



**JACKSON COUNTY LIBRARY DISTRICT (JCLD)
BOARD MEETING AGENDA**
Large Meeting Room, Medford Branch Library
205 S Central Ave, Medford, OR
Dial 1-669-900-6833 to attend by phone
Enter Meeting ID (access code): 965 9527 6734
Or, click the link below to attend using Zoom:
<https://zoom.us/j/96595276734>
March 16, 2022, at 4:00 p.m.

CALL TO ORDER/ROLL CALL

LAND ACKNOWLEDGEMENT

INTRODUCTIONS / PROCLAMATIONS

National Library Week – April 3-9, 2022

AGENDA AMENDMENTS AND APPROVAL

CONSENT AGENDA

- 1. February 16, 2022 JCLD Regular Board Meeting Minutes.....2
- 2. February 16, 2022 JCLD Board Work Session Minutes.....4

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

REPORTS (Inform)

- 3. Library Director – Kari May.....5
- 4. Jackson County Library Foundation – Ginny Auer.....14
- 5. SOHS Quarterly Report.....15

UNFINISHED BUSINESS (Inform/Discuss/Action)

- 6. Strategic Plan Presentation – Stu Wilson, Library Strategies.....18
- 7. Pandemic Response – Kari May

NEW BUSINESS (Inform/Discuss/Action)

- 8. ERate WiFi Proposal – Parvaneh Scoggin and Brittany Brite.....23
- 9. Human Resources Information System Contract – Brynn Fogerty.....27
- 10. Talent Urban Renewal Agency
- 11. Ashland HVAC Project – Kelda Vath & Ryan DeSautel, Jackson County Maintenance.....46
- 12. Medford Carpet Replacement Project – Kelda Vath.....48

COMMITTEE AND BOARD MEMBER REPORTS (Inform)

EXECUTIVE SESSION

Executive Session pursuant to ORS 192.660 (2)(E): *to deliberate with persons designated by the governing body to negotiate real property transactions. Real property transactions are not limited to the purchase or sale of real property. No decision may be made in executive session. At the end of today’s executive session, the Board will come back to its regular session during which the Board may or may not take action or make a decision.*

FUTURE MEETINGS/EVENTS/OBSERVANCES:

March 23-25, 2022 – PLA Conference, Portland, OR
April 20, 2022 – Board Regular Meeting

The Jackson County Library District Board meets regularly at 4:00 p.m. on the third Wednesday of every month at the Medford Library in the Board Conference Room, unless otherwise noticed. You may find proposed agendas and prior meeting minutes at www.jcls.org. If you have further questions or would like to be added to the email notification list, please contact 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), 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), Marlena Fajardo (HR Specialist), Laurin Arnold (Central Area and Medford Branch Manager), and Val Nowak (Executive Assistant).
Guests: Meloney Robles, Charlene Prinsen, Midge Thierolf, Ashely Coleman, James Snyder, Brian Young, and Linda Thomas-Bush. In addition, two community members joined via phone.

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

Foundation Director Ginny Auer introduced new board members Midge Thierolf, Brian Young, and Rick Liebowitz.

AGENDA

MOTION: Vice President Turner moved that the agenda be approved as presented, Director Kiefer seconded. Motion was approved unanimously.

CONSENT AGENDA

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

ORAL REQUESTS AND COMMUNICATIONS FROM AUDIENCE

Community member Kathy Hathaway requested that the Library stop mask requirements as soon as possible.

Community member Ashely Coleman requested additional service options for patrons who are unable or unwilling to wear masks while in the Library.

After experiencing technical difficulties in making her public comment, community member Meloney Robles was able to make her comments during the discussion item Pandemic Response. She shared an unpleasant incident that she experienced at the Medford Branch and requested that policy be addressed to accommodate mask exceptions and staff response.

After the public comment period had ended, additional comments were made in a virtual chat window regarding these topics, and those comments have been saved.

REPORTS

Presentation of Check from Kenneth Hulbert Foundation

Linda Thomas-Bush presented a check for \$132,845.00 to benefit the Library on behalf of the Kenneth Hulbert Foundation. This check is presented annually and designated for youth materials and adult reference and research

sources.

Library Director's Report

Director May invited Human Resources Specialist Marlana Fajardo to present an overview of the recently-formed JCLS Wellness Committee. This committee exists to promote, encourage, and support the health of JCLD staff. May then shared highlights from the Director's Report, including a progress report on the Ashland renovation project and an update on the strategic planning process.

Jackson County Library Foundation Report

Director Auer shared highlights from her report, focusing on a progress report on Foundation goals.

UNFINISHED BUSINESS

Pandemic Response

Director May summarized the Library's current COVID-19 pandemic response. The Library continues to follow the Oregon State mask mandate, and discussions regarding the way that staff enforces the mandate are underway. The Board discussed the upcoming removal of the mandate, and what preparations should be taken. May stated that the Library will have a press release ready for when changes to the mask mandate are made.

Appointment of Budget Committee Members

On behalf of the screening committee, President Dziura recommended that Echo Fields and Arti Kirch be appointed to the Budget committee as citizen representatives.

MOTION: Director Kiefer moved to appoint Echo Fields and Arti Kirch to the Budget Committee, Vice President Turner seconded. The motion was approved unanimously.

NEW BUSINESS

5-13 Meeting Room Policy Review

Director May shared the proposed updates to policy 5-13, which focuses on wording regarding copyright infringement for films shown by groups who reserve the meeting rooms.

MOTION: Vice President Turner moved that the meeting room policy be adopted as presented, President Dziura seconded. The motion was approved unanimously.

COMMITTEE AND BOARD MEMBER REPORTS

Technology Committee: President Dziura shared highlights from February's Technology Committee Meeting, including equipment upgrades, an anticipated project to expand Wi-Fi coverage, and the ticketing system that the Library has recently adopted.

Relationship Committee: Director Kiefer welcomed Collette Boehmer to the committee and shared a summary of their last meeting.

Facilities Committee: President Dziura shared updates regarding the Facilities Committee Meeting held earlier in the week. An update to audiovisual equipment installation was discussed, as was the ongoing renovations to the Ashland Library. Because some of the upcoming renovations may necessitate temporary library closures, updates will be shared at a future Board meeting. The report ended with an overview of upcoming projects, focusing on carpet installation that is due to start at the Medford Library in March.

ADJOURN

President Dziura adjourned the meeting at 5:26 p.m.

/s/ Val Nowak
Recording Secretary



**JACKSON COUNTY LIBRARY DISTRICT (JCLD)
BOARD WORK SESSION MINUTES**
Conducted virtually via Zoom
February 16, 2022, at 3:00 p.m.

Minutes

ATTENDEES

Present: Board Members Eric Dziura (President), Jill Turner (Vice President), Viki Brown and Kim Young. Susan Kiefer joined at 3:11 p.m.

Additional attendees: Kari May (Library Director), Val Nowak (Executive Assistant)

Guests: Charlene Prinsen

CALL TO ORDER/ROLL CALL: President Dziura called the meeting to order at 3:08 p.m.

NEW BUSINESS

Board Self-Evaluation Discussion

Library Director Kari May provided the Board with an executive summary of the Board's self-evaluation and led them in a discussion of the results.

The meeting adjourned at 3:50 p.m.

/s/ Val Nowak
Recording Secretary



Director's Report March 2022

Rogue Reads 2022 Report

The second annual Rogue Reads community reading program took place December 2021 through February 2022. All of the selected titles were written by indigenous authors, with themes centered on indigeneity, reciprocity, culture, and community. Titles included *Braiding Sweetgrass: Indigenous Wisdom, Scientific Knowledge, and the Teachings of Plants* by Robin Wall Kimmerer; *The Marrow Thieves* by Cherie Dimaline; *Indian No More* by Charlene Willing McManis and Traci Sorell; and *We Are Water Protectors* written by Carole Lindstrom and illustrated by Michaela Goade.

In every aspect, Rogue Reads was a success. Total circulation exceeded 1,000 individual checkouts of the titles, including both digital and print formats. *Braiding Sweetgrass* was by far the most popular selection, with 635 checkouts throughout the three-month program. A wide variety of Rogue Reads programs were offered throughout the county, including more than 1,400 themed Take & Makes that were utilized by all age groups. In addition to these passive programs, 676 individuals participated in virtual and in-person events.

