



JACKSON COUNTY LIBRARY DISTRICT (JCLD)
BOARD MEETING AGENDA
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>
January 19, 2022, at 4:00 p.m.

CALL TO ORDER/ROLL CALL

LAND ACKNOWLEDGEMENT

INTRODUCTIONS / PROCLAMATIONS

AGENDA AMENDMENTS AND APPROVAL

CONSENT AGENDA

- 1. December 15, 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.....5
- 3. Jackson County Library Foundation – Ginny Auer.....14
- 4. Quarterly Financial Report – Brittany Brite.....15
- 5. Quarterly Statistics Report – Kelda Vath.....20

UNFINISHED BUSINESS (Inform/Discuss/Action)

- 6. Pandemic Response – Kari May

NEW BUSINESS (Inform/Discuss/Action)

- 7. Gift Donation Policy – Kari May.....34
- 8. Appointment of Budget Officer – Kari May
- 9. Budget Committee Vacancies – Eric Dziura

COMMITTEE AND BOARD MEMBER REPORTS (Inform)

FUTURE MEETINGS/EVENTS/OBSERVANCES:

February 2, 2022 Board Work Session
February 16, 2022 – Board Regular Meeting
January 21 – February 11, 2022 – Strategic Planning Community Focus Group Sessions
February 10-12, 2022 Virtual SDAO Conference
February 16, 2022 Board Work Session
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), Viki Brown and Kim Young. Absent: Susan Kiefer.

Additional attendees: Kari May (Library Director), Claudine Taillac (Assistant Director, Public Services), Kelda Vath (Assistant Director, Support 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), Denise Menicucci (Business Office Assistant), Parvaneh Scoggin (Technology & Innovation Manager), Marlena Fajardo (HR Specialist), Lewis Maurer (Area Manager, Upper Rogue), Becca Phoenix (HR Specialist), Holly Mills (Medford Circulation Manager), Becca Phoenix (HR Specialist) and Val Nowak (Executive Assistant).

Guests: Maddy Benson, Rob Schlapfer, David Sours

CALL TO ORDER/ROLL CALL

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

INTRODUCTIONS / PROCLAMATIONS

None

AGENDA AMENDMENTS

Library Director May added a discussion about the Hours Study under New Business

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

CONSENT AGENDA

November 17, 2021 Regular Board Meeting Minutes

MOTION: Vice President Turner moved that the consent agenda be approved, Director Brown seconded. Motion was approved unanimously.

ORAL REQUESTS AND COMMUNICATIONS FROM AUDIENCE

David Sours, a resident of Jacksonville, commented that the library feels like the safest place he has been during the pandemic. Sours said that he is a regular attendee at the Jacksonville Library and that he appreciates the professional staff, the variety of programming, and the other "invaluable resources" that the library offers.

REPORTS

Library Director's Report

Library Director May invited Carrie Turney-Ross to give background and overview on the Rogue Reads Program, a county-wide Winter reading program focusing on building community through literature. Turney-Ross presented

an overview of each of the books that Jackson County is reading. Every book focuses on Indigenous peoples: the picture book *We Are Water Protectors*, middle grade novel *Indian No More*, young adult novel *The Marrow Thieves*, and adult non-fiction *Braiding Sweetgrass*. The author of *Braiding Sweetgrass*, Robin Wall Kimmerer, will give a virtual author talk on February 23.

Vice President Turner asked about book availability, and Turney-Ross reported that the Library is adding more copies in many different formats to address the demand. Vice President Turner then asked how many people can attend the author talk, and Turney-Ross reported that up to 500 people can virtually attend. The Library is also looking into hosting watch parties at each branch.

President Dziura asked about the OHSU street nurse program, and Taillac reported that it is a nursing program focused on outreach to unhoused people and addressing bias in healthcare work. This is incorporated into the nursing program at OHSU as part of their clinical education. They have been established in Ashland for some time and now are expanding into Medford. These clinics will likely take place on Wednesday mornings before the library opens. In addition to the street nurses, there will be hygiene kits, coffee, and resource specialists will be available to provide assistance. Wound care and referral to medical care will also be available; there will be an instructor present as the person in charge.

President Dziura commented on how many organizations the Library is partnering with, and extended his gratitude to the Friends of the Library. May commented that she spoke with a representative from the county about broadband connectivity this afternoon. They are performing a survey and asked the library to help spread the word. The results of the survey will provide information regarding which communities do not have broadband connectivity.

Jackson County Library Foundation Report

Foundation Executive Director Ginny Auer reported that the Target Circle program is ongoing, and that the Foundation received a large gift from a new donor. Included with her report is a 5-year grant spreadsheet. Dziura asked what 'amount declined' refers to in the spreadsheet. It would refer to a grant being approved in a lesser amount than was requested.

NEW BUSINESS

Hours Study

The Library is in the data-gathering stage in the hours expansion project. There will be a meeting in January to present initial findings and gather input, and a proposal and work session will follow in February, after which the findings will be presented to the Board. May asked what information the Board would like to see in order to make an informed decision. Assistant Director of Support Services Kelda Vath reported that the library is looking at pre-closure levels and current levels, as well as at peer libraries and state library standards. Usage patterns will be measured with the understanding that the data will reflect pandemic levels.

Vice President Turner would like to see the model that was presented in 2018 used again, as well as metrics on peer libraries. She noted that performing a modeling plan for staffing may also be useful. Two important components of the hours proposal include cost effectiveness and sustainability. Assumptions used to create the proposed hours should be clearly outlined. Director Young agreed and asked how library users are counted and how patron behaviors are predicted. Vath commented that both physical and digital use is counted, and said that other metrics will be included to account for the many different patterns that affect library usage.

May offered to share the results from the 2018 survey with the members who were not here at that time. Director Brown is interested in the alternatives for expanded hours that increase library usage, and wanted to be conscious of making sure that the library hours be equitable, regardless of circulation statistics.

President Dziura commented that with regards to libraries, the community-building aspect may not be able to be

measured. He asked about what the peer libraries might look like, and how they resemble JCLD. May replied that some peer libraries may not look exactly like JCLS, and those that do may come from out of state. She also commented that in the seven years since the last library hours survey, comparable libraries may have changed.

Policy Updates

Rules of Conduct Policy

Taillac presented the updated rules of conduct policy, and presented a small change to the policy as presented, based on forthcoming House Bill HB-3115, which pertains to resting on public property. Legal Counsel Bunick recommended that the policy wording be changed to reflect that the resting be explicitly indoors to read “Resting and relaxing in the quiet spaces while utilizing library recourses in the library are welcome.” Director Brown asked for clarification on how the new sentence responds to the new law. Taillac responded that the new law specifically refers to resting in outdoor public spaces, and there was a need to be explicit about what the policy addressed so that it would not need to be revised when HB-3115 is implemented in 2023.

MOTION: Vice President Turner moved that the policy be approved as amended, Director Young seconded. Motion was approved unanimously.

Land Acknowledgement Statement

Equity Diversity and Inclusion Committee Chairperson Kristen Anderson reviewed the memo and introduction to the land acknowledgement and proposed the adoption of the statement, which includes procedures for use. Young asked if there is documentation retained regarding attempts to reach out to the local Tribes for their collaboration, and Anderson confirmed that there was. Vice President Turner noted that the Land Acknowledgment needs to be made into policy.

After concerns about various terms were brought up by the Board, Anderson responded that the wording reflects how the lands were used by the tribes. That wording is used to provide distinction between different kinds of land use and how they reflect ownership. May commented that the perception of usage differs, and this language tries to reflect that. May acknowledged that the wording in the Statement may change and evolve as more information is gathered.

Dziura asked for clarification about what about this particular statement was so important that it merited reading at every event. May responded that making this statement is a form of respect for the land that we live on, as well as for Native Americans to be seen and acknowledged. Anderson added that this is not in response to a “cause du jour,” this is a reflection that the libraries stand on stolen ground, and acknowledgement of the historic atrocities is important. Dziura proposed issuing the land acknowledgement as a proclamation once a year, instead of at every meeting. Brown expressed gratitude to the committee and support of the acknowledgement, but expressed concern that whether or not there was a message in the fact that the Tribes did not respond, and wanted to avoid potential offense.

Anderson reported on the work that went into crafting this statement, and the community resources that the committee consulted. She acknowledged the variety of opinion regarding land acknowledgments. Turney-Ross spoke about how the acknowledgement would be folded in to the existing introductory statement for programs. May proposed a trial adoption for six months, with revisiting it at that time to be entered into policy. Young asked if it would be possible for the Board to approve the wording and proclamation, but not the mandatory implementation.

MOTION: Vice President Turner moved that the Board approve the Land Acknowledgement as presented by staff to be revisited in six months to bring into policy form, Director Brown seconded. Motion was approved unanimously.

COMMITTEE AND BOARD MEMBER REPORTS

Policy Committee Report: Staff presented a draft of a Gift and Art Donation Acceptance policy that is being reviewed by legal and will be presented to the Board soon.

ADJOURN

President Dziura adjourned the meeting at 5:30 p.m.

/s/ Val Nowak

_Recording Secretary



Director's Report January 2021

Public Services

The second annual Rogue Reads launched in December, with numerous Take & Make and book club kits seeing immediate popularity. In conjunction with the Ashland Parks and Recreation's North Mountain Park Nature Center, the Ashland Library created a Rogue Reads Take & Make-themed "Birdwatching" kit. These kits have been offered countywide. The kits included information about birdwatching in Jackson County, an invitation to take part in Cornell Ornithology's Project Feederwatch (either independently or at North Mountain Park), and materials to make a pinecone bird feeder.

Teen Services kicked off Rogue Reads with a *Marrow Thieves* Dream Journal Take & Make. More than 200 of the kits were distributed throughout Jackson County, and patrons were still asking about them weeks after staff handed them all out



Gold Hill Giving Tree

Patrons and staff greeted the return of the Court Appointed Special Advocates (CASA) Giving Tree program enthusiastically. So many gifts were returned that the CASA volunteers made additional visits at many branches to gather them. One volunteer noted that last year, without the library locations, hardly any gifts were donated. CASA works with trained volunteers to support children who have been removed from their families due to abuse or neglect, and the Giving Tree campaign gives the community a chance to help underprivileged children in the foster care system by donating new toys, clothing, and gift cards. This was Gold Hill Library's first year participating. The Jacksonville Library strung the CASA giving cards on a garland around the front desk, and many patrons took the cards. A couple of families came in specifically so that their children could pick out a specific child to shop for.

Another set of thirty books for the Babies First Book program was delivered by Lyn Heerema, Ashland Head of Children's, to the Ashland Birthing Center. The logo bags and board books for new parents are available in both English and Spanish. This is a well-loved program by the parents of the Ashland community and much appreciated by the staff of the Ashland birthing center.

After helping a patron via email in his responsibilities as a member of the Circulation Committee, which include fielding Circulation-related emails from patrons, Talent Branch Manager Patrick Mathewes received a reply from a patron saying, "Thank you, you guys. I don't check my email as often as most

people. Thank you for renewing the books and for everything you do. Public libraries and librarians don't get enough credit in my opinion. What you do for people who don't have easy access to the services you provide is worthy of praise. Take care."

In Central Point, Library Associate Paula Bandy-Hickman was inspired by Head of Medford Children's Services Monica Owen's blog post from November 30 about Jolabokaflokkur, an Icelandic holiday tradition where people give books to one another on Christmas Eve, and then everyone reads and drinks hot cocoa together. In her display, Bandy-Hickman included a printout of the blog post and partnered with the Friends of the Central Point Library to provide book bundles for people of all ages that could be purchased and taken home for Jolabokaflokkur celebrations.

Medford Head of Children's Monica Owens received a compliment from a man when she covered the



Snowy views as captured by Jacksonville Library Staff

Teen desk. "He remembered me from the school visit I did with Evelyn in August. He was so thankful and appreciative of the community outreach we do and said that because of that event, his daughter has started reading again."

A Gold Hill patron has been working with Digital Services Specialists to improve her computer skills, and Branch Manager Lorna Hilke is assisting with family story writing suggestions. The patron is a former librarian who is writing her mother's memoirs. She is grateful for the help she receives at the library to preserve her family's memories.



