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
October 19, 2022, at 4:00 p.m.

CALL TO ORDER/ROLL CALL

LAND ACKNOWLEDGEMENT

INTRODUCTIONS / PROCLAMATIONS

National Friends of the Library Week - October 16-22

AGENDA AMENDMENTS AND APPROVAL

CONSENT AGENDA

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)

UNFINISHED BUSINESS (Inform/Discuss/Action)

NEW BUSINESS (Inform/Discuss/Action)

   o Facilities
   o JCLD/JCLF Relationship
   o Finance
   o Data and Metrics

COMMITTEE AND BOARD MEMBER REPORTS (Inform)

ADJOURNMENT

FUTURE MEETINGS/EVENTS/OBSERVANCES:

November 16, 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.

JACKSON COUNTY LIBRARY DISTRICT (JCLD)
BOARD OF DIRECTORS REGULAR MEETING
Medford Branch Library
Conference Room
205 S Central Ave, Medford, OR
September 21, 2022, 4:00 p.m.

MINUTES

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

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), and Val Nowak (Executive Assistant)

Guests: Carrie Turney-Ross (Area Manager, Outreach & Programming), Aria Bettinger (CPA, Partner at KDP Certified Public Accountants)

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.

INTRODUCTIONS / PROCLAMATIONS
President Dziura read a statement proclaiming September 18-24, 2022 as National Banned Books Week.

CONSENT AGENDA
Director Dziura asked to move item number 4, the Director's Contract and Compensation, until after the Executive Session

MOTION: Director Turner motioned to move the item as requested and approve the agenda for the meeting. Director Brown seconded, and the motion was approved unanimously. Director Brown then moved to approve the items on the consent agenda. Director Dziura seconded, and the motion was approved unanimously.

ORAL REQUESTS AND COMMUNICATIONS FROM AUDIENCE
None.

REPORTS
Library Director's Report

Director May introduced Area Manager of Outreach and Programming Carrie Turney Ross, who presented a summary of the 2022 Summer Reading Program. There was an increased focus on in-person programming, which was welcome after virtual programming throughout previous years. She discussed popular programs that had been featured for each age group, and mentioned that in Gold Hill, the Treasured Genre Book Club proved so popular that it is now a permanent program. She highlighted the ways that the BeanStack interface has allowed for increased participation and ease of participant tracking and included that Ready to Read grant funds have allowed JCLS to subscribe to the service. She concluded the presentation with a brief discussion of preliminary statistics. In all, about 1,500 kids, 400 teens, and 600 adults attended programs related to Summer Reading this year.

Director May highlighted the opening of the Gaming Cave in Eagle Point and the Prospect Jamboree. She noted that the DART Van was particularly popular at the Prospect event. Music in the Library is a continuing partnership and will hopefully be expanding. She also mentioned that she will be one of the panelists at the upcoming virtual Banned Book Panel on Sept. 22.

UNFINISHED BUSINESS
Presentation of Audit for FY ending June 2021

Finance Manager Brittany Brite and KDP CPA Aria Bettinger shared a recommendation from the Finance Committee to accept the Audit and opened the floor for discussion.

Director Turner began the discussion by asking about expense coding and which Fiscal Year the audit expenditures fell under. She expressed disappointment about it having been a difficult and delayed audit process and extended hope that future audits will go more smoothly.

Bettinger then gave an overview of the recommended adjustments and how to correct the weakness identified in the internal control.

Director Dziura asked if the items on the checklist in the Plan of Action will be in place annually for the Library, and whether such adjustments are a common occurrence in other organizations. Bettinger stated that it is very common and is in place in most governmental institutions. These internal controls will be ongoing and are intended to guide processes. As the years progress, it is likely that many issues will be resolved, and that each year will result in fewer needed adjustments. Dziura extended an appreciation for KDP for being so thorough and acknowledged their hard work and patience throughout the process.

Director Turner asked about the timeline for completion of the creation of the checklist as outlined in the Plan of Action. Brite responded that the Finance department is aiming for December 31 and said that it could be moved up if it was recommended. Turner asked that the deadline on the letter be moved to October 31 for this year and August 31 each year thereafter. Bettinger recommended that the deadline be kept as it is written, as it allowed for flexibility and ensured that there would be time to address all the items on the Plan of Action. Turner was concerned that without an earlier deadline, it would not establish expectations for future years. Director Dziura asked if the letter is sufficient for submission the Oregon Secretary of State, and Turner asked if keeping the deadline in December would prevent the Finance Department from starting the next audit. Brite and Bettinger responded that the letter was ready to be submitted, and that the internal deadline might be met sooner than what was written. The Board agreed to keep the deadline date of December 31 as is written in the letter.

Motion: Director Dziura moved that the JCLD Board accept the FY 2021 Audit and Corrective Plan of Action Letter as presented. Director Turner seconded, and the motion was approved unanimously.

NEW BUSINESS
None

COMMITTEE AND BOARD MEMBER REPORTS

Finance Committee – Director Turner provided a brief summary of the last meeting, which focused on the audit, and reported that the committee would meet again next month to review reports and prepare for the next audit.

Policy Committee – May discussed the changes to the Land Acknowledgment policy that had been identified as needed at the previous meeting.

Director Kiefer asked about an email that the Board received from the Friends of the Rogue River Library regarding approval for proposed projects. May responded that she has been in contact with Branch Manager Michael Grutchfield regarding the proposals. May and Grutchfield are working with Facilities Staff and Finance Department, and there will be communication on the subject in the future. The Board directed May to respond to the request.

Executive Session pursuant to ORS 192.660(2)(i)
The Board entered into Executive Session pursuant to ORS 192.660 (2)(3), after which they rejoined the public meeting already in session.

Director's Contract and Compensation

Director Dziura began the discussion by sharing the results of a salary study conducted by HR Manager Brynn Fogerty earlier this year. May then recommended an increase to the Director's base salary by 10%, in addition to the 3% Cost of

Living Adjustment (COLA) that all staff received in 2022, for a total of $152,800.

Director Turner voiced a concern that the salary study was performed by JCLS staff, and that it made her uncomfortable that the Board was not more involved with the process, especially with regard to the library systems identified as comparable data points.

Motion: Director Turner Moved that the Director's base salary be increased to $150,000/year. Director Brown seconded.

A discussion followed, primarily consisting of when the study had been performed, and whether or not the COLA was included in the recommended amount. Director May commented that salary increases were usually done by percentages, not by a set number, and asked if the $150,000 would include the COLA. Director Turner replied that it would.

Dziura asked May to explain the reasoning behind the original recommendation of a 10% increase. May responded that it brought the position up to a competitive comparable wage, and that it included an increase felt to be appropriately merited by the performance evaluation. Dziura then asked if Turner felt the merit increase was inappropriate. She replied that she felt that her proposed rate was fair and comparable with the Deschutes system, and felt that her proposal included a merit increase.

May asked Turner if her proposal rate would be retroactive to the beginning of FY2023, and Turner replied that it would be. May asked that that be included in the motion.

Director Dziura stated that the motion on the floor was to increase the Director's compensation to $150,000 a year, including COLA, and retroactive to the beginning of FY2023. With Directors Turner, Brown, and Keifer voting in support, and Director Dziura voting against, the motion was approved by majority vote.

ADJOURN

President Dziura adjourned the meeting at 6:12 p.m.

/s/ Val Nowak

Recording Secretary

Director's Report

October 2022

Special Highlights

New Assistant Director for Public Services

The search for a new Assistant Director of Public Services has been successful, and we are pleased to announce that Joan Vigil will join JCLS on November 7. The committee reviewed and interviewed candidates during the month of September. The highly competitive pool included candidates from across the country and from varying sizes of systems and backgrounds. Vigil brings twenty years of experience in libraries, 17 of which have been spent as a Senior Librarian with Denver Public Library. DPL is a 27-branch system serving metropolitan Denver. Vigil has developed after school programs with community partners and has been involved in developing programs for all ages. As she stated in her resume, her favorite role as a supervisor is hiring and coaching staff to reach their full potential. She looks forward to helping create an environment where everyone contributes to the library's success. Vigil has served on several system wide committees, including staff engagement, collection diversity, and a committee which focused on standardizing hiring practices across the system and improving the diversity of candidate pools.

Community Connections

Library Director Kari May and Manager of Innovation and Technology Parvaneh Scoggin attended the 26th annual Oregon Connections Telecommunications Conference in Ashland. The focus of the conference was on the funding opportunities for broadband infrastructure and digital equity that will be coming from the federal government over the next several years. Libraries have served and will continue to serve a critical role in the digital equity space. Last month, May met with the education and library representative on the Oregon Broadband Advisory Council and a program officer from the Oregon Broadband Office to discuss the broadband needs for public libraries across the state, and how libraries can help advocate for access for everyone.

May attended two Rotary Club meetings in October and is exploring opportunities to join one of the local clubs in the Rogue Valley. At the Tuesday Medford meeting, she was invited by guest speaker LeeAnn Mobley to attend and be part of the conversation about bringing the Dolly Parton Imagination Library to Jackson County. The United Rotaries of Southern Oregon has filed to be the affiliate organization for the program, and JCLS will be a key partner. Several library staff will serve on the steering committee that was formed to develop an implementation plan. May also attended the Wednesday Medford meeting, with new Southern Oregon PBS Executive Director Phil Meyer as the speaker. May met with Meyer one-on-one as well, during which they discussed opportunities for partnerships in the future.

At the RVCOG, the public managers met for the first time after a summer hiatus, and in person.

Continuing Education

Director May and Assistant Director of Support Services Kelda Vath participated in a professional development course on Equity-Centered Leadership, a 3-part series offered through Library Journal. May and Vath did both a personal and organizational equity and diversity assessment and will be working with the Library's Equity, Diversity, and Inclusion Committee to determine the focus areas for the organization.

May attended several sessions of EveryLibrary's Advocacy and Fundraising Conference and bookmarked several more to watch in the future. Some highlights included strategies to engage the community in library facilities projects and developing a budget to plan for your library's future.

Hours Expansion

Throughout the summer, Public Services, Support Services, and Human Resources have been working in tandem to prepare for the upcoming hours expansion. Together with Interim Assistant Director of Public Services Kristin Anderson and HR Manager Brynn Fogerty, Branch Managers and Department Heads in all regions are working on identifying needed positions, training new hires, and developing new staff schedules. As JCLS recruits and hires new team members, Operations Coordinator Crystal Zastera has been consulting and making site visits to assist branch teams in their space allocations. This system-and-department-wide effort is coming together, and excitement is growing for phase one, providing library services seven days a week in Medford and Ashland.

Finance

Outsourcing Payroll

Since JCLS went live with PeopleStrategy for its HR Information Management System earlier this year, the District has considered utilizing their services to outsource payroll. With the coming increase in staffing with the hours expansion, now is a good time to make the change. Finance staff conducted a cost-benefit analysis and determined that moving payroll services to PeopleStrategy would have a positive impact on the District as a whole. It will lessen the workload for both the HR and Finance teams, remove redundant data entry, and increase accuracy. It will also provide a user-friendly information system for staff to enter time and easily access their up-to-date benefit information, paystub reports, and accrual rates for sick and vacation. The Finance Committee reviewed the request and supports this decision. In anticipation of additional staff related to the hours expansion and to maximize the efficiency of the transfer, the new payroll system is set to go live on January 1, 2023.

Audit Schedule

The Finance Department received the adjusting journal entries for FY21 from the auditors. Those adjustments have been made and the FY21 books match the audit report. A year-end review checklist has been created and reviewed by KDP for assurance that all audit components have been addressed. This checklist is being used to work on the FY22 books and compiling all the necessary information for the next audit. The Finance Team is awaiting the audit prep list from KDP to begin working on the FY22 audit. Because it is getting close to the end of the calendar year, and with the upcoming implementation of payroll with PeopleStrategy, the District will be filing an extension with the Secretary of State's Office and scheduling the audit fieldwork to begin in January 2023. The Finance Committee has been included in these conversations and is in support of scheduling the audit at a later date.

Human Resources

While recruitment is a constant every month, this month in particular was a heavy month for hiring. With new budgeted positions, a need for more on-call subs, vacancies, and positions for expanded hours, recruitment was at the forefront of many conversations in HR. Between three and seven new hires have been onboarded each week, and that trend is anticipated to continue through the month of October. Thanks to the hard work from multiple departments, JCLS is on track to meet the deadlines for phase one of the Hours Expansion project.

With the publication of the 52nd issue in September, the HR team marked a full year of the Staff Connect newsletter. For the past twelve months, staff have learned about training, who has been hired or is leaving, read about news and announcements, learn about wellness, and end the work week with a smile. Its popularity has

grown and staff members have shared that they eagerly await its arrival in their inboxes each Friday afternoon. Instant Rewards, a way to recognize fellow co-workers when they go above and beyond, has become a popular way to recognize staff for various reasons. This month, 72 Instant Rewards were given. These are featured weekly in Staff Connect and are an excellent way to continue to cultivate a culture of kindness here at JCLS.

Support Services

Collection Development

New Collection Development Manager, Laurin Arnold participated in a [library panel discussion](#) "What Your Library Wants you to Know about Banned Books," in celebration of Banned Books Week. This panel discussion, moderated by Area Manager for Outreach and Programs Carrie Turney-Ross, also featured Interim Assistant Director for Public Services Kristin Anderson, Assistant Director for Support Services Kelda Vath, and Library Director Kari May.

Technical Services

In September, Medford's Mail Tribune newspaper announced that they were ceasing print publication as of October 1, 2022. The Technical Services and Collection Development teams has been in contact with the Mail Tribune to determine how the Library can continue to provide access to the local, now digital-only publication. Thanks to this combined effort, a solution has been reached, and digital access to the paper will be available at all branches for in-house use by November.

JCLS INTERLIBRARY LOANS
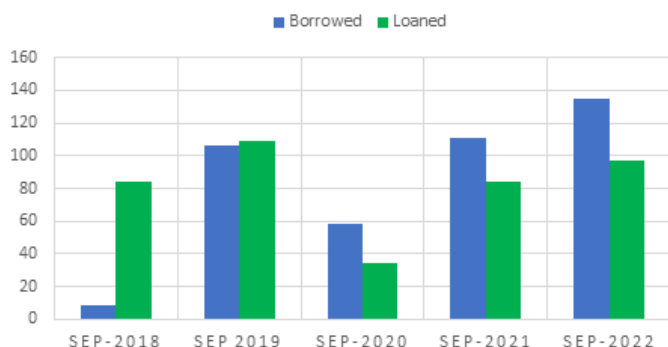
Technical Services has begun the process of setting up a full cataloging subscription with library industry leader, OCLC. This subscription will rejuvenate catalog records so that patrons can more easily find the materials they seek. OCLC's services will also have an impact on patron services beyond Jackson County. JCLS' Interlibrary Loan (ILL) numbers continue to grow - in September alone, Technical Services filled 135 borrow requests for JCLS patrons and 97 loan requests from libraries outside of Jackson County. In the future, the partnership with OCLC will reconcile and reclaim the records of JCLS holdings, which will update what can be seen in WorldCat for patrons looking to borrow materials via ILL. Further growth of ILL services is anticipated following the completion of the reclamation project with OCLC.

