



**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>  
January 18, 2023, 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. November 16, 2022 JCLD Regular Board Meeting Minutes.....1

**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**

- 2. Library Director (inform) - Kari May.....4
- 3. Jackson County Library Foundation (inform) - Ginny Auer.....12
- 4. SOHS Biannual Report (inform) - Jan Wright.....16
- 5. Quarterly Financial Report (inform, action) - Brittany Brite.....20
- 6. Strategic Plan (inform) - Kari May, Kelda Vath.....26

**UNFINISHED BUSINESS**

- 7. Upper Rogue Hours Review (discuss, action) - Kari May.....47
- 8. TURA (inform, discuss, action) - Brittany Brite.....51

**NEW BUSINESS**

- 9. February Board Meeting (discuss, action) - Kari May
- 10. Board Policy Handbook (discuss, action) - Policy Committee.....58
- 11. JCLF Component Unit (inform, discuss) - Brittany Brite.....81
- 12. Budget Committee Membership (discuss, action) - Eric Dziura
- 13. Board Vacancy (inform, discuss) - Eric Dziura
- 14. Board Recruitment (inform, discuss) - Eric Dziura

**COMMITTEE AND BOARD MEMBER REPORTS**

- 15. Facilities Committee (inform) - Susan Kiefer.....82
- 16. Finance and Statistics Committee (inform) - Kim Young.....84
- 17. JCLD/JCLF Relationship Committee (inform) - Viki Brown

**ADJOURNMENT**

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**FUTURE MEETINGS/EVENTS/OBSERVANCES:**

February 9-12 SDAO Annual Conference  
February 15 Oregon Library Legislative Day

*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), Joan Vigil (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 4:03 p.m. Roll call was taken, and the Land Acknowledgement read.

### INTRODUCTIONS / PROCLAMATIONS

Library Director Kari May introduced Joan Vigil, who has taken the Assistant Director Public Services position.

### CONSENT AGENDA

Director May asked to amend the agenda to include Resolution 2022-03, which will update the Bank Signing Authority.

**Motion:** Director Kiefer moved to approve the agenda as amended. Director Young seconded, and the motion was approved unanimously.

Director Brown then moved to accept all items on the consent agenda. Director Young seconded, and the motion was approved unanimously.

### ORAL REQUESTS AND COMMUNICATIONS FROM AUDIENCE

None.

### REPORTS

#### Library Director's Report

Director May presented a summary of some of the programs highlighted in the report and extended an invitation to the Board to her Open Office Hours. She thanked President Dziura for attending last week's panel discussion and encouraged the board to read the recent articles published about it. Director Kiefer commented that she was impressed with the report of Education Services visiting 15 schools to promote Rogue Reads. May noted that these visits, particularly in Gold Hill, have resulted in an increase in library cards issued.

Dziura asked about the Hours Expansion Project, which May reported was on track, and that hours would be expanding in Medford and Ashland in the first week of December. He suggested that the occasion be marked in some way for staff and patrons. He thanked the Foundation for sponsoring several recent programs.

Director Young asked for an update regarding hiring progress, and May reported that hiring is on track, and staff are prepared for December; however, the search for the area managers has not yet been successful.

Director Kiefer asked about the reinstated trespass agreement. May gave a summary of the agreement, which states that the police may cite individuals for illegal activity occurring on library property during hours the libraries are closed without notifying library staff. The decision was made due to an observed increase of incidents. Kiefer asked if it applies to unhoused individuals who are not participating in illegal activity, and May responded that the police have been asked to cite only for illegal activity.

Director Brown commented in appreciation of Business Librarian Roslyn Donald, who she was able to meet at the Upper Rogue Chamber of Commerce Meeting. May noted that the Library is providing the location for the Medford Jackson County Chamber Greeter's meeting tomorrow and invited Board Members to attend.

Carrie Turney Ross presented a preview of the Rogue Reads Program for 2023, which centers on books with the theme of Music and Community. The titles are *Music is History* by Questlove, *If I Ever Get Out of Here* by Eric Gansworth, *Amina's Voice* by Hena Khan, and *Because* by Mo Willems. Each of these titles are accompanied by featured programs including concerts and author talks. Along with a variety of activities, crafts, and other programs available for all ages, there will be a drawing for prizes for those who participate in the programs.

### **Year-End Financial Report**

Brite began by noting a slight change to the printed report correcting a calculation error. She discussed points of progress, and noted that there were some expenses that came in higher than anticipated. The Finance Department is in communication with Hunter to see why the telecommunications costs came in higher than expected.

Director Kiefer asked what the miscellaneous grants covered, and Brite clarified that it was a way to keep better track of restricted funds, and ensure that expenditures were tracked correctly.

**Motion:** Director Young moved to accept the Year-End Financial Report as presented. Director Keifer seconded, and the motion was unanimously approved.

### **Quarterly Financial Report**

Brite noted that they have received notice that there will be an increase to the property revenue initially expected, and that the interest rates have increased as well.

**Motion:** Director Brown moved to accept the Quarterly Financial Report as presented. Director Young seconded, and the motion was unanimously approved.

## **UNFINISHED BUSINESS**

### **Butte Falls and Prospect Hours**

Director Kiefer acknowledged the logistical problems presented by Butte Falls and Prospect being staffed by the same employees. The loss of Saturday hours in Prospect would make it difficult for working adults to patronize the branch. She asked if hiring separate staff could be considered to allow for both branches to be open on the same day, and to allow for better access to the branches by patrons who work traditional work hours. May had presented the proposed hours that were approved by the JCLD Board in August, and she agreed that, while the increase in hours was fairly equal among branches, they may not be equitable in providing access to library services. After discussing what possible solutions could entail, May asked if the Board would like the Hours Committee to review the schedule and bring potential adjustments and recommendations to the board for approval at a future meeting. The Board agreed, and the subject will be revisited in January. Director Turner asked when the decision would have to be made, and acknowledged that having separate staff may be a solution. Kiefer concluded by stating that though they are rural, they have a higher percentage of library use by community population. She advocated for hours that are accessible to working families.

## **NEW BUSINESS**

### **December Board Meeting**

Director Dziura asked if the Board would consider abstaining from meeting during December, and instead having a social mixer with the Foundation Board at some point during the month.

**Motion:** Director Dziura moved that the December JCLD Board meeting be cancelled, and that the Board will resume meeting in January. Director Kiefer seconded, and the motion was unanimously approved.

### **Strategic Plan Dashboard**

Library Director May summarized the Strategic Plan Dashboard document and mentioned that in the future, the Dashboard will be incorporated into the Director's Report. The primary focus for the past few months has been on preparing for the Hours Expansion Project.

### **Resolution 2023-03: Amendment to Banner Bank Signature**

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

**MOTION:** Director Kiefer moved to approve Resolution 2023-03 to Authorize Checking Account, Designated Personnel, and Signers. Director Brown seconded, and the resolution was approved unanimously by roll call vote.

## **COMMITTEE AND BOARD MEMBER REPORTS**

Advocacy – Brown commented that the Friends Presidents have been briefed on advocacy topics for the upcoming year, and that further communication will be issued for them. Director Kiefer asked if the Advocacy Committee can increase communication with the Board regarding advocacy strategy.

Policy – Director Dziura noted that there will be a Board Policy Handbook coming forward at the next meeting for approval. It will be reviewed by legal prior to the meeting.

## **ADJOURN**

President Dziura adjourned the meeting at 5:05 p.m.

/s/ Val Nowak  
Recording Secretary



## Director's Report January 2023

### ***Special Highlights – Hours Expansion***

Since December 1<sup>st</sup>, many patrons have expressed their appreciation that Ashland and Medford branches are now open seven days a week. For some, Thursday or Friday is the only day they can come to the library. For others, the extra hour of time indoors makes a huge difference to their life and wellbeing. Overall, staff have received overwhelming affirming feedback that the expanded hours have a very positive impact on patrons' ability to access a wide range of library resources.



### ***Public Services***

#### **Bear Creek**

As the weather outside became frightful, Ashland provided adults several opportunities to hunker down, engage their minds, and get crafty. In November, Librarian Ethan Craft taught patrons how to make throw pillows using sewing machines, and a scrapbooking Take & Make designed by Library Specialist Carolyn Maloney flew off the shelves.

Head of Adult Services Ellie Anderson collaborated with the Ashland branch of the American Association of University Women to present the first installment in the Big Ideas program series, where notable local experts will offer monthly presentations on important and timely topics. At the inaugural program, Ashland Chief of Police Tighe O'Meara and Jackson County Commissioner Dave Dotterer discussed Oregon gun laws, and a wide range of patrons with diverse opinions on the subject gathered to discuss the issue at hand and hear from different perspectives.

Phoenix Branch Manager Jody Fleming represented JCLS at the Día de los Muertos Festival held at Phoenix Elementary on November 2. She connected with members of the community from many backgrounds and gave out Take and Makes. She met with her contact at the elementary school, Laura Millette, who invited her to see an elaborate and deeply personal ofrenda, or altar, that she had created to celebrate the occasion. Fleming felt honored to be a part of the festival and to see an important aspect of the Day of the Dead holiday.

Talent Branch Manager Patrick Mathewes was delighted by the return of visits from a special-needs classroom. It was the first time they had visited since the pandemic, and he loved greeting all the new faces. They will come back in three weeks to return the books they checked out, and then visit regularly until the end of the school year. The teacher mentioned wanting to take them to other libraries, and Mathewes recommended the Phoenix branch.

#### **Central Area**

Central Point's weekly Babies & Wobblers programs have been wildly successful. In December, it was standing room only in the community room, as students were off from school and parents brought older siblings to enjoy program as a family. Library Associate Noel O'Brien has been doing an amazing job connecting with parents and caregivers and has created a great following for this program.



In November, Medford held a branch-wide “Game Day.” Staff from all departments connected with patrons, ran trivia sessions, facilitated game play, shared favorite boardgames, led roleplaying games, and led a program to teach attendees how to make their own board game.

Medford’s participation in the Downtown Medford Association’s Third Friday activities continues to be popular. In December, the theme was “Music Night.” The Rogue Valley Sauerkrauts German Band performed waltzes, marches, and polkas. Their music could be heard throughout the library, and patrons of all ages joined in to dance. As they left, attendees selected sheet music ornament Take and Makes to continue the festivities at home. Afterwards, staff received a great comment card: “My new favorite place - very considerate and helpful, fast, and efficient.”



### Lower Rogue

After a long hiatus during the pandemic, the Paws to Read program returned to Jacksonville. Kids of all ages come to the library to read to certified therapy dogs. Tails wagged and attendees giggled gleefully in response. It was difficult to tell who was more excited to be back in the library: the kids or the dogs!



The Jacksonville Friends of the Library spent three Saturdays in December offering gift wrapping services to Jacksonville patrons. They served warm drinks and cookies while students from the South Medford orchestra played for patrons who were browsing the shelves while their gifts were wrapped.

Five crafters showed up in Applegate for a Christmas Craft program. While decorating gift tags and festive boxes, they sipped on hot cider and enjoyed the holiday music from Hoopla playing in the background.



### Upper Rogue

On November 2nd, White City staff celebrated Día de los Muertos and invited patrons to put a spin on the traditional calaveras craft. Instead of crafting a skull out of sugar, kids used sharpies to decorate a skull of longer-lasting plaster. While some followed the demonstrations of traditional designs, other had fun getting creative with decorations that were personal in meaning.

The Eagle Point Friends of the Library Yarnia knitting club marked the end of the year with a treasured tradition: the group spends all year knitting beanies that they then give away to local school children in December. This year, they gave them to students in Eagle Point, Central Point, and Butte Falls. The students responded with several nice thank you cards that were displayed in the branch throughout the month.



Shady Cove held a vaccine clinic in December. Max’s Mission was on hand to answer further health questions, and food boxes that had a nice assortment of non-perishable foods — and a certificate to buy fresh food — were provided to anyone who needed them.

The Shady Cove Library, the Upper Rogue Community Center, and City Hall collaborated to host the annual Christmas Tree lighting ceremony. The Friends popped popcorn, served hot cider, and gave away wrapped ornaments to kids. There was also a drawing to win a gift card to Barnes & Noble bookstore. The Shady Cove Fire Department sent a fire truck to specially deliver a highly-anticipated guest of honor! One by one, all the kids climbed the steps to tell Santa what they were hoping for this holiday season. The Community Center gave away hot chocolate, cookies, and candy canes. At the end of the event, a twelve-year-old girl came up to Branch Manager Marion Mensing and said, “you really pulled this off, I had a lot of fun.”

## **Programs**

### **Children’s Services**

Jacksonville hosted two special read-aloud programs during the fall and winter months. Local author, musician, and storyteller Tish McFadden read her illustrated children’s book *Song of the Redwing*, and acclaimed Oregon Shakespeare Festival actor and dramaturg Barry Kraft performed a special reading of *The Polar Express*. Interspersing the sounds of a train whistle and silver bell, Kraft delighted his audience; he also repeated the performance at the Welcome Winter program in Ashland.

To celebrate the holidays, Rogue River held a storytime focused on traditions. Families began by making an ornament with a ribbon the same length as the child’s height. Each year, the child will cut a new ribbon and can see how much they have grown when they go to hang their ornament. A family from out of town attended the program and added some stickers to theirs so they could remember where they were when the ornament was made.

Ashland Children’s Specialist Kelly Steiner teamed up with North Mountain Nature Park member Libby VanWyhe to offer a native plant program. Attendees learned about flora and fauna of the Rogue Valley and the local Indigenous people’s culinary, medicinal, and practical uses of Southern Oregon’s native plant species.

Eagle Point kicked off Rogue Reads: Music and Community with a performance by local music ensemble Musica Matrix. Some people came for the sole purpose of enjoying the viola concert, while others enjoyed the musical ambiance while they conducted their library business.

### **Teen Services**

Eagle Point rang in the new year a little early by hosting a Library After Dark: Teen Lock-In program. Twenty-five local kids came to play games, sing karaoke, eat snacks, and hang out in the library after hours. At the end of the program, many were already asking Library Specialist Jenna Steigleder when they could do the program again.

Gold Hill staff launched a Teen/Tween hangout in the community room on Wednesdays. The first iteration had four patrons coming in to socialize and play board games. The following week this number increased to eleven.

A couple of Ashland High School's robotics club members came by the Ashland Teen department to check out their collection of various robotics equipment. The students gathered one of the LEGO sets to build with at their next club meeting and are excited to collaborate with the Teen department to lead some STEM programs in the coming months.

The Ashland Teen department also kicked off their Beginning Ukulele program last month with five participants, most brand new to the instrument. They learned some basic chords, and were soon playing songs ranging from “Happy Birthday” to “I’m Yours” by Jason Mraz.

### **Adult Services**

Programs for adults in November and December saw the last of the theme *Fall Into Adventure* and the beginning of the community reading program *Rogue Reads: Community and Music*. Community, collaboration, and connection have been emphasized, and patrons are responding with appreciation and positivity. The Talent Library hosted a Leaf-Printed Cloth Napkins program led by Library Associate Erica Rische-Baird. Rische-Baird said that one of the attendees excitedly noted that “Since none of them knew each other in advance, it turned into a real community-building experience as the ladies chatted and did their crafts together.”

