



**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>  
November 16, 2022, at 4:00 p.m.

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**CALL TO ORDER/ROLL CALL**

**LAND ACKNOWLEDGEMENT**

**INTRODUCTIONS / PROCLAMATIONS**

**AGENDA AMENDMENTS AND APPROVAL**

**CONSENT AGENDA**

1. October 19, 2022 JCLD Board Meeting Minutes.....1
2. Committee Charters and Workplans for FY2022-2023.....5
  - o Policy
  - o Advocacy
3. Holiday Closures for Calendar Year 2023 (Discuss/Action) – Brynn Fogerty.....8

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

**REPORTS (Inform)**

4. Library Director – Kari May.....9
5. Year-End Financial Report – Brittany Brite.....16
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**UNFINISHED BUSINESS (Inform/Discuss/Action)**

7. Butte Falls & Prospect Hours

**NEW BUSINESS (Inform/Discuss/Action)**

8. December Board Meeting (Discuss/Action) – Executive Committee
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**ADJOURNMENT**

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*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](http://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](mailto:vnowak@jcls.org).*

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



## MINUTES

### ATTENDEES

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

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).

### CALL TO ORDER/ROLL CALL

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

### INTRODUCTIONS / PROCLAMATIONS

Director Dziura read a statement proclaiming October 16-22, 2022 as National Friends of the Library Week.

### CONSENT AGENDA

**MOTION:** Director Kiefer moved to approve the agenda as presented. Director Young seconded, and the motion passed unanimously. Director Kiefer then moved to accept the items on the consent agenda. Director Young seconded, and the motion passed unanimously.

### ORAL REQUESTS AND COMMUNICATIONS FROM AUDIENCE

None.

### REPORTS

#### Library Director's Report

Director May shared highlights from the report, such as the completed search for Assistant Director of Public Services, and an update on the hours expansion project. She explained the decision to outsource the payroll process to PeopleStrategy, and mentioned that the extension to the audit that had been recommended by KDP had been submitted and will allow for a more efficient process to both the audit and payroll transfer. Director Young added that both items were discussed and approved by the Finance Committee. Director Turner commented that she was disappointed that the finance statements have been delayed, and she is concerned about financial processes falling behind.

Director Kiefer asked how the air scrubbers mentioned in the report work, and where they would be deployed. Assistant Director of Support Services Kelda Vath clarified that they are standalone units that sit in an entry way or other rooms to clear the air of smoke and other contaminants, and would be used primarily during times of consistently poor air quality. Director Young asked about the longevity of the units. May replied that the grant supplied the initial machines and one filter, but replacement of future filters will be the responsibility of JCLS.

Director Dziura asked about the internship program mentioned in the Social Services portion of the report, and how candidates were selected. May reported that Social Worker Hailey Courtney, who is a graduate from SOU, had reached out to the University to see if any students would be interested to work with JCLS to complete the internships required as part of their program. Candidates were interviewed, and three students were selected. They will soon be working with the Social Services department, and it is hoped that this

opportunity can be offered to more students in the future.

Director Dziura brought up the upcoming panel on homelessness, and commented that he was glad that efforts to increase understanding and compassion were being planned with community partners. He asked whether any elected officials would be participating on the panel, and recommended that an invitation to them be considered in the future. May responded that this panel is hoping to focus on organizations and individuals who are working directly to provide services to people experiencing homelessness.

### **Jackson County Library Foundation Report**

Director Ginny Auer opened her report by discussing the development of the Dolly Parton Imagination Library partnership with Southern Oregon United Rotaries. She also highlighted that Hunter Communications will be sponsoring the upcoming Rogue Reads Program, and extended an appreciation to two Foundation Board Members – Mitch and Becky - who are retiring after over twenty years of service.

### **UNFINISHED BUSINESS**

None

### **NEW BUSINESS**

#### **State Library Statistics and Annual Programming Report – Kelda Vath**

Assistant Director of Support Services Kelda Vath gave a brief overview of the Oregon State Statistical Report Data and process, and opened the floor for discussion. Director Kiefer asked why the OverDrive title count had decreased in 2022. Vath answered that because that number includes both titles purchased by JCLS in OverDrive and titles available in Hoopla, license metrics in Hoopla likely affected the data.

Director Kiefer asked if the data regarding the number of circulations outside of the system was referring to non-resident cardholders. Director May responded that those figures were in relation to InterLibrary Loans, and did not include JCLS non-residents. Director Kiefer then asked if there was any indication of relief in the continuing supply chain issues. Vath agreed that order fulfillment has not recovered as expected, and said that Support Services Staff recently wrote to JCLS' major vendors asking for an update. Initial responses indicate that while book printing systems have recovered, the support systems needed to fulfill orders has not. The conversations between staff and vendors are ongoing, and solutions are being explored.

Director Young extended an appreciation to Vath and other staff for compiling all of the data, and thanked them for their thorough knowledge and detailed answers to every question.

**Motion:** Director Young moved that the State Library Statistics Report be accepted as presented. Director Keifer seconded, and the motion was approved by unanimous vote.

Vath presented a summary of programming and active patron statistics for FY2022. It was noted that the Alameda Fire and ongoing pandemic continue to show impacts on library use, especially as active cards from 2020 are now reaching their renewal dates. The number of new registrations is increasing, but many previously active patrons did not renew their cards. In-person programming is increasing, along with program attendance. Outreach programming also increased, and Carrie Turney Ross clarified that take-and-makes will not be discontinued, but rather that the focus is shifting to in-person programming, and that take-and-makes are offered to patrons afterward who could not attend.

#### **Committee Charters and Workplans for 2022-2023**

Director May presented the updated charters and workplans for the Finance, Statistics, Relationship, and Facilities Committees. She added that the Policy and Advocacy Committees will meet in November, and that their charters would be presented at the next Board meeting.

Director Turner asked whether or not contracts for maintenance and janitorial are set to be reviewed this year and whether RFPs for those services will be issued. Director Dziura answered that all contracts are reviewed annually, but that it is unlikely that those contracts, which are under IGAs, will be identified for replacement. May responded that it is a similar agreement with the custodial contract in that the State

requires governmental entities to prioritize their services. She clarified that each contract is reviewed every year to ensure that terms are still appropriate. She stated that contract review is included under the Responsibilities section of the Facilities Charter, but that it could be duplicated in the workplan as well. Turner asked that the workplan be amended as discussed.

**Motion:** Director Kiefer moved to accept the Finance, JCLD/JCLF Relationship, and Data and Metric Committee Charters and Workplans as presented, and to accept the Finance Committee Charter and Workplan as amended. Director Brown seconded, and the motion was approved unanimously.

### **JCLD/JCLF MOU Amendment**

May stated that legal counsel reviewed the document, and had recommended clarifying language regarding office space.

Director Turner brought up concerns that the Foundation could be considered a component unit in regard to JCLD audits, and suggested that the amendment to the MOU be reviewed by auditors, and that tests be performed in advance of the audit. Director May and Finance Manager Brittany Brite confirmed that the current MOU has been reviewed by KDP auditors, and that concerns of the Foundation becoming a component unit had been discussed. The updated document will be included in the upcoming audit as well. May then stated that the tests referenced by Director Turner have already been performed by KDP. While it is likely that the Foundation will eventually become a component unit, exactly when that will occur is unclear, and for the time being it is not an issue.

Because the proposed amendment would not have an impact on the Foundation's standing, May recommended that the discussion of the Foundation as a component unit be tabled for the current meeting and included as part of a future audit discussion. The Finance Committee will review it as part of the upcoming audit as well.

May noted that a slight adjustment had been made to the MOU after publication to fix a number error. Legal Counsel Bunick commented that legal teams on behalf of both JCLD and JCLF reviewed and approved the original MOU, and that component unit concerns had been discussed when the agreement was drafted.

