



**JACKSON COUNTY LIBRARY DISTRICT (JCLD)
BOARD MEETING AGENDA**
Board Conference Room, Medford Branch Library
205 S Central Ave, Medford, OR
Dial 1-669-900-6833 to attend by phone
Enter Meeting ID (access code): 965 9527 6734
Or, click the link below to attend using Zoom:
<https://zoom.us/j/96595276734>
November 17, 2021, at 4:00 p.m.

CALL TO ORDER/ROLL CALL

INTRODUCTIONS / PROCLAMATIONS

AGENDA AMENDMENTS AND APPROVAL (Action)

CONSENT AGENDA (Action)

- 1. October 20, 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 – Kari May.....4
- 3. Jackson County Library Foundation – Ginny Auer.....17
- 4. Quarterly Statistics Report – Kari May.....19
- 5. SOHS Quarterly report - Doug McGeary.....31

UNFINISHED BUSINESS (Inform/Discuss/Action)

- 6. SOHS Revised Contract - Claudine Taillac.....35

NEW BUSINESS (Inform/Discuss/Action)

- 7. 2022 Holiday Closures - Brynn Fogerty.....44

COMMITTEE AND BOARD MEMBER REPORTS (Inform)

FUTURE MEETINGS/EVENTS/OBSERVANCES:

December 15, 2022 – Board Regular Meeting
March 23-25, 2022 – PLA Conference, Portland, OR

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 Val Nowak, at 541-774-6406 or vnowak@jcls.org.

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



JACKSON COUNTY LIBRARY DISTRICT (JCLD)
BOARD OF DIRECTORS REGULAR MEETING
Board Conference Room, Medford Branch Library
205 S Central Ave, Medford, OR
October 20, 2021, at 4:00 p.m.

MINUTES

ATTENDEES

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

Additional attendees: Kari May (Library Director), Claudine Taillac (Assistant Director, Public Services), Brynn Fogerty (HR Manager), Ginny Auer (Foundation Executive Director), Brittany Brite (Finance Manager), Ryan Bradley (Marketing Coordinator), Elanna Erhardt (Business Librarian), Jacquelyn Bunick (Legal Counsel), Kristin Anderson (Bear Creek Area and Ashland Branch Manager) Crystal Zastera (Facilities & Operations Manager), Loren Clupny (Staff Development Coordinator), Laurin Arnold (Central Area and Medford Branch Manager), Ashley Johnson (Technical Services Supervisor) and Denise Menicucci (Business Office Assistant).

CALL TO ORDER/ROLL CALL

Vice President Turner called the meeting to order at 4:00 p.m. Roll call was taken.

INTRODUCTIONS / PROCLAMATIONS

None.

CONSENT AGENDA

MOTION: Director Kiefer moved to approve the consent agenda. Director Brown seconded the motion. The motion was approved unanimously.

ORAL REQUESTS AND COMMUNICATIONS FROM AUDIENCE

None.

REPORTS

Library Director's Report

Library Director May discussed changes to hiring and employment for companies including JCLS due to the pandemic and referred to an article "The Great Resignation" from the New York Times. Some of the issues listed were a buyer's market for employees, smaller candidate pool, employees driving when and where to work and higher wages. Director Young asked about the exit interview process and information received. Library Director May responded that exit interviews are offered to all employees but not everyone completes them.

JCLS's First Documentary Short "Spotting Fire" received 636 views.

As of October 4th all JCLS branches reopened for in-person browsing. Reservations for meeting and study rooms began Friday, October 15th and in-person programs will resume in November. Masks and social distancing will be required for both indoor and outdoor events.

Jackson County Library Foundation Report

Library Director May reported that a grant of \$9,6000 from All Care was received.

Quarterly Financial Report

Finance Manager Brittany Brite presented highlights of the report:

- Property tax levy of \$12 million, which is an increase from the prior year of approximately \$300,000 and \$330,000 higher than budgeted.
- Year to date expenses are at 15% of budgeted at 25% of the fiscal year. Increased are expected increase in the coming months as the libraries reopen.
- Utility expenses are on par with the budget and will be monitored closely for anticipated increase in utility expenses for the winter.
- Will perform a “hard close” of the FY20/21 after the audit is complete.

President Dziura asked about the use of natural gas and noted that the District may need to increase funds for utilities because the cost of natural gas is increasing. Director Young inquired about the plan for coming in under budget. The expectation is that the District’s expenses will grow in the coming months and additional personnel will be added. Staff is monitoring expenditures and may recommend moving additional funds to the Capital Improvement Fund for future Library improvements.

UNFINISHED BUSINESS

Library Director’s Goals – Executive Committee

Director Dziura gave a summary of the 2nd goal: Establish performance benchmarks and set targets to increase Key Performance Indicators. This goal addresses the question “How will we know when we are coming out of the pandemic and returning to a level of service before the pandemic?” The remaining four goals were approved previously by the Board.

MOTION:

Director Young moved to approve the evaluation proposal as proposed. Director Kiefer seconded the motion. The motion was approved unanimously.

Strategic Plan Outline

Library Strategies has been hired as a consultant to facilitate the Strategic Plan process over the next five months. Library Director May showed a presentation of the four phases which will include a steering committee, staff and community surveys, SWOC (Strengths, Weaknesses, Opportunities, Challenges) analysis, one-on-one interviews with community members, and a community focus group.

NEW BUSINESS

Policy Updates

5-12 Unattended Children in the Library

5-15 Social Media

5-14 Volunteers

MOTION:

Director Kiefer moved for approval of the three policy updates. Director Brown seconded the motion. The motion was approved unanimously.

FY2021 State Statistical Report – Director May thanked Digital Services Specialist Laura Irwin and the Finance & Statistics Committee for their thorough review of the report. There were some additional updates and changes made after it was submitted to the Board, which May reviewed. The deadline to submit the report to the state is October 31st.

MOTION: Director Young moved to submit the FY2021 State Statistical Report, and Library Director May will email updates to the Board. Director Brown seconded the motion. The motion was approved unanimously.

May shared a presentation of annual statistics from 2019-2021 of key performance indicators. She will provide additional data to the Board regarding loss of population from Phoenix and Talent because of the fires in 2020.

JCLF/JCLD Board Retreat – President Dziura commented that it was very helpful learning about the Foundation and hearing from its members, although some questions remained. Director Kiefer responded that the Foundation is working hard on their board recruitment, board structure and the relationship between the JCLD Board and Foundation.

Director Brown commented that “huge strides” on informativeness were made on both sides and the direction for the future is much clearer.

COMMITTEE AND BOARD MEMBER REPORTS

Strategic Planning Committee met regarding the Strategic Plan Outline.

Finance & Statistics Committee met and reviewed the FY2021 State Statistical Report.

FUTURE MEETINGS/EVENTS/OBSERVANCES

November 17, 2021 – Board Regular Meeting

March 23-25, 2022 – PLA Conference, Portland, OR

Both Vice President Turner and Director Kiefer recommended that Board members attend the PLA Conference. Early registration information is available.

ADJOURN

Vice President Turner adjourned the meeting at 5:15 p.m.

/s/ Denise Menicucci Recording Secretary



Director's Report

November 2021

Pandemic Response

Libraries reopened for in-person services in October, and patrons were able to start booking the meeting and study rooms on October 15. Patrons immediately started reserving study rooms and meeting rooms at numerous libraries once the system was reactivated. Meeting and study rooms are very much needed by the community, as shown by their popularity. The Medford library saw its first display case reservation by a community member set up in mid-October.

Library Administration

The 25th Annual Oregon Connections Telecommunications Conference was held in Ashland in October. Library Director Kari May participated in a panel presentation about the 21st Century Classroom and Library. She spoke specifically about the connectivity challenges libraries face in rural communities, and the ways that libraries responded to the pandemic and recent wildfires. The DART van visited the conference on Friday, and Business Librarian Elanna Erhardt joined Mobile Services Specialist Mackenzie Pollock to share information about how JCLS is bringing connectivity to communities by traveling to areas in Jackson County to serve people who lack access to and/or need assistance in accessing information.

Appended to this report is an updated Organizational chart. With Assistant Director of Support Services Kelda Vath joining the Admin Team, Administration is fully staffed. A few department changes have been made. The Digital Services team is now part of the Outreach Department and reports to Carrie Turney Ross, Area Manager of Outreach and Programs. Facilities joins the Support Services team and reports to Vath. HR, Finance, Marketing, and the Foundation continue to report to the Library Director and, along with the Assistant Directors of Public Services and Support Services, make up the full Admin Team. Val Nowak is the new Executive Assistant.

Public Services

Assistant Director Claudine Taillac and the Area Managers worked together to prepare for the return of in-person storytimes in early November. Taillac consulted with the State Library of

Oregon and other library systems for tips of best practices for conducting storytimes during a pandemic.

Taillac and Outreach and Programming Area Manager Carrie Turney Ross met with the City of Talent's City Manager and Community Engagement Manager to discuss collaborating on a connectivity program for Talent residents. This program will be funded by No One Left Offline (NOLO), via a donation from Umpqua Bank, and will fund fifty hotspots to be checked out to Talent residents, with special focus on those impacted by the Almeda fire.

The District received Emergency Connectivity Funding (ECF) to purchase eighty laptops and hot spots. The ECF funding is to be used by June 30, 2022, to give internet access to those who would not otherwise have it. JCLS designed a program to purchase laptops and WiFi hotspots. The devices will be checked out together for up to twelve months by library users who are studying for their GED. Taillac will seek partners such as Rogue Community College, local high schools, Hearts with a Mission, and the Homeless Student Liaison Program Director to distribute these devices to qualifying residents.

Area Manager Lewis Maurer, along with Associates Jonathan Ulrich and Jenna Steigleder, began a weeding and shifting project of juvenile materials to improve access and collection attractiveness, and to increase circulation. The Gold Hill library saw an uptick in patrons needing help with mobile printing, copying, and scanning documents and are grateful to be able to access these services, which they do not have at home, with assistance from knowledgeable staff. The library gave out Take & Make kits on German Genealogy, putting packets together of resources specific to German genealogy and genealogy in general.

A grateful Rogue River patron said that a JCLS hotspot "saved" her, as she was able to have two online job interviews, which she could not have done without connectivity. Another young man was using Wi-Fi at the Rogue River library to submit job applications when he got a call from an employer who could do an immediate job interview.

Because the study rooms were back open, staff was able to book him into one right away for his interview.

Youth Services

Halloween was a huge programming hit for children and families this year. Both Medford and Central Point decorated their branches for the holiday and offered trick-or-treat type activities. In Central Point, eighty-seven children enjoyed the spider guessing game, scavenger hunt, and looking in the stacks for treats. Medford saw 600 children during the holiday weekend, with tables decorated around the library for them to pick up treats. In Applegate,



The spinning game made the Medford Circulation table very popular -- Library Associates Cal Baze and Glenn Kaphammer



Library Specialist Griffin Harwood posing at the photo booth.

children visited the branch in costume for trick or treating and partook in a Halloween-themed Take & Make.

The Ashland library put on their best Halloween spirit and provided three days of trick or treating. The Children’s department, with the help of volunteers, put together 100 Halloween goodie bags containing various small crafts and Halloween surprises. Library Specialist Griffin Harwood also did an amazing job putting together a Halloween photo booth for children and families. Talent Library also gave out goodie bags for trick-or-treaters. It was not just patrons who enjoyed the holiday festivities: staff got into the spirit, too. The Friends of the Shady Cove Library and Shady Cove Branch Manager Marion Mensing entered a Halloween scarecrow for a community center contest. Their Scarecrow is a librarian, made of recycled materials, sitting on a book cart.



Shady Cove Halloween Scarecrow

Teen Services Librarian Jackie Keating teamed up with Youth Services Coordinator Brystan Strong and Community Librarian Evelyn Lawrence to provide a popup program at Ashland High School. Twenty students decorated mini pumpkins with Sharpies and paint pens during the lunch hour, and ten other teens stopped by the table to talk to the librarians. Keating brought a few Take & Makes to hand out at the event, along with a giant Jenga game she checked out from the Library of Things. Students were excited to be featured on the @JCLSteens Instagram story of the event. The librarians were able to make one teen

a new Minor Access library card and gave three other teens—who already had full-service accounts—replacement cards and renewed those accounts.

Adult Services

The Windows in Time programs continue to be popular. Todd Kepple, the manager of the Klamath County Museum, talked about the journal of Leonard Case, Jr. that was obtained by the museum. Leonard Case was a millionaire who traveled to see the execution of Captain Jack

and Modoc Indians at Fort Klamath. Case's journal recorded testimony and a description of the execution.

On October 16, the Ashland Library collaborated with Southern Oregon University's Environmental Education graduate program and Ashland Parks and Recreation to hold an educational program at North Mountain Park. The SOU grad students shared information about the invasive Himalayan Blackberry, led the group in removing some of the blackberry plants in the park, and demonstrated how the leaves and berries of the plant can be used to make medicinal teas and natural dyes.

This month, a patron at the Phoenix Library informed staff that she had gotten her flu shot at the Ashland branch, used the DART van's laptop, and checked out a Connectivity Kit, declaring: "The library! It's a one-stop shop!"

Administrative Services

The Finance Team has been creating policies and procedures for both the department and all staff to use. These procedures include how to code expenses, Friends Groups and Foundation fund requests, and internal processes to improve department efficiency. A vacation reconciliation was performed for all staff since the date that payroll was moved to INCODE. The findings of that reconciliation resulted in some staff receiving inaccurate vacation accruals when taking unpaid time or switching from a part-time to a full-time position and vice versa. All staff have been notified of the inaccurate accruals and adjustments have been made to the payroll. A benefits reconciliation is in process and a sick reconciliation will follow soon after.

