



**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>
December 15, 2021, at 4:00 p.m.

CALL TO ORDER/ROLL CALL

INTRODUCTIONS / PROCLAMATIONS

AGENDA AMENDMENTS AND APPROVAL (Action)

CONSENT AGENDA (Action)

- 1. November 17, 2021 Regular Board Meeting Minutes.....1
- 2. Internet Use and Safety Policy.....5

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

REPORTS (Inform)

- 3. Library Director – Kari May.....10
- 4. JCLF Report – Ginny Auer.....18

UNFINISHED BUSINESS (Inform/Discuss/Action)

NEW BUSINESS (Inform/Discuss/Action)

- 5. Rules of Conduct Policy – Claudine Taillac.....21
- 6. Land Acknowledgment Statement.....27

COMMITTEE AND BOARD MEMBER REPORTS (Inform)

- 7. Policy Committee Report

FUTURE MEETINGS/EVENTS/OBSERVANCES:

January 19, 2022 – Board Regular Meeting
January 29, 2022 – Strategic Planning Community Retreat
February 10-12, 2022 SDAO Conference, Eugene, OR or virtual
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.



MINUTES

ATTENDEES

Present at the meeting were: Board Members Eric Dziura (President), Jill Turner (Vice President), Susan Kiefer, Viki Brown, and Kim Young, who joined virtually at 4:20

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), Ashley Johnson (Technical Services Supervisor), Jacquelyn Bunick (Legal Counsel), Kristin Anderson (Bear Creek Area and Ashland Branch Manager), Crystal Zastera (Facilities & Operations Manager), Ashley Johnson (Technical Services Supervisor), Kelda Vath (Assistant Director, Support Services), Carrie Turney Ross (Area Manager, Outreach & Programming), Michael Grutchfield (Area Manager, Lower Rogue), Parvaneh Scoggin (Technology & Innovation Manager), Marlena Fajardo (HR Specialist), Lewis Maurer (Area Manager, Upper Rogue), Becca Phoenix (HR Specialist), Evelyn Lorence (Community Librarian), and Val Nowak (Executive Assistant).

Guests: Doug McGeary (SOHS Board President), Wendy Wormuth (First Nations Community Member)

CALL TO ORDER/ROLL CALL

President Dziura called the meeting to order at 4:01 p.m. Roll call was taken.

INTRODUCTIONS / PROCLAMATIONS

Library Director Kari May introduced and welcomed Kelda Vath (she/her) new Assistant Director of Support Services, joining remotely; and Val Nowak (they/them) new Executive Assistant.

AGENDA AMENDMENTS AND APPROVAL

Director Kiefer asked to amend the agenda by adding an item for discussion: addressing the totem pole removal and how it related to policy.

MOTION: Vice President Turner moved that the amended agenda be accepted. Director Kiefer seconded the motion. The motion was approved unanimously.

CONSENT AGENDA

October 20, 2021 Regular Board Meeting Minutes

MOTION: Director Kiefer moved that the consent agenda be accepted. Director Brown seconded. Motion was approved unanimously.

ORAL REQUESTS AND COMMUNICATIONS FROM AUDIENCE

Wendy Wormuth, a Kwakwaka'wakw First Nations member from Dunsmuir, CA, introduced herself. Wormuth stated that she was interested in what was happening regarding the removal of the totem pole in Rogue River. She commented that she had "deep gratitude for this event" and noted that it was also Native Heritage Month and that it was especially meaningful for reconciliation and restoration. Wormuth also wanted to express to the artist that her people do see and honor his artwork, and respect the skill and work involved. She expressed that she was speaking on behalf of her people, who are a totem society who are working towards reconciliation. Wormuth stated that she was honored to be here and witness this event. To the community, she expressed a hope that we can invite in local tribal

people to represent themselves, and commented that totem societies are located much farther North. She then thanked the Rogue River community and ended her comment.

REPORTS

Library Director's Report

Library Director May noted that included with the director's report is an updated organizational flow chart and the strategic planning timeline. The community survey is being reviewed one final time prior to distribution. The target is to receive 4,000 responses. Meeting rooms have been reinstated in use and are proving to be very popular. In-person storytimes are also being rolled out.

Director Kiefer asked if the board will be provided with an opportunity to review the staff survey results. The raw data has been received and are being collated into an executive summary that will be shared in the future. Director Kiefer asked if the position of manager for Prospect and Butte Falls had been filled. Director May reported that the position has been filled, and the manager started last week.

Director Brown conveyed her appreciation to the HR department, especially Brynn and Marlana, for the employee newsletter, wellness committee, and vaccine clinics. Following this, Director Kiefer asked if the Board members could be added to the staff newsletter. President Dziura voiced that it was "incredible" how much is being accomplished, and is grateful for the breadth of the Director's Report.

Director May reported that all administrative positions have been filled, along with all area managers and the adult services coordinator. The Central Point manager position was posted last week.

Director Turner asked if there were still front-line vacancies; Director May indicated that a more complete vacancy summary will be provided on a quarterly basis.

Jackson County Library Foundation Report

Foundation Executive Director Ginny Auer reported that the Target Circle program continues through the end of the year. The Foundation will host an Estate Planning Webinar on December 10, as well as a series of mailings regarding Giving Tuesday and other donation opportunities. JCLF board member recruitment is ongoing. The Fundraising committee is beginning to form plans based on recommendations from the consultants. Finance Manager Elizabeth Campbell's last day is November 23, and the Foundation has contracted with by Robin Braverman Associates for financial services.

Quarterly Financial Report

This report reflects the first quarter of the fiscal year. Library Director May expressed gratitude for the feedback received at the last meeting. Most circulation statistics reflect a steadiness in pandemic-level services, though numbers have not recovered to pre-COVID levels. Statistics were heavily impacted by a return to front door service at the end of August through the full month of September. There were several outreach events contributing to the increase in library card sign-ups. Objective 1 was left out of the report due to conflicting analyses. Objective 3 (Rogue Reads) will be reported on after the event occurs.

SOHS Quarterly Report

This third-quarter report was gathered to provide response to last month's request for more historic information. The report reflects that, similarly to many other businesses, usage was down due to the pandemic, but is slowly recovering. SOHS is attempting to increase collaboration with other organization and present more community-facing interactions, which should increase usage statistics. McGeary shared that they have hired a new Archivist, Jan Wright, who will start in January, and her presence will allow SOHS to be open again on Saturdays, which will also contribute to increased usage statistics. McGeary expressed gratitude for Vicki Bryden for her assistance after the departure of their previous archivist.

UNFINISHED BUSINESS

SOHS Revised Contract – Assistant Director Taillac reviewed the memo explaining the changes made to the previous contract

MOTION: Vice President Turner moved to accept the new contract; Director Kiefer seconded.

Vice President Turner brought up that the wording needed to be changed in section F to reflect ownership. She also

remarked that the fees mentioned for Archival extended as perhaps being underpriced, and questioned who set them. Taillac answered that these fees are set by SOHS and are fairly standard. Any change to this fee rate would be discussed with JCLD if changed. Vice President Turner asked a question about the section regarding background information and wanted to know more about the second-year cost. Taillac responded that if an additional year contract is signed, it will be reduced from \$39,000 to \$30,000. The reason for the reduction is to make it more in alignment with JCLD's goals. JCLD is encouraging SOHS gain more contributing partners so they can grow in their own organization. Library Director May recognized that the Library still wants to support SOHS, and also wants to encourage them to broaden their sources of funding.

Motion was unanimously approved.