The highlight of the Rogue Reads was the author talk with Robin Wall Kimmerer on February 23. Kimmerer joined virtually from her home in upstate New York. Following a presentation by Kimmerer, Assistant Director of Public Services Claudine Taillac led the Q&A session with questions from staff as well as the general audience. At least 577 patrons attended from their own devices, and patrons also had the option to attend at in-person watch parties at six library locations. Eighty-one attendees completed the post-program survey. Here are a few of the things that patrons said they learned as a result of reading *Braiding Sweetgrass* and/or listening to Robin Wall Kimmerer's talk:

I have a much broader sense of the interconnectedness of things that grow in the woods and fields.

The author is quite inspiring about the need for a broader view of the planet and humans' place as one small part of it.

I like the message of hopefulness when so often today's news and future seems bleak and hopeless. I also love the melding of Traditional Ecological Knowledge and Western knowledge/science.

With gratitude, I have learned to appreciate and value nature even more. Braiding Sweetgrass touched my soul. I have gifted 3 dear friends with a copy of this book.

I learned more of the history of the Native American and more details about sustainability and connecting, protecting and honoring the land.

Our Indigenous neighbors treated the land as a gift, giving thanks for it every day, and taking care of it with gratitude. The idea of gratitude, rather than greed, is something I am striving to make part of my everyday attitude and behavior, not only in my dealings with people, but with animals, insects, and plants as well.

JCLS partnered with several organizations for Rogue Reads this year. The Jackson County Library Foundation was once again the primary sponsor, providing \$10,000. Other financial sponsors included Jefferson Public Radio, 106.3 The Valley, and 107.5 KISS FM. Twelve new partners were added this year, consisting of programming partners and promotional partners. Some of the program partners included the Cree Cultural Institute in Canada, Klamath Tribes Culture and Heritage Department, and Vesper Meadow Restoration Preserve. JCLS greatly appreciates all partners and staff for helping to make the 2022 Rogue Reads program such a resounding success.

Human Resources

Volunteer Coordinator Marlena Fajardo has been processing volunteer applications, scheduling interviews, and placing new volunteers on a regular basis. Most recently, four of these new volunteers were established in Eagle Point to assist with shelving and assembling Take and Make kits.

A Land Acknowledgement Training was developed and presented by Staff Development Coordinator Loren Clupny. The training was given at all five Regional Meetings, and will be presented to the Board at the April meeting. The training provided a foundation of information for all staff members to help them clearly articulate why JCLS has a Lands Acknowledgement, why it is important, and the proper way to present it before a meeting or program.

After a few months of revisions to clarify language and define policies, a new version of the JCLS Employee Handbook was completed and sent to all JCLS Employees, along with a second Language Proficiency Survey. HR had previously conducted one a year ago to gauge who on staff speaks another language, and what proficiency each individual is at. This second survey includes any new hires from the last year and will help determine growth in the organization in regards to EDI and staff's ability to communicate with patrons in their preferred language.

Public Services

Many branches welcomed both new and returning volunteers, and, as the pandemic eases, staff have noted that many patrons are spending more time in the libraries. Instead of a brief visit only to pick up holds, patrons are lingering, and attendance at book discussions and storytimes has increased. In partnership with the Jackson County Health Department, the libraries received 10,000 at-home Covid test kits to distribute to the public, which will remain available until supplies are depleted.

In another partnership with Rogue World Music, a Winter SoundWalk was installed. This art and music display was installed throughout Ashland, and included student art in the windows of the lower level of the library. 1,600 people participated in this program by accessing the sound program online. The Ashland library also collaborated with the local AARP to expand access to the AARP's free tax prep service. Tax prep appointments will be held at another site, but patrons who are interested in using that service can pick up a paperwork packet at the library during open hours. So far, 125 packets have been distributed by the library, with more expected by the end of tax season.

The Eagle Point library staff reconfigured the children's area, removing a large shelving unit that was blocking the children's area from the rest of the library. The new furnishings for the children's area are starting to arrive, and families have shown their appreciation by spending more time in the area. The children especially enjoy the caterpillar seats and the daisy table. Library Associate Jonathan Ulrich noticed a child walking around the outside of the new rug, which has alphabet squares, reciting the alphabet as he stepped on each letter. Then he walked on the inner squares with numbers saying the numbers as he did that. The adult with him that day remarked on the great new rug. Additional items are on order, including a "cloud" sofa where kids and parents can relax, read, and play in the sunshine surrounded by books and other library materials.

When the Talent City Hall closed to the public, Project De La Raiz reached out to Branch Manager Patrick Mathewes because he was looking for an alternative display space for "Elements of Home," a mobile art exhibit of four paintings created by two Southern Oregon



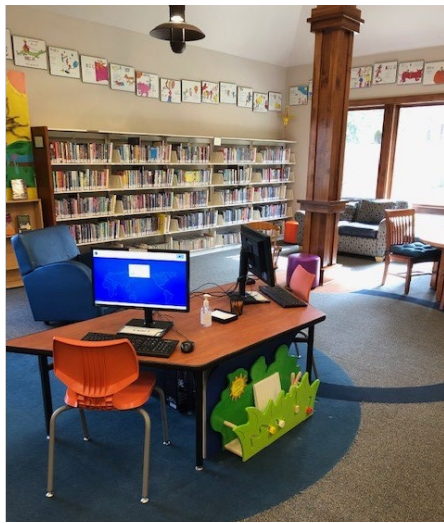
Eugene Bennett Britt painting at home in Jacksonville

Latinx artists that explore the connection of home and humans' relationship with water, air, fire, and earth. The art exhibit helped to brighten the Talent Library while it was on display during the month of February.

Eugene Bennett's painting of the Britt Orchestra was moved from the Medford library to its new home in the Jacksonville library. Bennett was a famous Jacksonville painter, so having his art in the town where he lived and worked is special to the residents here, as is the subject of the

painting. It is prominently displayed above new items, visible right when patrons walk in the front door. The library also has a new display in the front lobby by Jacksonville photographer David Gibb. Gibb has travelled all over the world, and his photos, which are printed on metal, show landscapes from Thailand, Prague, Paris, and Italy.

The Butte Falls and Prospect libraries have finished their inventory projects, and are now focusing on filling out and refreshing the items on shelves in both locations. The Prospect Library began offering Storytime, led by Library Associate Breanne Wolgamot. Prospect teacher Ms. Bliss brought her class of 15 to the program, and Wolgamot and Branch Manager Masyn Phoenix will reach out to additional teachers to schedule classroom storytimes from both the Butte Falls and Prospect schools.



Jacksonville's Updated Children's Area

Children's Services

A Bilingual Storywalk was installed in Central Point's William Mott Memorial Park, thanks to a partnership with the Central Point Parks and Recreation Department. This Storywalk featured *The Very Hungry Caterpillar/La Oruga Muy Hambrienta* by Eric Carle.

Jacksonville began updating their children's space, starting with replacing the large computer table with a new table and chairs specially designed for children's use. In addition, there is now a brightly colored shelf for them to return the books they read in-house, sturdy stools to sit on, and wall toys to keep them happy and engaged.



New paintings at the Medford Teen Library

The Ruch Library has been busy with class visits from the Ruch School. The school is currently focusing on a vocabulary unit, and the library was happy to join the cause. Using *the Dictionary of Difficult Words* and a DK children's dictionary, staff created vocabulary lists for each grade that offered fun synonyms for familiar words. The children played charades and explored ways to use the different words in their everyday writing.

Teen Services

The Medford Teen department commissioned new artwork for their space, paid for by the Friends of the Medford Library. The series of paintings are from Kate Cook, who is one of the longest-serving teen volunteers and a talented artist. When thinking about adding new art to the space,



Cook was an obvious choice, and the pieces now bring an excellent pop of color to the teen library walls.

Rogue Reads remained the focus of programming in the Ashland Teen department. Though the Fishnet Charms program hosted by the Cree Cultural Institute in Canada had been canceled earlier in the month, it was able to be rescheduled for mid-February. As this final program in the series wrapped up, patrons said goodbye to the new friends they had made. One patron said at the end of the program, “I would really like to thank Jackie and the library for putting this on, and Rob and Trifona [the presenters from the Cree Cultural Institute] for such a wonderful job teaching. It was lovely to meet everyone.” Rob Imrie, the program director at the Institute, said that teaching the programs was “an absolute pleasure.”



The Ashland Teen department also hosted Michele Pavilionis from SOU’s Adventure Leadership Program, who led a class on the basics of outdoor survival. Michele walked the teens through building rough shelters, and taught them that even something as simple as a pair of earbuds can become an essential survival tool. In addition, Michele showed them how to make a water filtration device in a pinch, spark a fire with a homemade bow drill, provided tips on signaling, and more in the hour-long class.