**Motion:** Director Young moved approve the JCLD/JCLF MOU Amendment #1 as modified. Director Brown seconded, and the motion was approved unanimously.

### **Library Director's Goals**

May summarized the four drafted goals, which have been reviewed by the Executive Committee. On behalf of the Executive Committee, Director Dziura commented in support of the goals and recommended they be accepted as presented.

Director Young asked how the proposed goals would be measured. Dziura responded that the reports on strategic plan and hours expansion progress mentioned in the first two goals would provide metrics to measure success. The third goal will be achieved by the relevant policies coming to the Board for review and acceptance throughout the year. The final goal will be measured by May completing the Dare to Lead program.

Turner commented that she would have liked to have seen a mention of improving the budget document and statistical goals to increase library use. May responded that data and metrics analysis will be reported in measurement of the first goal, and that it is expected that implementation of the strategic plan and hours expansion will lead to increased library use among new and established patrons. Director Dziura responded that there is already an established process to review budget documents, and that it includes a system of checks and balances. He stated that he felt that the proposed goals cover the areas of Turner's concerns as written.

Director Brown asked if the budget document is a responsibility of the Finance Committee. Director Dziura responded that it is, and emphasized that the goals and responsibilities of the organization are also the goals of the Director.

**Motion:** Director Brown moved to approve the Library Director's goals for FY22-23 as submitted. Director Dziura seconded. The motion was approved with Director Turner voting against, and Directors Brown, Dziura, Kiefer, and Young voting in support.

#### **COMMITTEE AND BOARD MEMBER REPORTS**

On behalf of the Facilities Committee, Director Dziura commented that the HVAC project's initial estimate for branch closure was for four weeks. After reviewing the complexities of the project, it was concluded that a more reasonable prediction is approximately seven weeks. May clarified some weeks may be partial closures, but a full closure will be necessary when staff areas will be impacted, and when working on the second floor will cause significant disruption. Parts are scheduled to be delivered in December, and the project is slated to begin in Spring. As the project nears, there will be further updates.

Director Turner asked if the ladder would be a temporary installation. May responded that it is a permanent addition, and that there are security measures in place to prevent unauthorized use. Turner asked if there is a plan for parking during the project, and May commented that arrangements had been made for construction projects in the past, and that a similar arrangement would be made for this project.

Once a project timeline has been confirmed, solutions to address how library services will be adjusted to serve Ashland patrons during the closure will be discussed.

On behalf of the Relationship Committee, Director Brown asked if there is a plan regarding the vacancy on the Committee that will be created by Becky's retirement. Foundation Director Ginny Auer stated that Versteeg will stay on the Committee through the end of 2022, and a new member will be appointed at the January Foundation Board Meeting.

Director Dziura concluded by reporting that RVCOG has appointed a new Executive Director at their previous meeting.

#### **ADJOURN**

President Dziura adjourned the meeting at 5:13 p.m.

/s/ Val Nowak

Recording Secretary



Date: November 16, 2022

**Title:** Committee Charters and Workplans for 2022-2023

**From:** Kari May, Library Director

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**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:

- Policy
- Advocacy

**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.

**Attachments:**

- JCLD Policy Committee Charter and Workplan
- JCLD Advocacy Relationship Committee Charter and Workplan



**2022-2023 Charter and Work Plan**  
**Jackson County Library District Policy Committee**

Presented to Jackson County Library District Board of Directors on November 16, 2022

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**Purpose**

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

**Membership**

The Board appointed President Eric Dziura as Chair; Viki Brown as co-chair; and Library Director Kari May and Executive Assistant Val Nowak as Committee members.

**Responsibilities**

The Policy Committee has the following areas of focus:

- The Policy Committee will work with staff to draft, review, and update policies related to the governance and Library operations of Jackson County Library District. The Committee will review policies before they are presented to the full Board, and issues recommendations for approval.
- Policies forwarded to the Board for approval will contain one revised copy and one red-lined copy detailing changes.
- Establish a review schedule for policies to be brought before the Board for approval.

**Meetings**

The Committee will review proposed policy documents electronically. The Committee will meet as needed 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.

**Work Plan**

- The Policy Committee has established the following work plan for 2022-2023:
- November 2022: Establish policy review schedule and timeline for when policies will be brought to the Committee for review
- February 2023: Drafts of new policies - Program and Director’s Evaluation - completed and brought to the Board for adoption.
- Ongoing: Bring appropriate policies to the Board for approval, as established in the policy review schedule.

**Committee Review and Board Approval**

The Policy 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 November 16, 2022.

By:

Attest:

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Board President

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Recording Secretary



## 2021-2022 Charter and Work Plan

### Jackson County Library District Advocacy Committee

Presented to Jackson County Library District Board of Directors on November 16, 2022

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#### **Purpose**

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

#### **Membership**

The Board appointed Kim Young as Chair, Viki Brown as Co-Chair, and Kari May as Committee Member.

#### **Responsibilities**

The Committee has the following areas of focus:

1. The Advocacy Committee will work with staff to stay informed about the perception of the library in the community and prepare responses as appropriate.
2. The Committee will monitor local, state, and national legislation that might impact libraries and prepare responses as appropriate.
3. The committee will draft an advocacy strategy for the library annually.

#### **Meetings**

The Advocacy Committee will meet as needed 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 Advocacy Committee has established the following work plan for 2022-2023:

- Draft Advocacy Strategy for 2022-2023, and share with JCLS Friends Groups
- Work with Executive Committee to prepare for JCLD Board Recruitment and 2023 Elections
- Monitor the agendas for the long sessions for any library-related items brought before the Oregon State and National Legislature.

#### **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 November 16, 2022.

By:

Attest:

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Board President

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Recording Secretary





November 16, 2022

**Title:** 2023 Holidays  
**From:** Brynn Fogerty, Human Resources Manager

**Recommendation:**

Human Resources Manager Brynn Fogerty recommends that JCLD approve the following holiday schedule for the year of 2023.

**Budget Impacts:**

JCLD provided 11 paid holidays to all regular employees working 20 hours per week or more in the current calendar year. The budget impact for 2023 will remain the same.

**Policies, Plans, and Goals Supported:**

The holiday closure schedule reflects the policy outlined in the Employee Handbook. The table below indicates the holidays to be recognized and the days which the District will be closed to observe the days.

Date	Date Holiday Observed	Library Also Closed
Monday, 1/2/2023	New Year’s Day (observed)	Sunday, 1/1/2023
Monday, 1/16/2023	MLK Jr. Day	
Monday, 2/20/2023	President’s Day	
Monday, 5/29/2023	Memorial Day	
Monday, 6/19/2023	Juneteenth	
Tuesday, 7/4/2023	Independence Day	
Monday, 9/4/2023	Labor Day	
Friday, 11/10/2023	Veterans’ Day (observed)	
Thursday, 11/23/2023	Thanksgiving Day	
Saturday, 12/23/2023	For Christmas Eve	Sunday, 12/24/2023
Monday, 12/25/2023	Christmas Day	

**Background and Additional Information:**

The 2023 holiday schedule as presented represents the same number of paid holidays observed in 2022. With both New Year’s Day and Christmas Eve falling on Sundays, the Medford and Ashland branches will be closed for two additional days; however, those days are not paid holidays, and staff schedules will be adjusted accordingly.

The date for the annual staff in-service training day has not yet been determined. When that date has been selected, it will be brought forward to the Board for approval of the closure to the public.



## Director's Report November 2022

### **Public Services**

#### **Bear Creek**

In preparation for redesigning the outdoor spaces at the Phoenix branch, Branch Manager Jody Fleming hosted two community listening sessions in October. These sessions, one conducted in Spanish and another in English, solicited feedback for the project from those who would utilize it most. Locals shared a variety of ideas for making the area a beautiful, useful space that will serve the community and the library. Suggestions included a children's splash park, an outdoor reading space, and an area for small outdoor performances. One topic in particular was heard repeatedly: it is important to the community that the cherished ring of Ponderosa Pine trees to remain in place.