The Britt Orchestra's chamber concert, held at the Jacksonville Library on December 17<sup>th</sup>, had a tremendous turnout. Patrons squeezed between book shelves and stood on book stands to get a better view of the string trio playing pieces by Haydn and Bach.

Highlights from *Rogue Reads* programming included *Growing up When Music Mattered*, presented by James Pagliasotti, at the Ashland Library. Pagliasotti took patrons on a history tour of a time of intense creativity in music. Later, Librarian Ethan Craft facilitated a well-attended *Live Looping with Larry Smith* program. Local musician and Rogue Community College faculty member Larry Smith demonstrated how looping pedals can be used to layer musical tracks and how to interrupt and interact with them in creative ways.

## Outreach

### At Home Services (AHS)

The Crafts at Home program continues to increase in popularity, and more and more patrons are requesting the service. With a goal of increasing service to 125 patrons, the AHS team needed a way to save as many bags as possible for patrons who receive materials though the mail. As a solution, staff have resumed visiting the Weatherly Inn retirement facility to deliver items in-person to the patrons who live there.

### Business Librarian

In November, Business Librarian Roslyn Donald attended the Women Entrepreneurs of Southern Oregon Entrepreneur Fair held at the Ashland Hills Hotel. There were approximately 70 entrepreneurs exhibiting, with 400 attendees. Donald networked with the plentiful exhibitors, and many signed up for the business newsletter distribution list.

The Medford library was the location for the November Medford Chamber Greeter Meeting, hosted by Rogue Living Magazine and Kensington Investments. Neither of these businesses have a physical location suitable for hosting, so they asked to use the library's large meeting room. There were about 45 attendees, and several of them signed up to receive the library newsletter. Later, the *Southern Oregon Business Journal* published "Overcoming Second-Chance Hiring Anxiety," an article Donald co-authored with Daniel Scotton, in its November issue.

### DART

In November, Mobile Services Specialists Brian Rozendal and Kaitlynn Edrington took DART all over the county, ramping up visits to Housing Authority sites and food pantries. DART joined Library Specialist Megan Pinder and migrant rights nonprofit UNETE for a Día de los Muertos celebration to promote the library's digital services. DART also began partnering with the White City Food Pantry and the Kelly Shelter to provide support on a more regular basis.



Opening the month of December, DART made a special appearance in the Gold Hill Christmas Car Show, decorated in full holiday regalia. After the parade, the van parked in front of the library and staff were joined by Gold Hill Branch Manager Lorna Hilke to promote Rogue Reads programming.

### Digital Services

Digital Services and the Ashland Adult Services team continued their outreach at the Ashland Senior Center by offering two well-attended classes on iPhone and Android phone basics. Staff also presented workshops on Bluetooth DIY and Internet Safety in JCLS branches in November.

Another group of Orbic-brand replacement hotspots were added to the circulating collection, further decreasing the holds queue and increasing monthly checkouts. The No One Left Offline (NOLO) hotspot program, in partnership with the City of Talent, was successfully renewed for 2023.



## Education Services

Community Outreach Librarian Evelyn Lorence accompanied Gold Hill Library Associate Amy Fann to visit the Comet Academy Magnet Program students at the Hanby campus. Lorence and Fann talked about the Rogue Reads titles *Because* and *Amina's Voice*, and introduced youth to JCLS programs and resources.

Lorence and Librarian Kayla Samnath wrapped up a successful reading enrichment unit with the residential classroom at the Juvenile Detention Center in November. Students participated in a month-long class read of *Coraline* by Neil Gaiman. To further engage with the book, students completed extension activities and finished with a viewing of the film version of the book to compare and contrast. The students shared their appreciation of the program with special handwritten thank you cards for both librarians.

The Jacksonville branch began a partnership with Freckled Fawn Nature School, an outdoor preschool and kindergarten, for their indoor lessons. Students started with a tour and received an overview of library basics to familiarize themselves with the building and what it offers. In Talent, the branch hosted a class visit of eleven 6th graders from a local homeschool group. The students used the 2-hour visit to research and gather resources.

### Outreach to Child Care (OCC)

The Outreach to Child Care team expanded their offerings in the Fall season. By the end of November, six new sites had registered for the program and 18 new storytimes were added, including seven in Spanish or bilingual. Demand for supplemental materials from both old and new providers also increased. Since spring, circulation of Theme Bags is up 44%, and Baby Boxes are up 26%.

In November every child served by the OCC program received a new gift book in their preferred language, funded by the Jackson County Library Foundation. A total of 1,461 books were given away (328 Spanish language titles, 4 Mandarin language, and 1129 English language titles).

### Social Services

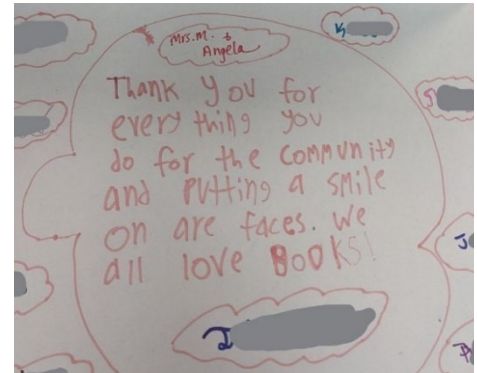
Winter months tend to be difficult for the Social Services team, as houseless patrons face increased hardship from the weather and lack of available resources. Nevertheless, they have done their best to meet the challenge and provide as much assistance as possible. In November, the team was awarded the AllCare Grant that they had applied for. The full allotment of \$19,500 was given to the program in order to purchase more essentials for the patrons we serve. In December, the team distributed much-needed coats and hats to patrons as a result of a clothing drive headed by Social Services Intern Emalee Beavers.

The Wednesday Morning Hours Program continues to result in positive outcomes, outreach, and connections with both patrons and the wider community. The program has been able to work closely with outside organizations to get 5 patrons into shelter and connect 6 other patrons to much needed physical and mental health care. The team also formed a new partnership with local advocacy group Unete to better provide services to Spanish-speaking patrons.

The team is hard at work preparing for the launch of a new program in 2023. On a monthly basis, community partners will be scheduled in study rooms to conduct outreach. This should streamline the referral process and provide easier access for our patrons with the resources and programs they need.

### Finance

After months of diligent prep-work, JCLS kicked off the new year with the first payroll run through PeopleStrategy. With support from the PeopleStrategy team, the HR and Finance teams worked to ensure that the payroll ran correctly. Staff seem to be picking up the new system well and are excited about the user-friendliness of the interface. They also have increased access to more information than they have had with the previous system. The District feels that this has been a successful move and looks forward to continuing to enhance systems and processes for staff.



On January 23, auditors will arrive on site, and the audit for fiscal year 2022 will officially begin. The documentation has already been sent to KDP, and the finance team is looking forward to making progress. The extension deadline has been approved to April 2023, and the auditors are currently on track to meet that deadline.

Meanwhile, preparations are underway to draft the budget for FY2024. Finance Manager Brittany Brite has been conversing with department heads and is drafting a list of needs for each department and branch to get a jump start to the budgeting process.

## **Human Resources**

From October to December, the HR Department has worked ceaselessly to hire, onboard and orient 27 new staff. Phase One of the Extended Hours Project was executed successfully on December 3. All the positions needed to staff the expansion in Ashland and Medford have been filled, with the exception of one Clerk position, which will be reposted in January. The Prospect/Butte Falls and White City Branch Manager positions have been filled, and the HR team is now shifting their focus to forecast and plan for the next phase of the expansion project.

Entry-level, paraprofessional, and lower management positions continue to see large, strong pools, which result in well-qualified candidates as finalists. Upper management positions have been taking longer, and the Central and Lower Rogue Area Manager positions remain open. Pools of qualified individuals have been received, but job offers were rejected based on relocation and/or family dynamics. Both positions will be reposted in January.

As 2022 drew to a close, HR discussed staff training needs for the upcoming year. With so many new hires, focus will be on repeating vital information for all library personnel such as the JCLS Code of Conduct Policy, the American Library Association's Freedom to Read Statement, library policies, and customer service strategies such as de-escalation training. In addition to refreshment on the basics, further training will build on equity, diversity and inclusion and safety guidelines for all staff.

## **Marketing**

The Marketing Department stayed busy producing a slew of materials for Rogue Reads: Music & Community. These materials included professionally printed posters, standup displays, the Winter Event Guide, and digital displays for branch PC and TV monitors. Additionally, the department produced press releases and two in-house radio ads, along with a social media campaign. Promotional swag, including stickers, mugs, and tote bags were also included.

The department partnered with Youth Services Coordinator Brystan Strong, who narrated a special storytime video presentation of "Because," one of the Rogue Reads book selections. Other recent videos included "The Paradox Hotel" author Rob Hart's Q&A on his book, and "Winter's Three," the latest installment in the library district's ongoing ambient storytelling series. Three JCLS staff read seasonal poems paired with winter footage captured by Marketing Specialist Ryan Pfeil.

### **Press Releases:**

"Big Ideas" Discussion: <https://bit.ly/3GSLRR1>

January Windows in Time: <https://bit.ly/3GvKZ3m>

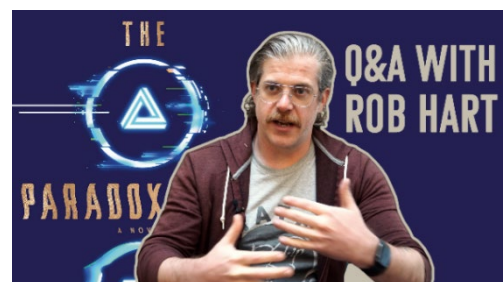
January Events: <https://bit.ly/3GTtU4G>

### **Videos of Note:**

Q&A with author Rob Hart: [https://youtu.be/nwp-zl3\\_eBw](https://youtu.be/nwp-zl3_eBw)

Winter's Three: <https://youtu.be/qGU0NfnCc-I>

Rogue Reads Storytime: [Because](#)



## Support Services

### Collection Development

The new Collection Development Department continued to solidify throughout November and December. Procedures were created and refined, an ordering structure was established and, most importantly, the Selection Librarian positions were filled, with Monica Owens as the Youth Selector Librarian, and Felishia Jenkins the Adult Selector Librarian.

Staff are promoting the Library of Things (LOT) collection in creative ways. Diane Dekany, Library Associate at Rogue River and member of the LOT Circulation Sub-Committee, created a staff quiz. Staff reported that the quiz helped them learn more about how to work with the collection. On November 10, 2022, Collection Development Manager Laurin Arnold and Social Worker Haylie Courtney introduced members of the Medford La Clinica staff to the LOT. They were amazed by the items offered and were excited to check things out for themselves.

With the launch of the county-wide Rogue Reads program on December 1<sup>st</sup>, Technical Services and Collection Development worked together to make sure the library has plenty of copies of the Rogue Reads titles in a variety of formats. A statistical snapshot was taken before the start of the program to help track usage patterns and make data-driven decisions for next year's program.

Arnold continued to visit branches with a tour of the Adult and Teen collections at the Ashland library with Head of Adult Services Ellie Anderson and Head of Teen Services Jackie Keating. During the visit they ironed out the upcoming process for the young adult audiobook collection to be interfiled with the adult audiobook collection, and Anderson and Keating introduced Arnold to the unique materials hosted at the branch, such as the Oregon Shakespeare Festival collection.

Arnold continues to meet and build relationships with vendors, including Midwest Tapes and Brodart. She attended the Oregon Digital Library Consortium Board meeting for the first time, taking up the role as the JCLD representative.

### Technical Services

ILS Systems Administrator Kris Becker and Arnold collaborated to refine and simplify the process for staff and patrons to submit purchase suggestions. The new process takes better advantage of Koha and Aspen's integrated tools and streamlines selection procedures for Technical Services staff.

Board games and puzzles have been pulled out of the Library of Things and are becoming a new collection in the regular catalog. Patrons can now search for and request these items via the Aspen catalog, or browse them on the shelves of their home branch. More game titles are being added to further expand this fun collection. It is hoped this shift will add visibility to the collection and increase its use.

As has been mentioned in previous reports, our primary book vendor has been plagued with fulfillment issues. The chart displayed above shows the number of items received by Technical Services in 2022.



Despite the supply issues, it is encouraging to see things rebounded in the final months of 2022.

### IT

IT is on track to upgrade and replace all staff computers this fiscal year. The order of desktops, laptops and peripherals has been received, and IT will configure and deploy all new equipment within the next few months.

The eRate-funded project to replace and upgrade WiFi continues to progress. All indoor Wireless Access Points (WAPs) have arrived, and IT expects the additional new outdoor WAPs to arrive soon. Network Administrator Allen Gayler will meet with the Hunter Communications technician assigned to this project to plan the schedule for deployment. The intent is to install and upgrade all WAPs by Spring 2023.

The uninterruptible power supply (UPS) in Medford was upgraded in December. IT is in the process of evaluating the UPS's and backup batteries at all branches to determine what else may need replacing. Upgrading Medford's backup power system will help keep infrastructure running throughout the system in the event of a power outage, since it serves as a hub for connectivity in the branches.

Technology and Innovation Manager Parvaneh Scoggin is working with Assistant Director of Support Services Kelda Vath to update the JCLS Technology Plan to align goals with the Strategic Plan. This plan will be key in developing budget and project priorities on an ongoing basis. Once ready, the updated plan will be presented to the Board.

### **Facilities**

In facilities news, a secured ladder was installed on an upper exterior of the Ashland library. This installation was recommended by Jackson County to allow safe access to the upper-level roof in order to complete the scheduled Ashland roof repair later this fiscal year. It will also enhance safety for any future work that needs to be completed.

Also in Ashland, a cohort of JCLS staff, including Operations Coordinator Crystal Zastera, Bear Creek Area Manager Kristin Anderson, Vath, and Assistant Director of Public Services Joan Vigil, met with HVAC project contractors from Outlier and Jackson County Facility Maintenance Project Manager Adam Trautman onsite to discuss logistics and agree on plans for the Ashland HVAC project. They confirmed that Front Door Service could be offered during the weeks that the Ashland library will need to close to the public due to the complexity of the HVAC replacement work. The project is scheduled to begin March 7<sup>th</sup>. During the first phase, the first two levels of the branch will be open and functional to the public. The basement will be closed off to allow work to be done, and the meeting rooms will remain closed throughout the project. The second phase will begin on March 20<sup>th</sup>, and the building will be closed to the public for approximately four weeks. During this phase, the branch will provide Front Door Service to the patrons, and staff will operate out of the Children's area. The final phase is scheduled to begin on April 17<sup>th</sup>, when the main level will be open while the upper level is closed. This project is scheduled to be completed in early May.

Zastera and Vath met with Pathway Enterprises representative Richard Simpson to communicate the forthcoming hours expansion and potential additional custodial needs. As part of the Phase 1 expansion to

Medford and Ashland hours, JCLS added day porter services for Ashland on Fridays.

The vehicle used by the Outreach Department has been due for replacement for some time. After struggling with low stock and various procurement issues, Zastera located, secured, and placed an order for a new vehicle in November. Zastera and the Outreach staff eagerly await delivery of the vehicle, which is anticipated to arrive later this month.

The Eagle Point meeting room carpet replacement was completed in November. The meeting room carpet was handled separately from the rest of the building's carpet replacement due to stock not being available at the time.