NEW BUSINESS

Discussion of Art Policy

Director Kiefer expressed concern that the Board should have been consulted prior to the decision to remove the totem pole, which had been accepted under a previous policy. She also felt that they should have a discussion if and when a similar situation arises again. She stated that the Board should have a discussion regarding potentially contentious issues and not rush them. Vice President Turner asked whether or not a policy exists regarding artwork, and whether or not the policy under which this artwork was accepted applies to its deaccession. President Dziura reflected the two primary areas of concern: the line of communication regarding the board being informed. The other primary question is to see where the policy lies, whether or not it is board-or library-level.

Library Director May acknowledged that the communication with the Board could have been made sooner. She stated that though it may seem like a decision was made quickly, the totem pole removal has been in staff discussion for several months. The policy under which the totem pole was accepted dates back to 2006, when the Library was a county department. May agreed that the policy needs to be updated to reflect our current environment, and this update is currently being worked on, and a draft will be brought to the Policy Committee next month. She explained that there is a form for temporary displays, and noted that in the current policy, it is at the discretion of the Library Director on when any display, whether short-term or long-term, is set up or removed. Regarding longer-term installations and considering donations of offered artwork, there are many factors involved, such as local community representation, context, and maintenance and upkeep.

Depending on the content of a temporary display, it may be addressed by the Display and Bulletin Board Policy, which may be found on the Library's website.

President Dziura asked if the policy that is to be brought forward is specifically a Board policy and Director May clarified that the policy will be approved by the board and that it will be a library policy.

There was no further comment.

2022 Holiday Closures – HR Manager Brynn Fogerty

Human Resources Manager Fogerty reviewed the proposed Holiday list, which is much the same as 2021. The major change is the proposed removal of the floating holiday in favor of recognizing Juneteenth, which became a federally-recognized holiday in 2021. Fogerty proposed an amendment to the included list to add April 29th as a library closure for a staff in-service day.

Director Kiefer inquired why there were two closure dates for Juneteenth. Library Director May explained how federal observation affected closures. May stated that because we are a seven—day-a-week organization, the number of closure dates changes from year to year depending on observation. Vice President Turner asked how many days the library was closed in 2021. She expressed concern that observing Juneteenth would increase the number of days that the library would be closed, whereas the floating holiday allowed libraries to remain open to patrons. Library Director May stated that, due to where the holidays fell in 2021, there were 11 closure dates. The proposed holiday list for 2022 would add two closure dates in comparison with 2021.

Director Young mentioned how important it is that staff has the opportunity to celebrate and recognize federally holidays.

Director Brown asked to confirm if there has been a staff in-service day before. Library Director May confirmed this and said that, due to the pandemic, a staff in-service day was not held in 2020 or 2021. In pre-pandemic times, there has been a precedent for library closure for staff in-service, and the number of paid holidays remains the same.

MOTION: Director Kiefer moved to accept the amended proposed holiday calendar. Director Brown seconded. Motion was unanimously approved.

COMMITTEE AND BOARD MEMBER REPORTS

Library Director May extended an invitation on behalf of the Relationship Committee to have a December social event between the JCLF Board and the JCLD Board. All members were in favor.

Director Brown reported that there would be a Policy Committee meeting on December 3rd, and there will be reports on several policies at the following Board meeting, including the art policy that was discussed today.

FUTURE MEETINGS/EVENTS/OBSERVANCES

December 15, 2022 – Board Regular Meeting

March 23-25, 2022 – PLA Conference, Portland, OR – Early registration ends in mid-January, all JCLD board members are interested in going, but Kim may not be able to attend.

ADJOURN

President Dziura adjourned the meeting at 5:02 p.m.

/s/ Val Nowak Recording Secretary



December 15, 2021

Title: Internet Use and Safety Policy Revision

From: Kari May, Library Director

Recommendation:

Director May recommends that the Board approve the revision to Policy 5-8 Internet Use and Safety as presented.

Budget Impacts:

Policies, Plans, and Goals Supported:

Background and Additional Information:

The Library received a grant through the Emergency Connectivity Fund, federally administered through the eRate program. In order to comply with the parameters of the grant, the following statement must be added to the District's Internet Use and Safety Policy:

The library has received funding from the federal Emergency Connectivity Fund (ECF) to purchase chromebooks, Wi-Fi hot spot devices, and mobile data service. Any ECF supported equipment and services can only be provided to patrons who declare they do not have access to the equipment or services sufficient to access the internet.

This insertion is the only change being made to this policy.

Attachments:

Policy 5-8 Internet Use and Safety, redlined.

Policy 5-8	Internet Use and Safety Policy	Created: 4/2/2015 Revised: 2/28/2019 Approved: 3/14/2019
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I. Purpose

This policy clarifies the use of Internet resources by the public, staff and volunteers in facilities operated by Jackson County Library Services (JCLS).

Jackson County Library Services (JCLS) endeavors to provide collections, resources, and services that meet the cultural, informational, recreational and educational needs of the diverse communities which it serves. Within this context, JCLS offers access to the Internet for both members of the public and staff.

Resources available on the Internet supplement and complement the collection and resources available at JCLS facilities. JCLS does not monitor and has no control over the information available over the Internet. The Internet may contain material of a controversial nature. Users should note that not all Internet sources provide accurate, complete or current information.

II. Introduction

It is the Library’s goal to provide library users access to information and communication available on the Internet which is deemed to be constitutionally protected speech. Only those regulations which are required to provide equitable access to library resources, prevent vandalism or illegal activity, avoid the creation of a sexually hostile environment, or which are needed to protect the health and safety of minors, will be imposed. This policy shall not be applied in such a manner as to restrict access to information or communication using content as a criterion. Library users have the constitutional right to access objectionable material.

The Library does have the authority to regulate behavior within its facilities, if such behavior would jeopardize the health and safety of minors, or would result in the creation of a sexually hostile environment for staff and library users. Access to, use of, or dissemination of, constitutionally unprotected (legally obscene) speech is unacceptable in the Library.

It is the policy of Jackson County Library Services to:

- Prevent user access over its computer network to, or transmission of, obscene material via Internet, electronic mail or other forms of direct electronic communications
- Comply with the Children's Internet Protection Act (CIPA)
- Prevent unauthorized access and other unlawful online activity
- Prevent unauthorized online disclosure, use or dissemination of personal identification information regarding minors

All Library computers with Internet access use a technology protection measure to block, filter or otherwise protect against access to visual depictions that are obscene, child pornography or harmful to minors. No filter can guarantee total success in this objective.

The library's filtering policy upholds the principles of intellectual freedom, allowing patrons who are 18 years of age or older, to make their own choices regarding filtering.

JCLS provides free wireless Internet access in all libraries. Wireless Internet access is filtered, and all Library policies concerning legal, acceptable and safe use of computers and the Internet apply. Virus protection through the wireless access points is the user's responsibility.

Library users should not have an expectation of privacy when using any form of electronic media through JCLS computers or wireless access points.

III. Reconsideration of Web Sites

Any resident of Jackson County may submit a form requesting the blocking or unblocking of a given website. The site will be reviewed by professional library staff and a decision will be the responsibility of the Library Director. [Request for Reconsideration of Library Materials](#)

IV. Supervising Computer Use by Children

Access for all patrons under age 18 will be filtered in accordance with CIPA requirements. Filtering software may not block all material users find offensive. Parents or legal guardians are responsible for determining what materials are appropriate for use by the children and young adults (17 and under) for whom they are responsible. Library staff cannot know the maturity level and family values of each patron. Consent given on the part of parents or legal guardians for a library card constitutes acknowledgment by the parents or guardians that they have a responsibility for monitoring their child's use of all library resources, including the public computers.