Adult Services

Ashland teens learn how to make a lean-to shelter and use earbuds as an outdoor survival tool.

The program at Shady Cove with Perry Chocktoot, Director of Klamath Tribes Culture & Heritage Department, was well attended. The presentation

started with a creation story involving Crater Lake. Chocktoot then gave a historical overview of his people that included pictures, maps, and interesting facts with stories of hardships, wisdom, resolve, and humor. Several attendees were of Indigenous heritage, and one woman spoke Modoc, which is related and similar to the Klamath language. She and Chocktoot spent time chatting together in Modoc as well as in English.

Rogue River continues to provide connectivity assistance, which is greatly appreciated by patrons in the area. A patron who has been using the small study room in Rogue River said that the library had “saved her job,” since she was assigned to work from home and cannot get internet where she lives. Another Rogue River patron who had been struggling to replace

identification documents and find housing and work stopped in to share that he is doing very well now. He has a car and a steady job, which he applied for on library computers.

Digital Services

Digital Services processed and released more hot spots for the JCLS Connect program. This improved the hot spot queue, and the wait list is now fewer than twenty. More hot spots were checked out in February. Digital Services Specialists assisted over 200 patrons in February, both virtually and in person at the Medford Computer Lab. Staff assisted patrons with a variety of questions, including troubleshooting download issues, assisting with understanding software, and basic and advanced PC training.

Educator Support Services

Community Librarian Evelyn Lorence and Adult Services Librarian Kayla Samnath engaged students in the Juvenile Detention Center's Residential Program. Librarians delivered a donation of new books to the classroom library, issued JCLS library cards, and showed learners how to access their accounts through Aspen Discovery. Lorence and Samnath led an overview of Libby, Hoopla, and Kanopy. Librarians ended the visit with a fun "Library Lingo BINGO" game to review basic library terms and jargon.

Lorence visited K-3rd grade classrooms at the Applegate School for a read-aloud of *Be Kind* by Pat Zietlow Miller and *The Lion and the Mouse* by Jerry Pinkney. Lorence led students in a discussion about what it means to be kind, handed out a kindness-themed coloring page, and shared the new JCLS spring event guide. While at the school, Lorence dropped into the middle school classroom and delivered a kindness-themed word search for the students.

Education Services Specialist Sharon Bigelow met with Mark Angle-Hobson from the Southern Oregon Education Services District to discuss the outreach strategies he is using to connect with educators, and how the SOESD and JCLS can become partners in helping educators. Bigelow was also introduced to a group of curriculum directors and will continue to attend their meetings.

Bigelow created a staff survey to assess each library's relationships with its local schools. She is currently compiling this data to create an outreach action plan with Lorence. This data will be combined with data from the educator survey that has gone out in the monthly Educator Newsletter, *Open Book*.

Outreach to Child Care

Outreach to Child Care has added a few Spanish sites to their route this year, and continue to go to sites for storytimes and deliveries. In February 2022, Outreach to Child Care gifted a new book to every child served by the OCC program. A total of 1,405 children received gift books in their preferred language (1,081 English language titles and 324 Spanish language titles). OCC staff and the educators and families served by the program are grateful to the Friends of the Medford Library for funding these gift books.

At Home Services

With two new patrons added to the program, At Home Services reached maximum capacity of 120 patrons and reinstated the wait list at the end of February. AHS staff circulated 564 items to 118 patrons, and thirty-four patrons participated in Crafts at Home. They enjoyed painting happy little trees with a Bob Ross painting kit.

Business Librarian

Monthly outreach with the Medford Cowork Collective (MCC) proved to be a great conduit for business owners to find the information they need to work more efficiently on their projects and to navigate challenges.

In February, Business Librarian Elanna Erhardt spoke with 15 small business owners and entrepreneurs at the MCC. One entrepreneur was working on creating a public event and needed to know where to start. After the interaction, he had the City of Medford event planning guidelines, the Medford Special Event Permit guide, a guide to finding sponsorships, and he registered for the Library's upcoming Resilient Reads: Business Book Discussion program.

DART (Direct Access to Resources and Technology) Van

Mobile Services Specialist Mackenzie Pollock attended the Rogue Action Center's resource fair for victims of the Almeda and Obenchain fires. Pollock connected with over 200 people and gave away 113 books to those who had lost theirs in the fires. Outreach staff will continue to collaborate with Rogue Action Center and Rogue Climate on events in the future, the next being March 19th. In February, DART also issued 15 new library cards and renewed 6 others.

Finance

The annual audit is underway, and KDP worked on site in early March to review documentation and internal controls. The District is on track to have the audit presented at the May Board Meeting.

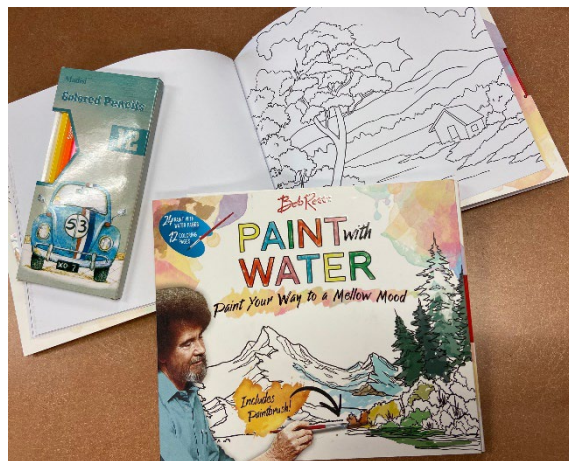
With the 2022/2023 budget planning process underway, the department is working closely with the admin team and department heads to prepare for the March work session.

Marketing

Months of promotions culminated in February with the Rogue Reads author talk, the recording of which was available on the JCLS YouTube channel for two weeks and garnered over 400 views in that time.

Press Releases:

Rogue Reads Author Talk: <https://bit.ly/3pT44VE>



Bob Ross Painting Kits sent to At Home Services Patrons in February

March Windows in Time: <https://bit.ly/3pORuqw>

March Events Calendar: <https://bit.ly/36879da>

Support Services

IT

Nearly 200 computers arrived the first week of February to replace public PCs at all libraries. The IT team plans to deploy the new PCs in March and April. In addition to the installation, the IT Department will be completing the JCLS network upgrade by swapping out the Firewalls later this month.

IT has been working with technology consults Faye to implement a new JCLS ticketing system, which will be used by all JCLS staff to report issues and questions about technology, buildings, and the ILS, and to track projects. Faye is working with staff to create best practices and configure the JCLS ticketing system, which is scheduled to launch in early May.

Technical Services

After a few lean months due to COVID-related supply chain issues, Technical Services reports a noticeable increase in deliveries of new material. An estimated 400 boxes containing new items were received in February. Extra staff were recruited to help get these items unpacked and into circulation quickly. The coordinated team effort resulted in just shy of 10,000 new items hitting JCLS' shelves within a few weeks in February.

Collection Development

The system-wide inventory project is progressing well. Applegate, Butte Falls, Gold Hill, Prospect, White City, and Shady Cove have all completed their inventory processes, and other branches are well under way. The goal is to have all items in all branches scanned by the end of April, with reports collated by the end of May.

Facilities

After many months of delay, the final pieces of furniture for Medford's second floor were delivered and put into place. Patrons and staff alike seem to enjoy using these comfortable and unique pieces. At the Ashland library, finishing touches on the lower level are underway, with a current focus on finalizing the audiovisual technology in the meeting rooms.

Technology consultants Diversified came for a site visit of the meeting rooms in Ashland. They met with IT, Facilities, and Branch Manager Kristin Anderson. All A/V equipment for both rooms have been ordered and barring any supply shortage issues, this project is slated to be completed by the end of May.

Facilities staff coordinated the donation of surplus library furniture to Habitat for Humanity's ReStore, who were very grateful to receive the items for their store. This new relationship will help to streamline future donations and help to keep the offsite storage area clear of obsolete items.

After several years of frequent issues with the well at the Shady Cove Library, JCLS staff met with Jackson County Facilities Maintenance to find a long-term solution. In August 2021 it was determined that the well was not able to keep up with demand, and Jackson County Facilities Maintenance recommended putting a holding tank in the ground. A temporary tank was placed in the parking lot in October 2021, intended to keep things running until the permanent tank could be placed. The permanent tank was placed in the ground in February and everything is working well.