A piano teacher held a piano recital for her students and their families in the Jacksonville Library meeting room. She was so grateful for the space, both for having access to a grand piano and for its good acoustics. The library also received a \$500 donation from a local patron who said she has always brought her family to this branch.

With the consistency of library services, many of the Friends of the Library groups have once again been able to hold book sale events. At the Rogue River library, the Friends have been holding a book giveaway in the lobby area that has brought more foot traffic than had been seen for most of the pandemic. People are doing a good job social distancing and respecting the mask requirement and some have donated to the Friends as well. One child came to look for John Grisham books for a present, but disappointingly, did not find any. Staff went in back and found one old courtesy collection book and a few that had been designated for prize giveaways that no one had taken, and they let him have those. He said that the books were going to "make his granddad's Christmas" and was very thankful.

The Eagle Point Friends of the Library held a welcome reception for Upper Rogue/Eagle Point Library Manager Lewis Maurer on December 2. Approximately twenty-five community residents attended, enjoying refreshments and a display of historic library artifacts curated by Eagle Point Friends President and JCLD Board Member Viki Brown.



Library databases are not all about academics and reading, as evidenced by White City Branch Manager Patti Proctor, who assisted patrons in using the Chilton Library database so they could repair the steering column on a 1986 Cadillac DeVille. Proctor helped the patrons use the databases to find automotive wiring diagrams and repair instructions. White City Library Associates Milagros Morales and Vanessa White routinely help a hard-of-hearing patron with email and other documents. Both Morales and White are learning American Sign Language to enhance the service they can provide to this and other Deaf or hard-of-hearing patrons.

Medford offered Windows in Time "If These Walls Could Talk: Stories from Southern Oregon's National Register-listed Properties." Community partner George Kramer, who has a Master's degree in historic preservation from the University of Oregon and has been researching and writing about Oregon buildings for more than thirty years, showed pictures and shared stories of historic buildings in the Rogue Valley. The sixty-two attendees learned, among other things, that the Medford Central Fire Hall housed books upstairs and served as the first Medford Public Library.

Storytimes remained strong during December. Talent Library Branch Manager Patrick Mathewes provided the branch's first storytime since before the pandemic to an audience of one child and her caregiver. "She interacted with me during the first couple of books and 'Head, Shoulders, Knees, and Toes,'" he said. "But she decided she wanted the train table instead of finishing the last book! We still finished, and I rewarded her with a Smokey Bear sticker to commemorate the occasion. She and her mom came back the following week too."

The Christmas parade in Jacksonville brought an influx of families to the library, after families hear about the return of storytimes. At one storytime, a family who were Ashland regulars when Branch Manager Rina Pryor worked at the Ashland library came to Jacksonville specifically for Pryor's Preschool storytime. They had a fun (and slightly teary) time going through the songs and fingerplays that their older kids had grown up doing.



plush animals lined up and waiting for adoption

The Eagle Point Stuffed Animal Adoption program was a wild success. Children sat with wiggly anticipation during an engaging presentation by a Friends of the Jackson County Animal Shelter representative. Children were able to choose a stuffed animal to “adopt,” an animal-themed book, a “Ranger Rick” comic, an adoption certificate, and a framed alliterative pet biography. Here is Lily’s biography: “Hi! My name is Lily the Lamb! I enjoy lounging by the lake, laughing, and eating Laffy Taffy. Please adopt me and take me to my forever home!” Library Associates Jenna Steigleder and Jonathan Ulrich distributed nineteen plush toys to delighted children in time for the holidays.

December brought in the holiday cheer with some cozy, holiday-themed virtual programs including hot chocolate ornament kits and an ugly sweater contest. Teens had a fun time picking up their materials and the mystery item they had to incorporate into their sweater

design. They then played a word-guessing game, which had the teens laughing and getting to know one another better.

Outreach

Digital Services Supervisor Eric Molinsky, Area Manager Carrie Turney Ross, and Assistant Director Claudine Taillac worked diligently on the new GED-Technology Engagement Kit (GED-TEK) program. The Library applied for and received funds through the Emergency Connectivity Fund to purchase eighty laptops and hotspots to support Jackson County residents studying for the GED. The GED-TEK program allows patrons with a need for better connectivity to check out the kit for one year. JCLS collaborated with Rogue Community College, Project Youth Plus, and WorkSource Rogue Valley to spread the word to students with this need.

Digital Services readied the eighty hotspots and Chromebooks for use in the GED-TEK program. This included physical processing of the laptops and hotspots, creating instructions for patrons, updating the



A GED-TEK kit

Electronic Device Agreement, and creating instructions and training for other staff who will assist with checking out the kits.

Fifty Hotspots were also readied for use in the NOLO (No One Left Offline) program at the Talent and Phoenix libraries. This opportunity to increase connectivity for Talent and Phoenix residents was brought to JCLS by the City of Talent. They received NOLO funding to provide hotspots to residents affected by the Alameda fire and recognized that JCLS already has an effective method for circulating the technology.

DART (Direct Access to Resources and Technology) Van

In collaboration with Rogue Action Center, an organization providing support to fire victims living in the area, DART visited FEMA trailer villages to deliver library use surveys and JCLS reusable water bottles. The survey information will help to determine the service needs for these residents.

Business Services Librarian

Business Librarian Elanna Erhardt hosted a virtual group meeting called “Business Support & Collaboration” with the goal of bringing together organizations that offer programs to support small businesses in the County. Erhardt started these meetings around six months ago because she identified that all of the organizations were offering the same programs and competing with each other for participation. This meeting allows them to see where the gaps in service are from a wider perspective and provide complimentary services.

Education Services

Community Librarian Evelyn Lorence and Youth Services Coordinator Brystan Strong attended an outreach event in the Applegate Valley targeted toward parents who homeschool their children and who might be looking for educational resources.



Lorence and Strong promoted the BrainFuse HelpNow database and helped attendees sign up for the Open Book Newsletter for educators.

The Medford library held two tours in December. The first tour, led in partnership with Bilingual Library Specialist Megan Pinder, was for parents in the LISTO program, a program with Southern Oregon Head Start that focuses on bilingual literacy for the entire family. The families who attended expressed amazement and appreciation for the services the library provides and

left with card applications and more information about the library.

Lorence assisted Medford Teen Librarian Andrea Leone in giving another tour of the Medford Library to the South Medford High School MAPS (Multi-Age Positive Supports) class. Other projects that Lorence

worked on include connecting educators to Rogue Reads materials that they can use in their classrooms, and making connections with teachers and leaders at the Juvenile Detention Center.

December saw another class visit from the Talent Middle School special needs class that received their library cards last month. They returned their books and checked out more, and each student left with two Take & Make kits. Everyone involved seemed happy with these experiences and their visits will continue until the end of the school year.

Outreach to Child Care

In December 2021, Outreach to Child Care gifted new books in English and Spanish to two organizations that connect with at-risk young children. A total of 100 books were given to Children's Advocacy Center of Jackson County and Jackson County Foster Parent Association Warehouse for use in their programs. Both programs work with vulnerable children who are receiving services because of child abuse and/or neglect. Besides encouraging early literacy development, these books offer a nurturing and close relationship when adults share a book with their children. OCC received funds from the Friends of the Medford Library for this outreach initiative.

Social Services

On December 6, a patron approached Ashland Teen Librarian Jackie Keating about looking for a way to get some winter clothing. Between the Adult Services and Teen staff and the Resource Specialist team, the patron was connected with St. Vincent de Paul. St. Vincent de Paul volunteers met the patron at Bi-Mart later in the day and bought him a new sweatshirt and rain gear so he is ready for winter weather. Resource Specialist Leigh Madsen said when the patron came back to the library he was glowing.

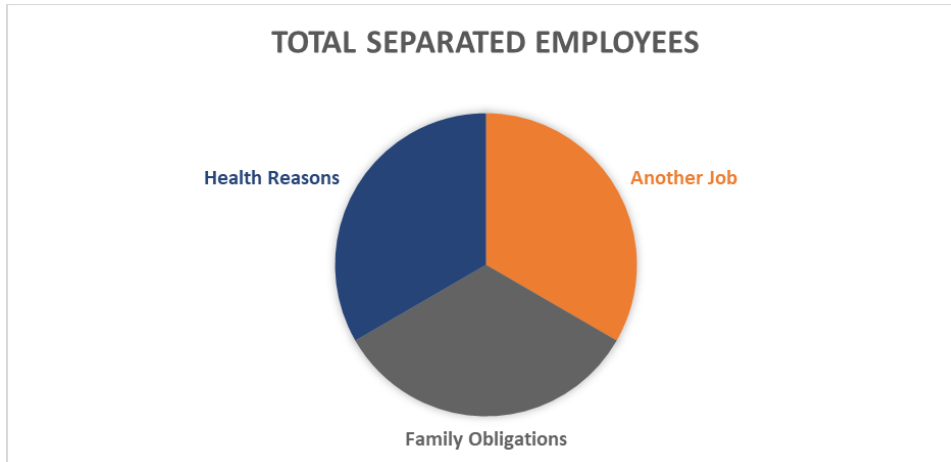
During the first week that the severe weather shelter opened in Medford, the Resource Specialists relayed the information and encouraged people to get to the shelter before it filled. Resource Specialist Sarah Finger drew maps to the site for those who had no way of getting information about the shelter. In Medford, Finger met a senior woman with mobility issues who had her phone stolen and was stuck in Medford until her social security check came through, leaving her in an incredibly vulnerable position. Finger was able to help her make some phone calls and get access to the severe weather shelter. One patron who was assisted in getting into the severe weather shelter by Resource Specialist Leigh Madsen was transferred into a motel paid for by his medical provider. The Resource Specialists were able to contact St. Vincent DePaul and the Ashland Methodist church to secure tents, tarps, and sleeping bags for four patrons, and two patrons got a full set of winter gear, also courtesy of St Vincent DePaul.

Finance

As the department wraps up the 2021 calendar year, W2s, 1099s and 1095s are being processed and will be sent out by the deadline. Last month, a benefit reconciliation was performed for all staff since the date payroll was moved to INCODE. Some discrepancies were discovered, and all appropriate adjustments will be made to the books. The department is working to create a procedure to have the books reconciled to the benefit statements on a monthly basis.

The Purchasing Module within Incode has not been implemented yet. The District plans to work on implementing this system after the 22/23 budget and 20/21 audit are complete. OR The District will implement this module by the end of the current fiscal year.

Human Resources



Vacancy update: Six staff members resigned in the second quarter, compared to 11 resignations in the first quarter. Seventeen positions were filled, and three substitutes were added to the sub pool. The Library currently has four open positions posted.

Recruitment of volunteers is ramping up and connections with Southern Oregon Volunteer Coordinators Council have been made. New volunteer interviews have begun, with an orientation planned for the end of January.

A year-end audit of the 401(a) plan was completed. All eligible employees are receiving correct District contributions and former employees have been removed from MissionSquare Retirement.

Research and demonstrations started with HRIS (Human Resources Information System) vendors in the month of December. The HR team considered seven systems, with three companies invited to provide a demonstration of their product. The HR Department selected two finalists. A final recommendation will be made to Director May by the end of the month. An HRIS will streamline productivity for the HR Team, greatly reduce the number of portals currently used and allow for direct feed from the onboarding process to Tyler Incode, the finance system.

JCLS is partnering with Rogue Valley Transportation Department (RVTD) to offer staff discounted bus passes. In a recent staff survey, 27 staff members indicated that they would purchase and use a discounted bus pass if they were available through the District. A regular bus pass is \$56 per month, and through this partnership, staff can purchase a pass, via payroll deduction, for \$10 per month. This will be a wonderful addition to the JCLS benefit package.

Marketing and HR are collaborating to make a new ID badge for all Medford staff, Medford Friends of the Library and branch volunteers. The new design will be revealed soon, and HR will print and distribute new ID badges, which will double as a key card, in the coming months. Board members' badges will be updated as well.

HR had the pleasure of traveling to all 15 branches the week of Christmas, in the snow and rain, to deliver staff appreciation gifts. Two-inch succulent plants were purchased and potted, and thank you cards were signed by the Administration staff. The gifts were handed out, and staff were thanked for

their service to the community. The HR Team enjoyed seeing the branches, the staff, the communities, and their holiday decorations.



