



**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>
February 16, 2022, at 4:00 p.m.

CALL TO ORDER/ROLL CALL

LAND ACKNOWLEDGEMENT

INTRODUCTIONS / PROCLAMATIONS

AGENDA AMENDMENTS AND APPROVAL

CONSENT AGENDA

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- 3. February 2, 2022 Board Work Session Minutes.....7

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)

- 4. Presentation of Check from Kenneth Hulbert Foundation
- 5. Library Director – Kari May.....8
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UNFINISHED BUSINESS (Inform/Discuss/Action)

- 7. Pandemic Response – Kari May
- 8. Appointment of Budget Committee Members – Eric Dziura

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COMMITTEE AND BOARD MEMBER REPORTS (Inform)

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- 12. Facilities Committee

FUTURE MEETINGS/EVENTS/OBSERVANCES:

March 16, 2022 – Board Regular Meeting
March 23-25, 2022 – PLA Conference, Portland, OR

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

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



MINUTES

ATTENDEES

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

Additional attendees: Kari May (Library Director), Claudine Taillac (Assistant Director, Public Services), Kelda Vath (Assistant Director, Social Services), Ginny Auer (Foundation Executive Director), Brittany Brite (Finance Manager), Ryan Bradley (Marketing Coordinator), Jacquelyn Bunick (Legal Counsel), Crystal Zastera (Facilities & Operations Manager), and Val Nowak (Executive Assistant).
Guests: Kathleen Kudo, Madison LaBerge, Mike Zacchino

CALL TO ORDER/ROLL CALL

President Dziura called the meeting to order at 11:02 a.m. Roll call was taken.

NEW BUSINESS (Inform/Discuss/Action)

This emergency meeting was called due to a high percentage of JCLS staff out due to COVID-19. Library Director Kari May requested authorization from the board to close the libraries because of staffing shortages, if the situation demands it, with staff placed on paid administrative leave for the duration of the closure.

Director May reported that at the highest point this week, there were approximately 20% of staff that could not work due to COVID, whether that was due to illness or awaiting test results from a confirmed exposure. The largest percentage of staff absences are in Medford. Omicron is predicted to peak somewhere in the next two to three weeks. At this time, the libraries have not needed to close due to staff shortages, but if these trends continue, it may become necessary. If closing individual branches may allow some branches to remain open, JCLS would aim to keep as many branches open as possible.

A press release has been prepared and is ready to be distributed through regular communication channels if closures are necessary, as well as on the JCLS website and social media channels.

Director Kiefer asked if it would be possible to move back to front-door service. May responded that closing the branches would not be to community spread, but rather if JCLS did not have the minimum staff necessary to staff the branch. The closure of a single branch is authorized, but the purpose of this meeting is to ask the Board for authorize emergency closure of all branches if needed.

MOTION: Director Young moved to approve the request to close all branches as needed due to COVID and to provide paid administrative leave to all staff. Director Brown seconded the motion.

Motion was approved unanimously by roll call vote.

ADJOURN

President Dziura adjourned the meeting at 11:16 a.m.

/s/ Val Nowak

Recording Secretary



**JACKSON COUNTY LIBRARY DISTRICT (JCLD)
BOARD MEETING MINUTES**
Conducted virtually via Zoom
January 19, 2022, at 4:00 p.m.

MINUTES

ATTENDEES

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

Additional attendees: Kari May (Library Director), Claudine Taillac (Assistant Director, Public Services), 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), 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), Olivia Peasley (Administrative Assistant), Eric Molinsky (Digital Services Supervisor), and Val Nowak (Executive Assistant).

Guests: Nick Hemmerling, Charlene Prinsen, Maddy Benson, Mitchell Seidman, Doug McGeary, Marion Mensing, Dave Pastizzo

CALL TO ORDER/ROLL CALL

President Dziura called the meeting to order at 4:00 p.m. Roll call was taken, and Land Acknowledgement read.

INTRODUCTIONS / PROCLAMATIONS

Director May introduced Olivia Peasley, new Administrative Assistant in the Finance Department.

CONSENT AGENDA

December 15, 2021 Regular Board Meeting Minutes

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

ORAL REQUESTS AND COMMUNICATIONS FROM AUDIENCE

None.

REPORTS

Library Director's Report

Library Director May invited Eric Molinsky to give an overview of Aspen Discovery. Molinsky gave a tour of the new catalog, and highlighted some of the expanded features that are offered by this powerful search engine. He also introduced Aspen's new app, LiDA, which is available for public use, though he cautioned that it is still in Beta phase and some features may not work. Following his presentation, Director Turner asked what improvements are hoped for in the future, and Molinsky stated that they are working on expansion and ease of use in the Lists feature.

