



JACKSON COUNTY LIBRARY DISTRICT (JCLD)

BOARD MEETING AGENDA

Medford Branch Library
Board Conference Room
205 S. Central Ave, Medford
<https://zoom.us/j/96595276734>
July 6, 2021, at 10:00 a.m.

CALL TO ORDER/ROLL CALL

INTRODUCTIONS / PROCLAMATIONS

OATH OF OFFICE – Jackson County Library District Business Librarian Elanna Erhardt, Oregon Notary Public, will administer the oath of office for newly elected Board Members Victoria Brown and Kimberly Young.

ELECTION OF OFFICERS

CONSENT AGENDA (Action)

- 1. June 10, 2021 Regular Board Meeting Minutes.....1
- 2. JCLD Monthly Financial Report4

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

REPORTS (Inform)

- 3. Library Director Report – Kari May.....10
- 4. Jackson County Library Foundation – Ginny Auer.....20

UNFINISHED BUSINESS (Inform/Discuss/Action)

- 5. Resolution 2021-08: To Authorize Transfer of Appropriations – Rick Leibowitz22

NEW BUSINESS (Inform/Discuss/Action)

- 6. District Organizational Items for Fiscal Year 2022 – Kari May25
- 7. Resolution 2022-01: To Authorize Checking Account, Designated Personnel and Signers – Rick Leibowitz.....27
- 8. Resolution 2022-02: To Authorize LGIP Account, Designated Personnel and Signers – Rick Leibowitz28
- 9. Board Committee Appointments; Board Liaisons to Outside Entities – Kari May & Eric Dziura.....29

COMMITTEE AND BOARD MEMBER REPORTS (Inform)

Facilities Committee – Eric Dziura

FUTURE MEETINGS/EVENTS/OBSERVANCES:

July 6-7, 2021 – Annual Board Planning Meeting
August 12, 2021 – Board Regular Meeting

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



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JACKSON COUNTY LIBRARY DISTRICT (JCLD)
BOARD OF DIRECTORS REGULAR MEETING
Medford Branch Library
Board Conference Room
205 S. Central Ave, Medford
Public and Staff Members Join via Zoom:
<https://zoom.us/j/96595276734>
June 10, 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), Viki Brown (Board-Elect), Kim Young (Board-Elect) Claudine Taillac (Assistant Director, Public Services), Christopher Davis (Assistant Director, Support Services), Brynn Fogerty (HR Manager), Ryan Bradley (Marketing Coordinator), Ginny Auer (Foundation Director), Charlene Prinsen (Eagle Point Branch Manager), Kristin Anderson (Bear Creek Area Manager, Ashland Branch Manager), Crystal Zastera (Operations Coordinator), Jacquelyn Bunick (Legal Counsel), Carrie Turner Ross (Adult Services Coordinator), Kira Lesley (SOHS Archivist), Kevin Keating (SOHS Board Member), Doug McGeary (SOHS Board President), and Daisy Fields (Executive Assistant)

CALL TO ORDER/ROLL CALL

President Shaw called the meeting to order at 4:02 p.m. Roll call was taken.

INTRODUCTIONS / PROCLAMATIONS

CONSENT AGENDA

MOTION: President Shaw moved to pull the SOHS Contract Extension and move it to Unfinished Business. Director Dziura moved to approve the remaining items on the consent agenda, including the May 13, 2021 Regular Board Meeting Minutes, the May 10, 2021 Budget Committee Meeting Minutes (as corrected), the Pathway Contract Extension, Legal Services Contract Extension, City of Central Point MOU, and the Max's Mission MOU. Director Kiefer seconded the motion. The motion was approved unanimously.

ORAL REQUESTS AND COMMUNICATIONS FROM AUDIENCE

None.

PUBLIC HEARING TO RECEIVE COMMENTS REGARDING FISCAL YEAR 2021-2022 BUDGET

Finance Manager Rick Leibowitz pointed out a printing error on the Miscellaneous Grants Fund page (page 51 of the packet) of the original budget document that has now been fixed to show all line items, explaining that the error did not change any budgeted amounts. There were no changes to the budget, so the amounts in the Approved by Budget Committee column should read exactly as the Proposed by Budget Officer column. The document has been corrected. There were no questions or comments; President Shaw closed the public hearing.

MOTION: Director Turner moved to adopt Resolution 2021-07: Adopting Fiscal Year 2021-2022 Budget, Making Appropriations, Imposing and Categorizing Taxes. Director Prokop seconded the motion. Vice President Dziura pointed out the need to add a comma to the total amount approved to read \$27,973,499. With corrections noted, the motion was approved unanimously.

REPORTS

Library Director's Report

Charlene Prinsen (Upper Rogue Area Manager) shared some of the improvements to the Children's and Teen departments of the libraries at Prospect, Butte Falls, Eagle Point, and Shady Cove. Patrons in the Upper Rogue area have been happy with the enhanced open hours and classes offered such as Kundalini Yoga outdoors at Shady Cove, and a Ready to Roll bicycle repair workshop held at Eagle Point.

Library Director Kari May shared that she would be sitting on a panel presentation for the Oregon Library Association Public Library Division on Friday, June 18. The topic is Board Relationships and Development. The Concierge security services contract was not renewed; the positions will be brought in-house and recruitment is underway. Isler Medford has notified us that they will not renew their audit contract due to staffing changes. An RFP is being prepared and will be issued soon. The Summer Reading program has successfully kicked off. Renovations are continuing with the carpet installation upstairs at the Medford branch. Director Dziura noted that he had received the Summer Event Guide and commented on the variety and breadth of the programs and events the library is offering.

Jackson County Library Foundation Report

Foundation Director Ginny Auer shared the highlights of her written report and thanked President Shaw and Director Prokop for their support and dedication to the Library Board and wished them well on their endeavors as they move on, hoping to continue to work with both of them in other capacities in the future

Financial Report through May 31, 2021

Leibowitz shared that everything is going as projected at the last meeting; the District has already received June's tax payment from the county with tax revenues exceeding what was budgeted.

NEW BUSINESS

Transfer of Appropriations

Leibowitz explained that these will be simple transfers of appropriations to ensure that all expenditures for fiscal year 2021 will be covered without affecting the total amount of the adopted budget. Director Turner noted that this a common practice but this is the first time the District has found the need to do so, and said that this is an appropriate measure. A resolution be brought back to the Board for adoption.

Library District Policy Update

May brought Policy 1-5 Board Member Orientation before the Board, sharing what has been updated to ensure the policy documentation and orientation process the library is providing is still appropriate. May also noted that a Board SharePoint site is being developed, giving board members access to current contact information, district and library policies, committee information, board packets and minutes, and a calendar of meetings and events.

MOTION: Vice President Dziura moved to approve the Board Member Orientation policy as revised. Director Kiefer seconded the motion. The motion was approved unanimously.

UNFINISHED BUSINESS

Library Director Salary & Evaluation

The Board met in Executive Session on Monday, May 24, 2021, and successfully conducted the annual performance review of Library Director Kari May.