Information Technology

The project to increase wireless access points (WAPs) has been progressing. After initial site visits were completed last month, the current phase involves meeting with contractors from TouchPoint at each branch location to install the wiring needed for the forthcoming additional WAPs. The WAPs have been ordered, and they are estimated to arrive by the end of the calendar year. This e-Rate funded project will be completed by the required deadline of September 2023.

Facilities

Operations Coordinator Crystal Zastera has been adjusting to recent changes in procedure initiated by Jackson County Facility Maintenance (JCFM). JCFM has revised the maintenance technician assignments throughout the branch locations in a way that better accommodates their needs across the County buildings they maintain.

Additionally, JCFM went live with a new ticketing system to track maintenance requests. Zastera is working to navigate these changes, and while the adjustment to the new technology has been a learning process for both parties, it will lead to improved efficiency and ease of access.

Finally, JCLS received fifteen air filtration devices through a grant from the Oregon Department of Human Services in order to assist with providing a safe location for community members to shelter from extreme weather conditions including heat and cold, and particularly during times of pervasive wildfire smoke and poor air quality. When representatives from ODHS delivered the units, they remarked that it was their larger single award in this grant cycle. These powerful machines will be a valuable addition to the Library's toolkit in providing safer spaces for the community and staff.

Public Services

The Ashland Teen Leadership Club (TLC) has been formed and is comprised of nine active and engaged volunteers from Ashland High School. Under the supervision of Teen Librarian Jackie Keating, these teens will be keeping the community pantry stocked, assemble take and makes, and they are exploring ideas for how they might be able to help lead programming that will appeal to their peers. Interest in diverse topics such as computer gaming, Dungeons and Dragons, ukulele, and art are presented in this talented group of "volunteens."

In addition to her work with the teens, Keating wrote and received a $2,000 grant from the Ashland Co-Op designated for the community pantry. Two Co-Op Board members presented the check to Ashland Branch Manager Kristin Anderson, Director May, and Foundation Executive Director Ginny Auer on September 23. These funds will support keeping the pantry stocked, as will the quadrupling of the library's food allowance from Ashland Emergency Food Bank.

In the Central Area, the Medford Teen Department, Educational Services, and Business Outreach are developing a partnership in development with LOGOS Charter School. The school would like to host a career day at the library during the school year and highlight the variety of jobs that are available in the library and the pathways they can take to reach them. Once developed, such a program could be offered to other schools in the county.

In Rogue River, a rock-painting event turned into a miniature networking opportunity when three families came in to do the craft and learned that they were all home-schooling families. The kids enjoyed the craft while the parents discussed the tips and techniques they had learned. By the end of the event, the families had agreed to get together for educational events in the future, and staff are exploring ways to create Homeschooling Networking Events at targeted branches to help such families find each other in their own communities.

Children's Services

Babies and Wobblers, a storytime program for children aged 0-3, has remained a popular offering at both the Ashland and Central Point branches. Library Specialist Kelly Steiner and Children's Librarian Lyn Heerema present the program together in Ashland, introducing baby sign language and practicing a list of monthly songs with participants.

In Medford, the Children's department has begun offering a new weekly program called S.O. Fun! (School's Out Fun). Wednesday is an early release day for Medford School District students, and from 2:00-3:30, kids can come

to the library to enjoy a snack and activities such as games, crafts, LEGO building challenges, and science projects. It seems that the program is living up to its name – after one session, an attendee was heard to remark to their parent, "Mom, that was so fun!"

In Eagle Point, September Preschool Storytime began with a special virtual program, Miss Katie Sings. A popular and nationally recognized children's songwriter and teacher, she greeted the families and they all enjoyed some music and movement together. Later in the month, Eagle Point hosted local author Peggy Dover, who read from and discussed the creation of her book *Stone Rival*.

Teen Services

The Ashland Teen department threw a week-long Banned Books event to draw attention to the issue of library censorship. Each day teens dropped by for a different Banned Books Week activity including BINGO, trivia, and a scavenger hunt. One teen volunteer set up a whiteboard in the department with different commonly challenged titles, and patrons could mark which ones they had read. Of the selected titles, the most widely read was *To Kill a Mockingbird*, followed closely *by The Hate U Give* and *Of Mice and Men*.

The Back to School SOS Bag program in the Medford Teen department had ten participants on the day of the program and four patrons who took the items as a Take & Make to do on their own time. This program was a hit with teens who were excited to fill their bags with items and customize them.

Teen Library Specialist Kathia Damian provided bilingual help with the Outreach Department at the Unete Oregon event, "Fortaleciendo el Esfuerzo de Nuestra Comunidad" (Strengthening the Effort of our Community), which was a resource fair highlighting more than twenty-five different community agencies and the services they provide.

Adult Services

Programs for adults were adventurous in September. Medford Adults Services Librarian Kayla Samnath partnered with Medford Parks and Recreation for a Historic Cemetery Tour of the Independent Order of Odd Fellows (I.O.O.F.) in Medford. This cemetery is the oldest pioneer cemetery in Medford, and while highlighting biographies and local history, the tour guide explained to attendees what the IOOF was and the importance of their motto - "Move modestly, quietly and without ostentation, obeying the injunction of the ritual to visit the sick, to relieve the distressed, to bury the dead and to educate the orphan." A second tour will be offered later in October.

Adventures in Foraging, a systemwide program on edible plants that can be found and harvested in the local area was offered at Gold Hill, Central Point, Talent, Shady Cove, and Medford. The Gold Hill, Central Point, and Shady Cove events were led by Nolan Richards, an Environmental Education Fellow from Southern Oregon University. The Talent and Medford events were led by Adult Services Coordinator Katrina Ehrnman-Newton.

In honor of Star Trek Day on September 8, Ashland and Medford Adult Services Librarians Ethan Craft and Kalya Samnath boldly collaborated on a fun program inspired by the classic episode "The Trouble with Tribbles." The Take & Make kits provided supplies for participants to sew their own Tribbles, and more of the pesky critters were hidden around the library and anyone who found all of them received a prize. Thus far, staff have not received any reports that the Tribbles have multiplied, but they are keeping an eye out just in case.

Gold Hill hosted Volunteer Coordinator Marlena Fajardo, who presented a program on Volunteering Tips for Seniors to patrons who might want to volunteer. The event was a precursor program to a Volunteer Fair coming up in October at the Gold Hill Library where local organizations will talk to patrons about their organizations and volunteer needs. JCLS is on track to have close to 90 volunteers by the end of the year, and the HR Team is planning a Thank You Reception and newsletter to show appreciation for all their hard work.

Social Services

The month of September has been refreshing for the Social Services Department as the weather has slowly been cooling down. While this has provided relief from smoke and heat, the department is now focusing on gearing up for the winter months as the unhoused individuals in Jackson County will likely need an increase in resources. Inspired by the success of August's shoe drive, the team is beginning to plan warm clothing drives in partnership with the local parishes and churches.

Continuing the practice of sharing a success story from the month, the Social Services department was glad to help a mother of four get back on her feet. After becoming dependent on pain killers following a car accident, she ended up homeless and reliant on substances for relief. With no phone and no family in town, she shared that she felt hopeless until she ran into a regular library patron who told her about the work that the Social Services Department does. She came into the library, and with help from the Social Services Team, was able to use the library's phone and computers in order to connect with her family and find safe housing. She has now been sober for over four weeks. She shared her successes with the team, and they have since assisted her to find a good job.

As always, the program aims to focus on ensuring that the Library is a welcome and safe place for all patrons, and the Social Service Department looks forward to welcoming three Human Services Interns from Southern Oregon University for Fall term. The interns will help supplement the existing Resource Specialist team.

Business Services

Librarian Roslyn Donald attended both the Applegate Business Resource Fair and the Made in Southern Oregon artisan fair held in Central Point. This month also saw the renewal of the "Resilient Reads" quarterly book club held in partnership with Medford Co-Work Collective.

DART

DART attended three major events this month: the Talent Fire Relief Pop-Up, Overdose Awareness Day at Hawthorne Park, and the Multicultural Fair at Pear Blossom Park. Newly acquired bookmarks and other

marketing material from Libby and Hoopla helped increase interest in those services to the nearly one thousand patrons who visited DART in September.

Digital Services

The Digital Services department began a new series of classes at Ashland Senior Center, with a Computer Basics course attended by five community members, including one who is still learning at age 101! This class was also presented at the Shady Cove library.

Education Services

As part of a biannual collaboration with At Home Services, Education Services organized a project for local National Honor Society groups. As a result, teens at Ashland High School and South Medford High began crafting gifts for At Home Services patrons for November's Project Cozy.

Gold Hill staff welcomed the 66 children and teachers from the Hanby Middle School-based Spanish Immersion class for a class visit in two sessions on Friday, September 23rd. They were given a tour and shown how to locate the databases for students on the library website. Later that day, the cross-country team incorporated a library visit into their training run, and another 10-20 middle school kids came in and checked out books. The Education Services team has also provided library resource training to branch staff at Gold Hill and Ruch libraries to help support branch efforts with local schools.

Outreach to Child Care

With the arrival of the new school year, Outreach to Child Care provided increased services to existing sites and several new providers. Last month, OCC sent letters about the available resources and requested updated attendance numbers from child care sites. As a result, many sites asked to add Theme Bags or Storytimes to their monthly deliveries.

Marketing

Marketing released trailers for two new video projects: the next original documentary, "We Will Rebuild" and an experiment in ambient storytelling using Ambrose Bierce's famous story, "An Occurrence at Owl Creek Bridge."

We Will Rebuild: https://bit.ly/3q45z2V
An Occurrence at Owl Creek Bridge: https://bit.ly/3riYzjd

Press Releases:
October Event Calendar: https://bit.ly/3CqvY0x
October Windows in Time: https://bit.ly/3EC0zLf
Community Panel: https://bit.ly/3S1tQ53

Jackson County Library Foundation (JCLF) Director's Report October '22

Olivia Peasley, the administrative assistant for the business office and the Foundation took a job with the City of Ashland. Her last day was September 6, 2022. Foundation Executive Director Ginny Auer is working with Library Director Kari May, the Relationship committee and HR Manager Brynn Fogerty to determine the best approach to staffing to support the administrative needs of the Foundation.

Ginny created a grant calendar for the fiscal year 2022-2023 that presents local funders and the likely projects and programs that they would fund. Ginny has been working through the calendar with JCLS staff on the first round of grants.

On Friday, September 23, 2022, JCLF was presented with a check for the Ashland Branch Food Pantry from the Ashland Community Food Store. The grant is for $2000 and will provide important items to fill the pantry. Alongside this grant, Ginny met with the Executive Director of the Ashland Emergency Food Bank (AEFB) and Ashland Teen Librarian Jackie Keating to discuss the best method for getting food for the pantry from AEFB. The proposal was submitted by Jackie on September 21, 2022, and will be presented to the AEFB Board at their upcoming Board meeting. Ginny also assisted JCLS Social Worker Haylie Courtney with the grant to All Care to support the social worker programming needs.

More grants have come to our attention and Ginny continues to investigate these to determine the best programming fit within the strategic plan's priorities, and if this year is a good time to apply.

Ginny is also working with the JCLS outreach and marketing staff to find ways to create sponsorship opportunities. The first round of sponsorships will be related to the Rogue Reads program. Jackson County Library Foundation will, once again, be the lead sponsor for the event and Hunter Communications has come on board to support as well.

Ginny is working with the Outreach and Programming Manager to investigate the fundraising platform in an app the Library uses for reading challenges. The app is called Beanstack and people log their reading hours within the app. A feature of the app allows patrons to fundraise for the Library using the app, too.

Ginny is working with the Governance Committee to put together a reception for Mitch Seidman and Becky Versteeg, who are retiring from the JCLF Board after many years. They will be the inaugural members of the JCLF Emeritus Board. The private reception will be on November 3, 2022 from 4-6 at the Medford Library. Light refreshments, wine and music will be provided along with a program of recognition and thanks. District Board members should expect an invitation very soon.

As the fundraising arm of the Jackson County Library, the Foundation will begin to cobrand with JCLS using the same images as JCLS. Ginny will work with marketing to roll out the new logo and begin creating new collateral over the next few months.

On October 14th, the Foundation will have its first "Coffee with Kari" tour. Board members are encouraged to come and bring at least one friend to learn more about all that is going on at the library. While this is not a fundraiser, it is sponsored by the Foundation and is a way to introduce those we believe might be interested in supporting the expanded programming of the Library as ambassadors and donors.

Ginny and Kari met with members of the United Rotary of Southern Oregon. Ginny and Kari are listed among the coordinators for the Dolly Parton Imagination Library for Jackson County. A steering meeting will convene at JCLS in Medford on Oct. 11, 2022. We have also been approached by a generous donor who would like to support the program as it gets off the ground.

October 19, 2022

Title: State Library Report FY22

From: Kari May, Library Director and Kelda Vath, Assistant Director of Support Services

Recommendation:
Director May and Assistant Director Vath recommend the state statistical data report be approved as presented. The final data will be submitted to the State by the October 31, 2022, deadline.

Budget Impacts:
N/A

Policies, Plans, and Goals Supported:
To meet obligations to the State Library of Oregon.

Background and Additional Information:
ORS 357.520 requires all public libraries in Oregon to "make an annual report to the State Library and to the [library] governing body on a form supplied by the State Library." The Oregon Public Library Statistical Report meets this legal requirement. More importantly, it gathers information about public libraries in Oregon that can be used in advocacy and planning at the local, state, and national levels for improved public library services.

The Finance and Statistics Committee has reviewed the presented statistics. The attached spreadsheet includes the statistical data as presented for the last three fiscal years and includes the per cent increase or decrease from FY21 to FY22, with notes to explain large variances. The information presented in this report will be used to certify and submit JCLS statistics at the State Library of Oregon.

In addition to the information provided to the State, this summary includes annual statistics related to active cardholders and programming, which are tracked internally using different definitions than what is included in the state report.

Attachments:
- State Library Report FY22
- FY22 Annual Patron and Programming Statistics

Oregon State Library Report FY22

100	General Information	FY20	FY21	FY22	% of Change	Notes - Explaination for Significant change.
101	Official name of library	Jackson County Library Services	Jackson County Library Services	Jackson County Library Services		
102	Street address	205 S Central Ave	205 S Central Ave	205 S Central Ave		
103	City	Medford	Medford	Medford		
104	Zip	97501	97501	97501		
105	Mailing address	205 S Central Ave	205 S Central Ave	205 S Central Ave		
106	City	Medford	Medford	Medford		
107	Zip	97501	97501	97501		
108	County	Jackson	Jackson	Jackson		
109	Phone Number (no dashes or parentheses)	5417748673	5417748673	5417748673		
110	Cooperative System	None	None	None		
111	Boundary change	No	No	No		
112	Congressional District	2	2	No longer a state question.		Question no longer included in state report.
113	Moved or expanded branches	No	No	No		
114	Central Library	1	1	1	0.00%	
115	Branches	14	14	14	0.00%	
116	Bookmobiles	0	0	0	0.00%	We have a technology van that is not being counted as a location for FY22.
117	Other public service outlets	0	1	State no longer asking this question.		Question no longer included in state report.
118	Number of registered users	138,752	103,615	110,880	7.01%	This increase is due primarily to the increase in the number of new patrons added this year.
119	Number of newly registered users added	8,245	4,688	7,714	64.55%	We assume this increase is due to the library system operating more fully. In FY21 the library system was operating on more limited hours from July 2020 to the beginning of May 2021. Whereas, in FY22 JCLS wasn't operating on limited hours for as long a timeframe as in FY21.