From the Director's Report, May highlighted the library closures due to snow in late December. She also gave an overview of the GED technology kit program and the grant that funded them. Director Brown commended JCLS on partnering with RVTV to provide low-cost bus passes to staff, and asked whether or not JCLS had looked into advertising with RVTD. Marketing Director Ryan Bradley responded that JCLS had looked into it previously, but had not pursued it because it was expensive.

Jackson County Library Foundation Report

Foundation Executive Director Ginny Auer reported on the goals set in October. There are multiple potential board members lined up, and JCLF is also partnering with Marketing to advertise the Foundation more on the JCLS website. The end-of-year giving campaign did not go as smoothly as anticipated, but a great deal of support is being seen. Facebook ads placed during December proved fruitful.

Quarterly Financial Report

Finance Manager Brittany Brite reported that the State of Oregon distributed \$100,000 to JCLD due to tax displacements caused by the 2020 fires. Currently, interest income is skewing a bit low, due to low interest rates during the pandemic, and rising inflation. Rogue Disposal has increased their prices due to the pandemic, and other utilities may follow suit. Overall, the budget is on track.

President Dziura asked for more information about the distribution, and Director May responded that these funds were given through HB 5006 – a resolution to redistribute tax dollars to fire-affected areas. This amount of funds does not meet the threshold for a budget amendment, though a report on how these funds were spent will come back to the Board at a future date. A proposal to create a JCLD "wish list" for ready redirection of funds was discussed, and will be created.

Quarterly Statistics Report

Assistant Director of Support Services Kelda Vath presented an overview of current objectives. Many statistics are holding steady, which is likely a reflection of consistent open hours and pandemic stability. Objective 2 was met during the first quarter, and the goal has since been increased. Vath also reported that the YouTube views went up significantly this quarter, as did WiFi usage. Vice President Turner

expressed gratitude for the breadth of the report and thanked staff for their hard work.

UNFINISHED BUSINESS

Pandemic Response: Director May thanked the Board for addressing the Pandemic Response at the Emergency Meeting last Friday and authorizing closure of all libraries if necessary. The number of exposures for staff appears to be decreasing and JCLS continues to provide in-person service at all branches. A small number of programs that have been planned to be in-person will be able to continue based on guidance from OHA, and social distancing and masking will be required. The only service that has been paused is the in-person appointments with Digital Service staff. The trends suggest that the Omicron variant may be close to declining in Jackson County, and it is hoped that a district-wide closure will not be necessary. Director Brown asked whether or not staff have been able to find booster doses. HR Manager Brynn Fogerty reported that staff do not appear to be having difficulty accessing needed vaccinations or tests.

NEW BUSINESS

5-17 Gift Acceptance Policy

MOTION: Vice President Turner moved that the gift donation policy be accepted as presented, Director Brown seconded.

Director Kiefer asked about the name of the policy and questioned whether gift “acceptance” or “donation” policy was more appropriate, and it was agreed that the name should be changed. Director May expressed gratitude to JCLF Director Ginny Auer for all of her hard work to help create this policy, and to legal counsel for their review.

Motion was approved unanimously.

Appointment of Budget Officer

Director May recommended Brittany Brite be appointed the Budget Officer for FY 2022.

Vice President Turner moved that Brittany Brite be appointed Budget Officer for the 2022 Fiscal Year. Director Kiefer seconded.

Motion was approved unanimously.

Budget Committee Vacancy

President Dziura reported two vacancies for the Budget Committee. Applications will be accepted until February 9, 2022 and can be found on the JCLS website. He presented an overview of the screening process for applicants and a potential timeline.

Director Kiefer asked whether the press release had gone to the local newspapers. Director Brown

asked if any applications had been received, and whether or not additional advertising would be appropriate. In the past, the notifications have been sufficient, but appropriate individuals may also be invited to apply. Candidates will be approved at the February 16 Board Meeting. Marketing was asked to advertise the opening on social media. If it appears that there is a low candidate pool, there are other avenues to pursue, including pushing back the deadline and more concerted advertising.

Director Young requested notification if it appears there are not applicants after one week. President Dziura confirmed the Budget Committee Selection Committee as himself and Director Kiefer, with Kari May as a staff representative. He invited Brittany Brite to attend as a staff representative as well.

COMMITTEE AND BOARD MEMBER REPORTS

None.

ADJOURN

President Dziura adjourned the meeting at 5:20 p.m.

/s/ Val Nowak
Recording Secretary



MINUTES

ATTENDEES

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

Additional Attendees: Kari May (Library Director)

Guests: Doug McGear, Charlene Prinsen, Maddy Benson

CALL TO ORDER

The work session was called to order at 4:00 pm.