MOTION: Vice President Dziura moved that the Board will increase May’s base pay by 5% in addition to the cost of living increase of 2% all staff are eligible for. President Shaw seconded the motion. The motion was approved unanimously.

SOHS Contract Extension

President Shaw stated that the original contract with SOHS was a temporary measure intended to help them get up and running, expressing concern that an extension to extend the contract would be outside of the purview of what the voters of Jackson County intended when establishing the library as a Special District in Oregon.

MOTION: Director Kiefer moved to approve the SOHS contract extension as presented. Vice President Dziura seconded the motion.

Discussion: While board members agreed that SOHS offers much to the community, it was suggested to extend the contract for six months and in the meanwhile look closely at the original contract and determine if the library can continue to support SOHS in this manner.

The motion was amended to approve the contract for six months and revisit the question after careful review and consideration to renegotiate or cancel the contract. The amended motion was approved unanimously.

FUTURE MEETINGS/EVENTS/OBSERVANCES

The next regular Board meeting will be held in the Medford Board conference room at 10:00 a.m. on Tuesday, July 6, with the annual retreat to take place July 6 and 7.

ADJOURN

President Shaw adjourned the Regular Board Meeting at 5:09 p.m.

/s/ Daisy A. Fields
Recording Secretary



July 6, 2021

Title: June-YTD Financial Presentation

From: Rick Leibowitz, Finance Manager

Summary:

The board financial presentation includes information through June 25, 2021. Data was pulled on June 25, 2021 from Incode. A current payroll is in process, so there will be some significant activity in the term between this submission and the board meeting.

JCLS is approaching the end of the fiscal year and all activity is expected to be submitted by mid-July. Since a new accounting system was implemented this year, it may take a few weeks longer to officially close the books, as this process was never completed in Incode before.

General Fund

Most General Fund revenue has posted and it is expected that final deposits to the General Fund will amount to less than \$10,000 prior to closing. This will leave total revenues at about \$11.91M for the year compared to the \$11.55 budgeted.

As noted above, there is still one payroll that needs to be processed. It is expected that that will add an additional \$210,000 to the personnel expenses. Library materials expenses are still being exported from the legacy ILS and it is estimated that the final tally will be close to the \$1.33M budgeted (additional \$200,000 of payables). There are still some materials & services bills that are likely to trickle in over the next few weeks and the transfer of \$300,000 to the Capital Improvement Funds was made, as budgeted. It remains likely that the ending fund balance will be close to the \$8.9M that was projected to be the beginning fund balance in the 2021-22 budget early last month.

Capital Improvement Fund

There were some large invoices received from Jackson County for the Medford remodel, along with some work that was done at the Ashland branch. The current fund balance is at \$5.6M, which was projected in the 2021-22 budget to be the beginning fund balance. There is still the potential that we may receive another large invoice from Jackson County next week, but this

will not provide any material impact on this year's budget or funds available for next year's projects.

Miscellaneous Grants Fund

Revenues and expenses in the restricted grant funds have not changed much since the last report. JCLS just received the reimbursement check for the TechVan which was about \$88K and that will bring the total grant revenues to about \$350K for the year and it is likely the beginning fund balance for the next fiscal year will be above the \$1.1M in the budget.

All Funds Summary

Below is a summary of YTD activity.

	General	Capital Improve	Grants	Total
YTD Revenues	\$ 11,907,155		\$262,405	\$12,169,559
YTD Expenses	\$8,792,481	\$745,184	\$261,658	\$9,799,323
Transfers IN		\$300,000	\$1,108,342	\$1,408,342
Transfers OUT	\$1,408,342		\$121	\$1,408,464
Begin Fund Balance	\$7,730,657	\$6,045,927		\$13,776,584
Ending Fund Balance	\$9,436,988	\$5,600,743	\$1,108,968	\$16,146,699

Actions, Options, or Potential Motions:

Review and discuss.

Recommendation:

N/A

Resource Requirements:

N/A

Policies, Plans, and Goals Supported:

Update financial report will be provided ahead of meeting.

Background and Additional Information:

N/A

Attachments:

Financial report PDF



For Period: 7/1/2020 through 6/25/2021

General Fund

	Budget		Actual		Variance	% of Budget
Beginning Fund Balance	\$	7,207,960	\$	7,730,657	\$ 522,697	107.3%
Revenues	Budget	June	YTD	Variance	% of Budget	
Property Taxes	\$ 10,920,995	\$ 243,488.80	\$ 11,515,453	\$ 594,458	105.4%	
Other Income	\$ 629,330	\$ 10,413.05	\$ 391,701	\$ (237,629)	62.2%	
Total Operating Revenues	\$ 11,550,325	\$ 253,902	\$ 11,907,155	\$ 356,830	103.1%	
Transfers IN from Other Funds	\$ -	\$ -	\$ -	\$ -		
Total RESOURCES	\$ 18,758,285		\$ 19,637,812			
Expenses	Budget	June	YTD	Variance	% of Budget	
Personnel Services	\$ 6,555,950	\$ 245,590.31	\$ 5,101,517	\$ (1,454,433)	77.8%	
Library Materials	\$ 1,331,000	\$ 210,471.46	\$ 1,114,669	\$ (216,331)	83.7%	
Bldg. Maintenance/Utilities	\$ 1,762,467	\$ 84,382.65	\$ 1,501,758	\$ (260,709)	85.2%	
Other Materials&Services	\$ 2,183,191	\$ 87,411.35	\$ 987,712	\$ (1,195,479)	45.2%	
Capital Outlay	\$ 215,000	\$ 7,796.25	\$ 86,825	\$ (128,175)	40.4%	
Contingency	\$ 750,000			\$ (750,000)	0.0%	
Total Operating Expenses	\$ 12,797,608	\$ 635,652	\$ 8,792,481	\$ (4,005,127)	68.7%	
NET REVENUES/EXPENSES	\$ (1,247,283)	\$ (381,750)	\$ 3,114,674	\$ 4,361,957	NA	
Transfers OUT to Other Funds	\$ 1,408,345	\$ 300,000	\$ 1,408,342	\$ (3)	100.0%	
Ending Fund Balance	\$ 4,552,332		\$ 9,436,988	\$ 4,884,656	207.3%	
Total REQUIREMENTS	\$ 18,758,285		\$ 19,637,812			



For Period: 7/1/2020 through 6/25/2020

Capital Improvement Fund

	Budget	Actual	Variance	% of Budget
Beginning Fund Balance	\$ 6,176,279	\$ 6,045,927	\$ (130,352)	97.9%
Revenues				
	Budget	YTD	Variance	% of Budget
Interest Income	\$ 110,000	\$ -	\$ 243,489	0%
			\$ 10,413	
Total Operating Revenues	\$ 110,000	\$ -	\$ (110,000)	0.0%
Transfers IN from Other Funds	\$ 300,000	\$ 300,000	\$ -	
Total RESOURCES	\$ 6,586,279	\$ 6,345,927		
Expenses				
	Budget	YTD	Varaiance	% of Budget
Materials&Services	\$ 500,000	\$ 220,891	\$ 245,590	44.2%
Capital Outlay	\$ 6,086,279	\$ 524,293	\$ 210,471	8.6%
Total Operating Expenses	\$ 6,586,279	\$ 745,184	\$ 84,383	11.3%
NET REVENUES/EXPENSES	\$ (6,476,279)	\$ (745,184)	\$ 87,411	NA
Transfers OUT to Other Funds	\$ -	\$ -		
Ending Fund Balance	\$ -	\$ 5,600,743	\$ 5,600,743	64.1%
Total REQUIREMENTS	\$ 6,586,279	\$ 6,345,927		-64.1%



