



JACKSON COUNTY LIBRARY DISTRICT (JCLD)
BOARD MEETING AGENDA
Large Meeting Room, Medford Branch Library
205 S Central Ave, Medford, OR
Dial 1-669-900-6833 to attend by phone
Enter Meeting ID (access code): 965 9527 6734
Or, click the link below to attend using Zoom:
<https://zoom.us/j/96595276734>
July 20, 2022, at 4:00 p.m.

CALL TO ORDER/ROLL CALL

INTRODUCTIONS / PROCLAMATIONS

ELECTION OF BOARD OFFICERS

AGENDA AMENDMENTS AND APPROVAL

CONSENT AGENDA

- 1. June 8, 2022 JCLD Work Session Minutes.....1
- 2. June 15, 2022 JCLD Board Meeting Minutes.....3

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

REPORTS (Inform)

- 3. Library Director – Kari May.....5
- 4. Jackson County Library Foundation – Ginny Auer.....13
- 5. Quarterly Statistics Report – Kelda Vath.....14

UNFINISHED BUSINESS (Inform/Discuss/Action)

- 6. Land Acknowledgement Policy – Policy Committee.....32
- 7. District Organizational Items for FY22/23 – Kari May.....36
- 8. Hours Study Proposal – Kari May.....38
- 9. Strategic Plan Dashboard – Kari May.....41
- 10. Talent Urban Renewal Agencies (Discuss) – Finance Committee

NEW BUSINESS (Inform/Discuss/Action)

- 11. Resolution 2023-01: To Authorize Checking Account, Designated Personnel and Signers – Brittany Brite.....46
- 12. Resolution 2023-02: To Authorize LGIP Account, Designated Personnel and Signers – Brittany Brite.....47

COMMITTEE AND BOARD MEMBER REPORTS (Inform)

- 13. Finance Committee

Executive Session 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 decision may be made in executive session. At the end of today’s executive session, the Board will come back to its regular session during which the Board may or may not take action or make a decision.*

ADJOURNMENT

FUTURE MEETINGS/EVENTS/OBSERVANCES:

- August 17, 2022 - SDAO Board of Directors Training
- August 17, 2022 - JCLD Regular Board Meeting, Ashland Public Library
- August 18, 2022 – JCLD Board of Directors Retreat

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

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



MINUTES

ATTENDEES

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

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), Kristin Anderson (Bear Creek Area and Ashland Branch Manager), Loren Clupny (Staff Development Coordinator), Laurin Arnold (Central Area and Medford Branch Manager), Michael Grutchfield (Lower Rogue Area and Rogue River Branch Manager), and Val Nowak (Executive Assistant)

Guests: Pat Gordon, Charlene Prinsen

CALL TO ORDER/ROLL CALL

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

NEW BUSINESS

Library Director Kari May introduced Assistant Director of Support Services Kelda Vath, who presented an overview of the Hours Study that has been completed by JCLS staff. Vath presented a summary of what the process has encompassed thus far, as well as a comprehensive overview of community data that was analyzed in preparing the proposals. Area Manager Michael Grutchfield then presented data regarding current library hours and usage statistics from across the system. Assistant Director of Public Services Claudine Taillac followed with an overview of technology solutions that could increase access to library services as a complement to expanded hours. Taillac also briefly discussed proposed developments to outdoor areas at the Applegate and Phoenix Libraries.

Area Manager Kristin Anderson presented the formula that the Hours Committee created to help estimate the staffing needs that would arise with expanded hours. Anderson followed with a detailed overview of three proposed schedules that the Committee developed. Included with each proposal were details regarding what the particular proposal focused on, as well as primary takeaways from each. Anderson noted that it was not expected that any one of these proposals was going to be the perfect solution, and that the final schedule presented to the Board to approve would likely be some kind of combination of the three.

Finance Manager Brittany Brite presented an overview of the financial impacts of expanded hours. Brite noted that these anticipated costs have been included in the FY22-23 budget. The primary financial impacts would be increases in staffing expenses, program and material expenses, and utilities. Brite explained that, considering sustainability has been a priority, it is expected that the levy rate will not need to be increased for at least two years, even with increased hours. May concluded the presentation with a reminder of why JCLD is pursuing expanding hours and provided an overview of what the next steps would likely consist of, and then opened the floor to Board discussion.

Director Turner extended her appreciation for the work of the Committee, and acknowledged that extending hours has been a priority for a long time. She asked for clarification regarding proposed weekend hours, and recommended keeping branch hours consistent, even if the hours were not consistent across the system. A

discussion of usage patterns and contributing challenges to Sunday morning hours followed. Several board members advocated for consistency across branches, taking into consideration commuters, and families with varying work and school schedules.

Board members expressed a desire to explore solutions to increase access across the system equitably. Rural library users may have different library service needs than more urban patrons, and expanded hours should take into consideration how to best serve working families. Director Brown expressed an interest in exploring the presented technology solutions in more detail. Members also asked for details concerning usage patterns that occur during hours in which the library is not open, and noted that internet access in particular is a need in rural communities.

May then led a discussion regarding how the proposals align with the priorities identified in the five-year strategic plan. She also addressed challenges that the Library is likely to face with this project, such as the difficulty in hiring staff for rural branches. President Dziura commented recognizing the difficulty in trying to plan for the future, especially given the rapid changes of the last two years. The Hours committee recommends a phased increase of hours to address sustainability and local conditions. Director Young asked for clarification regarding how extended hours will be communicated with patrons, and the Board discussed potential marketing and outreach strategies. In discussing staffing challenges, Director Brown asked whether current staff would be interested in taking on increased hours. HR Manager Brynn Fogerty replied that a survey was sent to staff to identify interest and acknowledged that, while some staff would increase their hours, additional positions would still be needed to staff expanded hours fully. Members agreed to pursue a solution that would increase the likelihood of attracting community members who are not currently library users, with the recognition that increased use due to expanded hours may take time to realize.

ADJOURN

President Dziura adjourned the meeting at 5:32 p.m.

/s/ Val Nowak
Recording Secretary



MINUTES

ATTENDEES

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

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), Laurin Arnold (Central Area and Medford Branch Manager), Ashley Johnson (Technical Services Supervisor), Parvaneh Scoggin (Manager of Technology and Innovation), Lewis Mauer (Upper Rogue Area and Eagle Point Branch Manager), Evelyn Lorence (Community Librarian, Youth Literacy), and Val Nowak (Executive Assistant)

Guests: Echo Fields

CALL TO ORDER/ROLL CALL

President Dziura called the meeting to order at 4:03 p.m. Roll call was taken, and the land acknowledgement read

CONSENT AGENDA

MOTION: Director Turner moved to approve the agenda as presented. Director Brown seconded, and the motion was approved unanimously.

Director Turner then moved to approve consent agenda items 1-6, Director Brown seconded, and the motion was approved unanimously.

ORAL REQUESTS AND COMMUNICATIONS FROM AUDIENCE

None

PUBLIC HEARING TO RECEIVE COMMENTS REGARDING FISCAL YEAR 2022-2023 BUDGET (Action)

Director Dziura opened the floor to public comment regarding the approved budget. No comments were made, and so Finance Manager Brittany Brite recommended that the Board adopt Resolution 2022-06: Adopting Fiscal Year 2022-2023 Budget, Making Appropriations, Imposing and Categorizing Taxes.

MOTION: Director Turner moved to approve Resolution 2022-06: Adopting Fiscal Year 2022-2023 Budget, Making Appropriations, Imposing and Categorizing Taxes. Director Brown seconded the motion. Resolution was then approved by unanimous roll call vote.

Brite then outlined the budget adjustments recommended for approval in Resolution 2022-07. The proposed changes consist of adding pressure washing services to the custodial contract and budget, and a proposed transfer from the Lindberg fund for use for capital improvements specific to the Ashland HVAC project. President Dziura noted a correction in the current version that was not in the printed board packet the directors had received the week prior. Director Turner noted that column a and b needed to be updated to match the proposed amendment, as well as where the grant fund was listed.

MOTION: Director Turner moved to approve Resolution 2022-07 with the noted corrections. Director Brown seconded the motion. Resolution was then approved by unanimous roll call vote.

REPORTS

Library Director's Report

Director May introduced Central Point Branch Manager Elanna Erhardt, who was the Business Librarian at JCLS before moving to her current position. Erhardt presented an overview of the Business Librarian position, and some of the successes she had during her tenure. May thanked Erhardt for her presentation and hard work, and Director Young echoed the thanks. May then presented highlights from the June Director's Report, focusing primarily on the launch of the Summer Reading Program. May also recognized Assistant Director of Public Services Claudine Taillac, who is moving out of state, and thanked her for her service. Dziura extended his appreciation to Taillac for her contributions to the Board and to the organization.

Turner asked if the Board needed to approve an amendment to the staff vaccination policy requiring that staff receive a booster shot against COVID-19. May responded that the Library has consulted with SDAO, and have concluded that booster shots will not be made compulsory, but will remain highly encouraged.

Monthly Financial Report

Brite presented a summary of the monthly financial report and provided an update on the progress of the audit. The finance department and auditors have recommended that the vacation cap be extended, as COVID restrictions have impacted travel plans. A brief discussion ensued regarding the cap. Director Turner asked for more information, and Director Young asked about the time sensitiveness of the matter. The consensus was to table the matter until the July Board Meeting, in order to provide the Board with more detailed information.

MOTION: Director Turner moved to accept the finance report as presented, and Director Brown seconded. The motion was approved unanimously.

UNFINISHED BUSINESS

Policy Review 5-05, Displays, Exhibits, and Bulletin Boards. Policy Committee member Brown outlined the changes that had been made to the proposed policy to address the concerns brought forth at the May Board Meeting.

MOTION: Director Young moved to adopt the policy as presented. President Dziura seconded the motion. The motion approved unanimously

NEW BUSINESS

Board Leadership and Election of Officers.

Dziura presented a summary of topics that will be on the agenda at the annual meeting in August, including annual adoption of organizational items. A short discussion followed, consisting of possible change of meeting times, updating the mileage reimbursement rate, updating the authorized bank signers, and needed RFPs for the upcoming year. Dziura then opened the floor for members to discuss Board Leadership for the upcoming year. He noted that the JCLD Board Presidency has historically been rotated throughout the Board members. Dziura indicated he would be willing to serve a second year in the office, and Young agreed that Dziura should stay in the role. Vice President Turner indicated that she would rather not serve a second year, and asked for Young or Brown to consider the position. The election of officers will take place during the July JCLD Board Meeting.

COMMITTEE AND BOARD MEMBER REPORTS

Finance Committee – Turner and Young shared a summary of the last Finance Committee Meeting

Executive Committee – Members have submitted their availability for the annual board retreat. May noted that there will be SDAO training in Ashland on August 17 and suggested that either the preceding or following day be used for further Board training. It was agreed that the Board would pursue this option.

Dziura then reminded the Board that it is time for the Library Director's Evaluation. Members discussed when to hold the executive session. It was proposed that the morning July 6 be explored, pending Director Kiefer's availability.

ADJOURN

President Dziura adjourned the meeting at 5:06 p.m.

/s/ Val Nowak
Recording Secretary



Director's Report

July 2022

Special Highlights

Library Director Kari May attended the American Library Association's Annual Conference in Washington, DC. May attended a pre-conference for directors, trustees, and Friends, sponsored by United for Libraries, about preparing for First Amendment challenges to library collections. Highlights from the exhibit hall included talking to vendors about options for self-check stations, remote lockers, and after-hours library access. She attended keynote presentations with Librarian of Congress Carla Hayden discussing the role of libraries in an age of misinformation; Super Librarian Nancy Pearl in conversation with author Celeste Ng; and Black White House news correspondent April Ryan with fresh observations on the recent Supreme Court decisions, as well as reflections on being the only Black woman serving in the news corps for over 20 years. May's presentation "Health Literacy Programs for Diverse Populations" was well received by the sixty people who attended.

Human Resources

Implementation of PeopleStrategy, the new Human Resources Information System (HRIS), continues. This month, all new hires utilized the new background check system, and all recruitments are taking place in the Applicant Tracking System (ATS). The ATS gives candidates an opportunity to apply for jobs in an online portal and receive instant notification that their application is complete and has been received. Several modules remain in the implementation plan, but what has been launched so far has created efficiencies for the HR Team.

Open enrollment for benefits took place in June through PeopleStrategy. Employees logged into PeopleStrategy for the first time, enrolled in benefits and updated their emergency contact information. Now that staff have access to HR and benefits information through this new system, training for staff and supervisors will take place so they understand where to go to update or find needed information.

In preparation for the new fiscal year, the HR Department teamed up with the Finance Department to process and implement wage increases. Letters were sent to each staff member indicating their current rate and what the new rate would be.

In order to stay compliant with Oregon OSHA and the recent adoption of permanent rules, applicable staff received Smoke and Heat Training. This is an annual training that is focused on staff and their supervisors who work outdoors. The law goes into effect when the heat index is 80 degrees or more, or when the Air Quality Index (AQI) equals or exceeds 101. Based on this criterion, staff must have shade

areas and cold drinking water readily available. If the heat index is at or above 90 degrees, additional rest breaks must be given. For smoke, NIOSH approved respirators such as N95 masks must be made available and worn if the AQI rises above 251. While the hope is for a smoke-free summer, it is good to be prepared, and the HR team will be guiding the supervisors through the hot and smoky months as necessary.

Vacancy Report – in the 4th quarter of FY21, seven individuals resigned from JCLS, for the following reasons: retirement, another job, family obligations, and commute distance. Fourteen positions were filled, half of them with internal candidates, which led to further positions being posted. Two new substitutes were added to the sub pool. Overall, the vacancy rate for the quarter was 4.8%.

Marketing

The JCLS blog is celebrating the Summer Reading Program with posts “Discovering the Treasures” of each of the branches of the system. Blog authors spend a day at each branch, highlighting programs, interviewing the staff about what they love about their location, and celebrating the unique communities those libraries serve.