The following are recommended guidelines for parents and guardians to ensure that children have positive online experiences, whether at home or at the library.

- Explore the wide range of available information and tell your children about sites you consider inappropriate for them.
- Provide guidelines for your children on the amount of time they spend online, just as for television viewing.
- Teach children to never give out personal identification information (name, address, password, telephone number, social security number, credit card number) about themselves or others without first asking a parent for permission.
- Teach children to be good online consumers. As with print information, consider the source, date, and accuracy of online information.
- Teach minors to exercise discretion and caution when communicating using the Internet, electronic mail, chat rooms, and other forms of direct electronic communications in order to remain safe and secure (e.g. avoidance of predators, cyber-bullying, and scams).

V. Internet Acceptable Use Rules for All Users

Use of Library technology by each and every patron, staff member or volunteer shall constitute that person's acknowledgment of, and agreement to abide by, this Internet Use and Safety Policy, including guidelines for use of the Internet by minors.

- The Internet computer equipment and software provided by the Library must be used as installed. Deletion, addition, or modification of installed hardware or software is not permitted.
- Users shall not disclose, use or disseminate personal identification information regarding minors without proper authorization.
- Users shall utilize the Library network for lawful activities only. They shall not use the network to cause harm to others or damage the property of others. They shall not intentionally upload, download or create computer viruses or other forms of malicious programming, attempt to harm or destroy equipment, manipulate the data of any other user, or seek unauthorized access to networks and systems, including so-called "hacking."
- Patrons are expected to adhere to all rules governing the use of the Internet in libraries, including the duration and frequency of sessions.
- Patrons who violate library policy regarding the use of the Internet or who behave in a disruptive manner will be asked to either modify their use appropriately or have their Internet usage access terminated.

The library is a public place and library staff has the authority to end an Internet session if material which is obscene to a library setting is displayed. Internet access is intended to be used as an information resource.

The library has received funding from the federal Emergency Connectivity Fund (ECF) to purchase chromebooks, Wi-Fi hot spot devices, and mobile data service. Any ECF supported equipment and services can only be provided to patrons who declare they do not have access to the equipment or services sufficient to access the internet.

All Internet use is subject to JCLS's [Rules of Conduct Policy/Normas de Conducta](#).

VI. Use of Content from the JCLS Website

The Library encourages library patrons to use materials from the JCLS Website, as long as the use follows these guidelines:

The JCLS Website contains a wide range of content, including materials that are in the public domain and materials that are protected by copyright. In cases where materials on the JCLS Website are protected by third party rights, a user is responsible for obtaining permission in order to use the materials in question. For example, to download a photo that is still protected by copyright for use in a research paper, the user must determine whether the proposed use requires consent from the copyright holder, and, if so, secure the permission of the copyright holder. In some cases, a user may also need to secure the consent of people who appear in photographs in our collections.

The Library staff does not provide advice to users about which materials are protected by third

party rights and which materials may be used freely. The following website has information about copyright, fair use and other related topics which may be useful:

<http://www.copyright.gov>

It is a user's obligation to determine and satisfy copyright or other use restrictions when publishing or otherwise distributing materials from the Library's collections. Users are solely responsible for determining whether the use of any digital object requires the permission of any other person or entity and for paying any associated fees. If uncertain about the legal issues surrounding the use of digital objects, please consult an attorney.

VII. Termination of Use

JCLS may, in its sole discretion, terminate or suspend a user's access to and use of this Site without notice and for violation of these Terms of Use or for other conduct which the Library, in its sole discretion, believes is unlawful or harmful to others. In the event of termination, use of this site no longer be authorized, and JCLS will use any means possible to enforce this termination.

VIII. Disclaimers

All materials on this Site are provided "as is" without a warranty of any kind, either express or implied, including but not limited to the implied warranties of merchantability, fitness for a particular use, and/or non-infringement. The Library assumes no responsibility for damage to your computer or other property resulting from your use of this Site. Any downloading or obtaining of material or data through this Site is done at the user's own risk. In addition, JCLS disclaims any and all responsibility or liability for the accuracy, reliability, and legality of materials found on this Site.

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Director's Report December 2021

Pandemic Response

Libraries are providing in-person services at all locations. Materials continue to be checked out using the self-service stations. Occupancy limits have been lifted, and all doors are open at all branches. Excepting Ashland, which is under renovation, meeting rooms are available for library programs and for patrons to reserve. Bilingual storytimes and storytimes for preschool children have resumed. Babies & wobblers and Toddlerobics remain on hold because it is harder to maintain proper distancing with younger children.

Administration continues to monitor the pandemic situation in Jackson County, paying particular attention to metrics related to hospitalization rates, cases per 100,000, and positivity rate. Weekly total case counts in Jackson County have been between 300 and 500 for the past four weeks, down from the peak surge in August where weekly totals averaged 1000 – 1500 cases. The other factor to consider is vaccination rate. Children aged 5-11 are now eligible to be vaccinated, and shots for them are being offered through the Jackson County Health Department at the Expo in Central Point. As of December 7, 2021, 64.8% of Oregon residents are fully vaccinated, and 72.1% have received at least one dose ([source](#)). Jackson County is below the state average, with 56.23% fully vaccinated, while 62.31% have received at least one dose ([source](#)).

Strategic Planning

The Steering Committee met in late November and finalized the invitation list for the Community Retreat, which is scheduled to be in-person on Saturday, January 29. All Board members are invited to attend the retreat. The staff survey results have been collated, and a summary has been shared with the Steering Committee and with Board members. Staff focus groups with Library Strategies were held the week of December 6. The Community survey opened on November 29 and will remain open through the end of December. Board members are encouraged to share the survey link widely with anyone they know in Jackson County.

English: <https://www.surveymonkey.com/r/VL8JQ3F>

Spanish: <https://www.surveymonkey.com/r/BFSVMVS>

Public Services

Assistant Director of Public Services Claudine Taillac and Central Area Manager Laurin Arnold met with two representatives from the Oregon Health and Science University (OHSU) Nursing School's Street Nurses program to discuss a partnership. In January 2022, the Street Nurses will begin offering foot

baths and wound care to patrons during the Morning Hours program at the Medford Library. This partnership will likely expand to include other health care services and education to patrons.

The Library was awarded a \$2,000 grant from the Ashland Food Co-op in support of the Ashland Library's Community Pantry. The funds will be used to refurbish the pantry cabinet and to purchase socks, hygiene kits, and menstrual products to place in the pantry, along with food items provided by the Ashland Emergency Food Bank. The pantry will launch in January 2022.

Branches

For the first time since the pandemic began, the Shady Cove library hosted an in-person program, which was the Nielson's travelogue presentation on New England. Branch Manager Marion Mensing relaunched storytime, welcoming a new family that recently moved to the area from Boston that had gotten library cards just the previous day. The long-standing tradition of Shady Cove school students providing artwork for the library is thriving, with Mrs. Triller's kindergarten class's beautiful paintings of pumpkins and fall vegetables being the latest installment.

