



JACKSON COUNTY LIBRARY DISTRICT (JCLD)

BOARD MEETING AGENDA

Virtual Meeting

<https://zoom.us/j/96595276734>

September 15, 2021, at 4:00 p.m.

CALL TO ORDER/ROLL CALL

INTRODUCTIONS / PROCLAMATIONS

Library Card Sign-Up Month

Banned Books Week - September 26 – October 2, 2021

CONSENT AGENDA (Action)

1. August 18, 2021 Regular Board Meeting Minutes 1

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)

2. Library Director Report – Kari May..... 4
3. Jackson County Library Foundation – Ginny Auer..... 11

UNFINISHED BUSINESS (Inform/Discuss/Action)

4. Recommendation for Auditor Engagement – Brittany Brite..... 12
5. Vaccine Policy – Brynn Fogerty 20

NEW BUSINESS (Inform/Discuss/Action)

6. Policy 5-13 Meeting Room Use Policy Update – Kari May 25
7. Annual State Statistical Report Memo – Kari May 33
8. Recommendation for Strategic Planning Consultant – Kari May 47
9. Public PC Replacement Procurement – Parvaneh Scoggin 50
10. Agenda Discussion – Eric Dziura..... 52

COMMITTEE AND BOARD MEMBER REPORTS (Inform)

SharePoint Tips & Tricks – Kim Young

Facilities Committee Meeting – Eric Dziura..... 54

EXECUTIVE SESSION

Executive Session pursuant to ORS 192.660(2)(n)(E): *To consider information about review or approval of programs relating to the security of data transmissions by whatever means provided. If necessary, Board may take action on items discussed in Executive Session.*

FUTURE MEETINGS/EVENTS/OBSERVANCES:

October 2, 2021 – JCLD/JCLF Joint Board Retreat

October 17-23, 2021 – National Friends of Libraries Week

October 20, 2021 – Board Regular Meeting

The Jackson County Library District Board meets regularly at 4:00 p.m. on the third Wednesday 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.



MINUTES

ATTENDEES

Present at the meeting were: Board Members Eric Dziura (President), Jill Turner (Vice President), Susan Kiefer, and Viki Brown. Absent: Kim Young.

Additional attendees: Kari May (Library Director), Claudine Taillac (Assistant Director, Public Services), Brynn Fogerty (HR Manager), Ginny Auer (Foundation Executive Director), Rick Leibowitz (Finance Manager), Ryan Bradley (Marketing Coordinator), Elanna Erhardt (Business Librarian), Jacquelyn Bunick (Legal Counsel), Parvaneh Scoggin (Technology & Innovation Manager), Kristin Anderson (Bear Creek Area and Ashland Branch Manager), Crystal Zastera (Facilities & Operations Manager), Marlana Fajardo (HR Specialist), Becca Phoenix (HR Specialist), Loren Clupny (Staff Development Coordinator), Laurin Arnold (Central Area and Medford Branch Manager), Ashley Johnson (Technical Services Supervisor), Doug McGeary (SOHS), Kevin Keating (SOHS) and Daisy Fields (Executive Assistant).

CALL TO ORDER/ROLL CALL

President Dziura called the meeting to order at 4:07 p.m. Roll call was taken.

INTRODUCTIONS / PROCLAMATIONS

Library Director Kari May introduced and welcomed new employees: Parvaneh Scoggin, Technology & Innovation Manager; Marlana Fajardo and Becca Phoenix, HR Specialists.

CONSENT AGENDA

Director Turner asked to pull the Monthly Financial Report from the consent agenda, adding it to the Reports section.

MOTION: Director Kiefer moved to approve the July 6, 2021 minutes. Director Turner seconded the motion. The motion was approved unanimously.

ORAL REQUESTS AND COMMUNICATIONS FROM AUDIENCE

None.

REPORTS

Library Director's Report

Library Director May introduced Laurin Arnold, Central Area and Medford Branch Manager. Arnold reported that the Central Point branch had their new furniture moved in, more patrons have been using their laptops in the library, Summer Reads program has gone well, Take & Makes are very popular, and programs have been well attended. Library branch capacities have been reached several times a week, and several outdoor programs have been canceled due to smoke.

Director Turner pointed out that the first page of the Library's Organizational Chart needs to be reworked but overall the chart was very helpful.

May reported that the new Finance Manager, Brittany Brite, is scheduled to begin working August 30, and that a brief Board meeting will be called the first week of September to approve the resolutions needed to give Brite authorization and access to the Library's bank accounts.

Jackson County Library Foundation Report

Foundation Executive Director Ginny Auer reported that their Board is preparing to update the Foundation's written processes as well as participate in the Library's strategic planning process. There is a joint Board retreat (JCLS & JCLF) planned for October 2, 2021.

Quarterly Statistical Report

May reported that the Finance and Data & Statistics Committees have been combined to become the Finance & Statistics Committee. The group has met and are working to determine what will be reported in the future. The Annual statistical report will be reworked to include more trend history, Library cardholder data, and circulation numbers for State reporting. Director Turner noted that the circulation number charts on the current report look worrisome since they haven't recovered to pre-pandemic levels; Taillac reported that this is situational and that the Library is working hard to provide Take & Makes and online programs to engage patrons within their comfort zones. Turner asked if staffing is being adjusted based on the circulation statistics; Taillac answered that front door service and Take & Makes are labor intensive and that staff are repurposed to fill these and other needs as they arise within their branches.

SOHS Quarterly Report

Doug McGeary, SOHS President, reported that, like the Library, pandemic guidelines are being followed very carefully. Volunteers are helping out in the absence of the Archivist, who departed in July. The SOHS archives are among the largest in Oregon. The Library's funding helps SOHS provides Jackson County Library patrons with open doors five days a week, free access to the archives, limited research, programs that provides photos and research for Windows in Time, as well as providing quarterly reporting. Director Turner requested that SOHS provide circulation per-month data over a three-year period in a graphic form, since the beginning of the JCLS/SOHS contract, to compare with the Library's graphs for the same time period; McGeary agreed. May noted that the Library's ad hoc SOHS Contract committee has met to review the JCLS/SOHS contract, and Claudine Taillac has met with SOHS Executive Director Ron Kramer to discuss next steps. A revised contract will be presented in the near future to both Boards.

Monthly Financial Report (FY2020-2021 YTD)

Director Turner pointed out a couple reporting errors and advised that grant money should be spent in a timely manner. Finance Manager Rick Leibowitz explained some of the errors. President Dziura advised Leibowitz to work with the Finance Committee to review processes and expectations of the reporting so that they can come to an understanding for future reports.

NEW BUSINESS

Annual Planning Meeting Summary – May noted that the updated Board Agreements did not get attached to the minutes but were sent to the Board before the meeting. Library Director Goals for the current fiscal year (as discussed at the meeting) also need to be better defined and agreed upon at a future Board meeting. President Dziura noted that Goal #4: Return library service to pre-pandemic levels is not reasonable as the pandemic is not yet over, and suggested that the Executive Committee meet to

determine a more reasonable and measurable goal. The remaining goals are acceptable as written. Director Kiefer expressed concern about the level of employee turnover and what best practices are being utilized to reduce the turnover rate.

Pandemic Response – May asked that the Board discuss the topics of again offering paid administrative leave for COVID-related time off and the possible requirement of COVID vaccines for employees. May noted that the Library had previously offered this paid administrative leave and that it had also been used for employees to get their vaccines. The consensus from the Board was to require vaccines or weekly testing. Incentives for staff vaccination was discussed but could become an issue with the use of public funds and pay equity. May and Fogerty are seeking legal advice and will work toward a feasible plan. About 80% of staff have received their vaccinations, and the Board discussed requiring vaccinations for staff or proof of weekly testing; medical exemptions will be taken into consideration.

All branches are currently open at Stage 5.2 (limited in-person services); building capacities and hours are being monitored and will be adjusted as needed, social distancing and masks are required, and meeting rooms are not currently available to patrons. The Library will continue to follow State and Federal guidelines surrounding the COVID pandemic and will respond accordingly.

MOTION: Vice President Turner moved that a resolution be written to put COVID vaccine or weekly testing requirements in place for JCLD employees in an effort to protect the health of employees, patrons, and the citizens of Jackson County. Director Kiefer seconded the motion. The motion passed unanimously.

Auditor RFP

Leibowitz reported that there has not been much of a response to the original RFP for an auditor, only one company has indicated that they might submit a proposal but could not begin until winter. He suggested that the Finance Department continue to send out direct requests to accounting firms to find one that could perform the audit.

COMMITTEE AND BOARD MEMBER REPORTS

Finance Committee

The Finance Committee has met and is working on defining the data and statistics needed to present clear and complete reports at future meetings.

FUTURE MEETINGS/EVENTS/OBSERVANCES

Special Board meeting Wednesday, September 1, 2021 at 4:00 p.m.

Strategic Planning Steering Committee meeting Wednesday, September 1, 2021, time to be determined.

Regular Board meeting will be held on Wednesday, September 15, 2021 from 4-6 p.m.

Facilities Committee meeting, date and time to be determined

Joint Board Retreat (JCLD/JCLF) on Saturday, October 2

ADJOURN

President Dziura adjourned the meeting at 6:17 p.m.

/s/ Daisy A. Fields

Recording Secretary



Director's Report September 2021

Human Resources

Some key positions were filled during the last month. The new Area Manager of the Upper Rogue is Lewis Maurer and Carrie Turney Ross is now Area Manager of Outreach and Programming.

The Pandemic continues to loom and the HR Team has spent considerable hours making sure the staff stay safe and that guidelines are understood and followed. The Pandemic Guide was once again updated in August to reflect current service levels and safety guidelines. Once the new COVID-19 Vaccination Policy is implemented, the Guide will be updated again.

The 90-day New Employee Onboarding plan was launched. All supervisors were provided training and a test group of new hires was created to ensure all of the bugs were worked out prior to rollout. Moving forward, each new hire will have a clear roadmap to ensure they are given a solid foundation for success at JCLS.

A volunteer handbook and orientation were created and are ready for implementation when the Library gets to a point when new volunteers can safely be welcomed back. These new additions will ensure that all volunteers are being properly onboarded and trained so they can be successful in their roles.

Marketing

The Marketing Team worked to keep up with changes to programming and service levels, started the preparations for Rogue Reads, and put the finishing touches on a new original video project for the JCLS YouTube channel. The trailer was released for the first short form documentary, Spotting Fire, which covers the 100+ year history and evolution of fire watches in Jackson County. The full video will be posted in September.

Press Release: September Event Calendar: <https://bit.ly/2X0iqYU>

Press Release: Return to Front Door Service: <https://bit.ly/3sQPv5l>

Press Release: September Windows in Time: <https://bit.ly/3iQzp8L>

Press Release: Updated August Event Calendar: <https://bit.ly/3BR1IPU>

Oregon State Library Newsletter Feature on DART: <https://bit.ly/3A1EYX9>

Mail Tribune on Return to Front Door Service: <https://bit.ly/3kWLM2q>

Trailer for Spotting Fire Mini-Documentary: <https://youtu.be/fx0dptE8OmM>

August Book Recommendations: <https://youtu.be/0kpbFO9dt0Y>

Readers are Leaders: Janis Mohr-Tipton: <https://youtu.be/IPbDKC3FbOk>

Public Services

The beginning of the month showed an uptick in library visits, happy patrons inside browsing, and meeting and study rooms being booked before the return to Front Door Service (FDS) on August 30. The transition was a smooth one, as staff are now experts at this system and patrons understand that FDS does not mean the libraries are closed. Some new strategies that give patrons options to browse new and popular materials at the entrance were added at many branches. Reference and Circulation services returned to phone and email only, and the Adult and Youth Services teams worked together to quickly organize and distribute the work. Before meeting and study rooms were closed, a Rogue River patron was able to book the meeting room to attend a virtual job interview. She told the Area Manager Michael Grutchfield that she appreciated the library allowing her to use the space.