In early June, the Ashland Community Emergency Response Team invited Marketing Specialist Ryan Pfeil to their monthly meeting. The agency screened JCLS' "New Year Underwater," and asked him a few questions about making the film and the library's ongoing efforts to produce more multimedia content.

Throughout June the advertising blitz for Summer Reading continued with radio ads still running and ramping up digital advertising on social media, not just for Summer Reading but also for the author event with Alka Joshi happening in early July.

Press Releases:

Baby's First Book Call for Submissions: <https://bit.ly/3MAZ5Br>

July Event Calendar: <https://bit.ly/3amZf2h>

July Windows in Time: <https://bit.ly/3NKIMUt>

Virtual Author Talks Series: <https://bit.ly/3ORz8zz>

Finance

The new fiscal year has begun and the finance department is working to close the books and cut any final checks for FY22. The FY21 audit has not been completed; an update from KDP is expected by mid-July regarding drafted financials. Although the audit is not yet complete, the department is beginning to look at FY22 year-end numbers and working to prepare documentation that the auditors will need to complete the next audit.

Public Services

The days are long and warm, kids are out of school, the farmer's market is bursting with fresh produce – it must be time for the Summer Reading Program once again. Events for all ages are in full swing at every branch. As of June 30, 1,721 patrons had registered and already read 12,944 books and 308,707 minutes. Perennial favorite John Jackson with Bugs-R-Us has been visiting branches throughout the system with a variety of nature programs.



Patrons have enjoyed learning about local owl species; Pacific Northwest geology; and the fish, plant, bird, and mammal life found along the Oregon Coast.

Children's Services

In early June, the Ashland Library held a Summer Reading kick-off event. With high traffic and excitement among attendees, each department contributed something to the event. The children's department started the day with a morning Music and Movement class inside and an obstacle course on the front lawn. Young patrons climbed mountain peaks, sailed a boat across the ocean, and avoided hot lava to make it to the end. The children's team also offered book bag decorating, a special storytime, and goody bags for participants to take home after signing up for the Summer Reading Program.

Storyteller Will Hornyak's *Lifting Up the Sky* program was a highlight in White City, and they credit the high attendance with their increased marketing efforts. Staff placed a sign on Antelope Road, a high-traffic road near the library, and in front of the library to advertise the program.

The Shady Cove Library hosted a treasure hunt. Children were given riddles that led them to different objects, including a pirate ship, a dragon with golden eggs, and a giant compass. Children eventually used the compass to navigate their way around the children's area to find a treasure map, but not before walking the plank! The map led them to a few landmarks outside the library and finally to the meeting room, where the fun continued with crafts and stories.



Jacksonville invited local firefighters to do a special storytime on June 15. The event was an enormous success, with over 120 people packing into the meeting room to listen. After the stories, the event moved outside. The firefighters gave tours of the fire engine, and young patrons were eager to sit in the cab of the truck. While they waited their turn, they learned about all the gear that firefighters must wear, and how it keeps them safe.

Medford Children's Services started offering activity kits with each storytime theme for those who attend the program, with extras placed in

the department for people who could not participate to pick up later. The kits include the books and songs used that week and refer patrons to the recorded version online.

Teen Services

Adult Services Librarian Ethan Craft created and led a pirate-themed escape room for both the Ashland and Medford Teen Departments. Ashland Teen Librarian Jackie Keating and Medford Teen Librarian Andrea Leone shadowed the first program, and then ran the program together at the Rogue River and Eagle Point branches.

Many teens decorated book bags, signed up for the Summer Reading Program and stopped by the library to play video games and board games during the Ashland branch-wide summer reading program on June 14th. Eighteen teens and tweens competed in games like Smash Bros, Mario Kart, and various PS4 games.

In the Medford Teen department, the Pokémon Scavenger hunt passive program proved extremely popular with teens and their younger siblings in the Medford Library. It was a useful tool for centering restlessness and creating focus. Teen Library Associate Laurel Bucher hosted Gem Soap Making program. They donated the leftover soap to the community cupboard at the Medford Library, where it is available to patrons who need it.

The Central Point Teen Advisory Group is in a testing phase while staff continues to figure out what days of the week and times work. They will switch to Wednesdays at 4:00 PM in the fall since that is an early release day for Crater High.

Adult Services

Several programs for adults highlighted Pride Month in June. On June 9th, Ashland Adult Services Librarian Ethan Craft led Bee Yourself: Crochet Pride Bees, the first in a new Create and Chat series of hands-on programs for adults. Participants learned basic crochet skills, began making a snuggly crocheted bee, and left with the materials they needed to complete the project. The Phoenix Library made a display of Pride-themed books and various Pride flags, including the Progress Pride flag, the Drag Pride Flag, and the Transgender Pride Flag to celebrate Pride Month and Flag Day.

Other notable programs highlighted the Summer Reading Program theme of Treasure Reading. In Applegate, Library Associate Susie Beckham presented Treasured Literary Dishes. Treasured family recipes were available for sharing and sampling, and the menu related to books in the collection.



Summer beckoned staff at many libraries to get out of their buildings and join in community celebrations. The Gold Hill Library participated in Gold Rush Days. The Friends of the Gold Hill library represented the branch with a banner while parade walkers donned giant books on their heads and costumes from *Where the Wild Things Are*. Staff sat outside under the canopy at the library's front door with summer reading materials and other information about the

library. Over 190 people stopped by to learn about summer reading and to spin the prize wheel.

Outreach to Child Care

June is a slow month for Outreach to Childcare, with almost a quarter of sites closed for summer break. This down time allowed OCC staff to begin weeding the collection, a project that will extend through the slower summer months. Library Specialists Megan Pinder and Kateri Warnick attended the Kids Unlimited Academy of White City Kindergarten Launch on June 2. Students selected giveaway books while parents learned about JCLS resources and signed up for library cards.

Education Services

Education Services promoted summer reading at several end-of-school-year events and summer school programming throughout the county. Along with staff from various JCLS libraries, Education Services Specialist Sharon Bigelow and Community Literacy Librarian Evelyn Lorence attended events at Mae Richardson Elementary, Kennedy Elementary, and Sacred Heart School to promote the Summer Reading Program and sign students up for new library cards.

In June, Bigelow and Lorence visited six summer school classrooms in Medford and three in Eagle Point, creating treasure maps and playing Pirate Bingo to support this summer's Treasure Reading theme. The kids had a wonderful time adding details to their maps and using various techniques to "age" them.

Ashland Children's Librarian Lyn Heerema spent the first two weeks of June visiting several elementary schools. In individual classrooms, Heerema was allotted time to talk about the Summer Reading Program, speaking to 250-300 children at each school. The visits generated much interest from children and their families, with some of them showing up in the department after seeing Heerema at their schools. Heerema and Teen Services Librarian Jackie Keating also visited Siskiyou School, where they promoted the Summer Reading Program to more than 100 students in grades 2-7.

Keating and Youth Services Coordinator Brystan Strong facilitated a pop-up program at Ashland High School where they brought Summer Reading Program marketing materials, library card applications, Take & Makes, and lawn games from The Library of Things. Many students stopped by the table to say

hello and learn about the SSRP. Keating and Strong made two new library cards, replaced three cards, and renewed several cards for students at this event.

On June 7th, two Kindergarten classes from Phoenix Elementary visited the library. Branch Manager Jody Fleming read stories, played games with them, and treated the students to popsicles.

Nine children from the Talent Boys and Girls Club made the first of several planned summer visits to the Talent Library. They learned about The Summer Reading Program and how the library works. Each of the young patrons turned in completed applications so they could begin checking out books on their next visit.

The entire class of the Table Rock Elementary third grade visited the White City Library for a tour. A total of 120 students from five classes received a tour of the children's area, learned about The Summer Reading Program, and checked out materials. In addition, staff processed 100 new library card applications.

On Friday, June 24th, a class of 28 kids and their teacher came to the Shady Cove library. The students received library cards and checked out some materials.

In early June, Jacksonville hosted class visits from 50 Jacksonville Elementary fourth graders. The staff passed out library card applications, explained SRP, and showed the students how to search for digital titles.

The Ruch Library had its final visits from the school this month. The 3rd grade class made paper dolls, each holding a "book I treasure" and helping to create a Summer Reading display that will live in the library. The kids made the dolls to represent themselves, though in some cases, they got creative with giving their "alter egos" unique features they do not usually have.

Digital Services

The Digital Services team, along with members of the Ashland Adult Services team, were trained to assist patrons on the Asante version of the MyChart program for managing medical matters. This training grew out of a collaboration fostered by Area Manager and Ashland Branch Manager Kristin Anderson and Dr. Stephen Hersch at Asante Ashland. Ashland Head of Adult Services Ellie Anderson and Digital Services Supervisor Eric Molinsky will develop a strategy to apply this training to help patrons individually and in groups moving forward, including a workshop at Ashland Senior Center this fall or winter as a possibility.

At Home Services

At Home Services' Crafts at Home continues to be a hit with patrons. June's craft kit featured ladybug magnets. AHS continued to provide a book club bag from the Library of Things to a patron on the program running a new book club at her facility. She has expressed her thanks for the resource, making special note of how invaluable it was to have large print and audiobook format copies included so that more residents could participate.

DART Technology Van

There were many big events this month including the Juneteenth Celebration in Medford. This resulted in DART's highest number of patron interactions for one month at 971. Additionally, DART more than doubled its previous record for new library card registrations (21 in March), registering 46 new library

card holders in June. As the weather warms up and more people are taking trips, patrons wanting to learn about JCLS's digital library has increased, and the return of summer festivals provides more opportunities for DART to be out in the community.

DART has officially been operational for one year. Since June 2021, 4,374 patrons have interacted with the service, resulting in 192 new library cards and 94 card renewals. Sixty-one laptops have been checked out, with a grand total of 1,565 books given away.

Business Librarian

New Business Librarian Roslyn Donald joined the JCLS Outreach Team in early June. Donald initiated contact with four local Chambers of Commerce and has received positive feedback. Donald had two business reference referrals and anticipates more now that the "Book a Librarian" option is available again on JCLS.com. After the July 4th festivities die down in the community, Donald anticipates meeting more extensively with community business partners to develop collaboration opportunities for the fall and winter.

Social Services

The month of June has been a busy and rewarding month for the Social Services Department. While staff have enjoyed the sun and all the smiles that come with it, they also felt the impacts that the heat can have on the unhoused community at most branches. The Medford Community Cupboard officially launched in June. This Cupboard is fully replenished with community donations and provides non-perishable foods, first aid products, clothing, and hygiene products to patrons who need them. The Cupboard has already seen success, and staff are thankful to all of the partners who helped initiate this needed resource.

The Library has also nurtured its relationship with Saint Vincent de Paul and collaboratively launched a non-perishable packaged weekend meal bag. The bag is being distributed from the library on weekends to help meet a widespread shortage of food resources on traditional weekends in Jackson County.

Although the Library has the opportunity to help many patrons throughout the month, a highlight for the department has been helping an unhoused gentleman named Juan obtain a job fighting fires for the summer and gathering all of the essential resources for him to be able to be successful in his career. Juan is now ready to fight fires and will save up his earnings in order to find a place to live.

Support Services

Collection Development

In preparation for the close of the fiscal year, all materials orders were paused as of May 16, 2022, which allowed the selection team a little breathing room to address various other responsibilities. The selection team is currently comprised of one full-time librarian in Collection Development, and relies on the Youth and Adult Services Coordinators, and the Digital Services Supervisor, for selection, too. Monitoring and responding to patron suggestions and collection maintenance continued through the last 6 weeks of the fiscal year, though actual orders were prepared and held until the start of the fiscal year.

Technical Services

In Technical Services, staff were busy receiving, unboxing, and processing the final orders of new materials. Due to vendor supply chain and staffing issues, deliveries were a bit slower to arrive than in previous years, which resulted in JCLS having more copies still on-order than anticipated for the year end wrap up. The funds will be accounted for as part of the materials' budget rollover. In a departure from recent years, vendors were not asked to hold delivery of materials as part of the fiscal year end procedures. The regular delivery of new shipments allowed for improved customer service in that a consistent stream of new materials continued to flow out to patrons.

IT

The internal ticketing system went live in early June, and the Support Services team is already learning more about how staff time is allocated, as well as the quantity and wide variety of requests that the team receives. In the past month, JCLS staff created 279 tickets. As expected, the majority of tickets submitted are routed to either IT or Facilities to resolve. The Support Services team is committed to continuously evaluating the ticketing system and workflows to improve efficiencies in serving the library staff and public.

IT completed a project to apply multi-factor authentication (MFA) on all staff accounts. IT also drafted and tested instructions for using the new A/V equipment in branch meeting rooms. In partnership with internet service provider, Hunter Communications, IT worked to troubleshoot and fix some issues resulting from the firewall update last month. The voicemail-to-email feature, and changes to the internet filter system have been resolved. IT is now working on testing newly available VPN capabilities and intends to roll out for staff in the coming month.

Looking ahead, IT is completing an inventory of all staff desktop and laptop computers in preparation for the scheduled project in FY23 to update staff computers and is developing a deployment schedule for new staff printers.

Facilities

The JCLS ticketing system has provided Facilities and Support Services staff a window into the volume of requests and the ongoing nature of the work and efforts. Assistant Director of Support Services Kelda Vath has found the information gathered through the Facilities requests very helpful in understanding the varied needs across JCLS branches. She has a renewed appreciation for Operations Coordinator Crystal Zastera, in her role as intermediary between staff at JCLS, Jackson County Facility Maintenance, and Pathway Enterprises for custodial services.

In building news, the fiscal year 2022-2023 kicked off with a preliminary meeting at Eagle Point to discuss plans for the scheduled re-carpeting of the branch. Jackson County will utilize the same state contract with CT Commercial used for the recent Medford Library 1st floor carpet replacement. This project is estimated to begin late summer or early fall. JCLS is in communication with County Facility Maintenance and eagerly awaiting updates on the timeline for the Ashland HVAC project. The equipment has been ordered, with initial lead times indicating that the construction phase may need to be pushed out to Spring 2023. On a positive note, the first pay app for the project has been received, serving as assurance that this long-anticipated project is actually happening.