Although it is only November, the audit for fiscal year ending June 30, 2021, is fast approaching. The Finance team is working to obtain all the information that the auditor has requested on their needs list. As the team begins pulling documents, they will continue to look for ways to improve processes, with a goal to create a cohesive and well-organized department. Finance Manager Brittany Brite applied for and was granted an extension through April 30, 2022, with the State Department of Revenue for the audit.

Human Resources

HR staff publishes the weekly Staff Connect Newsletter, which serves as a communication hub for District employees. In this newsletter, new staff are announced, work anniversaries are celebrated, and articles focused on benefit education, new processes, or staff health and wellness are presented.

A new onboarding process was introduced. All new hires onboard Monday mornings with the HR department. Once a month additional training is provided that includes information about all the departments in the organization. Presentations are given about what each department is responsible for. All new staff members participate in multiple hours of required training, both in safety and processes for circulation and in their home department. All new staff complete a 90-

day orientation check-off list. All these activities provide a solid foundation for new staff, both welcoming them and making sure they are fully educated in their new role and the ins and outs of JCLS.

With the JCLS vaccination policy effective November 1st, the HR Department created internal processes and communication. Rapid test kits were sent out to the unvaccinated staff, along with a copy of the vaccine policy and procedures. Negative tests were returned for all unvaccinated staff the first week of November. JCLS is currently just under 96% vaccinated.

Equity, Diversity, and Inclusion (ED&I) Roundtables launched at the end of October. ED&I Roundtables are a combination of discussion, learning, and sharing space. Staff have an opportunity each month to share what they are working on and get support from others on their ED&I goals, problem solve, troubleshoot, and whatever else they need. Staff can also use this time to bring up suggestions and issues they have recognized. Each meeting features a short presentation on an ED&I topic and a chance to discuss that topic.

The JCLS Wellness Committee kicked off with an enthusiastic brainstorming meeting. Implemented to promote, encourage, and support healthy behaviors among JCLS employees, the Wellness Committee strives to motivate staff to practice healthy lifestyle behaviors on the job and give them access to tools and programs so they can do the same off the clock. Committee members represent various departments and branches. The goals of Wellness Committee are to:

- reduce stress & burnout
- increase employee happiness
- reduce absenteeism and turnover
- foster creativity
- improve morale
- lower healthcare costs
- promote longevity.

Marketing

The Marketing team created three Facebook storytime broadcasts in October, which resulted in a combined 1,000 views on the platform. Meanwhile, the Spotting Fire documentary, released in September, continued to get attention, as it was shared by the Oregon Department of Forestry and KDRV. This continued attention has pushed the project to being the 3rd most viewed video on the JCLS YouTube channel in less than two months.

Press Release, Branches Reopen:

<https://bit.ly/3l6Ekml>

Press Release, Windows in Time (November):

<https://bit.ly/3wk3mTe>

Press Release, November Events Calendar:

<https://bit.ly/3pTNypf>

Notable videos:

Extended interviews from *Spotting Fire* documentary: <https://bit.ly/30ierbu>

October book recommendations:

<https://youtu.be/IIOMpdSfbnI>

Special Halloween storytime video: <https://youtu.be/MRpOZ2Gnt-Y>



Support Services

The Support Services team welcomed new Assistant Director Kelda Vath on November 1.

The IT team has started preparing each branch to get them ready for the big network upgrade. IT is coordinating with each branch manager to upgrade their hardware and switches in their network closet on the day the branch is closed, and down time should be minimal. This should be a seamless upgrade, and only the branch being upgraded will experience some interruption with their network. IT has upgraded Butte Falls, Prospect, Shady Cove, White City and Ashland and plans to complete the project by end of December. The incoming speed at branches is going from 100mbps to 5Gbps, and the outgoing speed from Medford will be increased from 1Gbps to 10Gbps.

Collection Development selects the titles for the JCLS Book Club Bag program. Rebecca Lazan, Collection Development Librarian, is in training to take over the selection process. We currently have 103 Book Club Bags, and each bag includes ten regular print copies, one large print version and one copy of the audiobook along with discussion questions. Six bags are checked out at the moment, and three are waiting to be picked up by book clubs.

The top checkouts in the program were:

- “Becoming” by Michelle Obama
- “The Guernsey Literary and Potato Peel Pie Society” by Mary Ann Shaffer & Annie Barrows
- “The Woman in Cabin 10” by Ruth Ware



The yellow chairs are a staff favorite.

The 2nd floor of the Medford Library is open and patrons are making good use of the new furniture. Staff are still waiting on the second half of the furniture order. There are items still missing for the open study space and group study rooms. The order has been delayed further due to a materials supply issue at the factory. The original estimated delivery date was mid October. New estimated date is mid to late November 2021.

Work on the Ashland Library Lower Level Renovation project began October 4th. The project is on track to be complete by the end of December. With the exception of a few lights that will be installed in mid-December, Outlier Construction is on track to wrap up construction by December 6th. The new furniture is scheduled to be delivered and installed December 7th and 8th.



Plenty of progress in Ashland's renovations

Facilities and public services staff are working together to increase safety and security in the staff parking lot at the Medford library. Better lighting, increased camera coverage, and securing the dumpster enclosure are the focus of the project. Facilities will be applying for an SDIS matching grant to help fund this project.

Outreach

Collaboration was the theme in Outreach for October. Library Specialist Chantel Ullrich and Mackenzie Pollock visited Rogue River Estates for DART's first visit to the site. Some of the residents were already At Home Services patrons, and they were excited to see a familiar face. Two residents signed up for At Home Services.

Community Outreach Librarian Evelyn Lorence and Business Librarian Elanna Erhardt attended the Logos Public Charter School Job Resource Fair together to share job seeking resources available through the Library. They reached more than forty high school students and created or updated eight library cards.



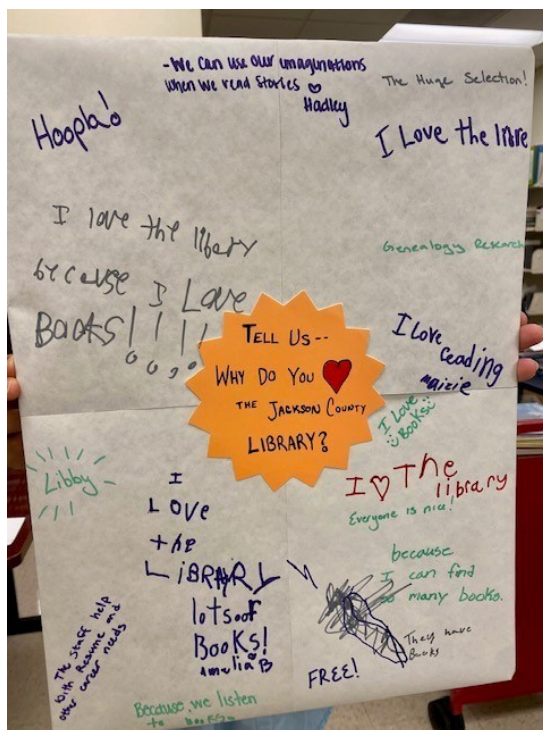
DART at Rogue Valley Emergency Resource Fair

Carrie Turney Ross was a member of the planning committee for the Rogue Valley Emergency Resource Fair, which took place in person at the Expo in Central Point. Turney Ross and Pollock attended the fair to promote DART and library services in general. More than one hundred people stopped by the DART and took home an Emergency Starter Go-bag, Take & Makes, and free books. Pollock played the JCLS *Spotting Fire* documentary on the TV mounted on the side of the van for folks to view while there.

Lorence coordinated school participation in At Home Services' Project Sunshine. Members of the National Honor Societies at Ashland High School and South Medford High decorated pot holders and put together pop-up greeting cards for the Library's 117 At Home Services patrons. School liaisons expressed that their students had a lot of fun being creative knowing that they were ultimately spreading joy throughout the community.

Lorence and Strong participated in the continuing education class *Resilient Together: Building School and Public Library Partnerships*, put on by Library Journal and School Library Journal. Each class includes presentations from several school or library leaders from all over the country sharing how they have created and maintained effective partnerships.

Lorence, Ulrich, and Steigleder attended Eagle Rock Elementary's outdoor Literacy Night. They spoke to eighty-nine people at the Literacy Fair, issued nine new library cards, and updated two cards. They gave away books, Financial Literacy Take & Learns for elementary-age youth, and promoted library offerings. One parent had not been to the public library since her grandfather took her as a little girl. She was thrilled to hear all the ways the library has changed in the past twenty years and signed up for her first library card since childhood.



Fall is the time for childcare providers to begin their cycle of learning with a new group of children. Every September, Outreach to Child Care (OCC) sends a letter asking for updated information that allows the program to adapt to the changing needs of the childcare

community. In October, registration renewals provided a snapshot of the 2021/22 school year. OCC is now serving 1,310 children at twenty-eight home childcare sites and twenty-three centers. About 20% of these children speak Spanish as their first language. In the “other notes” section of the registration renewal form, many providers shared their gratitude for the service. Below are some of the comments that were received.

- Thank you for enriching our summer program.
- ¡Muchas gracias por su gran apoyo! [Many thanks for your great support!]
- Thank you for all you do to help get books & reading to young children.
- ¡Muchas gracias! Nos gusta cuando vienen a leer a casa. Los niños se ponen muy contentos. ¡Gracias! [Thank you so much! We love when you come into the home to read. The children are so pleased. Thanks!]

Business Outreach

Erhardt shared library business resources at the monthly Medford Cowork Collective Virtual Pop-up meeting for business owners and entrepreneurs. When attendees shared their challenges, Erhardt suggested resources relevant to their work. Erhardt spoke at the Eagle Point Upper Rogue Rotary Club and shared information about job seeking, nonprofit, and small business services at the Library.

When not in the community, virtually or in-person, Erhardt dedicated her time to creating resource guides for small businesses. Erhardt worked with Business Librarians from across the nation through the Business Reference and Services Section listserv of RUSA to create a Small Business Antiracist Resources guide for business owners interested in creating equitable, diverse, and inclusive places of business. Erhardt also created a Small Business Planning Resource Guide containing a list of open access resources for small business planning decisions. Both resource guides are available on the Business Resources page at <https://jcls.org/resources/business-resources/>.

JCLS DART

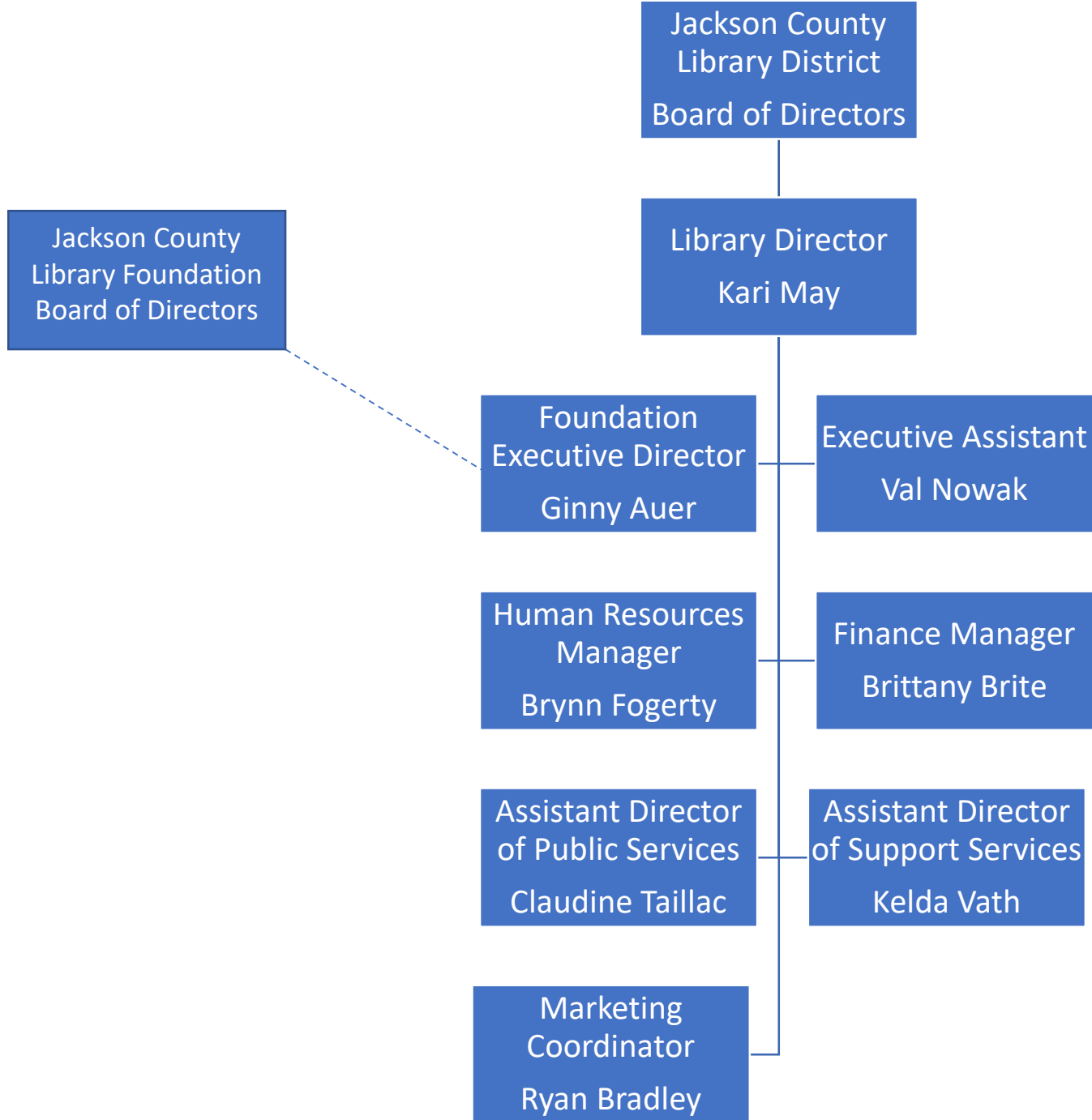
In addition to events already mentioned, DART wrapped up serving as the emergency computer lab for the branches in early October. Pollock then shifted gears to return to and establish new sites within the community. DART made twenty-four stops in October and interacted with 372 patrons. Pollock registered twenty-five new library cards and renewed nine accounts.