#### **Central**

In the Central Area, Adult Services Librarian Spencer Ellis presented "Nontraditional Reader's Advisory and Reference" for the Oregon Reference Summit webinar series. Later, he facilitated a discussion about utilizing new and creative ideas to engage patrons in reference and reader's advisory services, and highlighted examples of successful reader's advisory and reference services provided to JCLS patrons.

In Medford Children's, there is a new "Kid's Zone." It is designed to be a place for school-age children to have fun and engage while spending time in the library. There are three types of activities available: Play It, Build It, and Create It. The "Play" section includes board and card games, "Build" has tools to boost engineering learning, and "Create" has supplies like stickers, drawing utensils, rubber stamps, paper and more. Caregivers are often using the games and supplies alongside their children, and it has been rewarding to observe them interacting together.



#### **Upper Rogue**

Each unique region creates equally unique opportunities for community branches to connect with patrons. The nearby VA Hospital created one such opportunity in October for Eagle Point Associate Jenna Steigleder who shared: "It was Thursday, and there was an older woman at the back table by the windows. When I was making pre-closing rounds, we got to talking. She told me she had come from Virginia in order to make final arrangements for her sister and had come into the library 'for a break.' We spent a few minutes talking about hospice care and the like, and before she left, she said that this was the most beautiful library she had ever seen, and it was the perfect place to come for a bit of quiet and solitude."

## Lower Rogue

In the lower Rogue, the Jacksonville branch installed a seasonal display of five impressionist paintings by local artist Ann Hinds. Regular patrons and visitors have enjoyed the artwork, and the paintings have received many comments on the demonstration of skill with light, shadows, and color.



## Programs

### Children's Services

White City continued the celebration of Hispanic and Latin/a/o Heritage Month (September 15 – October 15) by crafting a traditional piece of Mexican folk art called milagritos (little miracles). These tin hearts originate from Oaxaca and have been prevalent in Mexico since the 16th century. Fourteen participants attended the program, and afterward happily perused a wonderful book display highlighting Latinx culture.

Branches throughout the county brought out their spooky side with fun Halloween-themed programs. On October 15th, the Gold Hill community room was packed with families using a lot of creativity and a little paint to transform Barbie Dolls into creepy zombies. Later in the month, younger children listened to some not-so-scary ghost stories and made cute pet ghosts to take home.

Halloween weekend kicked off in Medford with a special Movement, Music, and Me program presented by Youth Services Coordinator Brystan Strong. The Adams room was filled with families who came to play with a parachute, shake maracas, pop bubbles, and dance to some silly Halloween tunes. Marketing Specialist Ryan Pfeil filmed the program for use as a training tool for staff so that the program can be replicated in other branches. Following the program, the group marched in a trick-or-treat parade around the library in their costumes. Stops were made at all departments, and staff were delighted to hand out goodies to the festive youngsters.

### Teen Services

Ashland Clerk Lynn Snell served as the Dungeon Master for a successful tween Dungeons & Dragons program. The program was a collaboration between the Teen and Children's departments and drew seven tweens to learn the ins and outs of the popular tabletop role-playing game.

Butte Falls Library Associate Breanne Wolgamot collaborated with Education Services Specialist and Community Librarian Evelyn Lorence to host a "Speed Dating with a Book" event for Butte Falls High School English students in grades 8-12. Students were rapidly introduced to a wide variety of books, and many students chose to take home titles that could prove to be "the one" for them.

### Adult Services

Eagle Point and Medford Libraries presented a fall-themed Leaf Printing program. Eagle Point Library Associate Nicole Shuey implemented the program, and the attendees enjoyed creating the autumnal decor so much that

they asked for it to be offered again. Medford Adult Services Librarian Spencer Ellis capitalized on the pleasant weather and asked participants to gather their own colorful leaves to create the decorative napkins.

Phoenix Library Associate Lori Wilson offered a new sewing class for adults called Adventures in Improvisational Quilting. Because the program required a sewing machine, it provided a great opportunity for Wilson to promote the Library of Things. Attendees who could not bring their own machine were provided one from the collection, and patrons were shown how to check one out for themselves. The program was so successful during the fall season that an additional winter series will be offered, too.



In a collaboration spearheaded by Collection Development Manager Laurin Arnold, the Medford Library joined the Third Friday event organized by the Downtown Medford Association. Boutique Bodyart partnered with the library to offer free custom henna tattoos designed by JCLS Marketing. Library Associates Laurel Bucher and Ian Pastizzo joined Interim Branch Manager Carrie Tannehill to engage with attendees and advertise all that the library has to offer. Library of Things games were laid out for people to play, and a display nearby highlighted more items from collection, including a ukulele, fly fishing rod and reel, snow shoes, and an air fryer.



The Gold Hill Library hosted a Senior Volunteer Fair in early October. Six local community organizations welcomed community members to learn about their organizations and provided instructions for them sign up for volunteer opportunities.

### Outreach

Since June, Medford Children’s Librarian Monica Owens has served on the Heart of the Rogue Festival planning team, led by Travel Medford. The two-day event was held on October 14 & 15, and JCLS staff from a variety of departments and branches came on board to help Owens staff the event. The library hosted several children’s activities, issued library cards, gave away books, and discussed library resources and programs with the more than 400 people who stopped by the booth.

Branch Managers David Haywood and Christine Grubb promoted the Ruch and Applegate libraries at the Applegate Evening Market. The two renewed library cards for several people in attendance and handed out goodies to the children who stopped by the table.



### At Home Services

Students from Ashland High School National Honor Society, South Medford High, and Teen Advisory Group members completed crafts for the latest round of Project Cozy. Project Cozy, made possible through funding from the Jackson County Library Foundation, is a partnership between Education Services and At Home Services where teens make gifts for primarily homebound seniors.

Along with the Project Cozy coasters, Library Specialists Kateri Warnick and Mackenzie Pollock sent Crafts at Home kits to 36 patrons. They noted that patrons are responding to the informational push of the past few months, and there has been a marked increase in requests for items like Kindles, CD Players, and magnifiers.

## Business Librarian

Business Librarian Roslyn Donald hosted the Central Point Chamber Greeters meeting at the Central Point library on October 18. All 20 business owners in attendance were wowed by the presentation of Library of Things items while enjoying delicious pastries provided by Coquette Bakery.

## Digital Services

The Digital Services team continued their successful series of outreach events at the Ashland Senior Center with a well-received Mac Basics class. Specialists Nicole Vukcevic and Tanner South conducted an overview of the Apple operating system, and after a brief Q&A session, offered one-on-one assistance to students for the remainder of the class.



## Education Services

The Education Services Team visited 19 schools throughout the county during October, promoting the upcoming Rogue Reads Program. They spoke to front office staff and school library media specialists, made introductions, offered library resources, and provided information about the Rogue Reads program and incentives.

The *Open Book* newsletter continues to prove a popular resource, with over 200 local educators receiving the publication monthly. Each edition contains booklists, ideas for classroom activities, interviews with local educators, information about professional development opportunities, and a myriad of other news and resources. The October issue featured ten new booklists and a bilingual Q&A with local educator Claudia Cervantes.

## Social Services

As the cooler weather rolls in, the Social Services Team has been preparing for winter. The team has been looking for a designated space in the Medford branch for some time, and thanks to some creative thinking and collaboration, they now have a place to call home. The Library of Things consolidated their storage space, and Social Services staff moved into the space formerly occupied by RCC. The “garage door” feature in this space makes it uniquely suitable to be the new home to the social services department.