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

On June 6-7, Ginny attended the International Public Library Fundraising Conference. This two-day conference was held online and included workshops on the Library Director and Foundation Director relationship as well as marketing for any size Foundation.

The United for libraries Conference is coming up August 9-11 and will be a virtual event again this year. Registration is free for Oregon partners so JCLF Board members are being encouraged to go.

Ginny is working with the Library Director and Assistant Library Directors to create a grant calendar for the upcoming fiscal year. She is also creating a fundraising and communications plan that will align with the District's strategic plan, planned events, and marketing department deadlines. This process is informing the Foundation budget for the fiscal year 2022-2023.

The Jackson County Library Foundation Board has a new slate of officers. Midge Thierolf is President. Brian Young is Vice President. Rick Leibowitz is Treasurer. Susan Kiefer is Secretary.

Mitch Seidman has rotated off the Board of Directors after more than 20 years of service to JCLF. A reception celebrating his contributions is being planned.

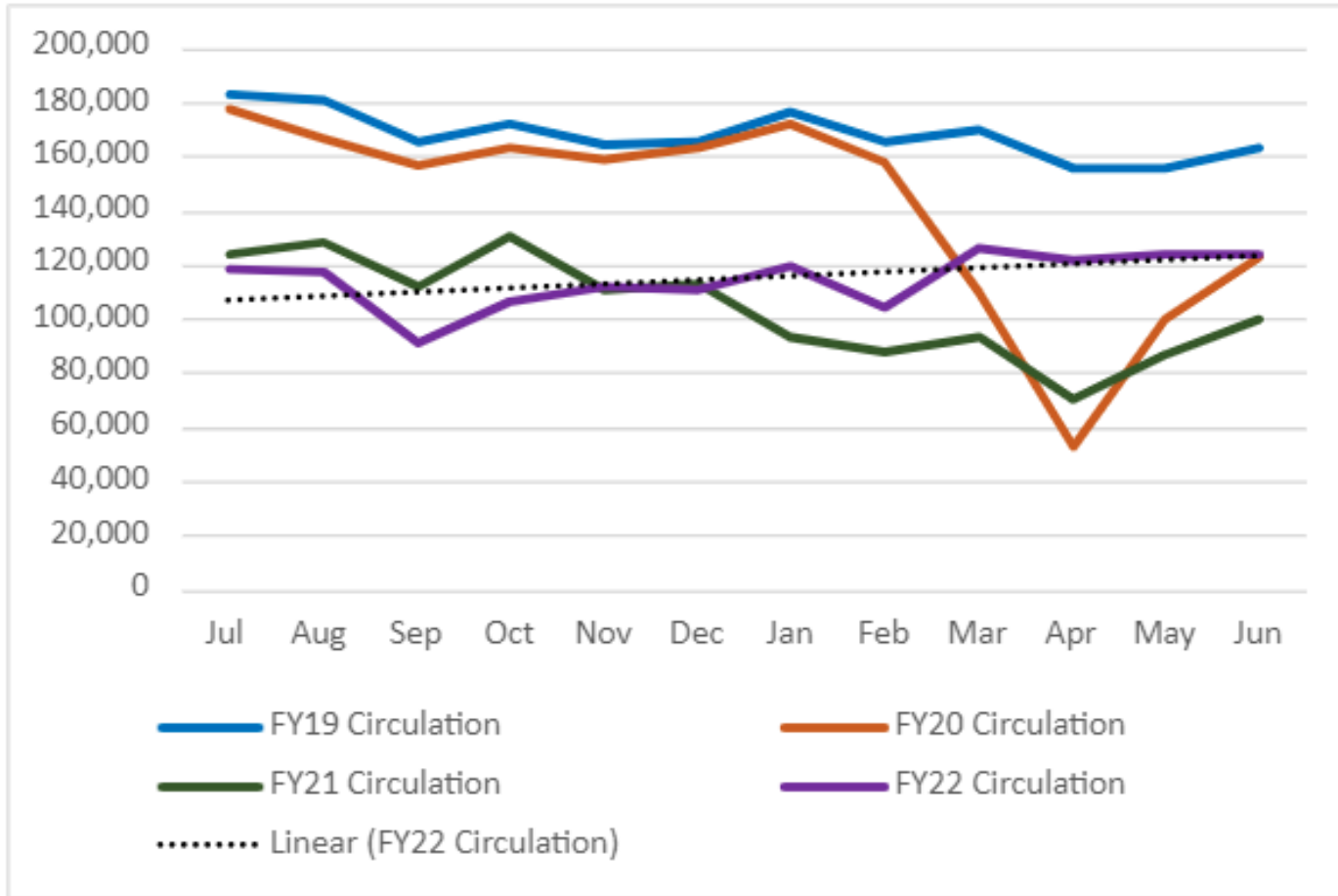
Ivy Marchbanks Villanueva has resigned. She will be moving out of the area to support a family member in need.

The Jackson County Library Foundation has approved a new gift acceptance policy that aligns with the Jackson County Library District's gift acceptance policy 5-17.



FY22 Q4 STATISTICS BOARD REPORT

TOTAL CIRCULATION PER MONTH

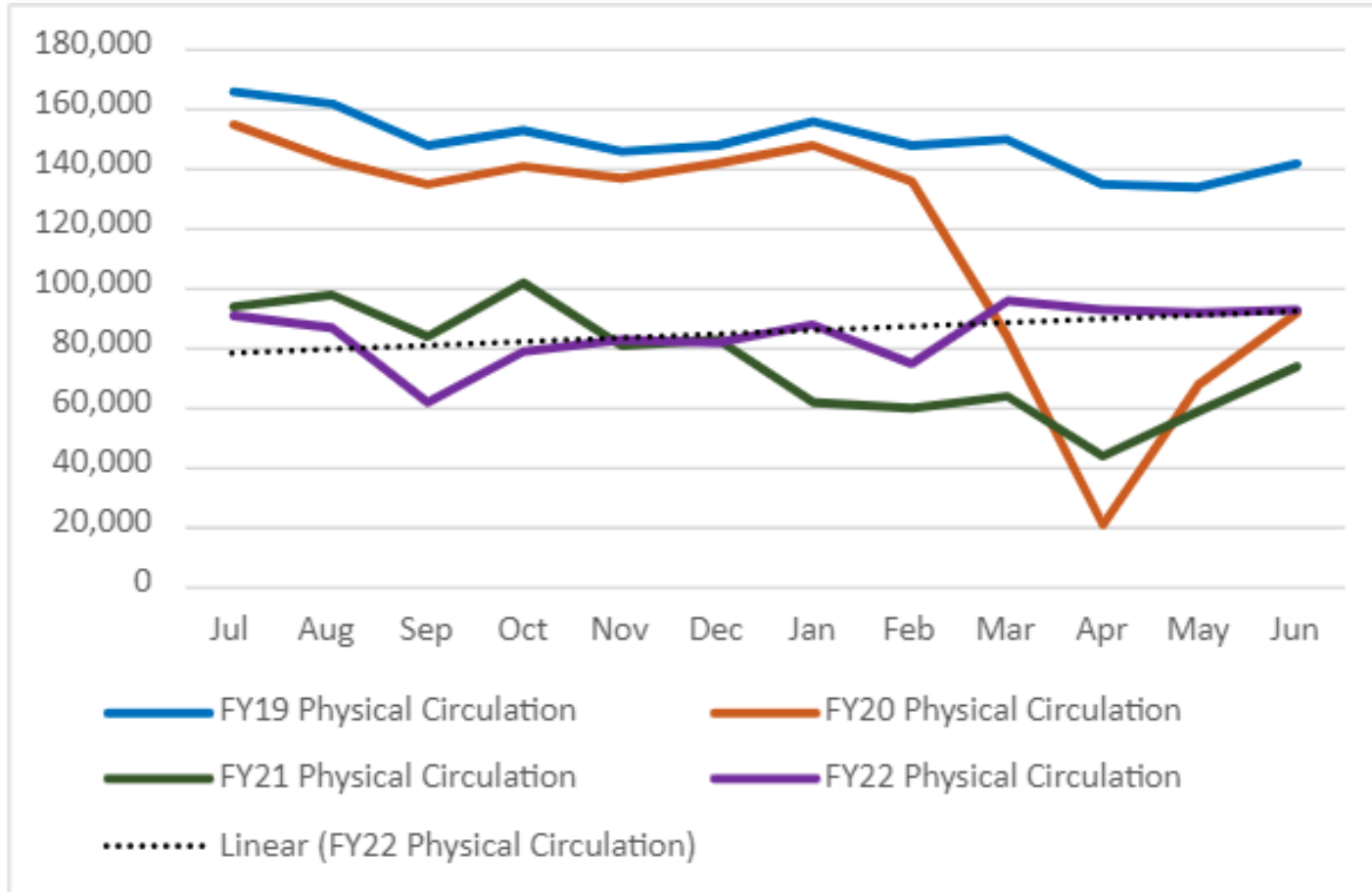


Overall, digital and physical circulation combined has seen an upward trend in FY22.

The pattern echoes that of other years on this graphic, and most closely aligns with FY19, though clearly with much lower usage.

The trend is encouraging and will likely continue into FY23.

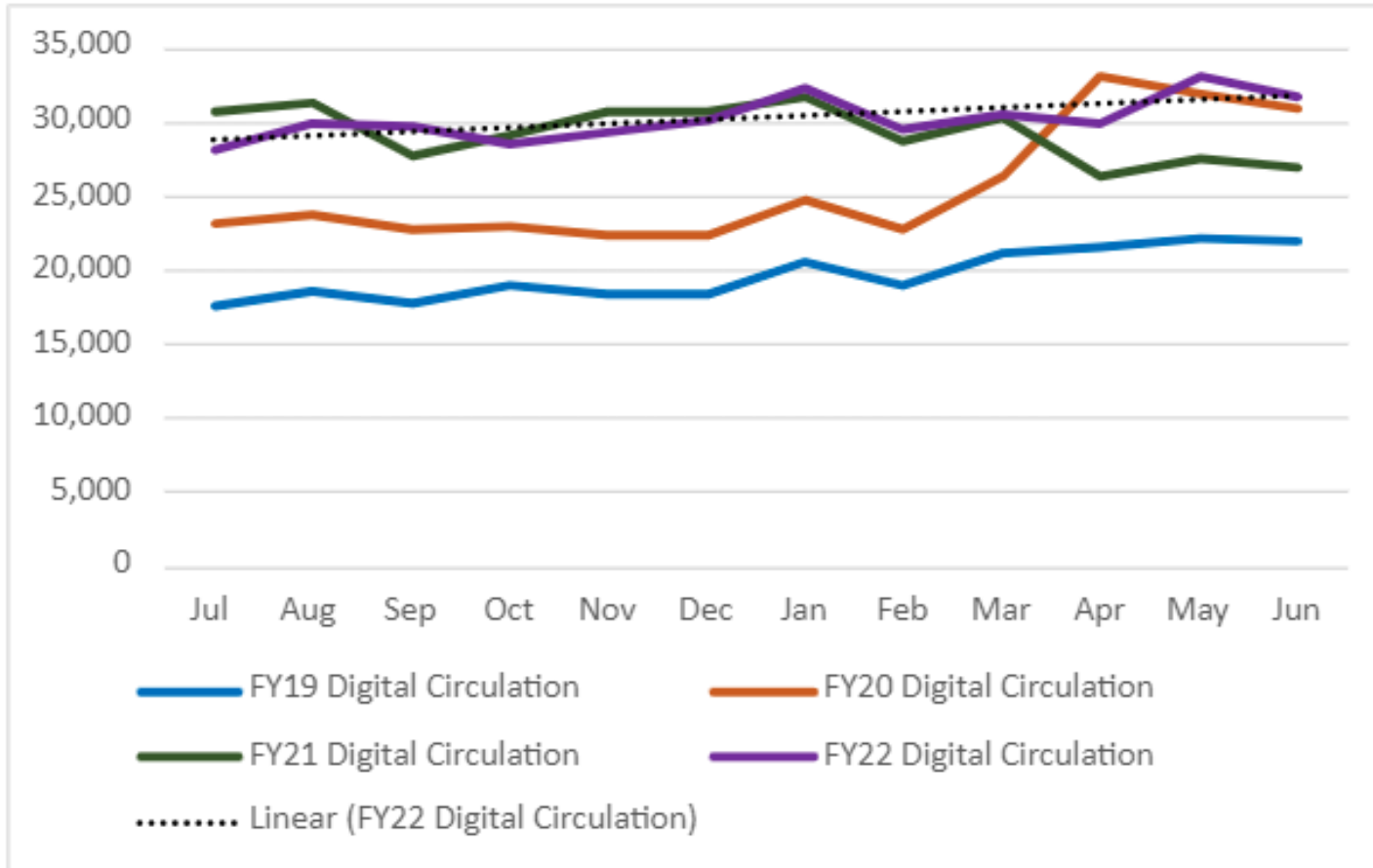
PHYSICAL CIRCULATION BY MONTH



Physical material circulation, being such a large part of overall circulation, follows a similar pattern as the total circulation on the previous slide.

It's an upward trend with a notable increase over FY21.

