



**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>
Thursday August 18, 2022, at 4:00 p.m.

CALL TO ORDER/ROLL CALL

INTRODUCTIONS / PROCLAMATIONS

AGENDA AMENDMENTS AND APPROVAL

CONSENT AGENDA

1. June 15, 2022 Board Meeting Minutes
2. July 20, 2022 Board Meeting Minutes
3. July 20, 2022 Executive Session Minutes

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

REPORTS (Inform)

4. Library Director – Kari May
5. SOHS Report

UNFINISHED BUSINESS (Inform/Discuss/Action)

6. Land Acknowledgement Policy – Policy Committee

NEW BUSINESS (Inform/Discuss/Action)

7. Committee Assignments for FY 2023 – Kari May
8. Eagle Point Carpet Replacement Project – Kelda Vath

COMMITTEE AND BOARD MEMBER REPORTS (Inform)

Executive Session pursuant to ORS 192.660(2)(i): *To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.*

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:

September 21, 2022 JCLD Regular Board Meeting

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

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



MINUTES

ATTENDEES

Present at the meeting were: Board Members Eric Dziura (President), Jill Turner (Vice President), 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

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. She also shared a recommendation 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



MINUTES

ATTENDEES

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

Additional attendees: Kari May (Library Director), Kelda Vath (Assistant Director, Support Services), Brynn Fogerty (HR Manager), Ginny Auer (Foundation Executive Director), Brittany Brite (Finance Manager), Jacquelyn Bunick (Legal Counsel), Lewis Mauer (Branch Manager, Eagle Point), Olivia Peasley (Administrative Assistant), and Val Nowak (Executive Assistant)

Guests: additional JCLS staff members and local community members

CALL TO ORDER/ROLL CALL

President Dziura called the meeting to order at 4:01 p.m. Roll call was taken, and the land acknowledgement read.

ELECTION OF BOARD OFFICERS

MOTION: Director Turner moved to nominate Eric Dziura for the role of Board President for the duration of Fiscal Year 2023. Dziura accepted the nomination, and was voted into the position unanimously.

MOTION: Director Kiefer moved to nominate Viki Brown for the role of Vice President for the duration of Fiscal Year 2023. Brown accepted the nomination, and was voted into the position unanimously.

CONSENT AGENDA

MOTION: Director Kiefer moved to approve the agenda. Director Young seconded, and the motion was approved unanimously.

MOTION: Director Turner requested to remove the June 15, 2022, Board Meeting minutes from the consent agenda. Director Kiefer then moved to approve the remaining consent agenda item. Director Brown seconded the motion, and it was approved unanimously.

ORAL REQUESTS AND COMMUNICATIONS FROM AUDIENCE

A significant community audience was present, and President Dziura allotted 45 minutes for the public communication period. Fourteen attendees shared comments, both virtually and in-person, which focused primarily on issues regarding Library neutrality, and the effect the Library has on community polarization. Some residents raised concerns regarding the Land Acknowledgement Policy on the agenda, stating that they felt it misrepresented local Tribes, and that it promoted a progressive ideology. Others spoke regarding concerns with mandatory staff training, use of pronouns, and issues with mask enforcement last Fall. Several individuals spoke regarding issues with safety and policing in the Library and Downtown area.

A few people spoke in appreciation of the library for providing access to all perspectives, recognizing the work and thought that went into the formation of a land acknowledgement statement, and that libraries should be equitable and welcome to everyone. Many of commenters requested that the Library strive to provide

balanced perspectives, and to follow their mission of serving all residents of Jackson County.

REPORTS

Library Director's Report

Director May shared highlights from the Director's Report including a report from the ALA Annual Conference, where she had served on a panel regarding Health Literacy Programs in libraries. She provided an update regarding the Summer Reading Program and noted that the DART van celebrated its one-year anniversary in June. May also shared that JCLS staff recently met with Medford Police and representatives from the City of Medford, the Medford Urban Renewal Agency (MURA), and local Police regarding policing issues in the Medford Library and parking lot. In response to concerns regarding illegal activities on library property, May clarified that the lot is owned by MURA, and she stressed that illegal activity on library property and in the lot is being reported to authorities, and that emergency services are responding when appropriate.

In response to the report, Director Brown commented that she appreciates updates regarding the Summer Reading Program, and that she particularly enjoyed reading about the collaborative firefighter storytime in Jacksonville.

Jackson County Library Foundation Report

Director Auer announced the Foundation officers for FY2023 and thanked her Board for their hard work and leadership. She commented on the progress made in FY2022, and that it laid the foundation for positivity and optimism for the year to come.

Quarterly Statistics Report

Assistant Director of Support Services Kelda Vath shared the year-end statistical report regarding. Overall, trends have increased slightly, though some metrics are still below pre-pandemic levels.

After the presentation, Director Dziura extended appreciation for library staff and thanked Vath for the reports, particularly because it illustrates the results of staff efforts and highlights the variety of services the library provides.

May added that the State Library will be opening their annual statistical report soon, and that the data included will provide opportunities to compare JCLS to the State statistics. She estimated that the draft report will be presented to the Board later this Fall, and that the analysis of reported data is generally released in January of the following year.

UNFINISHED BUSINESS

Land Acknowledgement Policy

MOTION: On behalf of the Policy Committee, Dziura shared a summary of the Land Acknowledgement Policy, and moved that, in light of recent communication, the agenda item of policy approval be tabled in order to provide the Board time to review and reconsider the matter. Director Brown seconded. Motion was approved unanimously.

District Organizational Items for FY22/23

May provided a summary of annual organizational items, and recommended approval of items 1-7.

MOTION: Director Turner moved for approval of Organizational Items 1-7. Director Kiefer seconded, and the motion was approved unanimously.

Hours Study Proposal

May summarized the process of the Hours Study and presented the final proposal, which outlines a three-phased approach to expand Library hours across the District.

Director Turner expressed concern about the length of the phases and asked if there was a possibility of

accelerating the timeline. May responded that the phases had to accommodate long-term event and program planning as well as staff recruitment and training in an unstable job market. She acknowledged that hours expansion may be accomplished early, but the consensus was that it was better to have a realistic goal that would avoid any potential delays.

Board Members then discussed concerns that proposed hours in outlying branches may not be accommodating to working families. Upper Rogue Area Manager Lewis Mauer cited the staffing challenges that affect the Butte Falls and Prospect branches, and he and May included that the FY2023 budget includes funds to pursue technology solutions that will increase rural access.

MOTION: Director Turner moved to adopt the additional hours as presented. Director Kiefer seconded, and the motion was approved unanimously.

Director Turner concluded with an appreciation for the dedication and work of committees, staff, and the Board, and celebrated the culmination of a nine-year effort to expand Library hours and access.

Strategic Plan Dashboard

May summarized the Strategic Plan Dashboard tool and stated that she will include a monthly update regarding the strategic plan goals in the Director's Report. She proposed that a more fulsome progress report be presented regularly as well, on a schedule that the Board should discuss and determine. An implementation plan for the upcoming year is in the finalization process and will be shared with the Board soon.