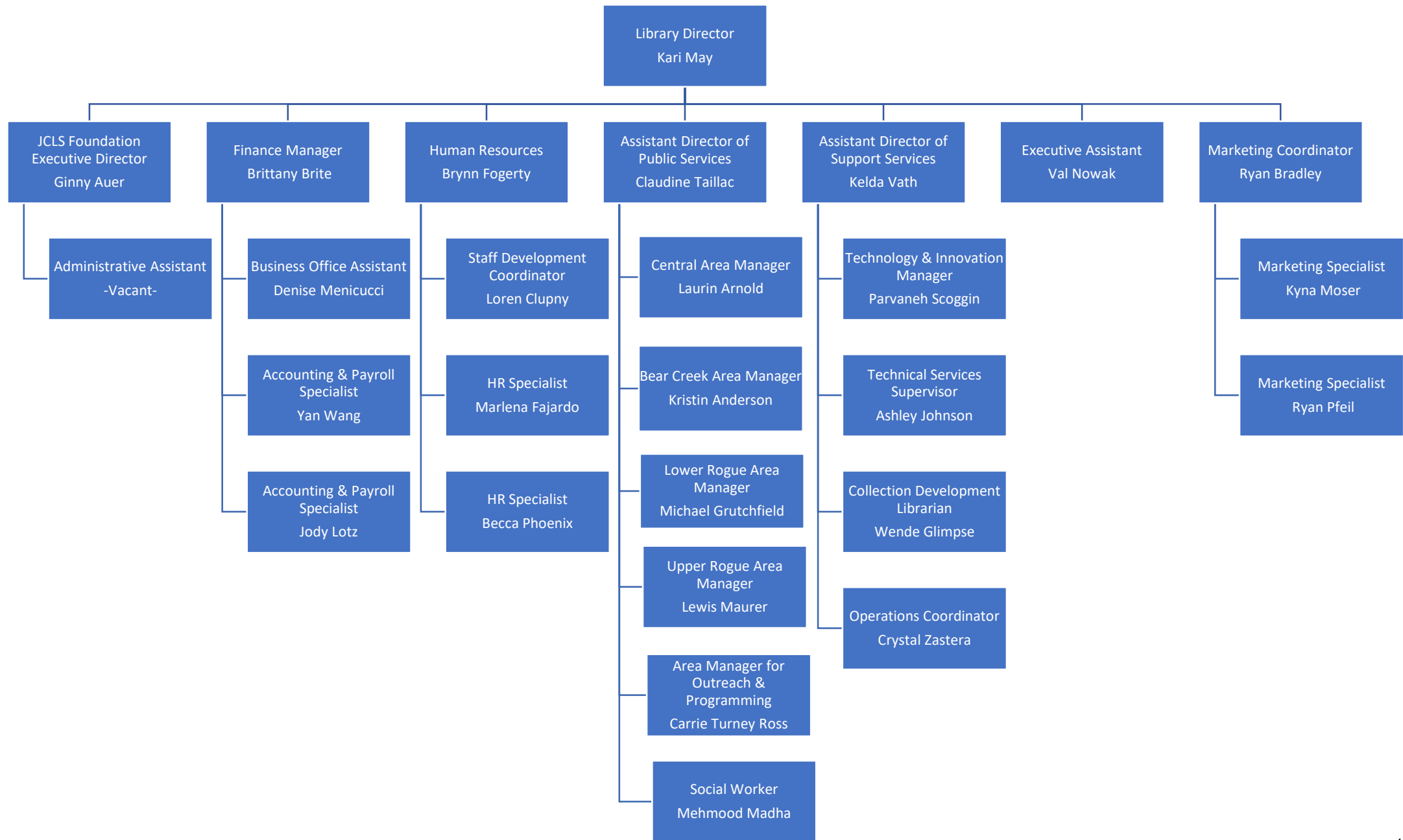
DART returned to apartment sites and retirement communities managed by the Housing Authority of Jackson County. Pollock provided internet access and resources for homework help, social services, job information, and more. Free book giveaways continue to be a big hit at these sites, especially for children and teens. Pollock started developing a plan to also provide library materials for patrons to check out from the van.

Social Services

Two grants to enhance social services were awarded: a \$9,631 grant from AllCare CCO, and 425 bus passes from RVTDS Statewide Transportation Improvement Fund (STIF) Low-Income Bus Pass program. The AllCare grant will be used to purchase hygiene kits and other needed items for the unhoused that will enhance the social work program's work toward building trust with these patrons. The bus passes from RVTD will enable patrons who lack adequate transportation to travel to medical appointments, job interviews, free meals, and community organizations referred by the social work team.

Social Worker Mehmood Madha was invited by Josephine County Library Director Kate Lasky to present at their board meeting about the benefits of being on the Unite Us platform. Madha gave the Board an overview of the social work program and shared best practices for in-library services.







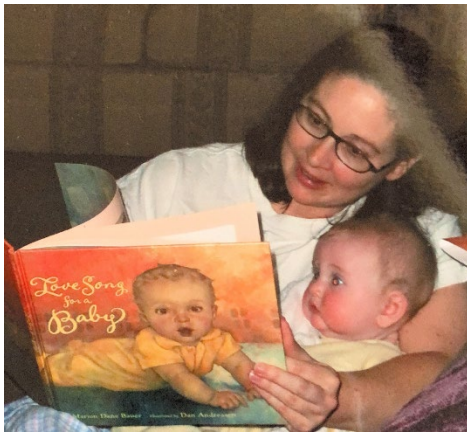
Jackson County Library District Strategic Planning Timeline

ACTIVITY	Oct '21	Nov '21	Dec '21	Jan '22	Feb '22	Mar '22
Phase 1: Preparation, Data Analysis & Benchmarking						
Initial meeting, finalize work plan	X					
Collect Library and other background data	X	X				
Data analysis, assessment & trending		X				
Phase 2: Stakeholder Input						
Create and publish online community survey and staff survey	X	X				
Synthesize and analyze staff survey results		X				
Present summary staff survey report		X				
Staff SWOC Sessions (3)			X			
One-on-One Interviews			X	X		
Synthesize and analyze community survey results				X		
Present summary community survey report				X		
Phase 3: Community Engagement						
Launch retreat or focus group invitation process			X			
Facilitate RRP™ retreat or series of 6-8 focus groups				X		
Phase 4: Crafting Strategic Plan						
Submit draft Strategic Plan					X	X
Revise and present final Strategic Plan						X
Create Dashboard Measurement						X
Develop and finalize Implementation Plan						X



Jackson County Library Foundation Director's Report

October 2021



This photo is one of my favorites. It's a picture of me reading to my son at 6 months old. It is also a picture that illustrates why I am passionate about libraries. Books may not be all libraries are about anymore, but connecting us to books is certainly a big part of why libraries captured my family's heart. It shows not just me reading to my son, but a spark being lit around stories and storytelling. Seeing that light go on for him has been a gift. Libraries have been a part of our daily lives from the beginning. Our library connected us to books, audiobooks, movies, story times with friends, and research for everything from owning a pet rat to talking about the death of a parent. The scope of our library's resources is amazing. Realizing the work I do now will be the spark for generations of children to come gets me out of bed each day with a sense of purpose and excitement. I hope you too know how important the work you are doing is and how you are changing lives for the better.

Fundraising

The Target Circle program continues through the end of December. Here is a description of the program and how you can participate:

1. On behalf of Target, we would like to invite Jackson County Library Foundation to be featured in the Target Circle community giving program at your local Target stores in the market 'OR State' and online. Target has partnered with in/PACT and The GoodCoin Foundation to help implement the program across the country.
2. Target Circle members can earn and cast votes for a selection of local nonprofits along with other perks. The program is available through Target's mobile app, online at target.com/circle, and in stores. Every 90 days, Target features 5 new nonprofits doing good in the local community. Each nonprofit featured will receive a percent of a grant pool, along with increased brand exposure and awareness for the critical issues you

address. On average, nonprofits receive between \$1,000-\$2,000 per 90-day campaign, with a minimum of \$500.

2021 Program Timeline

- First day of voting (Go-Live): October 1, 2021
- Last day of voting: December 31, 2021
- Funds received by: February 28, 2022

Consider shopping at Target, ask your friends and family to shop at Target and when you do, vote for the Jackson County Library Foundation. Also, share in all your social media platforms and get some buzz going for this excellent opportunity!

A postcard will go out to current donors to the Foundation on November 29th in time for Giving Tuesday. A letter from the Foundation Executive Director will go into the JCLS Winter Event Guide along with a donation envelope, the year-end JCLF newsletter will go out mid-December.

An estate planning webinar will take place on December 10th at 10 am with attorney Jason Broesder.

The All – Care Grant for support of the social work program was received along with more than 200 bus passes from RVTD.

The Finance manager, Elisabeth Campbell, has resigned effective November 23, 2021. Robin Braverman and associates and RBA Bookkeeping have been engaged to take over the Foundation's finances moving forward. The finance committee spent two hours going through the financial documents and needs with Robin on November 4th.

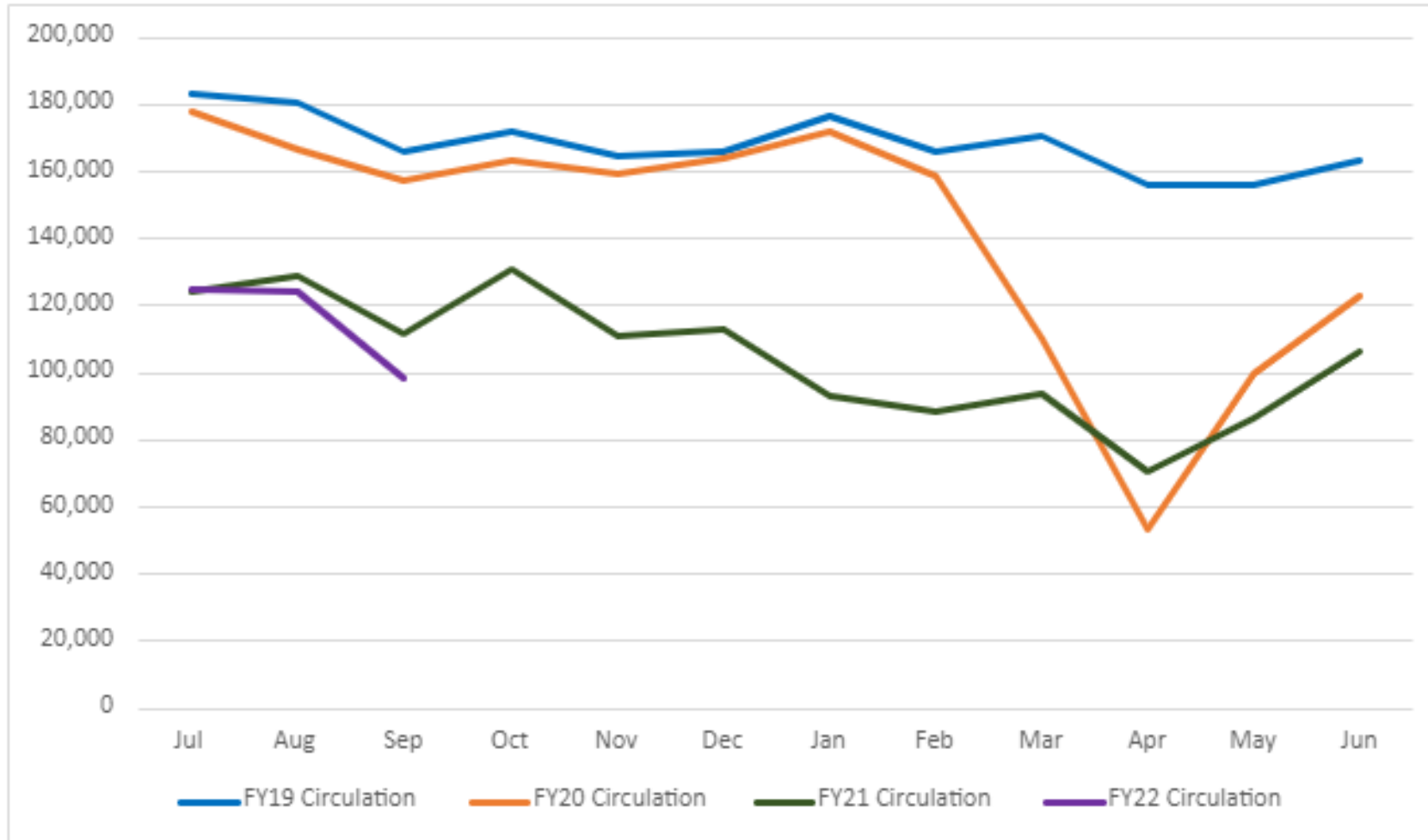
The Board Governance Committee is wrapping up final edits to the by-laws and has created a matrix with priorities for board recruitment. The next book club read will be *Start with Why* by Simon Sinek. If you haven't seen his TED Talk on the golden circle, I encourage you to check it out:

[Start with why -- how great leaders inspire action | Simon Sinek | TEDxPugetSound](#)



FY22 Q1 STATISTICS BOARD REPORT

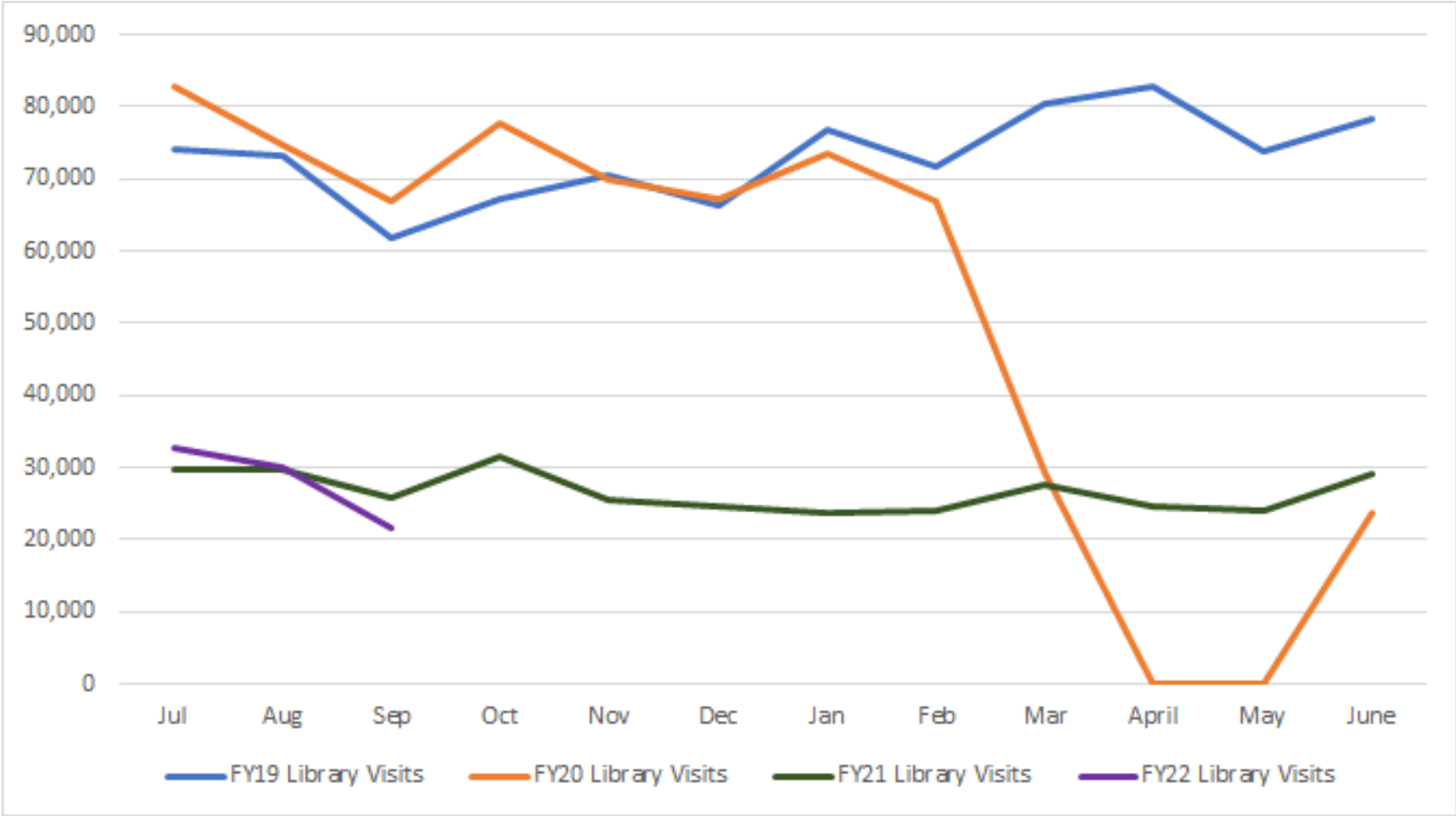
TOTAL CIRCULATION PER MONTH



Libraries returned to Stage 3, Front Door Services, at the end of August for the remainder of the quarter because of the Delta variant. Because of staff exposures to COVID-19, Ashland reduced their hours of operation in August, and in September Medford temporarily reduced their hours of operation as well.

The effects of these challenges can be seen in the noticeable dip in September's circulation numbers. With the return to in-person browsing, and full hours, an increase in circulation numbers should be seen in the next quarter.

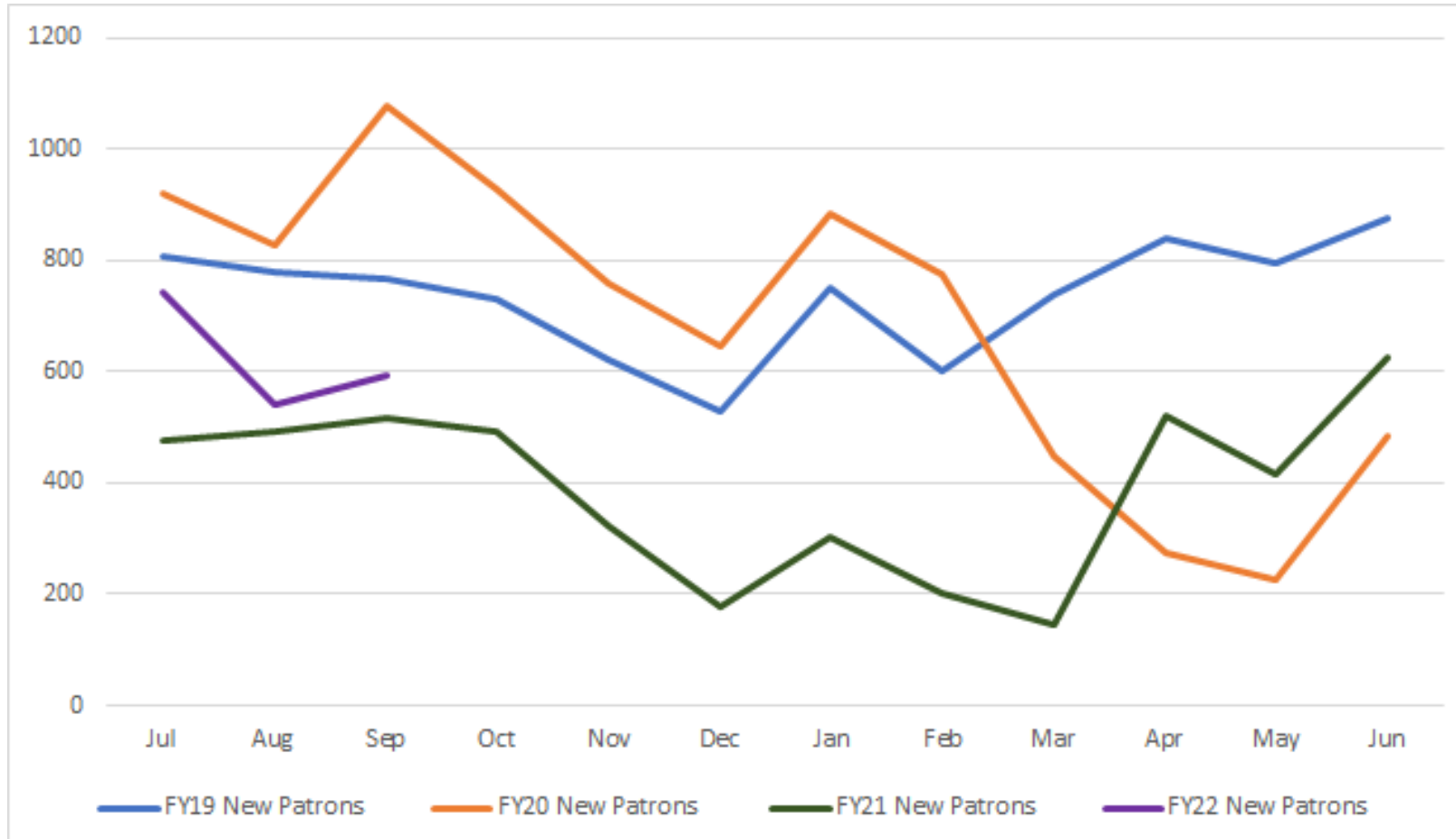
LIBRARY VISITS PER MONTH



Library visits for Q1 of FY22 started out slightly higher than last year and declined a bit below last year's level. This is partly attributable to libraries being closed to browsing for the month of September and returning to Front Door Service only.

This dip at the beginning of the current fiscal year also follows that of other years, which generally sees a decline during Q1 with the end of the Summer Reading Program and the re-opening of schools.

NEW PATRONS PER MONTH

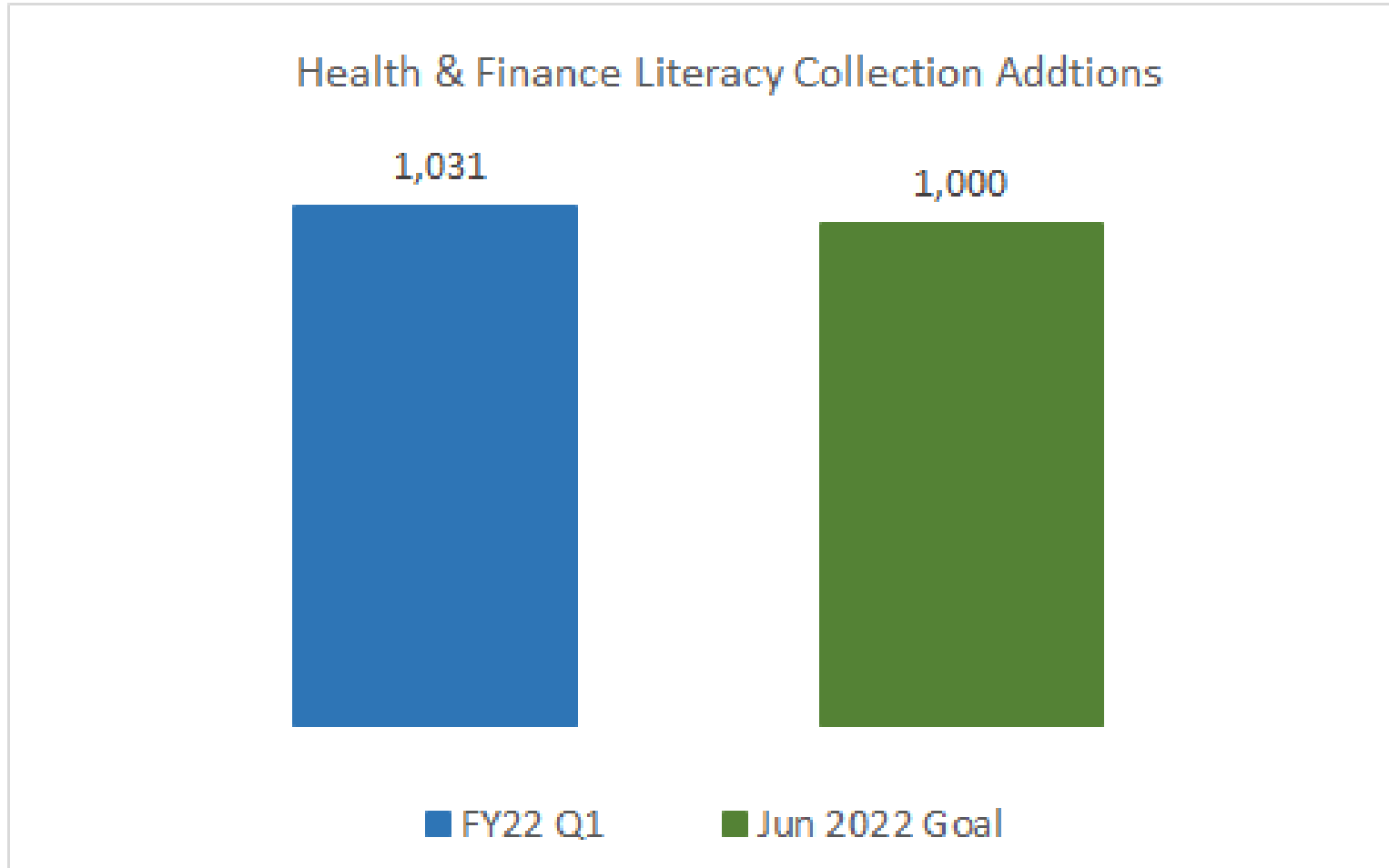


While new patrons are not yet increasing at the desired rate, it is encouraging to see that FY22 began with a higher number of new patrons than the start of FY21.

An upward trend in new patrons is expected if the Library remains at stage 5 and maintains consistent open hours with increased occupancy levels.