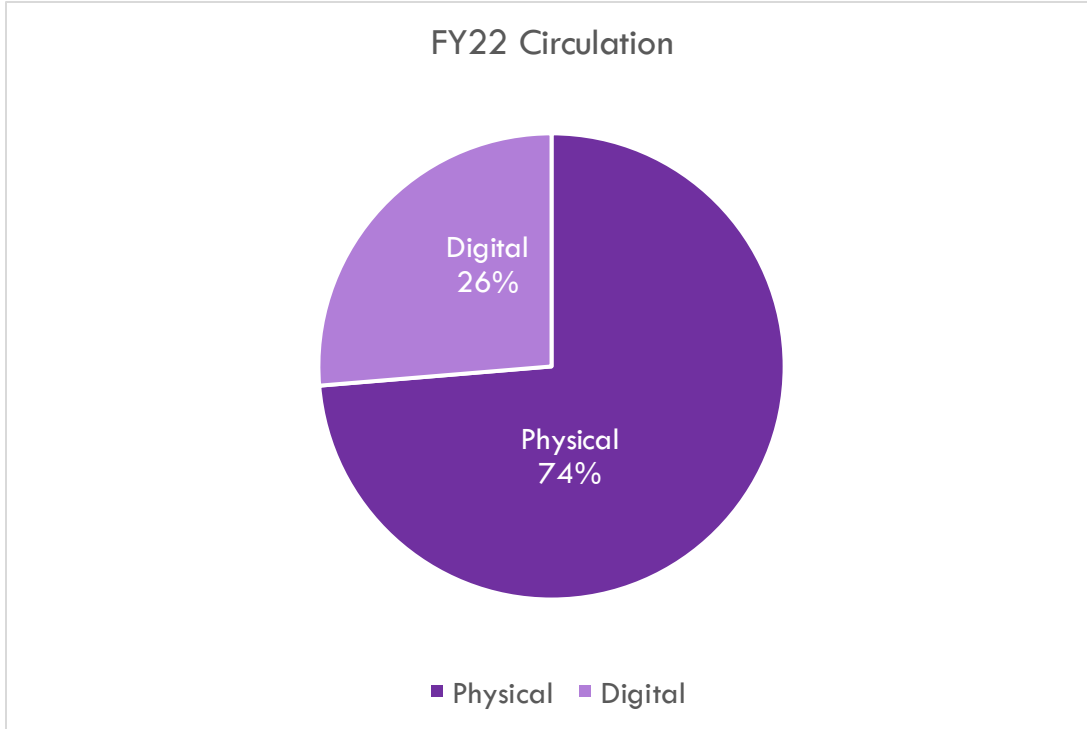
DIGITAL CIRCULATION PER MONTH



Digital circulation jumped up in 2020 when it became library users' only option. In the two years since, as in person services resumed, digital collections have continued to be popular.

Usage in FY22 surpassed FY21 overall.

FY22 CIRCULATION



FY22 Total Circ

Physical: 1,016,709

Digital: 363,121

JCLS circulated nearly three times as many physical items as digital in FY22.

It is worth pointing out that, while the digital collection accounted for a quarter of the circulations, there are lower limits on digital checkouts per month than for physical materials.

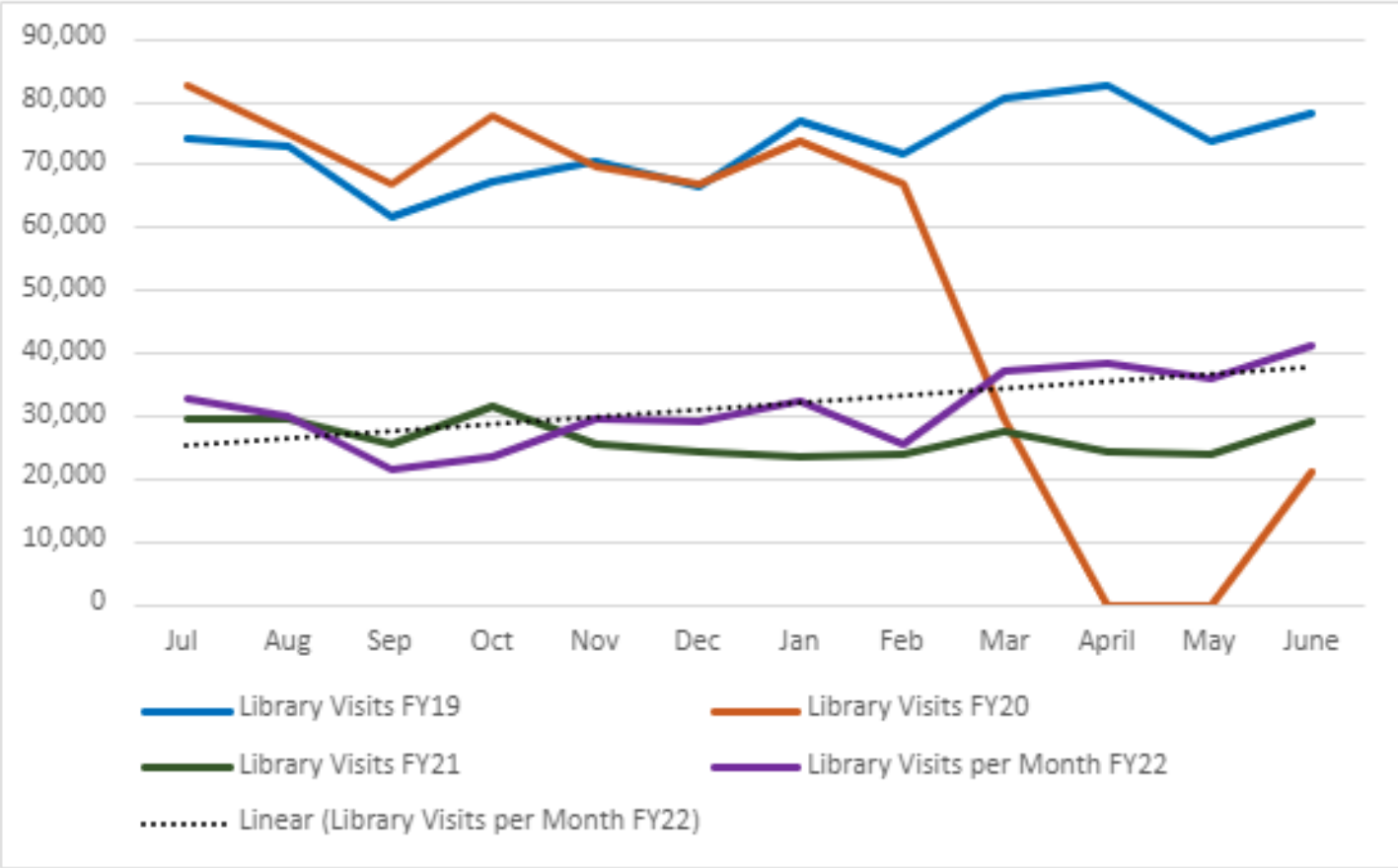
For example, patrons with a full-service card can check out up to 60 physical items at a time. The total possible digital checkouts at one time is limited to an estimated 27.

Broken down by resource, full-service patrons can borrow:

- 6 titles from Hoopla per month
- 6 books and 10 magazines from OverDrive at a time
- 5 play credits per month from Kanopy

Additionally, the high demand for OverDrive ebooks and audiobooks is challenging to keep up with given the cost, the license complexities, and the shared consortial collection.

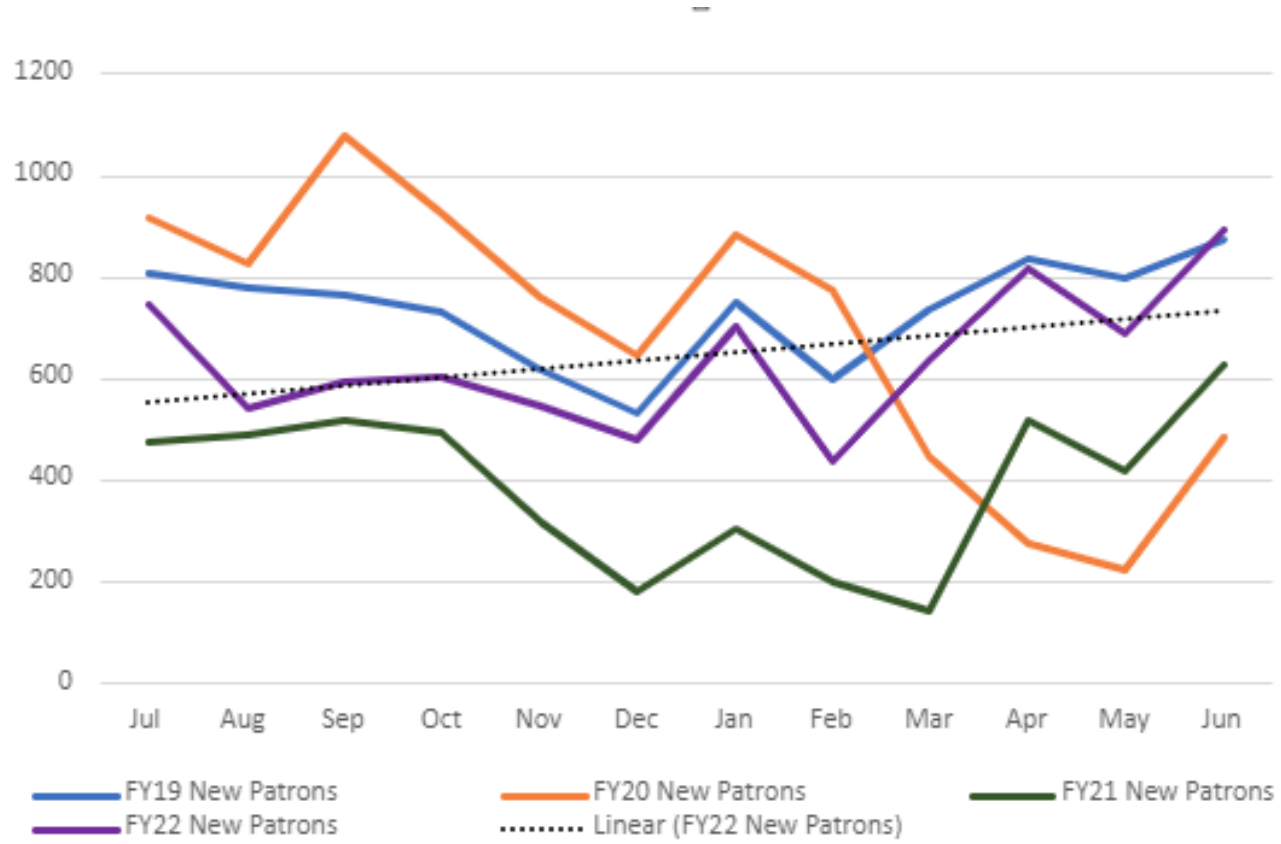
LIBRARY VISITS PER MONTH



Comparing FY22 (purple) to FY19 (blue) the pattern of library visits is very similar.

Library visits have not yet achieved pre-pandemic traffic, but FY22 saw mostly steady increases since Fall of 2021 as shown in the dotted trend line.

NEW PATRONS PER MONTH



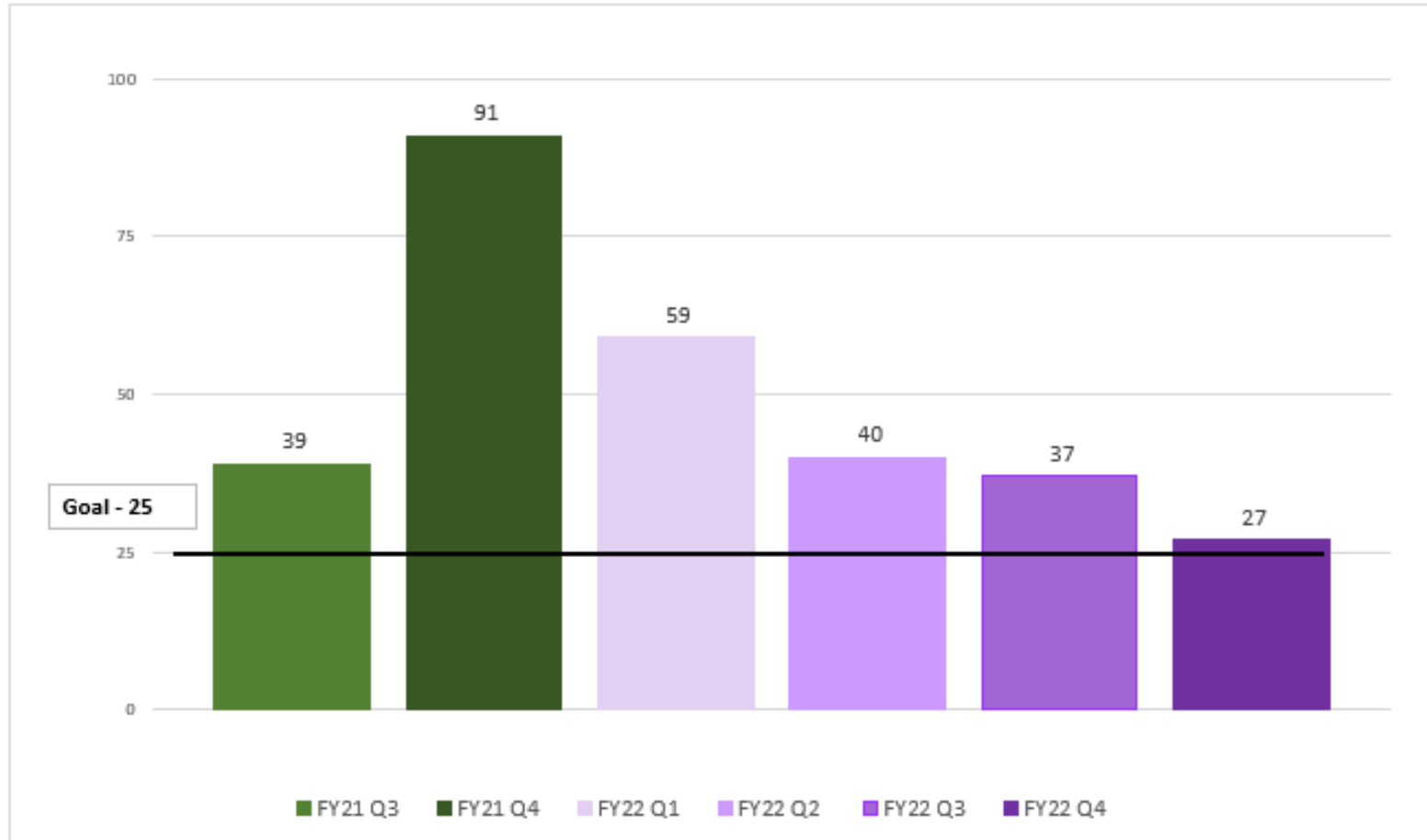
FY22 that has been a steady upward trend in the number of library cards issued.