Talent Urban Renewal Agency

Director May shared an update regarding the TURA plan that was recently released, and the financial impact that the proposed plan would have on the District. She then shared a letter to TURA that the Finance Committee had drafted and is presenting to the Board for consideration. Finance Manager Brittany Brite summarized the letter and shared that the District is not opposed to the TURA plan, but that the District has concerns regarding the impact on funding for Library Services, clarification on included urban renewal boundaries, and the potential benefits of the Talent Library being within the proposed boundary.

Director Young commented that the District is supportive of Alameda Fire recovery efforts, and that by including a letter from the Board during the TURA public comment period, it would ensure that questions and concerns be addressed and answered by the Agency.

MOTION: Director Young moved to authorize the signing and execution of the drafted letter. Director Dziura seconded, and the motion was approved unanimously.

NEW BUSINESS

Resolution 2023-01: To Authorize Checking Account, Designated Personnel and Signers

Brite shared a summary of the resolution and outlined the changes to the designated personnel and signers authorized on the JCLD checking account.

MOTION: Director Dziura moved to approve Resolution 2023-01 to Authorize Checking Account, Designated Personnel, and Signers. Director Turner seconded, and the resolution was approved unanimously by roll call vote.

Resolution 2023-02: To Authorize LGIP Account, Designated Personnel and Signers

Brite shared a summary of the resolution and outlined the changes to the designated personnel and signers authorized on the JCLD LGIP account.

MOTION: Director Turner moved to approve Resolution 2023-02 to Authorize LGIP Account, Designated Personnel, and Signers. Director Dziura seconded, and the resolution was approved unanimously by roll call vote.

COMMITTEE AND BOARD MEMBER REPORTS

Finance Committee

Director Turner shared details regarding the work that the Finance Committee did in reviewing the quarterly statistics report and reported that the Committee decided to delay analyzing the end-of-year data until staff had time to compile a report. Young also reported on the ongoing work for the FY 2020 audit.

EXECUTIVE SESSION PURSUANT TO ORS 192.660 (2)(3)

The Board entered into Executive Session pursuant to ORS 192.660 (2)(3), and rejoined the public meeting already in session at 6:06 p.m. No decisions were made, and no action was taken as a result of the session.

The Board briefly discussed planning details for the August Retreat, and President Dziura mentioned that the August Board Meeting will likely to be changed to alternate date and/or location to accommodate for the SDAO training session on August 17.

ADJOURN

President Dziura adjourned the meeting at 6:11p.m.

/s/ Val Nowak
Recording Secretary



MINUTES

ATTENDEES

Present at the meeting were: Board Members Eric Dziura (President), Viki Brown (Vice President), Susan Kiefer, Jill Turner, 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 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 6:06 p.m., and rejoined the public meeting session already in progress.

/s/ Val Nowak
Recording Secretary



Director's Report

August 2022

Administration

Hours Increase

With the expansion of library hours approved at the July Board meeting, staff have begun working on the implementation plan. HR Manager Brynn Fogerty worked with Area Managers Kristin Anderson and Laurin Arnold to determine the staffing needs to expand service hours in Ashland and Medford. The increased hours will be covered by a combination of existing staff taking more hours and new positions being hired. The needed positions will be posted in August and September so that staff can be hired and trained for an anticipated December increase in hours in Ashland and Medford. Fogerty is also working with the Area Managers to determine the staffing needs for all branches to determine the best strategy for increasing hours for the next phase. The HR Team will soon be able to offer additional hours to existing staff, and from there, forecast needed positions. A draft process for offering additional hours is complete and will be sent to staff soon.

Talent Urban Renewal Agency

The Library District's letter of support for the Talent Urban Renewal District has been submitted to City Manager Jordan Rooklyn. The City Council will review the Library District's feedback in a work session on August 16th, and the letter will be included in the August 17th agenda packet for discussion. The Council will answer questions raised in any written response they have received and incorporate as needed into the expected proposed ordinance.

Safety & Security at Medford and Ashland

Director May, Area Managers Anderson and Arnold, along with Social Worker Haylie Courtney, met with representatives from the City of Medford, including Police Chief Ivans, to discuss safety issues at the Medford Library. The Medford Urban Renewal Agency owns the library parking lot, which has been an area of security concern over the past several months. They noted that the issues happening in the library's parking lot are happening throughout downtown. Medford will be executing trespass agreements for all their parking facilities and posting notice that entering and remaining in public parking lots from 10:30 pm until 6:00 am is prohibited, except to either park or retrieve a car, and then leave immediately. Further, vehicle camping is prohibited at all times in City lots.

Staff are actively building relationships with the Medford and Ashland Police Departments to ensure that everyone is on the same page regarding the safety concerns occurring on library property, particularly outside the building and outside of normal library operating hours. Both police departments have appreciated the recent outreach made by Anderson, Arnold, and Courtney. Courtney and the Resource Specialist team will continue to enforce behavior in line with the Library's Rules of Conduct Policy. All staff are participating in training in August on how to de-escalate situations with patrons, and how to respond as a bystander when they witness an unsafe situation. Training on these topics will be on-going.

Public Services

Applegate

Applegate was bustling with children attending the July kick-off program, Snuggle Bunnies. A week later, more kids came in to pick up the Treasure Box Take & Makes. While younger patrons are still enjoying their break from school, educators are turning an eye towards autumn. A local teacher came in and thanked the library for providing her with the resources to get a head start on her curriculum planning and order plenty of books. Another patron was struggling with his new laptop and scheduled an appointment with Digital Services Specialist Nicole Vukcevic to learn how to use it. He extended an appreciation to Library staff for the patience and service that were provided to him.

Extending a cool welcome to patrons from across the pond, Applegate provided respite from the heat for a family from the United Kingdom. They were visiting Applegate and were staying in a house without air-conditioning. The family was thrilled to sit in comfort while connecting to the internet and using mobile printing to print boarding passes. The youngsters were also excited to receive some JCLS stickers to take back to the UK.

Applegate Branch Manager Christine Grubb was also glad to attend an outreach event at Red Lily Vineyards featuring a screening of "The Magnitude of All Things," a film about the impact of climate change.

Gold Hill

Gold Hill has enjoyed an increase in attendance at Summer Reading Programs this year. The Snuggle Bunny program proved to be very popular across the district, and Gold Hill patrons particularly enjoyed the presentation by guest storyteller Will Hornyak. Patrons of all ages attended these programs with their children and grandchildren.

Jacksonville

The Britt Festival continued their annual collaboration with the Jacksonville branch by setting up a display in the foyer. For the third summer in a row, patrons are greeted with a colorful display of past posters and a schedule of events for the current year.

The Blue Sky Ramblers, a folk duo from Dunsmuir, CA, serenaded the Jacksonville audience with classic American folk songs like "Oh Susanna" and "This Land is Your Land." In between songs, they explained the origins of the songs and gave backgrounds on the songwriters. The audience received printouts of the refrains and joined in for a sing-along.

Rogue River

Patrons in Rogue River seemed especially grateful this month, and they told staff several stories that warmed their hearts. A young patron shared that she used to hate to read, but now she found the "magic book" for her that changed everything. Now she is excited to read (she confessed to staying up past her bedtime to do so) and looks forward to coming to the library to find new books and series. Another patron told staff that she has been caring for her husband, who has been recovering from a fall. She called the library "a godsend." She has been stressed and busy providing the care he needs and has a hard time sleeping without reading materials. More importantly, she said, she appreciates the sense of community and support she finds at the library. "This space is special," she concluded.