Forty staff attended an all-day training on empathy-based conflict resolution presented by Resolve Center for Dispute Resolution and Restorative Justice. The training was customized for situations common for frontline library workers and provided staff with concrete skills for setting boundaries and resolving conflict before escalation occurs. Post-training surveys showed high satisfaction levels; this training is a significant milestone in the District's goal of providing a safe and welcoming environment for patrons and staff. JCLS's Social Worker and Resource Specialists are creating a shorter training based on knowledge gained that all frontline staff will take by the end of the year.

Despite the obstacles the pandemic continues to offer, regular library services continue, and Adult Services staff received questions concerning COVID testing, such as: What are rapid COVID tests? How accurate are they? How long does it take to get PCR COVID test results? Librarian Kayla Samnath helped a patron track down equipment so they could play and digitize Super-8 film. Samnath and Librarian Spencer Ellis started working on the possibility of adding a seed library to Medford. Patrons continue to surprise and delight staff with comments such as, "Audiobooks make farm work more fun."

Naloxone boxes provided through the partnership with Max's Mission were installed outside of the library buildings. At the Shady Cove library, the Naloxone was utilized almost immediately after installation of the box and refilled again by Max's Mission within a few days.

Adult Services

On August 14, Community Resource Kits were made available for library patrons to pick up at the Ashland and Talent Branches. The kits consisted of bags filled with brochures, fliers, and handouts for a wide range of community services offered by local organizations and agencies— an "in-a-bag" version of a Community Resource Fair. Handouts in the kits were divided into general categories:

Transportation, Seniors and Youth, Library Services, Employment, Legal Help, Food Assistance, Health & Wellness, and Crisis Support. A three-person staff team created the kits: Social Worker Mehmood Madha, Head of Adult Services Ellie Anderson, and Adult Services Librarian Ken Lodgers, who put together twenty-five kits in English and fifteen kits in Spanish. Ten of the Spanish language kits were delivered to the Talent Branch to be available to the Spanish speaking community that they serve.

Emergency Preparedness was promoted through displays at Shady Cove and Ashland. Shady Cove Library installed an emergency preparedness display. It included emergency items such as water, snacks, blankets, extra clothing, toiletries, medications, important papers, pictures, pet supplies, computer, chargers, reading material, and coloring books for kids. Extensive FEMA information handouts were available as well as Ready Set Go levels of fire evacuation with a map of Shady Cove evacuation routes. In recognition of fire season, Librarian Brianna Levesque created a display of local fire and emergency preparedness materials. The flyers and pamphlets were well received.

Business Services

The Library's notary service continued to be refined. White City Library Associate Milagros Morales started working toward becoming a commissioned notary to provide the service to Spanish-speaking patrons. One highlight was that the first patron to whom Levesque provided notary service was so inspired that she decided to become a notary herself. This month, she returned to the library to have her notarial commission documents notarized.

Youth Services Coordinator Brystan Strong, Adult Services Coordinator Carrie Turney Ross, Library Specialist Megan Pinder, and Erhardt presented at LInC (LatinX Interagency Committee) to an audience of forty people. They shared information about library services and outreach to Spanish-speaking members of the community.

Erhardt continued to schedule Book a Librarian appointments with local business owners and those in the nonprofit world. Erhardt attended Virtual Main Street, a monthly meeting of business owners, and received two appointment requests as a result.

Youth Services

Teen Services Librarian Andrea Leone presented at an Oregon Reference Summit virtual program. She was part of a panel discussion on how the COVID-19 Pandemic changed public libraries. She also started a partnership with Erhardt to provide programs teaching teens résumé and interview skills.

Online Take & Make Programs were successful in August. Ashland Teen Services Librarian Jackie Keating hosted a Driver's Ed Trivia match using questions she created from the current DMV Driver Manual. Two of the teens who participated had DMV written driver tests coming up that week and were pleased about the timing of the trivia match as a study tool. Each participant won a prize for their participation, and the two who had upcoming exams received well wishes.

The Applegate branch saw an increase in homeschoolers checking out resources. Before FDS was implemented, both the African Drumming session with Laura Rich and the Social Skills for Superheroes program were well attended. In addition, Applegate staff noted seeing numerous new-to-the-library families coming by and expressing gratitude that the libraries are offering services.

Although Rogue River had to cancel their in-person rock painting program, the Take & Make version proved to be popular with patrons of all ages. One patron said her sister's granddaughter came in to get her first library card and a rock painting kit; she checked out twelve books and now reads to the rock.

With COVID-19 cases on the rise and the valley filling with smoke, the children's team in Ashland heard from several parents how stressed and discouraged they and their children were feeling. Librarian Lyn

Heerema and Library Associate Griffin Harwood created a special Take & Make. They agreed that it needed to be fun and engaging, take some creativity and problem-solving skills, and have a high success rate. The team decided that paper airplanes fit the bill. Models ranging from three different skill levels were included in the Take & Make with easy-to-follow instructions and all the materials to make them.

Community Librarian Evelyn Lorence and Medford's new Children's Librarian Monica Owens attended Abraham Lincoln Elementary's Back to School Night, promoting library services to 175 students, family members, and educators. Youth were encouraged to share their one favorite thing about the library; a quote attributed to the Medford branch was, "I love that it's big and organized". During this event, librarians helped students choose a gift book, issued 13 first-time library cards, and renewed seven expired cards.

Lorence attended the literacy-themed conference "End Book Deserts 2021". Speakers shared their experiences targeting book deserts across the United States and creating programs that improve equitable access to books in their communities. The major takeaway from this conference was that lack of access to books is an issue of social justice, and providing high quality, barrier-free books to community members, such as what was made possible at JCLS this summer with funds from the Oregon Community Foundation, is likely to have a lasting, positive impact on the community.

Ruch branch manager Thalia Truesdell proceeded with regular school visits for the end of the summer term and the beginning of the school year before returning to Front Door Service. Having the kids come in during the summer worked well, and Truesdell created activities based on the school's curriculum. These activities resulted in lively class discussions, including one on whether dragons were extinct or mythical. The school kids were surveyed about what they wanted from the library and responded with "just books and kindness" and "have fun and learn."

In August, Outreach to Child Care (OCC) gifted a new book to 1,005 children at thirty-six child care sites throughout Jackson County. Twenty percent of the books were in Spanish, and 80% were in English, ensuring that every child received an age-appropriate book in their preferred language. This generous gift was made possible by funding from the Friends of the Medford Library and the Jackson County Library Foundation.

In August, At Home Services was able to welcome a volunteer back to start in-person deliveries again. Both the volunteer and patrons have been excited to return to in-person deliveries, which have been largely on hold since the beginning of the pandemic in early 2020.

AHS patrons were excited to receive August's Craft at Home, a terracotta pot windchime. One patron commented on how wonderfully the crafts have fit her interests and how they have given her something to occupy her time, especially in the midst of stricter lockdowns. The sample craft completed by Library Specialist Chantel Ullrich was placed in the Medford Library's garden. Patrons at one facility served by AHS mentioned their appreciation for the program in a resident meeting, prompting further interest by other residents.

Social Services

Social Worker Mehmood Madha participated in a Listen, Empathize, Agree, Partner (LEAP) workshop by Nation Alliance for the Mentally Ill Southern Oregon (NAMI). In this workshop, skills for partnering

with individuals to encourage them to seek professional mental health assistance were practiced. Madha presented information about the library social work program to a local chapter of the American Association of University Women.

This month Grace Warner Pettygrove, a current Master of Social Work (MSW) student at Humboldt State University, joined the social services team as an intern. Pettygrove's program focuses on indigenous and rural issues, and her roles as an intern will include having a caseload of clients, assisting with library programming, and writing grants. In addition, Pettygrove has started working on a community needs assessment and plans to bring her expertise working with rural communities to the library.

Working directly with clients, the social services team provided impactful services, including getting one of the library's regular unhoused patrons their first doctor's appointment in over three years. Resource Specialist Terra Uncar continually followed up with this individual to ensure they made the scheduled appointment and even reduced their travel barrier by providing a bus pass donated by RVTD. Madha worked with a youth client living at the Urban Campground, connecting him to Maslow Project's outreach team. As a result, the client was provided a bicycle by Maslow Project to assist with their daily commute into downtown Medford from the Urban Campground, a distance this client was traveling by foot.

Support Services

IT

The IT team continues to implement the Multi-Factor Authentication (MFA) on the user and departmental email accounts. The final component is to implement the process in multi-user and departmental accounts. MFA is being implemented as part of the Library's cybersecurity plan.

Technical Services

Technical Services continues to work to get Koha, the new Integrated Library System, set up and running smoothly. In August, the focus was on finalizing the setup of the Acquisitions Module, which allows for the seamless process of ordering materials and having the information display in the catalog. Electronic ordering has been successfully set up with the main book and audio-visual vendors the Library works with. COVID-related issues present challenges for receiving new materials. Vendors report being short staffed and having difficulty fulfilling orders, and a plastic shortage is impacting the ability to supply the cases that some audiobooks and videos are normally held.

Collection Development

One aspect of Collection Development is reviewing Patron Suggestions for purchase; patrons are able to submit four suggestions each month through the Aspen Discovery Layer. The average amount of time for a patron to be notified of acceptance or rejection has been one day.

The average number of patron suggestions in the past eight weeks has been 94 per week. Pre-COVID, it hovered at about 100 per week and this seems a strong indication of recovery at the library.

In the same eight weeks, Collection Development's acceptance rate has been 85%. Suggestions were rejected for an array of reasons, with most being items that are out-of-print or not available to order at this time, and for those rejections, patrons were directed to the Interlibrary Loan service if the item was available to borrow from another library system.

Since moving to Koha/Aspen, Collection Development has worked to better serve patrons (e.g. personalized e-mails, better wording/options in the form). Next steps might include sharing the author list so that patrons can understand what will be coming in the future, on-order alerts for requested items and automatic holds on suggestions for purchase as those capabilities become available.

Facilities

The Medford Library 2nd floor carpet project is complete. The first delivery of furniture for the new open study space arrived the week of September 6th. The remaining items are scheduled to arrive mid-October.



Facilities and Public Services staff are working together to update the landscaping and outdoor spaces at the Applegate, Phoenix, and Shady Cove libraries.

A Continuity of Operations Plan, or COOP, is being drafted for each library branch. The plan includes information regarding how to respond to different emergencies, and the responsible staff for various aspects of an emergency response. The COOP is intended to be a one page, grab-and-go outline to be used in the event of an emergency.

The Systemwide Safety Committee is working with branch managers to create Fire Season Cards to have on hand at each location. The two-sided card will include evacuation level information and helpful resources on one side, and a branch specific evacuation route map on the second side.



BE READY. BE SET. GO!

Know evacuation levels and follow advice of emergency officials. Make the best decision for your safety. Don't wait to evacuate if you feel unsafe!



LEVEL 1 BE READY	LEVEL 2 BE SET	LEVEL 3 GO NOW!
<p>Prepare to evacuate.</p> <ul style="list-style-type: none"> • Stay informed. • Have your plan and go-kit ready. • Begin moving people with special needs. 	<p>Be set to evacuate at a moment's notice.</p> <ul style="list-style-type: none"> • High danger in your area. • Follow your evacuation plan. • Relocate to a safe place. 	<p>LEAVE IMMEDIATELY!</p> <ul style="list-style-type: none"> • Imminent danger in your area. • Leave without delay. • It is unsafe to stay.

Wildfire season is here! Hot temperatures and drought have increased the fire risk for our area. Take steps in advance to prepare.

Know your zone!

Make a go-kit!

Make a plan!

Sign up for alerts!



More information can be found at these links:

<https://jacksoncountyor.org/emergency>

<https://www.facebook.com/jacksoncountyoregonem/>

<https://www.medfordoregon.gov/Government/Departments/Fire>



Jackson County Library Foundation Director's Report September 2021

The small note resting atop a donation check for JCLF stated:

"To the folks at the library foundation, Wishing you a happy Jewish New Year. Thank you for all you do – championing library access and resources to those in need. Our library is so vital to our community. I've been a member since I was a toddler! Thank you so much! – Gillian"

It is a gift to get to work with people who love and support our libraries in big and small ways every day. This note goes out to you for your dedication as volunteers who ensure that the work of the library continues.