The pattern of cards issued this year was very similar to the pattern of cards issued in FY19, which suggests that things are normalizing.

If the upward trend continues in the coming fiscal year, we may see the number of library cards issued being more like the numbers we saw in FY19.

OBJECTIVE 1 ✓

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

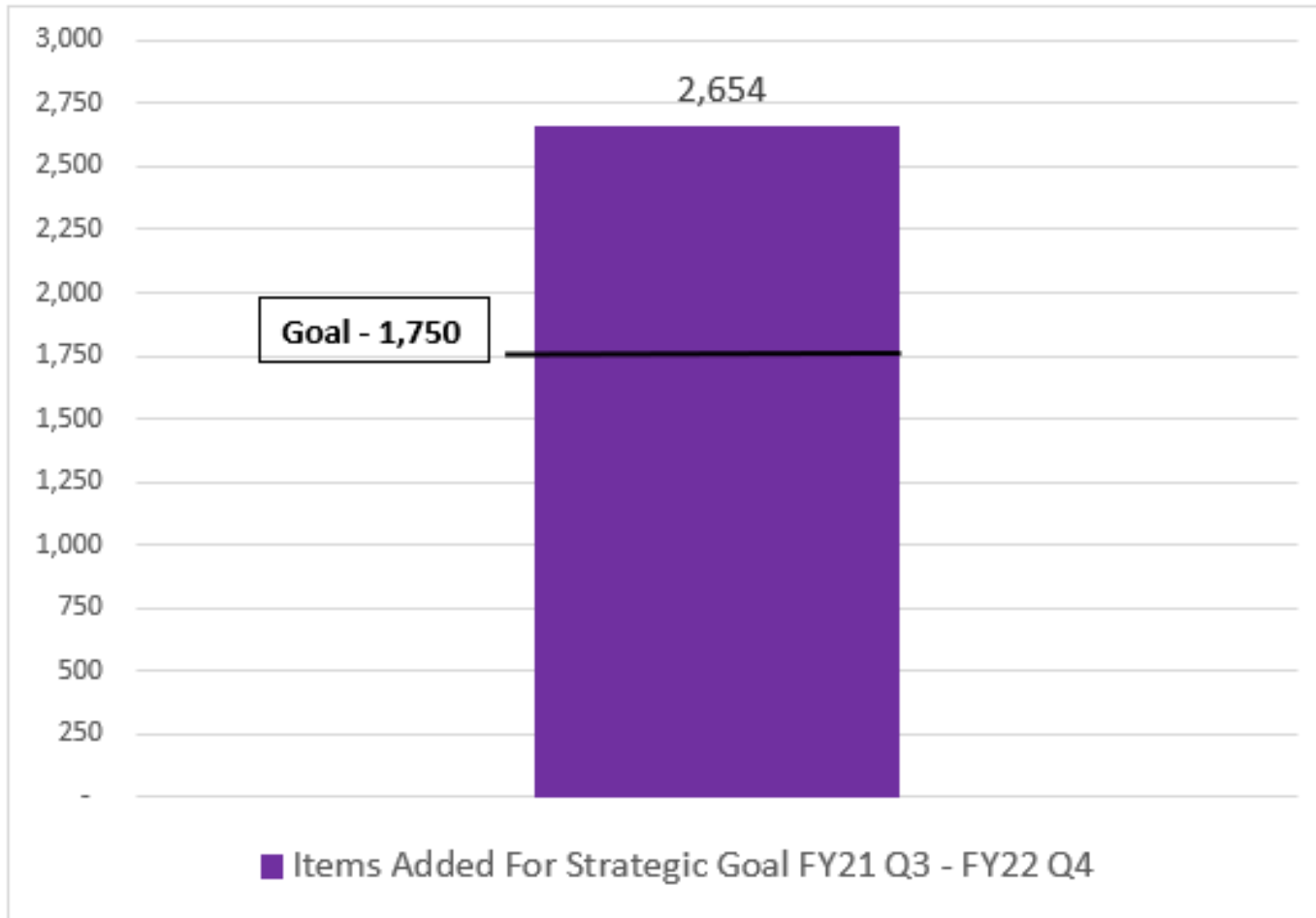


Medford Library hosted the Livable Cities Discussion Group. The program included a panel discussion on local climate change and wildfire planning featuring local author Josh Gross, Deputy Fire Marshall Mark Shay, and Director of the City of Medford Planning Department Matt Brinkley.

Jacksonville invited local firefighters for Storytime With Your Firefighters. Over 120 children and caregivers attended to listen to stories and safety tips.

OBJECTIVE 2 ✓

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



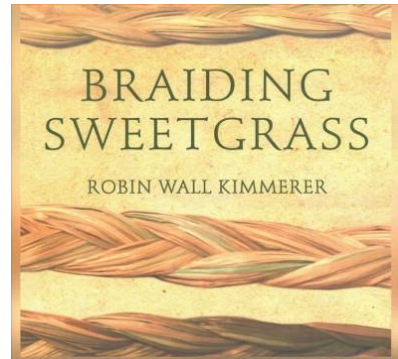
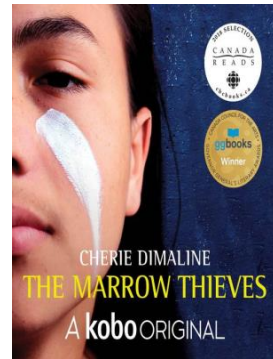
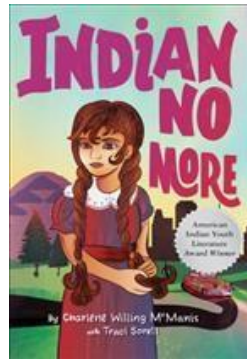
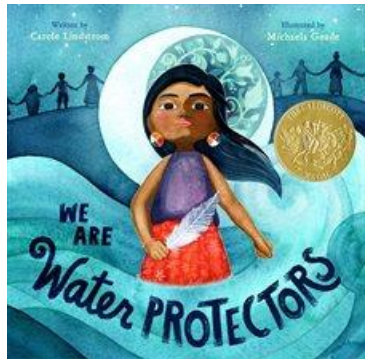
By the end of Q4 of FY22, 2,654 items had been added to the collection on health and finance.

As these are core subject areas of a well-rounded public library collection that are important subjects to keep current, JCLS will continue its efforts to maintain and expand on this Objective moving forward.



OBJECTIVE 3 ✓

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



We far exceeded the goal of engaging 600 individuals in Rogue Reads this year. Through circulation alone we reached 1,273 people through individual checkouts of the titles. *Braiding Sweetgrass* was by far the most popular Rogue Reads selection with 635 individual check outs throughout the three-month program.

Rogue Reads Titles	Total Circulations	Title % of Total Circ
We are Water Protectors	250	20
Indian No More	100	8
Marrow Thieves	187	15
Braiding Sweetgrass	736	58
Grand Total Circulations	1,273	



OBJECTIVE 3 ✓

Top 5 Programs	Attendance
Rogue Reads Author Talk with Robin Wall Kimmerer	577
Rogue Reads Take & Make: Dream Journals	308
Rogue Reads Take & Make: Birdwatching Kit	217
Rogue Reads Take & Make: Friendship Bracelets	203
Rogue Reads Take & Make: Practicing Gratitude	193

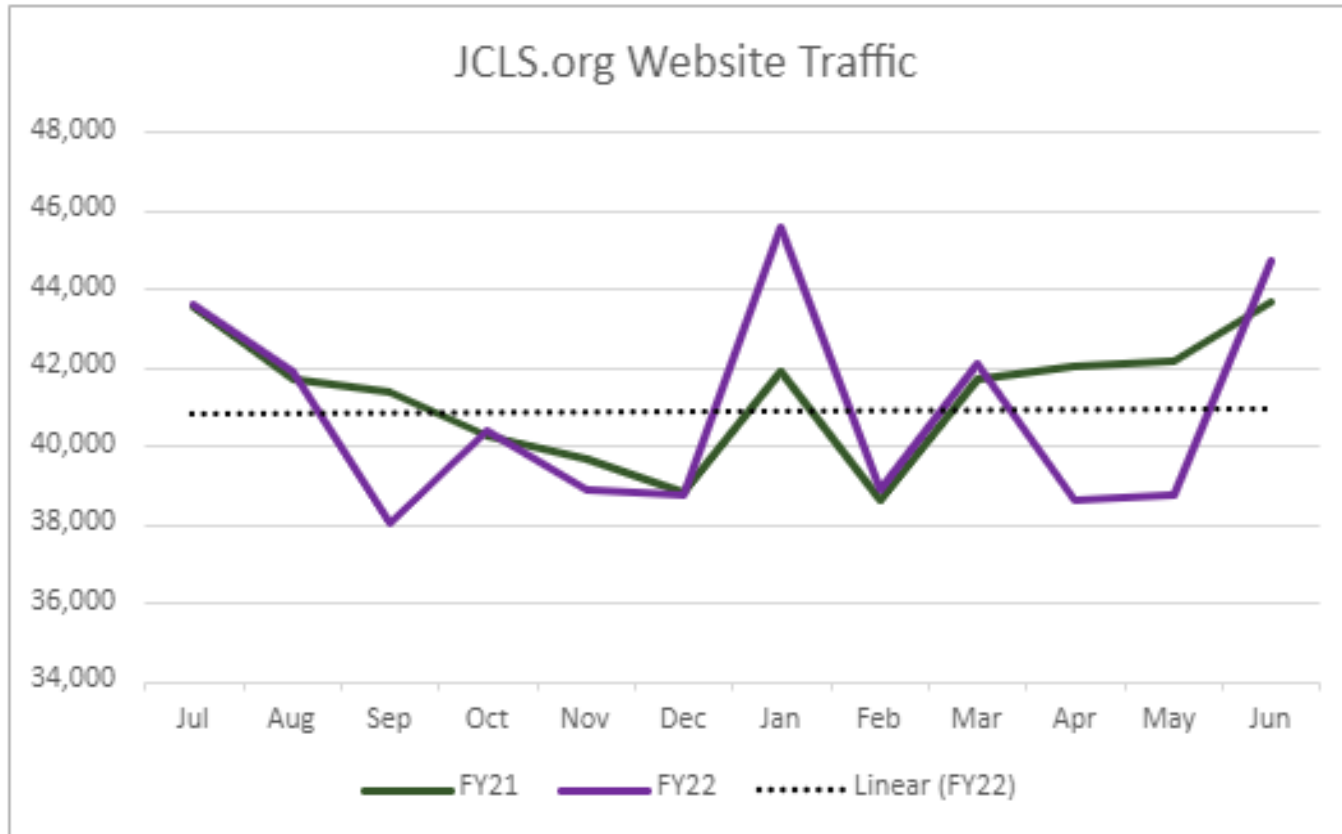
Type	Total Attendance
Take & Makes	1,403
Programming	676



The Rogue Reads Author Talk was offered as a "Watch with Us" option at 6 branches: Applegate, Central Point, Shady Cove, Talent, Medford, and Gold Hill.

OBJECTIVE 4 ❌

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



Website Visits	
FY21	43,573
FY22	43,631
Increase	0.13%

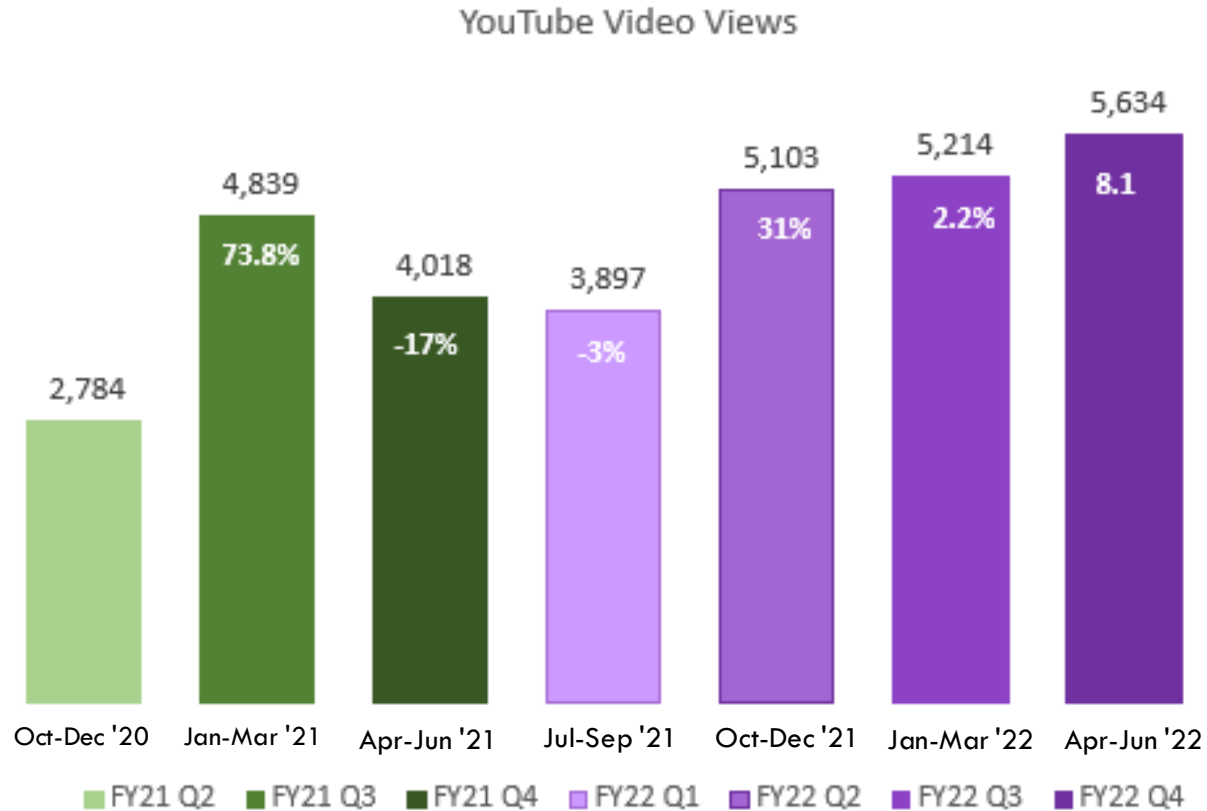
For the Q4 of FY22 the amount of website visits for JCLS.org decreased by 3.5%. There were a total of 122, 121 visits.