The month of July saw some of the hottest days most Rogue River residents can remember, and many patrons were glad to step into the library and out of the heat. Staff have gone the extra mile and have been providing bottles of water to help folks stay hydrated, especially when they have been using outdoor spaces to access Wi-Fi prior to the library opening.

Ruch

John Jackson's "Treasure Owls" program proved popular with Ruch Patrons. Attendees played detective with real owl pellets, and by dissecting the pellets, they got to learn hands-on about what owls eat and their role in the local environment.

Medford

In Medford, Adult Services staff utilized many local resources as they helped a patron access items from their personal history. The patron was provided with articles written about them in the *Medford Mail Tribune* from when they participated in high school and college sports. The patron also found several pages that highlighted their sports achievements in the yearbooks in the Local History collection.

Central Point

Central Point has undertaken a commitment to connect with local organizations and welcome them into the library. Staff have reached out to several community organizations and have reserved dates for them to curate displays in the entryway case. Over the next few months, Black Alliance & Social Empowerment, Bridge to Jerusalem, and Jackson County Sexual Assault Response Team will set up materials in the display to showcase the services they offer to the local communities. Central Point staff is glad for this opportunity to build partnerships and hope that this will lead to future collaborations and programs as well.

Shady Cove

Area Manager Carrie Turney Ross shared a conversation she overheard while in Shady Cove: "My friends came to town this past weekend, and my husband and I decided to take them kayaking on the Rogue River. We went through Raft the Rogue in Shady Cove, and they piled us onto a bus with another group. While they were shuttling us to the drop-in spot upriver, I overheard one of the folks from the other group raving about the programs at the Shady Cove Library. He went on and on about how amazing the library is and the wonderful opportunities for fun and learning in their small town! Your community truly values its library. If someone is on their way to an adventure like rafting the river and they still take the time to rave about the library, you know you are doing something right!"

Branch Manager Marion Mensing noticed a person in a vehicle during the heat of the day and invited them to come in and use the internet inside where it was cool. During a quick conversation, he related that he had lost almost everything in a house fire the night before and had spent the night in his car. Mensing offered him a cold bottle of water and put him into contact with the social services team to connect him with available resources.

Eagle Point

From a new patron's Comment Card: "The Eagle Point Branch location, team and facility are amazing. The building is clean and feels safe. The staff were kind and supportive, and the general 'vibe' of the space is very welcoming. We can't wait to come back. PS. The new book selection is relevant and engaging."

Butte Falls

Branch Manager Masyn Phoenix was able to help a couple from Texas find books and photos on the Butte Falls railroad. The visitor said his uncle was part of the crew that laid the water pipeline from the Butte Falls area down to Medford and was hoping he could find some photos of that event. As he provided them with library

resources, Phoenix also suggested that they could check out the Southern Oregon Historical Society, which has additional collections of photos and local history.

Patrons who had participated in a crystal-growing program in June had their patience and hard work rewarded. The crystals from the Summer Reading event formed in interesting and unique ways, and the kids loved picking them up and taking them home to treasure.

Prospect

A couple who was visiting from Israel came in to use the Prospect Library. Crater Lake was on their bucket list, and they were very happy there was a place with printers, Wi-Fi, and air conditioning so close to where they were staying.

White City

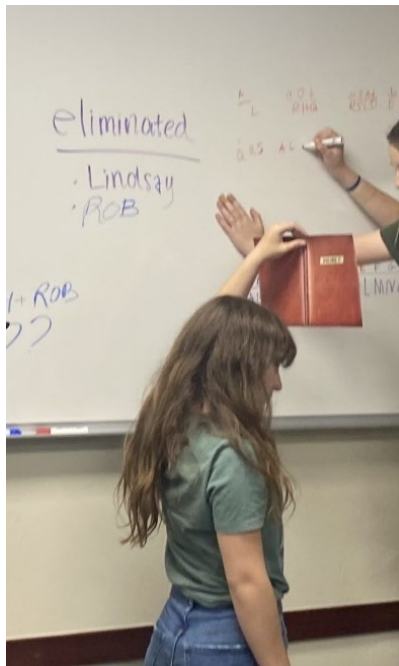
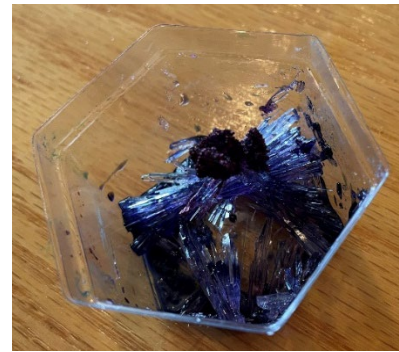
The month's Summer Reading programming continued with the Live Action Board Game, the second installment of Big Kid Storytime, and a program on rock, minerals, and fossils hosted by John Jackson from Bugs R Us. Jackson's program was well attended. Participants enjoyed learning about how fossils are created and about the formation and features of rocks and minerals.

Ashland

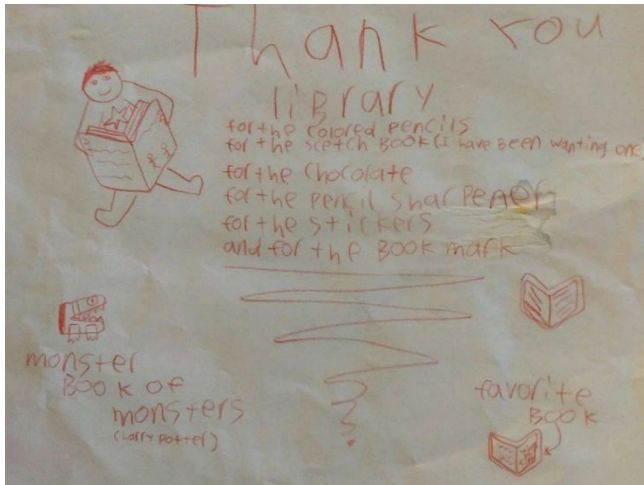
In the Children's Department, Baby Social Hour and preschool Storytime continue to be popular weekly programs. The summer reading program is still going strong, with children and families excited to participate. Children's Specialist Emily Hawks organized an ongoing summer scavenger hunt that has proved a huge hit. With over 60 families participating already, this branch-wide hunt has led patrons of all ages to discover the treasures offered in every area of the library. Items hidden throughout the branch encourage patrons to visit areas they have never been before and show them services they may not have been aware of. It is a treat for the entire branch to see the earnest little faces of the participants diligently trying to find all the items on the list.

Teen detectives took a little over two hours applying their sleuthing skills to solve the mystery of a stolen inheritance in a special whodunnit program. The adolescent investigators applied their cognitive powers to solving cyphers, completing math problems, and using logic clues to eliminate suspects. At the end of the program, they asked for details about the next mystery program, and said they'd be back at that one with some friends in tow.

The Ashland Adult Services staff offered several programs this month. One highlight was a craft program where participants framed small cutouts of old maps featuring places that were special to them. One participant made one for the town where she grew up, one for where she met her husband, and one for where they live now. The Great Outdoors Book Group continued to meet at North Mountain Park, discussing Barbara Kingsolver's novel *Flight Behavior* and learning about climate change and butterfly migration.