Jackson County Library Foundation Director's Report March 2022

As mentioned in last month's report, the Board Governance Committee of the JCLF Board of Directors has been very busy with the recommendations from the consultant that worked with JCLD and JCLF Board in October. There has been significant progress in the first goal, listed and updated below.

1. Recruit 3-5 New Foundation Board Members

JCLF provided a board orientation for the 3 new board members on March 11, 2022, and each received a board manual and has a board mentor for the next several months.

The JCLF Board Governance committee is committed to adding more board members this fiscal year. Priorities include looking for candidates with diversity of race, gender, and geographic location within the county; and who have marketing, branding, social media experience. Those who have previous board experience are also preferred.

The JCLF Board of Directors continues to prioritize and work on the remaining recommendations, which include: evolving the Board structure, finalize updating of Foundation policies and By-Laws, working with the Library to increase promotion of the Foundation, continuing to build the Library/Foundation relationship, and enhancing fundraising through additional approaches and personal appeals.

The JCLF Board looks forward to receiving the strategic plan from JCLD after today's meeting and moving full speed ahead with planning.

In the meantime, the JCLF will participate in Library Giving Day on April 6, 2022. Executive Director Ginny Auer, also worked in coordination with Assistant Director of Public Services Claudine Taillac to submit the third-year renewal grant to Oregon Community Foundation for \$15,000 to support the Social Worker position in the libraries.

Southern Oregon Historical Society Research Library Quarterly Report Oct-Dec 2021

The JCLS and SOHS Partnership is based on a mutual desire to make our region's history resources available to the communities we serve. This Fourth Quarter 2021 report, detailing activities and service levels during this period, is meant to build this relationship.

For both organizations, the past year has been a rollercoaster of changes driven by public health challenges. Adhering to JCLS protocols, the SOHS Research Library has limited face-to-face assistance, by closing our facility to public access as to mirror JCLS guidelines. Despite these limitations, substantial accomplishment has taken place.

Services Provided

Since a great part of the research that SOHS supports is web based, increased reliance on the internet by the public has required us to maintain a staff of two, and at times three, trained volunteers on duty during all our posted hours. (Tuesday-Friday, noon to 4PM.) In the period October – Dec over 380 hours of volunteer hour were logged answering 185 emails, 10 website requests and 62 in person visitors. Unrecorded, numerous hours contributed by SOHS retired archivist, Pat Harper, helped answer library questions and supported our website as our volunteer webmaster.

We have continued to strengthen our staffing. In addition to new volunteers, a new part-time archivist has been hired though she will not begin her employment until January first.

2021 Partnership Services

The SOHS library refers patrons to JCLS and we appreciate referrals coming our way as well. Windows in Time is a collaborative endeavor that involves both organizations for public benefit.

**Southern Oregon Historical Society Website Statistics
2018-Dec 2021**

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

SOHS's main website	Unique Visitors.	Number of visits	Pages	Hits
2021, 1 st Quarter	13,073	27,691	601,285	1,221,705
2021, 2 nd Quarter	15,146	29,871	120,458	723,144
2021, 3 rd Quarter	28,483	49,644	391,528	1,220,877
2021, 4 th Quarter	20,359	40,541	148,347	1,065,910

Combined websites	Unique visitors	Number of Visits	Pages	Hits
2021, 1 st Quarter	22,620	44,200	654,719	1,359,238
2021, 2 nd Quarter	23,720	44,062	151,257	825,983
2021, 3 rd Quarter	38,483	64,991	430,105	1,340,852
2021, 4 th Quarter	28,399	53,627	177,546	1,153,772

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

Combined websites	Unique Visitors	Number of visits	Pages	Hits
2020 1 st Quarter	41,926	101,912	768,470	1,145,436
2020 2 nd Quarter	12,879	59,936	618,506	1,043,274
2020 3 rd Quarter	12,402	27,805	496,920	925,848
2020 4 th Quarter	16,800	37,511	996,668	1,397,748

Combined totals by year				
2021	106,166	194,799	1,370,382	4,583,823
2020	84,007	227,164	2,880,564	4,512,306
2019	95,471	199,804.	2,457,326	4,840,995
2018	94,325	179,900	924,041	2,808,006

Monthly reports for 4th Quarter 2021								
Month	SOHS mem	Jackson Co. Res.	others	website requests	emails	phone	letters	Visitors no research
October	1	14	4	3	54	30	1	25
November	11	9	1	2	53	19	1	15
December	6	14	2	5	78	25	2	18
Totals	18	37	7	10	185	74	4	58



Date: March 16, 2022

Title: Strategic Plan Presentation

From: Kari May, Library Director and Stu Wilson, Library Strategies

Summary:

Library Strategies consultants have finished analyzing data from community surveys and focus groups, and have compiled a draft of a five-year strategic plan for the Board to review. Consultants Stu Wilson and Nick Dimassis will join the Board meeting virtually to provide a summary of the strategic planning process and walk through the proposed Plan.

Recommendation:

The Strategic Planning Committee recommends that the Board approve and adopt the Strategic Plan as presented by Library Strategies.

Policies, Plans, and Goals Supported:

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

Attachments:

- Jackson County Library District Draft Strategic Plan 2022-2026

JACKSON COUNTY LIBRARY DISTRICT

Draft Strategic Plan 2022-2026

MISSION

The mission of the Jackson County Library District is to connect everyone to information, ideas, and each other.

VISION

Our vision statement describes what success will look like in the future. Through the Jackson County Libraries individuals reach their potential and our communities thrive.

VALUES

To fulfill our mission and realize our vision, the following ideals shall direct us in our service to the community and interaction with each other.

RESPECT

Our libraries welcome everyone. We honor diversity, individual perspectives and the right to privacy and confidentiality.

ACCESSIBILITY

We champion free and open access to ideas, information and content.

INTEGRITY

We are responsible, honest stewards of public resources and trust.

INNOVATION

We encourage creative ideas and solutions.

COLLABORATION

We foster an environment that inspires building relationships and working together.

GOAL 1 - ENERGIZE LIBRARY SERVICES AND RESOURCES

Building on the current foundation, enliven facilities, collections, programs and other services to more robustly serve the community.

STRATEGY 1 – Improve and enhance the collections:

- Conduct an audit of all collections to ensure they are current and relevant, strike a good balance of digital and hard copy materials, and effectively serve targeted communities
- Grow collections of new materials, such as the library of things, based on ongoing community needs and wants

STRATEGY 2 – Diversify and increase programming and events:

- Expand programming to underserved audiences, especially tweens/teens and rural populations
- Advance early literacy programming and related services
- Explore adding programming and resources to meet community needs, notably in the areas of health and well-being, financial literacy, and workforce and economic development
- Serve as a convener of community conversations on topics of broad interest in the County

STRATEGY 3 – Enliven and improve facilities:

- Make public areas more vibrant by refreshing furniture, spaces and ambiance
- Undertake a major interior renovation of the Medford branch, including creation of more engaging teen and children’s areas, a possible makerspace, more attractive gathering areas, and an overall welcoming atmosphere
- Create early literacy environments in all larger branches
- Where possible, repurpose space to add community meeting rooms of varying sizes
- Improve the placement and use of self-check options and holds pick-up where appropriate
- Examine options for providing 24/7 access to materials through locker or kiosk systems
- Conduct a review to ensure that all spaces, furniture and equipment are fully accessible
- Create welcoming outdoor spaces in facilities where realizable

STRATEGY 4 – Ensure that user technologies remain current and accessible:

- Make the website/catalog more user-friendly and accessible
- Work to improve Internet access in more rural locations through added hotspots, friendlier WiFi availability outside of facilities, and through other community networks
- Maintain up-to-date and relevant equipment, software, and tech assistance

GOAL 2: EXTEND ACCESS TO THE LIBRARY

Increase the awareness, use, and accessibility of the Library

STRATEGY 1 – Increase open hours and make hours more consistent/convenient across the system.

