



JACKSON COUNTY LIBRARY DISTRICT (JCLD)
BOARD MEETING AGENDA
Board Conference Room, Medford Branch Library
205 S Central Ave, Medford, OR
Dial 1-669-900-6833 to attend by phone
Enter Meeting ID (access code): 965 9527 6734
Or, click the link below to attend using Zoom:
<https://zoom.us/j/96595276734>
May 18, 2022, at 4:00 p.m.

CALL TO ORDER/ROLL CALL

LAND ACKNOWLEDGEMENT

INTRODUCTIONS / PROCLAMATIONS

AGENDA AMENDMENTS AND APPROVAL

CONSENT AGENDA

- 1. March 16, 2022 Regular Board Meeting Minutes.....1
- 2. March 30, 2022 Budget Committee Work Session Minutes.....4
- 3. April 20, 2022 Regular Board Meeting Minutes.....5
- 4. April 20, 2022 Executive Session Minutes.....8

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)

- 5. Library Director – Kari May.....9
- 6. Jackson County Library Foundation – Ginny Auer.....18
- 7. Monthly Financial Report - Brittany Brite.....19

UNFINISHED BUSINESS (Inform/Discuss/Action)

none

NEW BUSINESS (Inform/Discuss/Action)

- 8. Policy Review: Display and Bulletin Board Policy – Claudine Taillac.....26
- 9. Policy Review: Internet Acceptable Use Policy – Kelda Vath.....35
- 10. HR Policies – Brynn Fogerty.....44

COMMITTEE AND BOARD MEMBER REPORTS (Inform)

- 11. Relationship Committee

ADJOURNMENT

FUTURE MEETINGS/EVENTS/OBSERVANCES:

- May 25, 2022 JCLD Board Work Session
- June 15, 2022 JCLD Regular Board Meeting and Budget Hearing
- June 22-27, 2022 ALA Annual Conference, Washington D.C.

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, Support Services) Brynn Fogerty (HR Manager), Ginny Auer (Foundation Executive Director), Brittany Brite (Finance Manager), Ryan Bradley (Marketing Coordinator), Elanna Erhardt (Branch Manager, Central Point), 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), Parvaneh Scoggin (Manager of Technology and Innovation, and Val Nowak (Executive Assistant)

Guests: Charlene Prinson, Rob Schlapfer, Pat Gordon, Jan Wright (Archivist, Southern Oregon Historical Society), Doug McGearry (President, SOHS)

CALL TO ORDER/ROLL CALL

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

INTRODUCTIONS / PROCLAMATIONS

President Dziura read a proclamation declaring the first week of April National Library Week 2022.

APPROVAL OF AGENDA

MOTION: President Dziura proposed an amendment to the agenda, moving the strategic plan presentation earlier in the agenda to accommodate the presenter's schedule, and to table the TURA discussion. Director Young seconded the motion, and the motion was approved unanimously.

CONSENT AGENDA

MOTION: Director Brown moved to accept the consent agenda, Director Young seconded. Motion was approved unanimously.

ORAL REQUESTS AND COMMUNICATIONS FROM AUDIENCE

Charlene Prinson, Medford, thanked the Board for holding the meeting in person and suggested changes to the JCLS website, especially regarding the Library District page, and also shared a request from another community member to make the financial reports available on the site as well. She thanked the board for the consideration.

Pat Gordon, Jacksonville, a longtime librarian and patron, shared a statement about reading and the Library's role in our nation's education and institutions. Gordon shared concerns regarding the Strategic Plan goals for increasing digital content without the support of education regarding screen reading and its effect on community development. She advocated for increasing awareness for the challenges regarding digital literacy.

Rob Schlapfer, a resident representing FAIR Oregon, shared concerns regarding viewpoint diversity and the political divide in the community. He advocated for educating staff on political polarization and to take these

matters into consideration when moving forward with the Strategic Plan. Schlapfer feels that the District has become too politicized and shared particular concerns regarding JCLD's Land Acknowledgement Statement. He believes that the statement is too political, particularly the phrase "We encourage you to learn about the land you reside on and to join us in advocating for the inherent sovereignty of Indigenous people." He ended his comment with an appreciation for the Strategic Planning process.

REPORTS

Library Director's Report

Director May shared highlights from the Director's Report, including a recap of the Rogue Reads program, public service programs, and progress regarding the financial audit. President Dziura extended his gratitude to all of the Friends organizations and library staff for their support.

Jackson County Library Foundation Report

Director Auer shared an overview from the Foundation Report, and highlighted the progress they have made towards meeting their goals.

SOHS Quarterly Report

Archivist Jan Wright and Board President Doug McGeary shared highlights from the Southern Oregon Historical Society Quarterly Report. Wright shared some of the larger projects she is undertaking in her position, such as updating the Index and providing more metadata for archival materials. McGeary then highlighted SOHS's new website, and emphasized how prominently JCLS's partnership is displayed. He shared progress on their anticipated remodel, as well as their action plan and goals.

UNFINISHED BUSINESS

Strategic Plan Presentation

Stu Wilson from Library Strategies shared a presentation regarding the proposed Strategic Plan that Library Strategies has drafted for 2022-2026. He shared primary findings from the information gathered, and explained identified goals that would help JCLS best address community needs.

A general discussion on the presentation followed, and primarily consisted of identifying how goals may be measured, challenges that are particular to Jackson County, and an overview of the next steps in the planning process. Legarza detailed areas that would result in the greatest community impact, namely emphasizing services to underserved populations. Various possible analysis points were explored, both within JCLD and in the larger community that may be used to measure success. After approving the proposed strategic plan, staff will develop implementation plans in collaboration with Library Strategies. A 5-year work plan will be drafted by staff, and Director May agreed to share the implementation plan with the Board once it has been finalized. Wilson suggested that the work plan and goals be reviewed annually.

MOTION: Director Young moved that the plan be approved as proposed, and requested that the Board be kept informed regarding the process. Director Kiefer seconded, and the motion was approved unanimously.

The Board and Director May extended their appreciation to Library Strategies for all of their hard work.

Pandemic Response

Director May shared an update regarding the continuing response to COVID-19. The Oregon Mask Mandate has been lifted, and masks are no longer required for patron use in the library, though staff continue to mask until March 26.

NEW BUSINESS

Erate WiFi Proposal

Parvaneh Scroggin and Brittany Brite shared an overview regarding the proposed contract for expanded wireless access at all library branches, increasing both range and accessibility. President Dziura extended gratitude for the E-Rate program for their assistance in funding.

MOTION: Director Kiefer moved to approve entering into a contract with Hunter Communications to upgrade wireless access points and expand WiFi services, Young seconding. Motion approved unanimously.

HRIS Contract Proposal

HR Manager Brynn Fogerty shared an overview regarding the proposed contract for People Strategies HRIS Software, and requested that the Board authorize Director May to sign the contract.

MOTION: Vice President Turner moved to approve entering into a contract with PeopleStrategies, Director Kiefer seconded. Motion was approved unanimously.

Ashland HVAC Project

Kelda Vath and Ryan DeSautel provided an update to the Ashland HVAC project, and requested that the Board pre-authorize potential Ashland Library closures as are deemed necessary.

The Board then discussed the timeline of the project, and DeSautel shared information regarding the details of the system. They stressed that JCLD will do everything possible to minimize the effects of the construction on access to patron services. A more detailed plan will be shared with the Board once a contractor has been approved.

MOTION: Vice President Turner moved to approve the closure of the Ashland Library as needed, Director Brown seconded. The motion was approved unanimously.

Medford Carpet Replacement Project

DeSautel and Vath shared an overview of the project and provided a progress update. They requested that the Board pre-authorize potential Medford Library Closures as are deemed necessary to accommodate re-carpeting of the first floor.

Motion: Vice President Turner moved to approve the closure of the Medford Library as needed, Director Young seconded. The motion was approved unanimously.

COMMITTEE AND BOARD MEMBER REPORTS

None.

EXECUTIVE SESSION

The Board entered into Executive Session pursuant to ORS 192.660 (2)(3) at 6:11 p.m., and rejoined the public meeting session at 6:56 p.m. The consensus reached during the session was to have the Facilities Committee further investigate the procurement of an additional building for the Jackson County Library District.

ADJOURN

President Dziura adjourned the meeting at 6:58 p.m.

/s/ Val Nowak

Recording Secretary



**JACKSON COUNTY LIBRARY DISTRICT (JCLD)
BUDGET COMMITTEE WORK SESSION**
Held virtually via Zoom
Medford Branch Library
205 S. Central Ave, Medford, OR
March 30, 2022, at 4:00 p.m.

MINUTES

ATTENDEES

Present at the meeting were: Budget Committee Members Eric Dziura (JCLD Board President), Jill Turner (JCLD Board Vice President), Susan Kiefer, Viki Brown and Kim Young, David Matheiu, Kevin Keating, Arti Kirch, Cathy de Wolfe, and Echo Fields.