Letters like this one along with meetings like a recent brainstorming session for the upcoming Rogue Reads program leave me feeling energized and excited for opportunities that lie ahead for partnerships that support expanded program offerings at the Jackson County Library. In the meeting, ideas flew back and forth creating a flurry of paper on my end as I tried to keep up in my notebook. I am eager to reach out to each of you to find out if you may also have some great ideas to add to the mix in support of this and other programming partners.

In June, the JCLF Executive Director wrote a grant to **the Ford Family Foundation for \$5000** to go toward the costs of the consultants from Library Strategies who will facilitate the upcoming October 2, 2021 JCLF/JCLD combined Board retreat. In late August, **JCLF received notification that the grant was awarded and fully funded at \$5000.**

The JCLF Finance Committee is revising its investment policy, investigating changes to the investment portfolio and looking at updates to the current insurance policy. Several members of the committee will attend a meeting with OCF regarding endowment partners on September 28th.

The Board Governance Committee is revising the by-laws, creating a board recruitment strategy and goals for the second quarter of the year.

The Fundraising Committee will have its first meeting this month to discuss a comprehensive fundraising plan that will include an expansion of the annual campaign, planned giving webinars and upcoming giving day opportunities.

The JCLF Board voted to approve a revised request process for JCLS. The process will remove the need for an invoice from the finance department in order to release funds and will require reporting on the use of funds, if any were not spent, photos if relevant and an indication of how the Foundation was recognized within the programming materials.

The JCLF Board also recently went through an exercise called Treasure Mapping. In this link you will see its description. I would be happy to take the JCLD board through this or you could go through it on your own and let me know the connections you feel we should be considering as we move ahead with our board recruitment and fundraising programs. [Your Treasure Map: The Gift that Keeps on Giving - Benevon](#) The second part of the exercise is to put yourself in the middle to determine your own connections and how those connections might have their own self-interest and abundance regarding support for our libraries through the JCLF.



September 15, 2021

Title: Auditor Update

From: Brittany Brite, Finance Manager

Recommendation:

Finance Manager Brittany Brite recommends that JCLD enter into an engagement with KDP for auditing services for the years ending June 30, 2021, 2022, 2023, and 2024.

Budget Impacts:

The KDP engagement costs for the FY21 audit will not exceed \$22,000. Each subsequent audit will be subject to no more than a maximum 5% increase unless discussed prior.

The FY22 adopted budget includes \$12,350 and \$10,000 for auditing and accounting services respectively. The Finance Department does not anticipate needing to expend funds for accounting services. The contracted price for the audit will be \$22,000. Therefore, by combining the audit and accounting budget, the District will fall within budgeted requirements to cover this expense.

Policies, Plans, and Goals Supported:

KDP will be providing a needs list at the end of the year for the Finance Department to begin preparing for the audit. The Department is working to ensure that proper policies and procedures are in place to create a smooth and efficient audit.

Background and Additional Information:

Earlier this year, the District sent out an RFP for an audit engagement for the fiscal year end June 30th, 2021. The proposal was directly sent to over twenty accounting firms in the area. Finance staff followed up with a direct request to several accounting firms. Finance Manager Rick Leibowitz spoke to a representative at KDP who indicated that their firm would submit a proposal, with the caveat that they would not be able to begin their work until February 2022.

The District recommends engaging KDP for the audit, with the understanding that it will cost more than budgeted and not occur before December 31, 2021. Aria Bettinger at KDP will be performing the audit and anticipates being able to begin the work in late February or early March 2022. The District will file an extension with the State accordingly.

After speaking with Ms. Bettinger, it is reasonable to believe that she will be able to perform the audit sooner for fiscal year ending June 30th, 2022. If books are closed and completed by August 15th, 2022, the firm stated that they should be able to conduct an audit in the Fall.

Attachments:

- KDP Engagement Letter for Audit



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KDPLLP.COM

August 16, 2021
Jackson County Library District
205 S. Central Ave.
Medford, OR 97501

Dear Board of Directors:

The following represents our understanding of the services we will provide Jackson County Library District (JCLD).

You have requested that we audit the governmental activities and each major fund of JCLD, as of June 30, 2021, 2022, 2023, and 2024 and for the years then ended and the related notes, which collectively comprise JCLD's basic financial statements as listed in the table of contents. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter. Our audit will be conducted with the objective of our expressing an opinion on each opinion unit applicable to those basic financial statements.

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America (GAAS) will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

Accounting principles generally accepted in the United States of America (U.S. GAAP), as promulgated by the Governmental Accounting Standards Board (GASB) require that required supplementary information such as management's discussion and analysis (MD&A) be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the GASB, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the required supplementary information (RSI) in accordance with auditing standards generally accepted in the United States of America, (U.S. GAAS). These limited procedures will consist primarily of inquiries of management regarding their methods of measurement and presentation, and comparing the information for consistency with management's responses to our inquiries. We will not express an opinion or provide any form of assurance on the RSI. The following RSI is required by U.S. GAAP. This RSI will be subjected to certain limited procedures but will not be audited:

- Management's Discussion and Analysis

The following RSI will be subjected to the auditing procedures applied in our audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements:

- Schedule of Revenues, Expenditures, and Changes in Fund Balance – Budget and Actual – General Fund

Supplementary information other than RSI will accompany JCLD's basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the basic financial statements and perform certain additional procedures, including comparing and reconciling the supplementary information to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and additional procedures in accordance with U.S. GAAS. We intend to provide an opinion on the following supplementary information in relation to the basic financial statements as a whole:

- Schedules of other Major Governmental Funds Budgetary Comparison Information
- Schedule of Property Tax Collections and Outstanding Balances

Auditor Responsibilities

We will conduct our audit in accordance with U.S. GAAS. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the basic financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the basic financial statements, whether due to fraud or error, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements.

An audit also includes evaluating the appropriateness of accounting policies used, and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the basic financial statements. If appropriate, our procedures will therefore include tests of documentary evidence that support the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of cash, investments, and certain other assets and liabilities by correspondence with creditors and financial institutions. As part of our audit process, we will request written representations from your attorneys, and they may bill you for responding. At the conclusion of our audit, we will also request certain written representations from you about the basic financial statements and related matters.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements (whether caused by errors, fraudulent financial reporting, misappropriation of assets, or violations of laws or governmental regulations) may not be detected exists, even though the audit is properly planned and performed in accordance with U.S. GAAS.

In making our risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the basic financial statements in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the basic financial statements that we have identified during the audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any other periods.

We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the basic financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

Compliance with Laws and Regulations

As previously discussed, as part of obtaining reasonable assurance about whether the basic financial statements are free of material misstatement, we will perform tests of JCLD's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Management Responsibilities

Our audit will be conducted on the basis that management and, when appropriate, those charged with governance acknowledge and understand that they have responsibility:

- a. For the preparation and fair presentation of the basic financial statements in accordance with accounting principles generally accepted in the United States of America;
- b. For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of basic financial statements that are free from material misstatement, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements; and
- c. To provide us with:
 - i. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the basic financial statements such as records, documentation, and other matters;
 - ii. Additional information that we may request from management for the purpose of the audit; and
 - iii. Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.
- d. For including the auditor's report in any document containing basic financial statements that indicates that such basic financial statements have been audited by the entity's auditor;
- e. For identifying and ensuring that the entity complies with the laws and regulations applicable to its activities;
- f. For adjusting the basic financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current year period(s) under audit are immaterial, both individually and in the aggregate, to the basic financial statements as a whole; and
- g. For acceptance of nonattest services, including identifying the proper party to oversee nonattest work;
- h. For maintaining adequate records, selecting and applying accounting principles, and safeguarding assets;
- i. For informing us of any known or suspected fraud affecting the entity involving management, employees with significant role in internal control and others where fraud could have a material effect on the financials; and
- j. For the accuracy and completeness of all information provided.

With regard to the supplementary information referred to above, you acknowledge and understand your responsibility: (a) for the preparation of the supplementary information in accordance with the applicable criteria; (b) to provide us with the appropriate written representations regarding supplementary information; (c) to include our report on the supplementary information in any document that contains the supplementary information and that indicates that we have reported on such supplementary information; and (d) to present the supplementary information with the audited basic financial statements, or if the supplementary information will not be presented with the audited basic financial statements, to make the audited basic financial statements readily available to the intended users of the supplementary information no later than the date of issuance by you of the supplementary information and our report thereon.

As part of our audit process, we will request from management and, when appropriate, those charged with governance, written confirmation concerning representations made to us in connection with the audit.

Nonattest Services

With respect to the following nonattest services and any other any nonattest services we perform:

- Assist with preparing the financial statements and related notes.
- Advise on the GASB 34 adjustments.

We will not assume management responsibilities on behalf of JCLD. However, we will provide advice and recommendations to assist management of JCLD in performing its responsibilities.

JCLD's management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) establishing and maintaining internal controls, including monitoring ongoing activities.

Our responsibilities and limitations of the engagement are as follows:

- We will perform the services in accordance with applicable professional standards
- This engagement is limited to the previously outlined. Our firm, in its sole professional judgment, reserves the right to refuse to do any procedure or take any action that could be construed as making management decisions or assuming management responsibilities, including determining account coding and approving journal entries.

Reporting

We will issue a written report upon completion of our audit of JCLD's basic financial statements. Our report will be addressed to the governing body of JCLD. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement.

We will also provide a report on compliance with certain provision of laws, regulations, contracts, and grants, including the provision of Oregon Revised Statutes as specified in Oregon Administrative Rules 162-010-0000 through 162-010-0330 of the Minimum Standards for Audits of Oregon Municipal Corporations. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Other

We understand that your employees will prepare all confirmations we request and will locate any documents or support for any other transactions we select for testing.

If you intend to publish or otherwise reproduce the basic financial statements and make reference to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

Regarding the electronic dissemination of audited financial statements, including financial statements published electronically on your Internet website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Provisions of Engagement Administration, Timing and Fees

During the course of the engagement, we may communicate with you or your personnel via fax or e-mail, and you should be aware that communication in those mediums contains a risk of misdirected or intercepted communications.

We expect to begin our audit on a mutually agreed upon date and to issue our reports within 60 days of beginning field work. Aria Bettinger, CPA, is the engagement partner for the audit services specified in this letter. Her responsibilities include supervising KDP's services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit and range from \$120 to \$360 per hour. Based on our preliminary estimates, the total fee for the year ended June 30, 2021, including the above expenses, will not exceed \$22,000 for the audit of the financial statements, which includes assistance with preparing the financial statements and related notes, and advising on the GASB 34 adjustments. This fee assumes all accounts have been reconciled and balanced before fieldwork begins, all items requested are present and no more than three adjusting entries are proposed.

This fee also assumes JCLD will not need more than 10 printed copies of the final report along with a final PDF version for JCLD's use. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue, we will charge interest at 18% and the work may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination even if we have not completed our report. You will be obligated to us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Each year subsequent to 2021 will be subject to no more than a maximum pricing increase of 5% unless discussed prior.

During the course of the audit we may observe opportunities for economy in, or improved controls over, your operations. We will bring such matters to the attention of the appropriate level of management, either orally or in writing.

You agree to inform us of facts that may affect the basic financial statements of which you may become aware during the period from the date of the auditor's report to the date the financial statements are issued.

We agree to retain our audit documentation or work papers for a period of at least five years from the date of our report.

At the conclusion of our audit engagement, we will communicate to the Board of Directors the following significant findings from the audit:

- Our view about the qualitative aspects of the entity's significant accounting practices;
- Significant difficulties, if any, encountered during the audit;
- Uncorrected misstatements, other than those we believe are trivial, if any;
- Disagreements with management, if any;
- Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process;
- Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures;
- Representations we requested from management;
- Management's consultations with other accountants, if any; and
- Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

The audit documentation for this engagement is the property of KDP and constitutes confidential information. However, we may be requested to make certain audit documentation available to regulators pursuant to authority given to it by law or regulation, or to peer reviewers. If requested, access to such audit documentation will be provided under the supervision of KDP's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to regulators. The regulators may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies.

Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the basic financial statements including our respective responsibilities.

We appreciate the opportunity to be your financial statement auditors and look forward to working with you and your staff.