# Jackson County Library Foundation Executive Director's Report

As 2022 has come and gone, I wanted to go through the recommendations from last year's retreat that have guided our work and share the progress we have made to date.



## JCLD Foundation Retreat

### Recommended Follow-up Action Steps

#### Introduction

This short piece is a follow-up to the Jackson County Library Foundation and District board retreat held on October 2, 2021. Numerous opportunities and challenges were identified and discussed during the retreat. However, many of these are long-range issues, and this short document is intended to provide guidance and recommendations of actions to be taken primarily by the Foundation through 2022 to advance its work overall. Additional review after a year will be needed to formulate additional actions in subsequent years.

This retreat was funded by a Ford Family Foundation grant written by Ginny in 2021. The reporting on this grant was completed in October of 2022 by Ginny.

#### Recommended Action Steps Through 2022

Ginny helped to reinstate the Board Governance and recruitment committee with the help of Gerrie Leinfelder and Susan Kiefer. This has helped keep the focus on these first three goals strong.

- 1. Recruit 3-5 New Foundation Board Members** – The Governance committee with the support of the executive director has recruited 4 new board members. Two of these recruits moved out of the area due to family needs almost immediately. One remains active via zoom and email. The Board Governance Committee has another potential Board member they are meeting with this month.

- Review current strengths and weaknesses of the board and create a list of needed Board member profiles

The Board Governance Committee has done this and is currently looking for Board members with expertise in finance, marketing, and members who are diverse in age, location within the county, BIPOC, and gender.

- Have governance committee develop list of potential board members who fit the profiles and meet with possible recruits about joining the board

The Board Governance Committee continues to discuss and update the list of potential Board members for recruitment.

- Finalize a list of recommended new members and get board approval

The Board Governance Committee has not been able to do this as one whole list but brings the potential board members as they are introduced to us.



A process for onboarding new board members has been created by Ginny this year. She developed a board recruitment process, a board manual, a board training, and recommended board mentors be put into place.

- Add possible recruits to committees as reasonable

All new recruits are added to committees and those who are not able to join are invited to participate in committees.

## **2. Evolve the Board Structure**

- As new board members come on, develop a good strategy to move members over the term limits off the board while keeping them attached to the organization (i.e., emeritus status, staying on committees, etc.)

An Emeritus Board has been created. We will continue to request that others stepping down support the Foundation on committees.

- Firm up annual recruitment of new board members, and abide by term limits moving forward

The bylaws indicate the term limits for board members.

- Strengthen the governing committee to prioritize year-round recruitment of board

The Governance committee is working on recruitment year-round now.

- **Finalize Updating of Foundation Policies and By-Laws** – By laws have been updated
- Continue work to finalize much needed policies (notably gift acceptance and financial policies)

A gift acceptance policy has been drafted and approved for the Library District and the Library Foundation created a policy to compliment it this year.

Review by-laws, and make good or needed changes (such as adding emeritus status, enhance remote voting, etc.)

This has been done.

## **3. Work with the Library to Increase Promotion of the Foundation**

- Explore avenues for the Foundation to increase its own marketing and promotion, particularly through social media and partnerships with other organizations

Ginny created a nonscientific marketing plan to give some direction and focus to the work needing to be done. Ginny is beginning work with the many Friends groups, SOPBS, United Way, The Southern Oregon United Rotaries/Dolly Parton Imagination Libraries and others to increase awareness of the Foundation and its work.

- Explore and implement ways for the Library to further improve promotion of the Foundation through its website, enewsletters, social media and on-site in the branches. In particular, have any new implementation in place in advance of the 2022 annual campaign.

GINNY has been working with the marketing team of JCLS to cobrand the Foundation with JCLS. Rogue Reads is an excellent example of ways the Foundation is getting more visibility.

### **Following Development of the Library's Strategic Plan, Create a Strong Vision for Fundraising**

- With the Director and the Library Board, review the new strategic plan to cull the best opportunities for helping the Library and increasing fundraising

The Board of Directors met and Ginny guided the discussion along with Stu Wilson of Library Strategies on April 26<sup>th</sup> for an Action planning meeting. At this meeting, the JCLF board decided on the top priority "buckets" they would fundraise for based on the Library's Strategic plan.

Those are: 1. Early childhood literacy 2. 24/7 access to resources through technology 3. Enhancing Library spaces (emphasis on the outdoor spaces) 4. Rogue Reads program

- Rework the needs/vision from the planning work into a compelling case for donations and giving to the Library/Foundation

Ginny Auer, Midge Thierolf, and Brian Young met to discuss and start the process for the case statement. Midge Thierolf and Susan Kiefer have worked to develop it further and the board continues to hone its elevator speech for fund development efforts under the guidance of Brian during monthly meetings.

### **4. Continue Work to Build the Library/Foundation Relationship**

- Hold at least one additional session for the two boards to interact and socialize  
A mixer was held in December of 2021 where the two Boards got to visit in a social way. Plans are underway to do another mixer for this coming spring.

- Create a clear and well-understood process for the Foundation to make grants to the Library and the Library to accept the grants

A new process was implemented in October of 2021.

- Annually, provide training and updates on the role and activities of the other board for the other board

This needs to be implemented. The two boards have not met since this particular Oct. 2021 meeting.

General updates are given to both Boards by the Library Director and the Foundation Executive Director, but little direct interaction occurs between the two Boards.

### **5. Enhance Fundraising through Additional Approaches and Personal Appeals**

- In late spring 2022, develop a mini-plan for conducting the fall campaign including fundraising tactics, messages, promotional strategies and target goals

A menu of Fundraising options was presented to the JCLF Fundraising Committee in May of 2022. The decision was made to continue with our usual year-end letter mailed out before Giving Tuesday. This mailing was supplemented by several e-newsletters and public appearances by Ginny on the Jefferson Exchange and KDRV Channel 12. Behind-the-scenes tours of the library started in October of 2022 with 6 participants attending

and 2 attendees on December 9, 2022. The intention is to continue these tours on a monthly basis and eventually do tours at all the branches on a rotating basis.

A video is being produced for a fundraising event. The date is still to be determined. The Executive Director implemented a Library Giving Day Campaign in April of 2022 with mild success. An acquisition mailing with Carl Bloom and Associates is being prepared for Library Giving Day in 2023.

A series of planned giving workshops are being scheduled for 2023 after the successful webinar in December of 2021 with Jason Broesder. Major donor recognition needs to be a priority discussion in the coming year. Kari and Ginny are planning some visits with major donors in the coming months.

In coordination with the JCLS Admin Team, Ginny has created a grant calendar for upcoming grant proposals that will assist with funding priorities within the buckets listed in the JCLF Action Plan.

Ginny continues to work with the JCLS staff to determine opportunities for Sponsors to be involved. Hunter Communications, a strong JCLS partner, has come in with a \$2500 sponsorship for the upcoming Rogue Reads program..

Ginny is working with Carrie Turney Ross, JCLS Outreach and Program Area Manager, to create fundraising campaigns through the Beanstack app, a library platform similar to Good Reads. The number of people using it continues to grow and the opportunity for using it to fundraise is new. The hope is to begin to implement a fundraising campaign between Rogue Reads and Library Giving Day using the Beanstack app.

- Beginning in 2021, but especially for 2022, foster enhanced board involvement in the annual campaign through such possible activities as social media, personal appeals, assistance with list acquisition, stewardship of major donors, possible matches, crowd-funding, etc.
- In addition to the annual campaign, make sure a good, year-round fundraising calendar is in place (special appeal in the spring, planned giving in the summer, etc.)
- Create a donor recognition strategy for “major” donors, possibly to include creation of a giving society and a low-key recognition event

These are all in process, but need a more robust approach now that some of the underpinnings of Board Development, policies and strategic plan from JCLS are in place.

Ginny will be scheduling a JCLF Strategic planning session in the beginning of 2023 to follow up on this series of recommendations and plan for the 2023 year.

Finally, thanks to all who came to our reception for Becky Versteeg and Mitch Seidman. We had 45 attendees to celebrate the years of service of these two wonderful JCLF Board members. A special thanks to Susan Kiefer, Gerrie Leinfelder, the JCLS team of Kari May, Val Nowak, Holly Mills, Andrea Leone, Carrie Turney Ross, Monica Owens and Ryan Pfeil.

## Southern Oregon Historical Society Research Library

### Reports July - December 2022

JCLS and SOHS share the goal of making our region's history resources available to the public. The statics for the second half of the year 2022 are recorded and attached to this document.

#### Services Provided

A major update to our website caused a slight decline in the number of on-line inquiries during the summer. However, we also saw a small uptick of in-person visits to the library. From July to December an incredible 1488 hours of volunteer hours were logged making the yearly total 2,820. In October an Appreciation night for the volunteers throughout our organization were acknowledged for the work that they do. We gained 3 new volunteers in the library this year making about 22 volunteers who rotate through the monthly schedule. Other volunteers help with projects outside of the schedule of the library as well.

During the 2<sup>nd</sup> half of the year, the library answered 177 emails (yearly total 494); hits on our website totaled 1,050,026 (yearly total 2,639,703); answered 105 phone calls (yearly total 233); and 189 in-person visitors (yearly total 415). The long-term indexing program that created the Mega Index, the Photo Index, On-line Catalog, and other pages on the website continues to be expanded by adding the materials from the Mezzanine, the pamphlet files, the library books themselves and from weekly donations of new materials. In fact, new entries were added to the Mega Index, the Photo Index and digitized films to the SOHS website at a brisk pace. There has been more than 1203 additions and changes to the On-line Catalog since January of 2022.

#### Partnership Services

The SOHS library refers patrons to JCLS and appreciates referrals coming our way as well. SOHS archivist, Jan Wright partnered with Carrie Tannehill of JCLS to host a genealogy workshop in October to acquaint patrons with the various genealogical resources at both libraries. All the Oregon reference books received from the Ashland and Medford library were entered into our on-line catalog. We continue to assist researchers with their presentations for *Windows in Time* programs.

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

The financial support that JCLS offers the SOHS library, gives JCLS bragging rights on the following 2022 projects: .

#### Grant and Fundraising:

- Received funding from the National Film Preservation Foundation (part of the Library of Congress) for digitizing the only known copy of a nitrate film about the flu epidemic of 1918. The film has been carefully transferred to Portland where it will be shipped out for preservation and digitizing. The Library of Congress has expressed interest in keeping the film and returning a digital copy to SOHS.
- Grant application has been submitted to IMLS for a \$35,000 grant to fund the digitization of the Peter Britt Glass Plate negatives. Some of these images haven't been seen in 100 years, some have been printed but none of them have been digitized. Once digitized they will be posted on the SOHS website.
- Letter of inquiry to Society of American Archivist (SAA) has been sent requesting \$2000 to fund a video and social media project to recruit a community of researchers to more fully utilize our collections and generate of pool of speakers for *Windows In Time* and writers for our Quarterly and Newsletter.
- Grant application pending in the Spring for upgrading archival facilities. (Ask will be about \$30,000.)
- Oregon State Legislature will vote in January on \$500,000 to kickstart the Event Center we plan to build in the History Center. The event center will elevate the foot traffic and visibility of the library.
- The City of Medford has granted us the money to paint and repair the exterior of the building to make our building look more loved and welcoming. The roof is also being replaced in the Spring of 2023. Grant money will cover the costs of these two projects.
- Oregon Heritage Commission mentoring program has matched the SOHS archivist with a mentor - Theresa Rea of the Oregon State Archives will brainstorm ways to help organize the volunteers and the workflow at SOHS. Theresa stated that the State Archives has fewer volunteers than SOHS !!

#### Collection Activities:

- Both Ashland and Medford Public Libraries have donated some of their historical reference books to SOHS library. All those books have been processed and entered into our Mega Index.
- Large collections from the City of Phoenix and Jackson County have come in which will require a small troupe of volunteers to process and make available to the public.



- The League of Women Voters of the Rogue Valley has donated their archives from 1929 to the present. We are filling two large cabinets with their materials and entering them on our on-line catalog.
- Noteworthy collections that have been donated and accessioned this year include Tigor Title Company records, Photographs from the Griffiths family – with Shasta, Takelma, and Modoc roots, paintings done by local artists, Kim’s restaurant business papers, Zion Lutheran Church records, Fruit packing company SOS business records and photographs, Rogue Valley Country Club photographs, 1916 and 1917 diaries from a young Bernice Myers, Kiwanis Club records etc. And more donations keep coming weekly.

#### Exhibition Activities:

- Themed window displays at the History Center for this year have been rotated to build interest for those walking and driving by the research library. We currently have Winter Celebrations in the window. The popular and eye catching displays this past year included quilts, a traveling exhibit from the McKee Bridge Historical Society on people of the Applegate, and a Dorland Robinson exhibit.
- A Bicycle and Brammo electric motorcycle display was installed in the front foyer for a number of months.
- A TV monitor will be installed in the side window to show short clips of our newsreel and film collection to generate interest in historical events in Jackson County.

#### Public Outreach:

- Volunteers are the backbone of the SOHS library. The 22 consistent volunteers who give their time and energy are reinforced with new volunteers nearly every month. Giving them guidance and keeping them engaged in various projects is a huge part of the archivist’s job.
- In addition to mentioning our partnership with JCLS in every one of our newsletters and Quarterly Magazines, signage in the windows advertise the partnership. We continue to support the researchers and speakers for *Windows in Time*. Jan Wright, Archivist at SOHS is the first speaker of the Year 2023 for that program.
- When an uncataloged collection of audio tapes done in the 1970s by radio announcer, Art Chipman, surfaced from our collection, we partnered with Mike Schilling, SOHS volunteer, to process all eleven reel to reel tapes. Among other things, Native American stories, singing, dancing and drumming were revealed on the tapes. We are sharing the electronic files with SOU students in the Native American Program and posting digital audio files on our “Films Index”.

- SOHS hosted an event at Hanley Farm in which a large group of children and parents in the Afro Scoutz organization came to hear Zachary Stock from Oregon Black Pioneers gave a presentation on African Americans in Jackson County. The Scoutz participated with research of their own and presented their findings on posters which will be used in the window displays at the library. Much of the research that Zachary talked about came from our archives.
- Staff and volunteers conducted a dozen tours of the archives with SOU students, board members, funders, teachers, and general public.
- We make *Rogue Reads* available on the tables and literature displays.



January 18, 2023

**Title:** Finance Report

**From:** Brittany Brite, Finance Manager

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**Recommendation:**

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

**Budget Impacts:**

The District runs on an accrual basis of accounting. Payables are added to the books as invoices are received and paid within a two-week window. Payroll is also run on a bi-weekly basis. For the purposes of this report, payroll through 12/19/2022 has been included. Encumbered funds are not reflected in the accompanying report.

The District's financials are on target and on track for the second quarter. With a majority of property tax revenues coming in November, revenue is at 94% of budgeted. In comparison, Fiscal Year 2022 Quarter 2 financials showed that property tax revenues were at 93.6% of budgeted. This information helps solidify that tax revenues are projected to be on par with budgeted amounts. Other income is currently 115% of budgeted and includes interest income, fees for ILS services, restricted revenues, unrestricted donations and printing, copying and fines at the branches. The LGIP interest rate for December was 3.1%, which is 0.6% higher than last quarter and the highest rate it has been in over 6 years, which is why other income is higher than budgeted.