Take & Makes continued to be popular and now include a series: the Culinary Take & Make—Spice of the Month, provided by Ashland Adult Services Librarian Brianna Levesque. The third in the series was nutmeg for the month of November, a spice used in Greek and Indonesian cuisines, among others. Each kit included a small container of nutmeg, information on the origins and uses of the spice, and three recipes to try. Ashland's Head of Adult Services Ellie Anderson worked with several community partners, including North Mountain Park Nature Center, SOU's Masters of Environmental Education program, the Ashland Senior Center, and the 211 call line. Deepening these connections in the community continues to lead to new kinds of programming, information sharing, and resources for patrons.

Patrons continue to use and appreciate the technology resources available to them at all branches, including the scanner, which is used every day by people who need to make electronic copies of financial documents, resumes, identification, proof of vaccination, etc. One patron said, "I'm so glad you are here! You made this so easy."

The Applegate Library received a \$500 donation from the Storyteller's Guild to support early literacy. These funds will be held by the Foundation until the Applegate branch manager finds an appropriate use for them. The Gold Hill Library started to receive items purchased with funds from the Oregon Cultural Trust grant, including new garbage cans, a lamp, and a lamination machine.

The Ruch Library continues to work with the local school to get the children accustomed to using the library. The branch manager met with the principal to work out logistical questions and encourage the teachers to be proactive in helping the students to understand library etiquette after a year of remote-learning that has impacted their social development.

Medford Library staff continue to improve its public areas. In the Children's Department, furniture that had been stored due to COVID-19 was placed back out for patrons to use. To help show off the books in their department, they have also started displaying books on the top of shelves, and these books are regularly checked out by patrons. Medford Teen Services Librarian Andrea Leone purchased new rugs, paid for by the Friends of the Medford Library, beautifully completing the updated space. New displays



New Book Displays at the Medford Library

for books have also been placed on the 2nd floor and will help show off the collection and increase circulation.

Addressing a need for more staff work space, Central Point Library has started reorganizing the workroom in preparation for adding staff stations. Staff are also looking at reorganizing the area just outside the staff workroom in order to make it more welcoming and to improve patron access to the Tech Bar.

Eagle Point Library Associate Jenna Steigleder approached a patron who was wandering around the library. He told Steigleder that he had just gotten his card the day before and wanted to get to know his way around better. Steigleder gave him a tour, learned about his interests, and shared some of the programs JCLS offers. The gentleman commented that his life has been difficult, but he had learned a lot and was interested in writing a memoir. Steigleder browsed the catalog with him, pointing out applicable sections and placed a hold on an item of interest. The gentleman was excited by his library experience and eager to become involved in the community.

A woman and her adult daughter were in the library using Wi-Fi on personal computers when they asked Steigleder about their position on the holds list for a hot spot. Steigleder segued the interaction to providing information on JCLS Connectivity Kits and the DART van. These patrons do not have Wi-Fi at home and were very happy with the information, checking out the third Connectivity Kit to be distributed at Eagle Point.

A patron told Phoenix Branch Manager Jody Fleming that she needed the Covid-19 booster shot but was turned away from various places because she had received the Moderna vaccine, and they were only offering the Pfizer booster. She was very frustrated with this, particularly because boosters are interchangeable. Library Associate Lori Wilson stepped in and helped her identify a place she could get her vaccination and assisted her in making an appointment. It was a huge help to her that Wilson found a place that offered the Moderna booster because this patron did not know where to look, is not a "computer person," and said she could not have found the information on her own.

A mother visiting the Medford Children's Department with her young son said she had not been in for a very long time and did not have a card anymore, so it was likely the child's first time. After Monica helped find him some books he wanted, he exclaimed to his mom, "This is the BEST DAY EVER!" At the beginning of November at the Central Point Library, a woman wanted books for her granddaughter to read. Arnold gave several recommendations, including the Ivy and Bean series by Annie Barrows. Toward the end of the month, the patron returned, saying that her granddaughter has fallen in love with the series.

Youth Services

In November, Teen Services Librarian Jackie Keating teamed up with Leone to provide an unaffiliated "NaNoWriMo Lounge." Teen writers were invited to hang out and enjoy some complimentary snacks, beverages, and writing supplies while building up their word counts every weekend in the Teen Departments. In Ashland, Keating packaged up the supplies into Take & Make options so teens could

write at home. One parent who stopped by was pleased to see the Take & Makes. She said she had been a writing instructor and thanked Keating for hosting a NaNoWriMo (National Novel Writing Month) event. Keating and Leone continued to manage the @jclsteens Instagram account. In a recent post about the NaNoWriMo lounge, one commenter said, "You guys are the best! The library was my happy/safe place as a teen."

Keating and Leone finished their Diverse Reads book club with a discussion on "This Place: 150 Years," a graphic novelization of historical and modern stories of First Nations people in Canada. Participants found the stories challenging, partly because they were not familiar with the history of Canada and also due to the tragedy of the stories. The discussion centered around the importance of these stories and educating themselves on what has happened and is happening in the world.

Preschool Storytime returned in November at most branches. In Eagle Point, storytime kicked off with Youth Services Coordinator Brystan Strong reading to the children. The staff at Eagle Point are all recent hires, so Strong used this opportunity to demonstrate storytime skills and techniques to Steigleder, who subsequently took over the program. Medford's first storytime welcomed two families who enjoyed the theme "Fall is for Friends." Participation increased each week, with sixteen attendees by the end of the month.

More than 100 children and their families participated in the Gratitude Tree in Ashland, a beautiful display created by Children's Library Specialist Griffin Harwood. Families were encouraged to decorate a leaf, share what they are grateful for, and return it to the library to be displayed. Children's Librarian Lyn Heerema wrote a [blog post](#) in conjunction with this project, offering suggestions and tips to create something similar at home.

The Ashland Library gave out fifty cookbook Take & Makes. The Children's Department promoted this project to "start your very own recipe collection with a homemade cookbook." Heerema also recorded a [storytime](#) short featuring the book *Amy Wu and the Perfect Bao*, which includes a recipe to make bao.

In Phoenix, Wilson created an "I Spy" game, with thirty-eight young patrons participating. Each child who played won a prize. This game has been a fall tradition for years, and the children love it.

The Rogue River Library celebrated art all month with a series of inspirational Take & Makes based on the works of different artists, including Frida Kahlo, Pablo Picasso, Georgia O'Keefe, and Vincent Van Gogh. Patrons took the kits home and tried making their works of art in the style of the designated artist. A patron told staff that her child, who has been very shy about talking or expressing himself, loves the art Take & Makes that he gets at the library, and they have been helping him be more expressive. When he picked up the art project for this week, he shouted "THANK YOU!"

Outreach

Digital Services

Digital Services officially moved from Support Services to Public Services as part of the Outreach team in November. This move did not change the nature or scope of work, but it does emphasize that digital literacy for patrons is, at its core, a public service.

The department began assisting in the creation of two new hot spot programs. The first is a partnership with NOLO (No One Left Offline), intended to provide hot spots to people who lack connectivity in the Phoenix/Talent areas. The second project is a program to assist GED students by providing laptops and hotspots to connect them with the online program. This program is made possible through an Emergency Connectivity Fund (ECF) grant, a part of the federal eRate program.

JCLS DART

Mobile Services Specialist Mackenzie Pollock interacted with 103 patrons, registered eighteen new library card holders, and renewed ten patron accounts. Some patrons at the Housing Authority of Jackson County sites informed Pollock that they have trouble getting to the library to pick up materials. Pollock started placing holds on items for the patrons that she delivers during her regularly scheduled stop. Additionally, Pollock began bringing books from the collection based on the typical audience at each site for patrons to check out as well. Patrons have started actively seeking out DART and Pollock's expertise and resources.

