackson County, Oregon, according to the official Plat thereof, now of record, and all improvements situated thereon.