Respectfully,



Aria Bettinger, CPA, Partner
KDP Certified Public Accountants, LLP
Medford, OR

RESPONSE:

This letter correctly sets forth our understanding.

Jackson County Library District

Acknowledged and agreed on behalf of Jackson County Library District by:

Signature: _____

Title: _____

Date: _____



September 15, 2021

Title: JCLS Policy Requiring Staff Vaccination or Testing for COVID-19

From: Brynn Fogerty, Human Resources Manager

Recommendation:

The HR Manager recommends that the Board approve the attached policy requiring staff vaccination or weekly testing for COVID-19.

Summary:

On September 1, 2021 the JCLD Board of Directors unanimously passed Resolution 2022-05: A Resolution Adopting the Requirement of COVID-19 Vaccination or Weekly Testing for Jackson County Library District Staff.

The continued rise of cases in the COVID-19 pandemic calls for action to safeguard employees against risks of infection, illness, hospitalization, and death related to COVID-19. The vast majority of serious COVID-19 infections leading to hospitalization and death are currently occurring in individuals who have not been vaccinated against COVID-19. A significant percentage of persons have not been vaccinated against COVID-19, contributing to the recent surge of new COVID-19 cases; and the overwhelming scientific evidence has established that the Emergency Use Authorization (EUA) approved COVID-19 vaccines are safe and effective, and have been authorized for use by the FDA and recommended by the Centers for Disease Control and Prevention (CDC) for all, except in the case of children under 12 years old and certain others. Full authorization from the FDA for the use of the Pfizer vaccine occurred August 23, 2021.

Human Resources has developed procedures that, along with the policy, are currently being reviewed by legal counsel and will be added to the Employee Pandemic Response Guide and JCLS Employee Handbook once finalized.

Attachment:

- Draft COVID-19 Vaccination Policy
- Draft COVID-19 Vaccination Procedure

Purpose: In accordance with Jackson County Library District’s duty and desire to provide and maintain a safe and healthy workplace in the midst of the COVID-19 pandemic, JCLD is adopting the following Vaccination Policy (the “Policy”) with the intent to safeguard its employees, their families, patrons, and other Jackson County community members.

This Policy is intended to comply with all applicable federal, state, and local rules and regulations, and is based on guidance from the Centers of Disease Control and Prevention (CDC), the Equal Employment Opportunity Commission (EEOC), as well as local health authorities, as applicable, as of the date this policy is adopted.

Scope: This Policy extends to all JCLD employees, both present and prospective, unless otherwise stated herein.

Policy: All employees will be required to be vaccinated against COVID-19 on or before November 1, 2021, or provide JCLD with negative test results each week for COVID-19, or have an approved exemption.

Consistent with the CDC’s guidance, as well as that of the Governor of Oregon and Oregon Health Authority leadership, to prevent the infection and spread of COVID-19 and as an integral measure towards the general public’s health and safety, Jackson County Library District is implementing the following practices as of September 15, 2021:

- A. All prospective, newly hired, and/or onboarding employees must receive the COVID-19 vaccination in full within four (4) weeks of their date of hire as a condition of new employment, unless otherwise exempted from this Policy by an approved accommodation pursuant to the interactive process.
- B. All current employees are required to receive the COVID-19 vaccination by November 1, 2021, unless otherwise exempted from this Policy by an approved accommodation pursuant to the interactive process.

Fully and properly vaccinated under this Policy includes all individuals who have received:

1. Two (2) doses in a 2-dose vaccine series, such as the Pfizer or Moderna vaccines; or
2. One (1) dose in a single-dose vaccine, such as Johnson & Johnson’s Janssen vaccine.

If an employee does not meet these requirements, that employee is NOT fully vaccinated in accordance with this Policy.

Jackson County Library District employees are solely responsible for scheduling and obtaining all recommended doses of the Pfizer, Moderna, or Johnson & Johnson vaccine with reasonable advance notice to, and approval of, leave from JCLD.

JCLD reserves the right to require proof of COVID-19 vaccination from its employees and will treat any such record or documentation as confidential for purposes of retaining the same. JCLD will maintain a record of proof of vaccination of its employees.

JCLD employees who, regardless of reason, do not meet the status of fully vaccinated consistent with the terms of this Policy must, in consideration of all rules, regulations and Employer policies and procedures, continue to abide by masking and social distancing requirements including, but not limited

to, wearing a mask over the nose and mouth at all times while on duty regardless of the workplace setting (except while eating), ensuring 6-foot distance between staff members and patrons, regularly cleaning and disinfecting workplace surfaces, as well as monitoring and reporting daily health symptoms (e.g., fever, cough, shortness of breath, irregular temperature, etc.). In addition, all employees, who are not fully vaccinated, must provide a negative COVID-19 test to the Human Resources Department weekly.

Testing will be provided or paid for by JCLD.

In the event that testing is unavailable in the community due to a bonafide shortage, the Human Resources Department will respond in writing to the unvaccinated individuals a plan, which may include an alternative testing site or quarantine measures.

If test results are not received weekly by the unvaccinated individual, they would be found in violation of the requirements and will face immediate and automatic termination of employment.

Any unvaccinated individual found to be in violation of the foregoing masking requirements and weekly testing, will face immediate and automatic termination of employment.

Any vaccinated individual found to be in violation of the masking requirements will be subject to JCLD's established progressive corrective action plan.

DRAFT

Procedure: Jackson County Library District employees are solely responsible for scheduling and obtaining all recommended doses of the Pfizer, Moderna, or Johnson & Johnson vaccine with reasonable advance notice to, and approval of leave from JCLD.

JCLD employees who, regardless of reason, do not meet the status of fully vaccinated consistent with the terms of the Vaccine Policy must, in consideration of all rules, regulations and Employer policies and procedures, continue to abide by masking and social distancing requirements including, but not limited to, wearing a mask over the nose and mouth at all times while on duty regardless of the workplace setting (except while eating), ensuring 6-foot distance between staff members, regularly cleaning and disinfecting workplace surfaces, as well as monitoring and reporting daily health symptoms (e.g., fever, cough, shortness of breath, irregular temperature, etc.). In addition, all employees who are not fully vaccinated must provide a negative COVID-19 test to the Human Resources Department weekly.

Leave: Administrative Paid Leave is provided to all staff who experience COVID-19 symptoms or who are exposed to someone who tests positive, until they receive their test result. Once the test is received, any additional time off must be covered through accrued sick time. If their test is negative and they are experiencing symptoms, they must use sick leave to cover their illness until they are able to return to work.

Record: JCLD reserves the right to require proof of COVID-19 vaccination from its employees and will treat any such record or documentation as confidential for purposes of retaining the same. JCLD will maintain a record of proof of vaccination of its employees.

Testing: Testing will be provided or paid for by JCLD.

At-home COVID-19 testing kits will be distributed by the Human Resources Department to all employees who have not provided proof of being fully vaccinated. These employees will be required to use the kits in accordance with the enclosed kit instructions and provide photo evidence of the negative test.

If a test is positive, the person is to contact the HR Manager and quarantine immediately.

A test should be conducted before starting a shift and is due each week to the HR Department by Wednesday at 12:00pm PST. Photos of the test results are required to be emailed to bfogerty@jcls.org.

If test results are not received weekly by the unvaccinated individual, they would be found in violation of the requirements and will face immediate and automatic termination of employment.

In the event that test kits cannot be purchased due to supply shortages, or testing is unavailable in the community due to a bonafide shortage, the Human Resources Department will provide instructions for alternative testing, or further instruction.

Exemptions: If employees seek a medical or religious exemption from being vaccinated, they are still required to get tested weekly.

Violation of Policy: Any unvaccinated individual found to be in violation of the foregoing masking requirements and weekly testing, will face immediate and automatic termination of employment.

Any vaccinated individual found to be in violation of the masking requirements will be subject to JCLD's established progressive corrective action plan.

FAQ's

Where can I get the vaccine?

- <https://www.vaccines.gov/search/>
- <https://www.asante.org/services/primary-care/primary-care-locations/>

I have decided to get vaccinated, what now?

- We are so happy that you decided to protect yourself and others by getting vaccinated. Please notify Brynn Fogerty in the Human Resources Department of this news as soon as you can. One you are two weeks post your final shot, or the single shot if getting the Johnson & Johnson vaccine, you will be considered fully vaccinated and no longer required to do weekly testing. Weekly testing must continue until you are officially fully vaccinated.

I am unvaccinated, I tested myself and the result is positive, what do I do?

- In the event of any positive COVID-19 test result, you should follow the guidance in the Pandemic Guide. Please notify your direct supervisor and HR Manager, Brynn Fogerty immediately. You will be required to quarantine immediately and you should contact your primary health care provider to update them on your health. You will be asked questions by the Human Resources Manager and contact tracing may begin immediately depending on when your last shift was.



September 15, 2021

Title: Meeting and Study Room Use Policy

From: Claudine Taillac, Assistant Director Public Services

Recommendation:

The Policy Committee recommends that the board approve revised Policy 5-13 Meeting and Study Room Use at the September 15, 2021 Board meeting.

Policies, Plans, and Goals Supported:

Fulfilling the mission of connecting Jackson County residents to ideas, information, and each other, public use of all Library meeting and study rooms are available at no charge to full-service library account holders in good standing. Article VI of the ALA's *Library Bill of Rights* states that such facilities should be made available to the public served by the given library "on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."

Background and Additional Information:

The Meeting and Study Room Use policy was first adopted by JCLD on October 18, 2015; it was revised and approved on April 11, 2019 when the use fee was eliminated. The proposed revisions have been reviewed by the Policy Committee:

- Shortening the lead-time for reserving the rooms from six months to three months: stated in the policy, *Library programs, library related organizations and library sponsored events have priority in the use of meeting and study room spaces*. Due to the popularity of public use of the meeting rooms and the priority need of the spaces for library programs, shortening the lead-time allows for the necessary time for library programs to be planned before the public has the opportunity to book these spaces.
- Adding the notification that the Library will cancel any room reservation by an organization that does not provide the disclaimer about non-library sponsorship or endorsement on their marketing materials: This provides more clarification on this requirement.
- Eliminating the nonstandard use examples and adding the time frame of permission request no less than 30-days before the use: For the sake of efficiency, the types of nonstandard uses that require the permit will be part of the special use form rather than contained in the policy. The 30-days allows the Library Director sufficient time to review

the request. This requirement was not previously included in the policy. A link to the Special Use Form will be added to the JCLS Meeting Room web page.

- Changes to the Rules section: The rules for use of JCLS meeting and study rooms are governed by the Rules of Conduct Policy; therefore, no specific rule needs to be repeated in this policy.
- Access to meetings: Library meeting rooms are intended to be venues for open forums and should not be restricted to those who can pay an admission fee or to members of an organization.
- Security: The additional language provides more clarity about this requirement.

Attachments:

- Policy 5-13 Meeting and Study Room Use, red-lined version
- Policy 5-13 Meeting and Study Room Use, clean version

Policy 5-13	Meeting <u>and Study</u> Room Use	Created: 10/8/2015 Revised: 3/28/2019 Approved: 4/11/2019 Implemented: 5/6/2019
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I. Purpose

This policy explains the guidelines for public use of meeting and study rooms within Jackson County Library District facilities (Herein referred to as the “District” or “Library”).

II. Introduction

As the information center for its communities, Jackson County Library Services (JCLS) encourages the free expression of ideas essential to an informed citizenry. The offering of meeting room space in library facilities is one of the many methods used to provide access to ideas representing all points of view on all subjects.

Permission granted to meet in a library meeting room or study room in no way constitutes endorsement by the Library of the policies or beliefs of any group or organization. *No group may list JCLS as a host, partner, or sponsor without prior express written permission from the Library Director or designee.*

Library programs, library related organizations and library sponsored events have priority in the use of meeting and study room spaces. JCLS reserves the right to reschedule confirmed room reservations to accommodate library meetings or events. JCLS will strive to avoid such conflicts and will work to provide an alternate solution.

III. Room Scheduling and Access

JCLS meeting rooms are available at no charge to the public with a JCLS Full Service library card in good standing. A library card is required to book a meeting room. If a group is from out of the area, a JCLS non-resident library card may be purchased. See Policy 5-6, Fee Schedule, for current charges.