JCLS has been accepted into a program called Save Lives Oregon, which will provide a steady stream of hygiene products and wound care kits for all branches. In addition, Social Worker Haylie Courtney applied \$20,000 grant from AllCare Medical to further broaden the resources the Library offers. If the grant is awarded to JCLS, it will make additional hygiene products – including free menstrual products – available for distribution throughout the county.

## Finance

The FY2022 audit extension has been approved by the Secretary of State and KDP plans to be on site for fieldwork from January to April 2023. This will give adequate time for the District to implement the auditor’s recommendations and prepare all financial data for the audit. KDP commented that they already have a heavy

workload through the end of December, and that scheduling them for January will allow them time to give more attention to the District's audit.

The new payroll system implementation process is well under way, and the District is on track for the system to go live on January 1<sup>st</sup>. Staff will be trained on the new software in December.

### **Human Resources**

The HR Team has continued to make steady progress toward Phase One of the Extended Hours Project. The current focus remains on wrapping up the open Associate and Clerk positions. These positions continue to have large, strong pools, and the HR Team is seeing excellent, qualified candidates as finalists. Most of the open positions for the Ashland and Medford branches have been filled, and the few remaining nearing completion of the review and interview phases.

All of the new faces joining JCLS has kept HR busier than usual. The team is orienting and onboarding new hires, enrolling them in benefits, and assisting with their initial training. Recruitment will slow down slightly at the beginning of the new year, before moving into hiring for Phases Two and Three.

Despite such full schedules, staff have still managed to find a balance between work and play. Led by the HR Team, the Wellness Committee has been hosting Wellness Walks for JCLS staff throughout Jackson County. In October, groups met after work in Ashland and Jacksonville to wander in the woods and enjoy the beautiful colors on display.



### **Marketing**

Preparation for Rogue Reads has the Marketing Department in full swing. They have been hard at work creating a number of materials to promote the program in local schools, and the team is working to prepare advertisements and order themed prizes. The Halloween season allowed for some fun, and the department created several videos for patrons and staff of all ages to enjoy during the spooky holiday.

#### **Videos of Note:**

An Occurrence at Owl Creek Bridge: <https://bit.ly/3W0r2Zt>

Spooky(ish) Storytime Special: <https://bit.ly/3Nbp2tb>

Halloween video: <https://bit.ly/3gP2m5M>

#### **Press Releases:**

November Windows in Time: <https://bit.ly/3DUjOh5>

November Event Calendar: <https://bit.ly/3s2IWNl>

### **Support Services**

Acquisitions Specialist and statistics aficionado Laura Irwin worked with Assistant Director of Support Services Kelda Vath to submit the Annual Oregon State Statistical Report by the October 31, 2022 deadline. Meanwhile, Facilities and IT have been working together with Branch staff in Medford and Ashland in preparation for hours

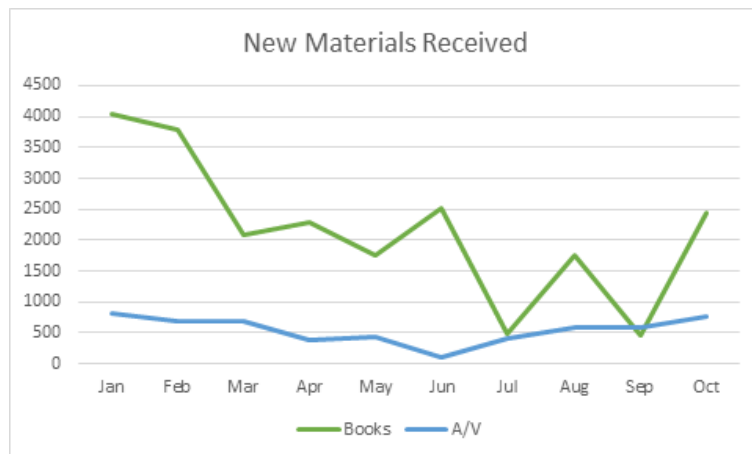
to expand in December. Teams of staff have collaborated to reconfigure work spaces to better address staff needs, adding work stations for new hours, rearranging staff desks for greater safety and efficiency, and consolidating storage to allow for new department space.

### Collection Development

Collection Development Manager Laurin Arnold has shared information about procedural revisions and provided status updates to JCLS staff about continuing issues with materials vendor fulfillment. Arnold has worked with ILS vendor ByWater to create a series of reports that Branch Managers and Department heads can run themselves in order to better understand their collections and manage them more effectively.

### Technical Services

Supply chain issues and staffing shortages have continued to plague book vendors this year. In an effort to increase the offerings available on new shelves, Technical Services Manager Ashley Johnson along with Collection Development Manager Laurin Arnold met with Brodart representatives to brainstorm possible solutions. The positive effect of these conversations can already be seen: larger and more frequent shipments began to arrive in October, and staff are working to get the materials on the shelves as quickly as possible. Popular titles leased from the McNaughton book leasing program have also arrived and are now circulating throughout the system, shortening large holds queues and reducing our print materials holds ratio to 4:1.



### Library Information Technology

Network Administrator Allen Gayler has been working with interim IT Technician Gemma Coster to roll out VPN access to a group of trial users. VPN provides a secure way for staff to access the JCLS network while working remotely, and the tests have so far met with positive results. Additionally, IT has tested a new microphone system for use at JCLD's hybrid Board Meetings. This new solution improves amplification and streaming, and will result in a better experience for in-person and virtual attendees alike.

### Facilities

Unfortunately, the HVAC system at the Prospect Branch stopped working last month, and Operations Coordinator Crystal Zastera worked with Jackson County Facilities Maintenance, not only to replace the equipment, but also provide temporary heating during the servicing period.

The Eagle Point Branch, whose carpet was replaced earlier this Fall, is now scheduled complete the project by recarpeting their meeting room in mid-November. After a hiatus due to the pandemic, the JCLS Safety Committee has resumed quarterly building inspections. This has been a great opportunity for the new committee members to visit branches across the County with fresh eyes, and make sure that all branches are meeting safety guidelines.

### Library Administration

May hosted her first "open office hours" in October and plans to offer them every 1<sup>st</sup> and 3<sup>rd</sup> Friday of the month. The purpose is to set aside time for staff to drop in and ask any questions they might have about things happening at the library, propose ideas for the Library to consider, or share stories about something happening in their department.

### *Community Connections*

Library Director Kari May attended the Medford/Jackson Chamber of Commerce awards banquet. May also attended the PBS Fall Fete and accepted the invitation to join their Community Advisory Board, which meets twice a year to provide community perspective on local programming. The United Way Women in Leadership (WiLL) Luncheon in October was a nice opportunity to meet local community leaders. May and Foundation Executive Director Ginny Auer both attended the event. Auer serves on the Board for WiLL and helped plan the event.

### *Coffee with Kari Library Tour*

Auer and May hosted the first “Coffee with Kari” library tour and information session at the Medford Library. Six people attended and learned about the variety of services offered through JCLS as well as an overview of the Library’s Strategic Plan. These tours will continue monthly, and Board members are encouraged to work with May or Auer if they want to invite individuals to join a future tour. The purpose of the tours is to build relationships and connections with potential future donors.

### *Library Safety*

There has recently been an increase in traffic around the library grounds after hours, including illegal transfer and usage of drugs and large numbers of individuals congregating on library property. These gatherings are creating an unsafe area in the downtown area. In mid-October, one of the window panels on the main door at the Riverside entrance was shattered. Review of video footage showed a large gathering of people outside the entrance in the early morning hours, and evidence of drug paraphernalia and use. An unidentified projectile was the cause of the shattered glass. This incident was among the reasons that Library staff decided to reassess the trespass agreements in Medford and Ashland. Director May, Interim Assistant Director Kristin Anderson, and Social Worker Haylie Courtney met with law enforcement in both Medford and Ashland to discuss the safety and security concerns and determine the best way forward to address those concerns. The result is that JCLS has reinstated trespass agreements with both Medford and Ashland Police Departments. The agreements are for after-hours, 7:00pm – 10:00 am, every day of the week.