Additional attendees: Kari May (Library Director), Claudine Taillac (Assistant Director, Public Services), Kelda Vath (Assistant Director, Support Services), Brynn Fogerty (HR Manager), Brittany Brite (Finance Manager), Ryan Bradley (Marketing Coordinator), Crystal Zastera (Facilities & Operations Manager), Parvaneh Scoggin, Ashley Johnson (Technical Services Supervisor) and Val Nowak (Executive Assistant).

Guests: Charlene Prinson, Pat Gordon, and Tish Manley

CALL TO ORDER/ROLL CALL

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

INTRODUCTION OF BUDGET COMMITTEE MEMBERS AND STAFF

President Dziura introduced the budget committee members.

OVERVIEW OF BUDGET PROCESS

Brittany Brite presented an overview of the budget process and Oregon Budget Law as it pertains to both the current and future meetings. She then presented where the 2021-2022 budgeted expenses are at currently, as well as what the projected expenses are for the 2022-2023 fiscal year.

PRESENTATION OF PROPOSED SPENDING PRIORITIES

Kari May presented proposed spending priorities for the fiscal year 2022-2023, and how they align with the goals from the recently approved five-year Strategic Plan.

A discussion followed the presentation, and consisted primarily of further clarification of the Strategic Plan goals. Opportunities for remote engagement and technology utilization were explained in detail, as well as potential community outreach strategies to increase awareness of library services. Echo Fields asked for background knowledge regarding increasing communication and engagement amongst staff. May also outlined key performance indicators of library use that may be used to evaluate and measure goal progress.

May then asked each Budget Committee to identify their top spending priorities should be. It was acknowledged that all of the goals outlined in the Strategic Plan were intersectional in nature, and the Committee agreed that they were appropriate and beneficial for the community. Most committee members identified and agreed that staff appreciation and retention was a priority. Increasing outreach efforts were discussed, along with improvements to the website and digital holdings. Many members advocated for increasing accessibility by expanding branch hours in conjunction with investing in technologies. The consensus of all was that the District should strive for ensuring consistent and equitable access to library service for all patrons.

ADJOURNMENT

President Dziura adjourned the meeting at 5.23 p.m.

Recording Secretary: Val Nowak



MINUTES

ATTENDEES

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

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 (Branch Manager, Central Point), Jacquelyn Bunick (Legal Counsel), Kristin Anderson (Bear Creek Area and Ashland Branch Manager) Crystal Zastera (Facilities & Operations Manager), Brynn Fogerty (HR Manager), Loren Clupny (Staff Development Coordinator), Laurin Arnold (Central Area and Medford Branch Manager), Ashley Johnson (Technical Services Supervisor), Parvaneh Scoggin (Manager of Technology and Innovation), Lewis Mauer (Branch Manager, Eagle Point), Evelyn Lorence (Community Librarian), Becca Phoenix (HR Specialist), Marlena Fajardo (HR Specialist), and Val Nowak (Executive Assistant)

Guests: Charlene Prinson, Pat Gordon, Maddy Benson, Rob Schlapfer, Jon Legarza, Elaine Howard

CALL TO ORDER/ROLL CALL

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

INTRODUCTIONS / PROCLAMATIONS

Library Director May introduced Haylie Courtney, the new social worker for JCLS.

APPROVAL OF AGENDA

MOTION: Director Turner requested that the minutes from the March 16, 2022 Regular Board Meeting be moved to New Business for further discussion. Director Brown then moved that agenda be accepted as amended. Director Young seconded. Motion was approved unanimously.

Director Turner moved that the consent agenda be accepted. Director Young seconded. Motion was approved unanimously.

GUEST PRESENTATION – TALENT URBAN RENEWAL AGENCY

Jon Legarza, Executive Director of the Talent Urban Renewal Agency, and Elaine Howard of Elaine Howard Consulting LLC presented an overview of Urban Renewal Districts as well as information regarding the proposed Talent Urban Renewal District.

During the discussion after the presentation, Director Turner asked for clarification regarding assessed valuations and how it relates to the proposed district, especially with regard to the Alameda Fire damage. Howard explained that the valuations that are being considered are from January 1, 2020, and that the first year that property taxes would be frozen for impacted districts would be in FY23/24. Howard also explained the impact that the Renewal District would have on the Library District funding. Director Young inquired as to expected population growth, as library services will need to continue despite loss of income. Howard responded that they expect the population within the proposed district to return to pre-fire levels, and that population growth may also revive in

further areas surrounding the district. Director Turner suggested that the Board may want to write a letter on behalf of JCLD, and Legarza responded that comments are welcome any time, and that if a letter is submitted during the 45-day comment window, the City Council must address it in a public meeting.

Legarza concluded the discussion with an invitation to the Talent Town Hall virtual meeting on Wednesday, April 27 at 6:30 p.m. Comments are welcome at any time, with formal input invited sometime in May or June.

ORAL REQUESTS AND COMMUNICATIONS FROM AUDIENCE

Pat Gordon elaborated on her message from the March 16 meeting regarding biliteracy, meaning reading fluency in both print and digital formats. She asked the Board to consider how biliteracy can be reflected in the 2022-2026 Strategic Plan. She referenced work by cognitive neuroscientist Mary Ann Wolf, and encouraged the Library to implement and offer educational opportunities about brain circuitry and its role in biliteracy for both children and older readers.

REPORTS

Library Director's Report

Library Director May shared a summary of the Director's Report, and highlighted the new documentary *New Year Underwater*, the Ashland Library Food Pantry, and the positive press regarding the Medford Morning Hours program.

Quarterly Financial Report

Finance Manager Brittany Brite presented the Quarterly Financial Report. Overall, the District's quarter-end financials look strong. Revenues are healthy and are projected to meet what was budgeted for the year. Personnel services were budgeted with the assumption that hours would increase the second half of the year and more staff positions being added at that time, which did not happen. Thus, personnel services are expected to come in under budget.

Quarterly Statistics Report

Assistant Director of Support Services Kelda Vath presented a summary of the Quarterly Statistics Report. Overall, usage trends have increased slightly, and there are encouraging signs that services are recovering to pre-pandemic levels. All but one of the quarterly goals have been met, though more hotspots were added to the collection in order to get closer to that objective.

UNFINISHED BUSINESS

Land Acknowledgment Presentation

Loren Clupny presented an informational slideshow giving history and context to land acknowledgments, as well as specifics regarding the JCLS land acknowledgement statement and process.

Pandemic Response

Library Director Kari May shared an update regarding current COVID-19 protocols, and overall trends in cases have continued to be low. Hybrid programming will continue, and in-person programs are increasing in frequency and attendance.

Ashland HVAC Project

Bids for this project came in at a much higher amount than expected, and it is recommended that the board approve the lower of the bids with Outlier Construction, and that they approve direct billing of the project to the District rather than the County. Director Turner brought up concerns of

false invoice fraud, as that has been happening elsewhere in the county. Director May responded that the County will act as a Project Manager, and will monitor and review all components to protect against fraud. She also added that JCLS has partnered with Outlier and the County in the past two renovation projects and has high confidence in their ability to complete this project.

MOTION: Director Young moved that the contract be approved as proposed. Director Turner seconded. The motion was approved unanimously.

NEW BUSINESS

March 16, 2022 Regular Board Meeting Minutes

Director Turner asked for greater details to be included regarding the strategic plan discussion and public comments. The minutes will be updated to better reflect discussion and will be brought to the Board at the May meeting.

Policy Review: Cyber Liability Policy

Kelda Vath shared a recommendation on behalf of the IT department and the Policy Committee to rescind the Cyber Liability Policy as a policy. It will remain as part of the Cyber Security Plan, but it is better defined as being guidelines.

MOTION: Director Brown moved that the Cyber Liability Policy be rescinded from Library Policy. Director Young seconded. The motion was approved unanimously.

Policy Review: Service Animals in the Library Policy: Claudine Taillac shared an overview of the proposed changes to the policy regarding Service Animals in the Library.

MOTION: Director Turner moved that JCLD adopt the Service Animals in the Library Policy as presented. Director Brown seconded. The motion was approved unanimously.

COMMITTEE AND BOARD MEMBER REPORTS

Finance Committee: Director Young shared an update from the Finance Committee regarding their recent meetings, during which they reviewed the quarterly financial and statistical reports, discussed the salary study, and met with staff regarding the hours study and upcoming proposal.

Technology Committee: Director Dziura shared that all technology projects are on track.

PLA Conference Report: Director May invited Board Members who attended the 2022 PLA conference to report on their experience. Director Brown shared key points of sessions she had attended on digital items and various library security service models. She also mentioned enjoying exploring innovative uses of library spaces. Director Kiefer shared how pleased she was that so many of JCLD Board Members and staff were able to attend the conference, and encouraged all Board members to engage in development opportunities. Director Turner and Director Brown shared takeaways regarding internet accessibility equity concerns. Director Turner extended appreciation for the keynote speakers.