Space is available to the public on a first-come, first-served basis and may be reserved up to ~~three~~ six months in advance. The number of reservations is limited to 5 per month per library card. Refer to the [JCLS Meeting Room](#) website site for branch specific information and instructions on how to reserve a room.

For meeting room access when the library is closed, the meeting organizer must pick up a key before the event. Arrangements are to be made at each branch location. Failure to return the key immediately after the event may result in ~~additional~~ charges including rekeying the branch.

Any printed or electronic advertisement or notification of a meeting to take place at the Library must include the disclaimer: ***This meeting or event is not sponsored nor endorsed by the Library.*** [Failure to include the disclaimer will result in cancelation of the meeting room reservation.](#)

If the event booked in the meeting room(s) is open to the public and is not sponsored by the library, inquiries from the public about the meeting will be directed to the person who made the meeting room(s) reservation. The information that JCLS will share with the public is contact name, phone number, and email address.

IV. Special Use

With special permission, JCLS may make its facilities available for nonstandard usage, that is, usage that goes beyond standard meetings, trainings, receptions, and other such events.

[Special Use permission must be requested no later than 30 days prior to the event by submitting the permission form: \(link to Forms-based permission request\).](#) ~~Examples of nonstandard usage are:~~

- ~~a. Service of alcoholic or cannabis products~~
- ~~b. Use that includes the presence of animals~~
- ~~c.a. Provision of health services~~
- ~~d. Introduction of oversize materials, large equipment and/or decorations that have the potential to damage the facilities or its furnishings~~
- ~~e. Use of parts of the library or its grounds outside the meeting rooms~~

Requestors should be aware that purchase of an insurance rider shall be required for nonstandard usage. Information on how to purchase insurance can be found on the [JCLS Meeting Room](#) website.

V. Meeting and Study Room Rules

The following rules apply to all JCLS ~~Community~~ Meeting and Study Rooms.

- [a. Users of the meeting and study rooms are subject to the JCLS Rules of Conduct during and after library open hours. Meeting and study room privileges may be revoked for non-compliance with JCLS policies and all posted library rules.](#)
- ~~a.b. Meetings and programs held in library meeting rooms must be free and open. No person may be denied access to a meeting for which no admission is charged, or where admission is not limited to membership, so long as that person complies with the JCLS Patron Code of Conduct Policy and all posted library rules.~~
- ~~b.c.~~ An authorized representative of the group reserving the meeting room must remain on the premises throughout the period for which it is reserved, or until the meeting ends. At least one adult must be present at any meeting of youth under 18 years old.
- ~~e.d.~~ Individuals and organizations using ~~community~~ meeting rooms are responsible for room set-up, and returning the room to its original configuration. Library meeting

rooms must be restored to their original clean condition, including layout of tables and chairs, and users of library meeting rooms agree to pay for any damages to library property. Food is permitted in meeting rooms, but alcoholic beverages are not allowed in or on library property unless a special use request has been approved (see section IV, above).

~~d. In study rooms, non-alcoholic beverages are permitted, but must be in a closed container.~~

~~e. Smoking, including use of inhalant delivery systems, is not permitted in any library building. Drugs, any activity that uses open flames including candles and the use of tobacco products are prohibited in the library meeting and study rooms.~~

~~f.e. Groups and individuals who use the meeting rooms are guests of the Library, and their use of the space should reflect that understanding.~~

~~g. Meeting and study room privileges may be revoked for non-compliance with JCLS policies and all posted library rules.~~

~~h.f.~~ Use of the premises may be prohibited or terminated at any time if the conduct of the group interferes with staff work or patron use of the library, is disruptive to library service or patrons, or is abusive or dangerous to the building, library materials, exhibits, furnishings, or individuals in the building.

~~i.g.~~ The responsible party agrees to exercise reasonable care in the use of JCLS property and indemnify and hold harmless JCLS from and against any loss, damage, liability, claim, or demand caused in whole or in part by the negligent acts or omissions of the group using the ~~Community~~ Meeting Room.

~~j.h.~~ Security for meetings held outside normal library hours is the responsibility of the group using the facility, including the expense, and may be required if deemed necessary by JCLS staff.

~~k.i.~~ Use of the meeting and study room(s) constitutes agreement to the terms and conditions set forth in this policy.

Policy 5-13	Meeting and Study Room Use	Created: 10/8/2015 Revised: 9/9/2021 Approved: Implemented:
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I. Purpose

This policy explains the guidelines for public use of meeting and study rooms within Jackson County Library District facilities (Herein referred to as the “District” or “Library”).

II. Introduction

As the information center for its communities, Jackson County Library Services (JCLS) encourages the free expression of ideas essential to an informed citizenry. The offering of meeting room space in library facilities is one of the many methods used to provide access to ideas representing all points of view on all subjects.

Permission granted to meet in a library meeting room or study room in no way constitutes endorsement by the Library of the policies or beliefs of any group or organization. *No group may list JCLS as a host, partner, or sponsor without prior express written permission from the Library Director or designee.*

Library programs, library related organizations and library sponsored events have priority in the use of meeting and study room spaces. JCLS reserves the right to reschedule confirmed room reservations to accommodate library meetings or events. JCLS will strive to avoid such conflicts and will work to provide an alternate solution.

III. Room Scheduling and Access

JCLS meeting rooms are available at no charge to the public with a JCLS Full Service library card in good standing. A library card is required to book a meeting room. If a group is from out of the area, a JCLS non-resident library card may be purchased. See Policy 5-6, Fee Schedule, for current charges.

Space is available to the public on a first-come, first-served basis and may be reserved up to three months in advance. The number of reservations is limited to 5 per month per library card. Refer to the [JCLS Meeting Room](#) website site for branch specific information and instructions on how to reserve a room.

For meeting room access when the library is closed, the meeting organizer must pick up a key before the event. Arrangements are to be made at each branch location. Failure to return the key immediately after the event may result in charges including rekeying the branch.

Any printed or electronic advertisement or notification of a meeting to take place at the Library must include the disclaimer: ***This meeting or event is not sponsored nor endorsed by the Library.*** Failure to include the disclaimer will result in cancellation of the meeting room reservation.

If the event booked in the meeting room(s) is open to the public and is not sponsored by the library, inquiries from the public about the meeting will be directed to the person who made the meeting room(s) reservation. The information that JCLS will share with the public is contact name, phone number, and email address.

IV. Special Use

With special permission, JCLS may make its facilities available for nonstandard usage, that is, usage that goes beyond standard meetings, trainings, receptions, and other such events.

- a. **Special Use permission must be requested no later than 30 days prior to the event by submitting the permission form.**
- b. Requestors should be aware that purchase of an insurance rider shall be required for nonstandard usage. Information on how to purchase insurance can be found on the [JCLS Meeting Room](#) website.

V. Meeting and Study Room Rules

The following rules apply to all JCLS Meeting and Study Rooms.

- a. Users of the meeting and study rooms are subject to the JCLS Rules of Conduct during and after library open hours. Meeting and study room privileges may be revoked for non-compliance with JCLS policies and all posted library rules.
- b. Meetings and programs held in library meeting rooms must be free and open. .
- c. An authorized representative of the group reserving the meeting room must remain on the premises throughout the period for which it is reserved, or until the meeting ends. At least one adult must be present at any meeting of youth under 18 years old.
- d. Individuals and organizations using meeting rooms are responsible for room set-up and returning the room to its original configuration. Library meeting rooms must be restored to their original clean condition, including layout of tables and chairs, and users of library meeting rooms agree to pay for any damages to library property. Food is permitted in meeting rooms, but alcoholic beverages are not allowed in or on library property unless a special use request has been approved (see section IV, above).
- e. Use of the premises may be prohibited or terminated at any time if the conduct of the group interferes with staff work or patron use of the library, is disruptive to library service or patrons, or is abusive or dangerous to the building, library materials, exhibits, furnishings, or individuals in the building.

- f. The responsible party agrees to exercise reasonable care in the use of JCLS property and indemnify and hold harmless JCLS from and against any loss, damage, liability, claim, or demand caused in whole or in part by the negligent acts or omissions of the group using the Meeting Room.
- g. Security for meetings held outside normal library hours is the responsibility of the group using the facility, including the expense, and may be required if deemed necessary by JCLS staff.
- h. Use of the meeting and study room(s) constitutes agreement to the terms and conditions set forth in this policy.



September 15, 2021

Title: Background on the Annual State Statistical Report

From: Kari May, Library Director

Information Only

Background and Additional Information:

Jackson County Library District participates in the annual statistical report that is administered by the State Library of Oregon. The report includes information about the District: population of the service area, number of service outlets, number of hours open, number of cardholders, circulation of materials, size of the collection, etc.

The data is compiled and used to provide a comprehensive picture of library services across the state. The state statistical reports are also shared with the Institute of Museum and Library Services (IMLS) and used to generate a nationwide Public Library Statistical Report. Information gathered allows libraries to compare their library's statistics with peers from across the state and around the nation.

JCLS has used the data from the State Report as well as the Oregon Library Association Public Library Standards to compare service levels and performance with comparable library systems. The comparator libraries are Deschutes Library District, Corvallis-Benton Public Library, Multnomah County Library, and Ft Vancouver Regional Library (WA).

Libraries also use the State Statistical Report to compare data from year-to-year. Comparison both within the organization and to other libraries help identify trends and can help determine whether an increase or dip in services is a localized or more widespread trend.

In October, the Finance and Data Committee will present the FY20/21 data for the Board to review and approve. The information provided today is meant to give the Board an overview of the annual statistical report and allow time to ask questions before the data is presented.

The State Library of Oregon posts the annual survey on their website:

<https://www.oregon.gov/Library/libraries/Pages/Statistics.aspx>

The State Library created a dashboard snapshot of library data:

<https://public.tableau.com/app/profile/statelibraryoforegon/viz/2020OregonPublicLibrarySnapshot/2020Snapshot> - select "Jackson County Library Services" from the dropdown menu.

Attachments:

2020 State Statistical Report

Oregon State Library Report 2019

1.00	General Information	FY18	FY19	FY20	Increase/Decrease	Notes
1.01	Official name of library	Jackson County Library Services	Jackson County Library Services	Jackson County Library Services		
1.02	Street address	205 S Central Ave	205 S Central Ave	205 S Central Ave		
1.03	City	Medford	Medford	Medford		
1.04	Zip	97501	97501	97501		
1.05	Mailing address	205 S Central Ave	205 S Central Ave	205 S Central Ave		
1.06	City	Medford	Medford	Medford		
1.07	Zip	97501	97501	97501		
1.08	County	Jackson	Jackson	Jackson		
1.09	Phone Number (no dashes or parentheses)	5417748673	5417748673	5417748673		
1.10	Cooperative System	None	None	None		
1.11	Boundary change	No	No	No		
1.12	Congressional District	2	2	2		
1.13	Moved or expanded branches	No	No	No		
1.14	Central Library	1	1	1		
1.15	Branches	14	14	14		
1.16	Bookmobiles	0	0	0		
1.17	Other public service outlets	0	0	0		
1.18	Number of registered users	138,952	137,373	138,034	0.48%	
1.19	Number of newly registered users added		8,832	8,245	-7.12%	
2.00	Library Staff					
2.01	Number of librarians with ALA/MLIS	14	15	15	0%	
2.02	Number of other persons holding the title of librarian	3	4	1	-300%	
2.03	Total librarians in FTE	17	19	16	-19%	
2.04	Number of all other paid FTE staff	61	64	68	6%	
2.05	Total paid staff in FTE	78	83	84	2%	
2.06	Total number of volunteers	248	206	178	-14%	
2.07	Total Volunteer hours	16,028	14,561	8,069	-45%	
2.09	Friends of the Library	Yes	Yes	Yes		
2.10	Library Foundation	Yes	Yes	Yes		
3.00	Library Revenue					
3.01	City	0	0	0		
3.02	County	0	0	0		
3.03	District	10,033,472	10,414,595	10,615,960		
3.04	Total local government	10,033,472	10,414,595	10,615,960		
3.05	State government resources	34,868	34,951	36,353		
3.06	LSTA grants	0	0	0		
3.07	E-rate telecommunications discount	106,750	106,104	106,110		
3.08	Other federal funds		0	0		
3.09	Federal government revenue	106,750	106,104	106,110		
3.10	Other Operating Revenue	1,074,720	973,134	1,231,894		
3.11	Total library operating revenue	11,249,810	11,528,784	11,990,317		
3.12	Local government capital revenue	0	0	0		