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200	Staff & Volunteers	FY20	FY21	FY22	% of Change	Notes - Explanation for Significant change.
201	Number of librarians with ALA/MLIS.	15	24	24	0%	
202	Number of other persons holding the title of librarian	1	1	1	0%	No longer a question for State Report.
203	Total librarians (in FTE).	16	25	25	0%	
204	All other paid staff (in FTE).	68	82	84	2%	
205	Total paid staff (in FTE).	84	107	109	2%	
206	Total number of volunteers (individuals).	178	11	61	455%	Several new volunteers onboarded, and more pre-pandemic volunteers returned.
207	Total Volunteer hours.	8,069	126	2,131	1588%	Wow! More volunteers this FY July'21-June'22, and logging hours was made more accessible to volunteers.
209	Friends of the Library	Yes	Yes	Yes		
210	Library Foundation	Yes	Yes	Yes		

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300	Library Revenue	FY20	FY21	FY22	% of Change	Notes - Explaination for Significant change.
301	City	0	0	0	#DIV/0!	
302	County	0	0	0	#DIV/0!	
303	District	10,615,960	11,515,453	11,751,677	2%	
304	Total local government	10,615,960	11,515,453	11,751,677	2%	
305	State government resources	36,353	36,371	518,404	1325%	$480,975 is from the state to compensate for the property taxes lost by the 2020 Almeda and Obenchain fires.
306	LSTA & CARES Act grants	0	88,000	0	-100%	JCLD did not receive CARES Act grants in FY22
307	E-rate telecommunications discount	106,110	103,699		-100%	No longer a question for state report.
308	Other federal funds	0	0	0	#DIV/0!	
309	Total Federal government revenue	106,110	191,699	0	-100%	No CARES or e-rate recorded.
310	Other Operating Revenue	1,231,894	1,638,499	632,915	-61%	Without the 1.1M transfer that was included in last year, there was approximately $712,113 in "other operating revenue". Last year we had revenues of $29,000 from RCC for reimbursements and government agency rental income of $9,000. This accounts for a large portion of the difference between last year and this year.
311	Total library operating revenue	11,990,317	13,382,022	12,902,996	-4%	
312	Local government capital revenue	0	0	0	#DIV/0!	
313	State government capital revenue	0	0	0	#DIV/0!	
314	Federal government capital revenue	0	0	0	#DIV/0!	
315	Other capital revenue	0	0	0	#DIV/0!	
316	Total capital revenue	0	0	0	#DIV/0!	

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400	Library Expenditures	FY20	FY21	FY22	% of Change	Notes - Explaination for Significant change.
401	Salaries and wages.	2,978,530	3,809,220	5,006,769	31%	FY21 library closures. FY22 opened in late summer. Open hours = more staffing
402	Employee benefits.	1,072,271	1,528,818	1,670,018	9%	
403	Total staff expenditures.	4,050,801	5,338,038	6,676,787	25%	
404	Books and other printed materials	540,582	616,988	496,522	-20%	Line item not used this year
405	Periodicals and other serial subscriptions	34,176	32,749	48,537	48%	Line item not used this year
406	Total expenditure on print materials	574,758	649,738	545,059	-16%	404 +405 only combined in this line per instructions
407	Electronic materials expenditures	500,436	324,905	682,803	110%	This significant increase is in part due to the fact that JCLS prepaid a number of digital resources at the end of FY20 that were therefore not reflected in FY21. Additionally, the increased expenditures also reflect the increasing popularity of our local digital collections.
408	Other materials expenditures	187,198	340,746	196,109	-42%	
409	Total expeditures on collection	1,262,392	1,315,389	1,423,971	8%	
410a	All other operating expenditures	4,654,148	4,002,113	3,624,843	-9%	
410b	Internal Services Charges		0	0	#DIV/0!	
411	Total library expenditures	9,967,341	10,655,540	11,725,601	10%	
412	Library construction and related expenditures	205,662	0	0	#DIV/0!	
413	Capital equipment expenditures	76,785	188,730	21,453	-89%	
414	Other capital expenditures	201,459	834,034	394,053	-53%	
415	Total capital expenditures	483,906	1,022,764	415,506	-59%	

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500	Library Collections	FY20	FY21	FY22	% of Change	Notes - Explaination for Significant change.
501	Books and other printed items - physical units	348,052	333,414	322,734	-3%	
502	Books and other printed items - physical units added	39,020	34,767	26,946	-22%	Due to industry supply chain issues, JCLS was unable to add as many items in FY22.
503	Audio materials - physical units	30,178	31,168	32,812	5%	
504	Audio materials - physical units added	3,297	2,667	2,623	-2%	
505	Video materials - physical units	34,186	40,731	43,587	7%	
506	Video materials - physical units added	9667	9,199	6,171	-33%	Due to industry supply chain issues, unable to add as many items in FY22.
507	Other physical library materials	2,958	3,706	1,382	-63%	Uncertain as to why this number is so different than FY21. May have to do with Courtesy Collections being phased out?
508	Other physical library materials - units added	83	74	246	232%	This increase is due to 246 new items added into Koha including hotspots (50 NOLO, +49 others) and GED kits (80), Memory Kits (13), Tablets (27)
509	Total number of physical units	415,374	409,019	399,133	-2%	
510	Total number of physical units added	52,067	46,707	35,986	-23%	Due to industry supply chain issues, JCLS was unable to add as many items in FY22.
511	Number of e-book units (Library2Go statewide listed here)	60,360	64,647	56,416	-13%	per OSL guide
512	Number of e-book units added (Library2Go statewide listed here)	15,909	7,998	8,403	5%	per OSL guide
513	Local e-book units	3,806	497,333	667,507	34%	Includes Overdrive Advantage copies, Hoopla ebooks and comics.
514	Local e-book units added	2,074	2,169	6,412	196%	We added a lot of Advantage ebooks this year!
515	Total units of e-books	64,166	561,980	723,923	29%	
516	Total units of e-books added	17,983	10,167	14,815	46%	
517	Number of downloadable audio units (Library2Go statewide listed here)	36,022	34,214	35,057	2%	per OSL guide
518	Number of downloadable audio units added (Library2Go statewide listed here)	5,910	4,292	3,841	-11%	per OSL guide
519	Local digital audiobook units	2,413	418,883	168,843	-60%	Includes Overdrive Advantage copies and Hoopla audiobooks. Unclear why collection is smaller in FY22.
520	Local digital audiobook units added	1,356	929	2,788	200%	We added a lot of Advantage audiobooks! Very popular with JCLS patrons!

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521	Total downloadable audio materials (517 and 519)	38,435	453,097	203,900	-55%	Uncertain as to why this number is so different than FY21. Perhaps due to content licensing changes of audiobooks with our vendor, Hoopla?
522	Total units of downloadable audio materials added (518 and 520)	7,266	5,221	6,629	27%	
523	Number of digital videos in Library2Go	0	0	0	#DIV/0!	
524	Number of digital videos added in Library2Go	0	0	0	#DIV/0!	
525	Local digital video units	24,173	75,876	87,109	15%	Includes Hoopla Movies and TV episodes, and Kanopy titles.
526	Local digital video units added	24,173	2,387	13,543	467%	see note below, line 528
527	Total digital video units	24,173	75,876	53,340	-30%	
528	Total digital video units added	24,173	2,387	13,543	467%	This figure comes from our vendors Kanopy and Hoopla and is the number of new video titles added in FY22. Wow!
529	Total digital or downloadable units	126,774	1,090,953	981,163	-10%	
530	Total digital or downloadable units added	49,422	17,775	34,987	97%	There was an increase in digital units across all formats, particularly in our video content from vendors Kanopy and Hoopla.
531	Total physical and digital units	542,148	1,499,972	1,380,296	-8%	
532	Total physical and digital units added	101,489	64,482	70,973	10%	
533	Number of Spanish language items (Physical & econtent)		9,799		-100%	This year physical and digital are broken down separtely in 533a and 533b.
533a	Number of Spanish language items (physical)			12,330		New category for state report FY22.
533b	Number of Spanish language items (Digital)			79,793		Hoopla total figure (from vendor): 75,446, all formats. Overdrive total 3,519, all formats Advantage + OCLC+Mags (from vendor). Kanopy total (from vendor) 828.
534	Number of other language items (Physical & econtent)		981	1,437	46%	
535	Number of Local or Local Consortial electronic collections (databases)	17	21	22	5%	Does not include Ebsco EDS.
536	Number of Local or Local Consortial electronic collections added (databases)	3	1	1	0%	Straight count from vendor's spreadsheet.

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537	Number of Statewide electronic collections (Gale and Learning Express)	24				State will prefill this number
538	Number of Statewide electronic collections added (Gale and Learning Express)	0				State will prefill this number
539	Total electronic collections	41	21	22	5%	
540	Total electronic collections added	3	1	1	0%	

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600	Circulation and Collection Use	FY20	FY21	FY22	% of Change	Notes - Explaination for Significant change.
Database Usage						
601	Successful retrievals of electonic information (combine statewide database usage for Gale & LearningExpress Library databases.)	2,653	2,523	3,893	54%	
602	Successful retrievals of electonic information (local databases)	706,964	614,829	245,611	-60%	One factor is the change of Ancestry becoming in library use only again in 12/31/21.Significant Change A-Z databased usage.
603	Total of Successful retrievals of electronic information	709,617	617,352	249,504	-60%	
Physical Circulation						
610	Number of first-time circulation of adult materials	488,477	382,344	306,683	-20%	May corrolate with fewer new items being added to collection in FY22 due to supply chain issues.
611	Number of renewals of adult materials	203,726	162,145	152,632	-6%	
612	Number of first-time circulation of YA materials	29,658	20,992	24,565	17%	Unsure why circ of teen materials increased, while Adult material circ decreased. Resuming school visits may have contributed to this increase?
613	Number of renewals of YA materials	21,824	16,276	19,809	22%	
614	Number of first-time circulation of children's materials	270,218	164,970	218,609	33%	

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615	Number of renewals of children's materials	174,864	108,117	165,540	53%	
616	Number of first-time circulation of other library materials		1,386	2,004	45%	Other materials include hotspots and Library of Things items. We increased hotspots this FY, so that may explain some of this increase.
617	Number of renewals of other library materials		69	138	100%	
618	First-time circulation not separated into adult, YA or children's materials	248	2,803	13,772	391%	Uncertain why this changed so drastically. One difference, is that previously magazine circualtions were broken down by age group in the Polaris ILS, but in the Koha ILS this material type is not broken out into age groups.
619	Renewals not separated into adult, YA or children's materials	0	33	70	112%	
620	Total first-time physical circulation	788,601	572,495	565,633	-1%	
621	Total renewals of physical collection	400,414	286,640	338,189	18%	
622	Total circulation of adult materials	692,203	544,489	459,315	-16%	Adult circulation was down, but children's and teen increased - which is likely why the overall decline isn't greater.

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623	Total circulation of YA materials	51,482	37,268	44,374	**19%**	
624	Total circulation of children's materials	445,082	273,087	384,149	**41%**	Uncertain why children's materials circulation rebounded so much. It was not due to an increase of new materials purchases. Nice to see!
625	Total circulation of Other library materials		1,455	2,142	**47%**	The increase of new items added in FY22 may have contributed to this increase.
626	Total circulation not separated into adult, YA or children's materials	248	2,836	13,842	**388%**	Uncertain as to why this is so drastically different. As mentioned, we know there's a change in how Koha lumps together magazine circulations but this doesn't come close to explaining this increase.
627	Total circulation of physical items	1,189,015	859,135	903,822	**5%**	
Digital Circulation						
630	Number of circulations of electronic materials (Library2Go)	228,739	145,148	123,809	-15%	ODLC has limited funds which results in limited offerings and high demand for titles that have few copies to fill demand.

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631	Number of circulations of local electronic materials (returned to the library)	89,430	211,648	226,491	7%	
632	Total number of circulations of electronic materials	318,169	356,796	350,300	-2%	
633	Total circulation of physical and electronic materials	1,507,184	1,215,931	1,254,122	3%	
634	Electronic Content Use	1,027,786	974,148	599,804	-38%	The signifcant change in electronic content use appears to be primarily due the decreased usage of our databasess.
635	Total Collection Use	2,216,801	1,833,283	1,503,626	-18%	
Resource Sharing & Interlibrary Loans						
650	Interlibary loans **JCLS lent to RCC** using a shared catalog or integrated library system	3,388	3,111	14,611	370%	Uncertain as to why this number changed so drastically. It may have to do with the change in RCC no longer being onsite, and previous checkouts from RCC users happening at Medford. *We have reached out to our ILS vendor Koha to investigate further. We suspect there may an issue with the report used to retrieve these figures.
651	Interlibrary loans **JCLS lent** to all other libraries not in shared catalog or integrated library system	1,105	721	1,018	41%	
652	Total loans JCLS lent to other libraries	4,493	3,832	15,629	308%	

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653	Interlibrary loans **JCLS borrowed from RCC** using a shared catalog or integrated library system	20,137	10,947	15,143	38%	*We are investigating this with our ILS vendor Koha and will update figures, if needed, prior to submitting to State.
654	Interlibrary loans **JCLS borrowed** from libraries not in shared catalog or automation integrated library system	1,036	927	1,654	78%	ILL services for JCLS patrons continues to increase.
655	Total Loans JCLS borrowed from other libraries (6.48, 6.47)	21,173	11,874	16,797	41%	
660	Number of circulations made without charge to non residents	0	0	0	0%	

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700	Programs and Other Services	FY20	FY21	FY22	% of Change	Notes - Explaination for Significant change.
701	Total number of reference transactions	39,294	25,954	36,439	40%	IN FY22 library was able to run at its normal full level of operation. While it did have more weeks closed than FY21, it acutally was operating at full hours for most of the fiscal, where as in FY21 JCLS was operating at reduced hours for about 3/4 of the year. Also the limit on occupancy was lifted towards the begin of FY22, which may have also had an impact the number of reference transactions.
701b	Reference transactions reporting method	Estimate	Estimate	Estimate		
703	Number of children's programs	2,015	137	N/A	#VALUE!	**Questions 703 - 710 are not longer included in the FY22 programming stats requested**
704	Number of person's attending children's programs	32,030	3,066	N/A	#VALUE!	
705	Number of young adult programs	332	93	N/A	#VALUE!	
706	Number of person's attending young adult programs	3,368	1,191	N/A	#VALUE!	
707	Number of programs for adults and/or multi-generational audiences	565	347	N/A	#VALUE!	
708	Attendance at programs for adults and/or multi-generational audiences	7,015	5,518	N/A	#VALUE!	
709	Total number of programs	2,912	577	N/A	#VALUE!	
710	Total program attendance	42,413	9,775	N/A	#VALUE!	
711	Meeting Room usage	6,018	0	1,874	100%	In FY22 meeting room usage by patrons resumed as of October 2021.
712	Does your library provide a summer reading program?	Yes	Yes	Yes	N/A	
	Expanded Questions from Last Year					
751	Live Program Sessions for Children 0-5		29	758	2513.8%	Brought back storytimes, both onsite and offsite
752	Attendance at Live Programs for Children Ages 0-5		367	7,337	1899.2%	Brought back storytimes, both onsite and offsite
753	Live Program Sessions for Children Ages 6-11.		80	334	317.5%	Slowly brought back in-person programming over the year.
754	Attendance at Live Programs for Children Ages 6-11		1,641	11,175	581.0%	Slowly brought back in-person programming over the year.