Executive Session pursuant to ORS 192.660 (2)(3): The consensus from the session was that the Finance Committee should no longer pursue the procurement of an additional building for the Jackson County Library District.

ADJOURN

President Dziura adjourned the meeting at 6:22 p.m.

Recording Secretary: Val Nowak



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), Jacquelyn Bunick (Legal Counsel), Kelda Vath (Assistant Director, Support Services), Brittany Brite (Finance Manager), and Val Nowak (Executive Assistant).

NEW BUSINESS

President Dziura called the executive session to order at 6:09 p.m. pursuant to ORS 192.660 (2)(3) 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 votes or actions were taken.

ADJOURN

President Dziura adjourned the executive session at 6:22 p.m., and rejoined the public meeting session already in progress.

/s/ Val Nowak
Recording Secretary



Director's Report May 2022

Special Highlights

Pandemic Response

Staff continue to monitor the local response to COVID-19. Case numbers in Jackson County remained fairly low throughout the month of April, and hospitalizations ranged from 6 to 16. Library operations have returned to mostly normal levels, and all libraries remained open for their regular hours. Plexiglass shields remain in place at service desks, and patrons continue to be encouraged to use the self check-out stations. Staff must utilize the health-check stations when they report to work, and in April no staff reported having COVID-19. HR has been updating employee files as they receive proof of booster shots received to stay up to date on the vaccinations, as required by the District's policy. Staff have until June 30 to get their 1st booster and remain in compliance with this policy.

Public Services

Staff continue to provide information about current events to patrons such as information on the damage caused by the recent Pacific Pride fuel fire in Medford, and articles related to the war in Ukraine. A family of Ukrainian refugees is staying with a woman in Rogue River who has been in asking about materials in the Russian language, since the family cannot read English. Staff helped her place Interlibrary loan requests for some materials, including a Russian translation of *Gone with the Wind*. In White City, Library Associate Milagros Morales assisted a young Spanish-speaking family to take a four-day Financial Literacy course. She aided them by setting up a branch laptop and assisting them with logging into the Zoom meetings. Staff provided the children with coloring pages and board books while the parents were in class.

In Central Point, the reintroduction of toys to the children's area has resulted in families remaining in the branch for longer periods. Patrons are also engaging in book recommendation conversations with staff more than they have in the past. In one instance, a patron was so excited that library staff wanted to talk about a series she loves that she had to verbally remind herself to leave on time for an appointment that she had elsewhere. Patrons also continue to express gratitude for library services provided during the pandemic. On April 13, a patron said to Ashland library staff, "I don't know how I would have made it through the last two years of Coronavirus without Library2Go. I've checked out 800 books from Library2Go. It's my thing. I'm retired, and I read."

The Ashland Teen Department has expanded its space to make way for additional computers. The additional computers have been on the department's wish list for years, and the need for additional computers had been mentioned in the teen community assessment focus group. The expanded stations

will allow for more teens and tweens to game and study in the space, and will reduce or eliminate excessive wait times, especially as patron use returns to pre-pandemic levels.

White City Friends of the Library hosted the monthly Friends of the Library President’s Forum in April, which meant that storytime moved to the children’s department to accommodate the meeting. Storytime participants enjoyed being in a different space, with one young child stating after the program, “But I don’t want to go home, I love the library.”

After reading the Mail Tribune article about how JCLS Medford branch works with houseless patrons, multiple Medford patrons thanked staff for offering Wednesday Morning Hours in partnership with OHSU and La Clinica. A former volunteer even got in touch with the library in order to volunteer for Morning Hours, because she was so inspired by what she had read. Another patron sent an email about the Tribune article saying, “Thank you for doing everything you could to stay open during COVID, and thank you for being open now.”



April Displays in Jacksonville and Eagle Point



Blackout Poetry in Shady Cove

April featured a new display in Jacksonville’s large foyer, curated by the Friends of the McKee Bridge. It presents information on some of the prominent people who settled in the area in the early days of the Gold Rush and their descendants. The portraits were taken by Peter Britt, who is descended from perhaps one of the best-known residents of the area.

Not to be outdone, Eagle Point Library also installed a new display on alpacas, curated by Lone Star Ranch owner Renate Gyuro. Fluffy heaps of unprocessed award-winning Alpaca wool surround tools of the trade as well as history and information about Alpacas and Alpaca ranching. The display has proved popular with children and adult patrons. A display of related JCLS materials bookended the display case, and JCLS got a plug on the [Alpacas at Lone Star Ranch website](#).

Branches around the District celebrated National Poetry Month in April. In Shady Cove, eleven grade-school age children, with the help of staff, created blackout poems. Blackout poetry is a form of poetry created by covering up unwanted text from media, while leaving certain words or phrases to create a poem. The program was enjoyed

by all, and more than one young poet chose to use illustrations to enhance their pages.

To promote the program, Shady Cove Library Associate Michelle Andersen created a beautiful display focusing on poetry. In the background are the words “April is Poetry Month” in black and white. The letters of the words were crafted from pages of old books, using the same method used for blackout poetry. Andersen then covered a series of non-cataloged books with black paper and attached a portrait of a famous poet on the front of the book and a poem on the back of the book.

For adults, Eagle Point Library Associate Jonathan Ullrich held a Short Poem Open Mic program where attendees shared their most beloved poems and discussed poetry in general. A similar event was also held in Ashland. Ashland wrapped up National Poetry Month by observing Poem in Your Pocket Day and extending it to a week-long celebration. Librarian Brianna Levesque organized several stations throughout the library where patrons could take a printed poem to pop in their pocket and enjoy it whenever they chose.



Hula Performers at Celebrate Día

Children’s Programs

Medford Library was home to Celebrate Día, a program to honor Día de los Niño’s/Día de los Libros (Children’s Day/Book Day). More than 400 people of all ages came into the library to play games, create crafts, connect with local organizations, earn free books and food, and watch amazing performances. Circulation staff were happy to help many people who came into the library for the first time, signed up for library cards, and checked out items. Performances took place in the Large Meeting Room and included Hula by North Medford High School Pacific Islander Student Association, Storytelling with Puppets by North Medford Latino Leadership, Belly Dancing by Sunstone Tribal Dance, a

Bilingual Storytime & Japanese Language Lesson by Southern Oregon Japanese Association, and Mexican Folk Dance by Ballet Folklorico Ritmo Alegre. Other organizations participated in the event by providing crafts in the children’s area and promoting their services, including La Clinica Happy Smiles Dental Outreach, Unete Center for Farm Worker Advocacy, Siskiyou Community Health Center, and Southern Oregon Japanese Association. Children used Bingo-style cards to mark off activities completed throughout the day and submitted their cards to receive a free book and an empanada from Caba Empanada food truck. This multicultural event was sponsored by the Friends of the Medford Library.

The Ashland Children Services team has been busy with the start of a regular Storytime every week on Wednesday mornings and the introduction of Baby Social Hour every Monday morning. Both programs have been very well attended.

Storytimes led by Eagle Point Library Associate Steigleder continue to be wildly successful. Fifteen regular attendees have now made a trip to the library their Thursday morning routine, with children and guardians enjoying an activity and playing in the library after the program.

Two separate daycares full of lively young participants visited both Bilingual and English Storytime during the first week of April in White City. Immediately following storytime, the children enjoyed

playing and coloring together with the interactive wall toys and light table. Library Associate Breanne Wolgamot has added one more classroom storytime at Prospect Charter School (PCS). She is now doing a weekly storytime for the first graders at PCS, in addition to weekly storytimes for two preschool classes and the second-grade class. Wolgamot was also able to get brand-new library cards for nearly all the second-grade class. Wolgamot will next be working on getting new cards for the first-grade class before school lets out for the summer.

The Rogue River branch's outdoor "Silly Story Time" event had a small attendance, but the participants were very engaged in dancing, singing, and behaving in their silliest manner. One participant was a special needs adult who treasured that he could be included in a program that was just at his level, and the children also said that it was a wonderful experience. Shady Cove Branch Manager Marion Mensing has been reaching out to local daycare centers to invite them to storytime. If the sites are unable to attend, Mensing connects them to Outreach to Child Care.

The Talent library provided the Create Your Own Comic Book Take & Make with the idea of teaching kids to draw outside the lines. The kit provided six pages of templates with various predawn panels for the kids to draw their own artwork as well as an equal number of blank pages to encourage them to follow their muse wherever it led them. Markers, pencils, and a portable pencil sharpener were also included. These kits were enthusiastically received, with some kids sitting down to begin their art before they even left the library.

Teens

Medford Teen Librarian Andrea Leone and Educational Services Librarian Evelyn Lorence visited South Medford High School Library for lunchtime pop-up tabling. While there, the teens had the opportunity to earn books by completing a WORDLE challenge, with 17 students leaving as winners. Lorence also helped teens and teachers to sign up for library cards, or update and renew those that had lapsed.