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3.13	State government capital revenue	0	0	0		
3.14	Federal government capital revenue	0	0	0		
3.15	Other capital revenue	0	0	0		
3.16	Total capital revenue	0	0	0		
4.00	Library Expenditures					
4.01	Salaries and wages	2,721,706	2,891,777	2,978,530	3%	
4.02	Employee benefits	909,071	1,004,560	1,072,271	7%	
4.03	Total staff expenditures	3,630,777	3,896,337	4,050,801	4%	
4.04	Books and other printed materials	557,552	637,818	540,582	-15%	
4.05	Periodicals and other serial subscriptions	39,953	39,946	34,176	-14%	
4.06	Total expenditure on print materials	597,505	677,764	574,758		
4.07	Electronic materials expenditures	214,634	378,470	500,436	32%	
4.08	Other materials expenditures	34,995	139,751	187,198	34%	
4.09	Total expenditures on collection	847,133	1,195,985	1,262,392		
4.10	All other operating expenditures	3,862,625	4,263,613	4,654,148		
4.11	Total library expenditures	8,340,535	9,355,935	9,967,341	7%	
4.12	Library construction and related expenditures	0	20,421	205,662		
4.13	Capital equipment expenditures	0	56,018	76,785		
4.14	Other capital expenditures	426,518	39,375	201,459		
4.15	Total capital expenditures	426,518	115,814	483,906		
5.00	Library Collections					
5.01	Books and other printed items - physical units	452,152	359,735	348,052	-3%	
5.02	Books and other printed items - physical units added	26,891	32,358	39,020	21%	
5.03	Audio materials - physical units	32,223	31,865	30,178	-5%	
5.04	Audio materials - physical units added	2,404	3,085	3,297	7%	
5.05	Video materials - physical units	24,784	30,432	34,186	12%	
5.06	Video materials - physical units added	4,043	6,895	9667	40%	Based on circulation, additional funds were allocated for DVDs
5.07	Other physical library materials	936	11,058	2,958	-73%	Included are LOT (including Hot Spots and Kindles from Polaris), maps, realia, puppets, kits from the Children's outreach department, and Medford Courtesy Collection only.
5.08	Other physical library materials - units added	4	10,122	83	-99%	FY19 we added courtesy collections from all branches that were offering them. For FY20, if the collections were left in the entrance way, they are considered "paperback exchanges". 83 new items were added to LOT for FY20.

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5.09	Total number of physical units	511,031	433,090	415,374	-4%	Due to Covid shipments did not arrive before fiscal close and the library spent materials budget on electronic resources. Approximately 1900 items were cancelled and reordered for the next fiscal year.
5.10	Total number of physical units added	33,386	52,460	52,067	-1%	
5.11	Number of e-book units (Library2Go statewide listed here)	45,061	48,438	60,360	25%	
5.12	Number of e-book units added (Library2Go statewide listed here)	5,554	6,887	15,909	131%	The Oregon Digital Library Consortium has changed how they count Duke Classic & Project Gutenberg titles. They now include all units (copies) rather than just the number of titles.
5.13	Local e-book units	810	2,022	3,806	88%	More funding was allocated for digital materials for FY20
5.14	Local e-book units added	259	1,228	2,074	69%	
5.15	Total units of e-books	45,871	50,460	64,166	27%	
5.16	Total units of e-books added	5,813	8,115	17,983	122%	
5.17	Number of downloadable audio units (Library2Go statewide listed here)	27,310	27,802	36,022	30%	
5.18	Number of downloadable audio units added (Library2Go statewide listed here)	3,943	2,445	5,910	142%	
5.19	Local digital audiobook units	268	1,057	2,413	128%	The Oregon Digital Library Consortium has changed how they count Duke Classic & Project Gutenberg titles. They now include all units (copies) rather than just the number of titles.
5.20	Local digital audiobook units added	30	763	1,356	78%	
5.21	Total downloadable audio materials (5.17 and 5.19)	27,578	28,859	38,435	33%	
5.22	Total units of downloadable audio materials added (5.18 and 5.20)	3,973	3,208	7,266	126%	
5.23	Number of digital videos in Library2Go	0	0	0		
5.24	Number of digital videos added in Library2Go	0	0	0		
5.25	Local digital video units	0	0	24,173	100%	These were added this year from Kanopy.
5.26	Local digital video units added	0	0	24,173	100%	These are added this year from Kanopy.
5.27	Total digital video units	0	0	24,173	100%	Kanopy titles only per State definition
5.28	Total digital video units added	0	0	24,173	100%	

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5.29	Total digital or downloadable units	73,449	79,319	126,774	60%	
5.30	Total digital or downloadable units added	9,786	11,323	49,422	336%	Addition of Kanopy, Increase to budget, and increase of Library2Go
5.31	Total physical and digital units	584,480	512,409	542,148	6%	
5.32	Total physical and digital units added	43,172	63,783	101,489	59%	
5.33	Number of Statewide electronic collections (Gale and Learning Express)	24	24	24	0%	
5.34	Number of Statewide electronic collections added (Gale and Learning Express)	0	2	0	-100%	
5.35	Number of Local or Local Consortial electronic collections (databases)	15	18	17	-6%	Gale Courses and Lynda cancelled
5.36	Number of Local or Local Consortial electronic collections added (databases)	1	4	3	-25%	Udemy, FIN, Creativebug added
5.37	Total electronic collections	39	42	41	-2%	
5.38	Total electronic collections added	1	6	3	-50%	
6.00	Circulation and Collection Use					
6.01	Successful retrievals of electronic information (statewide databases)	4,381	3,311	2,653	-20%	
6.02	Successful retrievals of electronic information (local databases)	62,831	117,752	704,090	498%	
6.03	Total of Successful retrievals of electronic information	67,212	121,063	706,743	484%	Significant increase in business & genealogy retrievals
6.04	Number of first-time circulation of adult materials	689,725	748,836	488,477	-35%	
6.05	Number of renewals of adult materials	415,473	358,682	203,726	-43%	
6.06	Number of first-time circulation of YA materials	41,522	37,965	29,658	-22%	
6.07	Number of renewals of YA materials	28,157	26,334	21,824	-17%	
6.08	Number of first-time circulation of children's materials	338,943	331,965	270,218	-19%	
6.09	Number of renewals of children's materials	244,506	237,528	174,864	-26%	
6.10	First-time circulation not separated into adult, YA or children's materials	0	41,718	197	-100%	Courtesy collection circulation now included in general circulation stats. Now this number just includes LoT which was just launched in January, then closed in March due to Covid.
6.11	Renewals not separated into adult, YA or children's materials	0	0	0		
6.12	Total first-time circulation	1,070,190	1,160,484	788,550	-32%	
6.13	Total renewals	688,136	622,544	400,414	-36%	
6.14	Total circulation of adult materials	1,105,198	1,107,518	692,203	-37%	
6.15	Total circulation of YA materials	69,679	64,299	51,482	-20%	
6.16	Total circulation of children's materials	583,449	569,493	445,082	-22%	
6.17	Total circulation not separated into adult, YA or children's materials	0	41,718	197	-100%	Courtesy collection circulation now included in general circulation stats.
6.18	Total circulation of physical items	1,758,326	1,783,028	1,188,964	-33%	

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6.19	Number of circulations of electronic materials (Library2Go)	137,055	182,202	228,739	26%	
6.20	Number of circulations of local electronic materials (returned to the library)	0	54,742	92,304	69%	Digital circulation includes locally purchased Overdrive titles, Tumblebooks, Flipster eMagazines, Hoopla
6.21	Total number of circulations of electronic materials	137,055	236,944	321,043	35%	
6.22	Total circulation of physical and electronic materials	1,895,381	2,019,972	1,510,007	-25%	
6.23	Electronic Content Use	204,267	358,007	1,027,786	187%	
6.24	Total Collection Use	1,962,593	2,141,035	2,216,750	4%	Overall Circulation is up due to the increase of digital and database usage
6.25	Interlibrary loans lent using a shared catalog or integrated library system	3,440	2,645		-100%	
6.26	Interlibrary loans lent to all other libraries not in shared catalog or integrated library system	734	1,018	1,105	9%	
6.27	Total loans lent to other libraries	4,174	3,663	1,105	-70%	
6.28	Interlibrary loans borrowed using a shared catalog or integrated library system	12,510	13,788		-100%	
6.29	Interlibrary loans borrowed from libraries not in shared catalog or automation integrated library system	183	453	1,036	129%	ILL increased because of removal of \$5 ILL charge in March 2019
6.30	Total Loans borrowed from other libraries (6.48, 6.47)	12,693	14,241	1,036	-93%	
6.31	Number of circulations made without charge to non residents			0		
7.00	Programs and Other Services					
7.01	Total number of reference transactions	208,364	75,803	39,294	-48%	
7.02	Reference transactions reporting method			Estimate		
7.03	Number of children's programs	3,283	3,270	2,015	-38%	
7.04	Number of person's attending children's programs	68,551	57,184	32,030	-44%	
7.05	Number of young adult programs	375	611	332	-46%	
7.06	Number of person's attending young adult programs	6,741	11,741	3,368	-71%	
7.07	Number of programs for adults and/or multi-generational audiences	1,187	2,010	565	-72%	
7.08	Attendance at programs for adults and/or multi-generational audiences	33,525	35,605	7,015	-80%	
7.09	Total number of programs	4,845	5,891	2,912	-51%	This is the same decrease as was seen in

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7.10	Total program attendance	108,817	104,530	42,413	-59%	the FY20 Annual Report
7.11	Meeting Room usage		5,594	6,018	8%	FY19 and earlier, some branches had put meeting room usage in programs and the Library began using Meeting Room software (Spaces) to track meeting room usage more accurately.
7.12	Does your library provide a summer reading program?	Yes	Yes	Yes		
7.13	Does your library provide outreach to children and/or families, childcare providers, and preschool teachers?	Yes	Yes	Yes		
7.14	Does your library provide training in early literacy for parents, childcare providers, and preschool teachers?	Yes	Yes	Yes		
8.00	Technologies and Facilities					
8.01	Total annual of uses (sessions) of public Internet computers	103,360	100,839	69,458	-31%	Due to Covid, average usage went from 7000/month to 0 uses for the month of April, 88 for May, 2200 for June.
8.02	Total number of Internet terminals used by the general public	184	183	189	3%	CP-3, TA-1, WC-2
8.03	Tell us about your library's wireless internet			Wi-Fi extends outside building, on 24/7		
8.04	Number of wireless sessions provided by the library annually	90,556	1,251,141	1,238,051	-1%	Branches were on track to see significant increases in Wifi usage. March through June saw a decrease across all branches
8.05	Upload speed of Internet at this facility	1GB	1GB	661.60 Mb/s		
8.06	Download speed of Internet at this facility		1GB	575.45 Mb/s		
8.07	Name of shared Integrated Library System (ILS) consortium (if applicable).	None	None	None		
8.08	Vendor of integrated library system	Polaris	Polaris	Innovative		Innovative purchased Polaris
8.09	Number of Library Website Visits	399,485	552,822	825,581	49%	State Report specified to add in Catalog access as well this year. This now includes Website, Catalog and LoT Catalog.
8.10	Typical week, total hours open M-F (open to 5:00 pm)	27	27	25		
8.11	Typical week, total hours open M-F (5:00 pm to close)	3	3	6		
8.12	Typical week, total hours open Saturday - Sunday (open to 5:00 pm)	11	11	9		
8.13	Typical, total hours open Saturday - Sunday (5:00 pm to close)	0	0	0		