November 16, 2022

**Title:** FY22 Year-End Financial Report

**From:** Brittany Brite, Finance Manager

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**Recommendation:**

The Finance Committee recommends that the JCLD Board accept the FY22 Year-End Financial Report as presented.

**Budget Impacts:**

The District runs on an accrual basis of accounting. Payables are added to the books as invoices are received and generally paid within a two-week window. Payroll is also run on a bi-weekly basis. For the purposes of this report, payroll through 6/30/2022 has been included on this report.

The District's financials continue to close the gap between budgeted vs actuals. With the District being closed a majority of the 1<sup>st</sup> quarter and a one-week closure in February of 2022, the District's expenses are not as high as budgeted in some places.

Revenues during the year are strong. Property Tax revenue fell a little higher than budgeted and even with interest rates as low as 0.45% in the LGIP, other income still came in 13% higher than expected. The additional \$480,000 from the state to supplement the loss in property tax revenue from the Alameda fire also contributed to the 4% revenue over budgeted.

Personnel expenses came in under budget at 82%. This is not an unexpected number as the District was closed for a portion of the year because of the COVID-19 pandemic, increased hours were not implemented, and a tight job market that has led to some positions being vacant for longer than normal.

Administrative expenses and Library Materials were within budgeted amounts at 96.4% and 101.3% respectively. Telecom expenses are at 199.3% over budget. This is due to a few different factors. During the year, the District received \$221,000 in e-rate revenues that are shown in the other income line item. If it had been combined with the expense account, the actual expenses would be slightly under budgeted. The District is also looking into the Hunter Communications invoices for FY22 and FY23. It seems that Hunter has not been giving the District the correct e-rate discount. The goal is to have this issue straightened out before the FY22 audit begins. Other expenses like Training & Recognition and Computers & Equipment, at

63% and 69.3% respectively, came in under budget. Conferences and travel opportunities were limited because of the pandemic. Technology is under budget because the Integrated Library System that was implemented in April 2021 costs almost \$100,000 less than estimated during the budgeting process.

The Capital Improvement Fund came in at 32% of budget. Major projects included carpet replacement at the Medford Branch, the Ashland meeting room renovation project, and the first payment for the Ashland HVAC project.

The District has received approximately \$410,600 in grant revenues, which is over the budgeted amount by \$160,600. Although actual expenses were higher than revenues received, expenses were still within budgeted amounts. Expenses came in at 36% of budgeted. Grant revenues and related expenses are an area that Finance plans to dive deeper into before the audit to ensure all grant funds that could have been used to cover relevant expenses are used.

Overall, the financials are in compliance and good standing when compared to the budget for fiscal year 2022. Below is a summary of year-to-date activity which includes the audited beginning fund balances.

	<b>General Fund</b>	<b>Capital Improvement Fund</b>	<b>Miscellaneous Grants Fund</b>	<b>Total All Funds</b>
<b>YTD Revenues</b>	\$ 12,673,245	\$ 28,895	\$ 421,652	<b>\$ 13,123,792</b>
<b>YTD Expenses</b>	\$ 11,158,414	\$ 578,172	\$ 701,150	<b>\$ 12,437,736</b>
<b>Net from Operations</b>	\$ 1,514,831	(\$ 549,277)	(\$ 279,498)	<b>\$ 686,056</b>
<b>Transfers In</b>	\$ -	\$ 50,000	\$ -	<b>\$ 50,000</b>
<b>Transfers Out</b>	\$ 50,000	\$ -	\$ -	<b>\$ 50,000</b>
<b>Beginning Fund Balance</b>	\$ 8,755,750	\$ 5,403,372	\$ 1,724,779	<b>\$ 15,883,901</b>
<b>Current Fund Balance</b>	\$ 10,220,581	\$ 4,904,095	\$ 1,445,281	<b>\$ 16,569,957</b>

**Policies, Plans, and Goals Supported:**

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

**Background and Additional Information:**

The quarterly financial report includes information through June 30<sup>th</sup>, 2022 and has been reviewed by the Finance Committee. Data was pulled on October 31, 2022 from Incode. All adjustments have been made to the fiscal year 2020-2021 books and have been closed.

**Attachments:**

Fiscal year 2022 financial report



**% of Year 100.0%**

For Period: **7/1/2021** through **6/30/2022**

**General Fund**

	Budget	Actual	Variance	% of Budget
<b>Beginning Fund Balance</b>	\$ 8,900,000	\$ 8,755,750	\$ (144,250)	98.4%

Revenues	Budget	YTD	Variance	% of Budget
Property Taxes	\$ 11,673,499	\$ 11,751,677	\$ 78,178	100.7%
State Grant Revenue	\$ -	\$ 480,975	\$ 480,975	0.0%
Other Income	\$ 389,000	\$ 440,593	\$ 51,593	113.3%
<b>Total Operating Revenues</b>	<b>\$ 12,062,499</b>	<b>\$ 12,673,245</b>	<b>\$ 610,746</b>	<b>105.1%</b>
Transfers IN from Other Funds	\$ -	\$ -	\$ -	0.0%
<b>Total RESOURCES</b>	<b>\$ 20,962,499</b>	<b>\$ 21,428,995</b>		

Expenses	Budget	YTD	Variance	% of Budget
Personnel Services				
Salaries & Wages	\$ 5,696,150	\$ 4,979,029	\$ (717,121)	87.4%
Fringe	\$ 2,392,383	\$ 1,652,383	\$ (740,000)	69.1%
<b>Total Personnel Services</b>	<b>\$ 8,088,533</b>	<b>\$ 6,631,412</b>	<b>\$ (1,457,121)</b>	<b>82.0%</b>

Materials & Services				
Administrative	\$ 338,922	\$ 326,827	\$ (12,095)	96.4%
Training & Recognition	\$ 46,185	\$ 29,210	\$ (16,975)	63.2%
Programs	\$ 287,500	\$ 255,679	\$ (31,821)	88.9%
Meetings & Travel	\$ 39,500	\$ 33,360	\$ (6,140)	84.5%
Facilities & Contracted Services	\$ 1,166,754	\$ 1,101,063	\$ (65,691)	94.4%
Computers & Equipment	\$ 694,956	\$ 481,749	\$ (213,207)	69.3%
Library Materials	\$ 1,397,550	\$ 1,415,049	\$ 17,499	101.3%
Utilities	\$ 362,565	\$ 317,328	\$ (45,237)	87.5%
Telecom	\$ 219,500	\$ 437,549	\$ 218,049	199.3%
Other Materials & Services	\$ 43,000	\$ 15,293	\$ (27,707)	35.6%
<b>Total Materials &amp; Services</b>	<b>\$ 4,596,432</b>	<b>\$ 4,413,108</b>	<b>\$ (183,324)</b>	<b>96.0%</b>

Capital Outlay	\$ 600,000	\$ 113,893	\$ (486,107)	19.0%
Contingency	\$ 500,000	\$ -	\$ (500,000)	0.0%
<b>Total Operating Expenses</b>	<b>\$ 13,784,965</b>	<b>\$ 11,158,414</b>	<b>\$ (2,626,551)</b>	<b>80.9%</b>
<b>NET REVENUES/EXPENSES</b>	<b>\$ (1,722,466)</b>	<b>\$ 1,514,831</b>	<b>\$ 3,237,297</b>	<b>NA</b>