NEW BUSINESS

Library Strategies consultants Stu Wilson and Nick Dimassis led the Library Board in a strategic planning work session. They solicited feedback from the Board on what the library is doing well, and what they would like to see the library address in the next several years. They asked the board to assess the Library's collections, technology, and programs, and also what improvements or changes to the physical spaces they envision.

ADJOURN

The meeting adjourned at 5:40 p.m.



Director's Report February 2022

Strategic Plan

The consultants are wrapping up the data- and information-gathering phase of their work. Area Managers Kristin Anderson, Lewis Mauer, and Laurin Arnold, along with Branch Manager Marion Mensing, gave the Library Strategies consultants virtual branch tours. The consultants asked a lot of questions and were able to get a sense of several of the library facilities. Over 1700 people responded to the community survey, and Library Strategies conducted focus groups with approximately 40 individuals representing a wide range of groups and demographics in Jackson County. Consultants also conducted individual interviews with key community stakeholders. The Steering Committee will meet in late February and will review the draft Strategic Plan, which will be presented to the Board at the regular board meeting in March.

Pandemic Response

As January progressed, the ability to adequately staff the libraries became an ever-increasing challenge due to the highly-contagious Omicron strain of COVID-19. HR Staff spent most mornings evaluating the vacancies and redistributing staff as needed. Staff showed their support of one another by taking the stress of changing staffing levels in stride, emphasizing care and concern for their team members. Digital Services Specialists paused one-on-one appointments in libraries, instead offering online appointments. Even with concerted effort, the Ashland, Medford, White City, and Phoenix libraries had one- to three-day closures before the decision was made to close the entire system on January 31.

During the years 2020 and 2021, JCLS saw three positive cases. During the month of January, staff collectively had 17 positive cases, with dozens of others quarantined as a result of contact tracing or ill with other viruses such as flu. During January, the HR Team spent much of their time contact tracing, keeping in touch with staff, answering questions, and helping the District through this stressful time. The high percentage of staff impacted by COVID-19 protocols left the District at a skeleton staffing level for three weeks and resulted in the closure of all branches from 1/31 to 2/6. Staff used the break to recover, complete their quarantine, rest, and reset. When libraries reopened on February 7, the number of staff out because of COVID protocols was under ten.

JCLS has partnered with Jackson County Public Health to distribute 10,000 COVID at-home testing kits that the County received. The kits have arrived and will be distributed at all 15 libraries.

Public Services

With the consistency of libraries being open, community displays have started taking shape again. In correlation with an upcoming program on sewing at the Gold Hill library, one such display features vintage sewing machines. The main display cabinet in Eagle Point boasts antique woodworking tools dating back more than 100 years, flanked by woodworking books from the Library's collection. A shining mahogany carpenter's level centers these utilitarian works of art. The Jacksonville Library display case currently features works by the Saturday Handweavers Guild. There are impressive pieces based on weaving techniques from around the world, along with a loom and other tools.

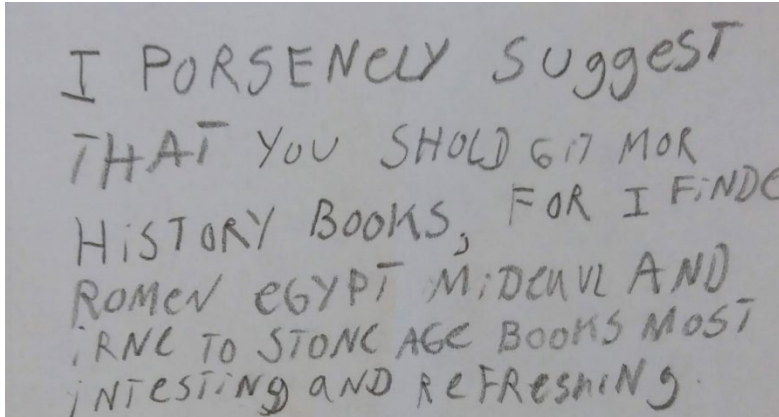


Study rooms at most libraries have seen increased usage, and the new study areas at the Medford Library are utilized widely by individuals and groups. Class visits have returned to some libraries as well. At the Rogue River Library, South Valley Academy scheduled two class visits. Twelve students visited, and they all checked out books. One of the teachers from the Ashland High School Inspire House asked if Teen Services Librarian Jackie Keating could give one of their students a spur-of-the-moment tour of the library and its offerings. Keating showed them around the Teen department and then through the rest of the library. The student was particularly drawn to some of the books in the YA nonfiction section about animals as well as the YA magazines. Neither the student nor the accompanying adult had known that magazines were available for checkout, and both were excited by that discovery.