JCLS held a *Do you Want to Build a Snowman* staff contest. Branches and/or departments were welcomed to submit entries. There were no rules; entries could have been 2D, 3D, small, large, indoors or outdoors. All creativity was welcomed. Ten entries were submitted and staff voted for their top five favorites. In January, Kari May, Claudine Taillac and Kelda Vath will travel to see the finalists and decide on a winner, who will earn a pizza party.



Marketing

In December the Marketing Department released its second short-form documentary, *Dispatches from the Vortex*, covering the history of the Oregon Vortex, including newly discovered letters from

the founder of the Vortex. To date the film has been viewed over 500 times, while the first documentary, *Spotting Fire* crossed 1,000 views in December.

Press Releases:

January Windows in Time: <https://bit.ly/3JOcypj>

January Events Calendar: <https://bit.ly/3HQgcxj>

Notable Videos:

December Read This! video: <https://bit.ly/3e2uIVl>

Dispatches from the Vortex: <https://bit.ly/3JbNKHF>

Rogue Reads Spanish storytime video: <https://bit.ly/3pfyYHY>

Support Services

Collection Development

The system-wide library inventory project plan is fully developed and ready to be implemented. The plan was presented at the Branch Manager Meeting in January, and inventory will commence at all branches by early February. All items will be scanned by the end of April, and reports will be run in May to resolve any missing items and complete the cleanup of the catalog.

Technical Services

A third Courier has been added to the team, which will allow the department to develop a Saturday route to better facilitate the flow of new materials and hold requests to branches open on the weekend.

Additionally, Courier staff will be expanding official duties in an effort to support the workload of the Technical Services department. These duties will include shipping and receiving, handling withdrawn items, packaging and sending Interlibrary loans, and assisting with new materials. We anticipate this will decrease the box-to-shelf time for newly purchased items.

IT

IT has completed its evaluation of ticketing systems and signed a contract with Zendesk for staff to report issues to facilities maintenance, Integrated Library Systems (ILS) and IT. To ensure a successful rollout this spring, the Library has contracted Faye, a consulting company that will assist in implementing and equipping JCLS with best practices in deploying the ticketing system.

IT spent time this month coordinating with Branch Managers and Facilities to purchase and install A/V equipment needed at all branches for enhanced programming options. A few branches successfully broadcast the January Windows in Time Zoom program from their meeting rooms in a test run.



Facilities



The Ashland Renovation Project is in the final stages of completion. All of the furniture has arrived and is brightening up the space. With a few items scheduled to be completed later in January, the construction project is on track to be completed by early February. The final component of the Ashland renovation project is the installation of the audio visual equipment, which is in progress. Facilities staff is working with Jackson County Facilities Maintenance to improve the camera system at the Medford library, to install new cameras at the Rogue River Branch Library, and to install

new cameras on the DART van. The additional cameras are being installed in an effort to improve safety for library staff and patrons.



Jackson County Library Foundation Director's Report January 2022

The Foundation is working diligently on the consultants recommended action steps from our joint JCLD/JCLF Board Retreat in October 2021. Below are the seven recommendations and steps being taken to move the Foundation forward.

1. Recruit 3-5 New Foundation Board Members

The Board Governance Committee has created a board recruitment matrix, designed a board manual and orientation and has two candidates lined up for interviews this month.

2. Evolve the Board Structure

The Governance committee has been meeting regularly to prioritize year-round recruitment of board and create a plan for board member education, evaluation and policies.

3. Finalize Updating of Foundation Policies and By-Laws

The Governance Committee has put forward revised by-laws and the JCLF Board of Directors will vote on it at the JCLF Board meeting in January.

Now that the Gift Acceptance Policy for the District has been crafted, the Executive Director and JCLF Board of Directors will revise the JCLF Gift Acceptance policy to align with the District policy. The policy will be voted on at the February JCLF Board meeting.

4. Work with the Library to Increase Promotion of the Foundation

- The JCLF ran several ads on FaceBook over the winter break reaching more than 8,000 people with nearly 600 engagements. The JCLF sent out its end-of-year newsletter to more than 1500 individuals.
- The JCLF had a year-end appeal in the JCLS winter event guide, promoted a joint JCLF/JCLS estate planning webinar through the JCLS website, calendar and event guide, and JCLS will acknowledge the JCLF throughout the marketing materials for Rogue Reads, Take and Makes and items being provided through the DART van.

5. Following Development of the Library's Strategic Plan, Create a Strong Vision for Fundraising

6. Continue Work to Build the Library/Foundation Relationship

- A Joint JCLF Board/JCLS Board Holiday party was hosted at the Medford Library in December 2021

7. Enhance Fundraising through Additional Approaches and Personal Appeals

The JCLF Fundraising Committee has begun meeting regularly to begin the creation of a plan.



January 19, 2022

Title: Quarterly Finance Report

From: Brittany Brite, Finance Manager

Recommendation:

The Finance Committee recommends that the JCLD Board accept the Quarterly Finance Report as presented.

Budget Impacts:

The District runs on an accrual basis of accounting. Payables are added to the books as invoices are received and paid within a two-week window. Payroll is also run on a bi-weekly basis. For the purposes of this report, payroll through 12/31/2021 has been included. Encumbered funds are not reflected in the accompanying report.

The District's mid-year financials look strong. Revenues are healthy and higher than budgeted, which is expected as November is usually the month in which the District sees a majority of revenues received. As discussed in the October Board meeting, property tax levy distributions exceeded budgeted amounts by approximately \$328,500. On January 10th, 2022, the District received notice that, due to lost tax revenue as a result of the Phoenix/Talent fires, the State of Oregon has allocated the District an additional \$100,480. District Administration team is developing a plan for how these additional funds, in conjunction with the \$328,500.

Other income is currently 29% of budgeted and includes interest income, fees for ILS services, restricted revenues, unrestricted donations and printing, copying and fines at the branches. There are two large factors contributing to the low percentage of budgeted versus actual. As a result of the pandemic, interest rates have been low and the District is seeing interest income at approximately 16% of budgeted. In addition to interest income, the District has not charged RCC for use of the ILS system and expects to see a \$30,000 payment in the 4th quarter. E-Rate restricted revenue is healthy as it sits at approximately 56% of budgeted. Overall, we expect the gap between budgeted and actual to decrease but do foresee Interest income increasing enough to hit budgeted amounts.

Year to date expenses in the general fund are approximately \$6.1M and are under budget by 14.4%. Several large projects in the IT and Tech Services departments are planned for the 3rd quarter, and the District expects the margin between budgeted and actual expenses to decrease. Personnel services, library materials and other materials & services are under budget

by approximately 10%, 20%, & 21% respectively. The other materials & services category includes some large expenditures that are expected in the second half of the fiscal year, such as the public computer replacement, budgeted at \$200,000, and property insurance at \$115,000.

Personnel services were budgeted with the assumption that hours would increase the second half of the year and more staff positions would be added at that time. The implementation date for more hours has not been determined, and thus personnel costs are expected to come in under budget. Library materials expenditures were low during the first quarter as the new purchasing module was set up in the new Integrated Library System and has since gotten back on track. Looking at encumbered purchases, which are at \$225,000, this area will be back on track by the close of the next quarter.

Building maintenance and utilities are on par with budgeted amounts.

The District received notice that due to rising fuel and labor costs, Rogue Disposal & Recycling has increased their costs by approximately 9.8%. This is an additional cost to the District of approximately \$1,100 per year. Although the District has not received any other notices, it is expected that other utility and maintenance services will increase prices due to inflation.

The Capital Improvement Fund has had a little activity resulting from the purchase of furniture to finish off the 2nd floor renovation project at the Medford location. This puts Capital Improvement's materials and services at 20% of budgeted. Expenses are expected to increase as the District gets closer to finishing the Ashland renovation project.

The Grant Fund has received approximately \$85,000 total in grant revenues with grant related expenses at 8% (\$88,000) of budgeted. Actual expenses are expected to be more in line with budgeted amounts by the third quarter as the District is working with the Friends groups to better track income and expenses as well as invoice the Friends groups on time for proper reconciliation and payment. All Friends related expenses for the second quarter will be invoiced by the end of January and the financials will reflect a healthier relationship between miscellaneous grant revenues and expenses by the end of the third quarter.

Overall, the financials are in compliance and good standing when compared to the budget as of December 31st, 2021.

Policies, Plans, and Goals Supported:

The presentation of these financial statements follows Policy 2-1 "Financial Management" which states that the District's accountant is responsible for preparing financial reports for the Board detailing year-to-date revenues and expenditures.

Background and Additional Information:

The quarterly financial report includes information through December 31st, 2021 and has been reviewed by the Finance Committee. Data was pulled on January 10, 2021 from Incode. Although a soft close has been completed on the fiscal year 2020-21 books, there are still some adjustments that may need to be made after the audit is complete. The Finance Department plans to prepare a hard close of the books after the fiscal year end 2020/2021 audit.

Attachments:

1st Quarter financial report PDF.



% of Year 50.0%

For Period: 7/1/2021 through 12/31/2021

General Fund

| | Budget | Actual | Variance | % of Budget |
|---------------------------------|-----------------------|----------------------|-----------------------|--------------|
| Beginning Fund Balance | \$ 8,900,000 | \$ 8,882,519 | \$ (17,481) | 99.8% |
| Revenues | | | | |
| | Budget | YTD | Variance | % of Budget |
| Property Taxes | \$ 11,673,499 | \$ 10,922,330 | \$ (751,169) | 93.6% |
| Other Income | \$ 389,000 | \$ 112,658 | \$ (276,342) | 29.0% |
| Total Operating Revenues | \$ 12,062,499 | \$ 11,034,989 | \$ (1,027,510) | 91.5% |
| Transfers IN from Other Funds | \$ - | \$ - | \$ - | |
| Total RESOURCES | \$ 20,962,499 | \$ 19,917,508 | | |
| Expenses | | | | |
| | Budget | YTD | Variance | % of Budget |
| Personnel Services | \$ 8,088,533 | \$ 3,260,789 | \$ (4,827,744) | 40.3% |
| Library Materials | \$ 1,397,550 | \$ 416,537 | \$ (981,013) | 29.8% |
| Bldg. Maintenance/Utilties | \$ 1,703,819 | \$ 800,359 | \$ (903,460) | 47.0% |
| Other Materials & Services | \$ 1,495,063 | \$ 426,887 | \$ (1,068,176) | 28.6% |
| Capital Outlay | \$ 600,000 | \$ - | \$ (600,000) | 0.0% |
| Contingency | \$ 500,000 | \$ - | \$ (500,000) | 0.0% |
| Total Operating Expenses | \$ 13,784,965 | \$ 4,904,572 | \$ (8,880,393) | 35.6% |
| NET REVENUES/EXPENSES | \$ (1,722,466) | \$ 6,130,417 | \$ 7,852,883 | NA |
| Transfers OUT to Other Funds | \$ 50,000 | \$ - | \$ (50,000) | 0.0% |
| Ending Fund Balance | \$ 7,127,534 | \$ 15,012,936 | \$ 7,885,402 | 47.5% |
| Total REQUIREMENTS | \$ 20,962,499 | \$ 19,917,508 | | |



% of Year 50.0%

For Period: **7/1/2021** through **12/31/2021**

Capital Improvement Fund

| | Budget | Actual | Variance | % of Budget |
|-------------------------------|--------------|--------------|--------------|-------------|
| Beginning Fund Balance | \$ 5,600,000 | \$ 5,413,000 | \$ (187,000) | 96.7% |

| Revenues | Budget | YTD | Variance | % of Budget |
|---------------------------------|--------------|--------------|-------------|-------------|
| Interest Income | \$ - | \$ - | \$ - | |
| Total Operating Revenues | \$ - | \$ - | \$ - | 0.0% |
| Transfers IN from Other Funds | \$ 50,000 | \$ - | \$ (50,000) | 0.0% |
| Total RESOURCES | \$ 5,650,000 | \$ 5,413,000 | | |

| Expenses | Budget | YTD | Variance | % of Budget |
|---------------------------------|----------------|--------------|----------------|-------------|
| Materials & Services | \$ 600,000 | \$ 122,161 | \$ (477,839) | 20.4% |
| Capital Outlay | \$ 1,200,000 | \$ - | \$ (1,200,000) | 0.0% |
| Total Operating Expenses | \$ 1,800,000 | \$ 122,161 | \$ (1,677,839) | 6.8% |
| NET REVENUES/EXPENSES | \$ (1,800,000) | \$ (122,161) | \$ 1,677,839 | NA |

| | | | | |
|------------------------------|--------------|--------------|--------------|-------|
| Transfers OUT to Other Funds | \$ - | \$ - | \$ - | |
| Ending Fund Balance | \$ 3,850,000 | \$ 5,290,839 | \$ 1,440,839 | 72.8% |
| Total REQUIREMENTS | \$ 5,650,000 | \$ 5,413,000 | | |