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755	Live Program Sessions for Young Adults Ages 12-18		94	160	70.2%	Slowly brought back in-person programming over the year.
756	Attendance at Live Programs for Young Adults Ages 12-18		1,191	1,290	8.3%	Slowly brought back in-person programming over the year.
757	Live Program Sessions for Adults Age 19 or Older.		273	299	9.5%	Slowly brought back in-person programming over the year. Some programs that would have been counted toward Adult programs last year now go in the General Programs line.
758	Attendance at Live Programs for Adults Age 19 or Older.		4,222	4,338	2.7%	Slowly brought back in-person programming over the year. Some programs that would have been counted toward Adult programs last year now go in the General Programs line.
759	Live General Interest Program Sessions		7	249	3457.1%	Programs that counted as General programs were counted toward Adult programs in the past.
760	Attendance at Live General Interest Programs		255	5,976	2243.5%	Programs that counted as General programs were counted toward Adult programs in the past.
761	Number of Live, In-Person, Onsite Program Sessions		126	861	583.3%	Slowly brought back in-person programming over the year.
762	Live, In-Person, Onsite Program Sessions Attendance.		2,323	13,050	461.8%	Slowly brought back in-person programming over the year.
763	Number of Live, In-Person, Offsite Program Sessions.		72	718	897.2%	Slowly brought back outreach programs and events over the year
764	Live, In-Person, Offsite Program Attendance.		1,227	14,444	1077.2%	Slowly brought back outreach programs and events over the year
765	Number of Live, Virtual Program Sessions.		285	219	-23.2%	Fewer virtual programs as we brought back in-person programs
766	Live, Virtual Program Attendance.		4,126	2,523	-38.9%	Fewer virtual programs as we brought back in-person programs
767	Total Number of Recorded Program Presentations.		177	90	-49.2%	Fewer recorded programs as we brought back in-person programs
768	Total Views of Recorded Program Presentations within 7 Days.		3,361	3,603	7.2%	We recorded views for 7 days after each video that counted as a program in Youtube was posted. For FY23 this will change to counting the number of views for 30 days after a video was posted as requested by state.

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800	Technologies and Facilities	FY20	FY21	FY22	% of Change	Notes - Explaination for Significant change.
801	Total annual of uses (sessions) of public Internet computers	69,458	32,874	32,789	-0.3%	
801b	Reporting Method for total # of internet computer Session.		Actual Count	Actual Count		
802	Total number of Internet terminals used by the general public.	189	95	184	94%	added 4 PCs in Ashland Teen, and resumed pre-covid numbers. Note: a few were pulled from Medford Adult (2) lab and Medford Children's (2)
803	Tell us about your library's wireless internet	Wi-Fi extends outside building, on 24/7	Wi-Fi extends outside building, on 24/7	Wi-Fi extends outside building, on 24/7		
804	Number of wireless sessions provided by the library annually	1,238,051	987,253	1,764,482	79%	We belive with increased library visits, more wifi sessions occurred.
804b	Reporting method for wireless sessions.		Annual Count	Annual Count		
805	Download speed of Internet at main (central) library	575.45 Mb/s	661.75 Mb/s	876.20 Mb/s		
806	Upload speed of Internet at main (central) library	661.60 Mb/s	747.21 Mb/s	913.40 Mb/s		
807	Name of shared Integrated Library System (ILS) consortium (if applicable).	None	None	None		
808	Vendor of integrated library system	Innovative	Bywater	Bywater		
809	Number of Library Website Visits (Includes visits to JCLS home page, catalog, and LOT catalog visits).	825,581	992,838	1,035,456	4%	
810	Typical week, total hours open M-F (open to 5:00 pm)	25	28	28	0%	
811	Typical week, total hours open M-F (5:00 pm to close)	6	4	4	0%	
812	Typical week, total hours open Saturday - Sunday (open to 5:00 pm)	9	8	8	0%	
813	Typical, total hours open Saturday - Sunday (5:00 pm to close)	0	0	0	0%	
814	Total hours in a typical week, main library	40	40	40	0%	
815	Total weeks open, main library	46	52	46	-12%	Library was at stage 3 (front door service) for 5 weeks (Aug 30, 2021 - Oct 4, 2021) and closed for 1 week (Jan 31, 2022 - Feb 6, 2022) due to surges in COVID cases. Per state's direction, we don't count weeks where we were at stage 3 due to the fact that patrons can only come to the library to pick up holds. In FY21 the library was either at stage 4 or stage 5 which state directed us to count as open.
816	Total annual public service hours for main library	1,552	1,379	1,730	25%	Due to effects of COVID Medford had fewer operating hours in FY21 than in FY22.

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817	Total library visits to all facilities	638,783	319,512	377,237	18%	Visits most likely increased due to the fact that libraries were able to operate more at their normal levels of service, and were no longer needing to limit occupancy.
817b	Library visits reporting method	Actual Count	Actual Count	Actual Count		
819	Square footage of main library	83,191	83,191	83,191	0%	
820	Total square footage of all library facilities	182,432	182,432	182,432	0%	
821	Date of Building's Orginal Construction (Medford)		Apr-2004	Apr-2004		
822	Date of Building's Most Recent Structural Remodel. (Medford)		Oct-2020	Oct-2020		

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900	Fines and Salary Survey	FY20	FY21	FY22	% of Change	Notes - Explaination for Significant change.
901	Daily overdue fine for adult materials	$ -	$ -	$ -	0.0%	
902	Daily overdue fine for children's materials	$ -	$ -	$ -	0.0%	
903	Daily overdue daily fine for other materials	$ -	$ -	$ -	0.0%	
903	Daily overdue daily fine for young adult materails.			$ -	0.0%	
904	Notes on fines (free text box)	N/A	N/A	Only ILLs accrue overdue fines.		
905	Charge for interlibrary loan	$0.00	$0.00	$0.00	0.0%	JCLS doesn't charge a fee for requesting or checking out an ILL.
906	Annual fee for non-resident individual patrons	$ 100.00	$ 100.00	$ 100.00	0.0%	
907	Annual fee for non-resident households	$ 100.00	$ 100.00	$ 100.00	0.0%	
950	Director hourly salary low	$ 48.45	$ 60.09	$ 64.30	7.0%	
951	Director hourly salary high	$ 56.10	$ 60.09	$ 64.30	7.0%	
952	Supervisory Librarian hourly salary low	$ 21.86	$ 25.24	$ 25.75	2.0%	
953	Supervisory Librarian hourly salary high	$ 28.61	$ 31.61	$ 32.25	2.0%	
954	Non-supervisory Librarian hourly salary low	$ 20.20	$ 22.89	$ 23.36	2.1%	
955	Non-supervisory Librarian hourly salary high	$ 24.00	$ 28.67	$ 29.25	2.0%	
956	Library assistant hourly salary low	$ 14.42	$ 16.27	$ 16.60	2.0%	
957	Library assistant hourly salary high	$ 21.63	$ 20.38	$ 20.79	2.0%	
958	Library clerk hourly salary low	$ 12.58	$ 14.05	$ 14.34	2.1%	
959	Library clerk hourly salary high	$ 18.54	$ 17.60	$ 17.96	2.0%	

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1000	Administrative Information & Policies	FY20	FY21	FY22	% of Change	Notes - Explaination for Significant change.
1001	Population Served	219,200	221,290	223,827	1%	
1002	FSCS ID	OR0041	OR0041	OR0041		
1003	Interlibrary Loan Relationship Code	NO	NO	NO		
1004	Legal Basis Code	LD	LD	LD		
1005	Administrative structure code	SO	SO	SO		
1006	FSCS Public library definition	Yes	Yes	Yes		
1007	Geographic Code	CO1	CO1	CO1		
1008	Library's Website	http://jcls.org	http://jcls.org	http://jcls.org		
1009	Library's Statewide periodical resources (Gale) link	https://link.gale.com/apps/menu	https://link.gale.com/apps/menu?userGroupName=jacksonpl	https://link.gale.com/apps/menu?userGroupName=jacksonpl		
1010	Library's statewide career and testing resource (LearningExpress Library) link	http://jcls.org/learningexpress	http://jcls.org/learningexpress	http://jcls.org/learningexpress		
1011	Library's collection management policy	https://jcls.org/ld.php?content_i	https://jcls.org/wp-content/uploads/2021/06/5-3-Collection-Dev.-Policy-6-22-21.pdf	https://jcls.org/wp-content/uploads/2021/06/5-3-Collection-Dev.-Policy-6-22-21.pdf		
1012	Library's circulation policy	https://jcls.org/ld.php?content_i	https://jcls.org/wp-content/uploads/2021/05/5-2_Circulation_Policy_approved_1_14_2021-1.pdf	https://jcls.org/wp-content/uploads/2021/05/5-2_Circulation_Policy_approved_1_14_2021-1.pdf		
1013	Library's patron confidentiality policy	https://jcls.org/ld.php?content_i	https://jcls.org/wp-content/uploads/2021/05/5-9-Patron-Privacy-and-Confidentiality-Policy-adopted-12_13_2018.pdf	https://jcls.org/wp-content/uploads/2021/05/5-9-Patron-Privacy-and-Confidentiality-Policy-adopted-12_13_2018.pdf		
1014	Contact Information (Name)	Kari May	Kari May	Kari May		
1015	Contact Information (Phone)	541-774-6401	541-774-6401	541-774-6401		
1016	Contact Information (Email)	kmay@jcls.org	kmay@jcls.org	kmay@jcls.org		
1017	Estimated time burden to complete survey.	80 hours	98 hours			

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CV	COVID-19	FY20	FY21	FY22	% of Change	Notes - Explaination for Significant change.
CV01	Closed Outlets Due to COVID-19		No	Yes		Closed for 1 week due to staffing shortages.
CV02	Public Services During COVID-19		Yes	No		""
CV05	Eletronic Library Cards During COVID-19		yes	Yes		
CV06	Reference During COVID-19.		yes	Yes		
CV07	Curbside Service During COVID-19		no	Yes		Phase 3 Aug-Oct 2021
CV11	External Wi-Fi Access During COVID-19		yes	Yes		
CV12	External Wi-Fi Access Increased During COVID-19		no	No		
CV13	Staff Re-Assigned During COVID-19		no	No		
CV14	Number of Weeks Library was closed Due to COVID-19		0	1		
CV15	Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19		52			*to verify weeks limiting occupancy
CV16	Other Information about COVID-19 Pandemic?					

Oregon State Library Report FY22

B	Branch & Bookmobile Data	FY20	FY21	FY22	% of Change	Notes - Explaination for Significant change.
B02	Name of outlet	**Applegate Branch Library**	**Applegate Branch Library**	**Applegate Branch Library**		
B10	Public service hours per year at this outlet	672	816	718	-12%	Due to effects of COVID Applegate's hours were less in FY22 than in FY21.
B11	Number of weeks outlet was open	46	52	46	-12%	Library was at stage 3 for 5 weeks (Aug 30, 2021 - Oct 4, 2021) and for 1 week (Jan 31, 2022 - Feb 6, 2022) due to surges in COVID cases. Per state's direction, we don't count weeks where we were at stage 3 due to the fact that patrons can only come to the library to pick up holds. In FY21 the library was either at stage 4 or stage 5 which state directed us to count as open.
B12	Wi-Fi situation at this outlet	Wi-Fi extends outside building, on 24/7	Wi-Fi extends outside building, on 24/7	Wi-Fi extends outside building, on 24/7		
B13	Download speed of Internet at this location	93.56 Mb/s	94.65 Mb/s	872.20 Mb/s		
B14	Upload speed of Internet at this location	554.32 Mb/s	529.13 Mb/s	918.21 Mb/s		
B15	Number of Weeks an Outlet Closed Due to COVID-19	6	0			
B16	Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19	8	52			
B20	Date of Building's Original Construction		Nov, 2002			
B21	Date of Building's Most Recent Structural (i.e. NOT Cosmetic) Remodel					
B02	Name of outlet	**Ashland Branch Library**	**Ashland Branch Library**	**Ashland Branch Library**		
B10	Public service hours per year at this outlet	1,552	1,420	1,702	20%	While Ashland's libraries were open fewer weeks in FY22 due to COVID, their hours increased due to the fact that they were able to work for more of FY22 at full hours then they were able to in FY21 where they were operating on reduced hours up until May 2021.
B11	Number of weeks outlet was open	46	52	45	-13%	Ashland library went to stage 3 earlier than the rest of the system due to staffing shortages. They were at Stage 3 or lower for 6 weeks (Aug 21, 2021 - Oct 4, 2021). They were also closed for 1 week with the rest of the system (Jan 31, 2022 to Feb 6, 2022) due to COVID surges.
B12	Wi-Fi situation at this outlet	Wi-Fi extends outside building, on 24/7	Wi-Fi extends outside building, on 24/7	Wi-Fi extends outside building, on 24/7		
B13	Download speed of Internet at this location	243.04 Mb/s	567.21 Mb/s	794.10 Mb/s		
B14	Upload speed of Internet at this location	377.42 Mb/s	866.94 Mb/s	829.99 Mb/s		
B15	Number of Weeks an Outlet Closed Due to COVID-19	6	0			
B16	Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19	8	52			
B20	Date of Building's Original Construction					
B21	Date of Building's Most Recent Structural (i.e. NOT Cosmetic) Remodel		Jun, 2003			
B02	Name of outlet	**Butte Falls Branch Library**	**Butte Falls Branch Library**	**Butte Falls Branch Library**		
B10	Public service hours per year at this outlet	420	485	451	-7%	Due to effects of COVID Butte Falls' hours were less in FY22 than in FY21.