The Digital Services team is collaborating with Pollock to develop programs and training that will be offered on the van, ranging from how to access downloadable materials to workforce resources.

At Home Services

With funding from the Friends of the Medford Library, At Home Services (AHS) collaborated with Community Librarian for Youth Literacy Evelyn Lorence on the fall edition of Project Sunshine. Students from South Medford High School and Ashland High School decorated 120 pot holders and handmade greeting cards celebrating fall during October. At Home Services Specialists Chantel Ullrich and Kateri Warnick included these gifts, as well as bookmarks, snacks, and tea in a small bag to distribute to all At Home Service patrons in November. Patrons were excited and appreciative to receive these thoughtful gifts.

Outreach to Child Care

Outreach to Child Care (OCC) gifted new books to 1,354 children at fifty-two 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. In addition, gift books in Spanish and English for children under six were delivered to the Housing Authority of Jackson County (HAJC) and the Ashland Emergency Food Bank. The HAJC received 300 books, which will be enough for every resident under six. The food bank received forty books, which they estimate will allow every family with young children who visits the bank over the next year to select a new book. These generous gifts were made possible by funding from the Friends of the Medford Library.

Business Outreach

Business Librarian Elanna Erhardt began providing Book-a-Librarian opportunities at the Medford Co-work Collective. This began in a virtual capacity, but has now shifted to in-person. Erhardt identified a need within the local business support ecosystem for regular shared communication. This led to the creation of a Business Support & Collaboration monthly meeting where representatives from the Medford Co-work Collective, Small Business Development Center, SOREDI, Business Oregon, and A Greater Applegate Business Network gather to discuss items of common interest.

Social Services

This month's highlights include several success stories of library patrons that have used social work services. Staff worked with a library patron who needed rental and utility assistance, using the Oregon Emergency Rental Program to request emergency assistance and helping the patron navigate the entire process from start to finish. A Prospect family seeking financial aid and housing was assisted by utilizing a community partnership with Maslow Project, which helped secure much-needed propane to heat the family's camper during the winter and to use for cooking. Resource Specialist Leigh Madsen in Ashland assisted patrons in securing spots at the newly developed Ashland Urban Campground run by Rogue Retreat. Madsen has been working with the Ashland Police Department since before the opening of the campground to reserve spots for the library's unhoused patrons. This culminated with three individuals camping in the library's vicinity getting into the Urban Campground on opening day.

This month the library social work program deepened a relationship with Options for Helping Residents of Ashland (OHRA). The Ashland Library assisted OHRA by providing technology and interview space for individuals seeking housing through the Housing Authority of Jackson County. Four of their clients used the library space and utilized the new Connectivity Kits to complete this process when OHRA's power went out. They have now completed the final step in getting affordable housing, thanks to connections made by Madsen with OHRA's case managers.

Administrative Services

Library Director Kari May and Assistant Director of Support Services Kelda Vath participated in a Focus Group for the State Library as part of their review and development of their 5-year annual plan. The focus group was convened specifically to gather information from large libraries in the state.

The Finance Team continues to gather the documentation that the auditor requested for the June 30, 2021 audit. In addition to audit preparation, JCLS has been asked to provide a report to the US Census Bureau for the 2021 Annual Survey of Local Government Finances.

Human Resources

HR Manager Brynn Fogerty is updating the JCLS Employee Handbook to make sure it reflects current law, includes recommended legal language, and fully explains policies so employees and supervisors can refer to it when there are questions. The handbook is currently under review by management. The edits being made are not substantive, rather giving more detail and firming up the existing policies which were already adopted. The revised handbook is expected to be distributed to staff in early January.

A COVID-19 Booster and Flu Shot Clinic was held for JCLS staff on November 19th. JCLS partnered with Valley Immediate Care, and the clinic was held in the Medford branch location. Over 60 shots were given to staff. The HR Team hopes to continue to provide more vaccination clinics to staff in the future.

The JCLS Health & Wellness Committee launched in November. HR Specialist Marlana Fajardo, who holds a degree in dietetics and nutrition, chairs this committee. The first meeting served as an opportunity to brainstorm ways to be impactful to the employees of JCLS. A list of ideas was prioritized, and then a survey went out to all staff. A hydration challenge, education about mental health and self-care, smoking cessation assistance, and CPR training to employees were identified as some of the top priorities for the Wellness Committee.

After nearly eighteen months, new volunteers will be welcomed beginning in January. Existing volunteers began retuning this year, but new volunteers were put on a waiting list because of the pandemic. Interviews have been scheduled with many interested community members, and Fajardo is working with supervisors to place eager volunteers throughout the District. All new volunteers will go through an onboarding, orientation and training process.

Some small updates were made to the employment application. Additions such as chosen name, pronouns, language proficiency and a nepotism clause were added and immediately implemented into the recruitment process.

Marketing

November saw the Library getting a lot of media attention for the Library of Things and DART, as well as the final episode of the animated web series, "Lost in a Book." To date, the series has garnered over a thousand views and added over 20 subscribers to the JCLS YouTube channel.

In the News:

Ashley Johnson on JPR talking about Library of Things: <https://bit.ly/3xxz7ZK>

SOREDI on Library of Things and DART: <https://bit.ly/3dhdOT2>

Oregon State Library on DART: <https://bit.ly/3IFRNvF>

Notable Videos:

Final episode of Lost in a Book: https://youtu.be/zFw73X-sS_Y

November Read This! video: https://youtu.be/Yi1E_dQa8lY

Support Services

IT has been upgrading the switches and hardware at all branches over the past month. The final location, Medford, is the final location left to finish before the cutover to the new and faster network is complete. With this upgrade, branch internet speeds will be fifty times faster. The incoming speed for data at branches will go from 100 megabytes (MB) per second to 5 gigabytes (GB) per second, and the outgoing speed from Medford will be increased from 1 GB per second to 10 GB per second. This change will help future-proof the Library's technology infrastructure so that the system is ready to handle increased demands on the system. Next, the IT team will begin work on updating and expanding Wi-Fi coverage at all locations.

The Collection Development Department is actively planning an inventory project for JCLS to be conducted in 2022. The plan is to begin in February 2022 and have the project complete by June 2022.

Technical Services reports that new materials have begun arriving in earnest. Nearly 3,700 new items were added to the collection this past month.

The Integrated Library System (ILS) Koha was upgraded on November 12, 2021. New enhancements and features continue to be developed with each new release. Technical Services Supervisor Ashley Johnson and Assistant Director of Support Services Kelda Vath both attended a Koha User Group meeting. Moving forward, it will be beneficial for JCLS to connect with other Koha libraries in this forum, both to learn from and to support the development of this open source ILS.



New Dividers at the Medford Library



Unpacking at the Ashland Library



Ashland Staff Kitchen Renovation

Facilities

Several additional furniture items have arrived at the Medford Library, including four mobile display units and three sets of space dividing screens. The eye-catching new dividers make the space look more inviting, helped also by the continued addition of plants by Library Associate Cal Blaze.

Unfortunately, some supply chain issues persist, resulting in further delays for a few pieces. The contractor reports that they hope to deliver and install the remaining pieces by the end of December.

Outlier Construction is on track to wrap up construction at the Ashland Library the week of December 6, 2021. The new furniture is scheduled to be delivered and installed December 7, 2021, and the appliances will arrive December 10, 2021. However, a few furniture pieces have fallen subject to the supply chain dilemma. The contractor reports that they hope to deliver and install these items by the end of December. With a few final touches still to come in January 2022, the lower level will reopen in February 2022.