% of Year 50.0%

For Period: 7/1/2021 through 12/31/2021

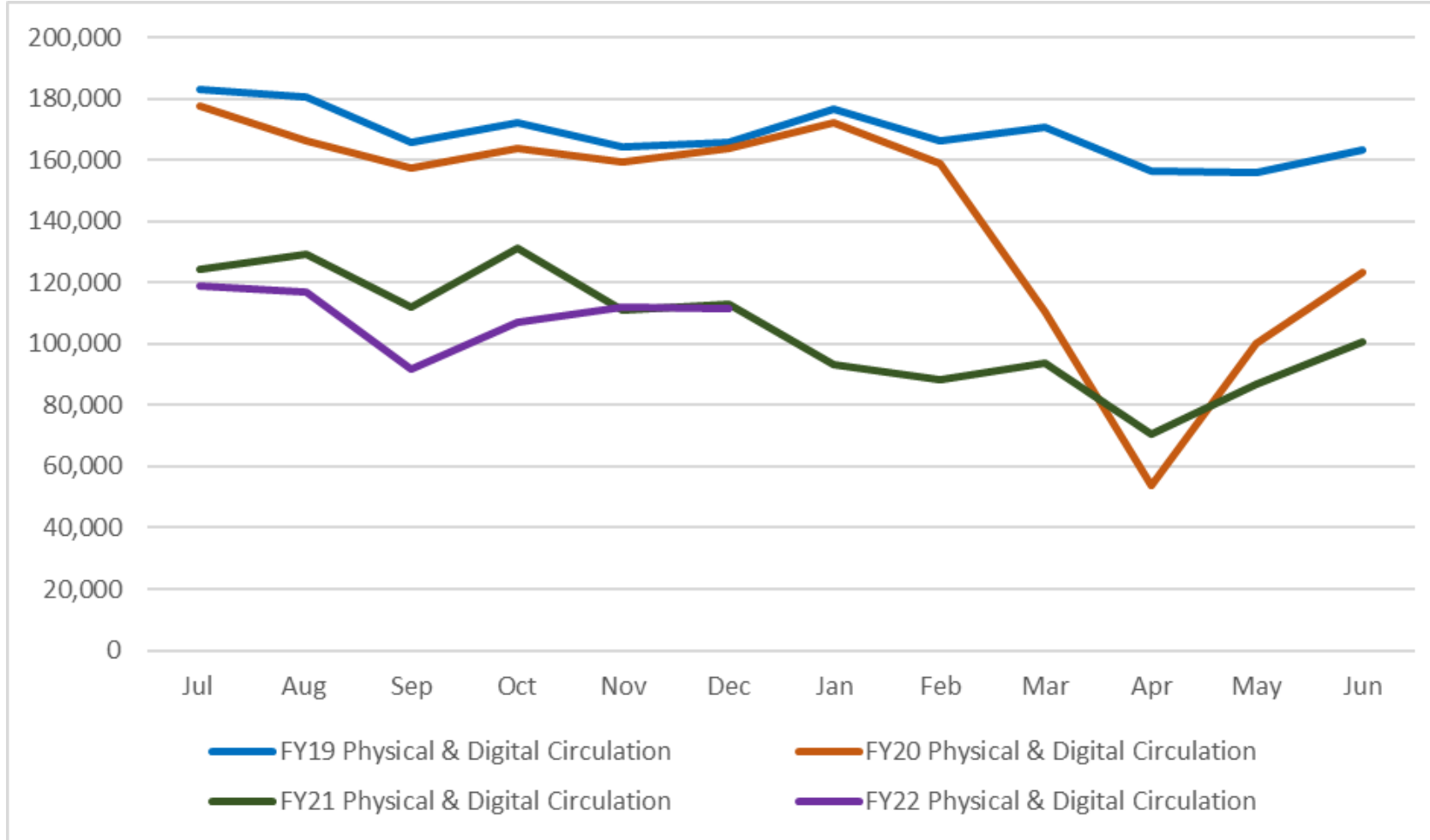
Miscellaneous Grants Funds

| | Budget | Actual | Variance | % of Budget |
|---------------------------------|---------------------|---------------------|-----------------------|--------------|
| Beginning Fund Balance | \$ 1,100,000 | \$ 1,184,989 | \$ 84,989 | |
| Revenues | | | | |
| | Budget | YTD | Variance | % of Budget |
| Grants & Donations | \$ 250,000 | \$ 79,286 | \$ (170,714) | 31.7% |
| Interest | \$ 11,000 | \$ 6,509 | \$ (4,491) | |
| Total Operating Revenues | \$ 261,000 | \$ 85,795 | \$ (175,205) | 32.9% |
| Transfers IN from Other Funds | | | \$ - | |
| Total RESOURCES | \$ 1,361,000 | \$ 1,270,784 | | |
| Expenses | | | | |
| | Budget | YTD | Variance | % of Budget |
| Personnel Services | \$ 200,000 | \$ 2,372 | \$ (197,628) | 1.2% |
| Materials & Services | \$ 650,000 | \$ 85,821 | \$ (564,179) | 13.2% |
| Capital Outlay | \$ 250,000 | \$ - | \$ (250,000) | 0.0% |
| Total Operating Expenses | \$ 1,100,000 | \$ 88,193 | \$ (1,011,807) | 8.0% |
| NET REVENUES/EXPENSES | \$ (839,000) | \$ (2,399) | \$ 836,601 | NA |
| Transfers OUT to Other Funds | \$ - | \$ - | \$ - | |
| Ending Fund Balance | \$ 261,000 | \$ 1,182,591 | \$ 921,591 | 22.1% |
| Total REQUIREMENTS | \$ 1,361,000 | \$ 1,270,784 | | |



FY22 Q2 STATISTICS BOARD REPORT

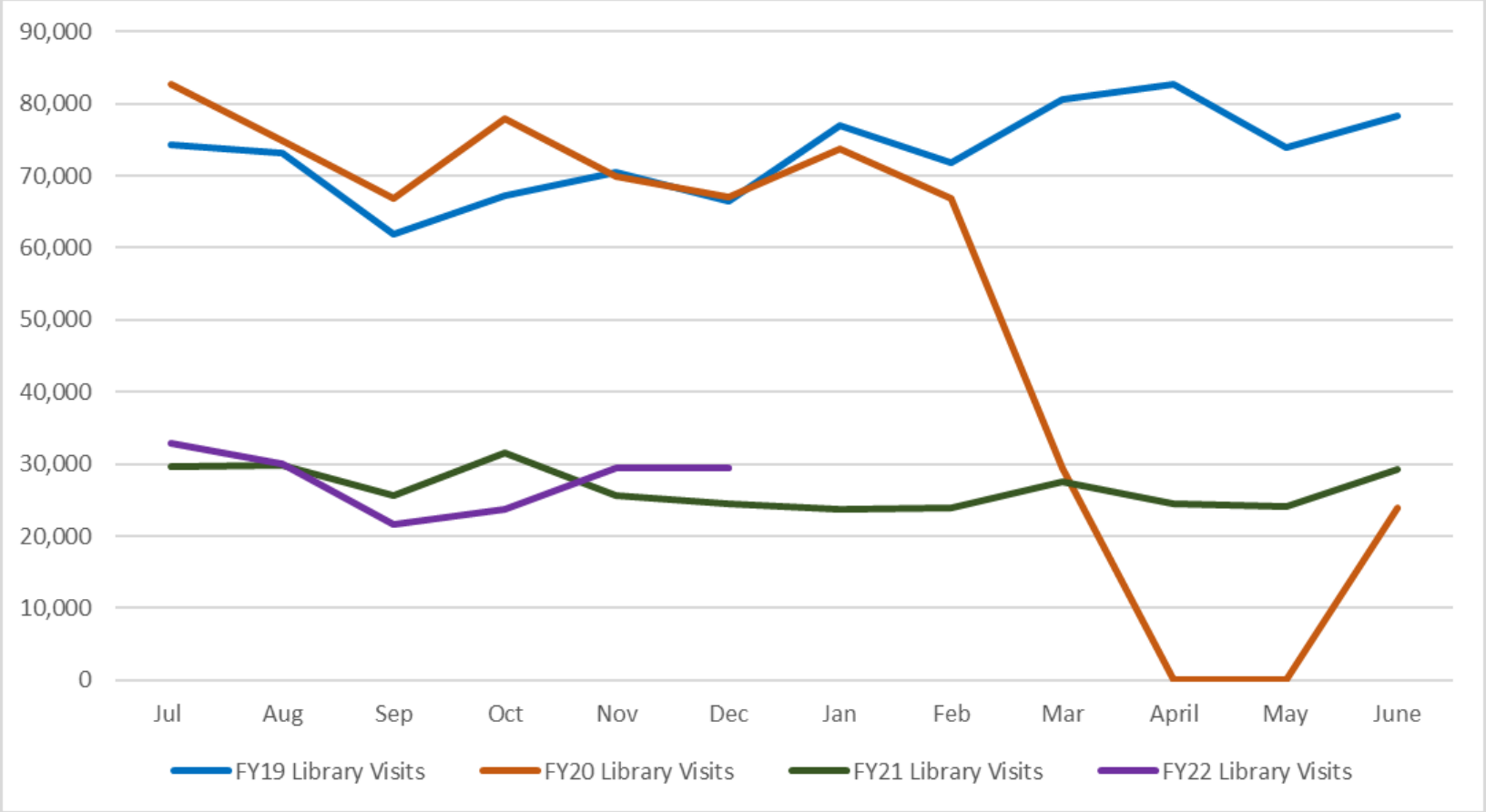
TOTAL CIRCULATION PER MONTH



The Library District's circulation of physical and digital materials has been stable, and even improved over FY22 Q1, when Front Door Service was implemented for a time in September.

Please note that there was an error in one source of digital circulation, the Hoopla checkouts, which had a very modest negative impact to the overall figures. Numbers going back to June 2021 have now been corrected.