For Period: 7/1/2020 through 6/25/2020

Miscellaneous Grants Funds

	Budget	Actual	Variance	% of Budget
Beginning Fund Balance	\$ -	\$ -	\$ -	
Revenues				
	Budget	YTD	June	% of Budget
Grants & Donations	\$ 408,075	\$ 262,405	\$ 243,489	64%
Interest	\$ 30,500		\$ 10,413	
Total Operating Revenues	\$ 438,575	\$ 262,405	\$ (176,170)	59.8%
Transfers IN from Other Funds	\$ 1,043,085	\$ 1,108,342	\$ 65,257	
Total RESOURCES	\$ 1,481,660	\$ 1,370,747		
Expenses				
	Budget	YTD	June	% of Budget
Personnel Services	\$ 145,000	\$ 38,251	\$ 245,590	26.4%
Materials&Services	\$ 604,575	\$ 143,760	\$ 210,471	23.8%
Capital Outlay	\$ 219,585	\$ 79,647	\$ 84,383	36.3%
Total Operating Expenses	\$ 969,160	\$ 261,658	\$ 87,411	NA
NET REVENUES/EXPENSES	\$ (530,585)	\$ 747	\$ 7,796	
Transfers OUT to Other Funds	\$ -	\$ 121	\$ 121	
Ending Fund Balance	\$ 512,500	\$ 1,108,968	\$ 596,468	
Total REQUIREMENTS	\$ 1,481,660	\$ 1,370,747		



Director's Report July 2021

Library Administration

Director Kari May joined a panel with four other library directors to share her expertise on Board training and recruitment at the Oregon Library Association's Public Library Directors (OLA PLD) Summer Training. Attendees were particularly interested to learn more about the self-evaluation process for Board members.

May attended the groundbreaking ceremony for the new Middle School for the Medford School District. While at the ceremony, she connected with several leaders of the school district and asked for a meeting to discuss eRate and Emergency Connectivity Funding available, as well as ways that the Library and School District can partner in the future.

May was invited to participate in a panel presentation at the Oregon Connections Telecommunications Conference, scheduled to be held in October in Ashland. The panel will focus on broadband connectivity and libraries, particularly in rural areas.

Support Services

Digital Services Supervisor Eric Molinsky has been setting up the Wi-Fi connection that is built into JCLS DART, the new technology van. DART's technology team selected a cellular carrier that has the best service in the more rural areas of Jackson County. Digital Services staff have also configured cellular-enabled tablets for the van.

The Library IT team has also been busy deploying technology for DART. They prepared ten new laptops and a printer. The laptops will utilize the built in Wi-Fi on the vehicle. LIT has also been deploying multi-factor authentication (MFA) on email, the staff side of Koha, and computer workstations so that the District is in compliance of the requirements for cybersecurity insurance.

After suspending new orders during the migration to the new Integrated Library System, new items have been arriving to help restock library shelves across the District. Seventy-one boxes recently arrived in Technical Services, including new releases, items to fulfill patron requests, and replacements for old, worn-out items that were weeded out of the collections. Once these items are processed, they will be transferred to their new homes in the branches around the system.

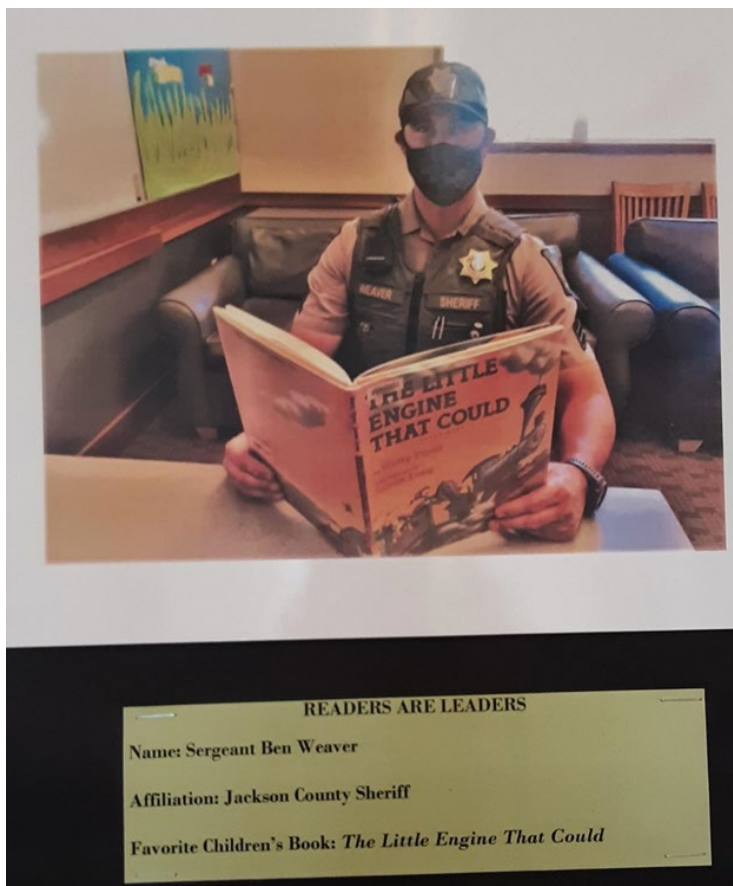
The Collection Development team is working with branch staff to reallocate Large Print titles throughout the District. Some of the smaller branches need more titles in large print format, and some branches, such as Medford, have surplus copies.

Public Services

Branches

The systemwide program “Bee a Leader,” presented by the Southern Oregon Bee Association, was one of the first in-person programs that were held in library gardens and patios at the Applegate, Rogue River, Shady Cove, and Prospect libraries this month. Some minor drama ensued at one program when the queen bee briefly escaped; she was safely recaptured and placed back in the hive. The Rogue River library’s first Take & Make for summer was a garden starter that included options for growing plants to attract hummingbirds, bees, and butterflies to yards as a complement to the “Bee a Leader” program.

The Gold Hill library has embraced the theme of “Readers are Leaders” by inviting local community leaders to contribute a photo of themselves with their favorite children’s book. This includes the mayor, school principals, a police officer, a fire fighter, and volunteers for local charitable groups (see photo below).





Jacksonville Branch Manager Rina Pryor contributes a quarterly column to the *Jacksonville Review*, this month showcasing events coming up this summer. Just in time for summer reading, Jacksonville staff placed the children's prize books in an enticing display, along with decorations to get kids excited about signing up for the Summer Reading Program. The traditional "golden book" is once again hidden among the Children's stacks; kids who find it get a special sticker.