Personnel expenses are at 42.8% of budgeted. Some additional positions have been hired in multiple departments, and the hours expansion in Medford and Ashland started on December 1, 2022. With additional staff to be hired over the next quarter and a target expansion of hours in April 2023, personnel expenses are projected to come in at \$665,769 under budgeted.

Fiscal Year 2023 Personnel Cost Analysis		
Q1 & Q2	Salaries & Wages	2,563,031.58
	Fringe	1,332,281.51
Q3 (based on Q2)	Salaries & Wages	1,406,602.51
	Fringe	698,325.84
Q4 (based on new hours)	Salaries & Wages	1,628,662.56
	Fringe (50% of Salaries)	814,331.28
<b>Total Projected Salaries &amp; Wages</b>		<b>5,598,296.65</b>
<b>Total Projected Fringe</b>		<b>2,844,938.63</b>
Total Cost		8,443,235.28
Budgeted		9,109,005.00
<b>Difference</b>		<b>(665,769.72)</b>

Year to date expenses in the general fund are approximately \$5.7M and are at 38.3% of budgeted. Meetings & Travel expenses are currently higher than budgeted. This is due to the conference expenses early in the fiscal year and the return of in-District travel as library buildings have reopened and staff travel between them.

The Capital Improvement Fund has expensed 0.2% of annual budgeted amounts, which is the same amount as last quarter. Budgeted projects in the Capital Improvement fund include the Ashland HVAC, Ashland roof, Parking lot stripes, gutters, and a new Outreach vehicle. Many of these projects have not started yet and, with the exception of the Ashland HVAC project, the District has not been billed; therefore, they are not currently reflected in the financials. The Ashland HVAC project will begin in the third quarter and will constitute a majority of the expenditures in the Capital Improvement Fund.

The District has received approximately \$53,000 in grant revenues in the first two quarters. These grant revenues include funding from the Carpenter Foundation, Friends Groups support, the Oregon Community Fund Grant to support the Social Services program, and other grants procured through Jackson County Library Foundation. Expenses for the first two quarters mostly consist of programming expenses that are covered by the Friends groups and Foundation. The Finance department is in close communication with other departments to discuss the availability of grants and how to best apply them for the remainder of the year.

As the budget season begins, the District will continue to analyze budgeted vs actual amounts and what expenses the District expects to fall in fiscal year 2023 versus fiscal year 2024. The District is also working with Incode support to create a new report with budgeted and actual numbers so that reports can be pulled more efficiently for timely financial analysis for both staff and the Finance Committee.

Overall, the financials are in compliance and good standing when compared to the budget as of December 31<sup>st</sup>, 2022.

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**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 December 31<sup>st</sup>, 2022 and has been reviewed by the Finance Committee. Data was pulled on January 9<sup>th</sup>, 2022 from Incode.

**Attachments:**

Fiscal year 2023 Q2 financial report PDF.





**% of Year 50.0%**

For Period: **7/1/2022** through **12/31/2022**

**General Fund**

	Budget	Actual	Variance	% of Budget
<b>Beginning Fund Balance</b>	\$ 10,750,000	\$ 10,354,974	\$ (395,026)	96.3%
<b>Revenues</b>	<b>Budget</b>	<b>YTD</b>	<b>Variance</b>	<b>% of Budget</b>
Property Taxes	\$ 12,013,936	\$ 11,295,655	\$ (718,281)	94.0%
State Grant Revenue	\$ -	\$ -	\$ -	0.0%
Other Income	\$ 237,500	\$ 195,296	\$ (42,204)	82.2%
<b>Total Operating Revenues</b>	<b>\$ 12,251,436</b>	<b>\$ 11,490,951</b>	<b>\$ (760,485)</b>	<b>93.8%</b>
Transfers IN from Other Funds	\$ -	\$ -	\$ -	0.0%
<b>Total RESOURCES</b>	<b>\$ 23,001,436</b>	<b>\$ 21,845,925</b>		
<b>Expenses</b>	<b>Budget</b>	<b>YTD</b>	<b>Variance</b>	<b>% of Budget</b>
Personnel Services				
Salaries & Wages	\$ 6,470,089	\$ 2,913,503	\$ (3,556,586)	45.0%
Fringe	\$ 2,638,916	\$ 981,811	\$ (1,657,105)	37.2%
<b>Total Personnel Services</b>	<b>\$ 9,109,005</b>	<b>\$ 3,895,313</b>	<b>\$ (5,213,692)</b>	<b>42.8%</b>
Materials & Services				
Administrative	\$ 310,100	\$ 85,283	\$ (224,817)	27.5%
Training & Recognition	\$ 56,250	\$ 12,039	\$ (44,211)	21.4%
Programs	\$ 339,750	\$ 94,387	\$ (245,363)	27.8%
Meetings & Travel	\$ 19,400	\$ 15,814	\$ (3,586)	81.5%
Facilities & Contracted Services	\$ 1,242,431	\$ 517,110	\$ (725,321)	41.6%
Computers & Equipment	\$ 773,580	\$ 319,678	\$ (453,902)	41.3%
Library Materials	\$ 1,555,000	\$ 511,886	\$ (1,043,114)	32.9%
Utilities	\$ 400,000	\$ 142,520	\$ (257,480)	35.6%
Telecom	\$ 260,000	\$ 160,526	\$ (99,474)	61.7%
Other Materials & Services	\$ 40,500	\$ 11,084	\$ (29,416)	27.4%
<b>Total Materials &amp; Services</b>	<b>\$ 4,997,011</b>	<b>\$ 1,870,328</b>	<b>\$ (3,126,683)</b>	<b>37.4%</b>
Capital Outlay	\$ 250,000	\$ 373	\$ (249,627)	0.1%
Contingency	\$ 680,000	\$ -	\$ (680,000)	0.0%
<b>Total Operating Expenses</b>	<b>\$ 15,036,016</b>	<b>\$ 5,766,014</b>	<b>\$ (9,270,002)</b>	<b>38.3%</b>
<b>NET REVENUES/EXPENSES</b>	<b>\$ (2,784,580)</b>	<b>\$ 5,724,936</b>	<b>\$ 8,509,516</b>	<b>NA</b>
Transfers OUT to Other Funds	\$ 300,000	\$ -	\$ (300,000)	0.0%
<b>Ending Fund Balance</b>	<b>\$ 7,665,420</b>	<b>\$ 16,079,910</b>	<b>\$ 8,414,490</b>	<b>209.8%</b>
<b>Total REQUIREMENTS</b>	<b>\$ 23,001,436</b>	<b>\$ 21,845,925</b>		



**% of Year 50.0%**

For Period: **7/1/2022** through **12/31/2022**

**Capital Improvement Fund**

	Budget	Actual	Variance	% of Budget
<b>Beginning Fund Balance</b>	\$ 4,550,000	\$ 5,171,207	\$ 621,207	113.7%
<b>Revenues</b>				
	Budget	YTD	Variance	% of Budget
Interest Income	\$ 30,000	\$ 42,620	\$ 12,620	
<b>Total Operating Revenues</b>	<b>\$ 30,000</b>	<b>\$ 42,620</b>	<b>\$ 12,620</b>	
Transfers IN from Other Funds	\$ 300,000	\$ -	\$ (300,000)	0.0%
<b>Total RESOURCES</b>	<b>\$ 4,880,000</b>	<b>\$ 5,213,827</b>		
<b>Expenses</b>				
	Budget	YTD	Variance	% of Budget
Materials & Services				
Programs	\$ 200,000	\$ -	\$ (200,000)	0.0%
Facilities & Contracted Services	\$ 970,000	\$ 7,786	\$ (962,214)	0.8%
<b>Total Materials &amp; Services</b>	<b>\$ 1,170,000</b>	<b>\$ 7,786</b>	<b>\$ (1,162,214)</b>	<b>0.7%</b>
Capital Outlay	\$ 2,030,000	\$ -	\$ (2,030,000)	0.0%
<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>\$ 34,834</b>	<b>\$ 3,204,834</b>	<b>NA</b>
Transfers OUT to Other Funds	\$ -	\$ -	\$ -	
<b>Ending Fund Balance</b>	<b>\$ 2,850,000</b>	<b>\$ 5,213,827</b>	<b>\$ 2,363,827</b>	<b>182.9%</b>
<b>Total REQUIREMENTS</b>	<b>\$ 6,050,000</b>	<b>\$ 5,221,613</b>		



**% of Year 50.0%**

For Period: **7/1/2022** through **12/31/2022**

**Miscellaneous Grants Funds**

	Budget	Actual	Variance	% of Budget
<b>Beginning Fund Balance</b>	\$ <b>1,370,000</b>	\$ <b>905,491</b>	\$ <b>(464,509)</b>	<b>66.1%</b>
<b>Revenues</b>				
	Budget	YTD	Variance	% of Budget
Grants & Donations	\$ 250,000	\$ 53,389	\$ (196,611)	21.4%
Interest	\$ 14,000	\$ 35,526	\$ 21,526	253.8%
<b>Total Operating Revenues</b>	\$ <b>264,000</b>	\$ <b>88,915</b>	\$ <b>(175,085)</b>	<b>33.7%</b>
<b>Transfers IN from Other Funds</b>	\$ -	\$ -	\$ -	
<b>Total RESOURCES</b>	\$ <b>1,634,000</b>	\$ <b>994,406</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	\$ -	\$ 63	\$ 63	
Library Materials	\$ -	\$ 3,715	\$ 3,715	
Programs	\$ 650,000	\$ 44,494	\$ (605,506)	6.8%
<b>Total Materials &amp; Services</b>	\$ <b>650,000</b>	\$ <b>48,272</b>	\$ <b>(601,728)</b>	<b>7.4%</b>
Capital Outlay	\$ 250,000	\$ -	\$ (250,000)	0.0%
<b>Total Operating Expenses</b>	\$ <b>2,150,000</b>	\$ <b>96,544</b>	\$ <b>(2,053,456)</b>	<b>4.5%</b>
<b>NET REVENUES/EXPENSES</b>	\$ <b>(1,886,000)</b>	\$ <b>(7,629)</b>	\$ <b>1,878,371</b>	<b>NA</b>
<b>Transfers OUT to Other Funds</b>	\$ -	\$ -	\$ -	
<b>Ending Fund Balance</b>	\$ <b>(516,000)</b>	\$ <b>897,862</b>	\$ <b>1,413,862</b>	<b>174.0%</b>
<b>Total REQUIREMENTS</b>	\$ <b>1,634,000</b>	\$ <b>994,406</b>		



# STRATEGIC PLAN 2022-2026

January 2023

## GOAL 1: ENERGIZE LIBRARY SERVICES AND RESOURCES

	PROGRESS			COMMENTS
	Delayed/ Changed	Progress Continues	On Track/ Completed	
<b>Improve and enhance the collections</b>			✓	New Youth and Adult Selection Librarians hired. Collection Diversity Audit team will be in place by end of January 2023. Task Force for Library of Things Collection established. Staff is creating a baseline for both the Spanish language collection and Library of Things.
<b>Diversify and increase programming and events</b>			✓	Creating an inventory of current community partners and potential new partners. Outreach and Programming Department has drafted a Program Policy that is under review.
<b>Enliven and improve facilities</b>		✓		Facilities Master Plan RFP to go out in Q3 Ashland HVAC Project commences March 2023
<b>Ensure that user technologies remain current and accessible</b>			✓	IT Department is reviewing and revising the 3-year Technology plan, which will be presented to the Board in March 2023. Wireless Access Points (WAPs) are being upgraded in FY23. All staff computers are being replaced in FY23, per the adopted replacement schedule.
	Delayed/ Changed	Progress Continues	On Track/ Completed	



# STRATEGIC PLAN 2022-2026

## GOAL 2: EXTEND ACCESS TO THE LIBRARY

	PROGRESS			COMMENTS
Increase open hours and make hours more consistent and convenient across they system			✓	Medford and Ashland expanded hours to 7 days per week on December 1, 2022. All branches will expand hours on Monday, April 10, 2023.
Expand and diversify marketing and promotion			✓	Marketing Manager Ryan Bradley provided training to branch managers on current marketing strategies in January 2023. Event guides will be printed for Summer Reading and Rogue Reads programs only; other strategies will be employed for fall and spring events. Non-traditional library services being promoted include DART, Digital Services, Education Services, and Business Outreach. A direct mail to Upper Rogue area will be sent in March 2023.
Work to remove barriers to use of the Library		✓		Staff are exploring book locker options to be placed at Shady Cove and Jacksonville libraries for convenient holds pick up outside of normal library hours.
Advocate for more resource sharing with other Oregon libraries, especially with Josephine County			✓	This objective is not in year 1.
	Delayed/ Changed	Progress Continues	On Track/ Completed	





# STRATEGIC PLAN 2022-2026

## GOAL 3: ENGAGE THE COMMUNITY MORE FULLY

	PROGRESS			COMMENTS
Increase outreach and community partnerships		✓		Assessment of current and potential partnerships continues.
Create ongoing community processes, such as surveys, forums, and outreach, to regularly engage residents			✓	Scheduled to start exploring options in FY23 Q4
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 individuals and families, tribal members, and homeschool groups.			✓	Staff training on Library Bill of Rights and Intellectual Freedom scheduled for Feb 2023. AAUW lecture series in Ashland meets this goal. Social Services team is building relationships with local community organizations that provide support and referral services for the unhoused. Morning Hours program in Medford continues to grow.
	Delayed/ Changed	Progress Continues	On Track/ Completed	