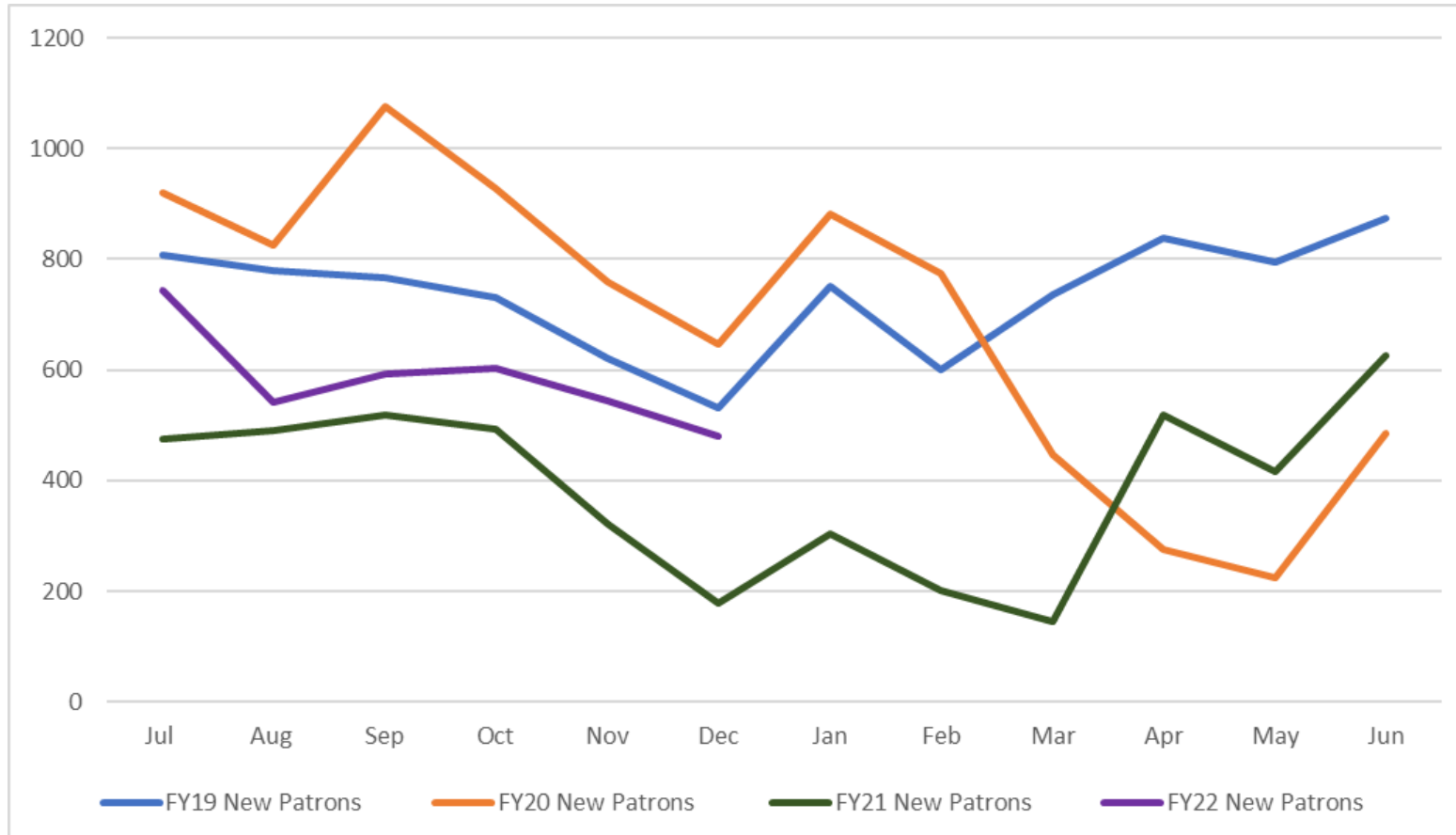
LIBRARY VISITS PER MONTH



Library visits are holding steady despite continued covid influences and wintry weather, which closed the Ashland and Medford branches on December 26, 2021.

In FY22 Q2 occupancy limits in branches were removed, and meeting rooms became available for use by the community once again.

NEW PATRONS PER MONTH



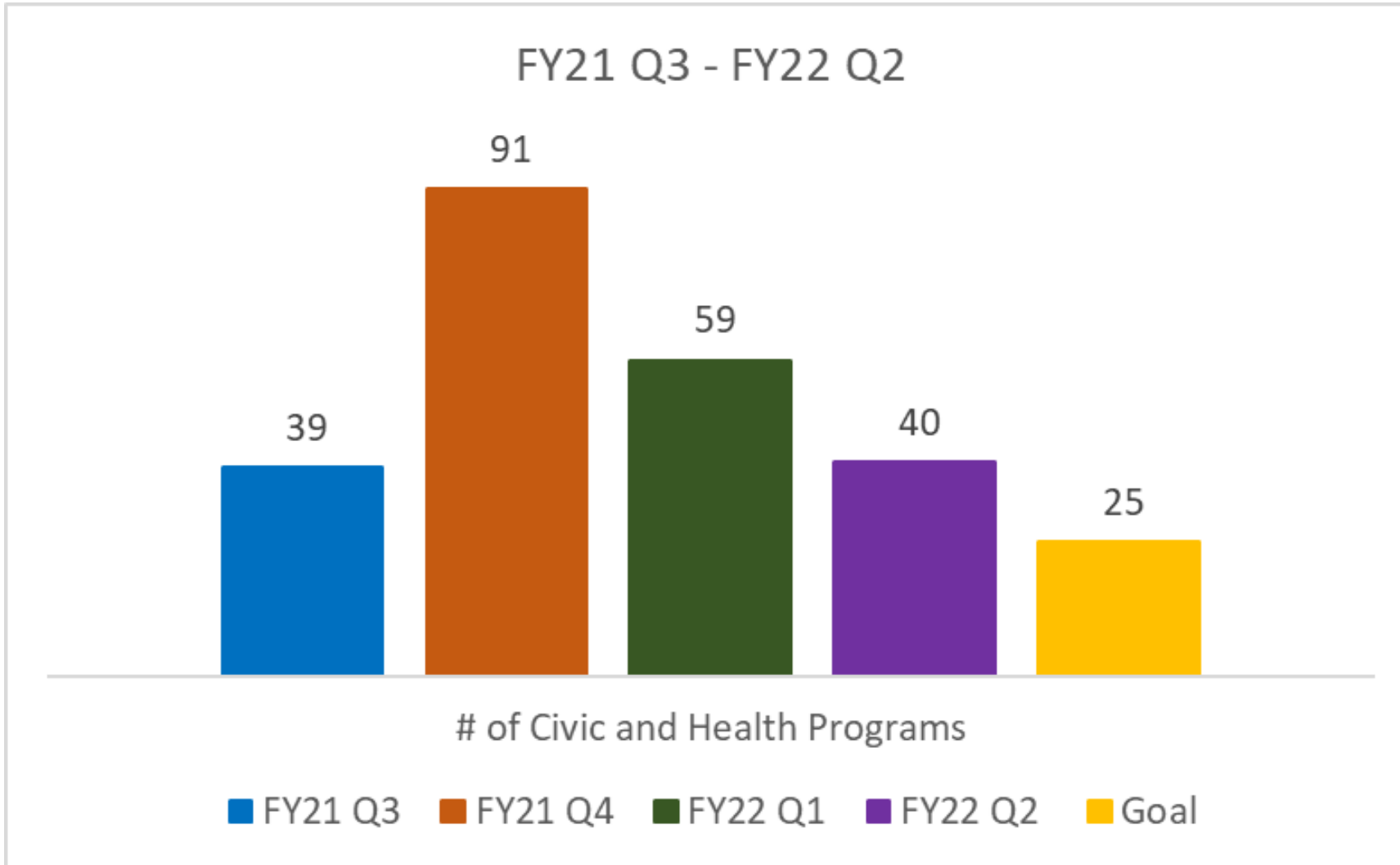
FY22 is following similar trends seen in other years with a slight downward trend heading into Fall and Winter, coming off the strong numbers gained in summer likely due to the popularity of the Summer Reading Program.

Added below are the library operational hours by month. There is a correlation between hours of service and visits, although numerous other factors also influence patron behavior.

| Library Visits | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | April | May | June |
|-----------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| Open Hours FY21 | 1,195 | 1,248 | 1,218 | 1,248 | 1,149 | 1,163 | 1,178 | 1,218 | 1,248 | 1,352 | 1,594 | 1,594 |
| Open Hours FY22 | 1,545 | 1,578 | 1,578 | 1,594 | 1,478 | 1,476 | | | | | | |

OBJECTIVE 1

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

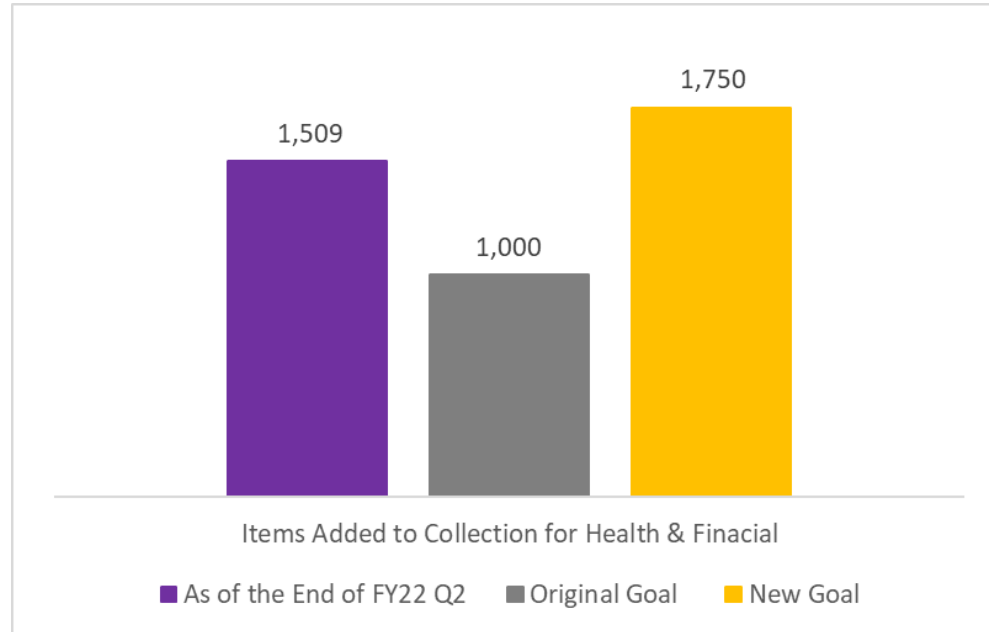


Some of the programs held in FY22 Q2 include

- Four vaccine clinics
- A culinary Take & Make Kit: Meatless Monday
Jack's Bean Patty
- The Basics of Estate Planning

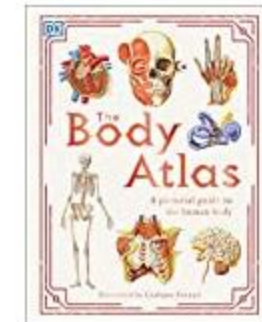
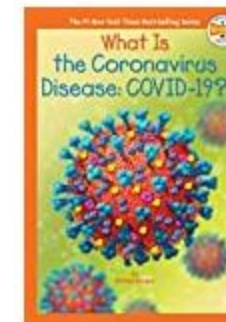
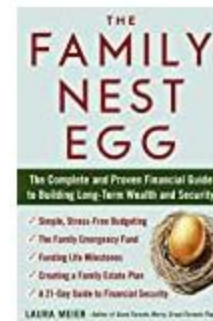
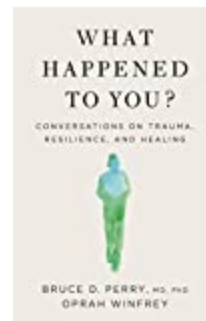
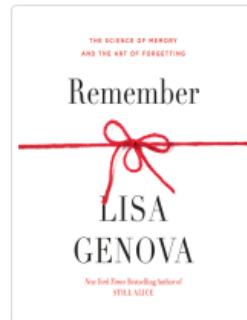
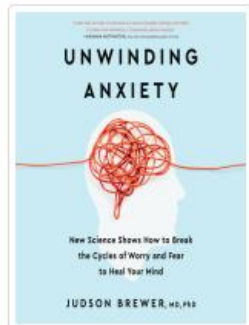
OBJECTIVE 2 ✓

JCLS will add **1,750** new items to the physical and digital collections related to health and financial literacies by June 30, 2022.



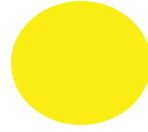
As JCLS underestimated its ability to meet this Objective, the goal is being increased to acquire 1,750 new items in these subject areas by June 30, 2022.

Below are some examples of popular materials purchased this quarter.





OBJECTIVE 3



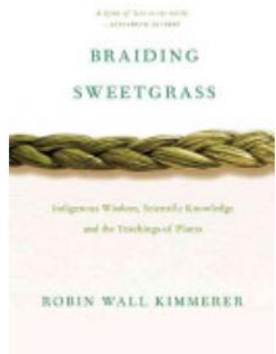
(in progress)

JCLS will engage 600 individuals and 30 community groups or classrooms in discussions about identity and inclusion through the Rogue Reads program, where the community reads the same books. In the second year of the program, Rogue Reads will bring 10 new partners to the program.

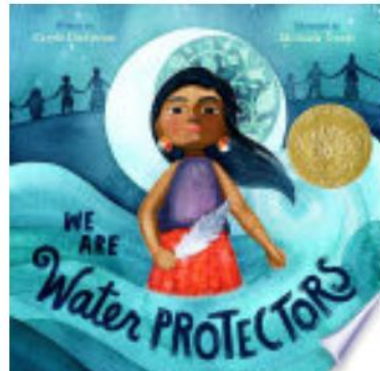
The second annual Rogue Reads program launched in December 2021 and will continue through February 2022.