Transfers OUT to Other Funds	\$ 50,000	\$ 50,000	\$ -	100.0%
<b>Ending Fund Balance</b>	<b>\$ 7,127,534</b>	<b>\$ 10,220,581</b>	<b>\$ 3,093,047</b>	<b>143.4%</b>
<b>Total REQUIREMENTS</b>	<b>\$ 20,962,499</b>	<b>\$ 21,428,995</b>		



**% of Year 100.0%**

**For Period: 7/1/2021 through 6/30/2022**

**Capital Improvement Fund**

	Budget	Actual	Variance	% of Budget
<b>Beginning Fund Balance</b>	\$ 5,600,000	\$ 5,403,372	\$ (196,628)	96.5%
<b>Revenues</b>				
	Budget	YTD	Variance	% of Budget
Interest Income	\$ -	\$ 28,895	\$ 28,895	
<b>Total Operating Revenues</b>	\$ -	\$ 28,895	\$ 28,895	
Transfers IN from Other Funds	\$ 50,000	\$ 50,000	\$ -	100.0%
<b>Total RESOURCES</b>	\$ 5,650,000	\$ 5,482,267		
<b>Expenses</b>				
	Budget	YTD	Variance	% of Budget
Materials & Services				
Facilities & Contracted Services	\$ 600,000	\$ 257,483	\$ (342,517)	42.9%
<b>Total Materials &amp; Services</b>	\$ 600,000	\$ 257,483	\$ (342,517)	42.9%
Capital Outlay	\$ 1,200,000	\$ 320,689	\$ (879,311)	26.7%
<b>Total Operating Expenses</b>	\$ 1,800,000	\$ 578,172	\$ (1,221,828)	32.1%
<b>NET REVENUES/EXPENSES</b>	\$ (1,800,000)	\$ (549,277)	\$ 1,250,723	NA
Transfers OUT to Other Funds	\$ -	\$ -	\$ -	
<b>Ending Fund Balance</b>	\$ 4,450,000	\$ 4,904,095	\$ 454,095	110.2%
<b>Total REQUIREMENTS</b>	\$ 6,250,000	\$ 5,482,267		



**% of Year      100.0%**

For Period:      **7/1/2021**      through      **6/30/2022**

**Miscellaneous Grants Funds**

	Budget	Actual	Variance	% of Budget
<b>Beginning Fund Balance</b>	<b>\$ 1,100,000</b>	<b>\$ 1,724,779</b>	<b>\$ 624,779</b>	<b>156.8%</b>
<b>Revenues</b>	<b>Budget</b>	<b>YTD</b>	<b>Variance</b>	<b>% of Budget</b>
Grants & Donations	\$ 250,000	\$ 410,612	\$ 160,612	164.2%
Interest	\$ 11,000	\$ 11,040	\$ 40	100.4%
<b>Total Operating Revenues</b>	<b>\$ 261,000</b>	<b>\$ 421,652</b>	<b>\$ 160,652</b>	<b>161.6%</b>
Transfers IN from Other Funds	\$ -	\$ -	\$ -	
<b>Total RESOURCES</b>	<b>\$ 1,361,000</b>	<b>\$ 2,146,431</b>		
<b>Expenses</b>	<b>Budget</b>	<b>YTD</b>	<b>Variance</b>	<b>% of Budget</b>
Personnel Services				
Salaries & Wages	\$ 200,000	\$ 29,018	\$ (170,982)	14.5%
Fringe	\$ -	\$ 16,396	\$ 16,396	
<b>Total Personnel Services</b>	<b>\$ 200,000</b>	<b>\$ 45,414</b>	<b>\$ (154,586)</b>	<b>22.7%</b>
Materials & Services				
Training & Recognition	\$ -	\$ 10,857	\$ 10,857	
Facilities & Contracted Services	\$ -	\$ 4,567	\$ 4,567	
Computers & Equipment	\$ -	\$ 35,382	\$ 35,382	
Library Materials	\$ -	\$ 8,972	\$ 8,972	
Programs	\$ 650,000	\$ 154,534	\$ (495,467)	23.8%
<b>Total Materials &amp; Services</b>	<b>\$ 650,000</b>	<b>\$ 214,311</b>	<b>\$ (435,689)</b>	<b>33.0%</b>
Capital Outlay	\$ 250,000	\$ 181,700	\$ (68,300)	72.7%
<b>Total Operating Expenses</b>	<b>\$ 1,950,000</b>	<b>\$ 701,150</b>	<b>\$ (1,248,850)</b>	<b>36.0%</b>
<b>NET REVENUES/EXPENSES</b>	<b>\$ (1,689,000)</b>	<b>\$ (279,498)</b>	<b>\$ 1,409,502</b>	<b>NA</b>
Transfers OUT to Other Funds	\$ -	\$ -	\$ -	
<b>Ending Fund Balance</b>	<b>\$ (589,000)</b>	<b>\$ 1,445,281</b>	<b>\$ 2,034,281</b>	<b>-245.4%</b>
<b>Total REQUIREMENTS</b>	<b>\$ 1,361,000</b>	<b>\$ 2,146,431</b>		



November 16, 2022

**Title:** FY23 First Quarter Financial Report

**From:** Brittany Brite, Finance Manager

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**Recommendation:**

The Finance Committee recommends that the JCLD Board accept the FY23 First Quarter Financial Report as presented.

**Budget Impacts:**

The District runs on an accrual basis of accounting. Payables are added to the books as invoices are received and paid within a two-week window. Payroll is also run on a bi-weekly basis. For the purposes of this report, payroll through 9/21/2022 has been included. Encumbered funds are not reflected in the accompanying report.

The District's financials are on track for the first quarter of the year. Property tax revenues are at 1% of budgeted, which is expected for the beginning of the year. The District recently received notice that \$3.2M in property tax revenues will be received in November. Other income is currently 8.5% of budgeted and includes interest income, fees for ILS services, restricted revenues, unrestricted donations and printing, copying and fines at the branches. The current LGIP interest rate is 2.5%, which is 1.35% higher than FY22 highest interest rate of 1.15%.

Quarter 1 expenses in the general fund are approximately \$2.7M and are under budget by 6.7%. Departments have been given a breakdown of their budget, which has allowed staff to determine what projects and programs they can complete during the year and has built a better relationship between budgeted and actual expenses. Some expenses do not occur evenly throughout the year. For instance, training and recognition expenses will usually peak during winter and spring months when there are conferences and staff appreciation day. Other expenses like utilities and personnel expenses will generally stay on track with a steady cost throughout the year. Personnel expenses are at 19.6% of budgeted, which is a healthy place for the District to be. As HR works to bring more staff on board for increased hours, the gap between budgeted and actual expenses in this area should lessen.

A few line items, such as meetings & travel, telecom, and other materials & services are currently above 25% expended. Meetings & travel is over mostly due to mileage reimbursements which means that staff are traveling to other branches for meetings and

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events. Telecom expenses are at 35.7%. The District is expecting this to be more in line with budgeted after the accounts have been reconciled with the proper e-rate discount amounts. Other materials & services are at 30.4% expended, and staff will monitor expenditures over the next quarter to see if they level out.

Very little has been expended out of the Capital Improvement Fund at only 0.2% of annual budgeted amount. Budgeted projects in the Capital Improvement fund include the Ashland HVAC, Ashland roof, Parking lot stripes, gutters, a new vehicle and other similar projects. Many of these projects have either not started yet or the District has not been billed; therefore, they are not currently reflected in the financials. These expenses should begin showing up in the second or third quarter.

The District has received approximately \$45,000 in grant revenues in the first quarter. These grant revenues include funding from the Carpenter Foundation, Friends Groups support, Oregon Community Fund Social worker grant, and other grants from Jackson County Library Foundation. Expenses for the first quarter mostly consist of programming expenses that are billed to the Friends groups and Foundation.