Job searching continued to be among the top driving forces for patrons' use of library resources, making January's Take & Make well utilized. The Take & Make featured resources for job seekers, information on résumé and cover letter writing and on making a career change, all contained in a reusable tote bag. Staff at the Eagle Point Library helped a patron with low computer literacy skills create a résumé and print copies for job searching. The patron printed 20 copies, but did not have a valid form of payment, so Library Associate Jenna Steigleder signed them up for a library card and added the charges to their account so they can pay on their next visit. The patron left with a job resources bag and shed tears of gratitude for the assistance received. At the White City Library, Library Associates Milagros Morales and Vanessa White reviewed the Brainfuse Jobs Now and other databases to help a patron build her résumé. The patron does not own a computer and relies on the library. Branch Manager Patti Proctor also referred her to Goodwill Industry's programs for job seekers and Work Source Oregon (Oregon Employment Division) for assistance with training and job placement.

The GED Tech Kits became available for checkout, and RCC and WorkSource Rogue Valley actively referred GED students. To date, 18 kits have been checked out.

It's not often that the Ashland team finds notes in the patron suggestion box, but one Sunday, Children's Librarian Lyn Heerema discovered this one:



"I personally suggest that you should get more history books, for I find Roman, Egypt, Medieval, and Iron to Stone Age books most interesting and refreshing."



new furniture at Gold Hill

Heerema appreciated and enjoyed the note, and sent it on to Youth Services Coordinator Brystan Strong to see if some of these books could be added to the collection.

Gold Hill staff and patrons are very appreciative of the new furniture, purchased through a grant from the Friends of the Gold Hill Community and the Oregon Community Foundation.

At the Ashland library, recent reference questions have included requests for history of the Varsity Theater in downtown Ashland, as well as information on the Alameda fire to support applications for urban renewal grants, and books on how to have a healthy relationship with your adult children. One patron asked for help locating materials she could use as a new adult literacy tutor. Staff found her books on grammar, vocabulary, and spelling exercises, and had a rich conversation about books written for adults that are high-interest, but low reading level.

The conversation touched on topics like building reading skills and stamina by reading for pleasure and what characteristics in a book make a reader want to keep reading. Phoenix Branch Manager Jody Fleming received an email from a teacher at Phoenix Elementary, saying that her son's visits to the Phoenix branch with his daycare group are "lovely and memorable," and he often talks about it for days afterward.

Social Services

The highlight of the social services work in January was the launch of Morning Hours at the Medford Library. Each Wednesday morning from 8:00 – 9:30, a rotation of staff, including Assistant Director Claudine Taillac and Resource Specialists Terra Uçar, Sarah Finger, Leigh Madsen, and Anna Rands, welcome unhoused people into the library before open hours and serve coffee, donated pastries, and granola bars. Hygiene kits and reusable water bottles, funded by the All Care grant, are available, the bathrooms are open, and cell phone charging stations are brought into the large hallway. On January 12, the Oregon Health and Science University (OHSU) nursing students who are part of the Street Nursing program began offering warm foot soaks and a free pair of socks to the guests. On January 26, La Clinica

became a partner, offering assistance with applying for the Oregon Health Plan (OHP). In the first four weeks, this program served 65 unhoused patrons, many of whom are repeat visitors.

Educational Support Services

Community Librarian Evelyn Lorence piloted *Bookmark This!*, a monthly systemwide Take & Learn activity for youth ages 6-12. Each month's kit includes a DIY bookmark, a booklist, quick facts, and suggestions for further learning.

In coordination with teachers at the Juvenile Detention Center, Lorence selected 325 books to donate to their classroom libraries, made possible with funds from The Oregon Community Foundation Outreach Grant.

New Education Services Specialist Sharon Bigelow has been making connections with local school districts, building booklists for educators, and providing information to Jackson County teachers. Bigelow will feature guest articles by local educators in the monthly educator resources e-newsletter *Open Book*. The February newsletter will feature Carlus Harris, father of bestselling author Nathan Harris.

Outreach to Child Care

Outreach to Child Care gifted a new hardback picture book to the 72 child care sites currently in the program (45 English language titles, and 27 Spanish language titles). These books center on themes of caring and kindness and will remain at the child care sites for the educator to share with the children. OCC is grateful to the Friends of the Medford Library for providing the funding for these gift books.

The pandemic impacted OCC sites more than ever this month, with multiple classrooms and sites closing due to exposures and/or COVID-related staffing shortages. OCC continued to provide full services, including in-person storytimes and deliveries, to all sites that remained open.