It's worth noting that there was an upwards trend in visits around January, which was due to the Rogue Reads program. The increase in views during July 2021 and June of 2022 appear to be due to the Summer Reading program.

This Objective has been useful in revealing that the JCLS.org website is perhaps used more as a springboard to other online library content and services such as main online catalog, the LOT website, events calendar, and the sites where patrons can access our digital content, than a destination where users spend a lot of time.

OBJECTIVE 5 ✘

JCLS will reach remote users with relevant, educational programs on demand through recorded programs, with an increase in views of 10% each quarter.



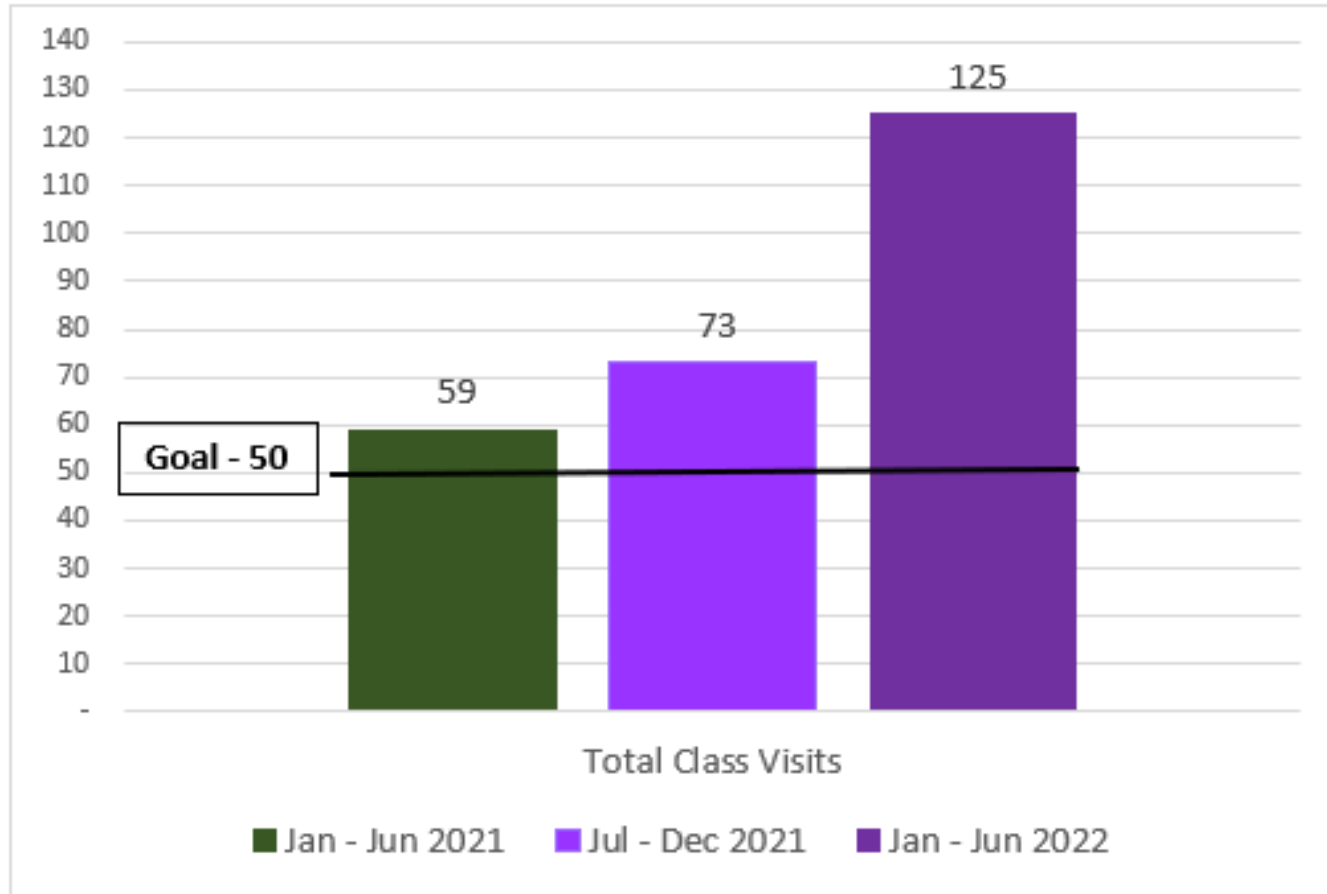
We weren't able to completely reach this goal for the current quarter.

The increase in views for Q4 was 8.1%, with a total number of views of 5,634.

The reason for this is likely there being less content added in Q4.

OBJECTIVE 6 ✓

Staff will provide 50 virtual or in-person class visits per academic semester at elementary, middle, and high schools in the County to introduce students and teachers to specific resources available at the Library.



Education Services staff attended events throughout the county to promote the Summer Reading Program and sign new patrons up for library cards.

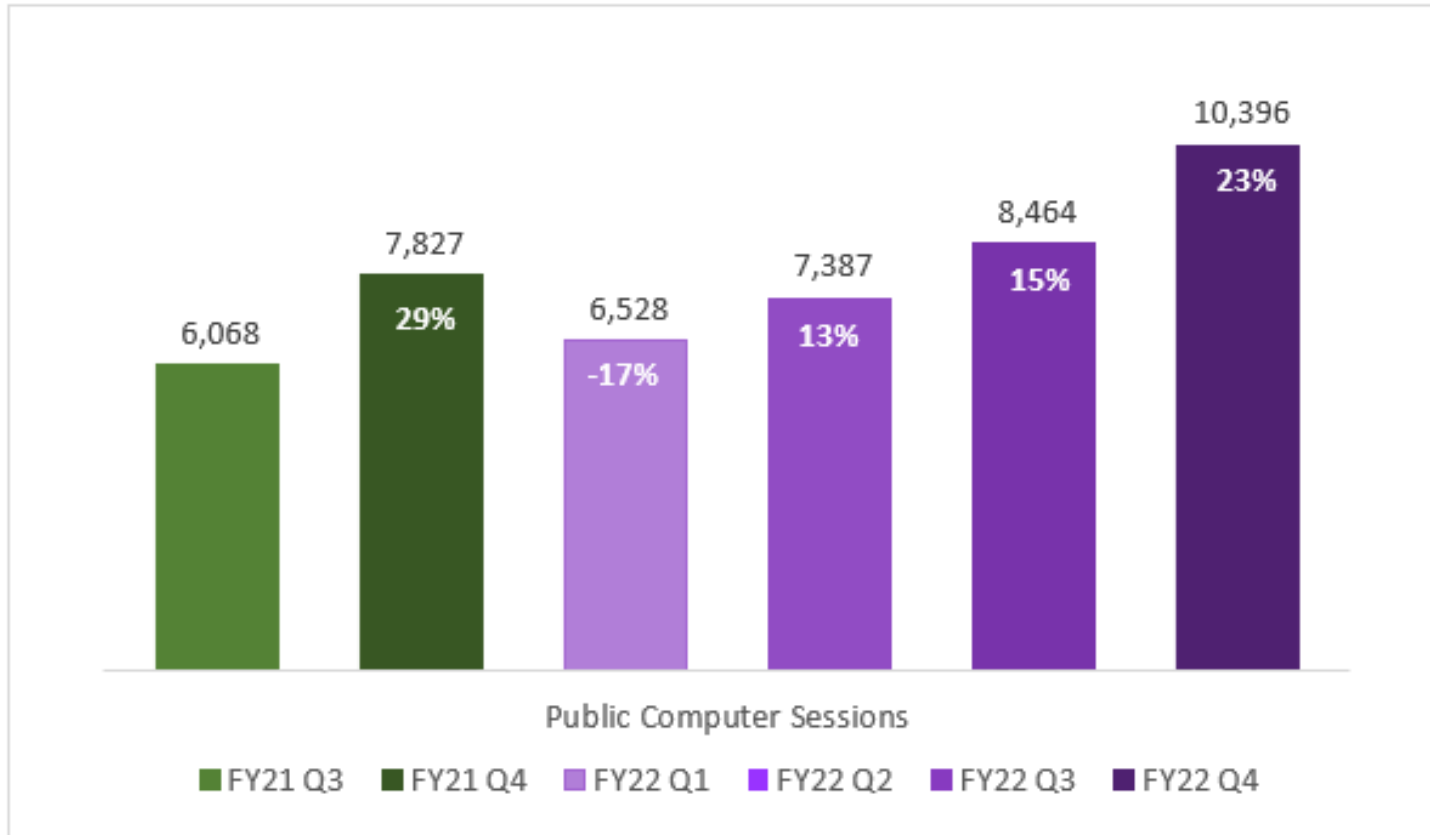
In June, staff visited nine summer school classrooms and led students in creating treasure maps and playing Pirate Bingo to support this summer's Treasure Reading theme. The kids had a wonderful time adding details to their maps and using various techniques to "age" them.

Note the big difference in the January-June figures in 2021 vs. 2022. Last year, staff were unable to promote the Summer Reading Program in person.

OBJECTIVE 7 – PUBLIC COMPUTER SESSIONS



Number of computer sessions: Increase 4% each quarter

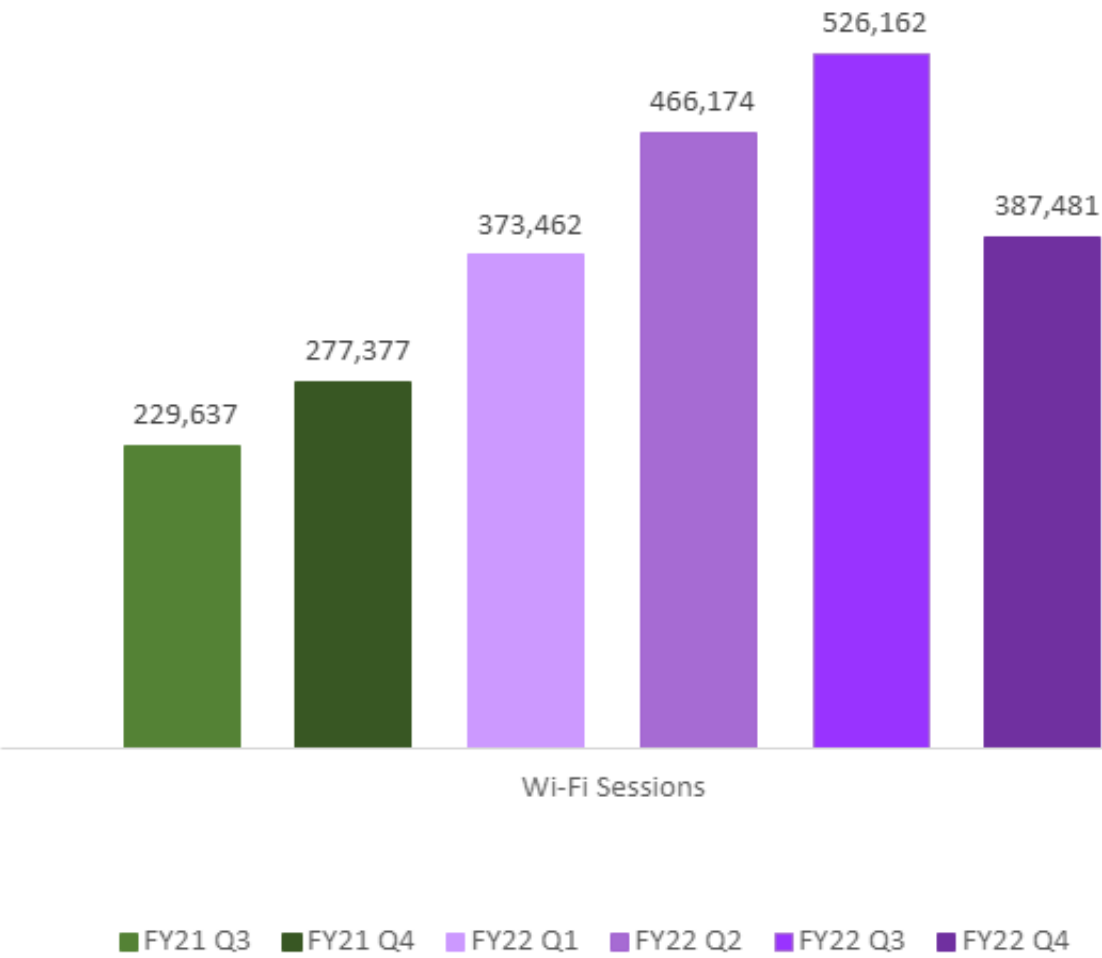


In Q4 of FY22 we were able to successfully meet this goal for the quarter. We saw an increase of 23% in sessions over Q3.

Over the past eighteen months we have been able to successfully meet this goal consistently for all but one quarter within the timeframe set for the JCLS strategic road map.

OBJECTIVE 7 – WI-FI ?