Library Lunchtime at South Medford High

JCLS's partnership with the Juvenile Detention Center continues to be a wonderful opportunity for staff and students. The students told Lorence and Librarian Kayla Samnath just how excited they were to see them, including one who had to miss the last visit because of a transfer. They were very engaged during their reading of *Night* by Eli Weisel and enjoyed watching part 2 of Oprah's interview of Weisel.

April saw the return of the annual bike ride and library visit by kids from the Ashland John Muir School to the Medford Library. During this visit, 65 kids settled into the Large Meeting Room to learn about the Summer Reading Program from Youth Services Coordinator Brystan Strong. Later, Medford Children's Librarian Monica Owens and Teen Librarian Andrea Leone presented a variety of interesting books. The students were then sent out into the library with a scavenger hunt and the opportunity to browse for books. Many books were checked out, including most of the books recommended by staff at the beginning of the visit. The kids headed home with big smiles, their chosen books, and stickers earned by

completing the scavenger hunt. Staff were delighted to see so many patrons in the branch at one time, something that is becoming more common as the weeks go on.

Every year, it is a tradition for members of the Ashland High School Art Club to pour their considerable talents into creating paintings inspired by their favorite YA books, which are then displayed in the Ashland Teen Library. After months of delays due to COVID-19 restrictions, the Ashland High School Art Club was able to drop off their 2022 paintings and host a small celebration for the past three years' worth of their art. This year's paintings were displayed on a table in the Teen Department during the last week of April before being hung on the wall, where they will stay until the next installation in 2023.



AHS Art Club Book Paintings

Adults

Applegate's parking lot was filled to capacity on Saturday, April 16, for the program "Make Your Own Vinegar at Home," a sign that the community is ready for in-person events, and that the do-it-yourself ethic is still strong in the region. Presenter Kirsten Shockey is the founder of FermentWorks and the award-winning author of multiple books on fermentation available in the [JCLS collection](#).

Attendees braved the weather to mark the first meeting of The Ashland Great Outdoors Book Group, which was held at North Mountain Park on Wednesday, April 20. Three people joined library staff on that wet and windy afternoon to discuss *The Hidden Lives of Trees* by Peter Wohlleben. Ashland Head of Adult Services Ellie Anderson facilitated the discussion, which was followed by a nature journaling exercise led by Libby VanWyhe, Manager of the North Mountain Park Nature Center. It is hoped that this monthly program will be greeted by more cooperative weather in June.

Outreach

At Home Services

More than 40 Patrons requested April's Craft at Home Kit "Tropical Paper Flowers", which was the largest request for crafts to date. In March, Project Sunshine Spring gift bags were sent to all 120 At Home Services patrons, and there has been a lot of grateful feedback in response to the cheerful cards.

Digital Services

Digital Services appointments and assistance interactions continued to increase, with April increasing approximately 5% over March. Digital Services team members collaborated with Mobile Services Specialist Mackenzie Pollock and DART to provide successful workshops for the Ashland Senior Center

focusing on Apple device literacy, as well as general one-on-one tech help. Digital Services Supervisor Eric Molinsky and Anderson met with the Center's coordinator to discuss future class offerings and assistance.

In collaboration with Asante Ashland Community Hospital, Digital Services staff will also be trained on the MyChart medical app, in order to provide instruction for those who may struggle with the service.

DART

DART had its highest number of interactions to date at 736. Previously, the record was held by July 2021 at 543. This increase in participation is due in large part to a partnership with Rogue Action Center and Rogue Climate to bring resources and technology to the survivors of the Alameda Fire. Digital Literacy and help with the JCLS Digital Library were in high demand this month. DART attended Celebrate Día at the Medford Library and was able to promote its services to many patrons who had not known of it previously.

Outreach to Child Care

Outreach to Child Care (OCC) served 1,503 children at 54 sites in April. The program circulated 2,671 items (1,723 English-language items and 948 Spanish language items) to the child care sites. Library Specialists Nancy Peterson and Kateri Warnick and three volunteers presented a total of 33 English-language Storytimes. Bilingual Library Specialist Megan Pinder presented 13 Spanish-only or Bilingual Storytimes. Outreach to Child Care also added a site for the monthly book bags. This site serves 75 children aged zero to six.

Education Services

Community Librarian Evelyn Lorence has been busy presenting booktalks to 3rd grade students in Eagle Point and Medford School Districts. Along with Teen Librarian Andrea Leone, Lorence promoted JCLS resources at South Medford High, registering students and teachers for library cards and giving away books.

Education Services, Outreach to Child Care, and several branch managers and department heads collaborated to attend ten Kindergarten Launches in four school districts in April. This was tricky because six of the launches happened on only two nights. At each tabling event, students were able to select a giveaway book while parents learned about JCLS resources. Library Specialists Kateri Warnick and Nancy Peterson tabled at the Central Point Elementary Kinder Launch. After the student selected the book, *The Orange Splot*, the parent exclaimed it was a family favorite and had been lost with their home in the 2020 fires. She said they were rebuilding their library and she was so happy to replace such a cherished story.

Social Services

With the addition of new Social Worker Haylie Courtney, the Social Services team has been working hard to build relationships with patrons, provide aid and resources, and also monitor public safety within the library.

The team has been working on nourishing and expanding the Morning Hours program. The overall participation in Morning Hours has increased, with around 30 patrons coming to receive services and warm foot soaks every Wednesday. An exciting new introduction of essential services is the ability to

provide clothing for patrons following a clothing drive by OHSU street nurses. The team will now have shoes and essential clothing on hand for those in need. The team has been collaborating with RVRTD to have an individual at Morning Hours in order to introduce the Bike Program where houseless patrons can be given donated bikes as a means for transportation.

In addition to their work on Morning Hours, the Resource Team has also utilized opportunities to have more of a presence in branches other than Medford and Ashland. By expanding their footprint, information regarding community resources has spread to Talent, White City, Phoenix, and Gold Hill. A few victories from this work stand out. One houseless patron who had sustained a significant leg injury was provided a walking cane. His injury had prevented him from walking and traveling to various appointments, and the cane is an immense help for him. Another patron who had been stranded in the area was connected with a bus ticket to get back home, and was also aided in getting into a recovery program near his family in Pasadena, California.

Finance

As the fiscal year draws to close, the finance department is putting best practices into place to properly close the books on 2021/2022. The 2020/2021 audit is still in progress, and the finance team is working diligently to provide all information the auditors need to finish their work. The District is currently looking for a commercial real estate agent to value the buildings that transferred ownership from the County on July 1, 2021. This is the biggest hurdle left in completing the audit.

Preparations for Fiscal Year 2022/2023 are also well underway. In early May, the Budget Committee met to review the proposed budget, which has since been approved. The next step is to make recommended and needed adjustments to the approved budget document in order to prepare it for the June Budget Hearing and Board Meeting. After the budget has been adopted by the Board, the District will submit the tax certification and budget documents to the County Assessor and County Clerk offices.

Human Resources

On April 29, JCLS staff gathered for the first staff in-service day in two and a half years. Many staff met their colleagues from around the District face-to-face for the first time. In all, 136 JCLS staff and four Board members participated in a full itinerary of activities and sessions. The day kicked off with a welcome from Library Director Kari May. The Keynote Speaker Eric Bailey focused on the “Now Normal,” how communication and work have changed over the past two years, and how to move forward. Later, staff enjoyed lunch catered from local businesses while connecting and catching up with each other, and a variety of break-out sessions were offered in the afternoon. Several Friends of the Library groups and local businesses donated items that were raffled off at the end of the day, and all attendees went home with a swag bag that included a lunch bag and coffee mug donated by Jackson County Library Foundation.



JCLS staff at Inservice Day

Marketing



The latest short form documentary, New Year Underwater, now has over 2,100 views, making it the JCLS YouTube's most-viewed video of all time. It has prompted a lot of public interaction, with one patron who mentioned to a staff member that she thought the video was "...just fabulous. Great work! Keep it up!" The Medford Morning Hours program has continued to be the subject of great media attention.

Press Releases:

May Events Calendar: <https://bit.ly/37XQE4v>

May Windows in Time: <https://bit.ly/3yuQs86>

Media Coverage:

Mail Tribune on Medford's Morning Hours: <https://bit.ly/3jkCn4h>

Mail Tribune on Medford School District Book Ban: <https://bit.ly/3M51nJs>

Notable Video:

National Library Week: <https://youtu.be/dVSR0wl29IA>

Support Services

Collection Development

April is the time to analyze the acquisitions budget to assess spending, which is on track to be spent by end of FY22. JCLS is approaching the cut off for ordering of physical materials and selectors are working on their final physical orders for FY22, which includes many patron suggestions. This service remains consistently popular with over 600 suggestions in April.

The JCLS inventory project is nearly finished. Many branches have completed this momentous task, and the remaining handful of branches are going over final lists of items before the project is complete. This was a very large project, designed by the former Collection Development Librarian Wende Glimpse, who recently retired. Following Glimpse's departure, Collections Librarian Rebecca Lazan took over managing the project. Staff across all 15 branches have worked hard to fit this into their schedules, and their efforts are evident.