# STRATEGIC PLAN 2022-2026

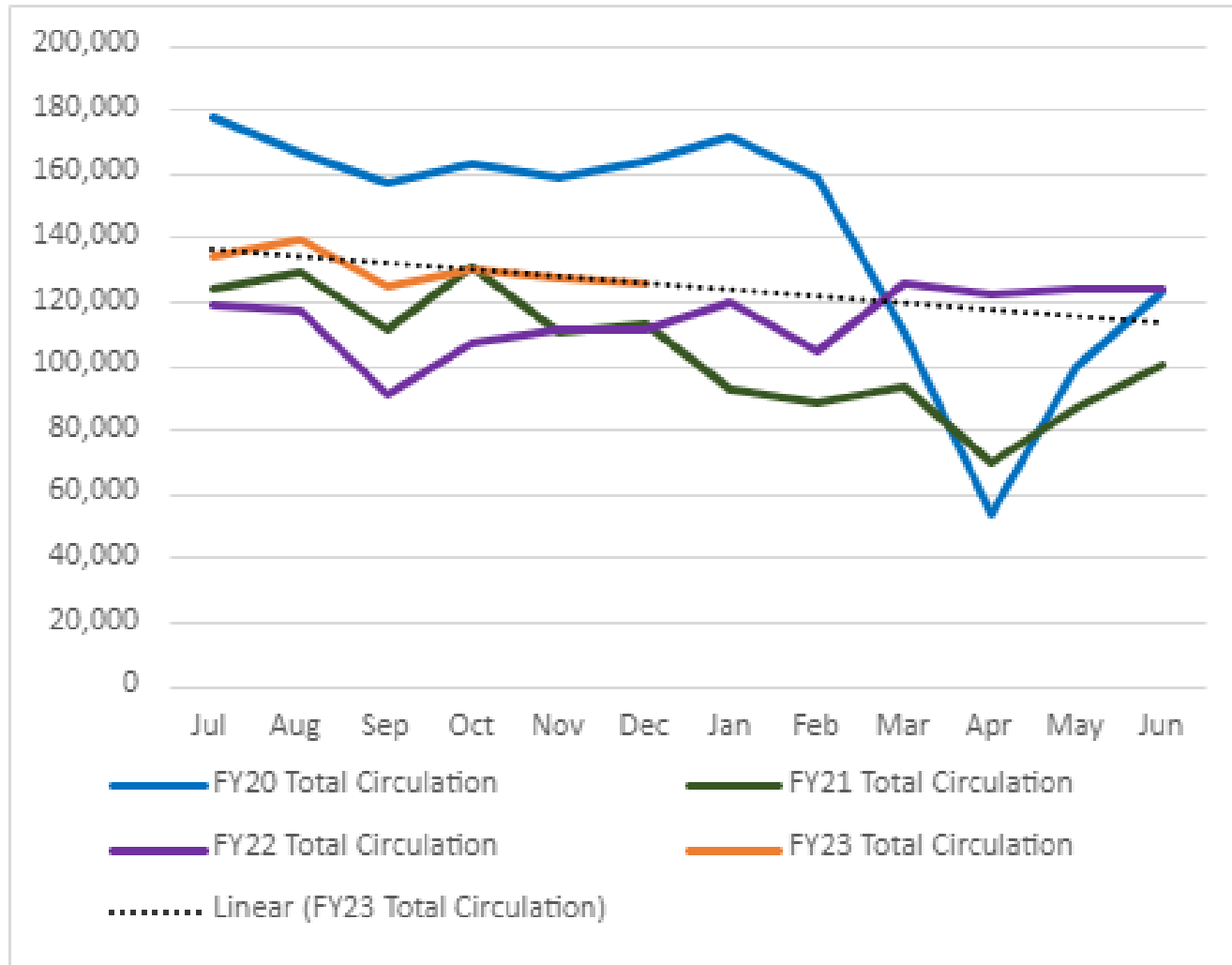
## GOAL 4: NURTURE THE LIBRARY INFRASTRUCTURE

	PROGRESS			COMMENTS
<b>Foster additional internal communication and engagement across all branches</b>	Delayed/ Changed	Progress Continues	On Track/ Completed	Administration is using a three-pronged approach to communication: Teams, Email, and the weekly Staff Connect newsletter. Guidelines and training on which communication channels to use when are being developed.
<b>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</b>				HR is reviewing bids for an external employee satisfaction survey.
<b>Support additional professional development, especially in the areas of technology, cross-departmental training, and community inclusion</b>				An annual all-staff calendar has been created, and every-other-month training is in place. Staff Development Coordinator Loren Clupny shares monthly training opportunities with all staff.
<b>Strengthen support and engagement with the Friends groups and the Library Foundation</b>				The Friends Presidents Forum will move to a quarterly meeting schedule in 2023, with training and discussion topics identified. Jackson County Library Foundation developing a strategic plan.
	Delayed/ Changed	Progress Continues	On Track/ Completed	



**FY23 Q2 STATISTICS REPORT &  
STRATEGIC PLAN METRICS**

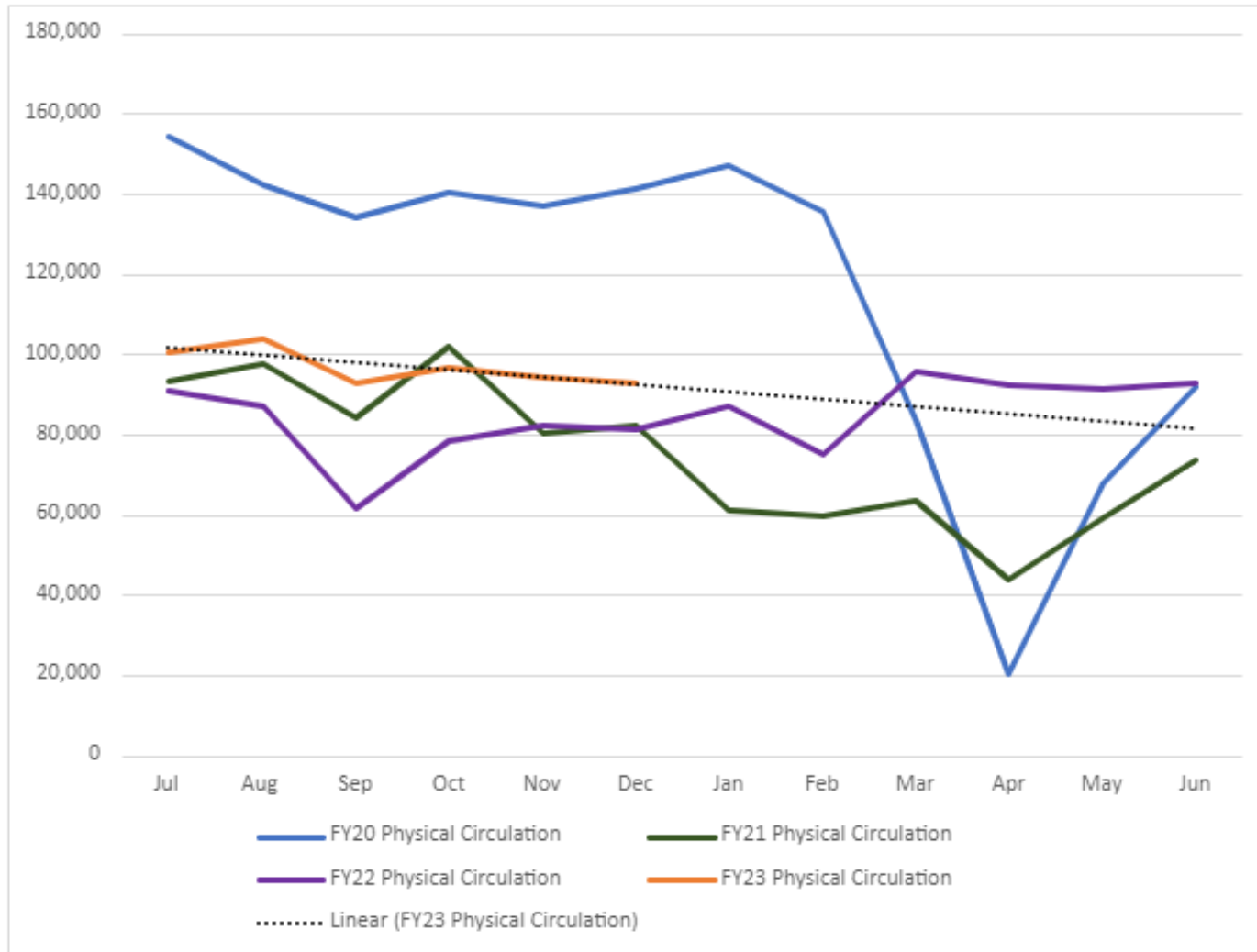
# TOTAL CIRCULATION TRENDS



This chart shows the combined physical and digital circulation over the past 4 fiscal years.

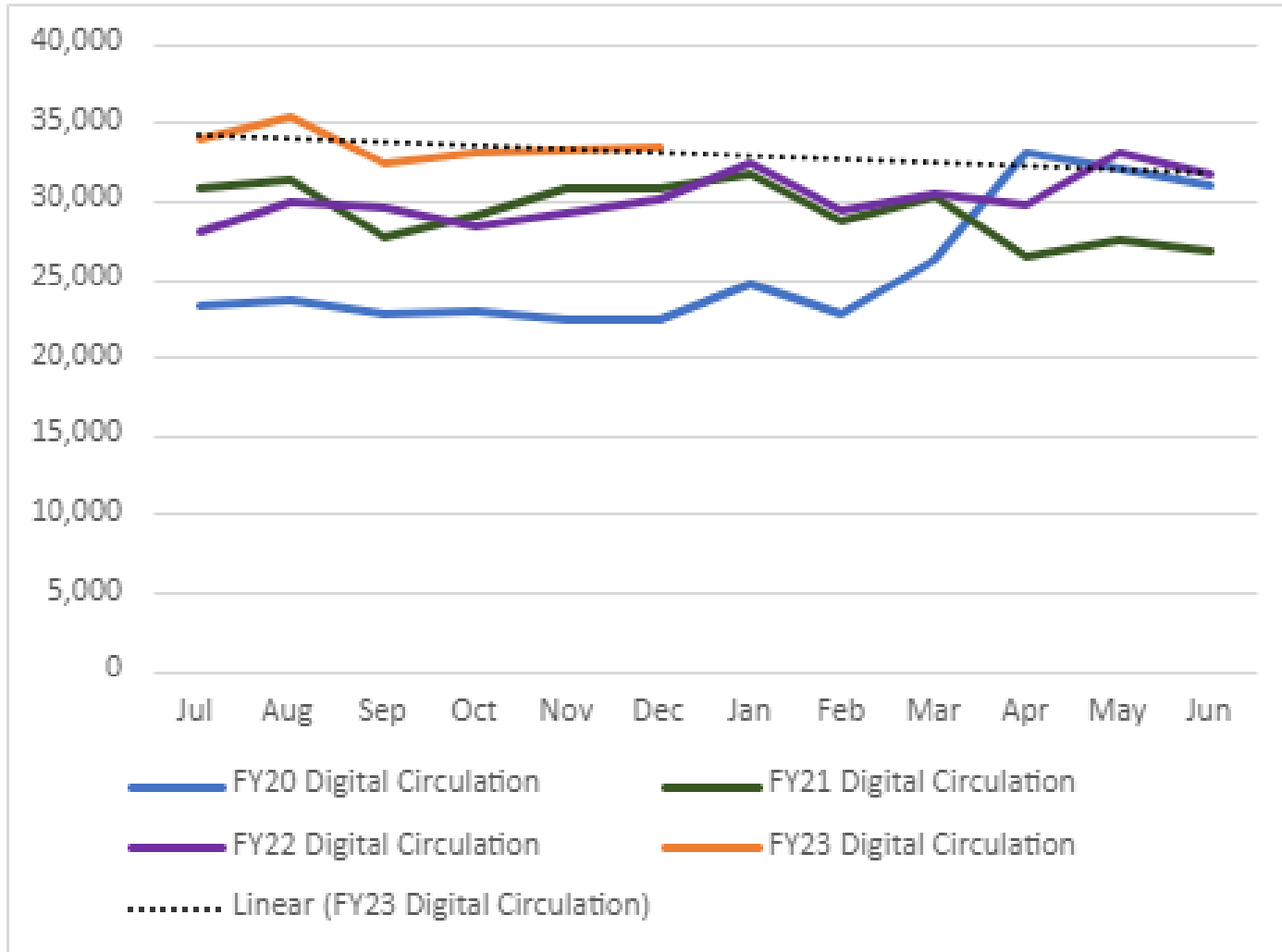
The pattern for FY23 echoes that of other years on and is overall stronger than FY22.

# CIRCULATION: PHYSICAL



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

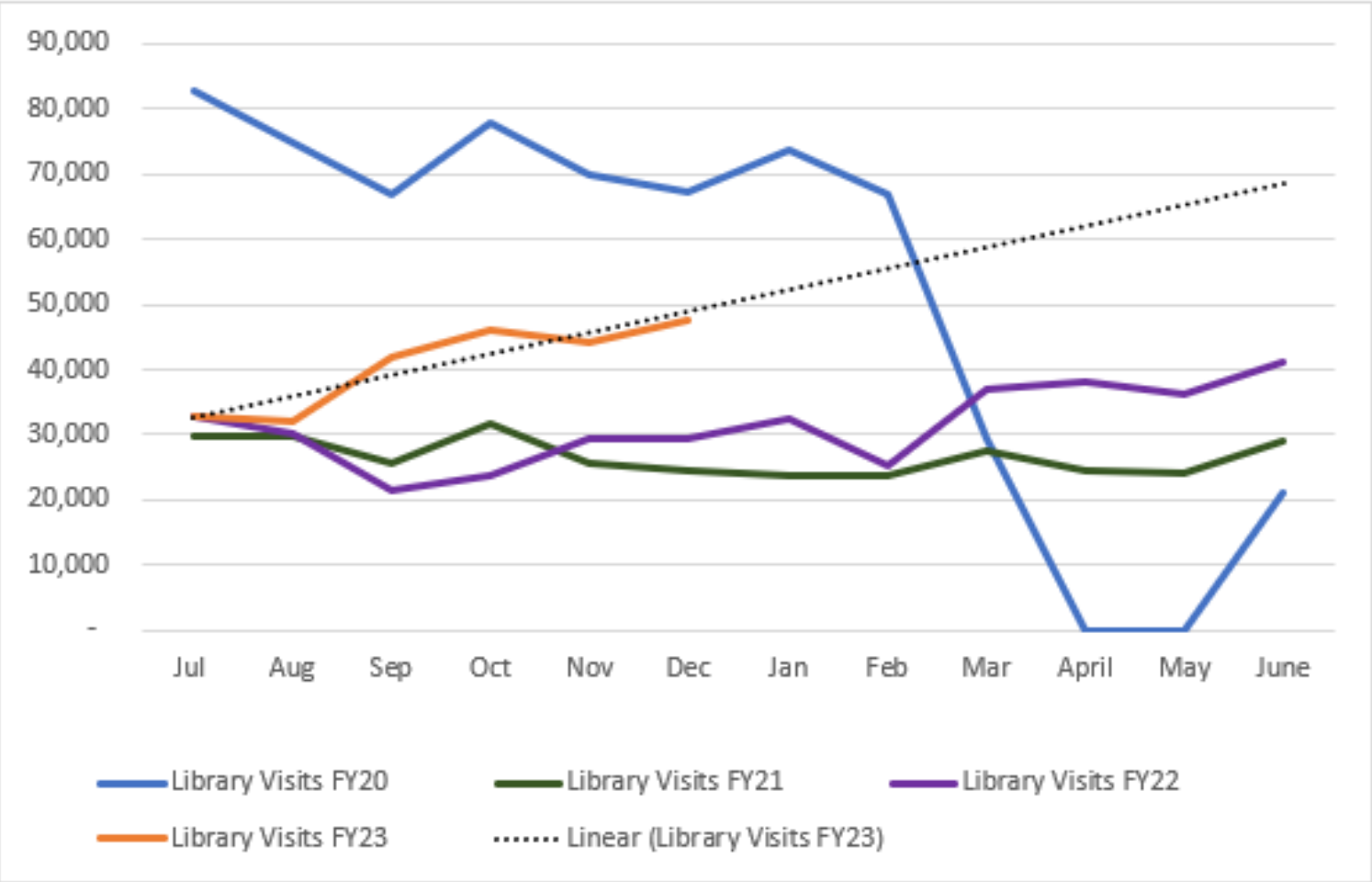
# CIRCULATION: DIGITAL



Usage of digital collections continues to grow – both in terms of circulation, shown here, but also in active users and attracting new users.

In December 2022, there were 404 JCLS patrons who streamed content on Kanopy; 2,529 patrons who borrowed from the Hoopla digital collection; and 4,673 patrons who borrowed ebooks, audiobooks or magazines from OverDrive/Libby.