To date, there have been nearly 570 checkouts of the Rogue Reads titles in all formats.

Take & Make kits including a Birdwatching Kit, Crochet Hat Kit for kids, and Dream Journal for teens have been popular.



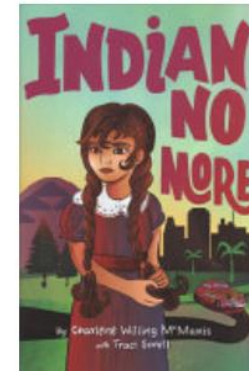
Braiding Sweetgrass



We Are Water Protectors



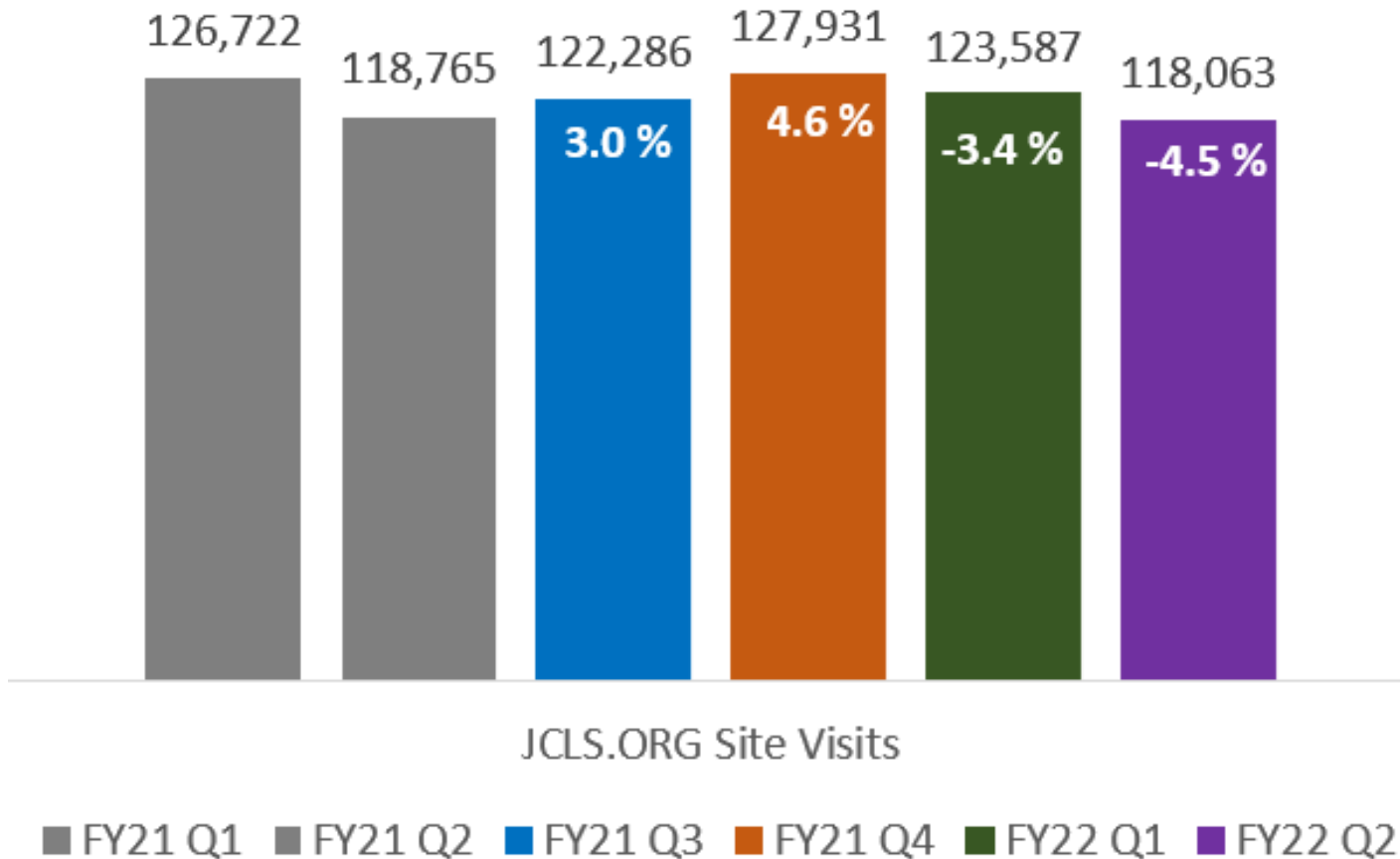
The Marrow Thieves



Indian No More

OBJECTIVE 4 ❌

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



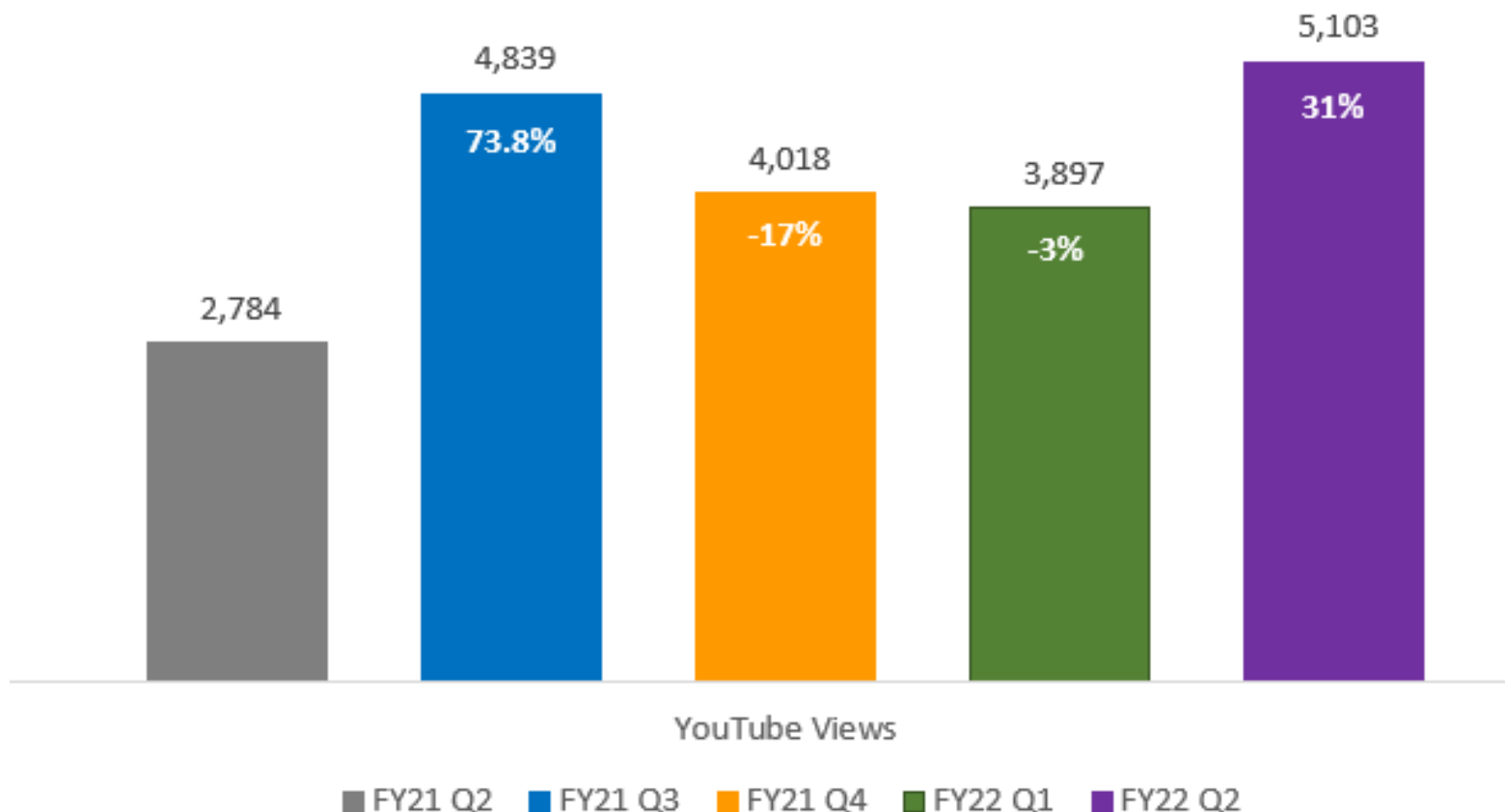
As a reminder, the Strategic Roadmap began in FY21 Q3 and the new JCLS.org website launched in April 2021, FY21 Q4.

Also note that this objective is tracking website traffic only and does not include visits to the catalog, digital collections, or Library of Things.

This slide's chart displays Q1 and Q2 of FY21 to see the annual/seasonal patterns in website traffic. The dip in website visits in Q2 appears to be typical.

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.

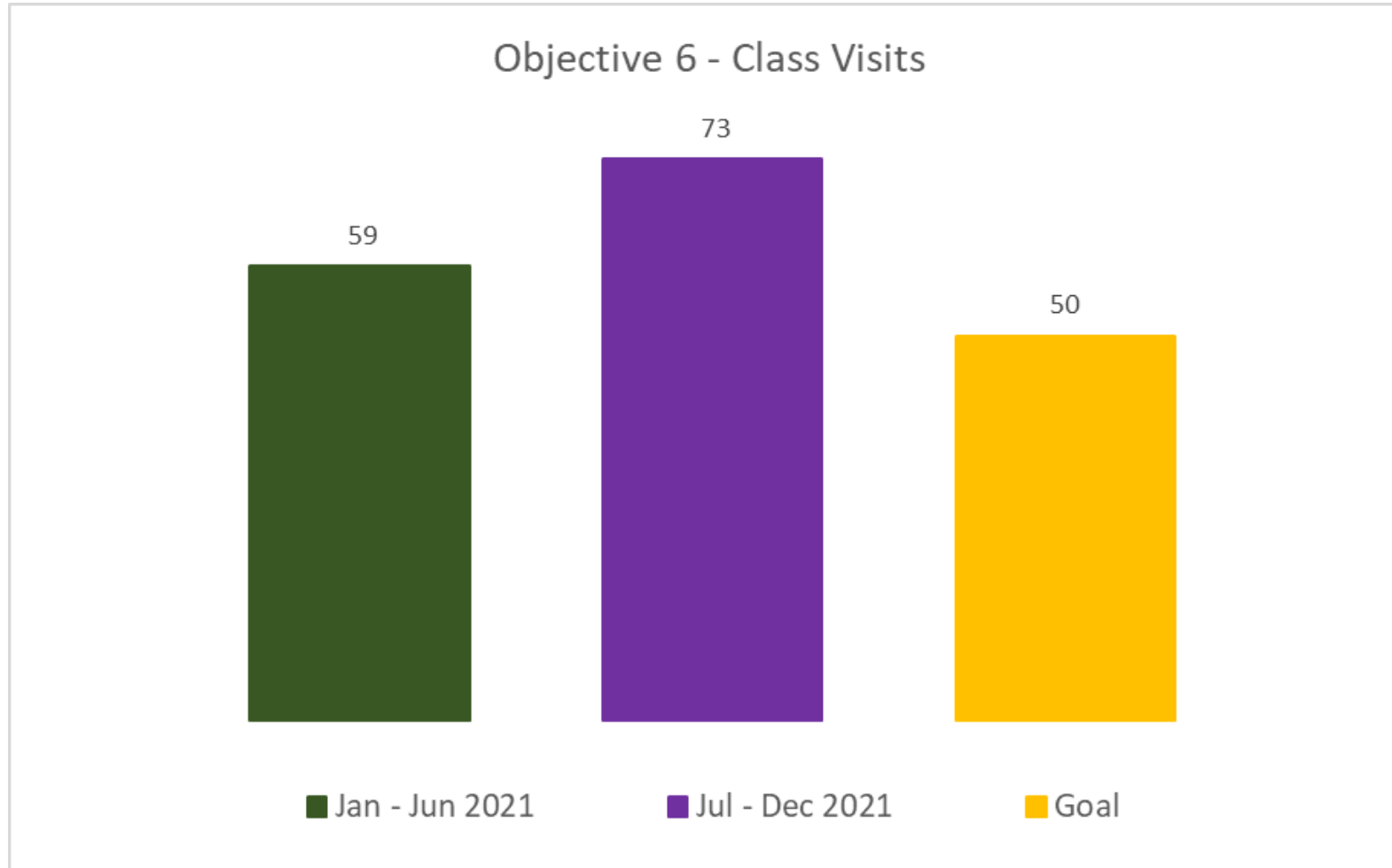


The numbers for FY22 Q2 were primarily driven by the number of YouTube views in November.