STRATEGY 2 – Expand and diversify marketing and promotion:

- Continue to advance the system brand across all platforms
- Develop varied marketing strategies for different branches and areas of the County
- Advance messaging that goes beyond books to other library services, such as technology, early literacy and the library of things

STRATEGY 3 – Work to remove barriers to use of the Library

- Expand offerings in non-English languages, especially Spanish
- With community partners, work to overcome transportation obstacles for users
- Explore options with the community for improved parking at the Ashland branch

STRATEGY 4 – Advocate for more resource sharing with other Oregon libraries, especially with Josephine County

GOAL 3 - ENGAGE THE COMMUNITY MORE FULLY

Support the inclusion and advancement of the varied communities in Jackson County

STRATEGY 1 – Increase outreach and community partnerships:

- Expand partnerships with the education service district (ESD), local schools, pre-schools, and the homeschool community, especially in the more rural areas
- Explore expanded relationships with Rogue Community College and Southern Oregon University
- Advance other meaningful community partnerships in such areas as programming, events, volunteerism, and marketing

STRATEGY 2 – Create ongoing community processes, such as surveys, forums, and outreach, to regularly engage residents

STRATEGY 3 – Advance ongoing work to foster a welcoming and inclusive environment in facilities, services, and resources for all segments of the community, notably the Latinx population, unhoused individuals and families, tribal members, and homeschool groups

GOAL 4 – NURTURE THE LIBRARY INFRASTRUCTURE

Further the Library as an effective, efficient, well-supported organization with a cohesive and supportive internal culture.

STRATEGY 1 – Foster additional internal communication and engagement across all branches

STRATEGY 2 – Explore options for internal reorganizations and/or additional staff to increase service effectiveness, system-wide staff engagement, and to advance goal areas, notably outreach, marketing, and collections

STRATEGY 3 – Support additional professional development, especially in the areas of technology, cross-departmental training, and community inclusion

STRATEGY 4 – Strengthen support and engagement with the Friends groups and the Library Foundation



March 16, 2022

Title: Approval of E-Rate Contract for Wireless Access Point Refresh/Upgrade

From: Brittany Brite, Finance Manager

Summary:

A Request for Proposal (RFP) was sent out in January to request bids to refresh and upgrade the District's Wireless Access Points (WAPs), with a fifteen-month contract beginning July 1, 2022 and ending September 30, 2023. The RFP committee deliberated and determined that the Hunter Communications bid best fits the needs of the District.

Recommendation:

The Finance Manager recommends the Board approve the contract with Hunter Communications for a wireless access point refresh/upgrade, pending final legal review

Budget Impacts:

The total bid cost was \$144,670. With an 80% E-Rate Discount (\$115,736), the total for the refresh/upgrade is quoted at \$28,934. This includes a 3-year Aruba Central Support subscription with the option to renew in increments of 12 months at a time. As this contract pertains to the new fiscal year, the District plans to include this expense in the proposed FYE 2023 Budget.

Policies, Plans, and Goals Supported:

JCLS' mission is to connect everyone to information, ideas and each other. Through updated WAPs, the District can reach patrons outside the Library's walls to provide better access in the public parking areas at many of the District's branches to accommodate after-hours access. This provides another avenue for the District to serve the community in a way that aligns with the mission of the District.

Background and Additional Information:

The WAP refresh is needed due to the manufacturer's end of support for the District's current devices. The refresh will update the WiFi system to the latest specifications for newer devices and increase the outdoor range for WiFi access. JCLS IT Staff Ron Sharp, Parvaneh Scroggin, and Mike White worked with E-Rate consultant Cindy Cabral, Finance Manager Brittany Brite, and Assistant Director of Support Services Kelda Vath to draft the RFP. They also served as the RFP review team. The RFP was issued in accordance with Oregon procurement rules.

Attachments:

- Notice of Intent to Award
- Proposal Evaluation Summaries
- Final Price Sheet



February 29, 2022

Notice of Apparent Best Value Proposer and Intent to Award Contract

RE: Request for Proposals #202201 for E-Rate Eligible Services, Issued January 21, 2022

- Solution A: Wireless Access Point Refresh/Upgrade

This letter is to notify all Proposers and interested parties that, upon approval by the Board, the District intends to award a contract for Solution A listed above to the apparent Best Value proposer:

- Hunter Communications & Technologies LLC

Hunter was selected as the apparent Best Value proposer following evaluation, scoring, and ranking of the proposals received.

If the Board accepts the recommendation of the Selection Committee, and negotiations with Hunter are successful, the District intends to award an initial fifteen-month contract beginning July 1, 2022 to September 30, 2023 to Hunter.

We greatly appreciate your interest in doing business with the Jackson County Library District. Proposal evaluation summaries from the five-person Evaluation Committee for Solution A are attached.

Sincerely,

Brittany Brite

Brittany Brite
Finance Manager
Jackson County Library District

Enclosure: Attachment 1

Universal Service Funding for Schools and Libraries
 Service Provider Evaluation Worksheet
Jackson County Library District

Procurement Description

Funding Year:

Scope of Services:

Form 470 Number:

Request for Proposal:

Factor	Description	Maximum Points
A. Cost	Cost of E-rate eligible services	30
B. Experience	Prior experience, including past performance	25
C. Mgmt/One	Management Capability / One-Source Solutions	20
D. Solution	E-rate Personnel Qualifications / Technical Solution	10
E. Ineligible	Ineligible cost factors	10
F. Local	Local Vendor	5
		100

Scoring of Factors

Worst: 0 . 1 . 2 . 3 . Best: 4

Fails criterion: Exceeds criterion

Tallying Points for Each Factor

$\frac{Score}{4} \times Maximum\ Points = Points$

Calculating Overall Points

Sum Points for Each Factor

Name	Factor A Cost SCORE points	Factor B Experience SCORE points	Factor C Mgmt/One SCORE points	Factor D Solution SCORE points	Factor E Ineligible SCORE points	Factor F Local SCORE points	Total Points
Hunter	3.0 22.5	4.0 25.0	4.0 20.0	3.0 7.5	4.0 10.0	4.0 5.0	90.0
Ednetics	4.0 30.0	3.0 18.8	3.0 15.0	4.0 10.0	3.0 7.5	3.0 3.8	85.1
	0.0 0.0	0.0 0.0	0.0 0.0	0.0 0.0	0.0 0.0	0.0 0.0	0.0
	0.0 0.0	0.0 0.0	0.0 0.0	0.0 0.0	0.0 0.0	0.0 0.0	0.0
	0.0 0.0	0.0 0.0	0.0 0.0	0.0 0.0	0.0 0.0	0.0 0.0	0.0
	0.0 0.0	0.0 0.0	0.0 0.0	0.0 0.0	0.0 0.0	0.0 0.0	0.0
	0.0 0.0	0.0 0.0	0.0 0.0	0.0 0.0	0.0 0.0	0.0 0.0	0.0
	0.0 0.0	0.0 0.0	0.0 0.0	0.0 0.0	0.0 0.0	0.0 0.0	0.0

JCLD Evaluation Team
 Evaluated by (printed)

Brittany Brite
 Evaluated by (Signature)

2/28/2022
 Evaluation Date

JCLD - Hunter Price Worksheet

Item	Qty	Price
Indoor WAP Model - 535	44	67,320.00
Outdoor WAP Models- 565	13	16,900.00
Antennas	3-Included	-
Aruba Central Support	3 years	21,300.00
Mounting Recommendation	All 60 units, new mounts:	1,800.00
Cabling Recommendation	Most sites	9,750.00
WAP Installation Cost		15,000.00
Equipment Configuration Cost		12,600.00
Total Cost		144,670.00
eRate Discount	80%	115,736.00
Net cost to JCLD after eRate		28,934.00



Date: March 16, 2022

Title: HR Information System Solution

From: Brynn Fogerty, Human Resources Manager

Summary:

When Human Resources and Finance were brought in-house in 2020, one of the goals was to set up efficient systems to streamline work processes in both departments. The selected solution, Tyler Incode 10, included an HR management system that appeared to meet the needs of the organization. Upon implementation and use over the past 18 months, however, staff have had to develop multiple parallel systems to track employee information. The Tyler Incode system was originally advertised to have employee tracking, benefit enrollment and easy to use staff tools. After use, it has been determined that the Tyler Incode system is not nearly as robust and complete as was originally hoped. Additionally, the recruitment module that was in development when Incode was selected is still in a beta format and does not support the committee hiring process which JCLS utilizes.

Therefore, the HR team went out to bid for an HR Information System (HRIS) that will track applicants, onboard new employees, manage benefits enrollment, house employee personnel files, track staff training, and any additional employee-related functions that the proposed HRIS systems may have. An applicant tracking system is a component that will greatly improve efficiencies and workflow for the HR department. After reviewing several options and receiving price quotes from three systems, (Rippling, Bamboo HR and PeopleStrategy), HR recommends entering into a contract with PeopleStrategy.