The Medford and Eagle Point library buildings received holiday lights this year. This brings the total number of JCLD buildings with holiday lights up to seven. The other library branches with holiday light displays are Applegate, Ashland, Jacksonville, Rogue River, and Shady Cove. Library staff have been working with the County to add holiday lights to at least one new library branch each year.



Jackson County Library Foundation Director's Report December 2021

It's that time of year. The day after Thanksgiving is free game for seasonal music at my house. This year Kari told me I could find some of my favorite music on Hoopla! Even the latest Norah Jones holiday album! It's great to realize that even those of us who work for the library find new and exciting things through the library stacks, even the virtual ones. I hope you are finding joy this season and if you are interested in seasonal music, I encourage you to check out the library this year.

The Jackson County Library Foundation continues to be busy.

Fundraising -

The Target Circle Campaign continues through the end of December and is going well so far.

A fundraising letter and envelope were added to the JCLS event guide.

A fundraising postcard was sent out on November 29th.

A newsletter will be sent out on December 15th to encourage year-end donations and let donors know the impact of their previous gifts.

You will find a 5-year grant spreadsheet at the end of this report. So far in 2021, we have received 100% of the grants we have requested through the Foundation thus far with one request still pending.

JCLD/JCLF also received bus passes through RVTD to support the work being done by the library social worker and resource advocates.

The Foundation is at 101% of goal for the first half of the fiscal year with more donations coming in as part of our annual campaign. A large gift of stock from a new donor was instrumental in moving us there more quickly. We are also seeing a trend toward previous donors increasing gifts as much as 100% this year.

Harry and David will support Rogue Reads with an in-kind donation of treats. Ginny is working with them to determine if there may be a way to leverage this gift to not only support prizes for the events, but create support for a potential author event.

JCLS and JCLF collaborated on an Estate Planning webinar on December 10th at 10 am with Attorney Jason Broesder.

The Finance Committee A new finance agency has been hired to support JCLF. Robin Braverman Bookkeeping and RBA will be managing the finances under the direction of Ginny Auer, Executive Director. Robin will be working closely with Ginny and Brittany Brite to create a system for tracking time, benefits, and resources to provide clarity and accuracy to our reporting for the JCLD/JCLF MOU.

The Board Governance Committee has completed work on the by-laws. The board will vote on the new by-laws no later than the January board meeting.

The committee has met with several potential board members and continues to move forward with recruitment.

Due to work and personal challenges, Michal Slate, JCLF Board President will be taking a leave of absence. JCLF Vice President, Becky Versteeg, will handle the President's duties until either Michal returns or the next election cycle begins.

See you next year!

Year	Funder	Project	Amount Requested	Date Submitted	Amount Funded	Date Funded	Amount Declined
2021	Oregon Community Foundation	Social Worker	20,000.00	1/15/2021	20,000.00	3/31/2021	-
	Oregon Community Foundation	K-12 summer reading	15,000.00	5/28/2021	15,000.00	6/11/2021	-
	Ford Family Foundation	Joint retreat with JCLD/JCLF BODs	4,800.00	6/16/2021	5,000.00	9/14/2021	-200
	All-Care Grant	hygiene kits	9,630.59	9/28/2021	9,631.00	10/25/2021	-0.41
	Ashland Co-op	Food pantry in Ash. library	2,000.00	10/13/2021	2,000.00	11/12/2021	
	Lithia4Kids	Medford After school programs	5,000.00	11/24/2021	pending		pending
Total			56,430.59		51,631.00		-400.41
2020	Oregon Community Foundation	Social Worker	65,000.00	1/15/2020	30,000.00	5/10/2020	30,000.00
	Travel Medford	MCC 2020	5,000.00	2/4/2020	2,000.00	9/25/2020	5,000.00
	Oregon Community Foundation	Storytime and Snack	20,000.00	2/10/2020			20,000.00
Total			101,065.00		32,000.00		55,000.00
2019	Jackson County Cultural Coalition	Baby's First Book	3,000.00	9/1/2019	1,000.00		2,000.00
	Rogue Credit Union	MCC	5,000.00	10/23/2019			
	Georgia Pacific	MCC	5,000.00	10/23/2019			5,000.00
	State Farm	MCC	5,000.00	10/30/2019			5,000.00
	PaciCorp Foundation	Baby's First Book	5,000.00	12/9/2019			
Total			23,000.00		1,000.00		12,000.00
2018	Oregon Community Foundation	Spark Space	44,000.00	1/15/2018	30,000.00	May-18	
	Blum Family Foundation	Medford Comic Con	5,000.00	1/25/2018	5,000.00	Mar-18	
	Cow Creek Umpqua Indian Found	Spark Space	10,000.00	2/21/2018			10,000.00
	West Family Foundation	Spark Space	8,000.00	2/21/2018			8,000.00
	Dollar General	Summer Reading	3,000.00	5/15/2018			3,000.00
	Jackson County Cultural Coalition	Outreach to Child Care	3,000.00	9/5/2018	3,000.00	Nov-18	
	Oregon Community Foundation	Outreach to Child Care	5,000.00	9/15/2018	4,000.00	Nov-18	
	Umpqua Bank Foundation	Outreach to Child Care	10,000.00	9/30/2018	9,000.00	Dec-18	
Total			88,000.00		51,000.00		21,000.00
2017	Oregon Cultural Trust	Baby's First Book	14,000.00	Apr-17	11,432.00	Aug-18	
	Oregon Community Foundation	Baby's First Book	3,000.00	Jul-17			3,000.00
	Chaney Family Foundation	Baby's First Book	6,875.00	Jul-17			6,875.00
	Jackson County Cultural Coalition	Baby's First Book	3,000.00	Sep-17	2,000.00	Nov-18	
Total			26,875.00		13,432.00		9,875.00



Date: December 15, 2021

Title: Rules of Conduct Policy

From: Library Director Kari May

Summary:

Library policy Rules of Conduct were last updated on 8/8/2019. Assistant Director of Public Services Claudine Taillac and the five Area Managers reviewed the policy and are proposing the following revisions.

- I. Purpose: No change
- II. Introduction: This has been revised to create more alignment with JCLS's 18-month strategic roadmap and mission to connect everyone to information, ideas, and each other. Marginalized and vulnerable populations are now explicitly listed, recognizing the inherent barriers that may exist for them, in alignment with the American Library Association's guidance on inclusive policies for libraries and JCLS's commitment to equity, diversity, and inclusion. The policy now reflects the social services and public safety model of an empathy-based approach first, versus monitor and remove. The language reflects the commitment to building relationships and community with all patrons, including those who struggle with understanding appropriate use of libraries as shared spaces with the intention of creating mutual agreement around behavior standards to not have to suspend these patrons' use of valuable library services. It encompasses rule-abiding patrons' right to enjoy an incident-free library visit while creating space for patrons who experience challenges that may require intervention.
- III. Library Standards: This has been revised to a positive-forward statement that expresses the hopes and goals for the relationship of mutual respect between the Library and patrons. The possibility of consequences for violating the Rules of Conduct are first introduced here, as well as defining the extension of the Rules to all Library work, such as virtual and outreach events. It clearly states the non-negotiable boundaries and behavior expectations that will be enforced.
- IV. Consequences: These have been removed from the policy. Consequences are procedures. Not all violations of the Rules of Conduct can be anticipated; therefore, removing consequences from the policy allows for flexibility when decisions regarding

consequences must be made. Standard consequences for anticipated violations are being developed by the Public Services and Social Work teams.