During November, the *Tulsa Race Massacre* video received 865 views. Views were also noticeably higher than normal for the *Spotting Fire* (Documentary Short) video, which received 185 views in November as well. In addition to this, the Windows in Time video *Ten Quirky Things to Know About Historic Ashland* had 122 views in November.

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.

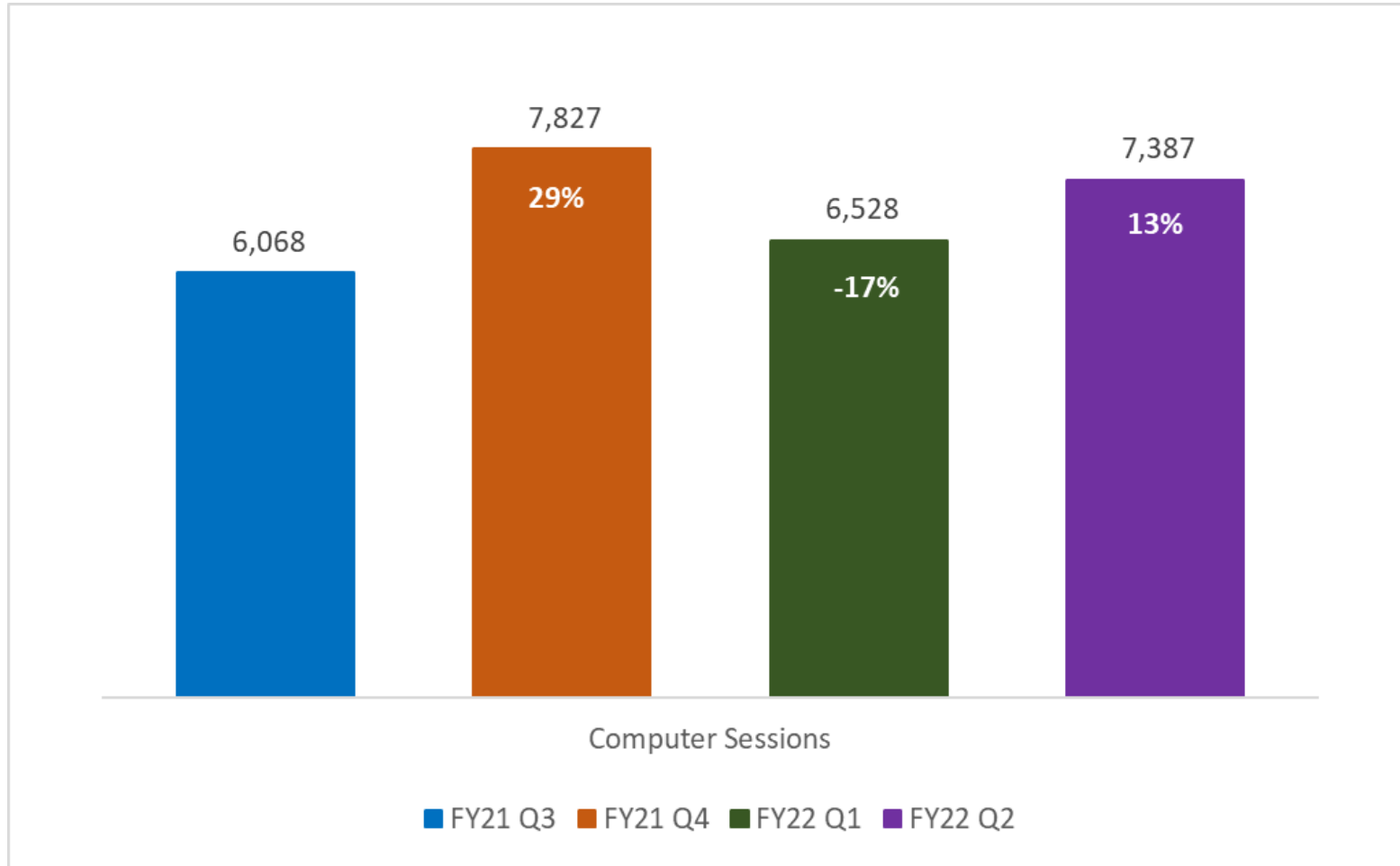


In Q2, Medford Library tours were able to resume, including the Multi-Age Positive Supports class tour.

Ruch School has also been making regular class visits since school resumed.

OBJECTIVE 7 – COMPUTER SESSIONS

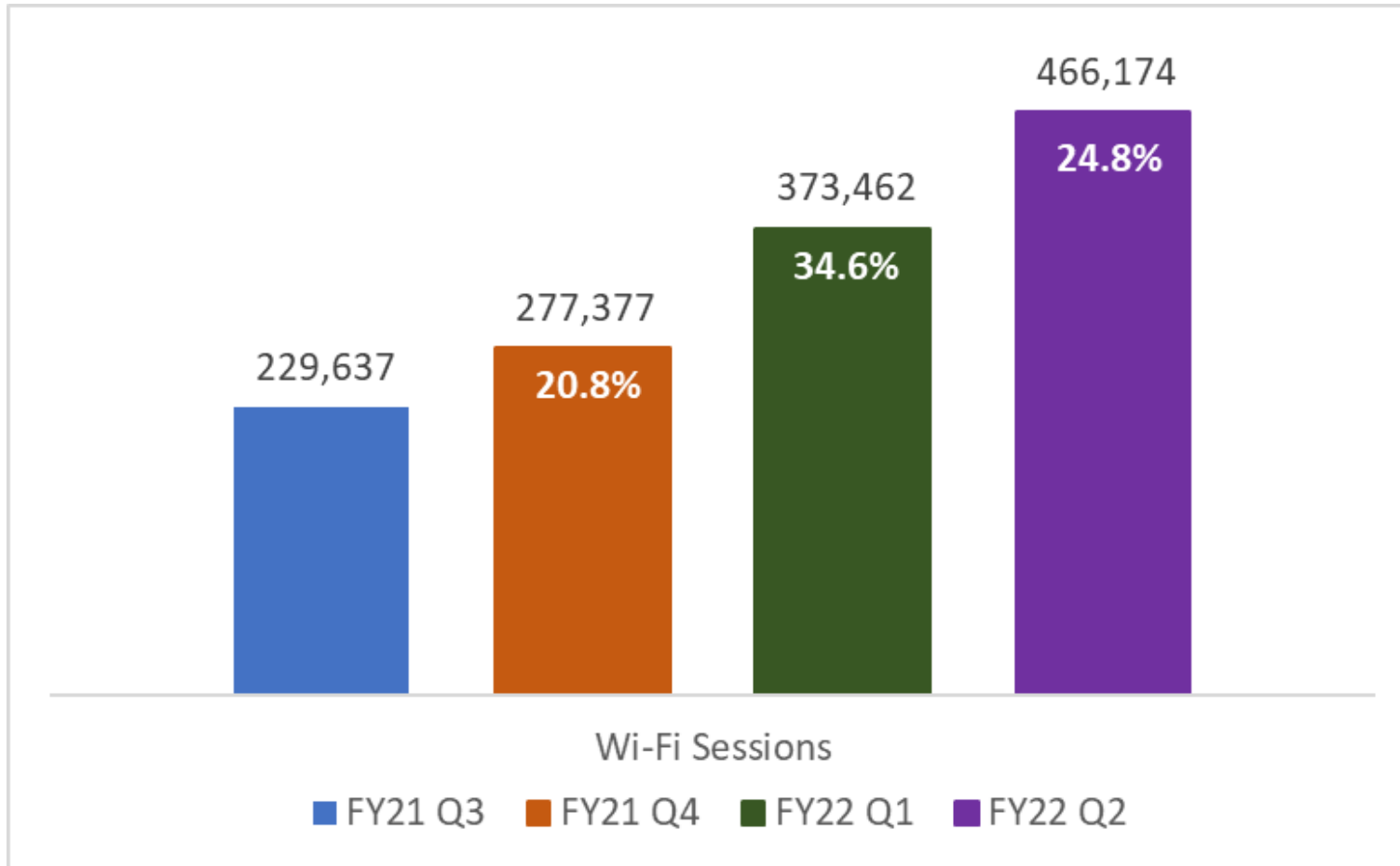
Number of computer sessions: Increase 4% each quarter



Computer sessions were up over FY22 Q1 and are gaining momentum with increased availability of the computers. Overall, computer usage is outpacing the 4% target.

OBJECTIVE 7 – WI-FI ✓

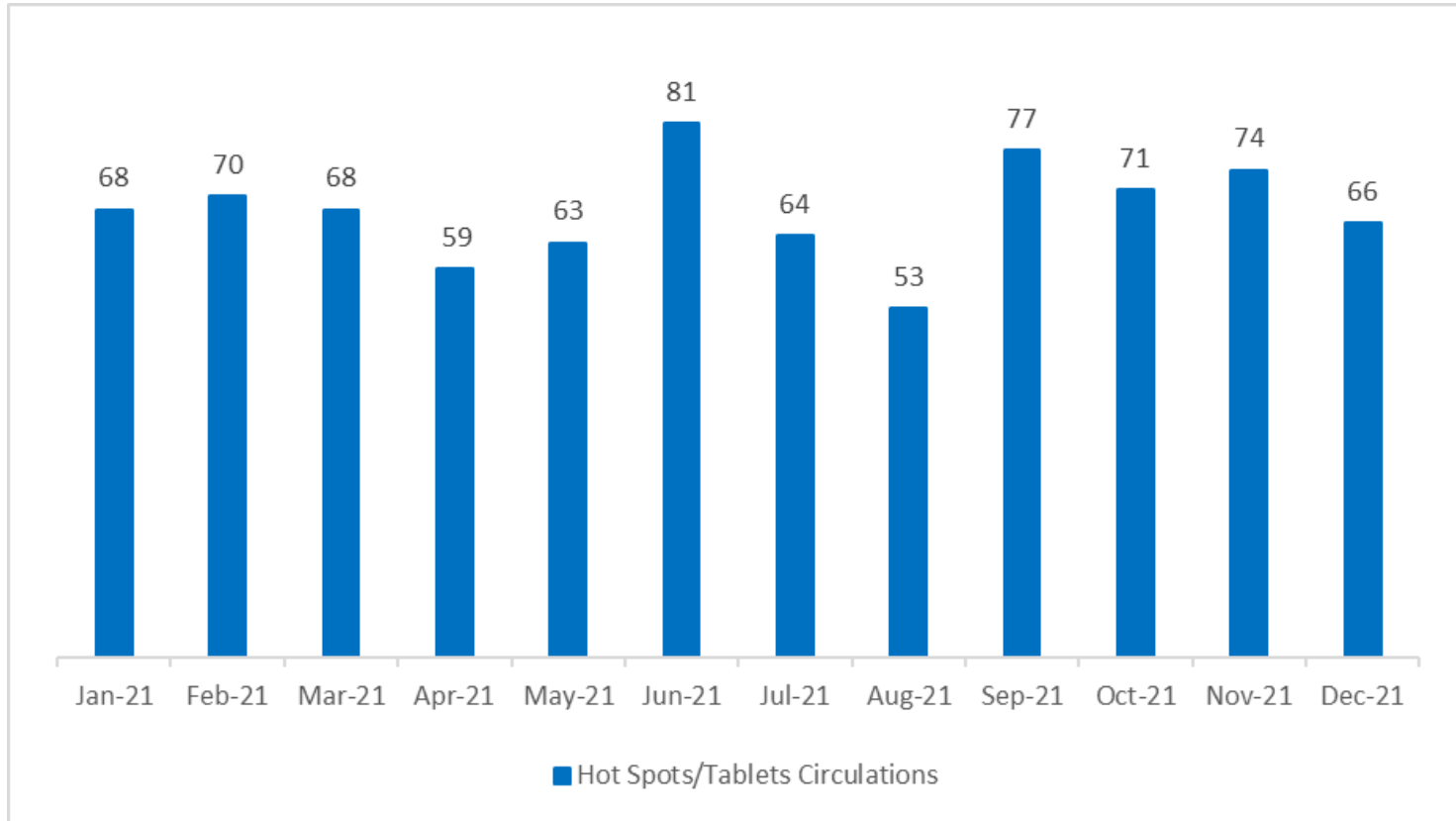
Wi-fi usage – during and outside of library hours: Increase 4% each quarter



Wi-fi usage continues to increase likely due to consistent hours of operation and increased library visits.