Recommendation:

The Human Resources Manager recommends that the Board approve entering into a contract with PeopleStrategy as the Library's HR Information System.

Resource Requirements:

The fee structure is per person, per month. The total estimated cost for the first year, based on 140 employees, is \$20,126.00. An additional one-time fee of \$3,500 will be charged to implement the system. The FY21/22 included \$20,000 for HRIS software.

Policies, Plans, and Goals Supported:

Implementing an HRIS supports the District’s goals to utilize systems effectively to streamline processes.

Background and Additional Information:

The HR Department of JCLS was created two years ago. Since its inception, processes have been developed to serve the staff. Some of the processes use manual methods, take a considerable amount of time, and are cumbersome to use and keep track of. Other processes utilize a computer-based system. The HR Staff is currently using a patchwork quilt of methods and software systems to conduct the essential duties of their jobs. The HRIS takes the place of multiple systems and processes and will connect everything through one portal. It will automate and increase productivity and will allow staff and supervisors to use a system, instead of separate word documents and spreadsheets, or the need to log into several, separate portals.

The HR Department reached out to seven companies to speak with and demo their systems. After initial contact, it was determined that two companies; NeoGov and Applitrack were strictly Applicant Tracking systems; Sappling was solely an onboarding tool; and Monday was not able to provide a live demonstration. Demos were provided for Bamboo HR, Rippling and PeopleStrategy. Rippling was eliminated based on cost. Bamboo HR and PeopleStrategy were close contenders, and ultimately PeopleStrategy emerged as the clear favorite.

PeopleStrategy supports recruitment and onboarding; provides HR resources regarding risk/compliance; includes tools for benefit enrollment and performance management; provides training and learning for staff; and contains automated organization charts and staff directories. PeopleStrategy also allows the use of a committee hiring process, has an internal staff training and learning management system, and provides a single person contact for customer service in the future.

Attachments:

- PeopleStrategies HRIS overview

HIRE TO RETIRE TECHNOLOGY

BRILLIANTLY SIMPLIFIED

ABOUT PEOPLESTRATEGY

550k
employees served

\$56
million
in benefits premium
managed

130+
colleagues

\$3
billion
in payroll processed

National
brokerage



OUR VALUED CLIENTS



Women's World Banking



*federal credit union



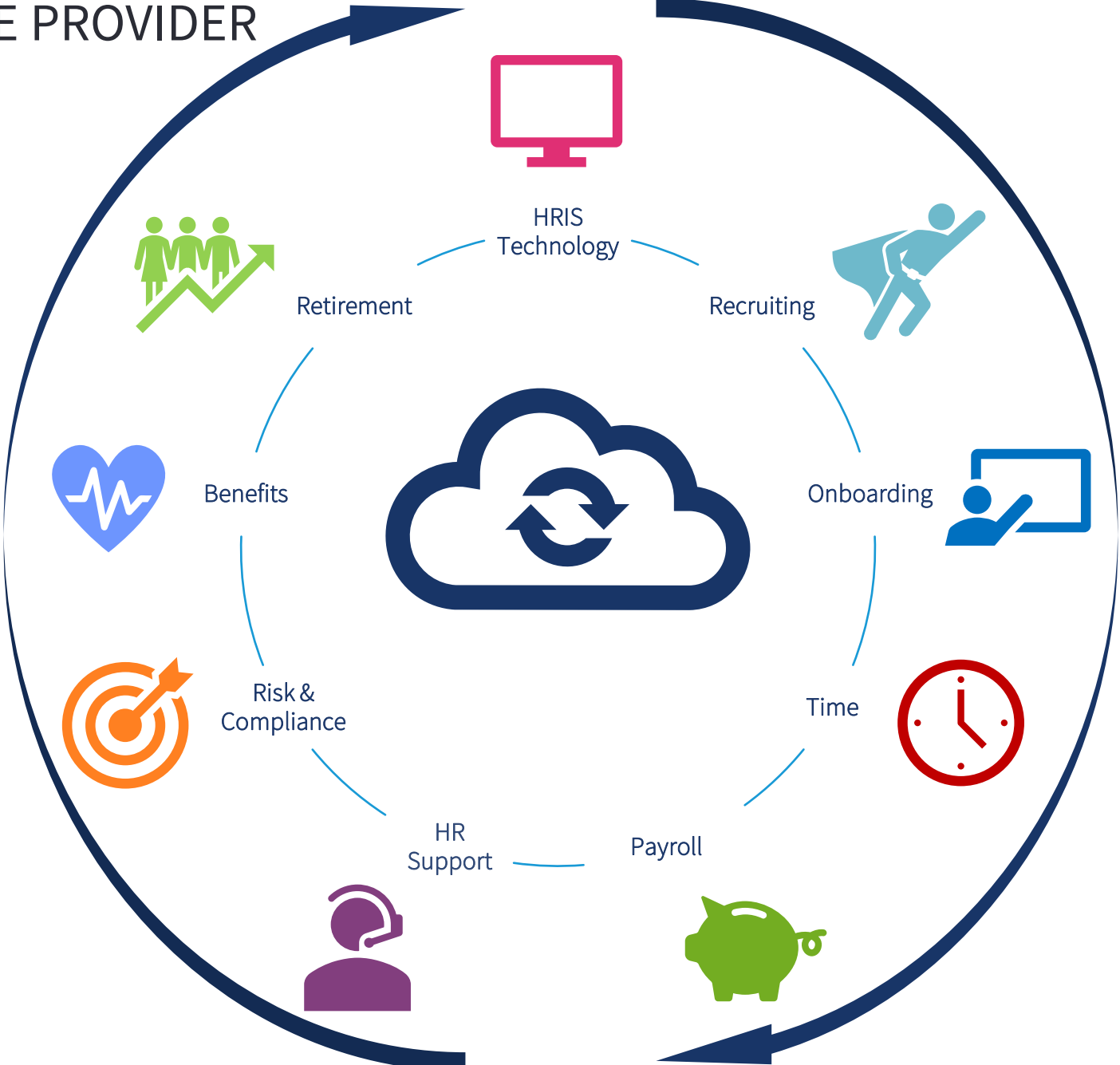
Better, All-Ways



China Construction Bank



SINGLE SOURCE PROVIDER



CLIENT TESTIMONIALS

“ ”

Easy to use for employees and administrators; excellent reporting capabilities! - Mary

Lumbermen's Underwriting Alliance

“ ”

The software and service is continuously improving. No improvements I can pin point – any transitions are always seamless. - Millie

Emerald Planning Group

“ ”

PeopleStrategy has helped our organization streamline daily administrative tasks, saving valuable time and money. - Peter

Jewish Family & Children's Services of Northern NJ

SOLUTIONS



Hire-to-Retire Technology

Our PeopleStrategy cloud platform delivers industry-leading payroll, benefits, HR and more



HR & Compliance

Save yourself from the challenges of HR compliance, and reduce your employer-related risk



Payroll & Tax

Payroll processing and tax administration are non-productive, for growing companies; pass the employee paperwork to us