Technical Services

Technical Services has been working with materials vendor Brodart and the Outreach to Childcare (OCC) department to develop a new streamlined method of ordering for the outreach collection. Order profiles and grids have been implemented and tested, and after a few more tweaks, this new procedure will be rolled out in the coming weeks.

Additionally, a long-standing project to implement an updated acquisitions technology process allowing for integrated purchases from local materials vendors, Blackstone, is continuing to progress.

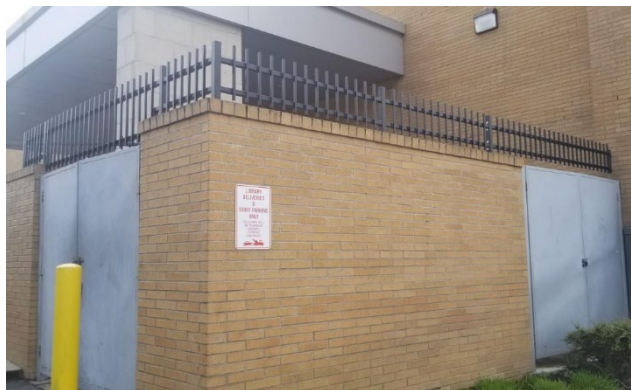
Technical Services staff and the Courier team have been cross training on various aspects of Interlibrary Loan. The team has come together to support each other and cover where is needed, and JCLS patrons and staff and operations continue to work smoothly.

IT

IT is on track to replace all public computers by the end of May. As part of this project, each branch will get larger monitors for their catalog computers, which will increase patron accessibility.

As part of a firewall upgrade, IT held a first round of testing with Hunter Communications and plans to complete the project by end of May. The project to switch out all network cables is also almost complete.

The new A/V set up for the Ashland Meeting Rooms was delivered and installed the last week of April. Staff were trained on the new system and plans are now underway to reopen the meeting rooms in May. Unfortunately, the monitor display for the Guanajuato Room set up arrived damaged, so the contractor has ordered a replacement and will be making another trip to Ashland to install this final component as soon as it is available. An open house welcoming staff and patrons to the newly remodeled space was held on Saturday, May 14.



Facilities

A railing has been installed along the top of the trash enclosure at Medford. This will help to secure the area from unauthorized people utilizing the enclosed space. Operations Coordinator Crystal Zastera and Assistant Director of Support Services Kelda Vath also met with Pathway Enterprises to negotiate a new contract for external power-washing for all branches in the new fiscal year. As a pilot, JCLS will employ Pathways to power-wash the

Medford entrances and surroundings in May and June, which will help to assess the future schedule. The highly-anticipated first floor recarpeting project for Medford is now off to a great start. Carpet in the Support Services and Outreach area staff offices and the Large Meeting Room is now complete. Next on the list is to replace the carpet in the Circulation area, the most disruptive aspect of this project. The Medford Library will be closed May 23-26, and the Fiction and Children's areas will also be unavailable approximately May 23-June 3. This will be followed by the Children's area, and finally Adult Fiction, which is on track to complete the project by the end of June.



Jackson County Library Foundation (JCLF) Director's Report May 2022

On April 6, 2022, JCLF observed Library Giving Day. The Library Giving Day Campaign is a concept dedicated to growing philanthropic support for libraries across the nation as part of Library Awareness Week. It was conceived by The Seattle Public Library Foundation and piloted in 2019.

JCLF participated for the first time this year. E-newsletters and Facebook posts began the week before, a banner was added to the top of the JCLS website, an article went out in the Talent newspaper, the Ashland Chamber of Commerce added it to their website, the Friends groups shared it on their Facebook pages and newsletters, and the JCLS Finance team created a system for JCLS employees to give through payroll deduction. The campaign raised \$3294 through 16 gifts.

The Oregon Community Foundation award letter for the renewal grant for the social worker at \$15,000 was received.

The Executive Director, Library Director and two JCLF board members attended the Oregon Nonprofit Leadership Conference on April 12. The Executive Director and Library Director visited with Funders – Carpenter Foundation, Gordon Elwood Foundation, Four Way Foundation, The Ford Family Foundation, and the Oregon Community Foundation.

The Jackson County Library Foundation approved Ivy Marchbanks Villanueva to the board on April 26, 2022. Ivy works for Home Oregon and has a strong skillset with social media and events. She is sure to be an asset to the work of the Foundation.



May 18, 2022

Title: Finance Report

From: Brittany Brite, Finance Manager

Recommendation:

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

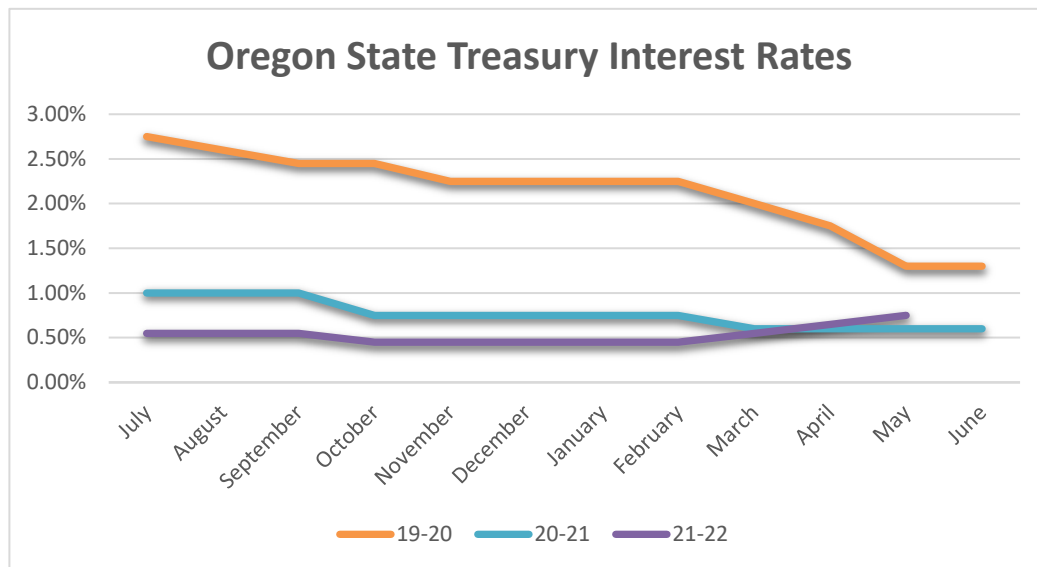
Budget Impacts:

The District runs on an accrual basis of accounting. Payables are added to the books as invoices are received and paid within a two-week window. Payroll is also run on a bi-weekly basis. For the purposes of this report, payroll through 4/24/2022 has been included. Encumbered funds are not reflected in the accompanying report.

The District’s current financials look strong. Property tax revenues are healthy and the District has received additional funds to cover the losses incurred due to the 2020 wildfires. According to House Bill 5006, \$23M was distributed to the counties to cover these losses and Jackson County received approximately \$2.8M of these funds. These funds were to cover the tax revenue losses for FY 20/21 and the District received \$100,481 on January 10th 2022. After the initial distribution, the House Bill changed the language to state that rather than having the counties return annually to present wildfire related tax losses, they would do a final distribution to the counties for FY 21/22 and future year losses specific to the 2020 fires. This distribution was received by the District on April 29th 2022 and totaled \$380,493. In the chart below, you will see that \$11.4M of tax revenues received are for FY 21/22. The Finance Committee will meet in June to decide how to allocate the second wildfire distribution in order to properly calculate and predict future revenues. Below is a snapshot of what the current property revenues without the wildfire distributions look compared to the budget. With a \$12M property tax levy for the 21/22 year, the District is currently looking at a 95.8% collection rate.

YTD Property Tax Revenue	11,978,968.00
1/10/2022 Wildfire Distribution #1	100,481.85
4/29/2022 Wildfire Distribution #2	380,493.00
FY 21/22 Specific Tax Revenue	11,497,993.15
Budgeted revenues	11,673,499.00
Difference	(175,505.85)

Other income is currently 68.6% of budgeted and includes interest income, fees for ILS services, restricted revenues, unrestricted donations and printing, copying and fines at the branches. Interest rates have been low but have been steadily increasing by 0.1% every month since February. The chart below shows that interest rates have already exceeded the 20/21 year end rates and we expect to see this increasing trend to follow us into the new year. As of May 10th, interest rates are sitting at 0.75%.



Year to date expenses in the general fund are approximately \$8.6M and are under budget by approximately 20% at month end. Personnel services are under budget by approximately 19% which is larger than last month’s gap of 10% due to the re-allocation of a portion of the Adult and Youth Services Coordinator salaries to the Hulbert Funds. This allocation was split 75% to Hulbert and 25% to the general fund, which resulted in an approximate \$89,000 expense accounted for in the grants fund instead of the general fund. Library materials and other materials & services are under budget by approximately 12% & 7% respectively.