At Home Services

At Home Services provided 113 patrons with library materials in January. Library Specialists Chantel Ulrich and Kateri Warnick facilitated the first meeting of the new Senior Task Force, whose focus is to find new and innovative ways to serve seniors through library services.

DART Van

DART was back on the road and made several visits to partnering locations around the county. The visits to the FEMA sites supporting families impacted by the wildfires were especially successful. DART partnered with Rogue Action Center and ACCESS to distribute supplies along with library surveys to residents of the Coleman Creek Estates FEMA site.

Business Services Librarian

Business Librarian Elanna Erhardt focused on job-seeking programs this quarter. Erhardt collaborated with Teen Librarians Andrea Leone and Jackie Keating and Project Youth+ on *Teen Jeopardy! Job Seeking Game*. Twenty teens competed fiercely for the grand prize, and all associated Take & Makes were claimed.

Adult Services Librarian Brianna Levesque reached out to Erhardt for assistance to answer an information request specific to nonprofits. The patron was so thrilled with the support she received that she sent personalized thank you cards to both Erhardt and Levesque.

Digital Services

In cooperation with NOLO (No One Left Offline) and the City of Talent, Digital Services distributed fifty hotspots to the Talent and Phoenix libraries for patron checkout. The City of Talent received funding for the hotspots to improve broadband access for those impacted by the Almeda Fires, although they are available to all library patrons.

Youth Services

Libraries continued providing Preschool Storytimes. In Jacksonville, the kids were engaged with the books, fingerplays, and songs, and they lingered in the library afterward, picking out books and coloring snowflakes. Branch Manager Rina Pryor said, "It had the feeling of the old days of storytimes!" Eagle Point Library Associate Jenna Steigleder led a Rogue Reads-inspired storytime, reading the Rogue Reads selection *We Are Water Protectors* and other similarly themed titles. She taught everyone a rhyme called, "I am Enough," teaching that we do not have to change anything about ourselves to be loved and enough. The storytime attendees also participated in a water and oil project. The Central Point Library's bilingual storytime led by Library Associate Nick Rementaria has seen a steady increase in attendance. A regular attendee sometimes gets her dad to play Storytime at home with her, and when they do, her dad plays "Nick."

Staff provided a wide variety of Take & Makes. In Gold Hill, all 15 *Zentangle Your Name* kits were taken, providing children a creative way to draw and learn about the history of names and cultures. Jacksonville's *Constellations in Your Pocket* was gone by the third day it was available. One preschool



A Water World Puppet Theater made by a young patron

teacher said she has been looking at all the Take & Makes in the Event Guide to get ideas for her class.

Ashland Children's Librarian Lyn Heerema created a [blog post](#) associated with the *Water World Mini Puppet Theater Take & Make*. This was a nod to the Rogue Reads book *We are Water Protectors* by Carole Lindstrom. The kits provided all the tools needed for children and their families to explore some of our most precious resources: oceans, rivers, lakes, and other bodies of waters.

Teen Services

On behalf of the Rogue Reads Committee, Ashland Teen Services Librarian Jackie Keating organized a series of programs in conjunction with the Cree Cultural Institute. Cree presenters from Quebec, Canada showed participants how to make birch bark art and small-scale Cree mittens. These programs were linked to the YA Rogue Reads selection, *The Marrow Thieves*.

Rogue River library staff gave out 15 of the *Do-It-Yourself Time Capsule* Take & Make kits. Although designed for ages 6+, it turned out to be especially popular with older kids and teens.

Medford Teen Services Librarian Andrea Leone hosted *Bad Art Night*, with 8 participants. Prizes were awarded to the artists with the best “worst” Valentine’s Day art.

Adult Services

Beginning January 15, Ashland, Talent, and Phoenix libraries offered the Take & Learn *Know Your Watershed*. The kits were developed in partnership with SOU’s Environmental Education Master’s Program and included a self-guided walking tour, information about how waterways feed into each other, a small notebook for reflection, a bookmark, and a packet of Swedish Fish (just for fun). Forty-five kits were distributed among the three branches. One patron wrote, “I learned a lot from the booklet and the activity. Some things I was reminded about, but it’s really good to see it locally where I am now.”

The Windows in Time program *When the Trains Came* had 42 virtual attendees. Presenter Sue Waldron discussed the history around the creation of the Ashland and Medford Railroad Centennial quilts. She showed images of the towns and described events related to when the railroad came to Ashland and Medford.