Recommendation:

Library staff recommends the policy be approved.

Resource Requirements:

N/A

Policies, Plans, and Goals Supported:

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

Attachments:

Policy 5-10 Rules of Conduct, Proposed

Policy 5-10 Rules of Conduct, Current



Library Operations Policies

Section #

Policy 5-10	Rules of Conduct	Created: 4/2/2015 Revised: 12/15/2021 Approved:
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I. Purpose

This policy explains the rules and expectations to protect the rights and safety of library patrons, staff members and volunteers, while also protecting library facilities, materials, and property.

II. Introduction

Jackson County libraries are places of information, knowledge, learning, and gathering. They are places where anyone may come and be welcomed, served, and find space to be heard. The Library is committed to serving everyone equitably, recognizing that some experience barriers when accessing services and resources. The Library is committed to eliminating these barriers that may sometimes hinder full and equitable access to these community members, including those who are experiencing homelessness, those with health challenges, those with income challenges, and other vulnerable or marginalized members of the community. Services will not be denied or abridged because of religious, racial, social, economic, or political status; mental, emotional, or physical condition; age or gender; or sexual orientation. We are open to all individuals but not all behaviors. A mutual relationship of respect and care with appropriate boundaries between the Library and patrons is necessary to maintain a peaceful environment.

III. Library Standards

Jackson County Library Services strives to create a community of kindness, belonging, and safety. We want our libraries to be a welcoming place for everyone. Those disrupting the intended use of the Library will be asked to leave, and their Library privileges may be suspended. This behavior policy extends to all Library programs and services, including in-person programs, virtual programs, and at outreach events where staff are present as representatives of the Library. It serves to define the rules regarding appropriate use of the Library. Patrons are expected to comply with staff requests at all times.

We respectfully ask that everyone:

Use Spaces as Intended

Smoking, consuming alcohol, and drug use are not permitted. Restrooms are intended for toilet use and handwashing only. Covered drinks and reasonable snacking are okay, but please enjoy



meals outside. Resting and relaxing in the quiet spaces are welcomed. We may check in with you to make sure you are okay.

Be Considerate

Loud and unreasonable noise must be taken outside of the library.

Be Respectful

Speak with kindness and respect toward other patrons and staff. Obscene, harassing, abusive language, gestures, or behaviors are not allowed. Take care of library property and materials.

Be Responsible

Follow all laws, ordinances, and regulations including the Internet Use and Safety Policy. Weapons are not allowed in the library including any item used in a threatening manner.

Be Safe

Keep your belongings near you; the library is not responsible for items that become lost or stolen. Be mindful of possessions so they do not block entries, exits, and aisles. Keep children under your care (see Unattended Children in the Library Policy).

Enjoy your visit

Fine print

Shoes and clothing are required.

Enjoy roller and wheeled sports outside; please secure bikes outside.

Staff will address the source of pervasive smells.

Pets are not allowed; service animals are welcome.

There is zero tolerance for violation of laws, ordinances, and regulations.

Policy 5-10	Rules of Conduct	Created: 4/2/2015 Revised: 7/11/2019 Approved: 8/8/2019
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I. Purpose

This policy explains the rules and expectations to protect the rights and safety of library patrons, staff members and volunteers, while also protecting the library facilities, materials and property.

II. Introduction

JCLS libraries are here for the enjoyment and learning of all county residents and visitors. Behavior, within the library and on property, becomes unacceptable when it interferes with the appropriate use of the library by others or when it could result in a safety hazard, injury, or damage to property. The following behaviors and activities are not permitted:

III. Unacceptable Behavior by Library Standards

Any activity that unreasonably interferes with others' use and enjoyment or the operation of the library, including but not limited to:

- Use of hostile or aggressive language or gestures.
- Use of the library while under the influence of any controlled substance or intoxicant.
- Loud talking or boisterous physical behavior.
- Using electronic or communication devices in a manner that is disruptive to others.
- Wearing insufficient clothing (e.g. no top, no bottom, no shoes) while in the library.
- Bodily hygiene or scent so offensive as to constitute a nuisance to others.
- Interfering with the free passage of staff or patrons in or on library premises.
- Interfering with the use of library resources in or on library premises.
- Bringing animals and pets other than service animals into the library (See Animals in the Library Policy).
- Consuming food or beverages (in an unclosed container) in a manner that creates an unclean environment, attracts insects or vermin, disrupts other customer, or is harmful to library resources. Food is permitted in meeting rooms as specified in the Meeting Room Policy.
- Violating the Internet Use and Safety policy on any library public computers.
- Sleeping in or on library premises.
- Bringing into the library, bags, backpacks, boxes, carts, wheeled conveyances or other large items, which singly or collectively exceed 32" by 18" by 15" (excluding handles), with the exception of wheelchairs and baby strollers/carriages being used for the actual transport of a person.

- Leaving personal belongings unattended.
- Any other behavior deemed inappropriate by library staff.

Using library materials, equipment, fixtures, furniture, buildings or grounds in any manner that:

- Is inconsistent with normal library uses (e.g. bathing, shaving, washing clothes).
- Can be expected to damage library property or the property of others.
- Is likely to cause personal injury to one's self or others.

Disobeying the direction of a library staff member when asked to stop a prohibited behavior or when requested to leave for violations of this or other JCLS policies.

Any observable behavior that is prohibited by law, including but not limited to:

- Smoking, including use of inhalant delivery systems, is not permitted in any library building and is not permitted within 20 feet of an entrance or exit.
- Drugs, any activity that uses open flames including candles and the use of tobacco products are prohibited anywhere in the library.
- Sexual conduct, misconduct or harassment (e.g. exposure, offensive touching, sexual acts).
- Viewing or printing illegal materials (e.g. child pornography).
- Selling or using alcohol or drugs.
- Threatening or harassing behavior (e.g. fighting or threatening to fight, brandishing a weapon, stalking, verbally threatening to harm others or their property).
- Unapproved entry in non-public areas.
- Theft of library materials or items belonging to staff and/or other library users.
- Unlawful possession of weapons.

No firearms or weapons are permitted in the library except as permitted in ORS 166.370.

IV. Consequences

Behavior that is prohibited by law or the JCLS Rules of Conduct may result in the following consequences: Any person who engages in prohibited conduct while on library premises or while attending a library program or event will be directed to leave the Library premises immediately and excluded from all library programs and events without warning. The incident will be reported to the appropriate law enforcement agency, as needed.

Any person in violation of the JCLS Rules of Conduct may lose all library privileges for a period of up to three years, as determined by the Library Director or designee, based on the following criteria:

- The severity of the offense
- Whether or not it is a repeated offense
- Whether the conduct poses a continuing disruption and/or threat to the comfort or safety of other library patrons and/or library staff
- The level of disruption created by the conduct
- Whether or not security personnel and/or law enforcement involvement is required to address the situation.



Date: December 15, 2021

Title: JCLS Land Acknowledgement

From: Kristin Anderson, Bear Creek Area Manager & Chair JCLS EDI Committee

Summary:

The JCLS Equity, Diversity, and Inclusion (EDI) Committee has developed the attached land acknowledgement for review and acceptance by the JCLD Board.

Actions, Options, or Potential Motions:

Review, discuss, and move to approve.

Recommendation:

Library staff recommends the land acknowledgement be accepted, and request that the Library Board read the spoken statement at the beginning of every regular Board meeting.

Resource Requirements:

N/A

Policies, Plans, and Goals Supported:

In the current Strategic Roadmap, both the organizational value of Inclusion and the strategic focus area of Civic Engagement support the adoption of an organizational land acknowledgement statement.