B11	Number of weeks outlet was open	46	49.5	46	-7%	Library was at stage 3 for 5 weeks (Aug 30, 2021 - Oct 4, 2021) and for 1 week (Jan 31, 2022 - Feb 6, 2022) due to surges in COVID cases. Per state's direction, we don't count weeks where we were at stage 3 due to the fact that patrons can only come to the library to pick up holds. In FY21 the library was either at stage 4 or stage 5 which state directed us to count as open.
B12	Wi-Fi situation at this outlet	Wi-Fi extends outside building, on 24/7	Wi-Fi extends outside building, on 24/7	Wi-Fi extends outside building, on 24/7	
B13	Download speed of Internet at this location	61.10 Mb/s	104.71 Mb/s	534.81 Mb/s	
B14	Upload speed of Internet at this location	99.31 Mb/s	726.23 Mb/s	881.38 Mb/s	
B15	Number of Weeks an Outlet Closed Due to COVID-19	6	0		
B16	Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19	8	49.5		
B20	Date of Building's Original Construction				
B21	Date of Building's Most Recent Structural (i.e. NOT Cosmetic) Remodel		Aug, 2008		
B02	**Name of outlet**	**Central Point Branch Library**	**Central Point Branch Library**	**Central Point Branch Library**	
B10	Public service hours per year at this outlet	1,448	1,526	1,620	6%	Like Ashland, Central Point was operating at reduced hours for most of FY21. Whereas in FY22 they were able to operate at the normal level of hours when open to the public. This resulted in the number of public service hours being greated in FY22 than in FY21.
B11	Number of weeks outlet was open	46	52	46	-12%	Library was at stage 3 for 5 weeks (Aug 30, 2021 - Oct 4, 2021) and for 1 week (Jan 31, 2022 - Feb 6, 2022) due to surges in COVID cases. Per state's direction, we don't count weeks where we were at stage 3 due to the fact that patrons can only come to the library to pick up holds. In FY21 the library was either at stage 4 or stage 5 which state directed us to count as open.
B12	Wi-Fi situation at this outlet	Wi-Fi extends outside building, on 24/7	Wi-Fi extends outside building, on 24/7	Wi-Fi extends outside building, on 24/7	
B13	Download speed of Internet at this location	91.10 Mb/s	94.76 Mb/s	870.42 Mb/s	
B14	Upload speed of Internet at this location	409.31 Mb/s	875.64 Mb/s	918.72 Mb/s	
B15	Number of Weeks an Outlet Closed Due to COVID-19	6	0		
B16	Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19	8	52		
B20	Date of Building's Original Construction		Sep, 2005		
B21	Date of Building's Most Recent Structural (i.e. NOT Cosmetic) Remodel				
B02	**Name of outlet**	**Eagle Point Branch Library**	**Eagle Point Branch Library**	**Eagle Point Branch Library**	

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B10	Public service hours per year at this outlet	1,112	1,069	1,258	18%	FY21 Eagle Point was one of the library locations that was working at reduced hours until May of 2021. In FY22 Eagle Point was able to operate at normal hours. So, while they were open fewer weeks, their hours of operation for FY22 was greter than last year.
B11	Number of weeks outlet was open	46	51	46	-10%	Library was at stage 3 for 5 weeks (Aug 30, 2021 - Oct 4, 2021) and for 1 week (Jan 31, 2022 - Feb 6, 2022) due to surges in COVID cases. Per state's direction, we don't count weeks where we were at stage 3 due to the fact that patrons can only come to the library to pick up holds. In FY21 the library was either at stage 4 or stage 5 which state directed us to count as open.
B12	Wi-Fi situation at this outlet	Wi-Fi extends outside building, on 24/7	Wi-Fi extends outside building, on 24/7	Wi-Fi extends outside building, on 24/7		
B13	Download speed of Internet at this location	90.95 Mb/s	89.58 Mb/s	766.36 Mb/s		
B14	Upload speed of Internet at this location	343.38 Mb/s	829.14 Mb/s	861.38 Mb/s		
B15	Number of Weeks an Outlet Closed Due to COVID-19	6	0			
B16	Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19	8	51			
B20	Date of Building's Original Construction		Oct, 2004			
B21	Date of Building's Most Recent Structural (i.e. NOT Cosmetic) Remodel					
B02	**Name of outlet**	**Gold Hill Branch Library**	**Gold Hill Branch Library**	**Gold Hill Branch Library**		
B10	Public service hours per year at this outlet	756	896	774	-14%	Due to effects of COVID Gold Hill's hours were less in FY22 than in FY21.
B11	Number of weeks outlet was open	46	52	46	-12%	Library was at stage 3 for 5 weeks (Aug 30, 2021 - Oct 4, 2021) and for 1 week (Jan 31, 2022 - Feb 6, 2022) due to surges in COVID cases. Per state's direction, we don't count weeks where we were at stage 3 due to the fact that patrons can only come to the library to pick up holds. In FY21 the library was either at stage 4 or stage 5 which state directed us to count as open.
B12	Wi-Fi situation at this outlet	Wi-Fi extends outside building, on 24/7	Wi-Fi extends outside building, on 24/7	Wi-Fi extends outside building, on 24/7		
B13	Download speed of Internet at this location	372.42 Mb/s	870.44 Mb/s	857.81 Mb/s		
B14	Upload speed of Internet at this location	659.36 Mb/s	869.97 Mb/s	919.25 Mb/s		
B15	Number of Weeks an Outlet Closed Due to COVID-19	6	0			
B16	Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19	8	52			
B20	Date of Building's Original Construction		Feb, 2005			
B21	Date of Building's Most Recent Structural (i.e. NOT Cosmetic) Remodel					
B02	**Name of outlet**	**Jacksonville Branch Library**	**Jacksonville Branch Library**	**Jacksonville Branch Library**		

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B10	Public service hours per year at this outlet	960	1,038	1,047	1% During FY21 Jacksonville's hours were reduced for most of that fiscal year, but the decrease in hours wasn't as great as it was for libraries such as Medford and Ashland. Consquently there is only a slight increase in FY22 due to the fact that Jacksonville was able to operate at full hours when open to the public.
B11	Number of weeks outlet was open	46	52	46	-12% Library was at stage 3 for 5 weeks (Aug 30, 2021 - Oct 4, 2021) and for 1 week (Jan 31, 2022 - Feb 6, 2022) due to surges in COVID cases. Per state's direction, we don't count weeks where we were at stage 3 due to the fact that patrons can only come to the library to pick up holds. In FY21 the library was either at stage 4 or stage 5 which state directed us to count as open.
B12	Wi-Fi situation at this outlet	Wi-Fi extends outside building, on 24/7	Wi-Fi extends outside building, on 24/7	Wi-Fi extends outside building, on 24/7	
B13	Download speed of Internet at this location	66.44 Mb/s	93.35 Mb/s	835.81 Mb/s	
B14	Upload speed of Internet at this location	466.81 Mb/s	90.96 Mb/s	916.88 Mb/s	
B15	Number of Weeks an Outlet Closed Due to COVID-19	6	0		
B16	Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19	8	52		
B20	Date of Building's Original Construction		Dec, 2002		
B21	Date of Building's Most Recent Structural (i.e. NOT Cosmetic) Remodel				
B02	**Name of outlet**	**Phoenix Branch Library**	**Phoenix Branch Library**	**Phoenix Branch Library**	
B10	Public service hours per year at this outlet	924	1,084	990	-9% Due to effects of COVID Phoenix's hours were less in FY22 than in FY21.
B11	Number of weeks outlet was open	46	50	46	-8% Library was at stage 3 for 5 weeks (Aug 30, 2021 - Oct 4, 2021) and for 1 week (Jan 31, 2022 - Feb 6, 2022) due to surges in COVID cases. Per state's direction, we don't count weeks where we were at stage 3 due to the fact that patrons can only come to the library to pick up holds. In FY21 the library was either at stage 4 or stage 5 which state directed us to count as open.
B12	Wi-Fi situation at this outlet	Wi-Fi extends outside building, on 24/7	Wi-Fi extends outside building, on 24/7	Wi-Fi extends outside building, on 24/7	
B13	Download speed of Internet at this location	91.54 Mb/s	93.59 Mb/s	841.58 Mb/s	
B14	Upload speed of Internet at this location	707.50 Mb/s	881.31 Mb/s	918.15 Mb/s	
B15	Number of Weeks an Outlet Closed Due to COVID-19	6	0		
B16	Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19	8	52		
B20	Date of Building's Original Construction		Feb, 2008		
B21	Date of Building's Most Recent Structural (i.e. NOT Cosmetic) Remodel				
B02	**Name of outlet**	**Prospect Branch Library**	**Prospect Branch Library**	**Prospect Branch Library**	
B10	Public service hours per year at this outlet	504	592	536	-9% Due to effects of COVID Prospect's hours were less in FY22 than in FY21.

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B11	Number of weeks outlet was open	46	51	46	-10%	Library was at stage 3 for 5 weeks (Aug 30, 2021 - Oct 4, 2021) and for 1 week (Jan 31, 2022 - Feb 6, 2022) due to surges in COVID cases. Per state's direction, we don't count weeks where we were at stage 3 due to the fact that patrons can only come to the library to pick up holds. In FY21 the library was either at stage 4 or stage 5 which state directed us to count as open.
B12	Wi-Fi situation at this outlet	Wi-Fi extends outside building, on 24/7	Wi-Fi extends outside building, on 24/7	Wi-Fi extends outside building, on 24/7		
B13	Download speed of Internet at this location	66.57 Mb/s	623.23 Mb/s	829.20 Mb/s		
B14	Upload speed of Internet at this location	89.13 Mb/s	879.04 Mb/s	919.74 Mb/s		
B15	Number of Weeks an Outlet Closed Due to COVID-19	6	0			
B16	Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19	8	52			
B20	Date of Building's Original Construction		Mar, 2005			
B21	Date of Building's Most Recent Structural (i.e. NOT Cosmetic) Remodel					
B02	**Name of outlet**	**Rogue River Branch Library**	**Rogue River Branch Library**	**Rogue River Branch Library**		
B10	Public service hours per year at this outlet	1,176	1,404	1,216	-13%	Due to effects of COVID Rogue River's hours were less in FY22 than in FY21.
B11	Number of weeks outlet was open	46	52	46	-12%	Library was at stage 3 for 5 weeks (Aug 30, 2021 - Oct 4, 2021) and for 1 week (Jan 31, 2022 - Feb 6, 2022) due to surges in COVID cases. Per state's direction, we don't count weeks where we were at stage 3 due to the fact that patrons can only come to the library to pick up holds. In FY21 the library was either at stage 4 or stage 5 which state directed us to count as open.
B12	Wi-Fi situation at this outlet	Wi-Fi extends outside building, on 24/7	Wi-Fi extends outside building, on 24/7	Wi-Fi extends outside building, on 24/7		
B13	Download speed of Internet at this location	375.67 Mb/s	744.10 Mb/s	713.46 Mb/s		
B14	Upload speed of Internet at this location	705.8 Mb/s	718.91 Mb/s	908.23 Mb/s		
B15	Number of Weeks an Outlet Closed Due to COVID-19	6	0			
B16	Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19	8	52			
B20	Date of Building's Original Construction		Feb, 2003			
B21	Date of Building's Most Recent Structural (i.e. NOT Cosmetic) Remodel					
B02	**Name of outlet**	**Ruch Branch Library**	**Ruch Branch Library**	**Ruch Branch Library**		
B10	Public service hours per year at this outlet	756	919	806	-12%	Due to effects of COVID Ruch's hours were less in FY22 than in FY21.

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B11	Number of weeks outlet was open	46	52	46	-12%	Library was at stage 3 for 5 weeks (Aug 30, 2021 - Oct 4, 2021) and for 1 week (Jan 31, 2022 - Feb 6, 2022) due to surges in COVID cases. Per state's direction, we don't count weeks where we were at stage 3 due to the fact that patrons can only come to the library to pick up holds. In FY21 the library was either at stage 4 or stage 5 which state directed us to count as open.
B12	Wi-Fi situation at this outlet	Wi-Fi extends outside building, on 24/7	Wi-Fi extends outside building, on 24/7	Wi-Fi extends outside building, on 24/7	
B13	Download speed of Internet at this location	99.67 Mb/s	94.10 Mb/s	833.27 Mb/s	
B14	Upload speed of Internet at this location	120.8 Mb/s	720.05 Mb/s	917.14 Mb/s	
B15	Number of Weeks an Outlet Closed Due to COVID-19	6	0		
B16	Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19	8	52		
B20	Date of Building's Original Construction		Feb, 2003		
B21	Date of Building's Most Recent Structural (i.e. NOT Cosmetic) Remodel				
B02	**Name of outlet**	**Shady Cove Branch Library**	**Shady Cove Branch Library**	**Shady Cove Branch Library**	
B10	Public service hours per year at this outlet	708	588	813	38%	In FY21 Shady Cove was operating on limited hours up until May 2021. In FY22 Shady Cove was able to operate at normal hours. Consquently their hours of operation increased for FY22 even though there were less weeks that the library was considered open per state's guidelines.
B11	Number of weeks outlet was open	46	50	46	-8%	Library was at stage 3 for 5 weeks (Aug 30, 2021 - Oct 4, 2021) and for 1 week (Jan 31, 2022 - Feb 6, 2022) due to surges in COVID cases. Per state's direction, we don't count weeks where we were at stage 3 due to the fact that patrons can only come to the library to pick up holds. In FY21 the library was either at stage 4 or stage 5 which state directed us to count as open.
B12	Wi-Fi situation at this outlet	Wi-Fi extends outside building, on 24/7	Wi-Fi extends outside building, on 24/7	Wi-Fi extends outside building, on 24/7	
B13	Download speed of Internet at this location	477.84 Mb/s	650.07 Mb/s	769.59 Mb/s	
B14	Upload speed of Internet at this location	585.90 Mb/s	740.27 Mb/s	807.67 Mb/s	
B15	Number of Weeks an Outlet Closed Due to COVID-19	6	0		
B16	Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19	8	50		
B20	Date of Building's Original Construction		Jul, 2008		
B21	Date of Building's Most Recent Structural (i.e. NOT Cosmetic) Remodel				
B02	**Name of outlet**	**Talent Branch Library**	**Talent Branch Library**	**Talent Branch Library**	

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B10	Public service hours per year at this outlet	1,384	1,118	1,616	45%	In FY21 Talent was operating on limited hours up until May 2021. In FY22 Talent was able to operate at normal hours. Consquently their hours of operation increased for FY22 even though there were less weeks that the library was considered open per state's guidelines.
B11	Number of weeks outlet was open	46	50	46	-8%	Library was at stage 3 for 5 weeks (Aug 30, 2021 - Oct 4, 2021) and for 1 week (Jan 31, 2022 - Feb 6, 2022) due to surges in COVID cases. Per state's direction, we don't count weeks where we were at stage 3 due to the fact that patrons can only come to the library to pick up holds. In FY21 the library was either at stage 4 or stage 5 which state directed us to count as open.
B12	Wi-Fi situation at this outlet	Wi-Fi extends outside building, on 24/7	Wi-Fi extends outside building, on 24/7	Wi-Fi extends outside building, on 24/7		
B13	Download speed of Internet at this location	350.67 Mb/s	681.99 Mb/s	773.38 Mb/s		
B14	Upload speed of Internet at this location	420.8 Mb/s	441.31 Mb/s	917.36 Mb/s		
B15	Number of Weeks an Outlet Closed Due to COVID-19	6	0			
B16	Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19	8	50			
B20	Date of Building's Original Construction		Feb, 2007			
B21	Date of Building's Most Recent Structural (i.e. NOT Cosmetic) Remodel					
B02	**Name of outlet**	**White City Branch Library**	**White City Branch Library**	**White City Branch Library**		
B10	Public service hours per year at this outlet	876	846	956	13%	In FY21 White City was operating on limited hours up until May 2021. In FY22 White City was able to operate at normal hours. Consquently their hours of operation increased for FY22 even though there were less weeks that the library was considered open per state's guidelines.
B11	Number of weeks outlet was open	46	51.5	46	-11%	Library was at stage 3 for 5 weeks (Aug 30, 2021 - Oct 4, 2021) and for 1 week (Jan 31, 2022 - Feb 6, 2022) due to surges in COVID cases. Per state's direction, we don't count weeks where we were at stage 3 due to the fact that patrons can only come to the library to pick up holds. In FY21 the library was either at stage 4 or stage 5 which state directed us to count as open.
B12	Wi-Fi situation at this outlet	Wi-Fi extends outside building, on 24/7	Wi-Fi extends outside building, on 24/7	Wi-Fi extends outside building, on 24/7		
B13	Download speed of Internet at this location	96.20 Mb/s	874.09 Mb/s	834.63 Mb/s		
B14	Upload speed of Internet at this location	482.26 Mb/s	873.24 Mb/s	913.57 Mb/s		
B15	Number of Weeks an Outlet Closed Due to COVID-19	6	0			
B16	Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19	8	51.5			
B20	Date of Building's Original Construction		Sep, 2001			
B21	Date of Building's Most Recent Structural (i.e. NOT Cosmetic) Remodel					
	Estimated time burden to complete survey.	80 hours	98 hours			