Overall, the financials are in compliance and good standing when compared to the budget as of September 30<sup>th</sup>, 2022.

**Policies, Plans, and Goals Supported:**

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

**Background and Additional Information:**

The quarterly financial report includes information through September 30<sup>th</sup>, 2022, and has been reviewed by the Finance Committee. Data was pulled on October 31, 2022, from Incode.

**Attachments:**

Fiscal year 2023 Q1 financial report



**% of Year 25.0%**

For Period: **7/1/2022** through **9/30/2022**

**General Fund**

	Budget	Actual	Variance	% of Budget
<b>Beginning Fund Balance</b>	<b>\$ 10,750,000</b>	<b>\$ 10,220,581</b>	<b>\$ (529,419)</b>	<b>95.1%</b>
<b>Revenues</b>	<b>Budget</b>	<b>YTD</b>	<b>Variance</b>	<b>% of Budget</b>
Property Taxes	\$ 11,713,936	\$ 85,484	\$ (11,628,452)	0.7%
State Grant Revenue	\$ -	\$ -	\$ -	0.0%
Other Income	\$ 300,000	\$ 25,499	\$ (274,501)	8.5%
<b>Total Operating Revenues</b>	<b>\$ 12,013,936</b>	<b>\$ 110,983</b>	<b>\$ (11,902,953)</b>	<b>0.9%</b>
<b>Transfers IN from Other Funds</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>
<b>Total RESOURCES</b>	<b>\$ 22,763,936</b>	<b>\$ 10,331,564</b>		
<b>Expenses</b>	<b>Budget</b>	<b>YTD</b>	<b>Variance</b>	<b>% of Budget</b>
Personnel Services				
Salaries & Wages	\$ 6,470,089	\$ 1,316,006	\$ (5,154,083)	20.3%
Fringe	\$ 2,638,916	\$ 473,673	\$ (2,165,243)	17.9%
<b>Total Personnel Services</b>	<b>\$ 9,109,005</b>	<b>\$ 1,789,678</b>	<b>\$ (7,319,327)</b>	<b>19.6%</b>
Materials & Services				
Administrative	\$ 310,100	\$ 63,767	\$ (246,333)	20.6%
Training & Recognition	\$ 56,250	\$ 3,949	\$ (52,301)	7.0%
Programs	\$ 339,750	\$ 51,634	\$ (288,116)	15.2%
Meetings & Travel	\$ 19,400	\$ 5,859	\$ (13,541)	30.2%
Facilities & Contracted Services	\$ 1,242,431	\$ 290,385	\$ (952,046)	23.4%
Computers & Equipment	\$ 773,580	\$ 81,813	\$ (691,767)	10.6%
Library Materials	\$ 1,555,000	\$ 276,290	\$ (1,278,710)	17.8%
Utilities	\$ 400,000	\$ 89,217	\$ (310,783)	22.3%
Telecom	\$ 260,000	\$ 92,829	\$ (167,171)	35.7%
Other Materials & Services	\$ 40,500	\$ 10,082	\$ (30,418)	24.9%
<b>Total Materials &amp; Services</b>	<b>\$ 4,997,011</b>	<b>\$ 965,825</b>	<b>\$ (4,031,186)</b>	<b>19.3%</b>
Capital Outlay	\$ 250,000	\$ 84	\$ (249,916)	0.0%
Contingency	\$ 680,000	\$ -	\$ (680,000)	0.0%
<b>Total Operating Expenses</b>	<b>\$ 15,036,016</b>	<b>\$ 2,755,588</b>	<b>\$ (12,280,428)</b>	<b>18.3%</b>
<b>NET REVENUES/EXPENSES</b>	<b>\$ (3,022,080)</b>	<b>\$ (2,644,605)</b>	<b>\$ 377,475</b>	<b>NA</b>
<b>Transfers OUT to Other Funds</b>	<b>\$ 300,000</b>	<b>\$ -</b>	<b>\$ (300,000)</b>	<b>0.0%</b>
<b>Ending Fund Balance</b>	<b>\$ 7,427,920</b>	<b>\$ 7,575,976</b>	<b>\$ 148,056</b>	<b>102.0%</b>
<b>Total REQUIREMENTS</b>	<b>\$ 22,763,936</b>	<b>\$ 10,331,564</b>		





**% of Year 25.0%**

For Period: **7/1/2022** through **9/30/2022**

**Capital Improvement Fund**

	Budget	Actual	Variance	% of Budget
<b>Beginning Fund Balance</b>	\$ <b>4,550,000</b>	\$ <b>5,161,579</b>	\$ <b>611,579</b>	<b>113.4%</b>
<b>Revenues</b>				
	Budget	YTD	Variance	% of Budget
Interest Income	\$ 30,000	\$ -	\$ (30,000)	
<b>Total Operating Revenues</b>	\$ <b>30,000</b>	\$ <b>-</b>	\$ <b>(30,000)</b>	
Transfers IN from Other Funds	\$ 300,000	\$ -	\$ (300,000)	0.0%
<b>Total RESOURCES</b>	\$ <b>4,880,000</b>	\$ <b>5,161,579</b>		
<b>Expenses</b>				
	Budget	YTD	Variance	% of Budget
Materials & Services				
Programs	\$ 200,000	\$ -	\$ (200,000)	0.0%
Facilities & Contracted Services	\$ 970,000	\$ -	\$ (970,000)	0.0%
<b>Total Materials &amp; Services</b>	\$ <b>1,170,000</b>	\$ <b>-</b>	\$ <b>(1,170,000)</b>	<b>0.0%</b>
Capital Outlay	\$ 2,030,000	\$ 7,786	\$ (2,022,214)	0.4%
<b>Total Operating Expenses</b>	\$ <b>3,200,000</b>	\$ <b>7,786</b>	\$ <b>(3,192,214)</b>	<b>0.2%</b>
<b>NET REVENUES/EXPENSES</b>	\$ <b>(3,170,000)</b>	\$ <b>(7,786)</b>	\$ <b>3,162,214</b>	<b>NA</b>
Transfers OUT to Other Funds	\$ -	\$ -	\$ -	
<b>Ending Fund Balance</b>	\$ <b>2,850,000</b>	\$ <b>5,153,793</b>	\$ <b>2,303,793</b>	<b>180.8%</b>
<b>Total REQUIREMENTS</b>	\$ <b>6,050,000</b>	\$ <b>5,161,579</b>		



**% of Year 25.0%**

For Period: **7/1/2022** through **9/30/2022**

**Miscellaneous Grants Funds**

	Budget	Actual	Variance	% of Budget
<b>Beginning Fund Balance</b>	<b>\$ 1,370,000</b>	<b>\$ 1,445,281</b>	<b>\$ 75,281</b>	<b>105.5%</b>
<b>Revenues</b>				
	Budget	YTD	Variance	% of Budget
Grants & Donations	\$ 250,000	\$ 45,666	\$ (204,334)	18.3%
Interest	\$ 14,000	\$ -	\$ (14,000)	0.0%
<b>Total Operating Revenues</b>	<b>\$ 264,000</b>	<b>\$ 45,666</b>	<b>\$ (218,334)</b>	<b>17.3%</b>
Transfers IN from Other Funds	\$ -	\$ -	\$ -	
<b>Total RESOURCES</b>	<b>\$ 1,634,000</b>	<b>\$ 1,490,947</b>		
<b>Expenses</b>				
	Budget	YTD	Variance	% of Budget
<b>Personnel Services</b>				
Salaries & Wages	\$ 300,000	\$ -	\$ (300,000)	0.0%
Fringe	\$ -	\$ -	\$ -	
<b>Total Personnel Services</b>	<b>\$ 300,000</b>	<b>\$ -</b>	<b>\$ (300,000)</b>	<b>0.0%</b>
<b>Materials &amp; Services</b>				
Training & Recognition	\$ -	\$ 15	\$ 15	
Library Materials	\$ -	\$ 221	\$ 221	
Programs	\$ 650,000	\$ 27,828	\$ (622,172)	4.3%
<b>Total Materials &amp; Services</b>	<b>\$ 650,000</b>	<b>\$ 28,064</b>	<b>\$ (621,936)</b>	<b>4.3%</b>
Capital Outlay	\$ 250,000	\$ -	\$ (250,000)	0.0%
<b>Total Operating Expenses</b>	<b>\$ 2,150,000</b>	<b>\$ 56,128</b>	<b>\$ (2,093,872)</b>	<b>2.6%</b>
<b>NET REVENUES/EXPENSES</b>	<b>\$ (1,886,000)</b>	<b>\$ (10,462)</b>	<b>\$ 1,875,538</b>	<b>NA</b>
Transfers OUT to Other Funds	\$ -	\$ -	\$ -	
<b>Ending Fund Balance</b>	<b>\$ (516,000)</b>	<b>\$ 1,434,819</b>	<b>\$ 1,950,819</b>	<b>278.1%</b>
<b>Total REQUIREMENTS</b>	<b>\$ 1,634,000</b>	<b>\$ 1,490,947</b>		