OBJECTIVE 7- HOT SPOTS & TABLETS ❌

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



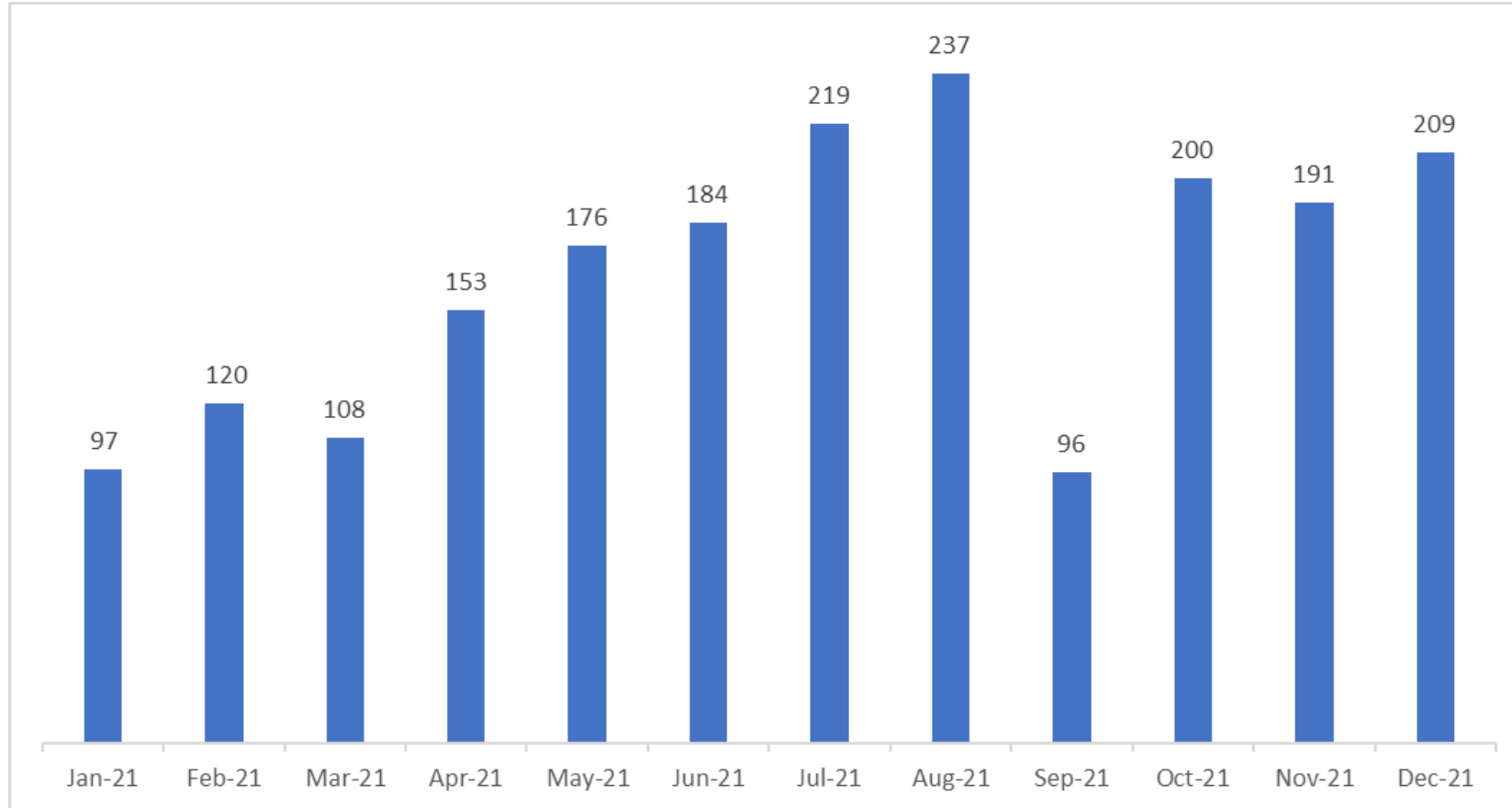
| Ave Monthly Circulation |
|-------------------------|
| 68 |

While there is high demand for the hot spots, due to the complexity of circulation and of data plan maintenance, this goal has not been met consistently.

Constraints are related to monthly data limits and the number of devices in circulation. The goal has been useful, however, in helping to identify the need to increase the number of units available. More devices will be added in Q3.

OBJECTIVE 7 – DIGITAL SERVICES

Digital Services team appointments and assistance: 100 per month.



The Digital Services team has been able to exceed the monthly target of 100 appointments per month this past quarter as libraries returned to in-person services.

Over the 2nd quarter of FY22 Digital Services has provided help on a wide range of technological topics. Staff were frequently called on to help patrons with gaining access to the Library's digital resources, as well as requests for help with developing computer and mobile device literacy.



January 11, 2022

Title: Gift Donation Policy

From: Kari May, Library Director

Summary:

The Gift Donation Policy describes the criteria by which gifts and donations may be accepted and deaccessioned, and provides guidelines for donating through the Jackson County Library Foundation.

Recommendation:

The Library Director recommends the Board approve the proposed Policy 5-17 Gift Donation as presented.

Budget Impacts:

n/a

Policies, Plans, and Goals Supported:

Establishing and maintaining policies set clear guidance and expectations for library services and operations.

Background and Additional Information:

The District was utilizing an outdated Art Acquisition Policy that was adopted when the District was a County Department. At the October Board Meeting, discussion surrounding the decision to remove the totem pole from the Rogue River Library underscored the need to update the policy to ensure it provides proper guidance for future acquisition of artwork and other significant.

This policy was drafted with assistance from Ginny Auer, Jackson County Library Foundation Director. In addition to addressing donations of significant artwork, the Gift Donation policy provides guidance on the acceptance of physical materials, cash, real property and other significant donations and encourages large donations to be made through the Jackson County Library Foundation. The policy has been reviewed by Library Legal Counsel as well as by the Policy Committee.

Attachments:

Policy 5-17 Gift Donation Policy, Proposed
Art Donation Acceptance Form, Proposed

| | | |
|--------------------|-----------------------------|--|
| Policy 5-17 | Gift Donation Policy | Created: 12/1/2021 Approved: Implemented: |
|--------------------|-----------------------------|--|

I. Purpose

Jackson County Library District (the “Library”) is pleased to accept gifts and donations in accordance with this policy. Gifts and donations may be accepted by the Director, the Executive Director of the Jackson County Library Foundation, or the Library Board, provided that they are in accord with the criteria set forth in this policy.

II. Types of Gifts

The Library may accept the following types of gifts. This list is illustrative is not intended to represent an exclusive list of appropriate gifts:

- Cash
- Tangible Personal Property, including:
 - Books
 - Artwork
 - Vehicles

Gifts of the following types of items may be accepted, though individuals are encouraged to make these types of donations through Jackson County Library Foundation, a 501(c)(3) nonprofit organization:

- Securities
- Real Estate
- Life Insurance
- Charitable Gift Annuities
- Charitable Remainder Trusts
- Charitable Lead Trusts
- Retirement Plan Beneficiary Designations
- Bequests
- Life Insurance Beneficiary Designations

III. Books and other Physical Materials

The Library has the right to determine suitability for inclusion of gifts and donations, and is not obligated to accept or retain any gifts or donations. Please refer to Policy 5-3, Collection Development, Section V.G., for further details.

If a gift or donation is received that, after appropriate evaluation, cannot be used by the Library in its collections, one of the following options will apply:

- a. Gifts and donations not added to library collections may be given to the Friends of the Library for their used book sales, proceeds of which are used by the Friends to support the Library.

- b. Gifts and donations not added to Library collections may be offered to other educational or social service institutions.
- c. Gifts and donations not added to Library collections may be disposed of by sale, or in any other manner deemed appropriate by the Library Director.

IV. Monetary gifts, gifts of securities, endowments, bequests, trusts, insurance, annuities, and retirement benefits

The Library gratefully accepts monetary gifts, gifts of securities, endowments, bequests, trusts, insurance, annuities, and retirement benefits. All such gifts are encouraged to be made through Jackson County Library Foundation.

Any monetary gift amounting to one hundred dollars (\$100) or more, and gifts of securities, endowments, bequests, trusts, insurance, annuities, and retirement benefits may be transferred to the Jackson County Library Foundation for administrative handling.

Marketable securities may be transferred electronically to an account maintained at a brokerage firm specified by Jackson County Library Foundation.

V. Art and Other Objects or Collections

Potential gifts of items of unusual monetary or artistic value will be referred to the Library Director. The Library Director will be responsible for an initial determination as to whether acceptance of the gift(s) is in the best interest of the Library.

The Library Director may request that a work of art be accompanied by a current appraisal of value, evidence of provenance, and documentation describing the reputation of the artist. An appropriate deed of gift, or a similar document, transferring sole and exclusive ownership of the art work to the Library will be required. The Library Director, in consultation with staff or the Library Board, as appropriate, will determine the placement and/or display of any artwork in and around the environs of the library. A plaque describing the artist and work may be installed at or near the work of art.

The Library reserves the right to sell the artwork if it is deemed inappropriate for retention in the Library's collection.

Although collection and display of art work and collections is not the Library's purpose, it may from time to time accept such work if it (a) enhances the appearing of the interior or exterior of the building, (b) records an aspect of the Library or the community, or (c) commemorates the contribution of individuals to the Library.

The Library Directors may defer the proposal to the Library Board for determination, especially in cases where the gifts are given with unusual restrictions or designations, or where the gift has storage, display, or insurance ramifications.

The Library will not appraise donations for purposes of income tax deductions. Such appraisals are the responsibility of the donor. The Library will not assume any legal responsibility if an acknowledgment letter of a donation is used for tax or other purposes.

VI. Real Estate

Gifts of real estate may include developed property, undeveloped property, or gifts subject to a prior life interest. Donations of real property are encouraged to be to the Jackson County Library Foundation on behalf of the District.

Prior to acceptance of real estate, The Library shall require an initial environmental review of the property to ensure that the property has no environmental damage or potential liability. In the event the initial inspection reveals a potential problem, the Library shall retain a qualified inspection firm to conduct an environmental audit. Non-residential properties shall require a Phase I audit. The cost of any environmental audits shall generally be an expense of the donor.

When appropriate, a title insurance binder shall be obtained by the Library prior to the acceptance of the real property gift. The cost of this title binder shall generally be at the expense of the donor. Prior to acceptance of real property, the gift shall be reviewed by the Library's legal counsel. Criteria for acceptance of the property shall include:

- Is the property useful for the purposes of the Library?
- Is the property marketable?
- Are there any restrictions, reservations, easements, or other limitations associated with the property?
- Are there carrying costs, which may include insurance, property taxes, mortgages, or notes, etc., associated with the property?
- Does the environmental audit reflect that the property is not damaged?



Art Donation and Loan Form

The following named or described works of art have been **loaned/donated** (circle and initial one) to the Jackson County Library District subject to all the conditions set forth in Policy 1-8, a copy of which is attached and made a part of this agreement.

Jackson County Library does not assume responsibility for loss or damage to art loaned or donated to the Library, or on display in the Library, unless it is caused by intentional or negligent affirmative acts of the Library or its employees. Library reserves the right, at its option, to remove and store the material above described when it deems such removal necessary to the protection of the material or whenever the display is terminated. Retention or display of art is subject to being terminated without cause by the Library or by the person loaning art on written notice given or mailed to the other. The Library reserves the right to dispose of gifts in the manner which best meets its interest.

Signed:

For Jackson County Library District: _____ Date: _____

By Artist/Owner _____ Date: _____
Print Name

Signature _____

Address: _____

_____ City State ZIP