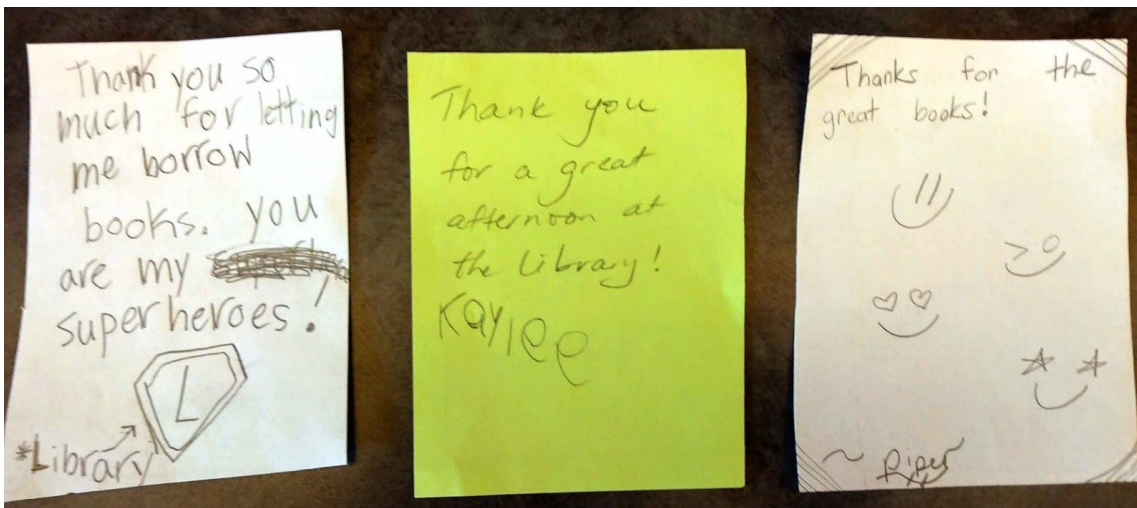


Head of Adult Services Ellie Anderson teamed up with Adult Services Coordinator Katrina Ehrnman-Newton at the OLLI Open House at SOU on Friday, July 22nd. Over six hundred people registered for the event. Many library supporters were there, with many who had questions about library programs and services.



There have been several recent notes in Ashland's comment box from patrons letting staff know how much the Library is appreciated. One letter in particular thanked the branch for the Summer Reading Kick-off party held in June, and for the items they received in the program.

*"Thank you Library
For the colored pencils
For the sketch book (I have been wanting one)
For the chocolate
For the pencil sharpener
For the stickers
and for the book mark"*



Phoenix

Similar to other branches, Phoenix saw an overwhelming response to the plush Snuggle Bunny program offered in July. Theirs was particularly special because it was the first in-person event to be offered Phoenix since 2020, and parents and their kiddos could not wait to come back to the library and make these adorable stuffed animals, filled with lavender from the branch's own plants.

Phoenix Branch Manager Jody Fleming attended the annual Phoenix Parks and Recreation's Dog Days of Summer event on Saturday, July 16. She met plenty of local dogs, talked to their owners, and gave away special dog-themed take and make kits.

An older patron came to the Phoenix branch and needed help printing out some emails, and Fleming stepped in to assist. The patron said, "You mean I worried about all of this [and] you're going to make it so easy for me?" She said she had worried for days about getting the copies and was relieved that it did not take much time and that it was a simple procedure. She said she absolutely loved her little library.

Talent

Kids from the Talent Boys and Girls Club came to the library for their second group visit. They received their first library cards, and each of them checked out two books. Branch Manager Patrick Mathewes commented that it is

so much more relaxed now that they host class visits before the library opens. Without other patrons here, the kids do not have to regulate the noise as much, and the kids seem to enjoy having the run of the library. As they left the library, each kid selected a JCLS water bottle, magnet or sunglasses to take with them.

There were solid turnouts for the two programs held at the Talent Library in July. John Jackson's Rocks & Minerals program lived up to his "all ages" appeal, as at least four adults attended without kids. The Snuggle Bunny program saw a dozen young patrons stuffing fluff, lavender, and beans into socks to become their new cuddly friends. The leftover materials from this program were repurposed into take & make kits that were quickly claimed by patrons eager to craft their bunnies at home.



Programming and Outreach

Children's Services

The Moala Family presented a Hawaiian dance program in Shady Cove. They showed several dance styles, including Tongan, Māori, and Tahitian. Mrs. Moala also talked about the culture and meaning of dances and taught some dance moves to the audience.

Big Kid Storytime, a chapter book storytime for ages 8 to 10, had its inaugural program in White City. Branch Manager Patti Proctor read from the Magic Treehouse book *Pirates Past Noon*. Eight young patrons enjoyed listening to a story

full of suspense and treasure. Staff members Vanessa White and Milagros Morales followed up with a fun art project. The second installment of Big Kid Storytime enthralled the young listeners, with Branch Manager Patti Proctor reading the first book in the Dragon Masters series *Rise of the Earth Dragon*. White and Morales facilitated a fun craft with the kids to make a dragon kite.

Teen Services

Shady Cove hosted its first Dungeons & Dragons program in two years. Participants included five teens and three adults. Everyone was excited to see each other and return to playing the popular tabletop game.

Creating a teen volunteer group has been a goal of the Ashland Teen department for more than two years, and after weathering many COVID-related delays, they were finally able to hold their first meeting in July. The Ashland Teen department welcomed five new teen volunteers from Ashland High School, with more scheduled to onboard in August. The teen volunteers will help stock the community pantry at the beginning of each of their shifts, decorate white boards, and brainstorm display ideas that they will set up each month, along with writing trivia questions for the monthly teen trivia program.

Adult Services

Summer saw a variety of programs for adults. The Eagle Point library offered "Consider This: American Myths About American Government," a grant-funded presentation sponsored by the Oregon Humanities Project. The weekly Yarnia! knitting program continues to be popular at the Eagle Point branch. The Ashland Library provided a program with local bookbinder Sabina Nies of [SUN Book Arts](#).

Outreach

Area Manager of Outreach & Programs Carrie Turney Ross worked with the Oregon Health Authority to provide COVID vaccine clinics at the Medford, Jacksonville, Shady Cove, White City, Ashland, and Phoenix Libraries for ages six months and up. In total, 108 people received vaccines at JCLS libraries. A second round of vaccine clinics will take place in August.



July saw summer temperatures that often soared well above 100°, and many patrons found respite in the air-conditioned library branches. Medford and Ashland’s meeting rooms were utilized as community cooling shelters on several of the hottest days, providing relief for more than 500 people. The cooling shelters were a joint venture between the libraries and other community groups and governmental entities, including the city governments, the Society of St. Vincent de Paul, and ACCESS. On July 11th, when a power outage affected large swaths of the city and the temperature rose above 102, Rogue Valley Airport sent many travelers to the library so that they could wait for their flights in relative comfort.