Date: November 16, 2022

**Title:** Strategic Plan Dashboard November 2022 Update

**From:** Kari May, Library Director

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**Summary:**

The Strategic Plan Dashboard will be utilized regularly to report progress on the Strategic Plan to the Board. It is a high-level snapshot of the status of the objectives in the Plan.

**Resource Requirements:**

N/A

**Policies, Plans, and Goals Supported:**

The Dashboard supports the execution of the Strategic Plan.

**Background and Additional Information:**

May has formed an Implementation Plan team comprised of the individuals responsible for the objectives in the Strategic Plan. They meet on a regular basis to discuss and update their progress.

**Attachments:**

Strategic Plan Dashboard Nov 2022



# STRATEGIC PLAN 2022-2026

## PROGRESS

## COMMENTS

### GOAL 1: ENERGIZE LIBRARY SERVICES AND RESOURCES

Improve and enhance the collections:

Diversify and increase programming and events

Enliven and improve facilities:

Ensure that user technologies remain current and accessible

New Collection Development Manager hired in Sept. 2022. Collection Audit Plan under development. The Library of Things Committee is reconvening and developing their plan to analyze and expand the LoT collection.	✓
Outreach & Programming is drafting a Programs Policy for the Board to approve in January 2023. Staff is developing a survey and template to gather data on current programs and community partners	✓
An RFP for a Facilities Master Plan will be issued by January 2023. Listening sessions were held in Phoenix in October to gather input about enhancing the outdoor spaces.	✓
Ensure that user technologies remain current and accessible	✓

Delayed/ Progress On Track/  
 Changed Continues Completed



**PROGRESS**

**COMMENTS**

**GOAL 2: EXTEND ACCESS TO THE LIBRARY**

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

Expand and diversify marketing and promotion:

Work to remove barriers to use of the Library:

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

✓	✓	✓
Delayed/ Changed	Progress Continues	On Track/ Completed

Phase 1, adding Thursday hours in Medford and Friday hours in Ashland, is on track to be implemented on December 1, 2022.

Marketing is using the JCLS Style Guide as the baseline for current marketing services and will be providing training to managers on how to use the style guide. A direct mailer will be sent to the Upper Rogue in early 2023

This objective is not in year 1.



**PROGRESS**

**COMMENTS**

**GOAL 3: ENGAGE THE COMMUNITY MORE FULLY**

Increase outreach and community partnerships

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

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

		✓
		✓
		✓
Delayed/ Changed	Progress Continues	On Track/ Completed

Staff are conducting an inventory of current community partners and identify underserved populations that are not being targeted by current programs.



**PROGRESS**

**COMMENTS**

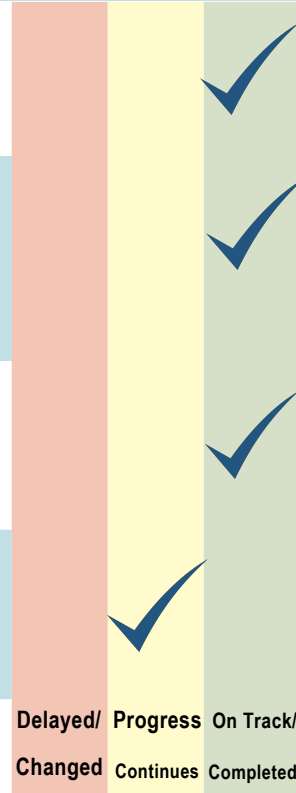
**GOAL 4: NURTURE THE LIBRARY INFRASTRUCTURE**

Foster additional internal communication and engagement across all branches

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

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

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



Staff Connect newsletter will continue to be published weekly. Library Director holds regular office hours. A staff satisfaction survey will be conducted in Jan/Feb 2023.

HR will work with managers and department heads to assess staffing levels during the annual budgeting process.

The Staff Development Coordinator is developing a Library Leadership training series for new managers and supervisors.





## MINUTES

### ATTENDEES AND NOTE TAKER

Notes taken by: Val

Present at the meeting were: Kari May, Viki Brown, and Val Nowak. Kim Young joined remotely.

### CALL TO ORDER

Kari called the meeting to order at 3:04.

### NEW BUSINESS

Charter and Workplan for 2022-2023

- Clarified language on response statements and discussed examples of when that would be necessary.
- Discussed the need to work with the Executive committee to prepare for the Board Elections in 2023.
- Viki suggested including JCLD Friends' groups and sending them major talking points or advocacy strategies.

### REPORTS

Kari summarized the National and Oregon State legislative topics and initiatives for the committee to be aware of. Oregon topics and their respective handouts may be found [here](#). The National Initiative towards the Right to Read Act is summarized [here](#).

Discussed important dates and subjects to be aware of – namely the Oregon Long Legislative session, which begins in January. OLA's Library Legislative Day is February 15, which follows the SDAO conference and a JCLD board meeting is currently scheduled that afternoon. The Advocacy Committee will meet again in January. Topics at that meeting will be to further discuss legislative advocacy, strategize regarding local connections to elected officials, and to confirm the JCLD Advocacy Strategy for 2023.

### ADJOURNMENT

Kari adjourned the meeting at 3:47

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**MINUTES**

**ATTENDEES AND NOTE TAKER**

Notes taken by: Val

Present at the meeting were: Kari May, Eric Dziura, Viki Brown, and Val Nowak.

**NEW BUSINESS**

Charter and Workplan for 2022-2023

- Discussed the proposed schedule for reviewing current policies, and identified policies that need to be created.

Policy no.	Policy Name	Present to Board in:	Notes
1-1 - 1-11	Board Governance Policies (all)	November if possible, January if not	Goal is to combine and consolidate them into a governance packet. Need to go out prior to 2023 Election Cycle
5-7	Intellectual Freedom	January	
5-19	Program Policy (new)	January	
	Director Evaluation Policy (new)	February	All Finance Policies are set to be reviewed by the Finance Committee by the end of 2023
2-1	Financial Management	February	
2-2	Public Contracting / Surplus Property	February	
2-3	Capital Assets	February	
2-4	Fund Balance	February	
5-3	Collection Development	April	
5-9	Patron Privacy and Confidentiality	April	
5--16	Soliciting on Library Premises	May	
ORS	Oregon Government Ethics Law	June	
ALA	ALA Code of Ethics and Library Bill of Rights	June	

**REPORTS:**

Val presented a summary of the proposed Board Policy Handbook, a copy of which will be sent out for review.

**ADJOURNMENT**

***Policy Committee Purpose Statement***

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