The system-wide Rogue Reads Take & Make *Practicing Gratitude* was offered at several libraries this month. Each kit contained a variety of blank thank-you notes, envelopes, stickers, stamps, and a pen. They also included information in English and Spanish about the benefits of expressing gratitude and some ideas for how to incorporate more of it into one’s daily life. One hundred and fifty kits will be made available across the county during Rogue Reads.

Finance

The Finance Department has issued all W2s and 1099s to staff and subcontractors, and filed all required quarter-end and year-end reports for 2021. The team is now working closely with HR to complete the 1095s and is on schedule to have those issued by the March 31st deadline.

A sick accrual reconciliation is underway and the department hopes to use this to catch any inconsistencies within the system and create further internal controls to ensure that staff are provided with the proper amount of benefits. Overall, the Finance team continues to refine processes to ensure that the department is running as consistently and efficiently as possible.

Human Resources

The volunteer page on the JCLS website has been revamped and relaunched. The page now allows volunteer applications to be submitted through the website. There has been considerable community interest, and there are many new candidates excited to begin helping the District. HR Specialist Marlena Fajardo interviewed volunteer candidates in January, and the first volunteer orientation is scheduled for the beginning of March.

The RVTB Buss Pass contract was signed, and HR announced to all staff that bus passes are now available for purchase at the reduced rate of \$10 per month. Several staff members have already signed up, with more expected to follow. This is an exciting item to add to the benefit menu here at JCLS.

Marketing

In January, the Marketing Department released the trailer for its next short-form documentary, *New Year Underwater*, looking back at the New Year’s Day flood in Ashland in 1997. This unique bit of local

history touched many lives and there has already been an outpouring of memories from patrons and staff. The [land acknowledgement website](#) page expanded to include more information and resources about land acknowledgements and Native Americans, including links to staff-created book lists.

Press Releases:

JCLD Budget Committee Openings: <https://bit.ly/3tGbuhH>

February Events Calendar: <https://bit.ly/3gsNJBH>

February Windows in Time: <https://bit.ly/34gvOf5>

Closure Notice: <https://bit.ly/3AFYR7A>

Notable Videos:

New Year Underwater Trailer: <https://bit.ly/3qU8QSz>

2 Extended Interviews from Vortex Documentary: <https://bit.ly/3lf7jxg>

Support Services

Collection Development

The JCLS inventory project is progressing nicely. Several Branch Managers have met with Collection Development Librarian Wende Glimpse to strategize their approach. Some of the smaller branches and those who were able to get started early have completed the project.

Here is a quick look at the JCLS digital collection: JCLS has three different services for patrons to enjoy eBooks, audiobooks, movies, music and more. These services are [Hoopla](#), [Kanopy](#), and [Library2Go](#).

Hoopla: Hoopla provides JCLS users access to a comprehensive catalog of over 300,000 movies, TV shows, music, eBooks, audiobooks, and comics, ranging from major studios to indie artists and authors. The Hoopla collection is available through the JCLS catalog, and also directly through the free Hoopla app for smartphones, tablets, and TV services. Hoopla operates on a “pay per use” contract with JCLS, and at this time, patrons may borrow up to 6 items per month. A key benefit of the Hoopla collection is that there are never any holds on Hoopla—the entire collection is always available.

Kanopy: Kanopy showcases more than 30,000 of the world’s best films, including award-winning documentaries, rare and hard-to-find titles, film festival favorites, indie and classic films, and world cinema with collections from Kino Lorber, Music Box Films, Samuel Goldwyn, The Orchard, The Great Courses, PBS, and a special collection for children. JCLS pays an annual fee for the service. Patrons have 5 play credits per month and access to 2 Great Courses series per month. Patrons can use one play credit to get a month’s access to the children’s collection. Like Hoopla, the entire collection is always available and there are never holds.

Library2Go/Overdrive and Libby: Library2Go is powered by the OverDrive platform and focuses on eBooks in ePUB and Kindle formats, as well as downloadable audiobooks and magazines. Patrons can access the extensive collection via the JCLS catalog and through the popular free app, Libby. The current collection offers over 62,000 titles and includes Spanish eBooks and a large collection of international magazines. JCLS is part of the Oregon Digital Library Consortium, Library2Go, which charges an annual fee to participate. JCLS also purchases “Advantage” titles, which are only available to JCLS cardholders.

This helps keep the holds ratio down and also fills JCLS patron suggestions for purchases. Patrons can borrow up to 6 eBooks and audiobooks at a time, plus 10 magazines.

IT

In a collaboration involving staff from several departments, IT released an RFP for an E-Rate funded Wi-Fi equipment upgrade at all branches in FY23. The RFP is posted on the JCLS website and on the State procurement website Oregon Buys, and closes on February 21, 2022. A recommendation will come to the Board for approval in March.