OBJECTIVE 2

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



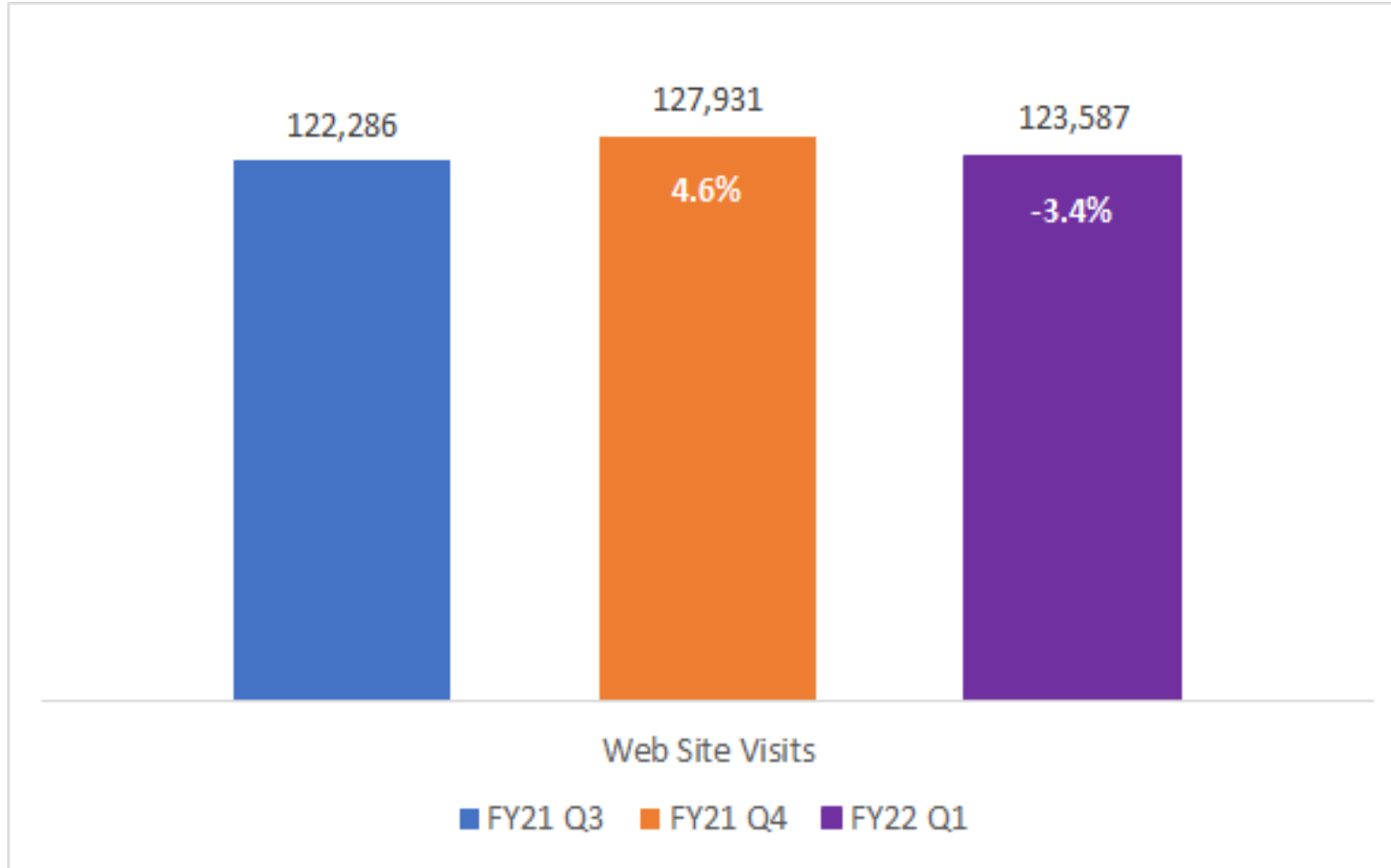
As of the end of FY22 Q1, 1,031 items were added to the collection. The goal that was set for adding 1,000 items focused on Health and Finance was met well before the deadline of June 30th, 2022.

Along with funds allocated in the regular budget, materials have been purchased through two grants:

- FINRA Foundation for financial literacy
- NNLM for health literacy

OBJECTIVE 4 ❌

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



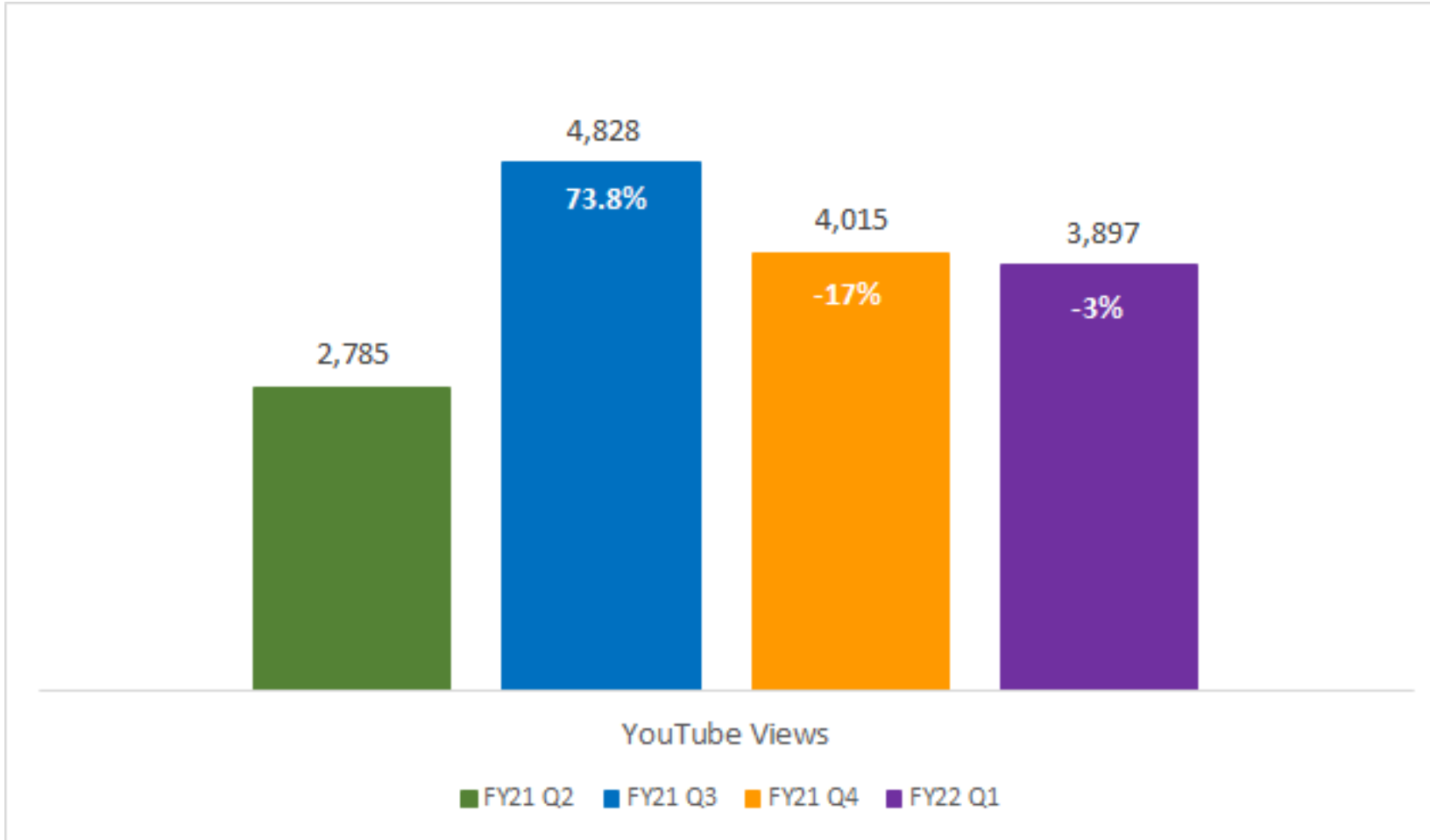
Traffic across the website has been fairly steady, with increases that coincide with events like Summer Reading.

Pages that consistently rank in the top 10 most visited:

- Hours and Locations
- Library Cards
- eBooks, Movie, & More
- Event Calendar

OBJECTIVE 5 ✘

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

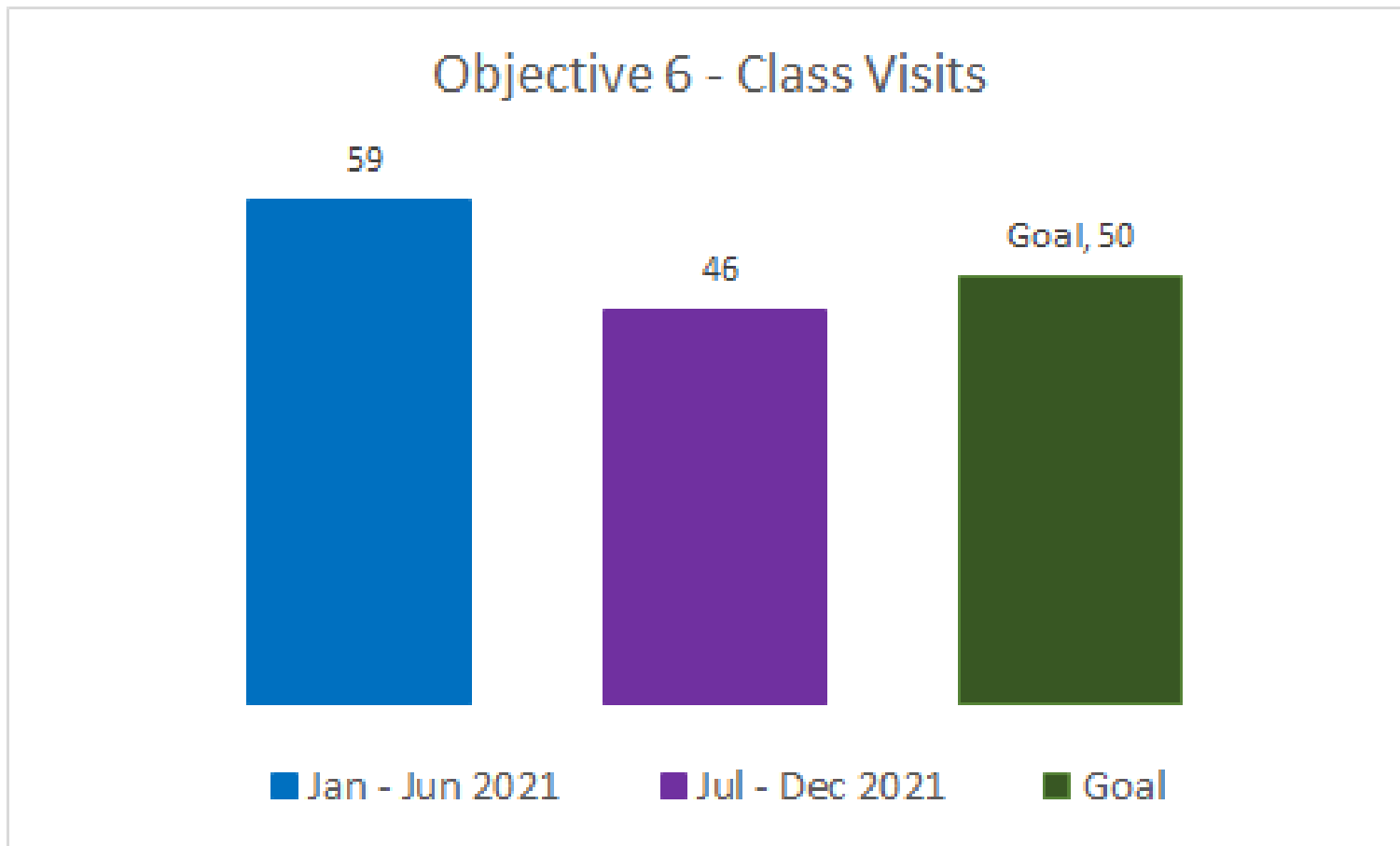


While targeted growth in YouTube video views was not achieved, there are two YouTube videos worth mentioning since they had a high number of views. The "Spotting Fire" short-form documentary had 553 views, and the Rogue Reads video "El Dia en Que Descubres Quien Eres" had 444 views.

The Windows in Time and storytime videos continue to draw viewers, and Marketing is creating a consistent cycle of original content to increase engagement.

OBJECTIVE 6

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



This objective is on track for the current academic semester, which runs from August to December 2021.