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

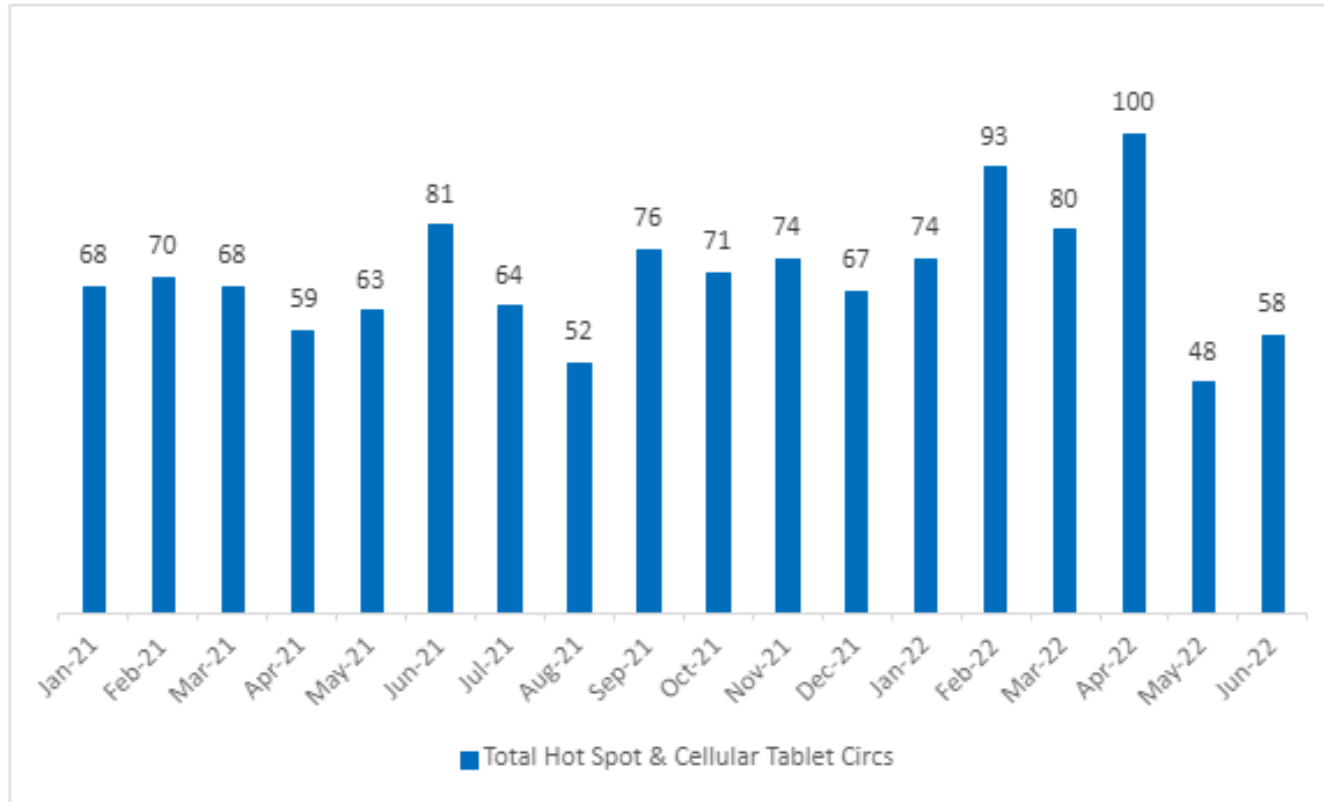


JCLS likely met this objective, however due to an issue with a vendor, we do not yet have access to the June figures.

Please note: FY22 Q4 does not include June data.

OBJECTIVE 7- HOT SPOTS & TABLETS ❌

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



Monthly Ave. 70

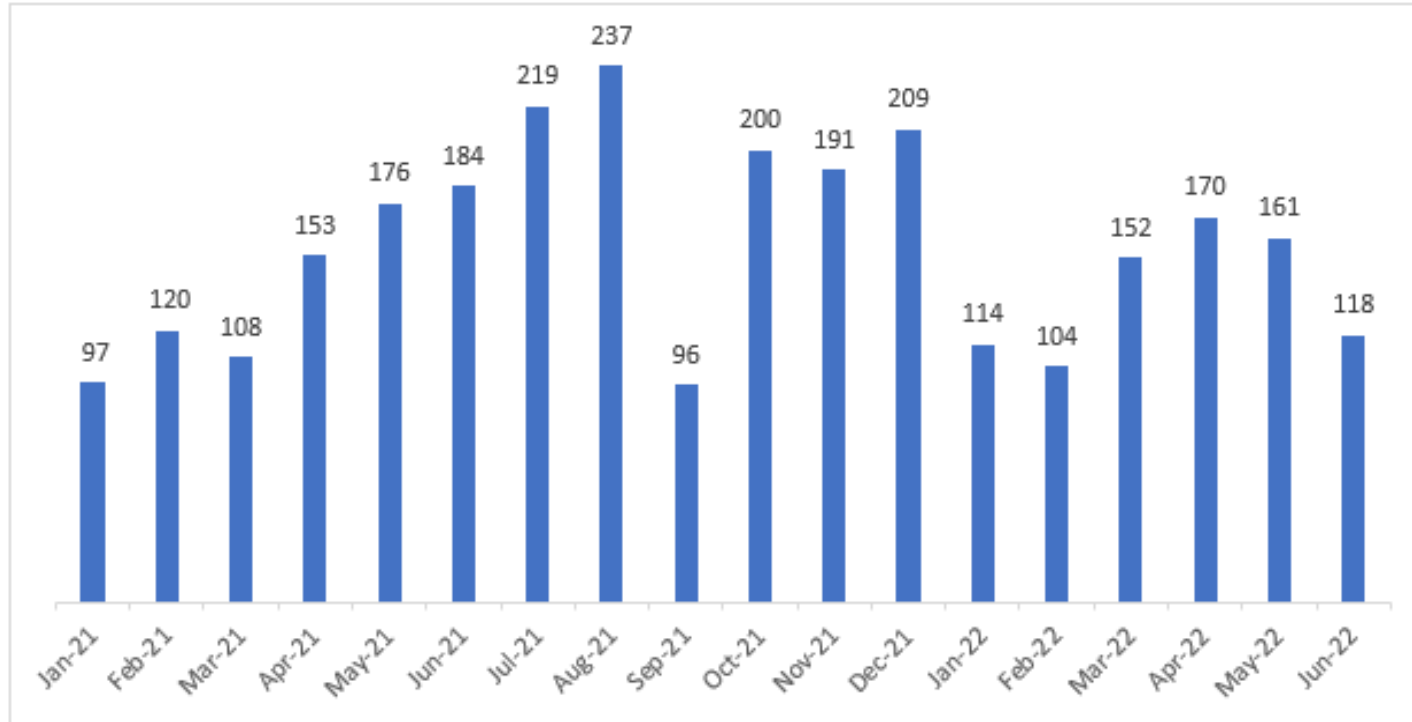
This goal was not met, but the number of average circulations came close to the goal.

One factor that hindered the library reaching this goal was that most of the Orbics devices that were received and began circulating in January and February didn't perform as expected.

As a result, the library is working to have these devices replaced. The technical difficulties of this particular fleet of devices has impacted our ability to reach this goal.

OBJECTIVE 7 – DIGITAL SERVICES ✓

Digital Services team appointments and assistance: 100 per month.



Digital Services staff have successfully met this goal consistently throughout the entire period that was outlined by the Strategic Road Map.

Over the past 18 months staff have helped numerous patrons in developing computer and device literacy, which entails helping patrons to learn everything from the basics of operating a device to learning how to how to back up and update system software for their devices.

Digital Services have also helped patrons in accessing and using the library's online services, resources, and collections.



Date: July 20, 2022

Title: Policy 5-18 Land Acknowledgement

From: JCLS Policy Committee

Summary:

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

Recommendation:

The Policy Committee recommends that Policy 5-18 Land Acknowledgement be approved.

Policies, Plans, and Goals Supported:

A Land Acknowledgement statement supports the Library's values of inclusion and respect.

Background and Additional Information:

The Land Acknowledgement statement was first brought before the Board for consideration at the December 2021 Board meeting. At that time, the Board agreed to adapt the statement for six months and asked staff to draft a formal policy related to the statement.

Over the past seven months, the statement has been read before library programs for adults and teens, and the short version is sometimes read before children's programs. The Board has read the statement at the beginning of each regular Board meeting over the same time period. Response from program attendees has generally been positive. The statement has also been translated and is available to be read in Spanish when appropriate; when it is read in both languages the short version will be utilized.

Attachments:

- Policy 5-18 Land Acknowledgement
- Land Acknowledgement Statement

Policy 5-18	Land Acknowledgement Policy	Created: 6/1/2022 Approved:
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I. PURPOSE

The purpose of the land acknowledgement policy is to outline when the Land Acknowledgement statement is read, as well as to provide context for why such a statement is needed. The purpose of the statement itself is not only to honor the indigenous peoples on whose land we reside today, but also to acknowledge the historical events which led to their displacement, to recognize the present-day contributions of our community members who are descended from indigenous groups, and to serve as an organizational commitment to recognizing the special needs of this underserved community.

II. INTRODUCTION

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

III. IMPLEMENTATION

There are three versions of the JCLS Land Acknowledgement statements. This section outlines how each version is to be utilized within JCLS.

- A. Spoken: This version will be read at the beginning of every Library program intended for an adult or teen audience, large staff meetings, and public District meetings such as Board Meetings.
- B. Short: This version is intended for plaques in buildings and for staff email signatures, which is voluntary.
- C. Long: This version provides more information and is intended primarily for use on the website with links to the pages of the tribes being acknowledged and other resources for JCLS patrons to learn more.

LAND ACKNOWLEDGEMENT

SPOKEN

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

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

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

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

SHORT FORM

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



LAND ACKNOWLEDGEMENT

LONG FORM

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

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

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

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July 20, 2022

Title: Annual Organizational Meeting Items

From: Kari May, Library Director

Recommendation:

The Library Director recommends that the Board review the District Organizational Items for FY 2023. The Director recommends that the Board approve Resolutions 2023-01 and 2023-02 as presented.

Budget Impacts:

n/a

Policies, Plans, and Goals Supported:

Approving the annual organizational items, including authorization of access to District bank accounts, supports the governance policies to ensure the Board’s oversight of the Library District.

Background and Additional Information:

The resolutions authorizing the District’s checking account and investment account, and designating the responsible personnel, are brought to the Board at the start of every new fiscal year. The same is true for the District Organizational Items. These items may be broughtback to the Board at any time during the fiscal year should revisions or updates be required.

This year, the Director asks the Board to affirm the meeting day and time for regular meetings.

The federal mileage reimbursement rate for 2021 has increased from \$0.56 to \$0.625/mile.

Attachments:

- District Organizational Items for Fiscal Year 2023
- Resolution 2023-01: To Authorize Checking Account, Designated Personnel and Signers
- Resolution 2023-02: To Authorize LGIP Account, Designated Personnel and Signers



District Organizational Items for Fiscal Year 2023

The Library Director recommends the items listed below:

1. Meeting Day & Time – The Board meets on the third Wednesday of each month at 4:00 p.m. by virtual means or in person, as indicated on the agenda.
2. Mileage Reimbursement Rate for Board and Staff – It has been District practice to pay the IRS-approved rate, currently \$0.625 per mile. Continuation of this practice is recommended.
3. Auditor – KDP has been contracted to conduct the audit for Fiscal Year 2022.
4. Authorized Depositories of Funds – Two depositories of funds are recommended: Banner Bank for general operation, and the Oregon State Treasury Local Government Investment Pool (LGIP). *[See Resolutions 2023-01 and 2023-02 reauthorizing the District's bank accounts, designated personnel and signers.]*
5. Local Contract Review – It is recommended that the Jackson County Library District Board of Directors continue to act as the District's Local Contract Review Board (LCRB).
6. Identifying Purchasing Practices – It is recommended that the Jackson County Library District continue its practice of following the Public Contracting Rules and Procedures (Policy 2-2) adopted by the Board at its regular meeting on April 2, 2015, which closely follow the Oregon Attorney General's Model Public Contracting Rules and ORS 279 pertaining to public contracting.
7. Insurance Agent of Record – The District's Insurance Agent of Record is Sandy Orr, CISR, Branch Supervisor, Brown & Brown Northwest Insurance.

Proposed Action: That the Board review and accept these recommendations as presented for organizational items 1 through 7.



Date: July 20, 2022

Title: Final Hours Proposal

From: Kari May, Library Director, and the JCLS Hours Task Force

Summary:

After several months of planning and analysis, the Hours Task Force has created a new schedule of library service hours, which is ready for the Board to review and approve. The proposed schedule prioritizes consistent hours across the system, extends hours until 7:00 pm for all branches open on Thursdays, and includes expanded Saturday hours at many branches. Medford and Ashland will be open seven days a week, and Eagle Point, Rogue River, Central Point, and Talent branches will be open six days a week.

Recommendation:

The Hours Task Force recommends the Board approve the final proposed hours as presented. The Task Force further recommends the Board direct staff to develop and utilize a phased plan for increasing hours, with a target date of May 1, 2023, to implement the final plan.

Resource Requirements:

The main cost of increased hours is the need for additional staff. The phased implementation plan estimated additional staff costs at \$600,000. \$700,000 is included in the budget, indicating that the cost for the proposed expanded hours is included in the adopted budget.

The District expects utility costs to rise in direct relation to increased hours. Power will be used more with the increased use of lights, computers and charging devices. Water is also expected to increase. The adopted budget includes a 10% increase in utility costs for a total utility budget of \$400,000. Utilities will be monitored regularly.

Programs and program materials are also expected to increase with the additional hours. The adopted budget includes an 11% and 29% increase for library materials and supplies respectively. These increases to the budget will provide staff with the ability to add more programs and services as needed during increased hours.

Total resources needed: \$700,000.

Policies, Plans, and Goals Supported:

Increasing access to library services meets Goal 2, Strategy 1 in the recently adopted Strategic Plan to extend access to library services.