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8.14	Total hours in a typical week, main library	41	41	40		
8.15	Total weeks open, main library	52	52	46	-12%	
8.16	Total annual public service hours for main library	2,015	2,015	1,552	-23%	
8.17	Total library visits to all facilities	908,864	877,742	638,783	-27%	
8.18	Library visits reporting method			Actual Count		
8.19	Square footage of main library	83,191	83,191	83,191		
8.20	Total square footage of all library facilities	182,432	182,432	182,432		
9.00	Fines and Salary Survey					
9.01	Overdue daily fine for adult materials		\$ -	\$ -		
9.02	Overdue daily fine for children's materials		\$ -	\$ -		
9.03	Overdue daily fine for other materials		\$ -	\$ -		
9.04	Notes on fines (free text box)			N/A		
9.05	Charge for interlibrary loan	\$5.00	\$5.00	\$0.00	-100%	Only when the lending library charges
9.06	Annual fee for non-resident individual patrons	\$ 100.00	\$ 100.00	\$ 100.00	0%	
9.07	Annual fee for non-resident households	\$ 100.00	\$ 100.00	\$ 100.00	0%	
9.50	Director hourly salary low	\$ 45.67	\$ 47.04	\$ 48.45	3%	
9.51	Director hourly salary high	\$ 52.88	\$ 54.47	\$ 56.10	3%	
9.52	Supervisory Librarian hourly salary low	\$ 20.60	\$ 21.22	\$ 21.86	3%	
9.53	Supervisory Librarian hourly salary high	\$ 26.97	\$ 27.78	\$ 28.61	3%	
9.54	Non-supervisory Librarian hourly salary low	\$ 19.04	\$ 19.61	\$ 20.20	3%	
9.55	Non-supervisory Librarian hourly salary high	\$ 22.62	\$ 23.30	\$ 24.00	3%	
9.56	Library assistant hourly salary low	\$ 13.29	\$ 14.00	\$ 14.42	3%	
9.57	Library assistant hourly salary high	\$ 17.09	\$ 21.00	\$ 21.63	3%	
9.58	Library clerk hourly salary low	\$ 11.85	\$ 12.21	\$ 12.58	3%	
9.59	Library clerk hourly salary high	\$ 16.00	\$ 18.00	\$ 18.54	3%	
10.00	Administrative Information & Policies					
10.01	Population Served	213,765	219,564	221,290	1%	
10.02	FSCS ID	OR0041	OR0041	OR0041		
10.03	Interlibrary Loan Relationship Code		NO	NO		
10.04	Legal Basis Code		LD	LD		
10.05	Administrative structure code		SO	SO		
10.06	FSCS Public library definition		Yes	Yes		
10.07	Geographic Code		CO1	CO1		
10.08	Library's Website			http://jcls.org		
10.09	Library's Statewide periodical resources (Gale) link			https://link.gale.com/apps/menu?userGroupName=jacksonpl		
10.10	Library's statewide career and testing resource (LearningExpress Library) link			http://jcls.org/learningexpress		
10.11	Library's collection management policy			https://jcls.org/ld.php?content_id=31444926		
10.12	Library's circulation policy			https://jcls.org/ld.php?content_id=31444892		
10.13	Library's patron confidentiality policy			https://jcls.org/ld.php?content_id=31447781		
10.14	Contact Information (Name)			Kari May		
10.15	Contact Information (Phone)			541-774-6401		

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10.16	Contact Information (Email)			kmay@icls.org	
10.17	Estimated time burden to complete survey.		14 days	80 hours	
B Branch & Bookmobile Data					
B01	FSCS ID + SEQ for outlet			OR0041-	
B02	Name of outlet	Applegate Branch Library	Applegate Branch Library	Applegate Branch Library	
B03	Outlet street address	18485 N Applegate Road	18485 N Applegate Road	18485 N Applegate Road	
B04	Outlet city	Applegate	Applegate	Applegate	
B05	Outlet zipcode	97527	97527	97527	
B06	Outlet county	Jackson	Jackson	Jackson	
B07	Outlet phone number	(541) 846-7346	(541) 846-7346	(541) 846-7346	
B08	Outlet type code			BR	
B09	Outlet square footage	2,850	2,850	2,850	
B10	Public service hours per year at this outlet	816	816	672	
B11	Number of weeks outlet was open	52	52	46	
B12	Wi-Fi situation at this outlet			Wi-Fi extends outside building, on 24/7	
B13	Upload speed of Internet at this location	11M-100Mbps	11M-100Mbps	554.32 Mb/s	
B14	Download speed of Internet at this location	11M-100Mbps	11M-100Mbps	93.56 Mb/s	
B15	Number of Weeks an Outlet Closed Due to COVID-19			6	
B16	Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19			8	
B01	FSCS ID + SEQ for outlet			OR0041-	
B02	Name of outlet	Ashland Branch Library	Ashland Branch Library	Ashland Branch Library	
B03	Outlet street address	410 Siskiyou Blvd	410 Siskiyou Blvd	410 Siskiyou Blvd	
B04	Outlet city	Ashland	Ashland	Ashland	
B05	Outlet zipcode	97520	97520	97520	
B06	Outlet county	Jackson	Jackson	Jackson	
B07	Outlet phone number	(541) 774-6980	(541) 774-6980	(541) 774-6980	
B08	Outlet type code			BR	
B09	Outlet square footage	22,655	22,655	22,655	
B10	Public service hours per year at this outlet	2022	2022	1552	
B11	Number of weeks outlet was open	52	52	46	
B12	Wi-Fi situation at this outlet			Wi-Fi extends outside building, on 24/7	
B13	Upload speed of Internet at this location			377.42 Mb/s	
B14	Download speed of Internet at this location			243.04 Mb/s	
B15	Number of Weeks an Outlet Closed Due to COVID-19			6	

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B16	Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19				8
B01	FSCS ID + SEQ for outlet				OR0041-
B02	Name of outlet	Butte Falls Branch Library	Butte Falls Branch Library	Butte Falls Branch Library	
B03	Outlet street address	626 Fir Ave	626 Fir Ave	626 Fir Ave	
B04	Outlet city	Butte Falls	Butte Falls	Butte Falls	
B05	Outlet zipcode	97522	97522	97522	
B06	Outlet county	Jackson	Jackson	Jackson	
B07	Outlet phone number	(541) 865-3511	(541) 865-3511	(541) 865-3511	
B08	Outlet type code				BR
B09	Outlet square footage	1,025	1,025	1,025	
B10	Public service hours per year at this outlet	515	515	420	
B11	Number of weeks outlet was open	52	52	46	
B12	Wi-Fi situation at this outlet				Wi-Fi extends outside building, on 24/7
B13	Upload speed of Internet at this location				99.31 Mb/s
B14	Download speed of Internet at this location				61.10 Mb/s
B15	Number of Weeks an Outlet Closed Due to COVID-19				6
B16	Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19				8
B01	FSCS ID + SEQ for outlet				OR0041-
B02	Name of outlet	Central Point Branch Library	Central Point Branch Library	Central Point Branch Library	
B03	Outlet street address	116 S Third St	116 S Third St	116 S Third St	
B04	Outlet city	Central Point	Central Point	Central Point	
B05	Outlet zipcode	97502	97502	97502	
B06	Outlet county	Jackson	Jackson	Jackson	
B07	Outlet phone number	(541) 664-3228	(541) 664-3228	(541) 664-3228	
B08	Outlet type code				BR
B09	Outlet square footage	8,515	8,515	8,515	
B10	Public service hours per year at this outlet	1,815	1,815	1,448	
B11	Number of weeks outlet was open	52	52	46	
B12	Wi-Fi situation at this outlet				Wi-Fi extends outside building, on 24/7
B13	Upload speed of Internet at this location				409.31 Mb/s
B14	Download speed of Internet at this location				91.10 Mb/s
B15	Number of Weeks an Outlet Closed Due to COVID-19				6
B16	Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19				8
B01	FSCS ID + SEQ for outlet				OR0041-
B02	Name of outlet	Eagle Point Branch Library	Eagle Point Branch Library	Eagle Point Branch Library	
B03	Outlet street address	239 W Main St	239 W Main St	239 W Main St	

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B04	Outlet city	Eagle Point	Eagle Point	Eagle Point	
B05	Outlet zipcode	97524	97524	97524	
B06	Outlet county	Jackson	Jackson	Jackson	
B07	Outlet phone number	(541) 826-3313	(541) 826-3313	(541) 826-3313	
B08	Outlet type code			BR	
B09	Outlet square footage	8,512	8,512	8,512	
B10	Public service hours per year at this outlet	1,428	1,428	1,112	
B11	Number of weeks outlet was open	52	52	46	
B12	Wi-Fi situation at this outlet			Wi-Fi extends outside building, on 24/7	
B13	Upload speed of Internet at this location			343.38 Mb/s	
B14	Download speed of Internet at this location			90.95 Mb/s	
B15	Number of Weeks an Outlet Closed Due to COVID-19			6	
B16	Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19			8	
B01	FSCS ID + SEQ for outlet			OR0041-	
B02	Name of outlet	Gold Hill Branch Library	Gold Hill Branch Library	Gold Hill Branch Library	
B03	Outlet street address	202 Dardanelles St	202 Dardanelles St	202 Dardanelles St	
B04	Outlet city	Gold Hill	Gold Hill	Gold Hill	
B05	Outlet zipcode	97525	97525	97525	
B06	Outlet county	Jackson	Jackson	Jackson	
B07	Outlet phone number	(541) 855-1994	(541) 855-1994	(541) 855-1994	
B08	Outlet type code			BR	
B09	Outlet square footage	4,982	4,982	4,982	
B10	Public service hours per year at this outlet	891	891	756	
B11	Number of weeks outlet was open	52	52	46	
B12	Wi-Fi situation at this outlet			Wi-Fi extends outside building, on 24/7	
B13	Upload speed of Internet at this location			659.36 Mb/s	
B14	Download speed of Internet at this location			372.42 Mb/s	
B15	Number of Weeks an Outlet Closed Due to COVID-19			6	
B16	Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19			8	
B01	FSCS ID + SEQ for outlet			OR0041-	
B02	Name of outlet	Jacksonville Branch Library	Jacksonville Branch Library	Jacksonville Branch Library	
B03	Outlet street address	340 West "C" St	340 West "C" St	340 West "C" St	
B04	Outlet city	Jacksonville	Jacksonville	Jacksonville	
B05	Outlet zipcode	97530	97530	97530	
B06	Outlet county	Jackson	Jackson	Jackson	
B07	Outlet phone number				
B08	Outlet type code			BR	
B09	Outlet square footage	5,646	5,646	5,646	

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B10	Public service hours per year at this outlet	1110	1110	960	
B11	Number of weeks outlet was open	52	52	46	
B12	Wi-Fi situation at this outlet			Wi-Fi extends outside building, on 24/7	
B13	Upload speed of Internet at this location			466.81 Mb/s	
B14	Download speed of Internet at this location			66.44 Mb/s	
B15	Number of Weeks an Outlet Closed Due to COVID-19			6	
B16	Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19			8	
B01	FSCS ID + SEQ for outlet			OR0041-	
B02	Name of outlet	Phoenix Branch Library	Phoenix Branch Library	Phoenix Branch Library	
B03	Outlet street address	510 W 1st St	511 W 1st St	511 W 1st St	
B04	Outlet city	Phoenix	Phoenix	Phoenix	
B05	Outlet zipcode	97535	97535	97535	
B06	Outlet county	Jackson	Jackson	Jackson	
B07	Outlet phone number	(541) 899-1665	(541) 899-1665	(541) 899-1665	
B08	Outlet type code			BR	
B09	Outlet square footage	5,646	5,646	5,646	
B10	Public service hours per year at this outlet	816	816	924	
B11	Number of weeks outlet was open	52	52	46	
B12	Wi-Fi situation at this outlet			Wi-Fi extends outside building, on 24/7	
B13	Upload speed of Internet at this location			707.50 Mb/s	
B14	Download speed of Internet at this location			91.54 Mb/s	
B15	Number of Weeks an Outlet Closed Due to COVID-19			6	
B16	Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19			8	
B01	FSCS ID + SEQ for outlet			OR0041-	
B02	Name of outlet	Prospect Branch Library	Prospect Branch Library	Prospect Branch Library	
B03	Outlet street address	150 Mill Creek Dr	151 Mill Creek Dr	151 Mill Creek Dr	
B04	Outlet city	Prospect	Prospect	Prospect	
B05	Outlet zipcode	97536	97536	97536	
B06	Outlet county	Jackson	Jackson	Jackson	
B07	Outlet phone number	(541) 560-3668	(541) 560-3669	(541) 560-3669	
B08	Outlet type code			BR	
B09	Outlet square footage	2,400	2,400	2,400	
B10	Public service hours per year at this outlet	608	608	504	
B11	Number of weeks outlet was open	52	52	46	
B12	Wi-Fi situation at this outlet			Wi-Fi extends outside building, on 24/7	
B13	Upload speed of Internet at this location			89.13 Mb/s	
B14	Download speed of Internet at this location			66.57 Mb/s	

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B15	Number of Weeks an Outlet Closed Due to COVID-19				6	
B16	Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19				8	
B01	FSCS ID + SEQ for outlet				OR0041-	
B02	Name of outlet	Rogue River Branch Library	Rogue River Branch Library	Rogue River Branch Library		
B03	Outlet street address	412 E Main St	413 E Main St	413 E Main St		
B04	Outlet city	Rogue River	Rogue River	Rogue River		
B05	Outlet zipcode	97537	97538	97538		
B06	Outlet county	Jackson	Jackson	Jackson		



September 15, 2021

Title: Strategic Planning Consultant Recommendation

From: Strategic Planning Steering Committee

Recommendation:

The Strategic Planning Committee recommends that the Board select consulting firm Library Strategies to facilitate the next JCLD strategic planning process and Strategic Plan.