Library material expenditures continues to increase and close the budgeted vs. actual gap. Last month, the District was under budget by 16.7% and currently under budget by 12%. It is expected for that gap to continue to close as we finish off the last two months of this year. As of May 12th 2022, encumbered purchases are at \$338,000 and will be expensed by the end of the year.

Building maintenance and utilities are in good standing in relation to the budget. As stated in the budget committee meeting, we recognize that utility costs are rising and have budgeted appropriately for the new year.

Due to the accrual basis of accounting, approximately \$166,000 of expenses are not shown in the general fund finance report. These expenses include \$3,000 personnel services, \$43,000 Library Materials, \$1,000 Building Maintenance/Utilities, and \$119,000 Other Materials and Services.

The Capital Improvement Fund has expensed approximately 23% of annual budgeted amounts. In the month of April, the District paid Jackson County for the Ashland renovation project totaling \$295,000. \$113,000 of that was expensed through the Capital Improvement Fund and the other \$182,000 through Grants. Last month, \$50,000 was transferred from the General Fund per the budget.

The District has received approximately \$397,000 in grant revenues which is over the budgeted amount by \$147,000. Personnel expenses increased in the past month due to the Hulbert Funds covering 75% of two staff positions and capital outlay increased due to the Ashland Renovation Project.

The charts below provide a breakdown of fund balances and restricted use of each large grant fund. Please note that the beginning and ending fund balances will not tie to the financial report as the beginning fund balance.

	Carpenter	Friends	Gebhardt	Hulbert	Foundation	Lindberg	OCF	Ready to Read	Miscellaneous
Beginning Fund Balance	972	30,707	314,291	379,485	77,293	428,047	17,396	32,586	46,713
Revenues	4,000	123,418	-	132,845	82,533	11,040	2,767	37,429	14,557
Expenditures	(59)	(147,664)	-	(98,046)	(82,393)	(65,117)	(10,818)	(15,560)	(58,204)
Ending Fund Balance	4,913	6,461	314,291	414,284	77,433	373,970	9,345	54,455	3,066

Grantor	Purpose
Carpenter	Women's issues, parenting, child development, multicultural studies & the environment
Friends	FOL groups give based on library need. These funds are restricted.
Gebhardt	Central Point library
Hulbert	50/50 youth 6-16yrs & mature readers
Foundation	JCLF gives based on library need. These funds are restricted.
Lindberg Estate	Ashland Library
OCF	Multiple OCF grants- all restricted funds to whatever the grant letter states. (approximately 4 funds currently)
Ready to Read	Early literacy 0-6 yrs &/or summer reading programs 0-14 yrs old
Miscellaneous	
OCF-Talent	expanded hours, summer reading program at Talent & purch. of collection materials only accessed initially at Talent.

Although there are some funds that are spent down at month end, there are a few with large ending fund balances that the District plans to work towards expending in the coming years. The finance department is currently fine tuning its grant reporting system in order to improve the recognition of potential grant-related expenses and encourage staff to use grant funding.

Some grants are a one-time gift, some annual gifts, one is interest on an investment account and others, like the Friends and Foundation groups, are based on specific needs of the Library as they arise. The Friends and Foundation groups have a balance due to the timing of projects and awards given. The Gebhardt, Hulbert and Lindberg grants are currently being analyzed for the best use of these funds in the coming years, and funds like the Carpenter, OCF and Ready to Read grants are used on a frequent basis. Currently, the Ready to Read fund is at a higher balance than expected. The finance department is working with Outreach to review charges and ensure that they have been allocated to the proper funds. It is also important to note that the Ready to Read fund spans two fiscal years as the grant itself is run on a calendar year basis. Therefore, this fund will naturally look higher than other funds spent on a regular basis.

Overall, the financials are in compliance and good standing when compared to the budget as of April 30th, 2022.

Policies, Plans, and Goals Supported:

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

Background and Additional Information:

The quarterly financial report includes information through April 30th, 2022 and has been reviewed by the Finance Committee. Data was pulled on May 12, 2022 from Incode. Although a soft close has been completed on the fiscal year 2020-21 books, there are still some adjustments that may need to be made after the audit is complete. The Finance Department plans to prepare a hard close of the books after the fiscal year end 2020/2021 audit.

Attachments:

April financial report PDF.

Additional Information:

HB5006 regarding wildfire distribution:

<https://olis.oregonlegislature.gov/liz/2021R1/Downloads/MeasureDocument/HB5006/Enrolled>



% of Year 83.3%

For Period: 7/1/2021 through 4/30/2022

General Fund

	Budget	Actual	Variance	% of Budget
Beginning Fund Balance	\$ 8,900,000	\$ 8,882,519	\$ (17,481)	99.8%
Revenues				
	Budget	YTD	Variance	% of Budget
Property Taxes	\$ 11,673,499	\$ 11,978,968	\$ 305,469	102.6%
Other Income	\$ 389,000	\$ 266,927	\$ (122,073)	68.6%
Total Operating Revenues	\$ 12,062,499	\$ 12,245,895	\$ 183,396	101.5%
Transfers IN from Other Funds	\$ -	\$ -	\$ -	
Total RESOURCES	\$ 20,962,499	\$ 21,128,414		
Expenses				
	Budget	YTD	Variance	% of Budget
Personnel Services	\$ 8,088,533	\$ 5,217,906	\$ (2,870,627)	64.5%
Library Materials	\$ 1,397,550	\$ 996,775	\$ (400,775)	71.3%
Bldg. Maintenance/Utilities	\$ 1,484,319	\$ 1,134,708	\$ (349,611)	76.4%
Other Materials & Services	\$ 1,714,563	\$ 1,258,331	\$ (456,232)	73.4%
Capital Outlay	\$ 600,000	\$ -	\$ (600,000)	0.0%
Contingency	\$ 500,000	\$ -	\$ (500,000)	0.0%
Total Operating Expenses	\$ 13,784,965	\$ 8,607,720	\$ (5,177,245)	62.4%
NET REVENUES/EXPENSES	\$ (1,722,466)	\$ 3,638,175	\$ 5,360,641	NA
Transfers OUT to Other Funds	\$ 50,000	\$ 50,000	\$ -	100.0%
Ending Fund Balance	\$ 7,127,534	\$ 12,470,694	\$ 5,343,160	175.0%
Total REQUIREMENTS	\$ 20,962,499	\$ 21,128,414		



% of Year 83.3%

For Period: **7/1/2021** through **4/30/2022**

Capital Improvement Fund

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

Revenues	Budget	YTD	Variance	% of Budget
Interest Income	\$ -	\$ -	\$ -	
Total Operating Revenues	\$ -	\$ -	\$ -	0.0%
Transfers IN from Other Funds	\$ 50,000	\$ 50,000	\$ -	100.0%
Total RESOURCES	\$ 5,650,000	\$ 5,463,000		

Expenses	Budget	YTD	Variance	% of Budget
Materials & Services	\$ 600,000	\$ 308,452	\$ (291,548)	51.4%
Capital Outlay	\$ 1,200,000	\$ 112,560	\$ (1,087,440)	9.4%
Total Operating Expenses	\$ 1,800,000	\$ 421,012	\$ (1,378,988)	23.4%
NET REVENUES/EXPENSES	\$ (1,800,000)	\$ (421,012)	\$ 1,378,988	NA

Transfers OUT to Other Funds	\$ -	\$ -	\$ -	
Ending Fund Balance	\$ 3,850,000	\$ 5,041,988	\$ 1,191,988	131.0%
Total REQUIREMENTS	\$ 5,650,000	\$ 5,463,000		



% of Year 83.3%

For Period: 7/1/2021 through 4/30/2022

Miscellaneous Grants Funds

	Budget	Actual	Variance	% of Budget
Beginning Fund Balance	\$ 1,100,000	\$ 1,184,989	\$ 84,989	107.7%
Revenues				
	Budget	YTD	Variance	% of Budget
Grants & Donations	\$ 250,000	\$ 397,549	\$ 147,549	159.0%
Interest	\$ 11,000	\$ 11,040	\$ 40	100.4%
Total Operating Revenues	\$ 261,000	\$ 408,589	\$ 147,589	156.5%
Transfers IN from Other Funds	\$ -	\$ -	\$ -	
Total RESOURCES	\$ 1,361,000	\$ 1,593,578		
Expenses				
	Budget	YTD	Variance	% of Budget
Personnel Services	\$ 200,000	\$ 134,362	\$ (65,638)	67.2%
Materials & Services	\$ 650,000	\$ 161,799	\$ (488,201)	24.9%
Capital Outlay	\$ 250,000	\$ 181,700	\$ (68,300)	72.7%
Total Operating Expenses	\$ 1,100,000	\$ 477,861	\$ (622,139)	43.4%
NET REVENUES/EXPENSES	\$ (839,000)	\$ (69,272)	\$ 769,728	NA
Transfers OUT to Other Funds	\$ -	\$ -	\$ -	
Ending Fund Balance	\$ 261,000	\$ 1,115,717	\$ 854,717	427.5%
Total REQUIREMENTS	\$ 1,361,000	\$ 1,593,578		



Date: May 18, 2022

Title: 5-5 Display, Exhibits, and Bulletin Board Policy

From: Claudine Taillac, Assistant Director of Public Services

Recommendation:

The Policy Committee recommends that the Board approve the suggested updates to 5-5 Display, Exhibits, and Bulletin Board Policy.