In support of hybrid online and in-person programming, IT ordered large smart TVs and 4 carts and continues to coordinate with Facilities to install them in Branch meeting room spaces. JCLS intends to make online and live in-branch programs more accessible throughout the county by offering live, in-person viewing options at participating Branches. This will allow patrons, particularly those without internet access, to come together in JCLS community rooms to enjoy selected JCLS programs held online, or off-site at other locations.

Technical Services

Technical Services and Collection Development staff met with materials vendors to increase the efficiency of ordering and receiving materials. As a result of this meeting, and the Library's primary book vendor's progress in dealing with supply chain and staffing challenges on their end, 1,406 new titles were ordered, and 12,772 new items were received in January.

Facilities



The long-awaited final furniture pieces for the Medford Library second floor renovation have arrived. With these items in place, the second-floor renovation project is complete. Next up for the Medford Library is the re-carpeting of the first floor. The re-carpeting project is tentatively scheduled to begin in early Spring.

At the Ashland Library, there are only a few finishing touches requiring attention before the space can be reopened to the public. Window treatments, installing a chair rail, technology, and signage/recognition plaques are the final remaining details.

The districtwide Safety Committee is being revamped. A call has been put out to staff for volunteers to be a part of the new committee. The Safety Committee's primary goals will be to promote safety and health for all staff districtwide. The new committee will attend trainings and assist in cultivating a culture of safety for District staff, along with the help of SDAO's risk management team.



Jackson County Library Foundation Director's Report February 2022

As mentioned in last month's report, the Board Governance Committee of the JCLF Board of Directors has been very busy with the top three recommendations from the consultant that worked with the JCLD and JCLF Boards in October.

1. Recruit 3-5 New Foundation Board Members

JCLF is proud to introduce our 3 newest Board members: Midge Thierolf, Rick Liebowitz, and Brian Young.

A. Midge Thierolf:

Midge has called Jackson County home since 1975. She has a Bachelor of Science degree from the University of Oregon in Medical Technology, and Post-baccalaureate studies in Landscape Architecture from the University of Oregon. She worked 13 years for a landscape architect and civil engineer. She also assisted in developing master plans for the National Park Service, cities, parks and school districts. Thierolf has a lengthy record of service in the Rogue Valley, including managing or consulting political campaigns for State and City candidates and local bonds or tax levies, serving as a US Senate Field Representative and administrative assistant and Legislative Aide to Oregon State Representatives. She has served on various Boards and has also mentored students and volunteered with the Oregon Community Foundation.

Regarding this new position, she says "The Jackson County library system provides services to enrich and assist lives, unify towns and provide resources to strengthen private and public enterprises. These services provide a thread to unite our valley's communities. I look forward to using my years of involvement with our community to further the efforts of Jackson County's library system."

B. Rick Liebowitz:

Rick Liebowitz grew up in Edison, NJ and graduated from Rutgers University, where he received a bachelor's degree in Environmental Planning/Design. After working for two years as a regional planner, he decided to pursue self-employment and opened two retail/wholesale bagel operations in Ewing, NJ and Yardley, PA (RJ's Bagels). In the private sector, he also provided business consulting services for the development of bagel stores in NJ, Florida, Arizona, and Alaska. He has also owned bagel stores in Wasilla, AK (Bagels Alaska) and Cranford, NJ (Zen Nosh).

In the public sector, Rick served as Director of Small Business Development Centers, a grant funded (Federal and State), program that provides consulting and educational services to small businesses at no charge. He managed centers in Alaska, Arizona, Indiana, New York, Oregon, and California. In over 15 years of experience at these positions, he has provided one-on-one counseling to over a thousand prospective and existing business owners. He has also developed training tools to help businesses with strategic planning, understanding finance, and marketing their businesses.

Rick has also worked in private industry as Director of Food & Beverage for the Sheraton Anchorage Hotel, Food Service Director for the University of Alaska Anchorage, Director of Operations for Ashland Partners in Jacksonville, OR, and Finance Manager for The Renewal Workshop in Cascade Locks, Oregon.

He currently lives in Medford, Oregon with his wife, Lori, an RN at the Surgery Center of Southern Oregon. They have three children - Aaron, 26; Sarah, 25; and Jared, 21. Rick's interests include playing ice hockey, hiking the beautiful trails in Oregon, and reading good books.

C. Brian Young

Brian Young has almost 2 decades of experience in the financial sector. Originally from Missouri and Texas (go Chiefs!), Brian has held progressing leadership roles across Idaho and Oregon.

He currently serves as the District Manager at US Bank for the Southern Oregon District that encompasses 15 branches in Douglas, Josephine, Jackson, Klamath and Lake counties.