Youth Services Coordinator Brystan Strong was co-chair for the annual Children’s Festival in Jacksonville, hosted by the Storytelling Guild. The Festival returned to in-person this year, with JCLS staff providing the “Storytelling Tree,” a drop-in read-aloud booth. Strong was joined by Children’s Librarian Monica Owens, Library Specialist Nick Rementería, and Library Associates Charlotte Poulos, Katelyn Rich, Erica Rische-Baird, and Parsina Kurth, who all read stories to eager audiences under the colorful shade of a canopy.

Outreach to Child Care

Library Specialist Megan Pinder provided the LISTO Family Literacy Program’s Summer Program and talked to parents about early literacy development and library resources. Fifty-two people attended these events, and Pinder issued five new library cards.

Every child served by the OCC program received a new gift book in July, funded by the Friends of the Medford Library. A total of 1,005 books were given away (232 Spanish language titles and 773 English language titles).

Education Services

Education Services provided classroom enrichment at schools in Eagle Point, Phoenix-Talent, Ashland, and Medford School Districts. Education Services Specialist Sharon Bigelow and Community Librarian for Youth Literacy Evelyn Lorence gave classroom presentations planned to best suit the needs of the unique student demographics at each school. Youth entering grades 3-6 made treasure maps, and students entering grades K-2 enjoyed a read-aloud and a Bingo game. All students received a gift book to add to their personal library.

Lorence and Adult Services Librarian Kayla Samnath created a path for youth at the Juvenile Detention Center to participate in the Summer Reading Program. By adapting how the program works in Beanstack, the kids earned a library-branded water bottle and up to 3 stickers (perfect for decorating their water bottles). The kids also earned small prizes by participating in BINGO. They ended the visit by reading the book they had chosen to read as a group: *The Hitchhikers Guide to the Galaxy* by Douglas Adams.

Digital Services

Digital Services Specialists Nicole Vukcevic and Leia Pastizzo attended an event at Rogue River Estates, one of the Housing Authority sites that Outreach assists. They were able to conduct learning sessions with 5 residents during that time, including one resident who needed help applying for a job.

Digital Services Supervisor Eric Molinsky utilized a new tool that links the events calendar with the Aspen Discovery catalog, which allows library events to be viewed in both the website and catalog. They are already using the tool in conjunction with the ongoing series of virtual author talks, and searching for either the author or the subject will bring up results for physical and digital library materials, with a link to related events.

At Home Services

At Home Services patrons participated in the *Crafts at Home* activity, with many of them reporting that the paper flowers craft was a favorite thus far.

DART

July was DART's second busiest month on record, with 755 interactions reported. Mobile Services Specialist Mackenzie Pollock attended the July 4th Freedom Festival with Business Librarian Roslyn Donald to spread the word about Summer Reading and other library resources. In collaboration with Education Services, DART distributed Summer Boredom Buster Jars to Jackson County Housing Authority sites.

Business Librarian

Business Librarian Roslyn Donald attended six Chamber events throughout the county, with an estimated audience of 90 attendees. Donald restarted Book-A-Librarian appointments and had eight one-on-one meetings with patrons and stakeholders. Donald continued to meet with other local entrepreneurial ecosystem stakeholders to establish relationships with them. Applegate Branch Manager Christine Grubb joined Donald at a broadband informational meeting hosted by Spectrum at the Applegate Lodge.

Social Services

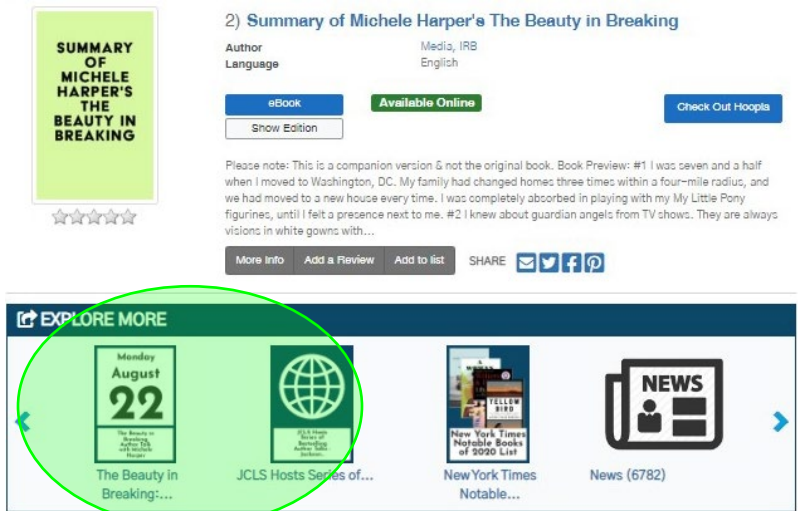
When the Medford Library provided space for the cooling shelter many days out of the month of July, the Social Services Department took the opportunity to build rapport with individuals that do not frequent the Library, and with the organizations that staff and run the cooling shelters.

The numbers for both Morning Hours and daily resource referrals increased. One of the success stories from these referrals is the aid that the social services team was able to give to a domestic violence survivor who came into the library in dire need of help. The team aided the patron to get into the Kelly Shelter with her children and to gain her independence. The social services program continues to focus on ensuring that the Library is a welcome and safe place for all patrons.

The Medford Library received a large donation from The Clearing House in Medford, which provided enough hygiene essentials to sustain the community cupboard until at least 2023. Furthermore, the social services program was able to purchase more bus passes due to a grant awarded by Jackson Care Connect. This grant will allow the Library to continue to provide the community with this essential resource, and staff have seen firsthand the positive impact that it has on marginalized populations.

Finance

The Finance Department, with the help of Incode representatives, has set up the purchasing module. This module allows authorized staff to request and approve purchase orders for larger purchases in one convenient



location. Training will be held at the end of August for area managers and department heads, with plans to roll out the module in September.

The FY23 budget is in full swing. Branch managers and department heads have been provided with copies of their budgets, and the Finance team is working with staff to make sure they understand how to track expenses, particularly when expenses span across multiple branches and departments. The department is also working to provide monthly reports to those in charge of budgets so that they can see a budget vs. actual comparison on a regular basis.

The June 30, 2021, audit is almost complete, and KDP is expecting to have the audit finalized by the end of the month. Once complete, the Finance department will begin preparing for the June 30, 2022, audit.

Human Resources

Did you know there are currently just under a million dollars in JCLS staff retirement accounts? Part of the monthly HR duties include ensuring all staff are enrolled in benefits and understand their options, including the JCLS Retirement Plan through MissionSquare. HR continues to market the retirement plan and encourage staff to plan for their futures.

Over the course of the last month some small adjustments have been made to the Applicant Tracking System in PeopleStrategy, and job offer letters are now being sent electronically to candidates. Candidates can, in turn, accept or reject the offer electronically. The Applicant Tracking System has streamlined the recruitment process.

New staff orientation takes place on the first Monday of the month. HR brings together all staff who were hired in the previous month, which is usually between two and six people, for an afternoon of presentations from all departments. New hires are welcomed by Director May, who shares her vision for the library, reviews the main goals of the Strategic Plan, and sets expectations for all staff. Her presentation is followed by information about every department, from Administration and Finance to Support Services and Public Services.

Marketing

July's advertising blitz included a continuation of Summer Reading radio ads. The Medford Mail Tribune included an email newsletter feature to their distribution list of roughly 40,000 people. On Facebook, JCLS advertising was focused on spreading the word for Marcia Chatelain's virtual author talk.