Policies, Plans, and Goals Supported:

Maintaining updated policies provides clear guidance for the District Board, staff, and patrons, and facilitates ease of use of all library services.

Background and Additional Information:

The 5-5 Display, Exhibits, and Bulletin Board Policy was first adopted by JCLD on September 8, 2016. The proposed revisions have been reviewed by the Policy Committee:

- Updated language throughout the policy to provide consistent phrasing and to reflect the Library's values of inclusion and respect
- Clarified language regarding display content, including removing unnecessary procedural information
- Removed the requirement for an outside organization to have a library card to display materials. This requirement was added to encourage increased cardholders; however, in practice it did not lead to additional new patrons.

Attachments:

- 5-5 Display, Exhibits, and Bulletin Board Policy, clean version
- 5-5 Display, Exhibits, and Bulletin Board Policy, red-lined version



Policy 5-5	Displays, Exhibits, and Bulletin Board Policy	Created: 9/8/2016 Revised: 9/24/2019 Approved: 10/12/2019
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I. Purpose

This policy explains the guidelines for displays, exhibits and postings on bulletin boards in Library buildings. Jackson County Library Services provides space for displays, exhibits and bulletin boards to forward its mission of connecting everyone to information, ideas, and each other.

II. Introduction

Jackson County Library Services provides displays, exhibits, and bulletin boards to assist patrons in their exploration of educational, cultural, intellectual and civic activities. In general, display and exhibit themes are chosen by the Library, and items included in the displays are selected at the sole discretion of the Library. Displays and exhibits complement or highlight the Library’s collection and feature themes of interest to both the local community and the general public.

The library may request assistance from community organizations, businesses, or individuals to display items connected to the chosen theme. Such contributions may be acknowledged as part of the display or exhibit. Displays may also promote events and activities sponsored or co-sponsored by the library or by organizations affiliated with the library.

III. Displays by Outside Organizations

JCLS welcomes displays and exhibits from outside organizations, when space allows. In order to book a display space, the organization or individual must have a JCLS Full Service library card in good standing. If a group is from out of the area, an annual JCLS non-resident library card may be purchased. See Policy5-6, Fee Schedule, for current charges.

Most branches offer display cases and/or art space for community involvement. To request use of a display case, organizations must contact the local branch where they wish to display materials. Scheduling of installation and removal dates and a release form are required prior to displaying materials.

IV. Bulletin Boards

Bulletin boards are provided for posting of flyers by organizations engaged in educational, cultural, intellectual, or charitable activities. Flyers must be approved by the Library and shall be left at the Main Desk. Priority will be given to flyers pertaining to Library-sponsored events and news, RCC and SOU classes, legal notices, and nonprofit and charitable organizations. Unauthorized flyers will be removed.

V. Reconsideration of Displays or Exhibits

The Library recognizes the right of individuals to question what they might view in the library and has developed a process to address concerns. The process is the same as the Request for Reconsideration of Library Materials, which includes the opportunity for an individual to discuss his or her opinion with a librarian, to complete a written Request for Reconsideration of Library Materials form, and to request a review of the material on display. The Library Director will reply in writing to the individual. The decision of the Library Director may be appealed to the Library District Board. The Request for Reconsideration of Library Materials form is attached to the Collection Development Policy found [here](#). The materials in question will remain on display pending the Library Director's written decision

Jackson County Library Services does not assume responsibility for loss or damage to items loaned to the Library for display.



Display and Exhibit Guidelines

The Jackson County Library provides displays and exhibits on themes of interest to the general public throughout its 15 branch buildings. Themes are chosen by the library and items included in the displays are selected at the sole discretion of the library. From time to time, the library may request assistance from community organizations, businesses, or individuals to display items connected to the chosen theme. Such contributions may be acknowledged as part of the display or exhibit. Displays may also promote events and activities sponsored or co-sponsored by the library or by organizations affiliated with the library.

Jackson County does not assume responsibility for loss or damage to items loaned to the library for display, unless such loss or damage is caused by intentional or negligent affirmative acts of the Library or its employees or volunteers. The Library reserves the right, at its option, to remove and store items loaned to the library when it deems such removal is necessary for the protection of the material or whenever the display or exhibit is terminated.

Acknowledgment and Receipt

The following items have been loaned to the Jackson County Library for display, subject to the guidelines and conditions set forth above:

Date received: _____ To be returned on or about: _____

JCLS representative's signature: _____

Owners Name (print): _____ Owner's Signature: _____

Owner's address and phone number: _____

Date Returned: _____ Owner's signature: _____



Displays by Outside Organizations – Release Form

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Policy 5-5	Displays, Exhibits, and Bulletin Board Policy	<p>Created: 9/8/2016 Revised: <u>5/4/2022</u>9/24/2019 Approved: 10/12/2019</p>
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II. Introduction

Jackson County Library Services provides displays, exhibits, and bulletin boards to assist patrons in their exploration of educational, cultural, intellectual, and civic activities. In general, display and exhibit themes are chosen by the Library, and items included in the displays are selected at the sole discretion of the Library. Displays and exhibits complement or highlight the Library’s strategic goals~~collection~~ and feature themes of interest to both the local community and the general public. Themes will reflect the diverse identities of the authors of materials in the JCLS collections and will regularly reflect vulnerable and marginalized members of the community.

The Library may request assistance from community organizations, businesses, or individuals to display items connected to ~~the a~~ chosen subject~~theme~~. Such contributions may be acknowledged as part of the display or exhibit. Displays may also promote events and activities sponsored or co-sponsored by the library or by organizations affiliated with the library.~~It.~~

~~—————~~ **Displays of Library Materials**

~~Themed displays of library materials are created by library staff. Themes are chosen based on strategic alignment. There will be ongoing monthly themed displays related to organizational ED&I initiatives in addition to displays focusing more specifically on popular materials. All popular materials displays should reflect the diverse identities of the authors in JCLS collections.~~

III. Displays by Outside Organizations

JCLS ~~welcomes~~is sometimes able to may accept displays and exhibits from outside organizations, when space allows and content is strategically aligned. ~~In order to book a display space, the organization or individual must have a JCLS Full Service library card in good standing. If a group is from out of the area, an annual JCLS non-resident library card may be purchased. See Policy 5-6, Fee Schedule, for current charges.~~

~~Most branches offer display cases and/or art space for community involvement.~~ To request use of a display case, organizations must contact the local branch where they wish to display materials. The branch manager will review the request with administrative staff to ensure

strategic alignment. Once the request is approved, Scheduling of installation and removal dates and as well as a release form are required prior to displaying materials before the display is installed.

Jackson County Library Services does not assume responsibility for loss or damage to items loaned to the Library for display.

IV. Bulletin Boards

Bulletin boards are provided for posting of flyers by organizations engaged in educational, cultural, intellectual, or charitable activities. Flyers must be approved by the Library and shall be left at the Main Desk. Priority will be given to flyers pertaining to Library-sponsored events and news, educational events, RCC and SOU classes, legal notices, and nonprofit and charitable organizations.

Unauthorized flyers will be removed.

V. Reconsideration of Displays or Exhibits

The Library recognizes the right of individuals to question what they might view in the library and has developed a process to address concerns. The process is the same as the Request for Reconsideration of Library Materials, which includes the opportunity for an individual to discuss their opinion with library staff, to complete a written Request for Reconsideration of Library Materials form, and to request a review of the material on display. The Library Director will reply in writing to the individual. The decision of the Library Director may be appealed to the Library District Board. The Request for Reconsideration of Library Materials form is attached to the Collection Development Policy found [here](#). The materials in question will remain on display pending the Library Director's ~~written~~ decision.

Jackson County Library Services does not assume responsibility for loss or damage to items loaned to the Library for display.



Display and Exhibit Guidelines

The Jackson County Library provides displays and exhibits on ~~themessubjects~~ of interest to the general public throughout its 15 branch buildings. ~~ThemesSubjects~~ are chosen by the library and items included in the displays are selected at the sole discretion of the library. ~~From time to time, On occasion~~ the library may request assistance from community organizations, businesses, or individuals to display items connected to the chosen ~~themesubject~~. Such contributions may be acknowledged as part of the display or exhibit. Displays may also promote events and activities sponsored or co-sponsored by the library or by organizations affiliated with the library.