2. Evolve the Board Structure – the Board Governance committee is making progress on these items.

- As new board members come on, develop a good strategy to move members over the term limits off the board while keeping them attached to the organization (i.e., emeritus status, staying on committees, etc.)
- Firm up annual recruitment of new board members, and abide by term limits moving forward
- Strengthen the governing committee to prioritize year-round recruitment of board

3. Finalize Updating of Foundation Policies and By-Laws

- Continue work to finalize much needed policies (notably gift acceptance and financial policies) *Now that the District's Gift Acceptance Policy has been approved the JCLF is working on a compatible policy to be voted on in February.*
- Review by-laws, and make good or needed changes (such as adding emeritus status, enhance remote voting, etc.) *The JCLF Board of Directors voted on the by-laws at the last Board meeting.*

In the coming months we will continue to work on these items and begin work in earnest on the marketing and fundraising goals once JCLF receives the strategic plan from JCLD.



Date: February 16, 2022

Title: Meeting Room Policy Update

From: Claudine Taillac, Assistant Director, Public Services

Summary:

To protect JCLD from liability of copyright infringement by third-party display of copyrighted recorded audio or video in a Library meeting room, the following language is proposed as an addition to the Meeting and Study Room Use Policy 5-13:

“Unauthorized reproduction or public display of any recorded audio, video, or other intellectual property in our meeting rooms is prohibited if such reproduction is not covered by our or your public performance licenses or for which a written waiver of the applicable rights has not first been obtained.”

Recommendation:

Library staff recommends the policy 5-13 Meet Room 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.

Background and Additional Information:

It has come to staff’s attention that patrons will occasionally show a film in the meeting room, and wondered if the Library could be held liable if there was any infringement to copyright. Assistant Director Claudine Taillac consulted JCLD attorney Jacqueline Bunick, who counseled that there “can be no contributory liability where the alleged secondary infringer does not know or have reason to know of direct infringement.” The proposed statement covers JCLD from liability, as any infringement would be in violation of the Policy, and by reserving a meeting room, patrons must agree to follow the Policy.

Attachments:

Policy 5-13 Meeting Room Use



Policy 5-13	Meeting Room Use	Created: 10/8/2015 Revised: 01/14/2022 Approved: Implemented:
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I. Purpose

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

II. Introduction

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

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

Unauthorized reproduction or public display of any recorded audio, video, or other intellectual property in our meeting rooms is prohibited if such reproduction is not covered by our or your public performance licenses or for which a written waiver of the applicable rights has not first been obtained.

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

III. Room Scheduling and Access

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

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

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

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

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

IV. Special Use

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

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

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

V. Meeting and Study Room Rules

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

- a. No person may be denied access to a meeting for which no admission is charged, or where admission is not limited to membership, so long as that person complies with the [JCLS Patron Code of Conduct Policy](#) and all posted library rules.
- b. An authorized representative of the group reserving the meeting room must remain on the premises throughout the period for which it is reserved, or until the meeting ends. At least one adult must be present at any meeting of youth under 18 years old.
- c. Individuals and organizations using community meeting rooms are responsible for room set-up, and returning the room to its original configuration. Library meeting rooms must be restored to their original clean condition, including layout of tables and chairs, and users of library meeting rooms agree to pay for any damages to library property. Food is permitted in meeting rooms, but alcoholic beverages are

not allowed in or on library property unless a special use request has been approved (see section IV, above).

- d. In study rooms, non-alcoholic beverages are permitted, but must be in a closed container.
- e. Smoking, including use of inhalant delivery systems, is not permitted in any library building. Drugs, any activity that uses open flames including candles and the use of tobacco products are prohibited in the library meeting and study rooms.
- f. Groups and individuals who use the meeting rooms are guests of the Library, and their use of the space should reflect that understanding.
- g. Meeting and study room privileges may be revoked for non-compliance with JCLS policies and all posted library rules.
- h. Use of the premises may be prohibited or terminated at any time if the conduct of the group interferes with staff work or patron use of the library, is disruptive to library service or patrons, or is abusive or dangerous to the building, library materials, exhibits, furnishings, or individuals in the building.
- i. The responsible party agrees to exercise reasonable care in the use of JCLS property and indemnify and hold harmless JCLS from and against any loss, damage, liability, claim, or demand caused in whole or in part by the negligent acts or omissions of the group using the Community Meeting Room.
- j. Security for meetings held outside normal library hours is the responsibility of the group using the facility and may be required if deemed necessary by JCLS staff.
- k. Use of the meeting and study room(s) constitutes agreement to the terms and conditions set forth in this policy.