FY22 ANNUAL PATRON AND PROGRAMMING STATISTICS REPORT

Population 2021	Branch	Active Patrons (FY22 3 YEARS)		
		FY20 Pop. (219,200)	FY21 Pop. (221,290)	FY22 Pop. (219,968)
1,424	Applegate Library Branch	33.6%	34.8%	27.9%
26,513	Ashland Library	67.6%	63.0%	49.5%
1,301	Butte Falls Library Branch	22.6%	20.5%	13.3%
28,118	Central Point Library Branch	31.4%	28.5%	21.6%
12,676	Eagle Point Library Branch	44.1%	36.6%	26.4%
5,482	Gold Hill Library Branch	27.8%	24.3%	17.5%
5,899	Jacksonville Library Branch	47.3%	48.3%	37.1%
89,166	Medford Library Branch	50.1%	41.4%	27.7%
8,035	Phoenix Library Branch	24.9%	21.1%	20.6%
1,142	Prospect Library Branch	38.5%	37.0%	25.5%
10,365	Rogue River Library Branch	45.2%	40.8%	28.5%
3,981	Ruch Library Branch	32.6%	30.5%	23.3%
7,114	Shady Cove Library Branch	27.7%	22.8%	14.1%
7,328	Talent Library Branch	52.5%	46.3%	38.8%
11,424	White City Library Branch	39.2%	30.0%	18.2%
219,968	Total % of Active Patrons	45.7%	39.5%	28.5%

Small Branch	< 5,000
Medium Branch	5,000 to 25,000
Large Branch	>25,000

This shows the percentage of Active Patrons as compared to branch service area population by year.

While JCLS added many more library cardholders in FY22 (7,714 – a 65% increase over new cardholders in FY21), the library has still not fully rebounded in terms of the number of existing users actively using library services.

NUMBER OF ACTIVE PATRONS FOR FY20, FY21, AND FY22

Number of Active Patrons
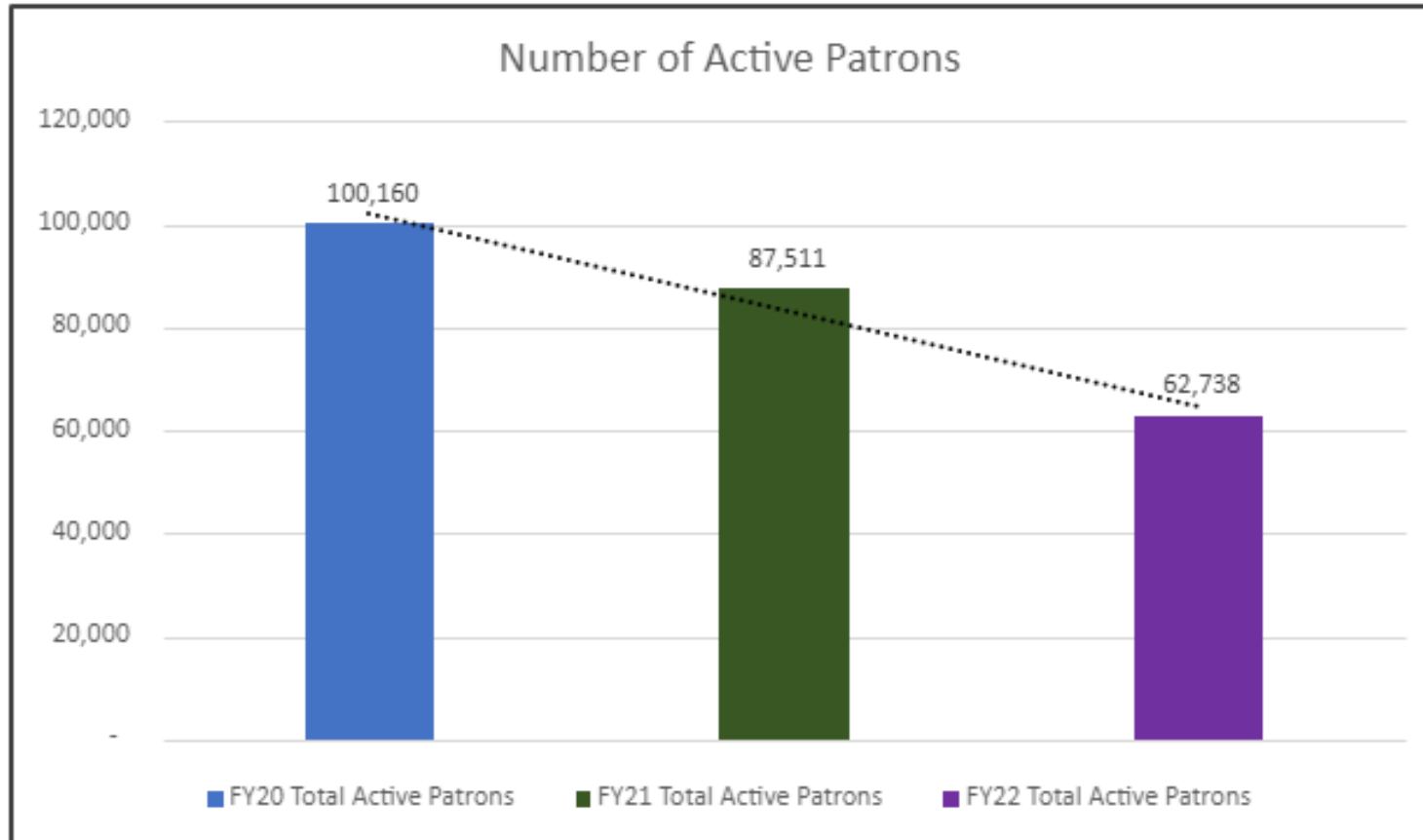
These data points show the actual numbers for total active cardholders at JCLS for FY20, FY21, and FY22.

The pandemic has drastically impacted the number of active library users. While more new patrons are registering, many have not returned since the pandemic hit, and their cards are expiring.

LIVE PROGRAMS AND OUTREACH PROGRAMMING

Live programs consist of in person programs such as storytimes in branches, online-only programs, and hybrid programs.

Outreach programming includes DART visits, Outreach to Childcare storytimes, School visits, YouTube views, and the very popular Take and Make kits.

LIVE PROGRAMS
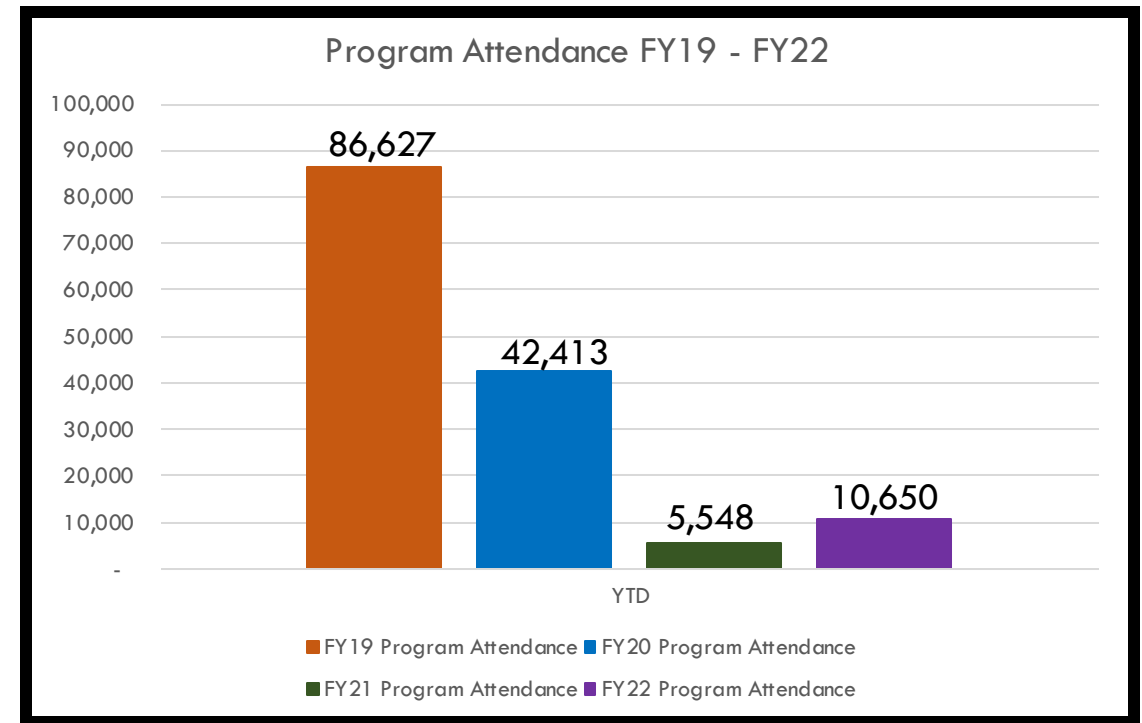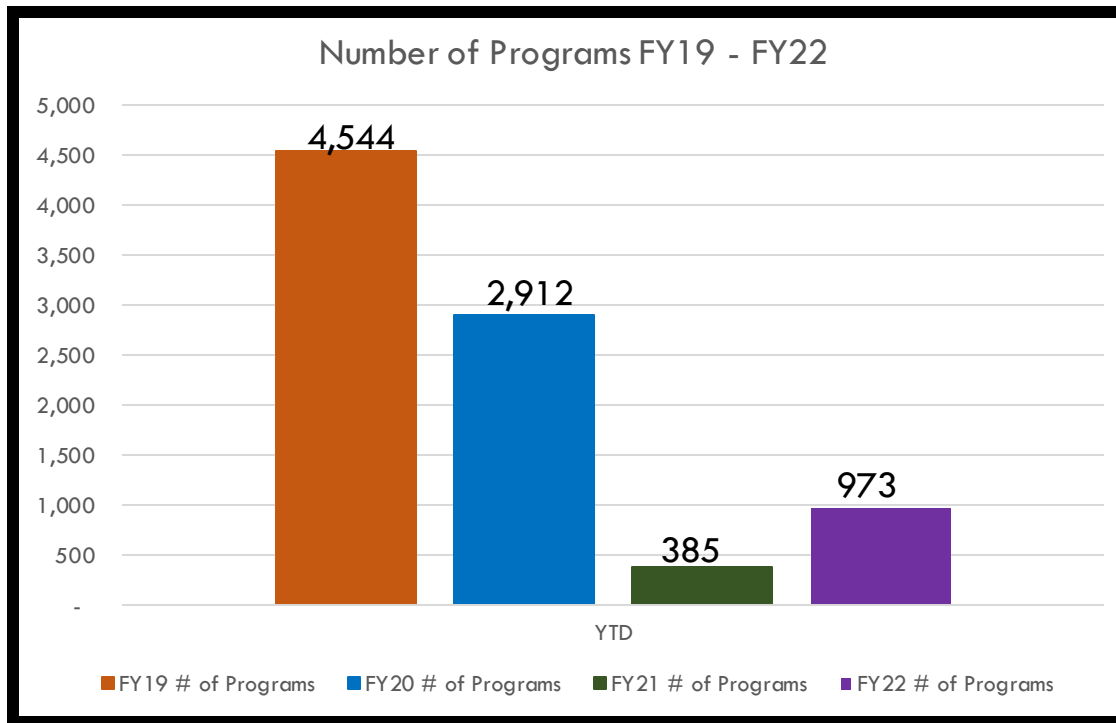
The number of live programs in FY22 increased by more than 150% from FY21 and attendance for FY22 increased by 91% from the previous year. We saw the return to in-person programming in greater numbers beginning in March 2022. Most JCLS programs will be live and in-person moving forward, so these numbers will increase in FY23 and beyond.
It is important to note that FY19 includes Medford Comic Con, which brought thousands of attendees. Comic Con will no longer be a JCLS sponsored program, but we will be a vendor when it returns in the future.