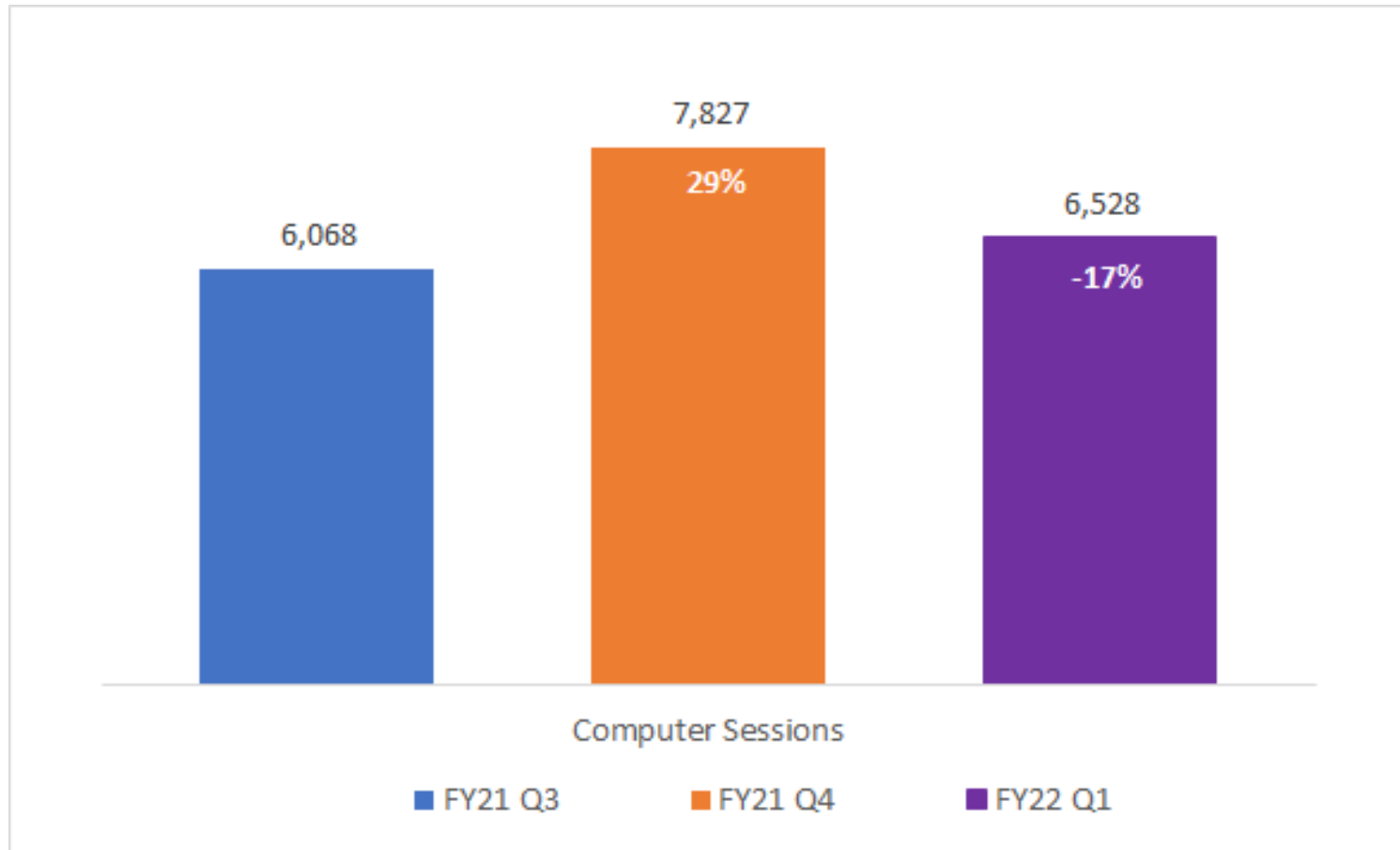
In July and August staff were able to visit the following schools:

- Hillside Elementary
- Orchard Hill Elementary
- Talent Elementary
- Phoenix Elementary
- Roosevelt Elementary
- Howard Elementary
- Jackson Elementary
- Abe Lincoln Elementary

While it wasn't as feasible to visit schools in September due to the COVID surge, staff were still able to connect with students by collaborating with Ashland and Medford high schools to create artful gifts for At Home Services patrons.

OBJECTIVE 7 – COMPUTER SESSIONS ❌

Number of computer sessions: Increase 4% each quarter

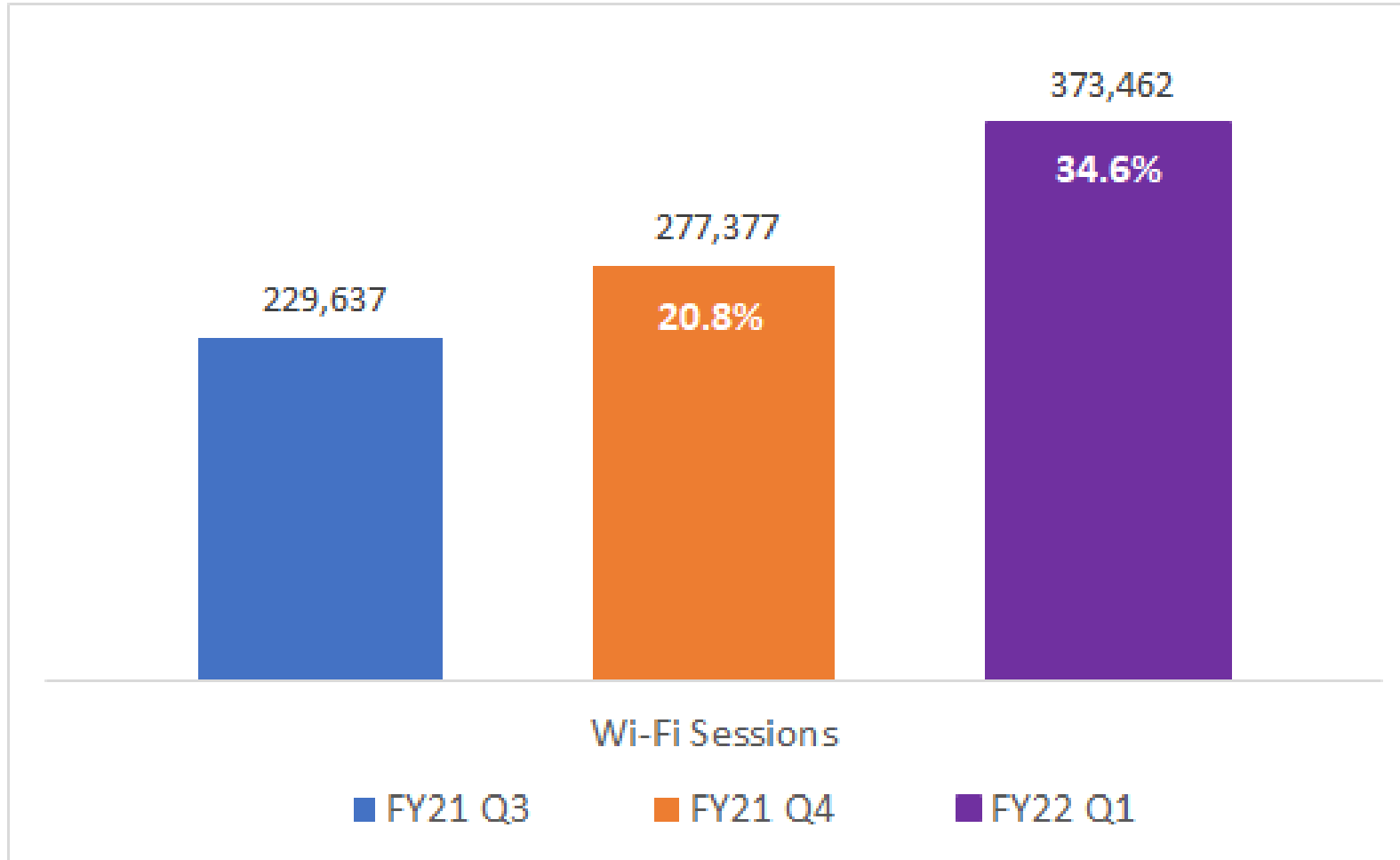


Computer usage by delined by 17% because the libraries returning to Front Door Service and the computer labs were closed for the month of September.

The DART van was deployed to branches towards the middle of September to helped provide patrons with access to tablets, laptops, and WI-FI.

OBJECTIVE 7 – WI-FI

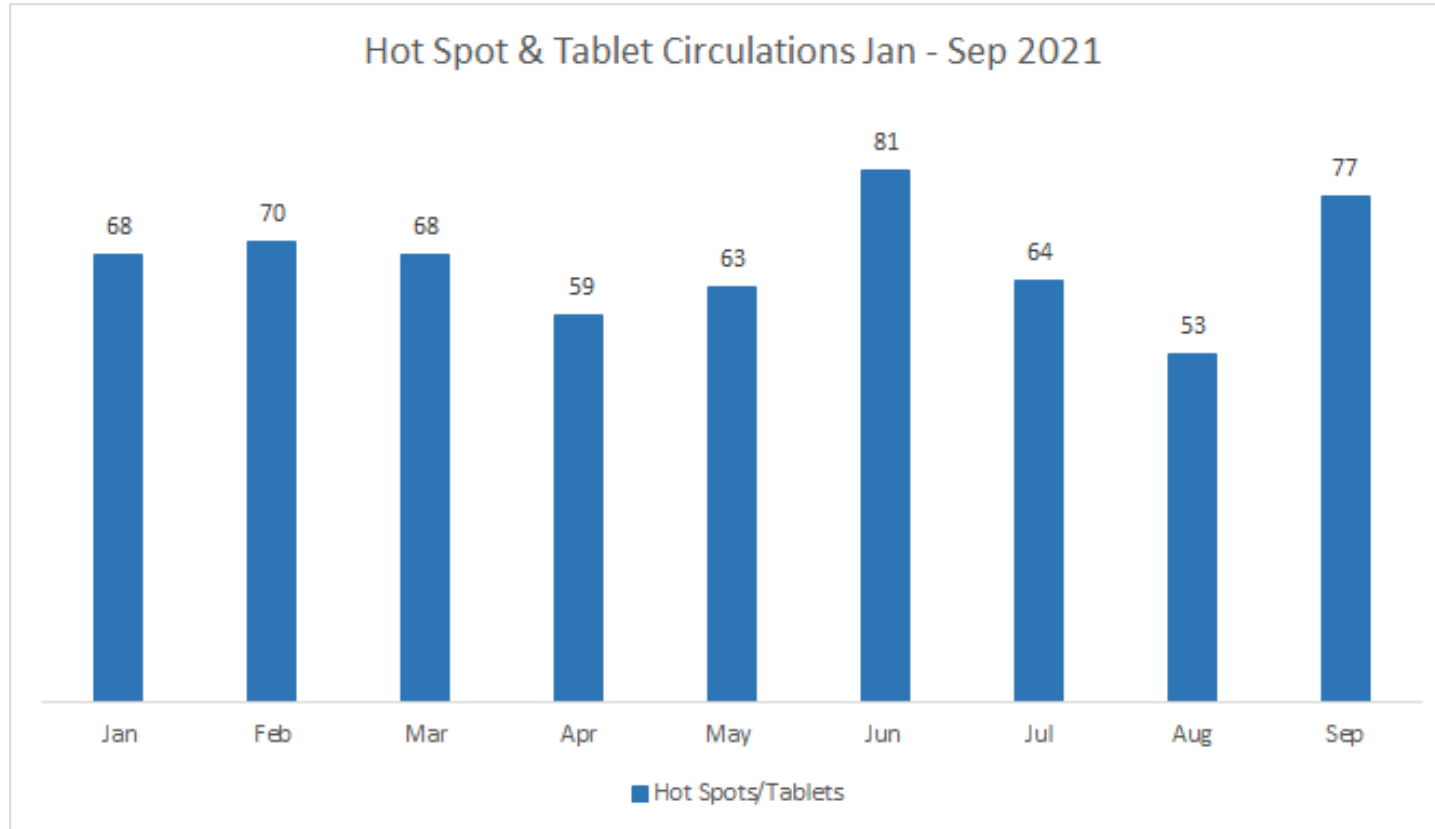
Wi-fi usage – during and outside of library hours: Increase 4% each quarter



The libraries were open to the public for all of July and the majority of August, which increased accessibility for patrons wanting to use the libraries' WI-FI.

OBJECTIVE 7- HOT SPOTS & TABLETS ❌

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

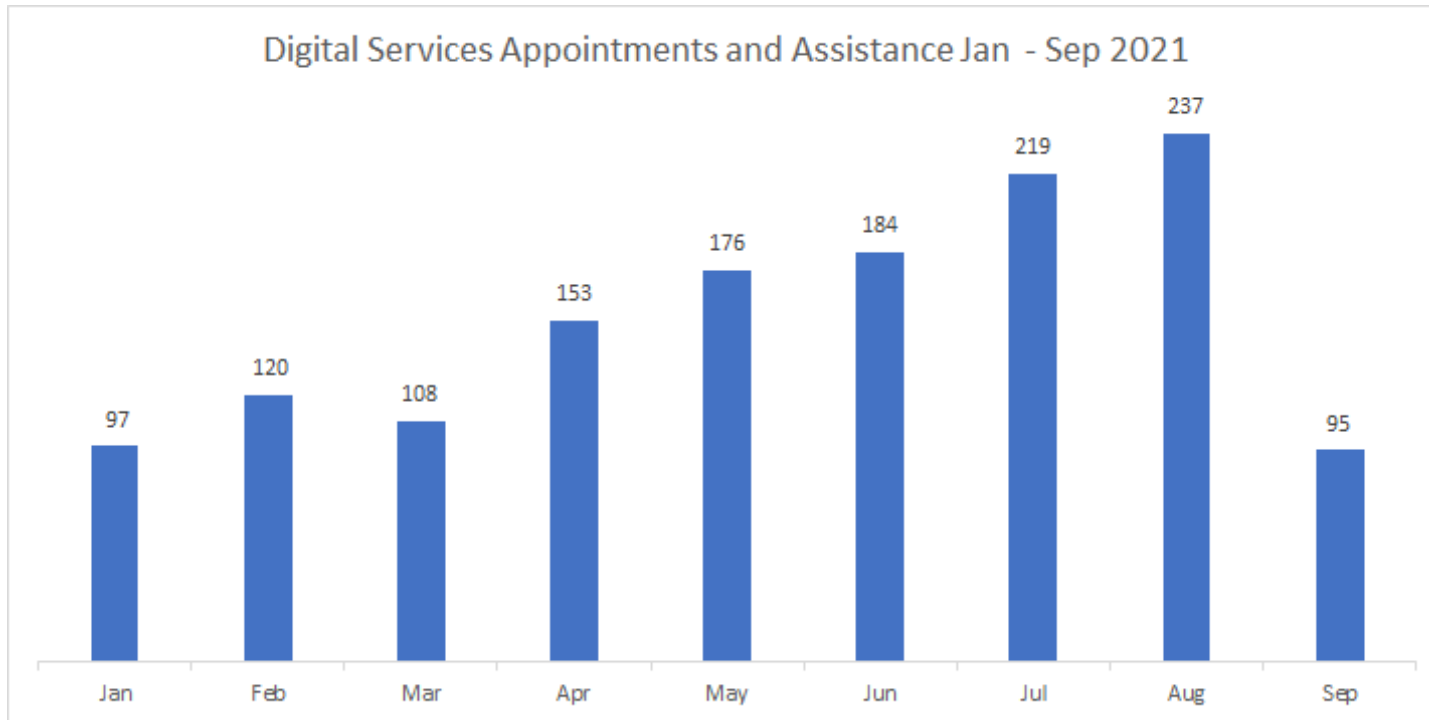


Circulation of hot spots fluctuates from month to month because of the data usage and number of units available for the month.