Background and Additional Information:

Timeline of Hours Task Force

The Hours Task Force members began their initial planning for the hours study in November 2021. Areas for research and data gathering were assigned to sub-committees who met and documented findings through December 2021. At the December Regular Board Meeting, the hours study was discussed with Board input to help guide the direction of the study. Data analysis and sub-committee work on the staffing formula, used to help estimate current and future staffing needs, were the focus of January and February. Throughout the Spring months the Task Force met with the Statistics and Finance Committee to get additional input, and Task Force members began drafting possible schedules to consider, culminating in three possible approaches to the schedule that were presented and discussed at the Board Work Session on June 8, 2022.

Proposed Schedule and Implementation Plan

The proposed final schedule brings consistency to service hours across the system. The increase in hours at each branch was determined through a combination of considering the population served, the current busyness of the branch, and the potential to attract new users during the new hours. In some branches, the hours they are open during a day shifted, while in others an additional day open has been added. And in order to be open consistently with more Saturday hours, most branches will be closed on Mondays.

Recognizing that recruiting, onboarding, and training the approximately 23 Full Time Equivalent (FTEs) needed for expanded hours will take a lot of staff capacity, new hours will be rolled out in a phased approach. With some of those positions being part time, it is anticipated that 30-40 people will be hired. Existing part-time staff will first be given the opportunity to increase the hours they work before positions are posted for outside recruitment.

The first phase will increase hours in Medford and Ashland by adding hours on Thursday for Medford and Friday in Ashland, as well as being open 12-5:00 on Saturday and Sunday, a total increase of twenty hours per week. Phase One will be implemented on December 1, 2022.

Phase two increases the total number of hours all branches are open in a week by approximately fifty hours over phase one. Staff are determining the schedules for the branches and will pool similar positions together for the hiring process – for example, posting positions for Jacksonville and Ruch together and White City, Eagle Point, and Shady Cove in a separate posting to attract candidates who would be able to work in any of the advertised branches. Phase Two will be implemented on March 1, 2023.

The third and final phase adds the final fifty hours to bring the total hours open per week from the current 368 hours to 495 hours total. The final phase will be implemented on May 1, 2023.

Marketing

For Phase One, Marketing will put out a press release highlighting the Medford and Ashland move to being open seven days a week. This release will also include a high-level mention of the overall plan to increase hours and its target date for completion. At this stage the Library will also run radio and social media ads highlighting the immediate change. The change will also be featured on the website's "alert" bar and in a handout for patrons.

As the plan moves into Phase Two and Three, marketing efforts will return to radio and digital advertising using a 'more hours, all libraries' messaging approach. And when all three phases are in full effect, marketing will create a new bookmark that provides the whole system's schedule. We have found that the places most patrons go for the library schedule is the website and the back of the Event Guide, so it will be important to coordinate with the latter's print cycle for accuracy.

Conclusion

An increase in operational hours is a goal that has been many years in the making. The pandemic and the current economy and job market have pushed the original target implementation date out to the proposed plan and timeline presented today. We recognize that we continue to live in uncertain times and that things can change quickly. The proposed plan includes some flexibility to respond to the ongoing uncertainties of the economy, job market, and pandemic and meet the target completion date of May 2023.

Attachments:

Proposed New Schedule



Date: July 20, 2022

Title: Strategic Plan Dashboard

From: Kari May, Library Director

Summary:

The Strategic Plan Dashboard will be utilized to report progress on the Strategic Plan on a regular basis. It is a high-level snapshot of the status of each strategy in the Plan. Director May will include the Dashboard as a part of the Director's Report each month. It is being presented this month for information only.

Resource Requirements:

N/A

Policies, Plans, and Goals Supported:

The Dashboard supports the execution of the Strategic Plan.

Background and Additional Information:

Staff are finalizing the more detailed Implementation Plan that they will utilize to outline and track the specific steps they will take to accomplish the strategies outlined in the Strategic Plan. Director May will share that plan with the Board when it is finalized.

Attachments:

Strategic Plan Dashboard



STRATEGIC PLAN 2022-2024

PROGRESS

COMMENTS

GOAL 1: ENERGIZE LIBRARY SERVICES AND RESOURCES

Improve and enhance the collections:

Diversify and increase programming and events

Enliven and improve facilities:

Ensure that user technologies remain current and accessible



PROGRESS

COMMENTS

GOAL 2: EXTEND ACCESS TO THE LIBRARY

Increase open hours & make hours more consistent/convenient across the

Expand and diversify marketing and promotion:

Work to remove barriers to use of the Library:

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



PROGRESS

COMMENTS

GOAL 3: ENGAGE THE COMMUNITY MORE FULLY

Increase outreach and community partnerships

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

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

Delayed/ Changed	Progress Continues	On Track/ Completed



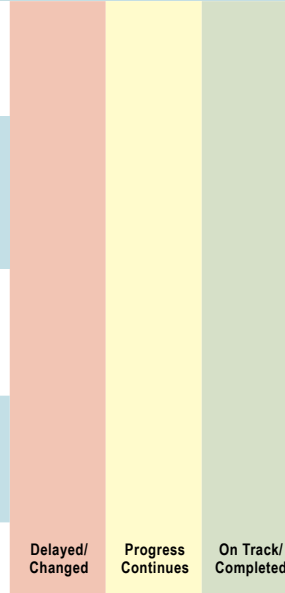
GOAL 4: NURTURE THE LIBRARY INFRASTRUCTURE

Foster additional internal communication and engagement across all branches

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

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

Strengthen support and engagement with the Friends groups and the Library Foundation



RESOLUTION: 2023-01

A RESOLUTION DESIGNATING BANNER BANK, LOCATED IN MEDFORD, OREGON, AS A DEPOSITORY OF FUNDS FOR THE JACKSON COUNTY LIBRARY DISTRICT AND DESIGNATING AUTHORIZED PERSONNEL AND SIGNERS FOR THE BANNER BANK CHECKING ACCOUNT

WHEREAS, THE BOARD OF THE JACKSON COUNTY LIBRARY DISTRICT FINDS:

- A. At its regular meeting on June 4, 2015, the Board approved Resolution 2015-06, authorizing the opening of a checking account at AmericanWest Bank (now Banner Bank) and designating authorized personnel to transact business with Banner Bank and sign checks or authorize withdrawals from the account with Banner Bank.
- B. It is the District’s practice to reauthorize its bank accounts and designated personnel and signers at its annual organizational meeting in July.
- C. It is the practice that the Board designate its President and Vice President, as well the Library Director, Finance Manager, and Assistant Directors as authorized signers on the Banner Bank checking account.

BE IT RESOLVED:

- 1. That former JCLD employee Assistant Director of Public Services Claudine Taillac is hereby removed as an authorized user on the District's Banner Bank Account.
- 2. That JCLD Finance Manager Brittany Brite, Library Director Kari May, and Assistant Director of Support Services Kelda Vath are hereby authorized to transact business with Banner Bank on behalf of the Jackson County Library District.
- 3. The following persons are authorized to sign checks or authorize withdrawals from the checking account with Banner Bank on behalf of the Jackson County Library District: President Eric Dziura, Vice President Victoria Brown; and Library staff: Kari May, Library Director, and Assistant Director Kelda Vath.

The above resolution statement was approved by the Board of the Jackson County Library District and declared adopted this 20th day of July, 2022.

By:

Attest:

Board President

Recording Secretary

Board Vote:

Victoria Brown _____
Eric Dziura _____
Susan Kiefer _____
Jill Turner Kim _____
Young _____

RESOLUTION: 2023-02

A RESOLUTION DESIGNATING THE OREGON STATE TREASURY LOCAL GOVERNMENT INVESTMENT POOL (LGIP) AS A DEPOSITORY OF FUNDS FOR THE JACKSON COUNTY LIBRARY DISTRICT AND DESIGNATING AUTHORIZED PERSONNEL AND SIGNERS FOR THE LGIP ACCOUNT

WHEREAS, THE BOARD OF THE JACKSON COUNTY LIBRARY DISTRICT FINDS:

- A. At its regular meeting on June 4, 2015, the Board approved Resolution 2015-07, authorizing the opening of an investment pool account through the Oregon State Treasury Local Government Investment Pool (LGIP) and designating authorized personnel to transact business with the LGIP and sign or initiate bank account information changes on behalf of the Jackson County Library District.
- B. It is the District’s practice to reauthorize its bank accounts and designated personnel and signers at its annual organizational meeting in July.
- C. It is the District’s practice that the Board President, Board Vice President, the Finance Manager, and Library Director are designated as authorized signers on the LGIP account.

BE IT RESOLVED:

- 1. That Finance Manager Brittany Brite, and Library Director Kari May are hereby authorized to transact business with the Local Government Investment Pool (LGIP) through the Oregon State Treasury on behalf of the Jackson County Library District.
- 2. That the following persons are hereby authorized to sign documents or initiate bank account information changes for the Oregon State Treasury LGIP account on behalf of the Jackson County Library District: President Eric Dziura, Vice President Victoria Brown, and Kari May, Library Director.

The above resolution statement was approved by the Board of the Jackson County Library District and declared adopted this 20th day of July, 2022.

By:

Attest:

Board President

Recording Secretary

Board Vote:

Victoria Brown _____
Eric Dziura _____
Susan Kiefer _____
Jill Turner Kim _____
Young _____

Current JCLS Hours

Population 2021	Library	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Current Schedule Weekly Hours
89,166	Medford	10-6	10-6	10-6	-	10-6	12-4	12-4	40
28,118	Central Point	-	10-6	10-6	10-6	10-6	12-4	-	36
26,513	Ashland	10-6	10-6	10-6	10-6	-	12-4	12-4	40
12,676	Eagle Point	-	10-4	10-4	12-6	10-4	12-4	-	28
11,424	White City	11-5	11-5	11-5	-	-	12-4	-	22
10,365	Rogue River	10-4	10-4	-	1-7	10-4	10-2	-	28
8,035	Phoenix	-	11-5	1-7	11-5	-	12-4	-	22
7,328	Talent	-	10-6	12-7	12-7	10-5	10-5	-	36
7,114	Shady Cove	-	12-6	2-7	-	10-5	-	-	18
5,899	Jacksonville	10-5	-	10-5	12-6	-	10-2	-	24
5,482	Gold Hill	10-4	-	2-6	-	1-5	12-4	-	18
3,981	Ruch	-	10-5	-	1-7	-	11-4	-	18
1,424	Applegate	-	2-6	10-2	-	2-6	10-2	-	16
1,301	Butte Falls	-	10-3	-	12-5	-	-	-	10
1,142	Prospect	-	-	10-2	-	1-5	10-2	-	12
									368

Phase 1 – Medford/Ashland

Color key
no change
increased hours
New/different day open

DRAFT

Population 2021	Library	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Current Schedule Weekly Hours	Formula - new schedule weekly hours	# hours increase
89,166	Medford	10-6	10-6	10-6	10-6	10-6	12-5	12-5	40	50	10
28,118	Central Point	-	10-6	10-6	10-6	10-6	12-4	-	36	36	0
26,513	Ashland	10-6	10-6	10-6	10-6	10-6	12-5	12-5	40	50	10
12,676	Eagle Point	-	10-4	10-4	12-6	10-4	12-4	-	28	28	0
11,424	White City	11-5	11-5	11-5	-	-	12-4	-	22	22	0
10,365	Rogue River	10-4	10-4	-	1-7	10-4	10-2	-	28	28	0
8,035	Phoenix	-	11-5	1-7	11-5	-	12-4	-	22	22	0
7,328	Talent	-	10-6	12-7	12-7	10-5	10-5	-	36	36	0
7,114	Shady Cove	-	12-6	2-7	-	10-5	-	-	18	18	0
5,899	Jacksonville	10-5	-	10-5	12-6	-	10-2	-	24	24	0
5,482	Gold Hill	10-4	-	2-6	-	1-5	12-4	-	18	18	0
3,981	Ruch	-	10-5	-	1-7	-	11-4	-	18	18	0
1,424	Applegate	-	2-6	10-2	-	2-6	10-2	-	16	16	0
1,301	Butte Falls	-	10-3	-	12-5	-	-	-	10	10	0
1,142	Prospect	-	-	10-2	-	1-5	10-2	-	12	12	0
									368	388	20

JCLS - Final Hours

DRAFT

Color key
no change
different hours, same #
reduced hours this day
increased hours
New/different day open
New day closed

Population 2021	Library	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Current Schedule Weekly Hours	Formula - new schedule weekly hours	Total # hours increase
89,166	Medford	10-7	10-7	10-7	10-7	10-6	12-5	12-5	40	54	14
28,118	Central Point	10-5	10-5	10-5	10-7	10-5	12-5	-	36	42	6
26,513	Ashland	10-7	10-7	10-7	10-7	10-6	12-5	12-5	40	54	14
12,676	Eagle Point	10-5	10-5	10-5	12-7	10-5	12-5	-	28	40	12
11,424	White City	-	10-5	10-5	12-7	10-5	12-4	-	22	32	10
10,365	Rogue River	10-5	10-5	10-5	12-7	10-5	12-5	-	28	40	12
8,035	Phoenix	-	10-5	10-5	12-7	10-5	12-4	-	22	32	10
7,328	Talent	10-5	10-5	10-5	10-7	10-5	12-5	-	36	42	6
7,114	Shady Cove	-	10-5	-	12-7	10-5	-	-	18	21	3
5,899	Jacksonville	-	10-5	10-5	12-7	10-5	12-4	-	24	32	8
5,482	Gold Hill	-	10-5	10-5	12-7	-	12-5	-	18	26	8
3,981	Ruch	-	10-4	10-4	12-7	-	12-4	-	18	23	5
1,424	Applegate	-	10-4	-	12-7	10-4	12-4	-	16	23	7
1,301	Butte Falls	-	10-4	-	10-4	-	12-4	-	10	16	6
1,142	Prospect	10-4	-	10-4	-	10-4	-	-	12	18	6
									368	495	127