The traditional "I Spy" window at the Ruch library has been a welcome sight to young ones since the library opened for browsing. One family had been discussing summer plan ideas for weeks, and their six-year-old consistently listed "The Library I Spy Window" in her top five ideas, right along with swimming and visiting her grandma. Two of the Prospects library's local boys that visit the library on a regular basis told the manager, "We love this library, and it's like our home away from home!" Both boys use the library for computer use and to check out books and DVDs each Wednesday.

The libraries continue to help community members access information and resources, including financial literacy kits acquired by Collection Development Librarian Wende Glimpse that have been popular systemwide. A Rogue River patron was thrilled to learn that faxing is free, and when staff taught her how to fax she said they were “magic.”

Construction on the 2nd floor of the Medford library, including new carpeting, started in June, a process that will make the space more user friendly and add some much-needed small group study and gathering spaces. Patrons are anxious to get back upstairs but appreciate the browsing collections staff created on the first floor. Staff also worked together to move all collections in the first area of construction in an impressively short amount of time. Medford Teen Services continues to work on creating new ways to showcase their collection while the Teen department is closed. They created a teen collection in the Children’s department that focuses on YALSA Teen Top Ten Books from 2020 and nominees from 2021, as well as a general collection of fiction and graphic novels/manga. This collection has been extremely popular and is regularly refilled, as well as is the new books display in the Riverside Hallway.

The Friends of the Medford Library very generously voted to fund the entirety of the branch’s wish list for the 2021-2022 fiscal year. Funding will be used for programming, signage, and even a few facilities updates. The Friends’ Book Shop continues to draw enthusiastic customers, so it is not surprising that the Medford library continuously meets its occupancy limit on the days and times the store is open.

Toddler Aerobics returned at the Central Point library, held outside at a local park and facilitated by Youth Services Coordinator Brystan Strong and Library Associate Nick Rementaria. The first event had more than a dozen participants, while the second one topped fifty. Library Associate Dayna Kestel received the following shout-out from a grateful Central Point library patron:

Tell Us – We’re Listening! *Kudos + YAM! TO* **Learn. Connect. Grow.**
Dayna who was willing **with your LIBRARY.**

How has the library transformed your life? *TO brainstorm & search what I could do w/ wool & cashmere scraps! a true librarian ☺*

Branch visited Central Point Date 01 JUNE 2021


Comments or suggestions: *I AM ENORMOUSLY grateful for computer & printer use as a guest - it is SO helpful TO THE ease in my life ☺*

Would you like someone to call you with a response? Yes ___ No ___
 May we use your comments in our publicity? Yes ___ No ___
 How do you like to receive information about library programs and events? *☺*

Name (required) _____ Phone (optional) _____
 E-mail (optional) _____

I want to know more about library events and programs with *eLibrary News*.
 I would like to help bolster support for the libraries.

Thank you for taking a few moments of your time to let us know how we are doing. Your comments are important to us!

Comment Card 8-12-19 

A couple of young patrons drew beautiful chalk pictures on the sidewalk while spending time at the Shady Cove library. One of the patrons has been coming to the library for a few years. At first a hesitant reader, after Branch Manager Marion Mensing introduced her to graphic novels, she now is an avid reader and loves manga. Her grandmother proudly reported that her granddaughter's grades have improved since coming to the library.

Adult Services

Adult Services Coordinator Carrie Turney Ross and Youth Services Coordinator Brystan Strong teamed up to present an author talk with Dr. Dana Suskind, author of *Thirty Million Words: Building A Child's Brain, Tune In, Talk More, Take Turns* and founder of the Thirty Million Words Initiative. This program kicked off a special focus for parents during this year's Summer Reading Program. With the theme of Readers are Leaders, this program helped to emphasize that parents are their child's first leader and teacher. One patron responded to the post-program survey saying, "Dr. Suskind reinforced and expanded my knowledge of the importance of the very early childhood years. I liked her comparison to computers—the brain is the hardware, stimulation (aural, visual and others) is the software that activates it, especially from birth to three." A book list was created that includes more books on early literacy and the role parents play in their children's early brain development.

In addition to Dr. Suskind's talk, Outreach to Childcare Library Specialist Megan Pinder facilitated the first in a three-part series for Spanish speaking parents, also focused on early literacy. Presented by Claudia Cervantes, M. Ed., Migrant Preschool Specialist and author of the book *Con tu Ayuda Mamá. "Lectoescritura en los primeros años,"* or "Literacy in the Early Years," empowers parents and caregivers to support the development of their children's early literacy skills. All who attended this program received a gift bag with books and other tools to make learning fun and easy.

Medford Adult Services has also hosted some remarkably successful programs in June, including Librarian Carrie Tannehill's Windows in Time Presentation on "Ten Quirky Things to Know About Historic Ashland." Librarian Spencer Ellis both planned and participated in the PRIDE @ the Library virtual panel, which included several Southern Oregon panelists who contributed a broad perspective of both local and national history and issues. Librarian Kayla Samnath facilitated "Let's Get Civic-al: Civics 101." This program, presented by Southern Oregon University Assistant Professor of Political Science Shawn Patterson, gave attendees a crash course in civics and the circumstances that led to the Constitution. One of the most important points Dr. Patterson emphasized was to stay informed and be aware of information sources.

Youth Services

The beginning of Summer Reading is off to a great start. Most families that visited the libraries this month asked about Summer Reading in general or about helping sign up their children. Many visited to collect their book prizes, always an encouraging sign to see within the first twenty days of SRP. A few of the kids at the Medford library were so excited about the pop-up books they received that they sat down immediately and shared all of the pages with library staff. More than ninety children and adults visited the Ashland library throughout the SRP kick-off days where staff gave out goody bags, patrons collected prize books, and sign-ups were entered into Beanstack. The Rogue River library is also seeing children beginning to get into Summer Reading: The grandmother of a child who is shy and just learning to read says he is coming out of his shell and can now spell words and loves to pick out books to read. He and a Rogue River staff member talked about reading being his "superpower." Another family was in Rogue River to get books for summer reading. As they were leaving, staff saw the small child whisper

something to the mom, who said, "You should tell her that." The child ran back over to tell the staff member, "I think you're the best!" The staff member said, "Thank you. I think you're the best, too. We love seeing you guys," to which the child replied, "We love you too!"

The big word of the month has been "appreciative." In the words of Library Specialist Grace Ambrus, "Both parents and children alike continue to constantly comment about how wonderful it is to be back in the library ... Patrons appreciate that [even though] they are unable to access the Teen department, they have a great selection of YA books behind our reference desk." The gratitude and enthusiasm shown allows staff to see the light at the end of the pandemic tunnel and look graciously forward to the fall. Many of them have repeatedly thanked the Children's team for the continuous flow of Take & Make kits, blog posts, and online storytimes. One parent said to Ashland Children's Librarian Lyn Heerema, "Seriously, you saved us! It was something to look forward to and a little like Christmas when we picked up a new Take & Make and got to see a storytime."