Budget Impacts:

The FY21/22 budget includes \$114,000 for consulting services. The total cost of this project is \$23,320.

The proposal includes 13 consultant days at a cost of \$20,800 and travel expenses of \$2,520 for a total base cost of \$23,320.

Library Strategies included a couple options that would increase the cost, for example conducting a staff SWOC (Strengths, Weaknesses, Opportunities, Challenges) analysis; working with staff to create an Implementation Plan; and providing translation for a Spanish language survey. These additional consulting options are calculated at \$1,600 per day or \$200 per hour.

The optional expenses bring the total projected budget to \$28,120, which is within the budgeted amount.

Policies, Plans, and Goals Supported:

One of the District's priorities for FY22 is the adoption of a new strategic plan. The previous plan was approved in 2015 for the years 2016-2021, and an 18-month Strategic Roadmap was approved in January 2021 to allow time to develop a new plan.

Background and Additional Information:

The Management Team sent out a request for proposal seeking bids from qualified consultants to guide and facilitate the development of a new strategic plan that would be finished in time for considering initial implementation costs in the 2022-23 budget. Four responses were received.

1. BerryDunn Local Government Consulting Group submitted a proposal that includes a partnership with local library experts Penny Hummel and Ruth Metz and several other experts in related areas that they thought would contribute to a robust strategic plan. It was a very detailed and thorough proposal. Their proposal was the highest, and their proposed timeline was nine months. The Steering Committee finds their proposal to be very thorough and professional with a decided corporate feel.

2. Library Strategies Consulting Group is a consulting wing of the Friends of the Saint Paul (MN) Public Library. They provide library consulting worldwide, and have provided a day long workshop for the Friends of the Library groups and the Library Foundation of Jackson County in 2018. Their proposal is also robust and thorough. It would be carried out by Library Strategies staff and regular consultants. The costs are broken down in a way that would allow additional services at specified prices.

3. Rural Approaches, a consulting group based in Curry County, OR also submitted a proposal. While they have assisted a variety of governmental agencies with planning a wide range of projects, their team is much smaller, consisting of the lead planner and an administrative assistant. They propose a thorough process with somewhat less support.

4. The fourth proposal was submitted by Tatiana Bredikin, principal of Meeting Mastery located in Ashland, OR. She is an ardent library supporter and a card holder of JCLS for 30 years. She would guide us through a planning process based on a book by David La Piana, *The Non-profit Strategy Revolution*.

The Steering Committee independently evaluated all proposals and met to discuss them. The criteria used to evaluate the proposals were:

- Relevant experience & success in strategic planning facilitation
- Cost
- Demonstrated ability to meet deadlines and operate within budget
- Prior experience working with both public and staff committees
- Demonstrable facilitation & qualitative/quantitative integration skills
- Creativity & ingenuity

Ultimately, the Library Strategies had received the highest score on the combined scoring rubric and the committee came quite easily to a consensus in favor of recommending that the Board contract with Library Strategies to facilitate the preparation of the next strategic plan for JCLS.

Attachments:

- Scoring Rubric

Strategic Planning RFP Scoring Rubric

TOTALS

	Library Strategies	BerryDunn	Rural Approaches	Bredikin
Reviewer 1	24	22	24	23
Reviewer 2	28	29	16	16
Reviewer 3	28	25	16	18
Reviewer 4	24	27	18	17
Reviewer 5	29	26	19	23
Reviewer 6	25	23	24	15.5
Reviewer 7	28	24	15	19
Reviewer 8	19	16	18	15
Reviewer 9	30	28	29	23
Points Total:	235	220	179	169.5

WEIGHTED TOTALS

	Library Strategies	BerryDunn	Rural Approaches	Bredikin
Reviewer 1	4.4	3.4	4	3.9
Reviewer 2	4.6	4.9	2.6	2.4
Reviewer 3	4.8	3.7	3.2	2.8
Reviewer 4	4.2	4.1	3.2	2.9
Reviewer 5	4.9	4.2	3.5	3.7
Reviewer 6	4.3	3.9	4.2	2.65
Reviewer 7	4.8	3.6	2.3	2.9
Reviewer 8	3.5	2.6	3.4	2.5
Reviewer 9	5	4.4	4.7	3.7
Weighted Totals:	4.5	3.87	3.46	3.05



September 15, 2021

Title: Public Access Computers Replacement Plan

From: Kari May, Library Director

Recommendation:

Director May recommends the purchase of 200 Dell computers directly from Dell for a total cost of \$181,770.00, to replace the public access computers at all libraries.

Budget Impacts:

The total cost for 200 computers is \$181,770, which is a savings of \$118,230 from the \$300,000 which was included in the FY21/22 budget for replacement of public PCs.

Policies, Plans, and Goals Supported:

Public access PCs at all branches need to be replaced to support the four-year replacement cycle that the Board adopted in the Technology Plan.

Background and Additional Information:

Public computers were originally scheduled to be replaced in FY20/21, but due to the limited access to computers during the global pandemic, as well as the impact of the pandemic on the supply chain, staff recommended to the Technology Committee that the purchase of replacement PCs be moved into FY21/22. Computers are expected to arrive in November 2021 and will be deployed in the branches by April 2022.

Library IT staff worked with Public Services staff to evaluate and test both Mini PC and the All-In-One computer models. They determined that the All-In-One would best meet the needs of patrons. Staff verified with Public Services staff to ensure software loaded on the computer is what the patrons need. The recommended computer was placed in the Medford branch alongside current Public PCs for Public Services staff and patrons to use and help with testing and evaluation. IT staff also completed stress testing and received positive evaluation from Public Service staff.

IT received four quotes for 200 computers with the following specs from CDW, Staples and Dell: CPU i5-10500, RAM 16 GB, and HDD 256 GB.

Vendor	Price per PC	Total for 200 PCs
CDW-G	\$ 1,940.60	\$ 388,120.00
Staples-Dell	\$ 1,194.72	\$ 238,944.00
Staples-HP	\$ 1,331.00	\$ 266,200.00
Dell Direct	\$ 908.85	\$ 181,770.00



September 15, 2021

Title: Agenda Planning and Approval Process

From: Eric Dziura, Board President

Introduction:

Under current policy and practice, the Board President, Vice President, and Secretary, occasionally in consultation with the other Board members, sets the meeting agenda. Prior to the meeting, the agenda is sent to all Board members and posted on the JCLS website for public access. The agenda is not formally approved during the meeting. In effect, the Board has delegated its responsibility to approve the agenda to the Executive Committee.

During a Board meeting, the agenda is generally followed as written. There is no specific place on the agenda template for amending the agenda at the beginning of the meeting (with the exception that it is Board practice that prior to approval of the consent agenda, any Board member can request that an item on the consent agenda be moved to an appropriate place on the regular agenda).

The process of Agenda setting and execution is specified (somewhat inconsistently) in three Board policies as follows:

Policy 1-8 Public Meetings

X. Agenda

The agenda shall be set by the Board President in consultation with Board members 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.

Policy 1-6 Board Officer Duties

A. Duties of the President

5. The President shall consult with the Vice President and Secretary regarding the preparation of each Board meeting agenda.

Policy 1-7 Board Committees

IX. Committees

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.

In the interest of:

1. The need for an explicit process to amend the agenda
2. A more orderly meeting process
3. A clear recognition that agenda approval is a Board prerogative
4. Consistent policy

I respectfully request that these policies be referred to the Policy Committee such that the agenda planning and approval process be modified as follows:

1. Specify in Board policy that a draft meeting agenda will be prepared by the Board President, Vice President and Secretary in consultation with the other Board Members, and approved by the Board at the beginning of each Board meeting.
2. Revise Board policy to reflect the preceding.
3. Change the Board Meeting Agenda template to insert "AGENDA AMENDMENT AND APPROVAL" immediately following "CALL TO ORDER/ROLL CALL"



MINUTES

ATTENDEES

Present at the meeting were: Board Members Eric Dziura (President), Susan Kiefer.

Additional attendees: Kari May (Library Director), Crystal Zastera (Operations Coordinator), and Daisy Fields (Executive Assistant).

Medford Renovation Project

Crystal Zastera is working on a timeline for completion of the 2nd floor renovations; hoping to be complete by mid-October. Most of the furniture has been received and is being assembled. Plans for a Grand Reopening are on hold until a firm completion date has been established and will be dependent on the pandemic status.

Zastera and Kari May plan to start meeting with the County quarterly to work on project management.

Carpet replacement for the first floor Children's and Fiction areas is planned for this fiscal year and will be scheduled once bids are received for the work.

The Facilities Master Plan will be discussed during the Strategic Planning process.

Ashland Renovation Project

Summary of Ashland Project Current Costs

Zastera and May provided the following project cost summary:

Jackson County sent out an invitation to bid for the Ashland project in mid-June. They received one bid for the project from Outlier Construction in the amount of \$317,800. This amount was higher than expected. Outlier was able to reduce the cost by \$28,250 removing the closet and wainscoting from the scope of work. The final bid for construction from Outlier \$289,550 plus the furniture proposal from PacificWRO \$54,051, which brings the total cost for the project to \$343,601.

Staff recommended to the Facilities Committee to accept the bid from Outlier and the proposal from PacificWRO and moving forward with the project.

Ashland Renovation Project - Phase 1 Estimates

Original Est. Construction Costs	\$183,562.93
Final bid from Outlier	\$289,550.00
Difference	(\$105,987.07)
Furniture	\$75,124.36

Quote from Pacific WRO 8.4.21	\$54,051.72
Difference	\$21,072.64

Total Estimated Project Cost	\$258,687.29
Total actual bid cost	\$343,601.72

Original Funding sources	
Lindberg Estate	\$60,000.00
Ashland City Participation	\$16,700.00
Friends of Ashland Library	\$75,000.00
Capital Improvement Fund	\$100,000.00
JCLF - ASH Fund Balance	\$5,000.00
Total	\$256,700.00
Additional funds needed	\$86,901.72

Proposed additional funding sources:

Ashland Friends
Jackson County Library Foundation
Lindberg Estate

The contract is going to the Board of Commissioners for approval on September 22, 2021. The rough schedule is due 9/10/2021 and official start date is tentatively set for 10/4/2021. Outlier is projecting that the project will take two months but it is likely to take less time. They are looking to be complete by the beginning of December.

Furniture has been ordered; hoping for installation by mid-December.

The Facilities Committee discussed the project and agreed that, while the cost is higher, the project needs to move forward at this time. There is no clear indication of when construction costs might have come down, and the District is ready to move forward.

/s/ Daisy A. Fields
Recording Secretary