Time

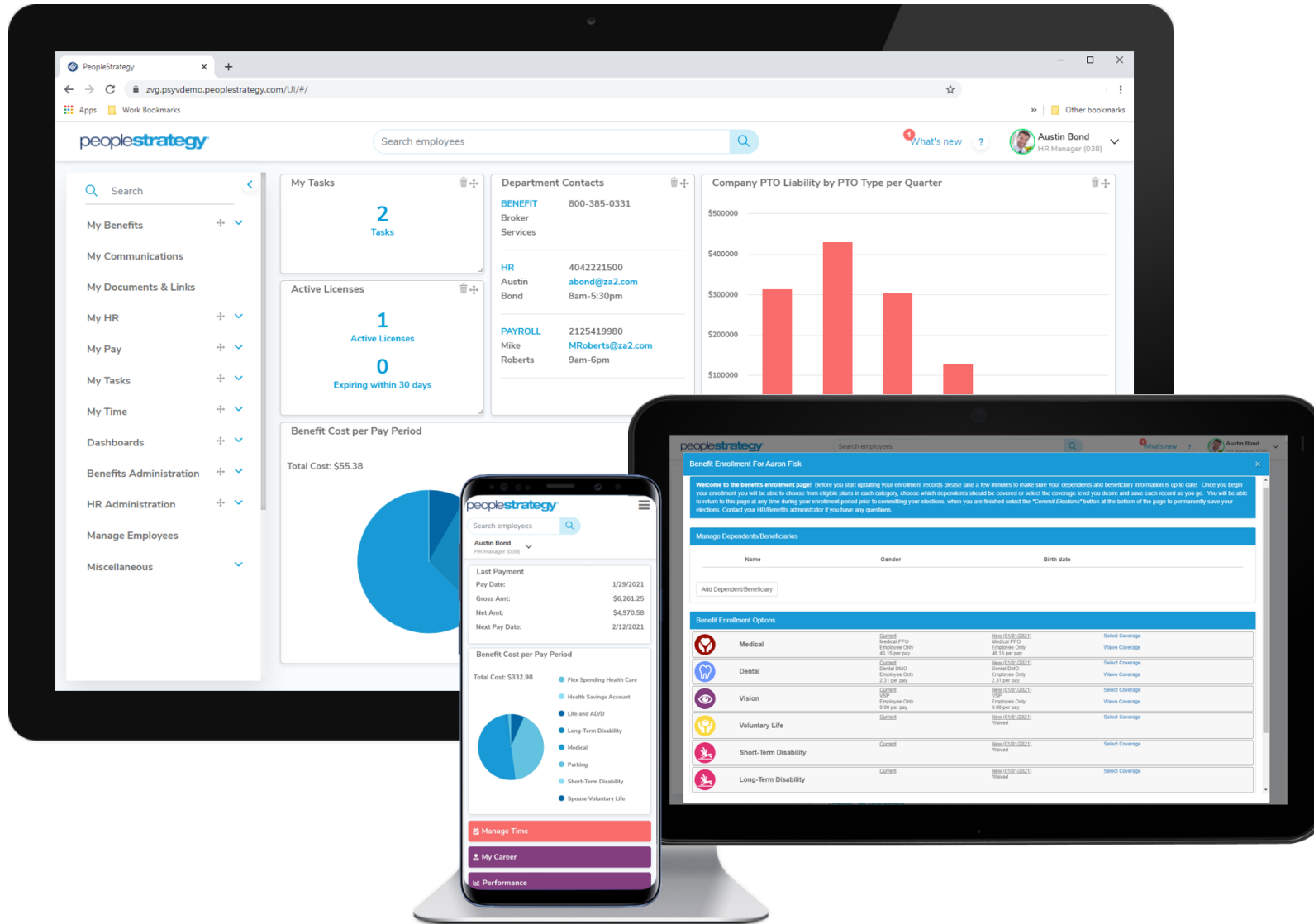
Managing time and scheduling can be a breeze with our all-in-one system that is poised to support the most complex reporting requirements



Benefits

Offering a robust benefits program is just what your company needs to attract and retain quality employees

ENTERPRISE TECHNOLOGY THAT DELIGHTS



Simple, Secure,
Efficient, & Accurate

Other benefits include

- Payroll & Tax Administration
- Time & Labor Management
- Hiring / Applicant Tracking
- Employee Onboarding
- Benefit Administration (Including ACA Compliance)
- Electronic Benefit Enrollments
- Decision Support
- & Much More

PAYROLL



Pass the employee paperwork to PeopleStrategy and focus on growing your business.

- Online trending, costing, and an assortment of standardized payroll reports as well as customized reports to your specific requirements
- Unlimited direct deposit accounts
- New hire reporting
- Processing, remittance and administration of voluntary and court-ordered withholdings
- Full tax filings and year-end services
- Legislative research to monitor tax regulations
- Text and email “payroll completed” alerts
- General ledger integration
- Garnishments

TIME



Protect your company from costly time management errors and streamline all your PTO and scheduling requirements to improve operational efficiencies.



Online Time Tracking

Fully integrated workflows for employees to clock in and out while allowing managers to quickly approve timesheets and get people paid



Automated PTO Processing

Execute leave management and eliminate tedious time and attendance tasks with ease and accuracy



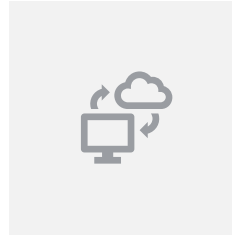
Scheduling Tools

Avoid hidden costs and unlock greater productivity with a robust and simplified scheduling platform

HR SUPPORT

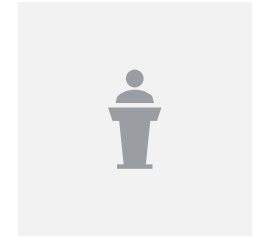


Protect your company from costly time management errors and streamline all your PTO and scheduling requirements to improve operational efficiencies.



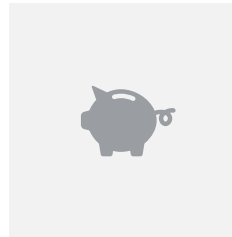
Electronic Record Keeping

Cloud system to house performance and data records



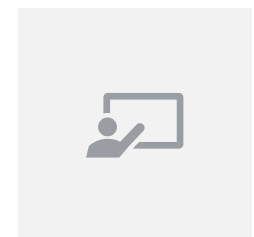
Compliance Services

Comprehensive library of essential compliance guidelines



Salary Market

HR sourced market data via Payfactors



Learning Management

Essential HR training for employees & supervisors

ENROLL, ACCESS, & MANAGE BENEFITS WITH EASE

Benefit Enrollment For Aaron Fisk

Welcome to the benefits enrollment page! Before you start updating your enrollment records please take a few minutes to make sure your dependents and beneficiary information is up to date. Once you begin your enrollment you will be able to choose from eligible plans in each category, choose which dependents should be covered or select the coverage level you desire and save each record as you go. You will be able to return to this page at any time during your enrollment period prior to committing your elections, when you are finished select the "Commit Elections" button at the bottom of the page to permanently save your elections. Contact your HR/Benefits administrator if you have any questions.

Manage Dependents/Beneficiaries

Name	Gender	Birth date
<input type="button" value="Add Dependent/Beneficiary"/>		

Benefit Enrollment Options

Category	Current	New (01/01/2021)	Actions
Medical	Current Medical PPO Employee Only 46.15 per pay	New (01/01/2021) Medical PPO Employee Only 46.15 per pay	Select Coverage Waive Coverage
Dental	Current Dental DMO Employee Only 2.31 per pay	New (01/01/2021) Dental DMO Employee Only 2.31 per pay	Select Coverage Waive Coverage
Vision	Current VSP Employee Only 0.00 per pay	New (01/01/2021) VSP Employee Only 0.00 per pay	Select Coverage Waive Coverage
Voluntary Life	Current	New (01/01/2021) Waived	Select Coverage
Short-Term Disability	Current	New (01/01/2021) Waived	Select Coverage
Long-Term Disability	Current	New (01/01/2021) Waived	Select Coverage

peoplestrategy

Search employees

Austin Bond
HR Manager (038)

My Tasks
0 Tasks

Birth/Adoption

Divorce/Separation

Benefit Cost per Pay Period

Total Cost: \$332.98

- Flex Spending Health Care
- Health Savings Account
- Life and AD/D
- Long-Term Disability
- Medical
- Parking
- Short-Term Disability
- Spouse Voluntary Life

TOP TIER PARTNERS



Cigna®

FinFit

UnitedHealthcare



KAISER
PERMANENTE®

payfactors⁷

Synergi
Partners

JOBTARGET

wanido™

WageWorks^W

ameriflex

aetna™



Peanut Butter
Student Loan Assistance



Oxford Health Plans®



BlueCross®
BlueShield®

inquirehire

TOUCHCARE

Anthem®

Think^{HR}
with Mammoth

peoplestrategy⁴⁰

FINANCIALS

Annual Expense for 140 Employees

	PEPM	PeopleStrategy
HR	\$3.60	\$6,048
Pay	Not Included	\$0
Benefits	\$1.98	\$3,326.40
Recruiting	\$3.20	\$5,376
Time	Not Included	\$0
Learning Management	\$3.20	\$5,376
Total	\$11.98	
Investment		\$20,126.40

One time setup: \$3,500.00

* Optional features and services available are outlined in detailed proposal provided with this analysis

Prepared by:

Dominique Rodriguez

Date:

1/26/2022

WHAT THIS MEANS TO YOUR COMPANY

Win the battle for top talent with Industry Leading Benefits

- Top calibre benefits
- Choice in coverage
- 24/7 access to information
- Tax savings options
- Hands-on support