Background and Additional Information:

Land acknowledgements have become increasingly important over the past several years.

Why a Land Acknowledgement: Land acknowledgements are used to acknowledge that the land on which we live today is the ancestral homeland of people who were here prior to Euro-American colonization from time immemorial and whose descendants are members of our community today. It is also a way for those listening to see themselves within the broader context of history. The purpose of a land acknowledgement statement is to educate, to offer a moment to reflect, and to provide a call to action for our organization and our patrons. Some additional information that may be helpful for context is provided next.

From the Smithsonian National Museum of the American Indian:

What are land acknowledgments? Land acknowledgments are oral or written statements used to recognize Indigenous peoples as the original stewards of the lands on which a person may live, work, or go to school. Land acknowledgment is a traditional custom that dates back centuries for many Native nations and communities. For example, in Coast Salish communities along the Pacific Coast, another tribe or nation would ask permission to come ashore, thus acknowledging they were visitors to the lands. Acknowledging original Indigenous inhabitants today is often complex because of the centuries of displacement experienced by many Native peoples through (broken) treaties, government policy, and relocation efforts. Throughout their histories, Native groups have relocated and successfully adapted to new places and environments. Many Native peoples are active members of city communities today and many cities are built on top of Indigenous villages and towns.

What should I keep in mind about land acknowledgments? Remember that land acknowledgments can be complex. Most Indigenous peoples, nations, and communities do not reside on the land to which they have ancestral ties. Through colonization, treaties, forced removal, allotment, and other acts of displacement, Native peoples have experienced devastating losses in life, land, and civil rights. The dispossession of Native land has been particularly devastating to traditional practices that sustain Native life. Despite these losses, Native peoples protect their connections to ancestral homelands through Indigenous languages, oral traditions, ceremonies, and other forms of cultural expression. We ask that if you...decide to do a land acknowledgment, it is genuine and there is a self-reflective process around what this truly means.

How the JCLS Land Acknowledgement was drafted: The acknowledgement was written by the JCLS EDI Committee as a collaborative effort. Some of the steps that were taken are:

- Early in our process, Michelle Ferguson, former HR Specialist for JCLS, reached out through her connections within the Confederated Tribes of Siletz Indians to get input on how to get started and received useful information, which was taken into account in the drafting process.
- The committee identified that both Oregon Shakespeare Festival (OSF) and Southern Oregon University (SOU) have strong statements and histories of being EDI leaders in the community. These acknowledgements were used as a model for ours. Since both of those statements end with the same sentence, the committee chose to use it as well.
- Committee Chair Kristin Anderson met with Brook Colley and Chance White Eyes from the Native American Studies Department at SOU about process and was given guidance, which included that there is no way to draft an acknowledgement with which everyone can agree, but that the critical element is to be thoughtful and to be able to explain why it was written the way that it was.

- While the committee did initially reach out to local tribes, they did not get a response beyond Ferguson’s connections to her own tribe. With several tribes represented in Jackson County, each might have conflicting ideas about the best way to word a land acknowledgement, and furthermore, putting the burden of drafting the statement on the tribes seemed to be unfair.
- We referred to a map created by a Canadian Nonprofit that shows where different tribes lived. It can be found at native-land.ca.
- Because JCLS covers the entire county, there were tribes that are not recognized by the benchmark organizations (located in Ashland) that the committee felt were important to include. This is why Modoc Nation and the Cow Creek Band of Umpqua Indians are included in the JCLS statement but not in the OSF and SOU statements.

How the JCLS Land Acknowledgement will be used: There are spoken, short, and longform versions of the acknowledgement attached. This is how each will be used:

- Spoken: This will be used at the beginning of every library program intended for an adult or teen audience. Staff will receive training and their ability to pronounce all names will be a part of this training. It takes roughly one minute to read aloud.
- Short: This is intended for plaques in buildings and for email signatures. Some staff have asked to have the ability to include a land acknowledgement in their email signature. This version of the acknowledgement is for that purpose and responds to a specific staff request. Multnomah staff has given staff the ability to do this and the EDI Committee would like to offer that option to JCLS staff.
- Longform: This version provides more information and is intended primarily for use on the website with links to the pages of the tribes being acknowledged and other resources for JCLS patrons to learn more.

Next Steps

The JCLS EDI committee took a thoughtful approach to drafting the following statements. In the process, we learned more about the Indigenous peoples of Southern Oregon, and we hope that the statement encourages you to do the same.

Staff will continue to reach out to local tribes and determine ways that the Library can address needs in their communities. The EDI Committee has proposed the formation of a Native American Advisory Group and look forward to building stronger relationships with the Indigenous tribes.

Attachments:

Land Acknowledgement Statement

LAND ACKNOWLEDGEMENT

SPOKEN

Jackson County Library Services acknowledges that its libraries are located within the traditional lands of the Shasta, Takelma, and Latgawa people, whose descendants are now identified as members of the Confederated Tribes of Siletz Indians and Confederated Tribes of Grand Ronde, as well as of the Cow Creek Band of Umpqua Tribe of Indians and Modoc Nation who were forced to relocate to Oklahoma.

The result of forced relocation and genocide is that Jackson County is no longer a population center for these specific tribal groups. As of the 2020 Census 4.6% of the population of Jackson County has some indigenous heritage—while this is more than twice the national average, it is a precipitous reduction from the pre-colonial 100%.

We acknowledge that indigenous groups are too often relegated to the historical past when, in truth, indigenous people are essential members of the Jackson County community.

We take this moment to recognize the Indigenous peoples whose traditional homelands and hunting grounds are where residents of Jackson County live today. We encourage *you* to learn about the land you reside on and to join us in advocating for the inherent sovereignty of Indigenous people.

SHORT FORM

Jackson County Library Services acknowledges that its libraries are located within the traditional lands of the Shasta, Takelma, and Latgawa people, whose descendants are now identified as members of the Confederated Tribes of Siletz Indians and Confederated Tribes of Grand Ronde, as well as of the Cow Creek Band of Umpqua Tribe of Indians and Modoc Nation who were forced to relocate to Oklahoma. We encourage *you* to learn about the land you reside on and to join us in advocating for the inherent sovereignty of Indigenous people.



LAND ACKNOWLEDGEMENT

LONG FORM

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These Tribes were displaced during rapid Euro-American colonization, the Gold Rush, and armed conflict between 1851 and 1856. In the 1850s, discovery of gold and settlement brought thousands of Euro-Americans to their lands, leading to warfare, epidemics, starvation, and villages being burned. In 1853 the first of several treaties were signed, confederating these Tribes and others together – who would then be referred to as the Rogue River Tribe. These treaties ceded most of their homelands to the United States, and in return they were guaranteed a permanent homeland reserved for them. At the end of the Rogue River Wars in 1856, these Tribes and many other Tribes from western Oregon were removed from the land. Most were sent to the Siletz and Grand Ronde Reservations. The Modoc were sent to Oklahoma after the Modoc War in 1873. The Cow Creek Band of Umpqua Tribe of Indians defied removal and went into hiding.

The result of forced relocation and genocide is that Jackson County is no longer a population center for these specific tribal groups. As of the 2020 Census 4.6% of the population of Jackson County has some indigenous heritage—while this is more than twice the national average, it is a precipitous reduction from the pre-colonial 100%.

We acknowledge that indigenous groups are too often relegated to the historical past when, in truth, indigenous people are essential members of the Jackson County community.

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