Press Releases:

Free Vaccine Clinics: <https://bit.ly/3AaI9zN>

August Windows in Time: <https://bit.ly/3QuvLyS>

August Event Calendar: <https://bit.ly/3dkbqOw>

Support Services

Collection Development

Ordering resumed in July after the close of the fiscal year, and selection responsibilities were updated among the group of selectors.

Technical Services

The rollover of the materials' budget for the fiscal year into Koha went smoothly. This year is the first that Technical Services is using its own ILS and acquisitions module. The first new orders for FY2022/23 were submitted on July 5, and staff hope that, supply chain issues aside, the flow of new materials onto library shelves will be smoother than ever.

Information Technology

The project to upgrade all wireless access points (WAPs) at all branches and extend WiFi coverage in library parking lots started in July. The WAPs have been ordered and are expected to be delivered later this Fall. IT staff will be visiting all branches along with partner technicians from Hunter Communications and TouchPoint during the week of August 22 to discuss the installation in detail. This project is covered by the federal eRate program, which allows for eligible projects to be reimbursed with federal funds. Equipment replacement and upgrades are on a 5-year cycle.

IT is also getting started on a plan to replace all staff desktop and laptop PCs in FY23 as part of the regular 4-year replacement cycle. Staff are working with other Support Services departments to evaluate current computing needs and to plan for the additional resources that will be required as branches expand their hours.

Facilities

July brought a sudden heat wave to the valley, and a handful of HVAC systems throughout the branches felt the stress of combating triple-digit temperatures. Thanks to the Jackson County Facility Maintenance team, technicians were able to maintain and repair the machinery with impressive speed. Their hard work is greatly appreciated, especially as they kept service disruptions to a minimum.

Facilities staff began the process of applying for grant funds that will be made available through the Oregon Department of Human Services to support emergency shelters for cleaner air, warming, and cooling spaces. JCLS buildings are often used by the public to escape extreme weather and poor air quality, and if awarded, these grants would help to provide consulting and funds to improve ventilation systems, provide mobile air filtration devices, and consulting to develop and support cooling or warming needs.

The Safety Committee leads staff in quarterly safety drills, and a fire drill was the scheduled drill for July. Due to recent concerns about building safety, however, the drill was changed to an active shooter drill, which was successfully executed at all branches. Medford staff participated in two drills in one day when a patron pulled the fire alarm on Wednesday afternoon, and staff and patrons all exited the building until the fire department arrived and gave the all-clear for everyone to return to the building.

Southern Oregon Historical Society Research Library

Quarterly Reports January- June 2022

JCLS and SOHS share the goal of making our region's history resources available to the public. The first and second quarterly reports for 2022 show a trending increase in visitors to the SOHS library and website and gives detail to the amount of work being done to reach that goal. A new archivist, Jan Wright, was hired to coordinate the archival projects and indexes, and to expand the library's open hours through Saturday. Previously unindexed and uncataloged materials are incrementally being added to the website's Mega Index and the on-line catalog.

Services Provided

As is demonstrated by the attached statistics there has been an increase in both the on-line and in-person visits to the SOHS library and website. In the first half of the year 2022, 1332 volunteer hours were logged answering 317 emails, 73932 website visits, 128 phone calls and 202 in-person visitors. The long-term indexing program that created the Mega Index, the Photo Index, On-line Catalog, and other pages on the website is now being expanded by adding the materials from the Mezzanine, the pamphlet files, the library books themselves and from weekly donations of new materials. In fact, nearly 15,000 entries were added to the Mega Index, over 10,000 to the Photo Index and 98 digitized films to the SOHS website. There has been more than 500 additions and changes to the On-line Catalog since January of 2022 though the exact number is not captured with the regular website statistics.

Partnership Services

The SOHS library refers patrons to JCLS and we appreciate referrals coming our way as well. Some enthusiastic JCLS librarians came to tour the archives which created a better understanding of the resources available at SOHS. *Windows in Time* is a collaborative on-going endeavor that involves both organizations and is planned for next year as well. The archivist is partnering with JCLS adult services, Carrie Tannehill, to plan for a genealogy workshop in October, and with the Ashland Public Library to incorporate their Oregon Reference books into our library. The Medford library has brought in a few reference books that were either duplicated in their collection or were better suited for the historical society's collection.

Submitted by Archivist
Jan Wright,
Southern Oregon Historical Society
541/662-2025, ex 201
106 N. Central Ave.
Medford, OR 97501

	visitors	Number of visits	Pages	Hits
research.sohs.org				
Apr-22	468	675	8,071	32,532
May-22	529	712	6,230	24,535
Jun-22	445	579	7,703	25,838
Jul-22	210	272	3,273	11,863
truwe.sohs.org (SSL)				
Jan-22	2,531	4,058	7,141	25,756
Feb-22	2,402	4,088	9,522	27,436
Mar-22	2,482	4,999	8,736	27,827
Apr-22	2,565	4,311	11,391	26,928
May-22	2,795	4,282	13,071	32,905
Jun-22	2,244	3,557	9,507	24,016
sohistory.org				
Jan-22	12	14	16	16
Feb-22	24	26	110	110
Mar-22	67	92	312	2,560
Apr-22	649	1,031	2,297	10,828
May-22	543	819	960	2,030
Jun-22	410	618	822	1,734
Jan-22	3,020	6,001	20,250	123,914
Feb-22	2,902	6,578	134,084	214,901
Mar-22	3,242	7,097	23,802	99,218
sohs.org (SSL)				
Jan-22	4,532	8,639	28,012	230,874
Feb-22	4,269	7,929	37,415	200,965
Mar-22	4,299	7,808	28,958	189,016
markers				
Jan-22	133	163	505	4,458
Feb-22	190	201	685	5,467
Mar-22	184	227	398	5,001
Apr-22	263	310	464	6,224
May-22	229	287	617	4,717
Jun-22	207	405	619	4,539

MAIN WEBSITE COMBINED (sohs.org and research.sohs.org)

Jan-22	7,564	14,654	48,278	354,804
Feb-22	7,195	14,533	171,609	415,976
Mar-22	7,608	14,997	53,072	290,794
Apr-22	1,117	1,706	10,368	43,360
May-22	1,072	1,531	7,190	26,565
Jun-22	5,520	9,999	37,042	262,904

WEBSITES ABOVE PLUS TRUWE.SOHS.ORG AND MARKERS.SOHSSITES.ORG

Jan-22	10,228	18,875	55,924	385,018
Feb-22	9,787	18,822	181,816	448,879
Mar-22	10,274	20,223	62,206	323,622
Apr-22	3,945	6,327	22,223	76,512
May-22	4,096	6,100	20,878	64,187
Jun-22	7,971	13,961	47,168	291,459

SUMMARY

	visitors	Number of visits	Pages	Hits
Jan-22	10228	18875	55924	385018
Feb-22	9787	18822	181816	448879
Mar-22	10274	20223	62206	323622
Apr-22	3945	6327	22223	76512
May-22	4096	6100	20878	64187
Jun-22	7971	13961	47168	291459



Date: August 18, 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 statement and policy for review and acceptance by the JCLD Board. After feedback from staff and the community, the Policy Committee reviewed and revised the statement. The policy and statement have been reviewed by the Policy Committee.