The addition of cellular-enabled tablets both in June on the DART van and in September at the libraries for checkout has helped increase the ability to reach this goal.

OBJECTIVE 7 – DIGITAL SERVICES

Digital Services team appointments and assistance: 100 per month.



There is a clear correlation between the number of patrons assisted and the Library being open to the public. The return to Front Door Service at the end of August had a significant impact on the number of appointments and assistance Digital Services could provide.

Digital assistance remains popular, and the Digital Services Team provided well over an average of 100 appointments/assistance per month for the quarter.



Southern Oregon Historical Society Research Library

3rd Quarter Report, July-September 2021

The JCLS and SOHS Partnership is based on a mutual desire to make our region's history resources available to the communities we serve. This Third Quarter 2021 report, detailing activities and service levels during this period, is meant to build this relationship. For both organizations, the past year has been a rollercoaster of changes driven by public health challenges. Adhering to JCLS protocols, the SOHS Research Library has limited face-to-face assistance, by closing our facility to public access as needed. Despite these limitations, substantial accomplishment has taken place.

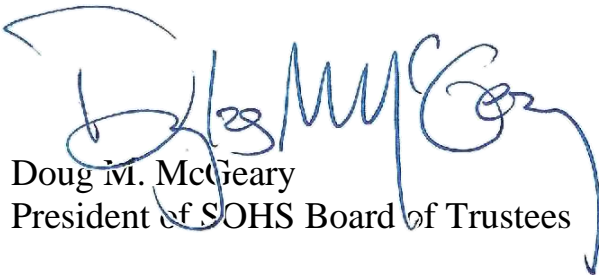
Services Provided

Since a great part of the research that SOHS supports is web based, increased reliance on the internet by the public has required us to maintain a staff of two, and at times three, trained volunteers on duty during all our posted hours (Tuesday-Friday, noon to 4 pm). In the period July-Sept, over 200 hours per month of library staff time was logged – a figure that does not include the after-hour work that was often contributed. Also unrecorded, numerous hours contributed by SOHS retired Archivist Pat Harper, a credentialed librarian, and former head of the Siskiyou Library system, helped answer library questions and provide other web support.

We have continued to strengthen our staffing. Several new volunteers have been in training, and these bring a wealth of life experiences to their work. More importantly an Archivist Search Committee has been working to hire a new part-time Archivist. Applicants have been few, reflecting the shortage of job seekers experience by many work areas, but interviews are ongoing. This is a key position, and the search has greatly benefited from the suggestions of retired and current JCLS librarians.

2021 Partnership Services

Collaboration with JCLS is ongoing. SOHS often refer patrons to JCLS and appreciate referrals coming to us. When Ashland and Medford Branches were unable to provide a Seattle property research consultant access to any 1920's *Polk Directory* and he failed getting the needed information from the City of Ashland or Jackson County, SOHS was able to make available a 1921 Ashland copy from our archives. He was elated, declaring that it "closed the gap!" When the Medford Central Library was unable to provide the Jackson Educational Service District (ESD) with a microfilm reader to copy a transcript file for Butte Falls School District, an ESD staffer was able to walk down 6th St. and use our machine. This relationship is mutual. In the area of local microfilm newspaper access, we have often referred patrons to the JCLS collections. The ability to easily refer patrons between our systems has been particularly rewarding.



Doug M. McGeary
President of SOHS Board of Trustees

Attachments: Statistical Reports

Third Quarter Statistics:

Third quarter data has been extrapolated, from the annual SOHS Research Library reports to JCLS, updated with 2021 data.

1. Researcher Visits by Month: July-September 2021

	July	August	September
SOHS Members	8	4	4
Jackson County Residents	14	4	10
Others	6	12	5
Email Communications	24	39	73
Phone Communications	24	19	28
Visitors, no research	25	35	10

2. Comparative Data: Third Quarter Totals by Year:

	<i>2021</i>	<i>2020</i>	<i>2019</i>	<i>2018</i>
SOHS Members	16	25	51	31
Jackson County Residents	28	22	64	64
Other Researchers	23	1	17	13
Email Communications	136	60	43	53
Phone Communications	71	61	101	70
Visitors, no research	70	6	109	96
Letters	0	8	1	0

3. SOHS Website Statistics;

SOUTHERN OREGON HISTORICAL SOCIETY WEBSITE STATISTICS,
2018-September 2021

Southern Oregon Historical Society hosts three websites in addition to its online catalog in order to provide online access to southern Oregon history. The Southern Oregon History, Revised, website(truwe.sohs.org) was created and is primarily maintained by Ben Truwe. The Historical Markers website (markers.sohsites.org) was created to provide access to content created by Peter and Linda Kreissman, who continue to add to and update the site. The main website is sohs.org.

SOHS's main website	Unique visitors	Number of visits	Pages	Hits
2021, First Quarter	13,073	27,691	601,285	1,221,705
2021, 2nd Quarter	15,146	29,871	120,458	723,144
2021, 3rd Quarter	28,483	49,644	391,528	1,220,877

Combined websites	Unique visitors	Number of visits	Pages	Hits
2021, First Quarter	22,620	44,200	654,719	1,359,238
2021, 2nd Quarter	23,720	44,062	151,257	825,983
2021, 3rd Quarter	38,483	64,991	430,105	1,340,852
TOTAL, year to date	84,823	153,253	1,236,081	3,526,073

The statistics for previous years are for sohs.org combined with truwe.sohs.org and the markers website

2020 Statistics - Combined	Unique visitors	Number of visits	Pages	Hits
2020 First Quarter	41,926	101,912	768,470	1,145,436
2020, 2nd Quarter	12,879	59,936	618,506	1,043,274
2020, 3rd Quarter	12,402	27,805	496,920	925,848
2020, 4th Quarter	16,800	37,511	996,668	1,397,748
TOTAL	84,007	227,164	2,880,564	4,512,306

Combined totals by year				
2021 (to date)	84,823	153,253	1,236,081	3,526,073
2020	84,007	227,164	2,880,564	4,512,306
2019	95,471	199,804	2,457,326	4,840,995
2018	94,325	179,900	924,041	2,808,006



November 17, 2021

Title: Southern Oregon Historical Society Contract

From: Director Kari May

Recommendation:

The Library Director recommends approval of the attached six-month contract with SOHS.

Budget Impacts

\$19,500, which was included in the approved FY21/22 budget.

Policies, Plans, and Goals Supported:

This contract supports the continued free and open access to SOHS archives by Jackson County residents with full-service library cards.

Background and Additional Information:

This six-month contract extension, from January 1, 2021 – June 30, 2022 of \$19,500, provides complete funding at the previous annual amount of \$39,000 for the 2021-2022 fiscal year with new deliverables. An additional one-year contract from July 1, 2022 – June 30, 2023 of \$30,000 will be entered into if the following deliverables are met by June 30, 2022:

- Volunteer/paid staffing levels maintained to provide consistent public access of twenty hours per week with a minimum of four of those hours being outside of standard business hours
- Continuation and enhancement of digital preservation and a commitment to digitizing the collection
- Two annual training sessions provided to JCLS staff (one for this six-month term)
- Free access to the SOHS collection for County Residents with active Jackson County Library Services library accounts; Standard Operating Procedures to include confirmation of Jackson County Library Services library card (related statistics to be included on reports)
- Collection discoverable through Jackson County Library Services' public catalog
- List Jackson County Library Services as a prominent partner
- Monthly meetings with Jackson County Library Services staff
- Quarterly reports to Jackson County Library District Board of Directors

Jackson County Library District recognizes that, in the best long-term interests of SOHS, additional partners are necessary to support the archives.

Attachments:

SOHS/JCLD contract: January 1, 2022 – June 30, 2022



This Agreement is effective January 1, 2022, by and between Southern Oregon Historical Society (SOHS) and Jackson County Library District (hereinafter “JCLD”), together referred to as the “Parties”.

RECITALS

- A. The Jackson County Library District (JCLD) works to connect Jackson County residents to information, ideas, and each other; and
- B. JCLD values accessibility and champions access to ideas, information, and content; and
- C. JCLD is committed to implementing new models and collaborating with others to improve information access and delivery; and
- D. The Southern Oregon Historical Society (SOHS) follows the best practices of the Society of American Archivists, which meets an exemplary standard established by the Oregon Library Association; and
- E. This agreement between JCLD and SOHS is intended to provide public access to special collections of value to the community in convenient forms, including print, non-print and electronic; and
- F. The Jackson County Library District, JCLD, is a county tax-funded special district with authority to enter into, maintain and pursue breaches, if any, of Agreements, Contracts, Joint Ventures and/or Partnerships, etc.; and
- G. The SOHS Library and Archives is a registered 501(c)(3) nonprofit. In addition, SOHS’s Bylaws permit and authorize SOHS to enter into, maintain and pursue breaches, if any of Agreements, Contracts, Joint Ventures and/or Partnerships, etc.; and
- H. Pursuant to law, the parties are authorized to enter into agreements/contracts; and
- I. Pursuant to laws and mission statement, JCLD presently operates a countywide library network for the benefit of Jackson County residents; and
- J. Presently SOHS Archives’ holdings consist of archival materials including photographs, maps, manuscripts and other documents ranging in age from approximately 1851 through the present, which are organized, cataloged and preserved for continuing public information, education, and recreation. SOHS has performed this function since its founding in 1946; and
- K. As used herein, SOHS Archive, Library, Holdings, and/or Collection refers to the archival materials described in Recital J in any format; and

- L. The SOHS Library and Archives maintains an appropriate space open to the public specifically for use of an archive and library materials; and
- M. SOHS’s public space and physical collections are maintained in a climate-controlled environment suitable for archival materials at the SOHS History Center, 106 N. Central Ave, Medford, OR.; and
- N. The SOHS Library and Archives are solely owned by and under the sole control and management of the SOHS, which adheres to Society of American Archivists Guidelines for Evaluation of Archival Institutions.
- O. This Agreement serves to terminate and replace the existing agreement between the Parties that became effective on July 1, 2019 and was amended on June 10, 2021.

AGREEMENT

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. **RECITALS.** The recitals set forth above are true and correct and are incorporated herein by this reference.
2. **DURATION.** Except for earlier termination as provided herein, the term of this Agreement commences January 1, 2022 and terminates June 30, 2022, unless extended in writing as provided for herein. JCLD may extend this Agreement by notifying SOHS in writing that it intends to extend the Agreement. The extension shall be effective upon written consent by SOHS to the extension under terms and conditions mutually agreeable to the Parties.
3. **SOHS SERVICES, FUNCTIONS AND RESPONSIBILITIES.** SOHS shall use its best efforts, which shall be objectively reasonable, to achieve the following objectives during the period of this Agreement and under any Extensions:
 - 3.1 **Summary.** SOHS shall maintain volunteer and/or paid staffing levels to provide consistent public access to the SOHS Library and Archives. For the purposes of this Agreement, consistent public access shall mean a minimum of twenty (20) hours per week with a minimum of four (4) of those hours occurring outside of the standard business hours of Monday – Friday, 8:00am-5:00pm.
 - 3.2 **Basic Benefits.** On the Effective Date of this Agreement:
 - 3.2.1 SOHS will provide free access to the SOHS Library and Archives for Jackson County Residents with an active JCLD library card.
 - 3.2.2 SOHS shall maintain a website including, at a minimum, the following information: SOHS Library and Archives physical address, phone number, email address for information requests, operating hours, and description of Collection.
 - 3.2.3 SOHS will respond without charge to phone and email requests from Jackson County residents related to information contained in the SOHS library and Archives collection.