# LIBRARY VISITS PER MONTH

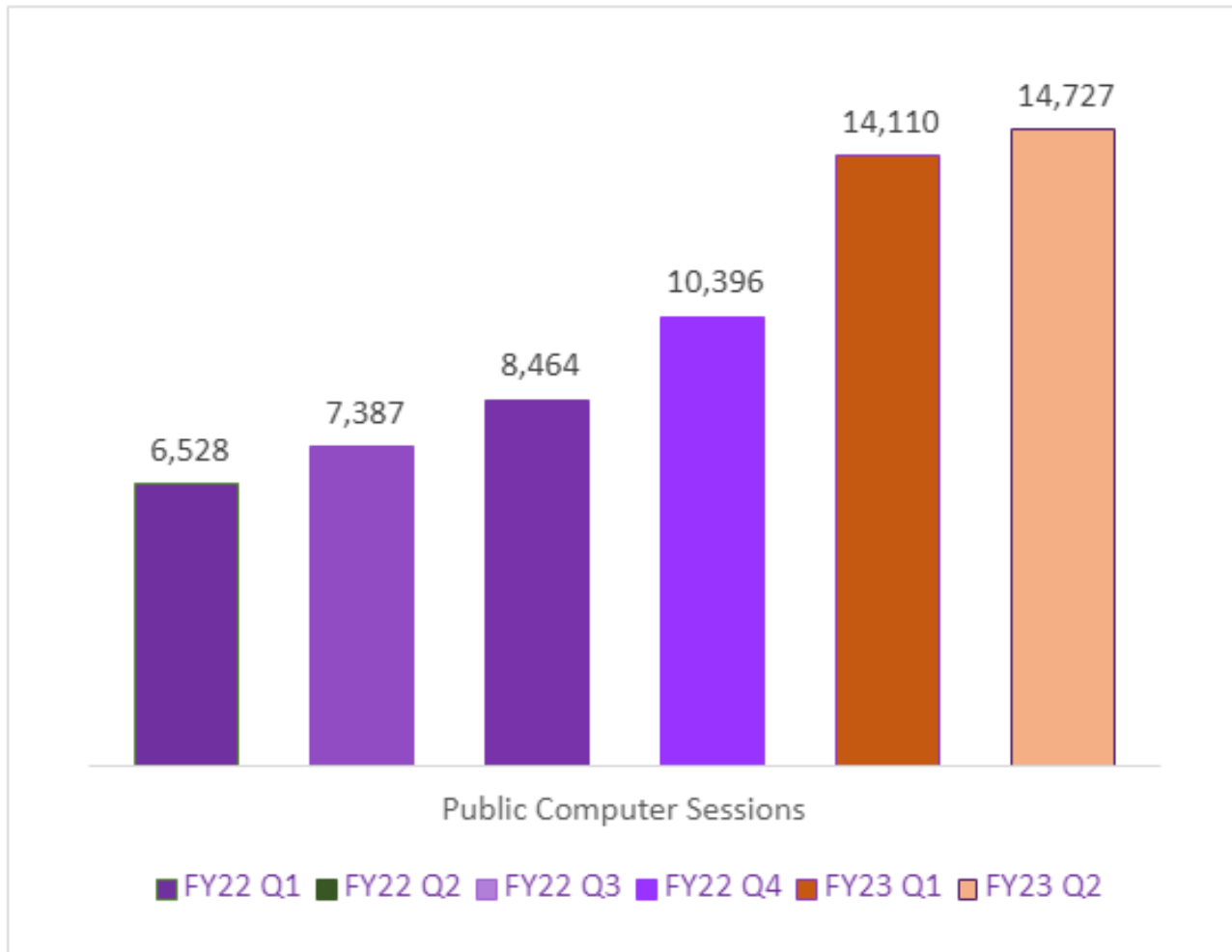


In person visits to JCLS branches continues to increase.

On December 1, 2022, the Ashland and Medford branches began offering 7-day per week service. With holiday closures, the impact of expanded hours was reduced, though overall there was still an increase in visits.



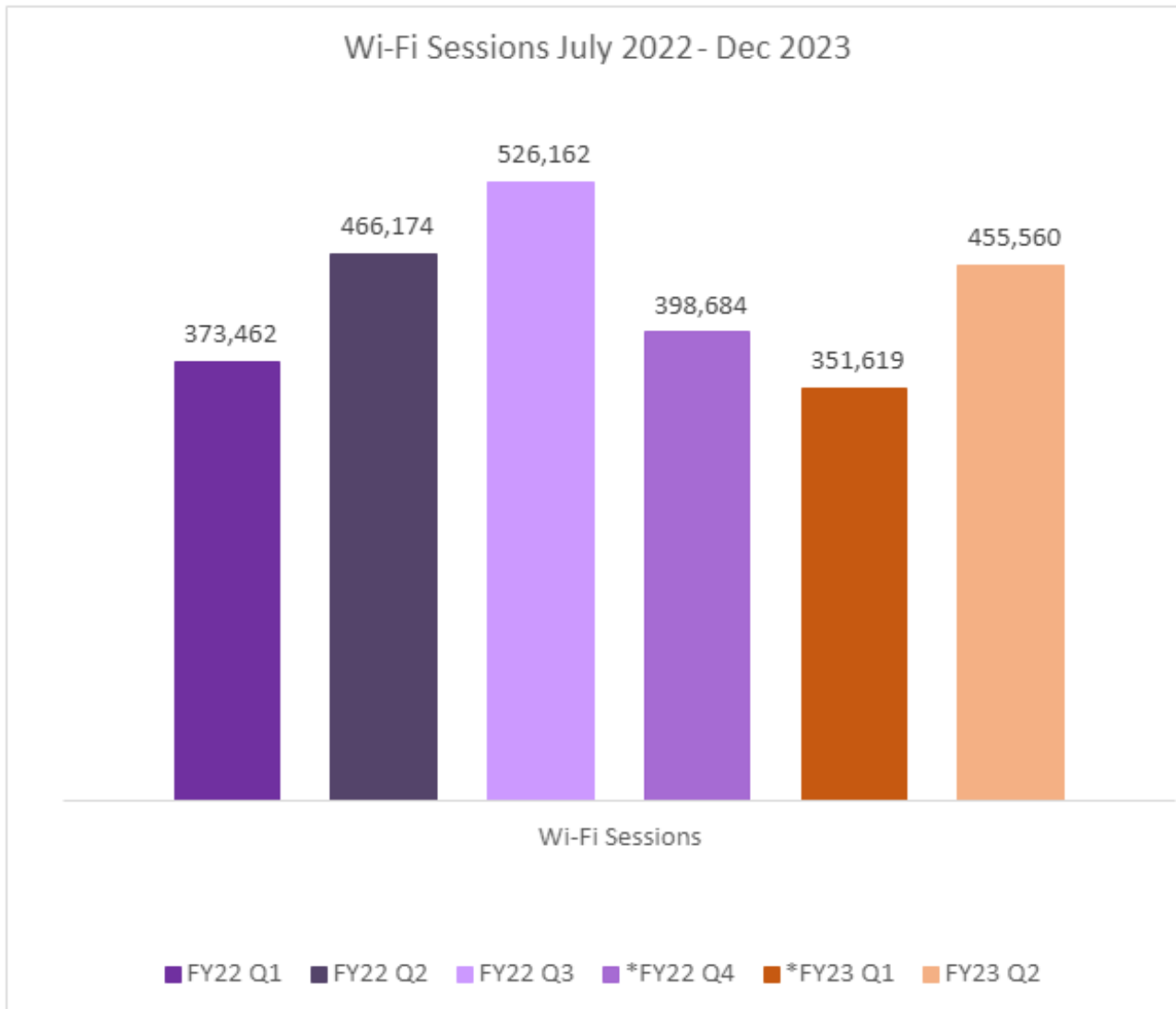
# BRANCH COMPUTER USAGE



Use of our public computers has increased dramatically in FY23.

Usage is up in every branch in the district, with noteworthy increases in Q1 and Q2 over FY22 Q4 at Ashland, Medford, Rogue River, Shady Cove and Talent.

# WIFI USAGE



Wi-Fi is an important service that JCLS offers to the community.

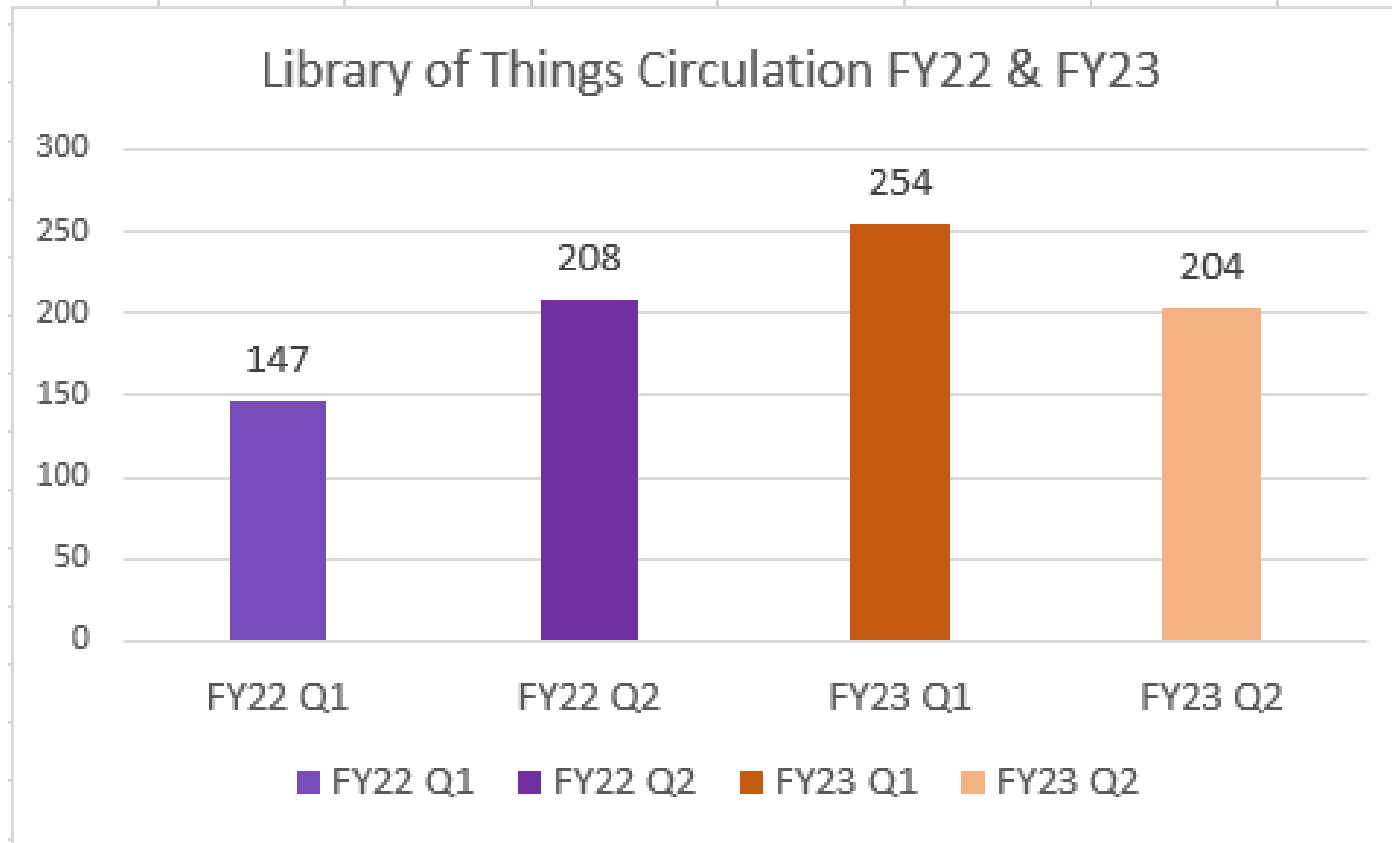
Usage fluctuates with hours open and within this chart, please note that FY22 Q4 and FY23 Q1 figures were impacted by data loss from the vendor. FY22 Q4 contains only partial data for June 2022, and for FY23 Q1 there is no recorded data usage for July 2022.

# STRATEGIC PLAN METRICS

## Circulation: Library of Things

Goal 1: Energize Library Services and Resources

Strategy 1: Improve and enhance the collections



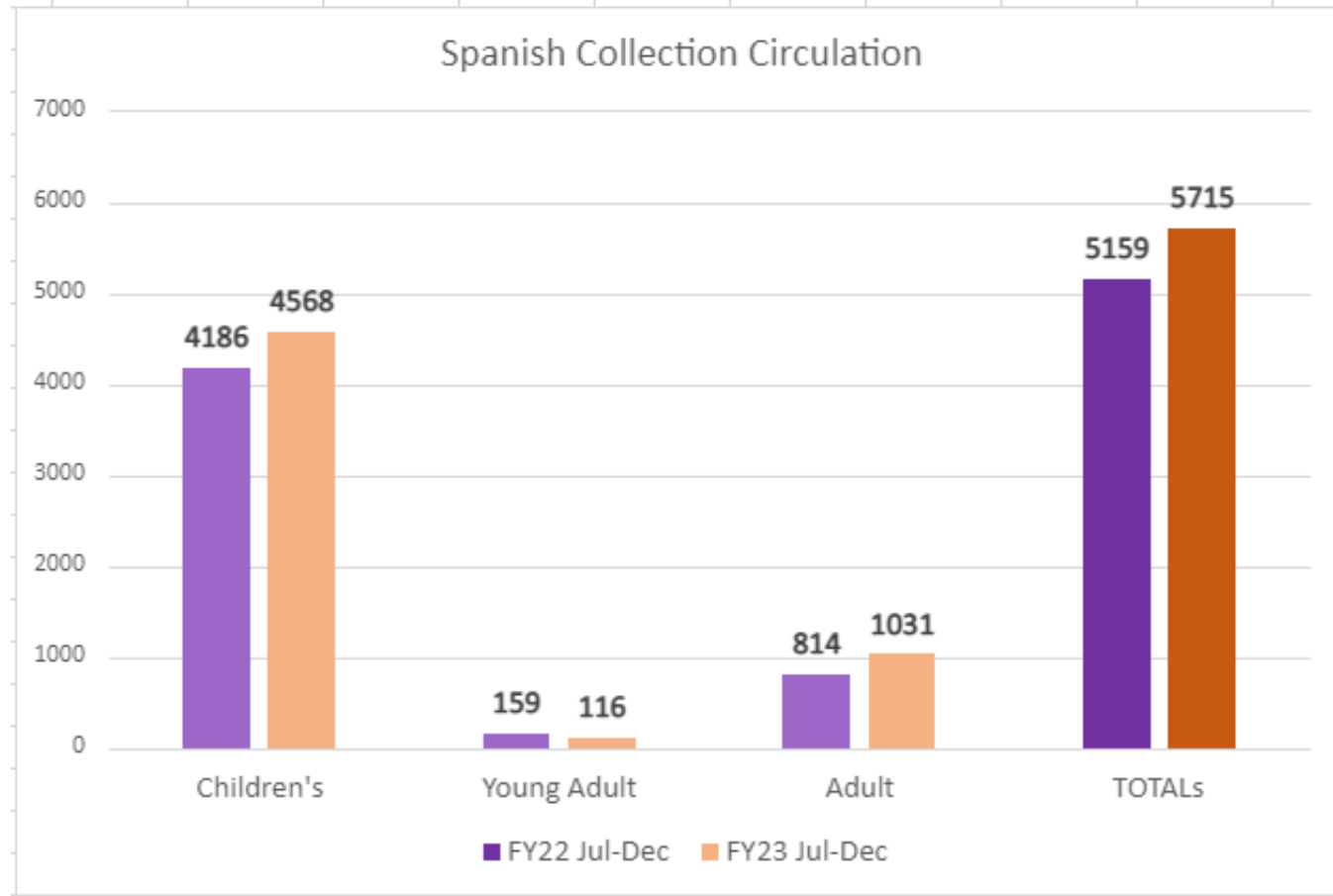
This chart serves as a baseline for Library of Things (LOT) circulation activity.