Recommendation:

The Policy Committee recommends that Policy 5-18 Land Acknowledgement be approved as presented, and that the land acknowledgment statement be revised as presented.

Policies, Plans, and Goals Supported:

A Land Acknowledgement statement supports the Library’s values of inclusion and respect, and aligns with the Community Engagement goal outlined in the 2022-26 Strategic Plan.

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 adopt 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.

The Policy Committee amended the statement following review. The original spoken version has been removed, and only the short and long version are recommended for adoption. The revised short version will be the statement read at Library programs and meetings. The final paragraph has been amended, removing the sentence “we encourage you to learn more and to join us in advocating for the inherent sovereignty of Indigenous peoples” with “We take this moment to recognize the Indigenous peoples whose tribal lands are where residents of Jackson County live today. JCLS is committed to fostering understanding, deep respect, and honor for sovereign Tribal

Nations, and we encourage you to learn more about the land you reside on. For more information, go to jcls.org/land.”

In addition to being read at Library programs, the short version will be posted in Library meeting rooms, with a QR code that can be scanned to take individuals directly to the land acknowledgement page on the Library’s website.

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 two versions of the JCLS Land Acknowledgement statement. This section outlines how each version is to be utilized within JCLS.

- A. Short: 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. This version may also be used for plaques in buildings and for staff email signatures, which is voluntary. It is recommended that it is printed bilingually and be installed in meeting rooms throughout the district.
- B. 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

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 take this moment to recognize the Indigenous peoples whose traditional lands are where residents of Jackson County live today. JCLS is committed to fostering understanding, deep respect, and honor for Indigenous people and we encourage you to learn more about the land you reside on.
For more information, go to jcls.org/land



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%.

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. JCLS is committed to fostering understanding, deep respect, and honor for Indigenous people and we encourage you to learn more about the land you reside on.





Date: August 18, 2022

Title: Appointing Committee Members and Chairpersons; Board Liaisons; and Board Media Representative

From: Eric Dziura, Board President

Summary:

The Board annually appoints committee members to the standing committees as outlined in the Board Committees Policy. At the same time, Board representatives or liaisons to the media, Rogue Valley RVCOG, and Jackson County Library Foundation are appointed.

Recommendation:

Discuss and move to appoint Board committee assignments.

Policies, Plans, and Goals Supported:

Policy 1-7 Board Committees outlines the purpose of standing and ad hoc Board Committee responsibilities.

Background and Additional Information:

Per Board policy, committees shall be used to investigate, deliberate, analyze, and make recommendations with regard to special issues. The accompanying document, "Board Committee Responsibilities," outlines the primary responsibility of each committee. Standing committees include: Budget, Policy, Facilities, Advocacy, Finance, Executive, and Technology.

The above standing committees shall remain in place for the next year. It is expected that each committee will bring a charter and work plan to a future Board Meeting for discussion.

Attachments

- Board Committee Responsibilities
- Policy 1-7: Board Committees

JCLD Committee Summary and Membership List

FY2021-2022 Roster

Advocacy

Purpose:

The Advocacy Committee will develop talking points to articulate the impact of library services in Jackson County to the community at large. The Committee will stay abreast of local, state, and national legislation that might impact library services.

Responsibilities:

The Advocacy Committee will work with staff to stay informed about the perception of the library in the community and prepare responses to media requests as appropriate.

The Committee will monitor local, state, and national legislation that might impact libraries and prepare responses as appropriate.

Meets twice a year.

Current Members: Kari May, Kim Young

Facilities

Purpose:

The Facilities Committee will work with the Library Director to determine current and future needs of physical library spaces.

Responsibilities:

Oversee the building projects and renovations for Branch Libraries.

Track major facilities expenditures, including new exterior signage and large furniture replacement requests.

Provide high-level oversight of the facilities maintenance and landscaping contract with Jackson County.

Meet with the County annually to review the proposed budget and 5-year capital improvement plan.

Meets quarterly (January, April, July, October) or as needed.

Members: Susan Kiefer, Eric Dziura, Kari May, Crystal Zastera, Kelda Vath

Finance/Statistics

Finance-Focused Purpose:

The Finance Committee will provide oversight of the District's finances and ensure the District is operating within its established policies regarding fiscal management.

Finance-Focused Responsibilities:

Regularly review financial reports

Monitor District investments and include updates periodically with the financial report

Annually provide Board with information and education regarding its fiduciary responsibilities

Work with staff to update the format and content of the District's annual budget

Review and develop fiscal policies and make recommendations to the Board for changes, as needed.

Review the District's annual audit and accompanying management letters prior to filing the report

with the Oregon Secretary of State, and submit any comments or recommendations to the Board

Advise the Board of any local, state, and/or federal policies, legislation or developing trends which may impact the District's financial goals and priorities

Statistics-Focused Purpose:

The Committee will ensure that the JCLD staff and Board have the tools and statistics needed to make data-driven decisions that impact the budget and strategic plan. The Committee will ensure that data collected and presented to the Board and the State is accurate and submitted on time.

Statistics-Focused Responsibilities:

Review quarterly and annual statistics. Verify data and accompanying narrative.

Review metrics in the Strategic Roadmap and evaluate their continued relevancy.

Conduct the OLA Standards review every two years.

Integrate statistics into the budget planning and the strategic planning processes.

Clarify quantitative and qualitative standards methods, and alignment with high-level goals

Meets quarterly (January, April, July, October).

Current Members: Jill Turner, Kim Young, Kari May, Brittany Brite, Laura Irwin, Kelda Vath

Policy

Purpose:

The Policy Committee shall review and recommend policies to the Board for approval.

Responsibilities:

The Policy Committee will work with staff to draft and update necessary policies related to the governance and operations of Jackson County Library District

Establish a review schedule for policies to be brought before the Board for approval.

Policy categories include governance, financial management, risk management, and library operations.

The Policy Committee will review policies before they are presented to the full Board, with recommendation for approval.

Policies and policy revisions will be forwarded to the Board with a recommendation for approval and/or listing specific provisions which may require discussion by the full Board, one week prior to each Board meeting. Policies forwarded for revision will use the same format as previously used (i.e., revised copy followed by red-lined copy).

Meets as needed.

Current Members: Eric Dziura, Kari May, Viki Brown, Val Nowak

Technology

Purpose:

The Technology Committee oversees the Technology Plan and Budget. The Technology Plan serves as a guide and plan for developing and managing the technology tools and services which Jackson County Library Services (JCLS) provide for its patrons and staff. The plan is a rolling three-year plan that leverages technological advances to improve customer service, enable the staff to be more productive while supporting the JCLD mission, and support the strategic priorities of the organization

Responsibilities:

Review and update the 3-year rolling Technology Plan.

Recommend technology-related expenditures for the annual budget.

Ensure compliance with E-Rate eligibility

Ensure that major technology upgrades or replacement projects are performed on schedule and within budget.

Think strategically about ways the Library leverages technology to be a library leader in the state.

Meets quarterly (January, April, July, October).