- 3.2.4 SOHS will provide all residents scanned materials that respond to such requests unless such materials are too fragile, too lengthy, or under copyright. Such assessments are at the sole discretion of the Archivist or designated representative(s). Such discretion shall not be unreasonably withheld.
 - 3.2.5 SOHS staff and volunteers will generally limit research efforts on a request from a Jackson County resident to one hour and provide up to 20 pages of scanned materials. Extended research is available, at cost to Jackson County residents, as provided in 3.5, below.
 - 3.2.6 Jackson County Library employees have priority phone and email access to the SOHS Library and Archives. All materials sent electronically to the libraries may be printed out for patrons, added to local files or otherwise used to improve local library services, unless such use would violate copyright laws.
 - 3.2.7 SOHS will commit to the continuation and enhancement of digital preservation of the SOHS collection.
 - 3.2.8 SOHS shall promptly work with JCLD to make the SOHS collection available to JCLD patrons through JCLD's online catalog interface.
 - 3.2.9 SOHS will prepare quarterly reports for SOHS Library analysis that include statistics of patronage (including tracking whether patrons are active JCLD cardholders) and use type as well as website use. The quarterly reports will also include information on SOHS's progress toward digitizing the SOHS collection. SOHS will seek methods to increase public interest and periodically prepare narratives concerning SOHS projects and activities.
 - 3.2.10 SOHS shall promote JCLD as a prominent partner by mentioning or including JCLD's logo on the SOHS website and social media accounts, signage at the SOHS Library and Archives, and on any marketing materials used to advertise SOHS events.
- 3.3 **Restrictions.** The SOHS Library does not lend materials for use outside the building without expressed authorization and in the sole discretion of the Archivist.
- 3.4 **Obligation to Obtain Alternative Funding Sources.** In addition to the obligation to provide the benefits outlined above, by June 30, 2022, SOHS must seek to secure funding from other sources to maintain their current level of operations for the Library and Archives. If SOHS is unable to obtain adequate funding, by June 30, 2022, JCLD may elect not to further contract with SOHS. Nothing in this agreement shall be relied upon by SOHS as a promise of future funds or obligation to contract on the part of JCLD.
- 3.5 **Fees.** SOHS will continue to charge Jackson County Residents for:
- 3.5.1 Extended research by the Archivist or SOHS volunteers, upon request, will be assessed at the rate of \$10 per half (1/2) hour .

- 3.5.2 High resolution scans of its photographs: \$15 per photo and photocopies of its materials at \$.25 per page. Funds so generated are deposited in the SOHS general fund.
- 3.5.3 Any change of rates will be established after consultation with JCLD.
- 3.6 **Access.** JCLD staff will have direct access to the SOHS Library and Archives only through arrangements with the SOHS archivist, their designated representative, or the SOHS Board of Trustees.
- 3.7 **Training.** The SOHS archivist will train JCLD staff regarding the contents of the SOHS Library and Archives, and familiarizing JCLD staff with the basic operations of the SOHS Library and Archives. The SOHS archivist will provide one (1) training under this section during the term of the contract for JCLD staff, to familiarize staff with SOHS holdings and other local history resources, either at the SOHS Library or at a mutually agreed time and place designated by JCLD.
- 3.8 **Meetings.** The SOHS Archivist or other knowledgeable staff member/volunteer shall attend monthly meetings with JCLD, at mutually agreeable times, to assist in the fulfillment of the terms of this Agreement, including but not limited to discussing additions to the JCLD website concerning local history.
- 3.9 **Archivist/Staffing.** The SOHS shall maintain an archivist to work during the SOHS Library and Archive's open hours to provide supervision, oversight and consultation with the SOHS Library volunteers. It shall be the responsibility of SOHS to provide for adequate staffing levels of suitably qualified or trained staff or volunteers such that the services contemplated herein to be provided for JCLD staff and Jackson County Residents.
4. **PAYMENT.** Subject to the terms and conditions set out in this Agreement, JCLD shall pay SOHS for archival services pursuant to this Agreement from legally available funds.
- 4.1 SOHS shall provide all necessary information to JCLD to establish SOHS as a vendor of JCLD, such information shall include, but not be limited to SOHS's contact information and tax identification number.
- 4.2 This payment shall be monthly in the amount of \$ 3,250 (\$19,500 total) and will be sent to:
- Southern Oregon Historical Society
106 N. Central Ave
Medford, OR 9750
5. **REVENUE.** This Agreement does not involve the receipt of revenue. Each party shall be solely responsible for revenue, if any received.
6. **PERSONNEL.** No employees will be transferred pursuant to this Agreement. SOHS shall be solely responsible for wages and benefits paid to employees working for SOHS, if any.

7. **REAL OR PERSONAL PROPERTY.** There shall be no transfer of title or possession to any real or personal property pursuant to this Agreement.
8. **TERMINATION.**
 - 8.1 All or part of this Agreement may be terminated by mutual consent by both Parties; or by either party at any time, upon ninety (90) days' notice in writing and delivered by certified mail.
 - 8.2 Except in the event of breach, in the event of termination of this Agreement, each party shall be responsible for its own costs and expenses in complying with the Agreement.
 - 8.3 This Agreement may be terminated by either party if the other party commits any material breach of any of the terms or conditions of this Agreement and fails or neglects to correct the same within 30 days after written notice of such breach. If the breach is of such nature that it cannot be completely remedied within the 30-day period, this provision shall be complied with if correction of the breach begins within the 30-day period and thereafter proceeds with reasonable diligence and in good faith to effect the remedy as soon as is practicable.
9. **REMEDIES.** In the event of termination, JCLD shall pay SOHS for services rendered prior to the termination date.
10. **ASSIGNMENT.** SOHS shall not assign or transfer any interest in this Agreement without prior written consent of JCLD, provided, however, that SOHS may subcontract the performance of any provision or obligation required by this Agreement, so long as SOHS remains primarily responsible to the JCLD for the performance of such provision or obligation.
11. **INSPECTION RECORDS.** JCLD shall have access at all reasonable times, including during normal working hours, and to all books and records, electronic or hard copy, of SOHS that pertain to management of the SOHS Library and Archives. SOHS shall maintain books, records, documents, and other evidence and accounting procedures and practices sufficient to reflect properly all costs of whatever nature claimed to have been incurred and anticipated in the performance of the Agreement. JCLD and their duly authorized representatives shall have access to the books, documents, papers and records of SOHS which are directly pertinent to the Agreement for the purpose of making audit, examination, excerpts, and transcripts. Such books and records shall be maintained by SOHS for three years or any longer period required by Local, State or Federal law. SOHS is responsible to reimburse for any SOHS demonstrated audit discrepancies involving deviation from the terms of the Agreement.
12. **HOLD HARMLESS AND INDEMNIFICATION.** The Jackson County Library District is not providing services but purchasing services through SOHS. Accordingly, to the extent permitted by the Oregon Constitution and the Oregon Tort Claims Act, the Party found at fault shall hold the other harmless, defend and indemnify the other from any and all claims, demands, damages or injuries, liability of damage, directly or proximately caused by the Party at fault, including injury resulting in death or damage to property, that anyone may have or assert by reasons of any error, act or omission of the Party found at fault, its officers, employees or agents. If any aspect of this indemnity shall be found

to be illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of this indemnification.

12.1 If the loss or claim is caused by the joint concurrent negligence or other fault of both Parties, all loss or claim shall be borne by each in proportion to the degree of negligence or other fault attributable to each. The obligations of each party under this paragraph shall survive the termination of this contract.

12.2 Except as provided for in this Agreement, the JCLD shall not be liable for any obligations incurred by SOHS. SOHS shall not represent to any person that JCLD is liable for SOHS's obligations; except for such obligations JCLD may be liable as provided for in this Agreement.

13 **INSURANCE.** SOHS, at its sole cost and expense shall maintain all risk property and public liability insurance policies on the prospective properties and resources included in this Agreement.

14 **DISPUTE RESOLUTION.** JCLD and SOHS shall attempt to resolve all disputes through staff discussions at the lowest possible level. Both Parties to this Agreement agree to provide other resources and personnel to negotiate and resolve disputes that are not resolved at the staff level. In the event the first attempts are pursued in good faith but are unsuccessful, claims, disputes or other matters in questions between the Parties to this Agreement arising out of or relating to this Agreement, or breach thereof shall be determined by mediation, arbitration, or litigation. Disputes shall be initially submitted to mediation by a mediator chosen by the Parties. The cost of mediation shall be borne equally by the Parties. If the Parties are unable to agree upon a mediator within 5 days or if mediation fails to resolve the dispute and if either party wants to further pursue the dispute, either party may request that the dispute be submitted to arbitration before a single arbitrator mutually agreed to by the Parties. If both Parties agree to arbitration but are unable to agree upon an arbitrator, each party shall select an arbitrator. The arbitrators so chosen shall select a third arbitrator, who shall serve as the sole arbitrator. Unless the Parties mutually agree otherwise, any arbitration proceeding shall be conducted in accordance with the currently in effect Arbitration Rules of the American Arbitration Association pursuant to ORS 190.720. Notwithstanding the above, either party may, at its own discretion, elect to resolve disputes in excess of \$50,000 by litigation, if mediation is not successful.

15 **ATTORNEY FEES.** If the services of an attorney are retained to enforce any provision of this Agreement, or with respect to any dispute relating to this Agreement, the prevailing party will be entitled to recover from the losing party its attorneys' fees, paralegal fees, accountant fees, and other expert fees, as well as other fees, costs, and expenses actually incurred in connection therewith. In the event of a suit, an action, an arbitration, or other proceeding, the amount of fees will be determined by the judge or arbitrator, will include fees and expenses incurred on any appeal or review, and will be in addition to all other amounts provided by law.

16 **REPRESENTATION OF AUTHORITY.** Each person signing this Agreement represents and warrants that he or she is duly authorized and has legal capacity to execute and deliver this Agreement. Each party represents and warrants to the other that the execution and delivery of the Agreement and

the performance of such party's obligations hereunder have been duly authorized and that the Agreement is a valid and legal agreement binding on such party and enforceable in accordance with its terms.

- 17 **VENUE, GOVERNING LAW, AND INTERPRETATION.** This Agreement has been executed and delivered in the State of Oregon and the laws of such state shall govern the validity, construction, enforcement, and interpretation of this Agreement without regard to its conflict of laws provision. Exclusive jurisdiction for any dispute concerning this Agreement shall be in Jackson County, Oregon.
- 18 **FURTHER ASSURANCES.** The parties agree to cooperate fully and to execute any and all supplementary documents and to take all additional actions that may be necessary or appropriate to give full force to the terms of this Agreement.
- 19 **LEGAL REPRESENTATION ACKNOWLEDGEMENTS.** The parties acknowledge that they have been represented by counsel of their own choice, that they have read this Agreement and have had the opportunity to have it fully explained to them by counsel of their own choice, and that they are fully aware of the contents of this Agreement and of its legal effect.
- 20 **NOTICE AND REPRESENTATIVES.** All notices, certificates, or communications shall be delivered or mailed postage prepaid to the Parties at their respective places of business as set forth below or at a place designated hereafter in writing by the Parties.

Southern Oregon Historical Society:

Douglas M McGeary
106 N Central Ave
Medford, OR 97501

Jackson County Library District:

Kari May
205 S Central Ave
Medford, OR 97501

And when so addressed, shall be deemed given three days after deposit in the United States Mail, postage prepaid. In all other instances, notices, bills, and payments shall be deemed given at the time of actual delivery. Changes may be made in the names and addresses of the person to whom notices, bills, and payments are to be given by giving notice pursuant to this paragraph.

- 21 **MERGER.** This Agreement constitutes the Entire Agreement between the Parties. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement. No amendment, consent, or waiver or terms of this Agreement shall bind either party unless in writing and signed by all Parties. Any such amendment, consent or waiver shall be effective only in the specific instance and for the specific purpose given. The Parties, by the signatures below or their authorized representatives, acknowledge having read and understood the Agreement and the Parties agree to be bound by its terms and conditions.
- 22 **TERMINATION OF PRIOR AGREEMENT.** By entry into this Agreement, the Parties hereby agree to the mutual termination of the prior agreement between the Parties which first became effective on July 1, 2019, as amended on June 10, 2021, and waive any causes of actions or claims against one another with respect to such prior agreement or the early termination thereof.

IN WITNESS WHEREOF, the Parties hereto have caused this instrument to be executed in two (2) duplicate originals, either as individuals, or by their officers thereunto duly authorized.

DATED this ____ day of _____, 2021.

JACKSON COUNTY LIBRARY DISTRICT

SOUTHERN OREGON HISTORICAL SOCIETY

 By: Kari May
 Title: Director, JCLD
 Date: _____

 By: Douglas M McGeary
 Title: President, SOHS
 Date: _____

Approved as to legal sufficiency

 Jacquelyn Bunick Date



November 18, 2021

Title: 2022 Holidays

From: Brynn Fogerty, Human Resources Manager

Recommendation:

Human Resources Manager Brynn Fogerty recommends that JCLD approve the following holiday schedule for the year of 2022.

Budget Impacts:

JCLD provided 11 paid holidays to all regular employees working 20 hours per week or more in the year of 2021. The budget impacts for 2022 will remain the same.

Policies, Plans, and Goals Supported:

The holiday closure schedule reflects the policy outlined in the Employee Handbook. The table below indicates the holidays to be recognized and the days which the District will closed to observe the days.

Holiday	Date Holiday Observed	Library Also Closed
New Year's Day	Saturday, January 1	
Martin Luther King Jr. Day	Monday, January 17	
President's Day	Monday, February 21	
Memorial Day	Monday, May 30	
Independence Day	Monday, July 4	
Juneteenth	Monday, June 20	Sunday, June 19
Labor Day	Monday, September 5	
Veteran's Day	Friday, November 11	
Thanksgiving Day	Thursday, November 24	
Christmas Eve	Saturday, December 24	
Christmas Day	Monday, December 26	Sunday, December 25

Background and Additional Information:

In 2021, JCLS observed 10 Federal holidays and 1 floating holiday, which could be taken at any time throughout the year. During the summer of 2021, Juneteenth was added to the list of federally observed holidays. In an effort to not only observe all federal holidays, but promote diversity within the organization, it is the recommendation to drop the floating holiday and adopt the Juneteenth holiday, keeping the number of paid holidays at 11.