The systemwide program series called "Leadership in Literature: Sword and the Tome" was presented by Shady Cove Library Associate Cameron Turner. Turner combined the history of swords, nobility associated with the art of swordcraft, and swords in classic literature and pop culture, all culminating in the attendees getting to learn the choreography of a stage fight with foam swords and protective eyewear.

A milestone in June was the return to off-site class visits. Teen Librarian Jacqueline Keating and Heerema were invited to visit the Siskiyou School in Ashland. Heerema spoke with the second, third, and fourth-grade classes, and Keating spoke to the older grades. It was an excellent opportunity to promote summer reading and talk about books. Many of the sixty-three students Heerema spoke to made follow-up visits to the library, bringing along the book list Heerema had passed out at her visit. They were excited to be in the library, sign up for summer reading, chat with Heerema, and track down the books on the list.

It has been a long time coming, but the Ashland library had one of its first in-person programs. Keating and Heerema teamed up once again and, in collaboration with the Ashland fire department, offered a fire safety program. Despite temperatures hovering around 100 degrees, there was a turnout of more than thirty-five children and adults.





JCLS DART

The Juneteenth Celebration was both a historic event for Medford and the first outreach event for the JCLS DART technology van. Mobile Services Specialist Leah Diamond, Turney Ross, and Business Librarian Elanna Erhardt were able to engage passersby with information about programs, events, and services. One of the many benefits of the DART van is its WiFi capability that extends in a radius of 300 feet. The event DJ discovered that he did not have access to WiFi, so Diamond shared the WiFi handle for the DART van to provide the access he needed to play music for everyone at the event.

The tables and chairs set out around the DART van created an environment where people were comfortable relaxing. Two current patrons received instruction on how to use Libby, thirteen new library cards were created, and five patrons checked out books. Erhardt also took time to meet small business owners at the celebration to share Business Information Services and contact information. In total, 106 connections with the public were made at an event that many will remember as the first celebration of Juneteenth in Medford's history.

Diamond began has been making community connections to create a list of stops for JCLS DART. A partnership was established with ACCESS, and the organization provided JCLS DART with snacks that can be given to patrons when they use the service. Target audiences for these stops include young adults, those experiencing houselessness, seniors, rural communities without internet access, families experiencing poverty, and those most affected by COVID and the wildfires. A schedule of the van's stops can be found here: <https://bit.ly/2UcZrIQ>.

Outreach to Child Care

In the next fiscal year (2021-2022), Outreach to Child Care staff is ecstatic to be supporting the early literacy development of many children aged zero to six with the gift of age-appropriate books. The Friends of the Medford Library (FOML) awarded the OCC program over \$35,000 to give new books to the community's youngest children via local organizations that serve vulnerable and marginalized populations (e.g. Dunn House, CASA, WIC, and more); special events (e.g. Back to School Night, Parent Night, Día de los Niños/Día de los Libros, etc.); and the OCC program itself. It is especially exciting that every child in the OCC program will be able to take home a new book each season, and in the winter, the providers will also receive a book. Many homes have few books, so these gifts enrich the early literacy environment and offer a nurturing time between child and adult.

Community Librarian Evelyn Lorence and Education Services Specialist Jamaica Davis have been leading enrichment programs with Medford School District's Summer Experience. They have visited twelve classrooms so far, talking with 136 learners in grades 1-4. Each visit includes a read-a-loud of *Ten Thank-You Letters* by Daniel Kirk, discussion, and students writing their own thank-you letter to whomever they choose (from siblings to President Joe Biden—a popular pick). All participants receive a free book and information about this year's summer reading program.

Lorence and Davis put together a special Summer Boredom Busters Take and Make kits (picture below) to hand out at select Summer Lunch Sites. This Take and Make includes an idea jar plus craft supplies to bring these ideas to life. This Summer Boredom Buster will be available at various DART visits to Summer Lunch Sites throughout the county.



Lorence, Davis, and Diamond attended The Peace Path Creekside Community Event hosted by the Housing Authority of Jackson County and Maslow Project. In the ninety-minute event, nine new library cards were issued, and staff updated four library cards.

Business Outreach

Business Librarian Elanna Erhardt met with twenty-five business owners while doing outreach on foot. This is the beginning of a process of meeting business owners face-to-face to share business resources. Many business owners are not members of a Chamber of Commerce or other association, and so it is necessary to go to them. Erhardt found that many business owners and nonprofit leaders are interested in Foundation Direct Online and Statista, a new online resource available July 1 that provides market and consumer data and demographic statistics in scalable formats.

Social Services

Library Social Worker Mehmood Madha introduced the new security and safety framework to staff at the June JCLS Regional Meetings. The multi-phase training plan for the new Resource Specialists will equip them to handle mental health crises, expand their knowledge of trauma-informed care, and improve their ability to provide professional public safety in the library. Madha completed the State of Oregon's Department of Public Safety & Standards Unarmed Security Officer training, a requirement of bringing security in-house. Madha continues to work with community partners in the Rogue Valley. Madha worked with Sara Smith, nurse case manager at La Clinica, to present the adult program Naloxone 101, detailing how to obtain and use Naloxone. A recording of the program is available on the library's YouTube page.

Madha presented at Rogue Community Health's meeting of Community Health Workers to outline the Library's social work program and explore potential collaboration opportunities. Working with AllCare Health, Madha secured 150 hygiene kits that were distributed to all branches and placed in restrooms for patrons to access. Area Manager Michael Grutchfield shared a story of how appreciated these kits were as one patron stated, "I thought I was having a bad day today. I'm homeless, and it just seemed like nothing was going right. Then I walked into the bathroom, and there was a comb! Like, just for me. It made me feel like everything was going to be OK." Madha worked with individual clients and assisted ten new clients with filling out unemployment paperwork, seeking emergency sheltering at the Kelly Shelter, completing their pandemic unemployment assistance, and seeking reduced-cost legal services.

Human Resources

The word of the month for HR has been recruitment. HR has been busy posting, recruiting for, and interviewing candidates for several vacancies and new positions. Two of the vacancies are for the HR department itself.


Open enrollment for benefits is complete. Employees had the opportunity to change plans and add or delete dependents. AFLAC voluntary plans were added to the JCLS benefit package for FY22, and dozens took advantage of the opportunity purchase policies.

HR Manager Brynn Fogerty has kept a close eye on the Pandemic statistics, adjusting the Pandemic Guide and JCLS Safety Guidelines as necessary.

Marketing

June kicked off Summer Reading promotion season for Marketing with the first two installments of our “Readers are Leaders” video series. The tech van aka DART was wrapped and a promotional video is in the works. JCLS and the Shady Cove library in particular got a surprise shoutout from actor Donal Logue during the ALA Conference, which resulted in a lot of Twitter engagement. The end of the month also saw the release of the fourth episode of *Lost in a Book*.