OUTREACH PROGRAMMING
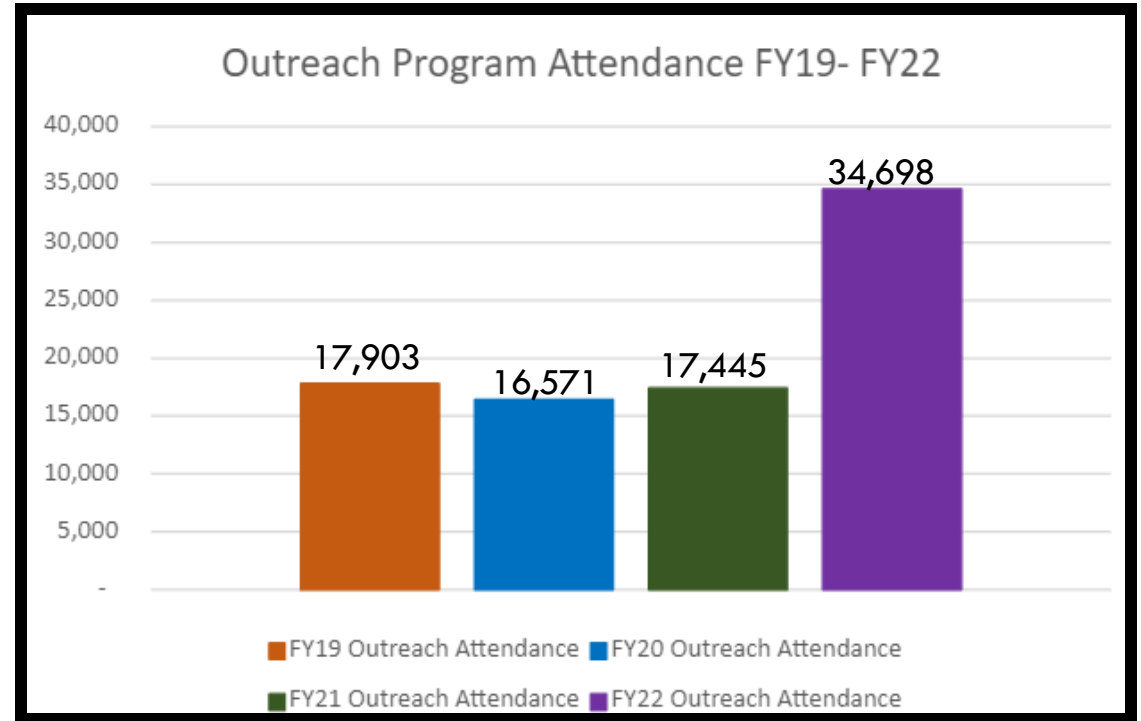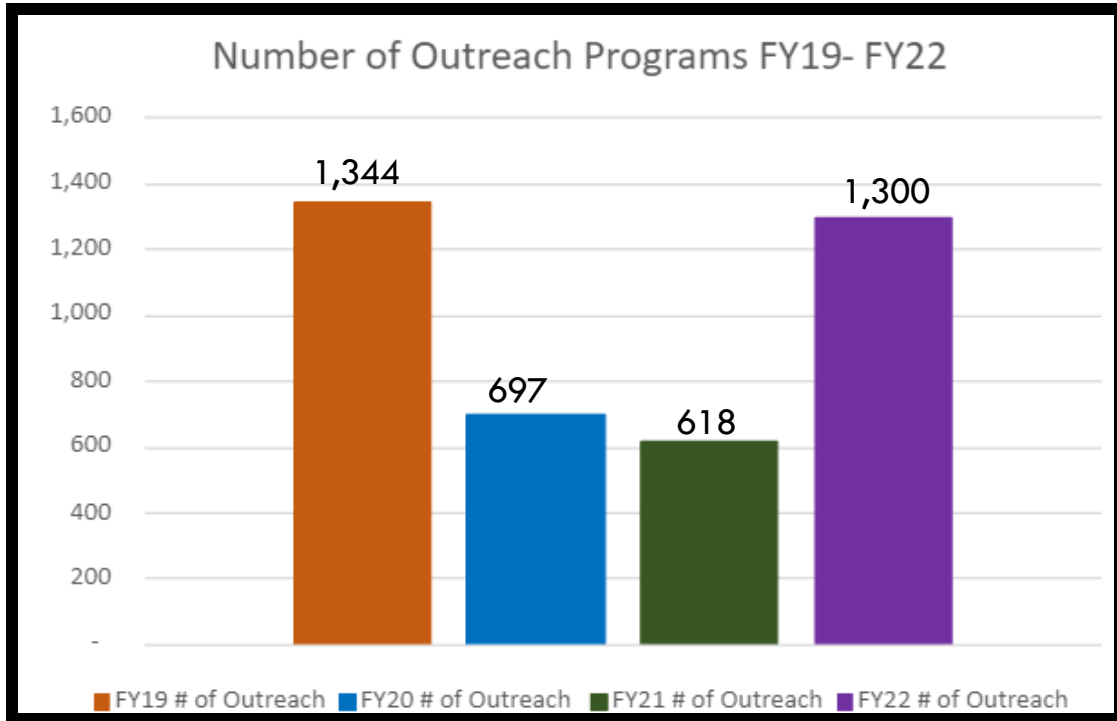
Opportunities to go into the community increased as COVID-19 restrictions decreased in FY22. Storytimes returned in many Outreach to Child Care sites. Education Services – a service that expanded during the pandemic – began providing programs and services in schools. And DART – which also debuted during pandemic – provided resources at recurring sites and attended a wide variety of community festivals and events. Note also that the very popular Take & Makes are included in outreach programming numbers, but those offerings have been steadily decreasing as more in-person programs return to the branches.

Title: Committee Charters and Workplans for 2022-2023

From: Kari May, Library Director

Summary:

Following Board Policy and Procedures, four JCLD Board Committees have reviewed and revised their FY2022-2023 Charters and Work Plans and are presenting them to the Board for approval.

Recommendation:

The Library Director recommends the Board approve the attached charter and work plans through June 2023 for the following committees:

- Facilities
- JCLD/JCLF Relationship
- Finance
- Data & Metrics

Policies, Plans, and Goals Supported:

The charters and work plans presented comply with the process as outlined in District Policy 1-7, Board Committees.

Background and Additional Information:

Per policy, 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. The purpose and responsibilities of each committee shall be included in writing as part of the committee's charter.

The Advocacy and Policy Committees are scheduled to meet within the next month, and their charters will be presented at the November meeting. At the August Annual Planning meeting, the Board agreed to dissolve the Technology Committee.

Attachments:

- JCLD Facilities Committee Charter and Workplan
- JCLD/JCLF Relationship Committee Charter and Workplan
- JCLD Finance Committee Charter and Workplan
- JCLD Data and Metrics Committee Charter and Workplan

2022-2023 Charter and Work Plan
Jackson County Library District Facilities Committee
Presented to Jackson County Library District Board of Directors on October 19, 2022

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

Membership
The Board appointed Eric Dziura and Susan Kiefer as Co-Chairs of the Facilities Committee; and Kari May, Kelda Vath, and Crystal Zastera as Committee members.

Responsibilities
The Facilities Committee has the following areas of focus:
1. Oversee library capital projects
2. Track major facilities expenditures
3. Provide high-level oversight of the facilities maintenance and landscaping contract with Jackson County
4. Meet with the County annually to review the proposed budget and 5-year capital improvement plan

Meetings
The Committee will meet quarterly and report its activities to the Board. The Committee chair may invite any director, officer, staff member, expert or other advisor who is not a member of the Committee to attend, as needed for their expertise.

Work Plan
The Facilities Committee has established the following Work Plan:
- Summer 2023: All exterior signage will be updated with the new library logo.
    - Ashland, Medford, Talent, and Central Point need updates.
- By End of FY 2023: issue RFP for Facilities Master Plan.
- Jan 2023: Capital Improvement Plan
    - Custodial and Maintenance
- Plan for exterior space refreshment and updates
- Fall 2022: Ashland Roof Repair
- Spring 2023: Ashland HVAC Replacement

Committee Review and Board Approval
The Committee will review its charter and work plan and recommend any proposed changes to the Board for review.

This charter and work plan were approved by the Board on October 19, 2022.

By: Attest:

_____   _____

Board President   Recording Secretary

2022-2023 Charter and Work Plan
JCLD/JCLF Relationship Committee
Presented to Jackson County Library District Board of Directors on October 19, 2022

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

Membership
The District Board appointed Library Director Kari May as Committee chair; District Board members Viki Brown and Susan Kiefer; Foundation Board members Becky Versteeg and Colette Boehmer; and Foundation Executive Director Ginny Auer as committee members.

Responsibilities
The Committee has the following areas of focus:

1. Improve communication between the District and the Foundation
2. Facilitates alignment between the District Strategic Plan and the Foundation's Fundraising goals.
3. Meet regularly to oversee the Memo of Understanding (MOU) between the District and the Foundation

Meetings
The Committee will meet and report to the District Board and the Foundation Board quarterly. The Committee chair may invite any director, officer, staff member, expert or other advisor who is not a member of the Committee to attend, but these individuals have no voting power.

Annual Work Plan
For Fiscal Year 2022-2023, the Relationship Committee has established the following Work Plan:
• Meet quarterly
• May/June 2023: Annual review of MOU

Committee Review and Board Approval
The Committee will review its charter and work plan and recommend any proposed changes to the Board for review.

This charter and work plan were approved by the Jackson County Library District Board on October 19, 2022.

By: Attest:

_____   _____   _____
District Board President   Foundation Board President   Recording Secretary

2022-2023 Charter and Work Plan
Jackson County Library District Finance Committee
Presented to Jackson County Library District Board of Directors on October 19, 2022

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.

Membership

The Board appointed Jill Turner and Kim Young as co-chairs; and Kari May, Kelda Vath, and Brittany Brite as committee members.

Responsibilities

The Finance Committee has the following areas of focus:

1. Regularly review financial reports
2. Monitor District investments outside of the LGIP
3. Work with staff to update the format and content of the District's annual budget
4. Review and develop fiscal policies and make recommendations to the Board for changes, as needed
5. Review the District's annual audit and accompanying management letters prior to filing the report with the Oregon Secretary of State

Meetings

The Finance Committee will meet quarterly and report its activities to the Board. The Committee may invite any director, officer, staff member, expert or other advisor who is not a member of the Committee to attend, as needed for their expertise.

Work Plan

The Finance Committee has established the following work plan for 2022-2023:

- Review quarterly financial reports before they are presented to the Board.
- Review JCLD Financial Policies by end of FY2023
- December 2022 – Complete Audit 2022 Corrective Action Document
- January/February 2023: Review annual audit report and address any comments made by the auditors.
- April 2023: Review budget form and content with staff
- May 2023: Issue Banking Services RFP.
- June 2023: Review proposals and award Banking Services contract.

Committee Review and Board Approval

The Committee will review its charter and work plan and recommend any proposed changes to the Board for review.

This charter and annual work plan were approved by the Board on October 19, 2022.

By: Attest:

_____   _____
Board President   Recording Secretary

2022-2023 Charter and Work Plan
Jackson County Library District Data & Metrics Committee
Presented to Jackson County Library District Board of Directors on October 19, 2022

Purpose

The Data and Metrics 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, and will review the data reported to the Board and the State.

Membership: The Board appointed Board members Jill Turner and Kim Young as co-chairs; and Kari May, Kelda Vath, Joan Vigil as committee members

Responsibilities

The Committee has the following areas of focus:

1. Review quarterly and annual statistics, and their accompanying narratives.
2. Integrate statistics into the budget planning and the strategic planning processes.
3. Review large data analysis projects and their accompanying narratives

Meetings

The Committee will meet biannually and report its activities to the Board. The Committee may invite any director, officer, staff member, expert or other advisor who is not a member of the Committee to attend, as needed for their expertise.

Work Plan

For Fiscal Year 2022-2023, the Data & Metrics Committee has established the following Work Plan:

- Meet to review biannual statistical report and Strategic Plan update, to be presented to the Board the following month.
- September 2023 – Review annual statistical report before presentation to the Board and submission to the state.
- Prepare for an OLA Standards review, including comparison to peer libraries, and plan for a benchmark review in FY 2024

Committee Review and Board Approval

The Committee will review its charter and work plan and recommend any proposed changes to the Board for review.

This charter and work plan were approved by the Board on October 19, 2022.

By: Attest:

_____   _____

Board President   Recording Secretary

JCLD Board Meeting	Agenda Item Memo

Title: JCLD JCLF MOU Amendment 1

From: Kari May, Library Director and Committee Chair

Summary:

After one year of implementation, the JCLD/JCLF Relationship Committee reviewed the original Memorandum of Understanding (MOU) to determine what adjustments needed to be made. The accompanying amendment reflects the recommended changes.

Recommendation:

The Relationship Committee recommends the Board approve MOU Amendment 1 as presented.

Resource Requirements:

The total cost of the agreement between the Library District and the Foundation is $136,300. In Year 2, the cost responsibility is divided equally, with each party responsible for $68,150. The approved JCLD budget included $125,000 total, or $62,500 each. The proposed MOU represents an increased cost of $5,900 each. However, since the Administrative Assistant staff position that is included in the agreement is currently vacant, the actual cost of professional services will be lower than the $136,300, depending on when that position is filled.

Background and Additional Information:

The Relationship Committee started reviewing the MOU at their July meeting. With the resignation of the Administrative Assistant in September, Foundation Executive Director Ginny Auer re-evaluated the position and determined that a 20-hour position would more appropriately meet the Foundation's needs. Additionally, Auer presented the first two parts of the amendment as recommendations from the Foundation's accountant that need to be made to further clarify expectations of what expenses are covered in the MOU.

At the Relationship Committee meeting on October 4, the Committee discussed the proposed increase in professional services that would be reflected by the increase in staff support hours and agreed to bring the recommendation forward to both Boards for approval.

Attachments:

- JCLD/JCLF Memorandum of Understanding
- Amendment 1 to Memorandum of Understanding

MEMORANDUM OF UNDERSTANDING
among and between the
Jackson County Library District
and the **Jackson County Library Foundation**

This is a Memorandum of Understanding (hereinafter "MOU") between Jackson County Library District (hereinafter "JCLD") and the Jackson County Library Foundation (hereinafter "JCLF"), a 501(c)3 non-profit organization, both parties headquartered in Medford, Oregon.

This Memorandum will be in effect for three (3) years as of July 1st, 2021, ending June 30th, 2024.

The purpose of the MOU is to describe the manner in which the parties will collaborate and provide assistance to one another for the benefit of the Library.

Recitals

A. The Foundation was created in 1982 and incorporated as a nonprofit 501(c)(3) in 1993 to seek financial support to provide for library services and facilities over and above what the traditional tax base funding of Jackson County Public Library System could provide, but not to provide funds which can be substituted for the traditional tax base funding.

B. In 2014, voters approved the creation of the Jackson County Library District, a library district organized under Chapters 198 and 357 of the Oregon Revised Statutes, as a replacement for the Jackson County Public Library System. JCLD's mission is to connect everyone to information, ideas, and each other.

C. Since 2014, JCLD and the Foundation have worked together to support free and open access to information that can change lives, help individuals reach their full potential, and build a brighter future for a thriving community.

D. Consistent with its stated mission, the Foundation exists to provide financial support through its operations for the direct benefit of JCLD and the community JCLD serves.

E. JCLD has provided and will, subject to adequate funding, continue to provide assistance to JCLF to facilitate its operation, endowment growth, and fulfillment of its stated mission.

Agreements

NOW THEREFORE, both parties mutually agree to the roles and responsibilities outlined in this MOU.

1.0 Joint Responsibilities

1.1 Work together to promote and advance the mission of JCLD.

1.2 Support the provision of high-quality library services to the community.

1.3 Preserve and deepen the engagement and trust with members of the community to benefit future generations.

1.4 Operate and make decisions that honor JCLD's existing culture, including staff, volunteers, and donors, to support and enable delivery of library services.

1.5 Develop policies and procedures for shared and coordinated communications.

1.6 Exchange mutually dependent budget line item information during the budget process.

1.7 Maintain a Relationship Committee with representatives from JCLD and JCLF.

1.8 The JCLD and JCLF boards will meet no less than annually to discuss the strategic direction for JCLF.

2.0 Operations

In recognition of the supported provided to JCLD by JCLF, JCLD will provide operational support to JCLF to facilitate its operations and the fulfillment of its stated mission. Operational assistance shall be subject to the approval of the JCLD Board of Directors and the availability of funds. Operational support provided by JCLD includes but is not limited to:

2.1 Office space. JCLD will furnish office space at the Medford Library (205 S Central St, Medford OR) sufficient to operate JCLF. JCLF will comply with Library policies in its usage of such space. JCLD will furnish the office with a computer, basic IT services, telephones, and reasonable usage of office equipment, such as printers and copiers.

2.2 Marketing. JCLD marketing staff will provide marketing support to JCLF, including coordinated efforts to ensure consistent branding and messaging between JCLD and JCLF. JCLD will maintain the JCLF website, with input from JCLF.

2.3 Annual Report. JCLD agrees to provide an impact report annually for distributed funds, which will assist JCLF in its efforts to publish an annual report on funds raised and spent to build trust with the community and to share with library volunteers and patrons.