~~JCL Jackson County~~ does not assume responsibility for loss or damage to items loaned to the library for display, unless such loss or damage is caused by intentional or negligent affirmative acts of the Library or its employees or volunteers. The Library reserves the right, at its option, to remove and store items loaned to the library when it deems such removal is necessary ~~for the protection of the material or whenever the display or exhibit is terminated.~~

Acknowledgment and Receipt

The following items have been loaned to the Jackson County Library for display, subject to the guidelines and conditions set forth above:

Date received: _____ To be returned on or about: _____

JCLS representative's signature: _____

Owners Name (print): _____ Owner's Signature: _____

Owner's address and phone number: _____

Date Returned: _____ Owner's signature: _____



Displays by Outside Organizations—Release Form

~~JCLS welcomes displays and exhibits from outside organizations, when space allows. In order to book a display space, the organization or individual must have a JCLS Full Service library card in good standing. If a group is from out of the area, an annual JCLS non-resident library card may be purchased. See Policy 5-6, Fee Schedule, for current charges.~~

~~Most branches offer display cases and/or art space for community involvement. To request use of a display case, organizations must contact the local branch where they wish to display materials. Scheduling of installation and removal dates and a release form are required prior to displaying materials.~~

Acknowledgment and Receipt

~~The following items have been loaned to the Jackson County Library for display, subject to the guidelines and conditions set forth above:~~

~~Date received: To be returned on or about: _~~

~~JCLS representative's signature: _~~

~~Owners Name (print): Owner's Signature: _~~

~~Owner's address and phone number: _~~

~~Date Returned: Owner's signature: _~~



Date: May 18, 2022

Title: 5-8 Internet Acceptable Use Policy

From: Kelda Vath, Assistant Director of Support Services; Parvaneh Scoggin, Technology and Innovation Manager

Recommendation:

The Policy Committee recommends that the Board approve 5-8 Internet Acceptable Use Policy as revised.

Policies, Plans, and Goals Supported:

Maintaining updated policies provides clear guidance for the District Board, staff, and patrons, and facilitates ease of use of all library services.

Background and Additional Information:

The 5-8 Internet Acceptable Use Policy, formerly known as the Internet Use and Safety Policy, was first adopted by JCLD on April 2, 2015. The proposed revisions have been reviewed by the Policy Committee:

- Updated terms and verbiage throughout the policy to provide consistent phrasing and voice
- Removed reference to “constitutionally protected speech” in the introduction
- Removed unnecessary sections (for example, Guidelines for computer use by children) and paragraphs
- Updated hyperlinks to reflect the most current information

Attachments:

- Policy 5-8 Internet Acceptable Use Policy, clean version
- Policy 5-8 Internet Acceptable Use Policy, red-lined version

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

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

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

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

II. Introduction

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

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

It is the policy of Jackson County Library Services to:

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

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

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

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

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

III. Reconsideration of Web Sites

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

IV. Supervising Computer Use by Children

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

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

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

V. Internet Acceptable Use Rules for All Users

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

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

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

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

VI. Use of Content from the JCLS Website

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

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

The Library staff does not provide advice to users about which materials are protected by third party rights and which materials may be used freely. The following website has information about copyright, fair use and other related topics which may be useful:

<http://www.copyright.gov>

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

VII. Termination of Use

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

VIII. Disclaimers

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

In no event shall JCLS or any of its directors, employees, agents, or affiliated entities be liable for any direct, indirect, special, incidental, consequential, exemplary or punitive damages arising from, or directly or indirectly related to, the use of, or the inability to use, this site or the content, materials and functions related thereto.



Policy 5-8	Internet <u>Acceptable Use</u> and Safety Policy	Created: 4/2/2015 Revised: <u>2/28/2019</u> <u>3/31/2022</u> Approved: 3/14/2019
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I. Purpose

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

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

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

II. Introduction

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

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

It is the policy of Jackson County Library Services to:

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

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

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

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

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

III. **Reconsideration of Web ~~S~~ites**

Any resident of Jackson County may ~~submit a form requesting request~~ the blocking or unblocking of a ~~specific given~~ website using the Request for Reconsideration of Library Materials form. The website will be reviewed by professional library staff and the final decision will be the responsibility of the Library Director.

IV. **Supervising Computer Use by Children**

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

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

V. Internet Acceptable Use Rules for All Users

Use of Library technology by ~~each and~~ every patron, staff member, or volunteer shall constitute that person's acknowledgment of, and agreement to abide by, this ~~Internet Use and Safety Policy, including guidelines for use of the Internet by minors, and are subject to JCLS's Rules of Conduct Policy/Normas de Conducta.~~

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

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The Library staff does not provide advice to users about which materials are protected by third party rights and which materials may be used freely, though staff may recommend resources to assist them in making that determination. ~~The following website has information about copyright, fair use and other related topics which may be useful: <http://www.copyright.gov>~~

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

VII. Termination of Use

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

VIII. Disclaimers

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

In no event shall JCLS or any of its directors, employees, agents, or affiliated entities be liable for any direct, indirect, special, incidental, consequential, exemplary or punitive damages arising from, or directly or indirectly related to, the use of, or the inability to use, ~~this site~~internet services or the content, materials and functions related thereto.



Date: May 18, 2022

Title: New JCLS Employee Handbook Policies

From: Brynn Fogerty, Human Resources Manager

Summary:

Since the formation of the JCLS benefit package and employee handbook, it has been the goal for the District to be employee friendly and competitive amongst other similarly sized systems and organizations in the area. Nearly two years past the transition date of July 2020, and as an effort to increase benefits to staff, Tuition Reimbursement and a Bilingual Stipend are being recommended as additions to the Employee Handbook, with an effective date of July 1, 2022.

Recommendation:

The Policy Committee recommends that the Tuition Reimbursement and Bilingual Stipend policies be approved to be added to the JCLS Employee Handbook.

Resource Requirements:

Tuition reimbursement was budgeted at \$10,000 in the FY22/23 budget. The bilingual stipend was included in the benefits portion of the same budget, and is estimated to come in at around \$6,000.

Policies, Plans, and Goals Supported:

Both policies support the recruitment and retention efforts of new and current staff at JCLS.

Assisting staff members with tuition costs allows the District to invest in its current staff, and to assist with their educational and career goals. Supporting staff who pursue a Masters in Library Science degree allows for internal advancement and staff retention.

The Bilingual Stipend compensates staff with Spanish-speaking language skills who use their skills on a regular basis. The stipend will assist with recruiting a more diverse applicant pool, and fits in with the District's strategic plan to expand services to the Spanish speaking community.

Background and Additional Information:

The Tuition Reimbursement policy will allow staff members to receive reimbursement after completing education directly related to their current or anticipated role at the library. A specific amount of money will be identified each fiscal year through the budgeting process for Tuition Reimbursement. It is anticipated that the 2022/2023 funds will need to be larger than future years because several staff were already in library school or waiting for this policy to be instated before they started.

The Bilingual Stipend will provide additional monies to those staff who take a competency test and demonstrate Spanish language skills. The proposed stipend is \$100 for regular full-time employees and \$50 for part-time regular employee. HR anticipates that next fiscal, year five to ten staff members in the District will be eligible for this benefit. This stipend will also be utilized as a recruitment tool to draw a more diverse applicant pool.

Both of the proposed policies have been reviewed by the Policy Committee. An additional policy, in support of paid time off for volunteer service, was brought forward. Staff needs additional time to develop the parameters and guidelines for implementation before it is brought to the Board for approval.

Once approved, the Tuition Reimbursement and Bilingual Stipend policies will be added to the JCLS Employee Handbook.

Attachment:

JCLS Employee Handbook Policies

Tuition Reimbursement (Implementation date: 7/1/2022)

Part-time and full-time regular employees who have worked at JCLS for at least six (6) months may participate in the JCLS Tuition Reimbursement program.

Each fiscal year, JCLS will earmark monies used specifically for tuition reimbursement. The amount of money the District uses towards tuition reimbursement will vary from year to year. The District reserves the right to discontinue this benefit at any time.

Eligible employees can fill out the Tuition Reimbursement Form and submit it to the Staff Development Coordinator after the successful completion of coursework. Proof of completion is required at the time that the request for reimbursement is made. The Library Director will review and make decisions on who will be awarded tuition reimbursement. The evaluation of applications will be done in a fair and equitable way. Recipients will be notified by email.

Tuition reimbursement is available to staff who desire to further their education in an applicable field to their current or future desired position within JCLS. Tuition reimbursement may also be used for certificates, licenses or to gain proficiency in an area which will be valuable to the District.

Bilingual Stipend (Implementation date: 7/1/2022)

A bilingual stipend is awarded to regular part-time and full-time employees whose position **regularly** uses a second language on the job. To qualify, staff members must be approved for the stipend by **demonstrating the need for foreign language skills in their position and pass a competency test**. If the employee doesn't pass the test, they may retest in 90 days.

The District reserves the right to determine which languages and the language usage is sufficient for the stipend. Spanish is currently the only languages approved for the stipend.

Employees may apply for the bilingual stipend with the Staff Development Coordinator. The Monthly Stipend is \$100 for full time, \$50 for part time regular employees.