American Library Association  ...
@ALALibrary

Great shout out to @JCLS_tweets
Shady Cove, Oregon, Public Library
from @donalogue: “I want to say to
the librarians out there. You're
providing hope for people and kids.
You're providing a place in the
community that's safe.” #ALAAC21

Press Release: Summer Reading: <https://bit.ly/3qs9BB1>

Press Release: July Event Listings: <https://bit.ly/3vVjetq>

Press Release: Mobile Tech Van (DART): <https://bit.ly/3vIJ6sy>

Press Release: July Windows in Time: <https://bit.ly/3d6OAHd>

Mail Tribune on DART: <https://bit.ly/3gSLd7B>

KOBI on Summer Reading: <https://bit.ly/3pVEAWy>

June book recs video: <https://bit.ly/35tD70c>

Readers are Leaders video: Gerlinde Smith: <https://bit.ly/3v71wD1>

Readers are Leaders video: Nancy Tovar: <https://bit.ly/3h1BoEv>



Jackson County Library Foundation Director's Report July 2021

As I sat at Starbucks talking to Eric Dziura, I began to recognize just how exciting the future is for the JCLF and JCLD relationship. He spoke to me about his brief time rowing and a book called *The Boys in the Boat*. He described with passion the kind of intense practice crews engage in to win and that it takes everyone rowing precisely and in tandem to move the boat in the right direction. If they don't all row together the boat doesn't move. His eyes lit up as he told me of the times in his experience when it all came together and created a moment of pure magic. Being a good Southern girl, I am always thrilled to hear a metaphor for what I am going through, so I leaned in to learn more from him.

I think he and I share a belief that we are in the practice phase of our crew, if you will. The boat is ready. The water is just right and we are now in the process of practicing together. I have already had glimpses of the magic that can and will happen as we continue to be curious, dedicated and focused on rowing in the same direction as organizations. I believe that our community will be the grateful beneficiary of the magic that we are working hard to create.

In a similar encounter, I attended my third President's Forum since starting on April 12, 2021. This time I got to meet everyone in person at our Rogue River library branch. I was delighted for the opportunity and had two Presidents walk up to me and invite me to join them for their upcoming Friends of the Library meetings. To that end, I attended the Medford Friends of the Library meeting and was greeted with warmth and enthusiasm for the work of the Foundation and the potential to work together on projects in the future.

Finally, I have had a wonderful time meeting staff at our 15 library branches and learning about their special place in their communities. Seeing community artwork and special library offerings specific to each branch was a delight. Question: Do you know which branch has animals and birds painted throughout by a local artist? Some peer at you from around a bookcase, a chair or in a small corner. If you haven't seen it, I encourage you to find a board member who does know and have them take you out to see it. (Hint: you can do some wine tasting while you are out that way too)

I am excited to take my place in the boat with you all. Let's start rowing!

The JCLF Board Governance committee is hard at work developing a plan for board development and recruitment in the 2021/2022 fiscal year. As part of our JCLF board meeting in July each JCLF board member will receive a board manual and we will discuss the book *Joan Garry's Guide to Nonprofit Leadership*. The Governance committee will be requesting a

possible time for a board orientation to take place in the next few months and begin a discussion of the ideal board members for the Foundation at the July board meeting as well.

The Finance Committee is likewise working hard to streamline our processes for providing funds to the Library and continues to research the best options for our investments.

The Donor Committee supports our board in fundraising and donor recognition. To that end, they are providing the JCLF board with a sample script for thanking donors and a link to the donor thank you list from the Google drive.

Thank you to each and every one of you for the time, talent and treasures you bring to our libraries. You are appreciated and your work does not go unnoticed.



July 6, 2021

Title: Resolution 2021-08: To Authorize Transfer of Budget Appropriations

From: Rick Leibowitz – JCLD Finance Manager

Recommendation:

The Finance Manager recommends that the Board approve Resolution 2021-08 for the transfer of appropriations as necessary to balance the 2021 budget.

Budget Impacts:

n/a

Policies, Plans, and Goals Supported:

JCLD Governance Policy 2-4 JCLD Fund Balances provides that the Finance Manager shall advise the Board whenever unexpected expenditures will exceed budget.

Background and Additional Information:

The Board approved this fund transfer at the June Board meeting and asked that it be brought as a resolution for approval. This resolution authorizes the transfer of budget appropriations from one category to another to account for items that were not planned for in the original budget. These transfers of appropriations do not affect the overall budget numbers but ensures appropriate allocations for all expenditures.

Attachments:

- Resolution 2021-08: To Authorize Transfer of Budget Appropriations

RESOLUTION: 2021-08

A RESOLUTION AUTHORIZING THE INTERNAL TRANSFER OF APPROPRIATIONS

Recitals:

A. Whereas the Board of Directors of the Jackson County Library District adopted the budget for the Jackson County Library District for Fiscal Year 2020-2021 on June 11, 2020 by Resolution 2020-09;

B. Whereas, ORS 294.463 allows transfers of appropriations within a fund when authorized by ordinance or resolution of the governing body, stating the need for the transfer, the purpose of the authorized expenditures, and the amount transferred;

C. Whereas, the Board of the Jackson County Library District finds a need to transfer budget appropriations from one category to another to account for items that were not planned for in the original budget;

D. Whereas, the Capital Improvement Fund internal fund adjustment is necessary because the transactions budgeted as "Capital Outlay" in the Capital Improvement Fund were a series of "Materials & Services" transactions that were for improvement of facilities;

E. Whereas, the transfer from the General Fund is necessary because after the audit of annual financial transactions were completed, there were more restricted funds available to transfer for the establishment of the Miscellaneous Grants Fund than originally budgeted, and the Board of the Jackson County Library District wishes to maintain a full \$300,000 transfer to the Capital Improvement Fund; F. Whereas, the Board of the Jackson County Library District finds that this transfer of budget appropriations is within the public interest and further serves the purpose of the Jackson County Library District,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE JACKSON COUNTY LIBRARY DISTRICT:

The Fiscal Year 2020-2021 appropriations, as adopted pursuant to Resolution 2020-09 are hereby adjusted as follows:

1. Capital Improvement Fund:

	Existing Budget	New Budget
Materials & Services	\$ 100,000	\$ 500,000
Capital Outlay	\$ 6,486,279	\$ 6,086,279
Total	\$ 6,586,279	\$ 6,586,279

2. General Fund:

	Existing Budget	New Budget
Materials & Services	\$ 5,368,918	\$ 5,303,658
<u>Transfers to Other Funds</u>	<u>\$ 1,343,085</u>	<u>\$ 1,408,345</u>
Total	\$ 6,712,003	\$ 6,712,003

The Board approves the following changes to the original 2020-2021 budget:

The above resolution was approved by the Board of the Jackson County Library District and declared adopted this _____ day of _____, 2021.

Board President

Recording Secretary

Board Vote:

- Viki Brown
- Eric Dziura
- Susan Kiefer
- Jill Turner
- Kim Young



July 6, 2021

Title: Annual Organizational Meeting Items

From: Kari May, Library Director

Recommendation:

The Library Director recommends that the Board review the District Organizational Items for FY 2022. The Director recommends that the Board approve Resolutions 2022-01 and 2022-02 as presented.