2.4 Personnel JCLD will hire an Executive Director on behalf of JCLF. JCLD will make such hire, after careful consideration of the recommendations of

the JCLF Personnel Committee, and in accordance with the policies and procedures of JCLD's Human Resources Department, including compensation policies. The Library Director will supervise the Executive Director, who shall direct the operations of JCLF in consultation with JCLF's board of trustees. Both JCLD and JCLF shall work together to determine the specific metrics under the performance of the Executive Director shall be evaluated. The ultimate decision on the hiring and firing of the Executive Director shall rest with JCLD Executive Director, however any such decision shall be made in consultation with the JCLF board of trustee. The JCLD Executive Director shall not be required to first consult with the JCLF board of trustees in the event of an incident that would require immediate action on the part of the JCLD Executive Director.

2.5 <u>Expenses</u>. In recognition of the support provided to JCLD by JCLF, JCLD will not charge JCLF rent for the office space provided pursuant to 2.1 above. JCLD will bill JCLF on a quarterly basis for a portion of its operating expenditures, as outlined in **Schedule A** of this MOU. Each entity shall maintain its own budget.

3.0 <u>Foundation Responsibilities</u>

3.1 <u>Cash Management and Financial Reporting</u>. JCLF shall be solely responsible for the Foundation's cash management, accounting, financial reporting, and for proper procedural tracking, accuracy, and reconciliation of the Foundation's records. JCLF will be responsible, at its own expense, for an annual financial review and any necessary government reports, including Form 990.

3.2 <u>Management of Funds and Legal Compliance</u>. JCLF will oversee, manage, and invest any endowments or permanent funds, restricted or unrestricted, that are created to support JCLD whether the funds are donated to JCLF or JCLD. The JCLF Board will comply with the Foundation's articles of incorporation, bylaws, and applicable federal and state laws and regulations.

3.3 <u>Foundation Board of Trustees</u>. In compliance with its bylaws, JCLF will recruit sufficient Board members to conduct its activities and to fulfill the organization's mission.

3.4 <u>Annual Report</u>. JCLF agrees to publish an annual report on funds raised and spent to build trust with the community and to share with library volunteers and patrons.

4.0 <u>Fundraising and Grantmaking</u>: JCLF will seek donations to support JCLD in accordance with its mission. Fundraising goals and areas of support will be determined annually by mutual agreement between JCLF and JCLD. All donations made to JCLF will be accepted in accordance with its Gift Acceptance Policy.

4.1 <u>Management of funds for benefit of JCLD</u>. The JCLD Board has determined that it is in the best interests of JCLD for donations made directly to JCLD to be managed and invested on its behalf by JCLF and will be adopting a gift

acceptancy policy reflecting the same. The JCLF Board of Directors and Executive Director will manage the proceeds of the Foundation according to its bylaws, gift acceptance policy, spending and investment policies, ensuring that all funds not needed for operating expenses and budgeted appropriations are used to further the mission of the Foundation.

4.2 <u>Gift Categories:</u> All gifts received or managed by JCLF will be categorized as Restricted, Temporarily Restricted, or Unrestricted in accordance with the donor's wishes. Gifts will be tracked according to these categories through JCLF policies and procedures and in accordance with legal requirements.

4.3 <u>Grants:</u> JCLF agrees to submit grant proposals on JCLD's behalf to funding organizations that do not grant directly to library districts.

5.0 <u>Separate Entities</u>. The JCLD acknowledges and accepts the separate and independent nature of JCLF and JCLF acknowledges and accepts the separate and independent nature of JCLD. The parties agree to work together to support the mission of JCLD and the community it serves. Despite the understandings and agreements provided for in this MOU, each party shall be solely responsible for the satisfaction of its own obligations, debts, liabilities, and judgments.

6.0 <u>Indemnification</u>. JCLF shall indemnify JCLD, its directors, employees, and agents from and against any and all claims, damages, liabilities, injuries, expenses, demands, and judgments, including court costs and attorney fees, arising out of JCLF's performance under this MOU.

7.0 <u>Termination</u>.
    7.1 <u>Mutual Consent</u>. This MOU may be terminated at any time by the mutual consent of both parties.
    7.2 <u>For Cause</u>. JCLD may terminate this MOU, in whole or in part, effective upon delivery of written notice to JCLF, or at such later date as may be established by JCLD in any of the following circumstances:
        7.2.1 If JCLD funding from federal, state, or other sources is not obtained and continued at sufficient levels to allow for the ongoing undertaking of the responsibilities and/or provision of operating expenses contemplated herein;
        7.2.2 If federal or state regulations or guidelines are modified, changed, or interpreted in such a way that JCLD's responsibilities and operating expenses, provided for herein, are no longer allowable or appropriate; or
        7.2.3 If JCLF's status as a 501(c)(3) is for any reason denied, revoked, suspended, or not renewed.
    7.3 <u>For Default or Breach</u>.
        7.3.1 Either party to this MOU may terminate this MOU in the event of a breach of the terms of the MOU by the other. Prior to such termination, the party seeking termination shall give to the other party written notice of the breach and intent to terminate. If the party committing the breach has not entirely cured the breach within 10 days of the date of the notice, or within such other period as the party giving the notice may authorize or require, then this Agreement may

be terminated at any time thereafter by a written notice of termination by the party giving notice.

      7.3.2   The rights and remedies of the parties provided for in this Section 7.3 are not exclusive and are in addition to any other rights and remedies provided by law or under this MOU.

8.0   <u>Miscellaneous Provisions</u>

    8.1 <u>Annual review and amendment of Agreement</u>. JCLD and Foundation agree that this MOU will be reviewed on annual basis. This MOU may only be amended by a writing signed by the parties.

    8.2 <u>Governing law</u>. This MOU shall be governed by Oregon law.

    8.3 <u>Time is of the Essence</u>. Time is of the essence for the performance of all responsibilities contemplated under this MOU.

    8.4 <u>Counterparts</u>. This MOU may be exercised in counterparts, each of which shall be an original, all of which shall constitute one and the same agreement.

_____

IN WITNESS WHEREOF the parties have caused this MOU to be signed in their respective names by their duly authorized representatives as of the dates set for below.

JACKSON COUNTY LIBRARY DISTRICT

_____   Date: _____

By: Catherine M. Shaw
Title: Board President

Approved as to legal sufficiency:

_____
Jacquelyn Bunick, Library District Counsel

JACKSON COUNTY LIBRARY FOUNDATION

_____   Date: _____

By:
Title:

Approved as to legal sufficiency:

_____
Jennifer Nicholls, Jackson County Library Foundation Counsel

Schedule A – Financial Terms

The Foundation shall be responsible for a graduated percentage of the total operations budget each year. JCLD will bill JCLF on a quarterly basis according to the following, based on an annual projected cost of $110,000*.

	Library District	Library Foundation
Year 1	60%	40%
Year 2	50%	50%
Year 3	40%	60%

*Operations budgets for Year 2 and Year 3 are expected to increase based on an inflation rate of 3-5%.

AMENDMENT 1 TO MEMORANDUM OF UNDERSTANDING
Among and between the
Jackson County Library District
And the **Jackson County Library Foundation**
October 19, 2022

1. It is mutually understood that the following paragraph will replace "Agreement 2.0 Operations," effective July 1, 2022:

   In recognition of the support provided to JCLD by JCLF, JCLD will provide operational support to JCLF to facilitate its operations and the fulfillment of its stated mission. Operational assistance shall be subject to the approval of the JCLD Board of Directors and the availability of funds. **JCLF shall contract JCLD to perform the services outlined in Schedule A for a total projected cost of $136,300. The District's portion of the projected cost will be considered an in-kind contribution to the Foundation.** Operational support provided by JCLD includes but is not limited to:

2. It is mutually understood that paragraph 2.1 "Office Space" will be removed from the MOU, effective July 1, 2022.

3. It is mutually understood that the following paragraph will replace "Schedule A, Page 6," effective July 1, 2022:

   The Foundation shall be responsible for a graduated percentage of the operations budget each year. JCLD will bill JCLF on a quarterly basis according to the following, based on an annual projected cost of $136,300*.

	Library District	Library Foundation
Year 1	60%	40%
Year 2	50%	50%
Year 3	40%	60%

The allocation of the $133,400 is as follows:

Professional Services	$38,100
Personnel Costs	$95,250
Office Supplies	$3,000
Total Cost	**$136,300**

   *Occupancy costs totaling $3,000 will be considered an in-kind contribution from JCLD to JCLF

4. That all remaining provisions contained within the currently existing memorandum of understanding shall remain in full force and effect.

Approved By:

_____   _____

District Board President   Date

_____   _____

Foundation Board President   Date

_____   _____

Recording Secretary   Date

Date: October 19, 2022

Title: Library Director's Goals

From: Eric Dziura and Viki Brown, Executive Committee

Summary:
The Executive Committee reviewed the Library Director's goals for FY22/23 with Library Director Kari May, and all are in agreement with the goals as presented to the Board.

Recommendation:
The Executive Committee recommends that the Board accept the Library Director's goals as presented.

Resource Requirements:
The budget related to the strategic plan goals are incorporated in the regular budget. Ms. May will assume most of the costs associated with the fourth goal.

Policies, Plans, and Goals Supported:
Establishing annual goals for the Library Director is outlined in their contract.

Background and Additional Information:
Library Director Kari May's FY22/23 goals are:

1. Develop and follow the Implementation Plan for the Strategic Plan, working with staff to accomplish the first-year priorities in the 5-year Strategic Plan. Report progress to the Board every six months, utilizing metrics developed by staff and approved by the Data and Finance Committee.
2. Oversee the expansion of service hours in line with the proposal passed by the Board in July 2022, which includes 30% more hours, implemented systemwide by May 2023.
3. Update financial policies, including procurement, capital assets, financial management, and fund balance. Maintain financial forecasting model and update as needed.
4. Communication and leadership – Earn Dare to Lead certificate through SOU professional development program; strengthen communication style, both with staff and with board interactions.

JACKSON COUNTY LIBRARY DISTRICT (JCLD)
FACILITIES COMMITTEE MEETING
Medford Branch Library
Board Conference Room
205 S Central Ave, Medford, OR
September 28, 2022, at 4:00 p.m.

MINUTES

ATTENDEES AND NOTE TAKER
Notes taken by: Val Nowak
Present at the meeting were: Val Nowak, Eric Dziura, Susan Kiefer, Crystal Zastera, and Kari May. Kelda Vath was absent.

CALL TO ORDER
Kari called the meeting to order at 4:04.

NEW BUSINESS

1. Eagle Point Carpet Recap
   a. The carpet in the main library space is Eagle Point is complete, though there is a supply issue with the carpet for the meeting room (one of the machines that make the carpet broke, and they are waiting on parts to fix it). Because the room is small, it shouldn't take too long once the carpet arrives. The project is budgeted to take four days. Once the carpet has an arrival date, they will aim to start it on a weekend to minimize the impact of the meeting room closure.
2. Ashland HVAC Project and Roof update
   a. HVAC is estimated to start in Spring 2023, and will be divided into three main phases. Discussion points included what areas of the library may need to be closed during each phase, and every effort will be made to minimize the impact of the work.
   b. They need to install a ladder for safety and ease of access, which should be fairly straightforward. This should be accomplished later in 2022.
3. Committee Charter and Workplan for FY 2022-2023
   a. Made updates to the charter and workplan, and discussed the Capital 5-Year Projection Plan

ADJOURNMENT
Meeting adjourned at 5:09

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

JACKSON COUNTY LIBRARY DISTRICT (JCLD)
RELATIONSHIP COMMITTEE MEETING
Medford Branch Library
Board Conference Room
205 S Central Ave, Medford, OR
October 4, 2022, at 3:00 p.m.

MINUTES

ATTENDEES AND NOTE TAKER

Notes taken by: Val Nowak

Present at the meeting were: Kari May, Viki Brown, Ginny Auer, Colette Boehmer, Becky Versteeg, and Val Nowak. Susan Kiefer was absent.

NEW BUSINESS

1. **Discussion of 2022-2023 Charter and Work Plan**
   - Added Ginny Auer as a member. Discussion followed regarding providing direction to Foundation, and whether or not it was a current responsibility. Responsibility number 2 was reworded for clarity.
   - Added a signature line for the Foundation Board president.
   - Made edits to clarify language throughout the document (changing Board to District when referring to JCLD Board, and Foundation when referring to JCLF).

2. **Discussion of MOU Amendment**
   - Discussed the increase in estimate to from $125,000 to $139,800, which primarily consists of administrative support personnel cost.
   - It was also noted that the actual cost of personnel will come in below the estimate, as the position is open and thus will not be accruing costs for the duration of the vacancy.
   - Is the committee willing to bring this proposal to the Board for approval? Consensus: yes.
   - The occupancy was calculated by measuring square footage as a percentage of the whole building, not by fair market value. This was proposed and agreed upon by the Foundation's Finance and governance in a previous meeting.
   - **Action Item**: draft agenda item memo to present amended MOU to the Board.

3. **Foundation Logo Discussion**
   - This item was stricken from the agenda, as it had been approved by the Foundation Board and thus did not need to be brought to the Committee for discussion.

ADJOURNMENT

Meeting was adjourned at 4:08

Relationship Committee Purpose Statement

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.

60

MINUTES

ATTENDEES AND NOTE TAKER
Notes taken by: Val Nowak
Present at the meeting were: Kari May, Kelda Vath, Brittany Brite, Kim Young, Jill Turner, and Val Nowak

CALL TO ORDER
Kari called the meeting to order at 3:05.

UNFINISHED BUSINESS

1. Audit
    - The audit that was approved last meeting is done, and everything looks good. The one thing that is left to do is to file reports and hit the final submit. The goal of having it done by the end of September was achieved. Waiting on auditors for the needs list, but Brittany has been working on the checklist that was given to us. Goal was to have them come on site in November, but they will have a meeting next week to determine their schedules. Are we in a position to have them in November? No. Payroll conversion is also happening in October. Pushing to get as close to the deadline as possible.
    - Question: are there enough staff in the Finance department? The payroll conversion will free up staff time, and that increase staff's capacity to accommodate more important tasks. Discussing the pros and cons of leaving Tyler, conversation about losing position budgeting.
    - In order for payroll to go live on January 1, which is what makes the most sense, both the Finance Department and KDP recommend extending the audit until Spring.
    - Committee consensus: focus on the conversion to PeopleStrategy, and file for an extension.
2. FY2022 End of Year Financials
    - Discussion followed regarding what goes under each category, and some slight changes will be made in order to form more logical groups. Brittany will run end of FY2022 reports using the new groupings and present them to the Board in November

NEW BUSINESS

3. Review of Charters and Workplans – slight changes made to clarify duties, and updated workplans for the upcoming year
4. State Statistics Report – reviewed presentation from Kelda, edited slightly for clarity
5. Annual Patron and Programming Report - reviewed presentation from Kelda, edited slightly for clarity
6. ~~Strategic Plan Metrics Planning~~ – this item was tabled until the next meeting due to time constraints.

ADJOURNMENT
Kari adjourned the meeting at 4:40

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

The Data and Metrics 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, and will review the data reported to the Board and the State.