JCLS is in the planning stages for LOT improvements that will be implemented over the next quarter.

# STRATEGIC PLAN METRICS

## Circulation: Spanish Collection

Goal 1: Energize Library Services and Resources  
Strategy 1: Improve and enhance the collections



Improving the Spanish language collection is another key goal for the Strategic Plan, and this snapshot provides a baseline comparison of circ activity.

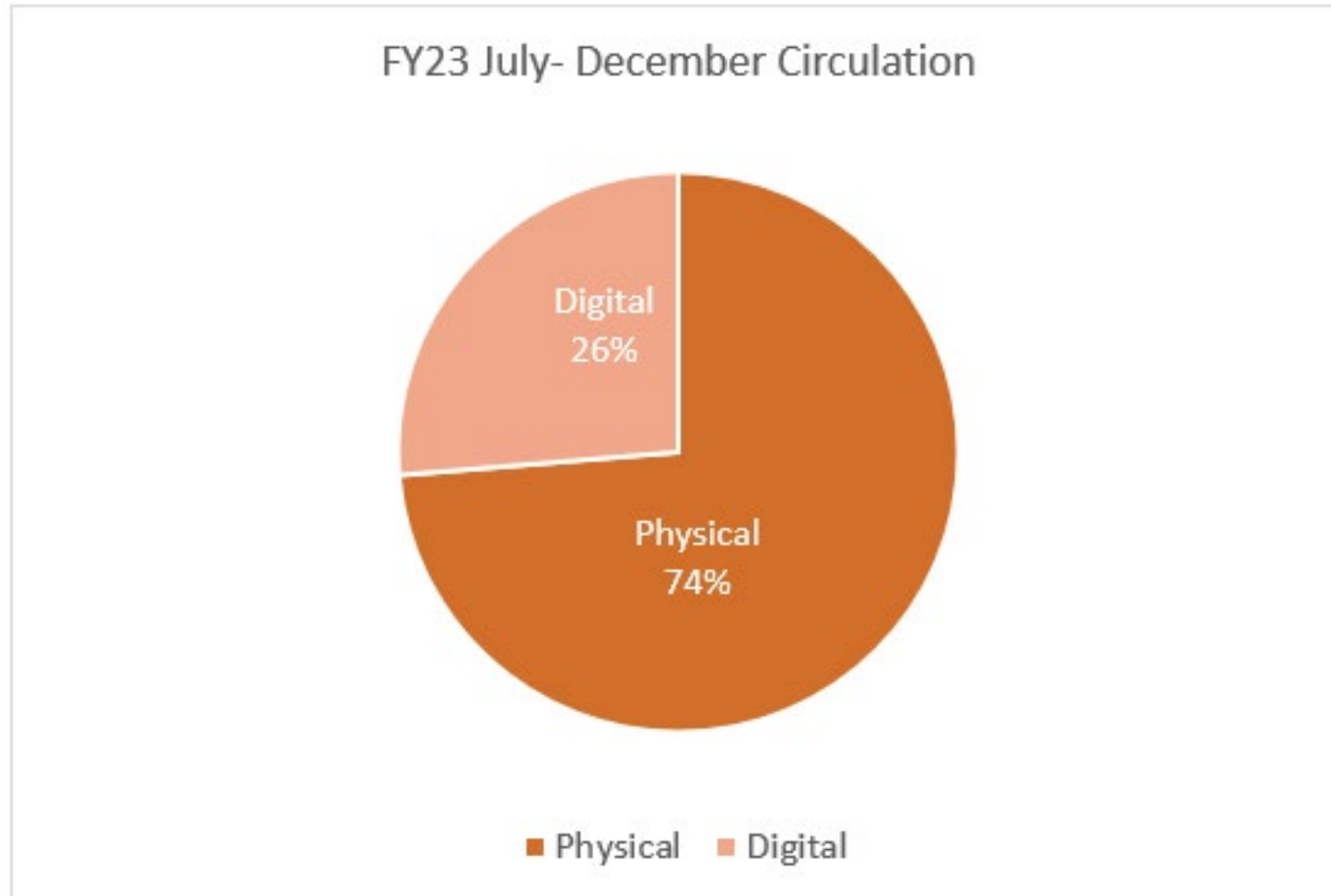
**NOTE: This slide and graphic will be updated for the Board Meeting per feedback from the Statistics & Finance Committee.**

# STRATEGIC PLAN METRICS

## Circulation: Physical and Digital

Goal 1: Energize Library Services and Resources

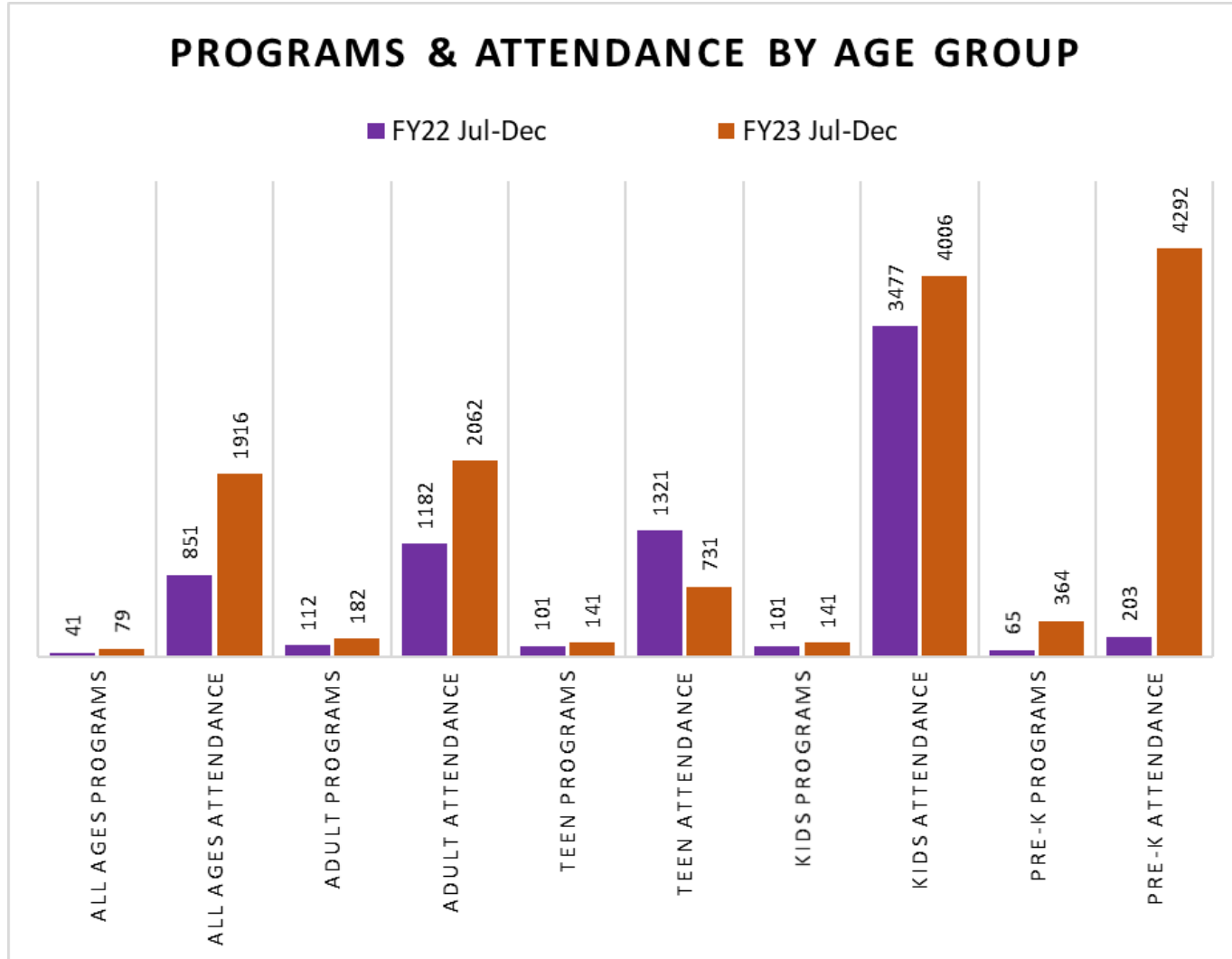
Strategy 1: Improve and enhance the collections



In the first 6 months of FY23 there have been 581,762 Physical checkouts and 201,747 Digital checkouts.

# STRATEGIC PLAN METRIC

## Programs & Attendance by Age Group



Goal 1: Energize Library Services and Resources  
Strategy 2: Diversify and increase programming and events

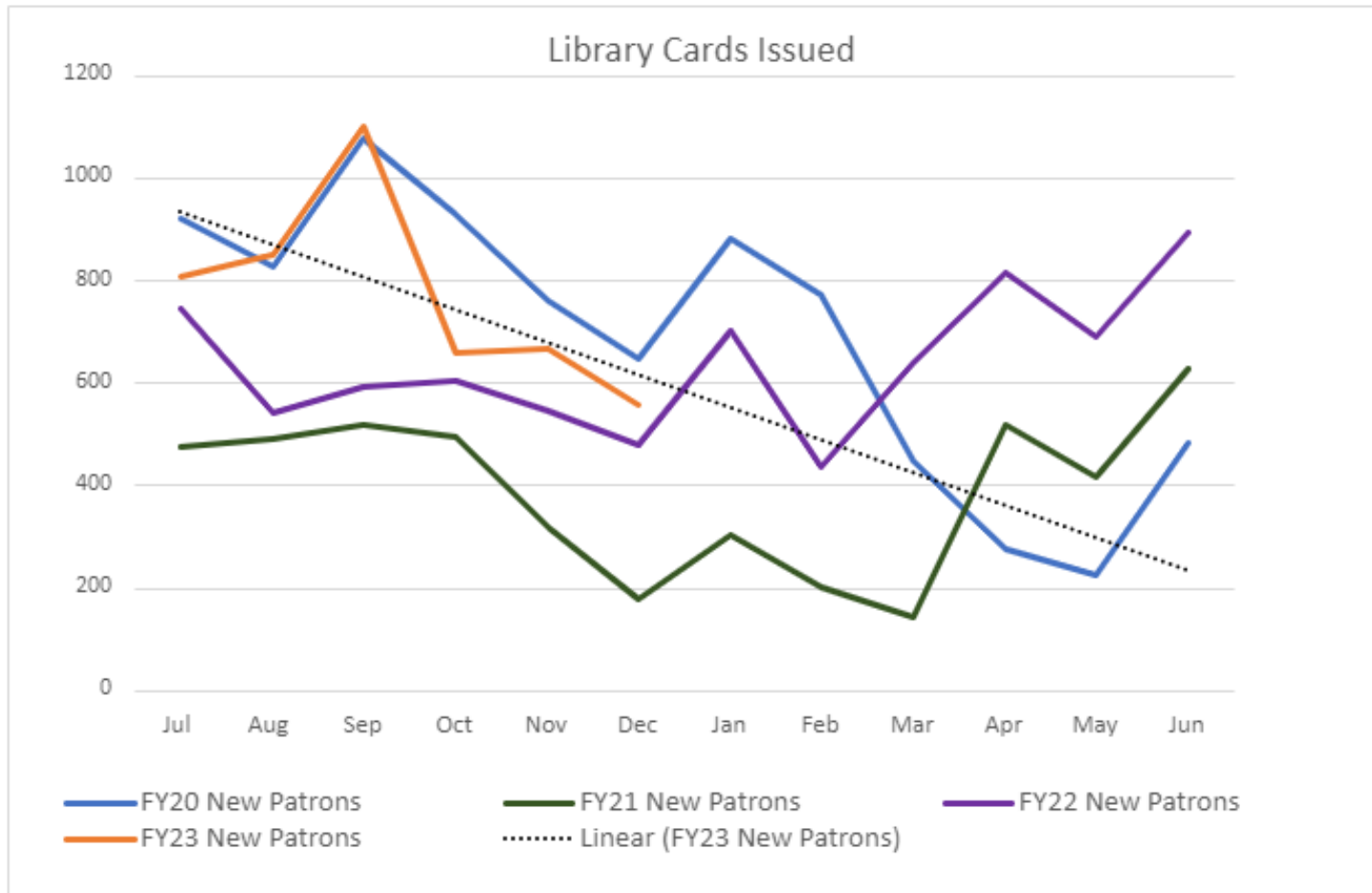
Library sponsored **programs** include:

- In-person/onsite classes, workshops, storytimes, book clubs, and activities
- In-person/offsite classes, workshops, storytimes, book clubs, and activities that are NOT part of Outreach
- Online, virtual, and hybrid programs
- Take & Make kits and other "passive" activities that require staff time to plan, distribute, and implement

# STRATEGIC PLAN METRIC

## New Library Card Holders

Goal 2: Extend Access to the Library  
Strategy 1: Increase open hours



FY23 follows a similar pattern to other years - peaking in September, and then dipping later in the Fall.

It is encouraging that the number of library cards issued in September 2022 surpasses September of 2019.