Budget Impacts:

n/a

Policies, Plans, and Goals Supported:

Approving the annual organizational items, including authorization of access to District bank accounts, supports the governance policies to ensure the Board's oversight of the Library District.

Background and Additional Information:

The resolutions authorizing the District's checking account and investment account, and designating the responsible personnel, are brought to the Board at the start of every new fiscal year. The same is true for the District Organizational Items. These items may be broughtback to the Board at any time during the fiscal year should revisions or updates be required.

This year, the Director asks the Board to affirm the meeting day and time for regular meetings. It has been suggested that moving the meeting to the third Thursday of the month would allow staff more time to complete monthly reports, analyze the data, and be able to include accurate information for the Board.

The federal mileage reimbursement rate for 2021 has decreased from \$0.575 to \$0.56.

Attachments:

- District Organizational Items for Fiscal Year 2022
- Resolution 2022-01: To Authorize Checking Account, Designated Personnel and Signers
- Resolution 2022-02: To Authorize LGIP Account, Designated Personnel and Signers



District Organizational Items for Fiscal Year 2022

The Library Director recommends the items listed below:

1. Meeting Day & Time – The Board meets on the second Thursday of each month at 4:00 p.m. by virtual means or in person, as indicated on the agenda.
2. Mileage Reimbursement Rate for Board and Staff – It has been Board practice to pay the IRS-approved rate, currently \$0.56 per mile. Continuation of this practice is recommended.
3. Auditor – An RFP has been issued for the District’s auditor for Fiscal Year 2022.
4. Authorized Depositories of Funds – Two depositories of funds are recommended: Banner Bank for general operation, and the Oregon State Treasury Local Government Investment Pool (LGIP). *[See Resolutions 2022-01 and 2022-02 reauthorizing the District’s bank accounts, designated personnel and signers.]*
5. Local Contract Review – It is recommended that the Jackson County Library District Board of Directors continue to act as the District’s Local Contract Review Board (LCRB).
6. Identifying Purchasing Practices – It is recommended that the Jackson County Library District continue its practice of following the Public Contracting Rules and Procedures (Policy 2-2) adopted by the Board at its regular meeting on April 2, 2015, which closely follow the Oregon Attorney General’s Model Public Contracting Rules and ORS 279 pertaining to public contracting.
7. Insurance Agent of Record – The District’s Insurance Agent of Record is Sandy Orr, CISR, Branch Supervisor, Brown & Brown Northwest Insurance.

Proposed Action: That the Board review and accept these recommendations as presented for organizational items 1 through 7.

RESOLUTION: 2022-01

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

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

- A. At its regular meeting on June 4, 2015, the Board approved Resolution 2015-06, authorizing the opening of a checking account at AmericanWest Bank (now Banner Bank) and designating authorized personnel to transact business with Banner Bank and sign checks or authorize withdrawals from the account with Banner Bank.
- B. It is the District's practice to reauthorize its bank accounts and designated personnel and signers at its annual organizational meeting in July.
- C. It is recommended that two Library District Directors and three District employees are designated as authorized personnel and signers on the Banner Bank checking account.
- D. It is the District's practice to designate its Board President, Board Vice President, Board Finance Liaison, and Library Director as authorized signers on the Banner Bank checking account.

BE IT RESOLVED:

- 1. That former JCLD employees Lisa Marston and Vicki Robinson are hereby removed as authorized users on the District's Banner Bank Account.
- 2. That former President Cathy Shaw is hereby removed as an authorized user on the District's Banner Bank Account.
- 3. That Finance Manager Rick Leibowitz, Library Director Kari May, and Assistant Director of Public Services Claudine Taillac are hereby authorized to transact business with Banner Bank on behalf of the Jackson County Library District.
- 4. The following persons are authorized to sign checks or authorize withdrawals from the checking account with Banner Bank on behalf of the Jackson County Library District: President _____, Vice President _____, and Finance Liaison _____, Directors of the Jackson County Library District; Kari May, Library Director.

The above resolution statement was approved by the Board of the Jackson County Library District and declared adopted this 6th day of July, 2021.

By:

Attest:

Board President

Recording Secretary

Board Vote:

Viki Brown _____
Eric Dziura _____
Susan Kiefer _____
Jill Turner _____
Kim Young _____

RESOLUTION: 2022-02

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

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

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

BE IT RESOLVED:

- 1. That Finance Manager Rick Leibowitz, and Library Director Kari May are hereby authorized to transact business with the Local Government Investment Pool(LGIP) through the Oregon State Treasury on behalf of the Jackson County Library District.
- 2. That the following persons are hereby authorized to sign documents or initiate bank account information changes for the Oregon State Treasury LGIP account on behalf of the Jackson County Library District: President _____ and Vice President _____, Directors of the Jackson County Library District; and Kari May, Library Director.

The above resolution statement was approved by the Board of the Jackson County Library District and declared adopted this 6th day of July, 2021.

By:

Attest:

Board President

Recording Secretary

Board Vote:

Viki Brown _____
Eric Dziura _____
Susan Kiefer _____
Jill Turner _____
Kim Young _____



July 6, 2021

Title: Appoint Committees and Members; Board Liaisons

From: Kari May, Library Director

Recommendation:

The Library Director recommends that the Board: 1) determine which committees will be reappointed; 2) appoint the chairperson and members of each committee; 3) determine which outside entities should have a Board liaison; 4) appoint the liaisons for each outside entity; and 5) appoint the Board’s media representative.

Budget Impacts: n/a

Policies, Plans, and Goals Supported:

Committees are established to assist the Board to govern more efficiently and, in some cases, to comply with the requirements of state law. A Board committee is not designed to do staff work. Committees shall be used to investigate, deliberate, analyze, and make recommendations with regard to policy and other special issues directly related to the Board’s role as governing body. Appointing Board liaisons to outside entities ensures the District is well represented in the community and supports one of the District’s core values—collaboration.

Background and Additional Information:

In accordance with the attached Board Committees Policy, the Board shall annually review the work of each committee and determine which committees will be reappointed and which committees are no longer necessary. Committee chairpersons and members are appointed in July. The Board’s liaison and media contact represents the District when interacting with outside entities. The Board also ~~will~~ appoint a representative to serve on the Rogue Valley Council of Governments (RVCOG) Board of Directors. An alternate should be selected in the event the appointed liaison is unavailable. In addition to the committees listed in Section IX.A. of the Policy, the Director recommends the creation of the ad-hoc Strategic Planning Committee, and the appointment of members to the JCLF/JCLD Relationship Committee.

Attachments:

- Board Committees Policy
- Committee Summary & Membership List

Policy 1-7	Board Committees	Created: 7/30/2019 Approved: 8/8/2019
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I. Purpose

The Jackson County Library District Board of Directors (“Board”) may establish committees to assist the Board to govern more efficiently and, in some cases, to comply with the requirements of state law. A Board committee is not designed to do staff work. Committees shall be used to investigate, deliberate, analyze, and make recommendations with regard to special issues.

II. Accountability

Committees are a subsidiary of the Board, and shall report their work to the Board on a regular basis.