Current Members: Eric Dziura, Kari May, Kelda Vath, Parvaneh Scoggins, Kim Young

JCLF/JCLD Relationship

Purpose:

The Relationship Committee will ensure that the District and Foundation work together to further the mission of JCLD. The Committee will oversee the relationship between the two entities, including providing direction to the Library Director and Foundation Executive Director to set priorities and goals for the Executive Director.

Responsibilities:

Improve communication between the Library and Foundation.

Provide direction to JCLF for strategic areas for which to fundraise.

Meet regularly to oversee the MOU between JCLD and JCLF.

Director. *Meets quarterly (January, April, July, October).*

Current Members: Susan Kiefer, Viki Brown, Kari May, Michal Slate, Becky Versteeg, Ginny Auer

Budget

As required by state law, the Budget Committee works with the Library Director and staff to develop a plan for the coordination of revenue and expenditures for the District's fiscal year. *Meets in March and May.*

Current Members: JCLD Board members; Citizen Members David Mathieu, Cathy de Wolfe, Kevin Keating, Echo Fields, Arti Kirch

RVCOG Liaison

A representative appointed to serve on the Rogue Valley Council of Governments Board of Directors and attend their monthly meeting.

Current Representative: Eric Dziura; alternate Jill Turner; Kari May (3rd alternate)

Media Contact

Represents the Library when interacting with outside entities.

Current Representative: Eric Dziura

Finance Liaison

Kim Young

Policy 1-7	Board Committees	Created: 7/30/2019 Approved: 8/8/2019
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I. Purpose

The Jackson County Library District Board of Directors (“Board”) may establish committees to assist the Board to govern more efficiently and, in some cases, to comply with the requirements of state law. A Board committee is not designed to do staff work. Committees shall be used to investigate, deliberate, analyze, and make recommendations with regard to special issues.

II. Accountability

Committees are a subsidiary of the Board, and shall report their work to the Board on a regular basis.

The Board shall annually review the work of each committee and determine which committees will be reappointed and which committees will be abandoned as no longer necessary.

III. Appointment

The Board shall appoint the chairperson and members of each committee, and each will serve a term of one year. The Board may fill vacancies on a committee and may remove a member from a committee at any time without cause.

IV. Authority

Committees established by the Board are advisory in nature and shall have only the powers specifically delegated to it by the Board. Functions of each committee will be in writing as part of Board policy, a committee charter, or recorded in the minutes of the meeting at which the committee was established.

V. Committee Charter; Annual Work Plan

The purpose and responsibilities of each committee shall be included in writing as part of the committee’s charter. In August of each year, the committees shall submit their charters and annual work plans to the Board for review and approval.

VI. Committee Meetings

The committee chair shall convene all meetings of the committee or a majority of the committee members may call a committee meeting. Minutes shall be kept of committee meetings. When committees make recommendations to the Board for action, such recommendations shall be made in the form of a motion at a Board meeting.

VII. Public Meetings Law

Meetings of Board committees are subject to the Oregon Public Meetings Law.

VIII. Guidelines for Committee Chairs

The committee chair will be expected to lead the committee just as the Board President is expected to lead the Board. The chair is accountable for ensuring the productivity of the committee by:

- A. Planning the agenda for the committee meetings.
- B. Ensuring that all members of the committee are notified of committee meetings.
- C. Convening committee meetings, and keeping meetings on track.
- D. Ensuring a written record of committee actions is kept.
- E. Encouraging the committee to take action on the issues discussed by the committee.
- F. Ensuring that reports and recommendations for action from the committee are presented to the Board.
- G. Leading the committee to evaluate its own operations.
- H. Contacting the Board President or Library Director to have committee issues/reports placed on the agenda prior to the agenda deadline.

IX. Committees

Although committees can have countless names, they all fall into one or two categories: standing or special.

A. Standing Committees

A standing committee exists from one year to the next, and is typically charged with a continuing function. The standing committees of the Jackson County Library District are as follows:

1. Budget Committee: As required by state law, the Budget Committee works with the Library Director and staff to develop a plan for the coordination of revenue and expenditures for the District's fiscal year. Requirements in ORS 294.414 regarding membership on the Budget Committee are listed below:

- i. The Budget Committee shall consist of five members of the Board and five appointed electors within the District. Appointed members cannot be officers or employees of the District.
 - ii. Budget Committee members shall serve for three years. Their terms shall be staggered so that as nearly as possible one third of the terms of the appointed members shall end each year.
 - iii. Appointed members may not receive any compensation for their service on the committee.
 - iv. A vacancy on the Budget Committee shall be filled by the Board for the unexpired portion of the term of the vacant position as soon as practicable.
2. Policy Committee: The Policy Committee works with the Library Director and staff to develop and revise necessary policies related to the governance and operations of the District. Policies shall serve as guiding principles for Board members, staff and patrons.
3. Facilities Committee: The Facilities Committee works with the Library Director and staff to increase the useful life of the buildings and their systems, ensure the safety of library patrons and capital equipment, and create and maintain welcoming spaces that support the District's service priorities.
4. Advocacy Committee: The Advocacy Committee works with the Library Director and staff to stay abreast of local, state, and national legislation that might impact library services; develop talking points about the impact of library services in Jackson County; and promote the library in the community at large.
5. Finance Committee: The Finance Committee works with the Library Director and staff to provide oversight of the District's finances and ensure that the District is operating within its established policies regarding fiscal management.
6. Executive Committee: The Executive Committee consists of the officers of the Board. Its only purpose is to advise the Board President, when needed, and to assist the Board President in developing each Board meeting agenda.
7. Technology: The Technology Committee works with the Library Director and staff to maintain and oversee the Library's rolling 3-Year Technology Plan, including budget and capital project estimates. The committee is also charged with keeping abreast of emerging technologies for libraries and recommending new technologies to library staff.

B. Special Committees

A special committee is formed to perform a specific task. It comes together, performs the task, gives its final report, and then ceases to exist. The special or ad hoc committees of the Jackson County Library District are as follows:

1. **Strategic Planning:** The Strategic Planning Committee is activated every five years, at which time a new chairperson and members are appointed. The committee works with the Library Director to develop a five-year strategic plan that assures the library's services and activities reflect the District's mission; set priorities; show measurable progress; and provide a strong foundation for decision making.
2. **Any other committee as needed.**



Date: August 18,

2022 **Title:** Eagle Point Library, Carpet Replacement – Library Closure Request

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

Coordinator

Summary:

In line with the 5-year Capital plan developed with Jackson County Facilities Maintenance, the Eagle Point Library’s carpet is scheduled to be replaced this Fall. In order to minimize disruption to public services and any scheduled events, the Eagle Point meeting room will be carpeted at a different time than the remainder of the building.

Recommendation:

JCLD requests the Board’s permission to close the Eagle Point Library for up to one week this Fall, at a date yet to be determined and scheduled in conjunction with the product delivery and carpet installation contractor.

Resource Requirements:

The bid total for the Eagle Point carpet replacement project is \$37,291.21 and is budgeted in the Capital Improvement Fund for FY23.

Policies, Plans, and Goals Supported:

The carpet replacement project in Eagle Point is part of the regularly scheduled 5-year capital plan designed in partnership with Jackson County Facilities Maintenance and it helps meet the JCLS Strategic Plan Goal #1, to energize library services and resources by improving facilities.