Improve bottom line by creating long term cost controls

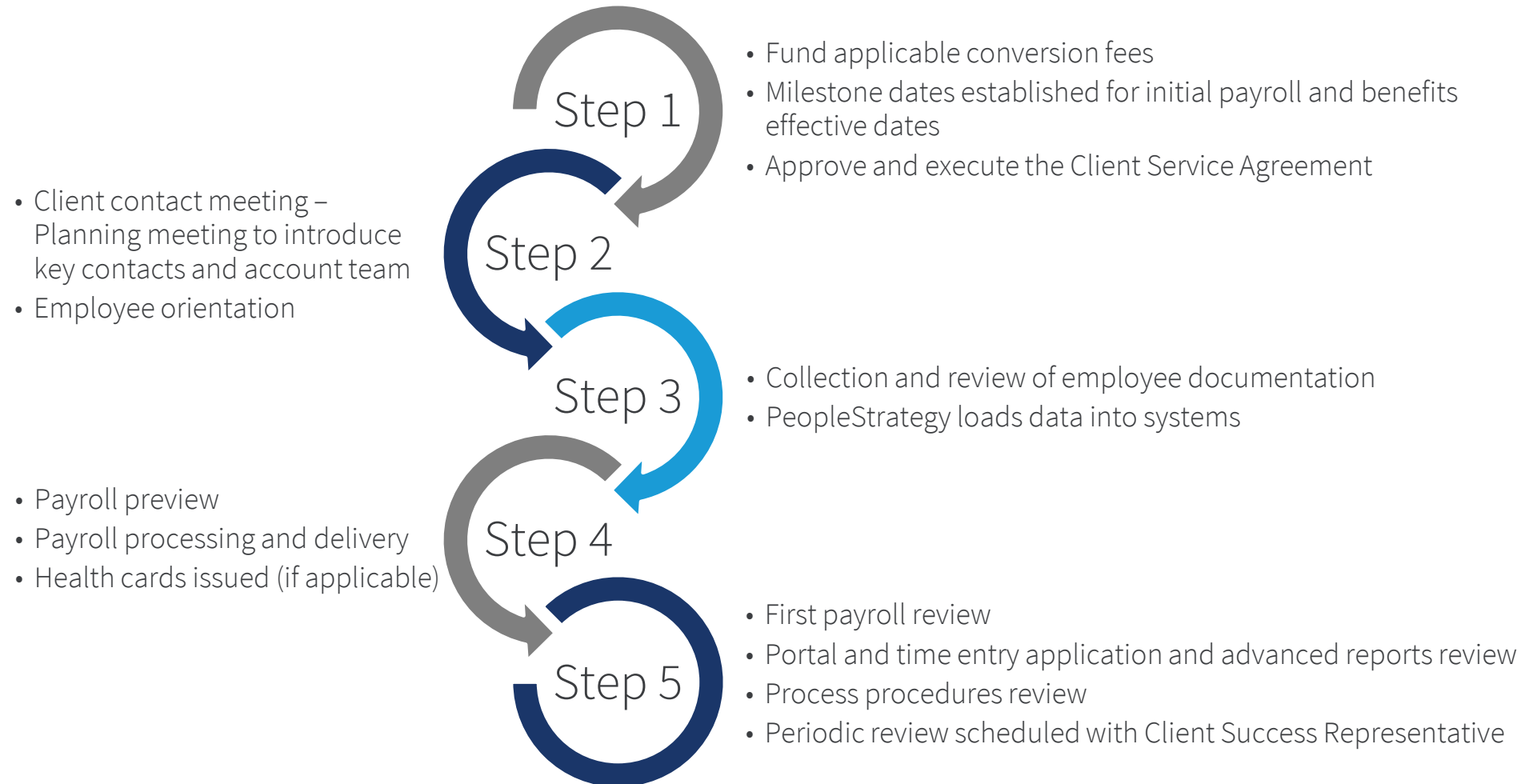
- Wellness programs
- Health Analytics
- Voluntary and non-insured benefit programs
- Single point of accountability

Accelerate growth plans with HR infrastructure and capabilities

- 100% paperless technology
- Automated compliance
- Comprehensive HR guidance
- Robust reporting
- Dedicated support team

IMPLEMENTATION

Steps to first payroll & continuing support!



QUESTIONS?



NEXT STEPS





Date: March 16, 2022

Title: Ashland Library HVAC Equipment Upgrade Project – Potential Library Closure Request

From: Kelda Vath, Assistant Director of Support Services

Crystal Zastera, Operations Coordinator

Summary:

The HVAC system in the Ashland Library has been on the capital improvement 5-year plan for the past several years, and it is time to proceed with the complex replacement. In partnership with Jackson County Facilities Department, the process began with engineering documents necessary to determine the project scope and for bid documents to be created and posted. On March 2, 2022, the Invitation to Bid (ITB) was posted, with a closing date of March 31, 2022.

This is a complex project requiring the use of several subcontractors in order to complete the work and an estimated 3 months on-site to complete. At the recent Facilities Committee Meeting on February 15, 2022, attending Board members were consulted regarding strategies for the project, and were made aware of the likelihood of some level of Ashland Library closure necessary to complete the project in the most cost effective, timely, and efficient manner.

Library staff is exploring alternative ways to deliver services during the temporary closure, including expanded hours at the nearby Talent or Phoenix Libraries as well as a small storefront in downtown Ashland for holds pick-up. Library staff would be reallocated to other branches during the closure, though some staff may be able to remain onsite in some areas in order to pull materials to fill patron holds from the Ashland collection.

Recommendation:

JCLD recommends that the Board approve the closure of the Ashland Library for approximately 2-4 weeks at a date yet to be determined, as part of the Ashland Library HVAC Equipment Upgrade Project. The actual dates of closure would be determined by the Library Director in coordination with the County once the project is under contract.

Resource Requirements:

The latest cost estimates for the project have increased from \$400,000 to \$600,000 due to changes in labor and equipment costs. \$400,000 was included in the FY21/22 budget. This

project is likely to carry over into the next fiscal year, and the additional \$200,000 in estimated cost will be included in the FY22/23 proposed budget.

Policies, Plans, and Goals Supported:

This is a necessary equipment replacement that has been included in the 5-year capital project list.

Background and Additional Information:

The Ashland Library was constructed in 1912 and was remodeled and expanded in 2001. It uses a water source heat pump with two boilers and one cooling tower. The system consists of thirteen heat pumps located throughout the library's three levels. Addressing the needs of this ageing HVAC system has been on annual project roadmap for a few years now, and it is showing enough issues that it must be replaced as soon as possible.

The HVAC replacement will happen in multiple phases as the equipment is replaced throughout the building. Allowing a temporary closure of the Ashland Library will enable the most disruptive work to be completed in as timely and cost-effective manner as possible. The project will continue after the library reopens and may result in sections of the library being closed while parts are replaced.

There is a seasonal component to this project as well, in that it is necessary that the work be completed during milder months to allow for library services to continue to the greatest extent possible. Spring or Fall are the seasons when heating and cooling will be in lesser demand inside the building, and so the thoughtful planning and timing of this estimated three-month project, including the potential for library closure, is critical.

Attachments:

None



Date: March 16, 2022

Title: Medford Library, Lower Level Carpet Replacement – Potential Library Closure Request

From: Kelda Vath, Assistant Director of Support Services, and Crystal Zastera, Operations Coordinator

Summary:

As part of the 5-year Capital plan developed with Jackson County Facilities Maintenance, and coinciding with the end Medford Library refresh project, the carpet on the 1st floor is due to be replaced. This project will impact service areas such as Children’s, Adult Fiction, the large public meeting room, staff circulation workspace, and some staff office spaces.

Actions, Options, or Potential Motions:

JCLD is requesting Board approval to potentially close sections (Children’s, Adult Fiction) and/or the full library during the project for a limited time, approximately one week, dates to be determined and as necessary for successful completion of this project.

Resource Requirements:

The bid total for the Medford Library lower level carpet replacement project is \$101,702, and is included in capital outlay in the current fiscal year budget.

Policies, Plans, and Goals Supported:

The carpet replacement project for Medford is part of the regularly scheduled 5-year capital plan designed in partnership with Jackson County Facilities Maintenance.

Background and Additional Information:

The upper level flooring replacement was completed in August 2021. Due to Covid-19 circumstances, the building was closed to the public at that time. The lower level portion of this project will be completed in phases to minimize disruption for patrons and staff. JCLD will work with the contractor to develop a plan. The final contract is awaiting final County approval. Once signed, the contractor will order the product and the timeline will be developed based on product delivery estimates.

Attachments:

none