The Board shall annually review the work of each committee and determine which committees will be reappointed and which committees will be abandoned as no longer necessary.

III. Appointment

The Board shall appoint the chairperson and members of each committee, and each will serve a term of one year. The Board may fill vacancies on a committee and may remove a member from a committee at any time without cause.

IV. Authority

Committees established by the Board are advisory in nature and shall have only the powers specifically delegated to it by the Board. Functions of each committee will be in writing as part of Board policy, a committee charter, or recorded in the minutes of the meeting at which the committee was established.

V. Committee Charter; Annual Work Plan

The purpose and responsibilities of each committee shall be included in writing as part of the committee’s charter. In August of each year, the committees shall submit their charters and annual work plans to the Board for review and approval.

VI. Committee Meetings

The committee chair shall convene all meetings of the committee or a majority of the committee members may call a committee meeting. Minutes shall be kept of committee meetings. When committees make recommendations to the Board for action, such recommendations shall be made in the form of a motion at a Board meeting.

VII. Public Meetings Law

Meetings of Board committees are subject to the Oregon Public Meetings Law.

VIII. Guidelines for Committee Chairs

The committee chair will be expected to lead the committee just as the Board President is expected to lead the Board. The chair is accountable for ensuring the productivity of the committee by:

- A. Planning the agenda for the committee meetings.
- B. Ensuring that all members of the committee are notified of committee meetings.
- C. Convening committee meetings, and keeping meetings on track.
- D. Ensuring a written record of committee actions is kept.
- E. Encouraging the committee to take action on the issues discussed by the committee.
- F. Ensuring that reports and recommendations for action from the committee are presented to the Board.
- G. Leading the committee to evaluate its own operations.
- H. Contacting the Board President or Library Director to have committee issues/reports placed on the agenda prior to the agenda deadline.

IX. Committees

Although committees can have countless names, they all fall into one or two categories: standing or special.

A. Standing Committees

A standing committee exists from one year to the next, and is typically charged with a continuing function. The standing committees of the Jackson County Library District are as follows:

1. Budget Committee: As required by state law, the Budget Committee works with the Library Director and staff to develop a plan for the coordination of revenue and expenditures for the District's fiscal year. Requirements in ORS 294.414 regarding membership on the Budget Committee are listed below:

- i. The Budget Committee shall consist of five members of the Board and five appointed electors within the District. Appointed members cannot be officers or employees of the District.
 - ii. Budget Committee members shall serve for three years. Their terms shall be staggered so that as nearly as possible one third of the terms of the appointed members shall end each year.
 - iii. Appointed members may not receive any compensation for their service on the committee.
 - iv. A vacancy on the Budget Committee shall be filled by the Board for the unexpired portion of the term of the vacant position as soon as practicable.
2. Policy Committee: The Policy Committee works with the Library Director and staff to develop and revise necessary policies related to the governance and operations of the District. Policies shall serve as guiding principles for Board members, staff and patrons.
3. Facilities Committee: The Facilities Committee works with the Library Director and staff to increase the useful life of the buildings and their systems, ensure the safety of library patrons and capital equipment, and create and maintain welcoming spaces that support the District's service priorities.
4. Advocacy Committee: The Advocacy Committee works with the Library Director and staff to stay abreast of local, state, and national legislation that might impact library services; develop talking points about the impact of library services in Jackson County; and promote the library in the community at large.
5. Finance Committee: The Finance Committee works with the Library Director and staff to provide oversight of the District's finances and ensure that the District is operating within its established policies regarding fiscal management.
6. Executive Committee: The Executive Committee consists of the officers of the Board. Its only purpose is to advise the Board President, when needed, and to assist the Board President in developing each Board meeting agenda.
7. Technology: The Technology Committee works with the Library Director and staff to maintain and oversee the Library's rolling 3-Year Technology Plan, including budget and capital project estimates. The committee is also charged with keeping abreast of emerging technologies for libraries and recommending new technologies to library staff.

B. Special Committees

A special committee is formed to perform a specific task. It comes together, performs the task, gives its final report, and then ceases to exist. The special or ad hoc committees of the Jackson County Library District are as follows:

1. **Strategic Planning:** The Strategic Planning Committee is activated every five years, at which time a new chairperson and members are appointed. The committee works with the Library Director to develop a five-year strategic plan that assures the library's services and activities reflect the District's mission; set priorities; show measurable progress; and provide a strong foundation for decision making.
2. **Any other committee as needed.**



JCLD Committee Summary and Membership List

FY2021 Roster

Advocacy

Stay abreast of local, state, and national legislation that might impact library services. Work with the Library Director to develop talking points about the impact of library services in Jackson County to promote the library in the community at large.

Members: Kari May

Facilities

Work with Library Director to determine current and future needs of physical library spaces, including commissioning of a Master Facilities Plan which would assess the long-term (10-20 years) needs of JCLS. Advise library staff on recommendations and proposals to modify and redesign existing spaces in response to evolving community needs and library services.

Members: Susan Keifer, Eric Dziura, Kari May, Crystal Zastera

Finance

Provide financial oversight of the District's budget, including periodic review of the monthly financial statements and working with the Finance Manager and Library Director to ensure that spending is on track throughout the budget year. Help prepare financial documents for the Budget Committee for the annual budgeting process. Set long-range financial goals, with funding strategies to achieve them. Ensure that the District is operating within its established policies regarding fiscal management and investment.

Members: Jill Turner, Susan Kiefer, Kari May, Rick Leibowitz

Policy

Work with Library Director to draft and update necessary policies related to the governance and operations of Jackson County Library District. Policy categories include governance, financial management, risk management, and library operations. The Policy Committee will review policies before they are presented to the full board, with recommendation for approval.

Members: Eric Dziura, Kari May

Technology

Maintain and oversee the Library's rolling 3-Year Technology Plan, including budget and capital project estimates. Keep abreast of emerging technologies for libraries and recommend new technologies to library staff.

Members: Eric Dziura, Kari May, Ron Sharp

Data & Metrics

Collect accurate data and present to the Board and the State in a timely manner. Ensure that the JCLD staff and Board have the tools and statistics needed to make data-driven decisions that impact the budget and strategic plan.

Members: Jill Turner, Kari May, Claudine Taillac

JCLF/JCLD Relationship

Oversee the relationship between the Jackson County Library Foundation Board and the Jackson County Library District Board. Provide direction to the Library Director and Foundation Executive Director to set priorities and goals for the Executive Director.

Members: Susan Kiefer, Kari May, Foundation Board members Michal Slate & Becky Versteeg

Budget

As required by state law, the Budget Committee works with the Library Director and staff to develop a plan for the coordination of revenue and expenditures for the District's fiscal year.

Members: JCLD Board members; Citizen Members Gerri Davis, Cathy deWolfe, Kevin Keating, David Mathieu

RVCOG Liaison

A representative appointed to serve on the Rogue Valley Council of Governments Board of Directors and attend their monthly meeting.

Representative: Eric Dziura; alternate:

Media Contact

Represents the Library when interacting with outside entities.