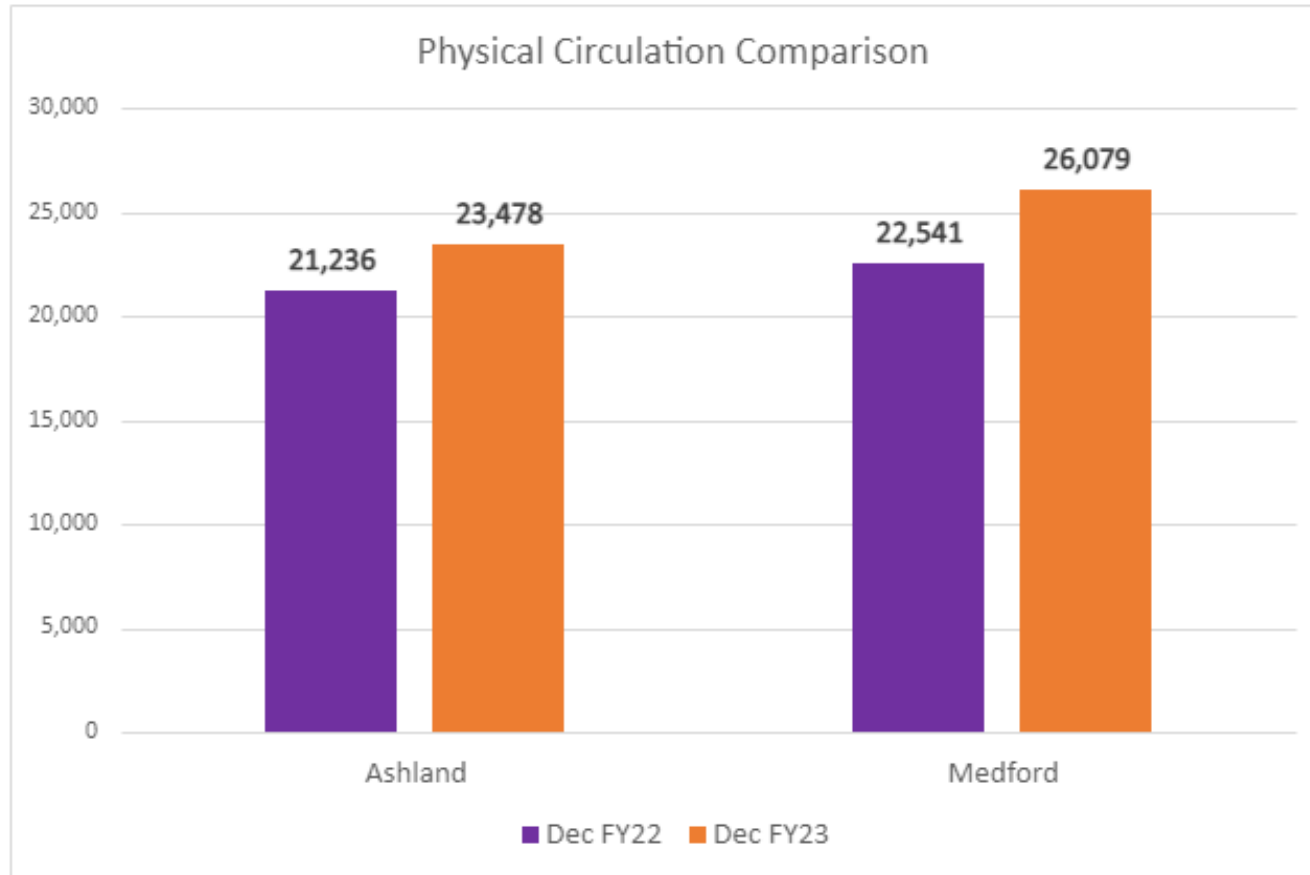
It is anticipated that the pattern will echo prior years and JCLS cardholders will increase in the latter half of the fiscal year, particularly with the increase in branch hours coming in Q4.



# STRATEGIC PLAN METRIC

## Impact of Increased Hours on Medford & Ashland Physical Circulation

Goal 2: Extend Access to the Library  
Strategy 1: Increase open hours



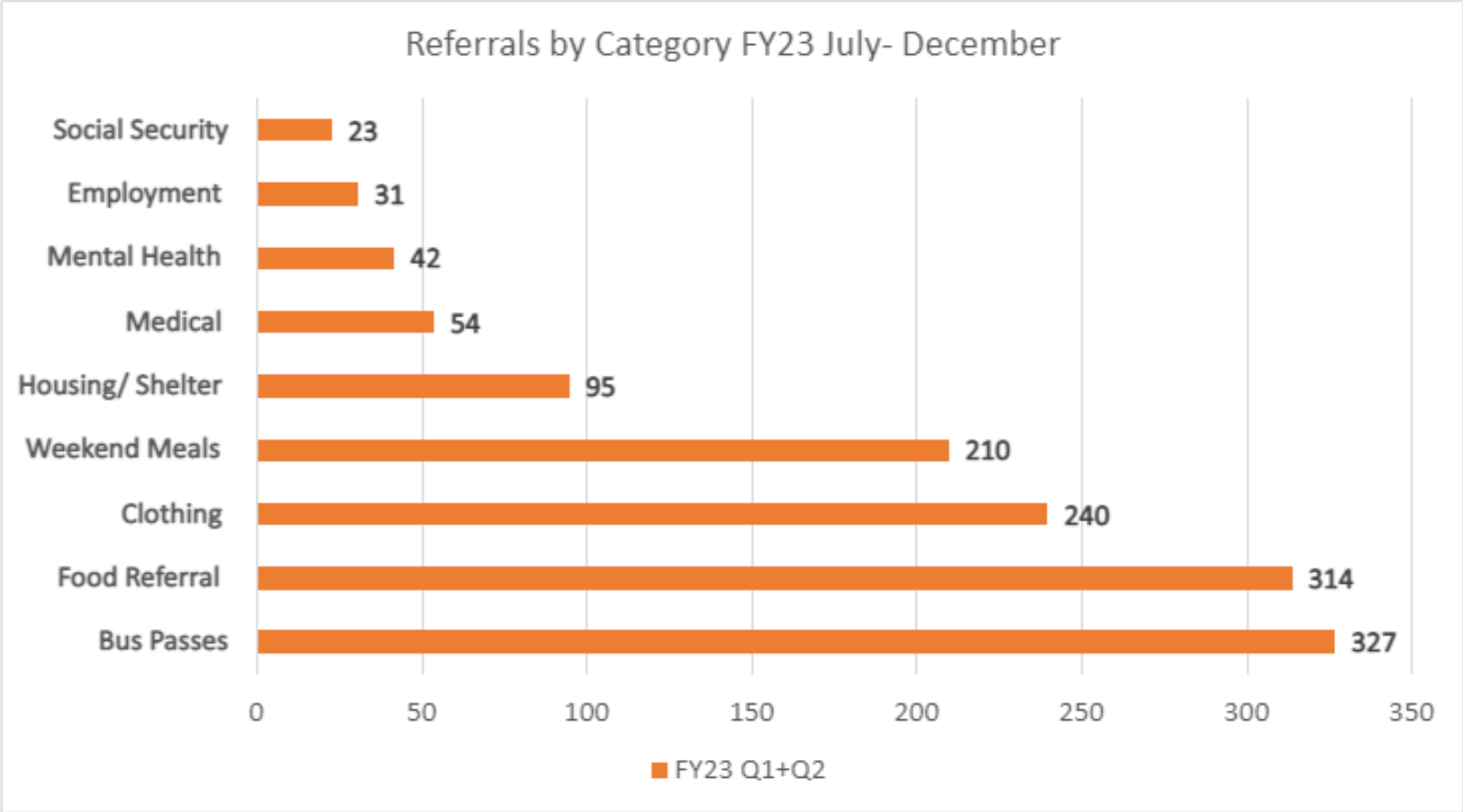
This chart compares the December circulation at Ashland and Medford in FY22 and in FY23, when the increase in hours took effect.

Ashland's physical circ increased 10.5%  
Medford's physical circ increased 15.7%

# STRATEGIC PLAN METRICS

## Social Services Referrals

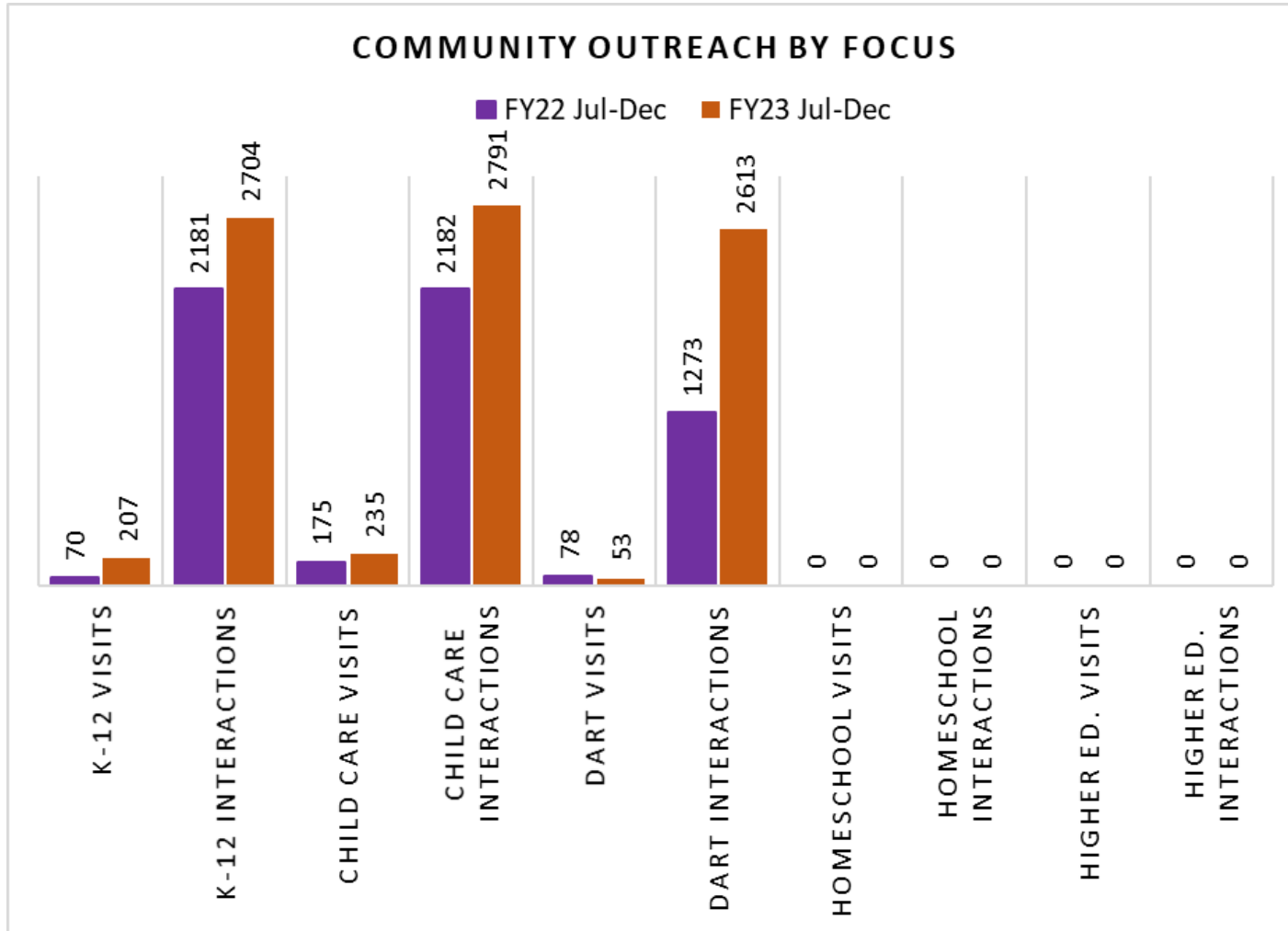
Goal 3: Engage the Community More Fully  
Strategy 3: Foster a welcoming and inclusive environment in facilities, services and resources



This chart represents the variety of referrals the Social Services team provides and the combined number, by referral type. Please note that one person may receive multiple referrals.

# STRATEGIC PLAN METRICS

## Community Outreach by Focus



Goal 3: Engage the Community More Fully  
Strategy 1: Increase outreach and community partnerships

### Outreach Visits include:

- In-person/offsite site visits, such as at schools, childcare facilities, or shelters
- Some in-person/onsite visits, such as library tours for local schools
- Community events, such as Literacy Nights at schools or Resource Fairs

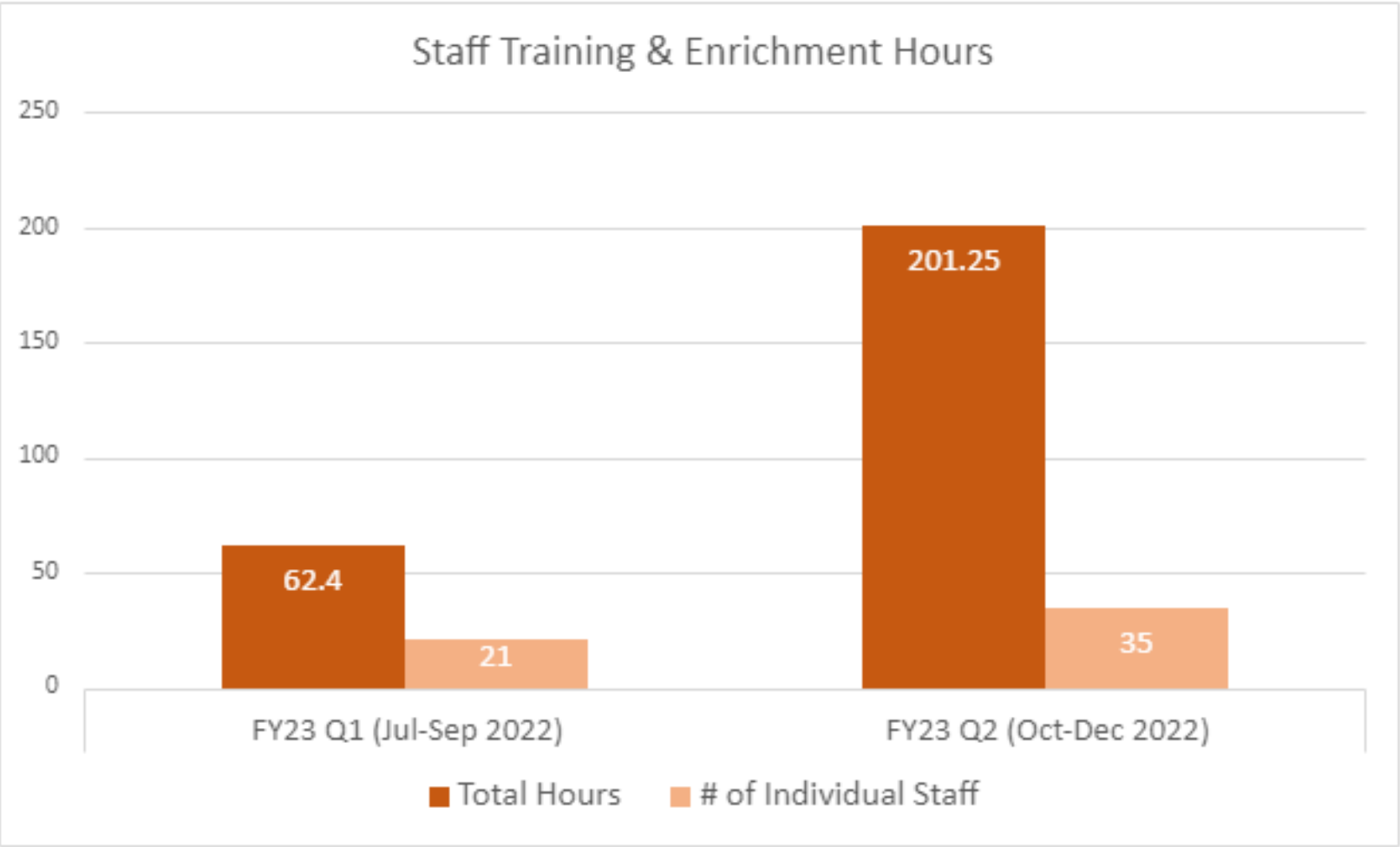
**Outreach Interactions** are defined as the number of people reached through individual interactions (EX: people who Library Staff directly spoke to) or the number of people in attendance (EX: students in a classroom).

# STRATEGIC PLAN METRICS

## Staff Training: Professional Development

Goal 4: Nurture the Library Infrastructure

Strategy 3: Support additional professional development



Within the first six months of FY23, 24 staff members engaged in professional development on a variety of topics related to serving the unhoused community.

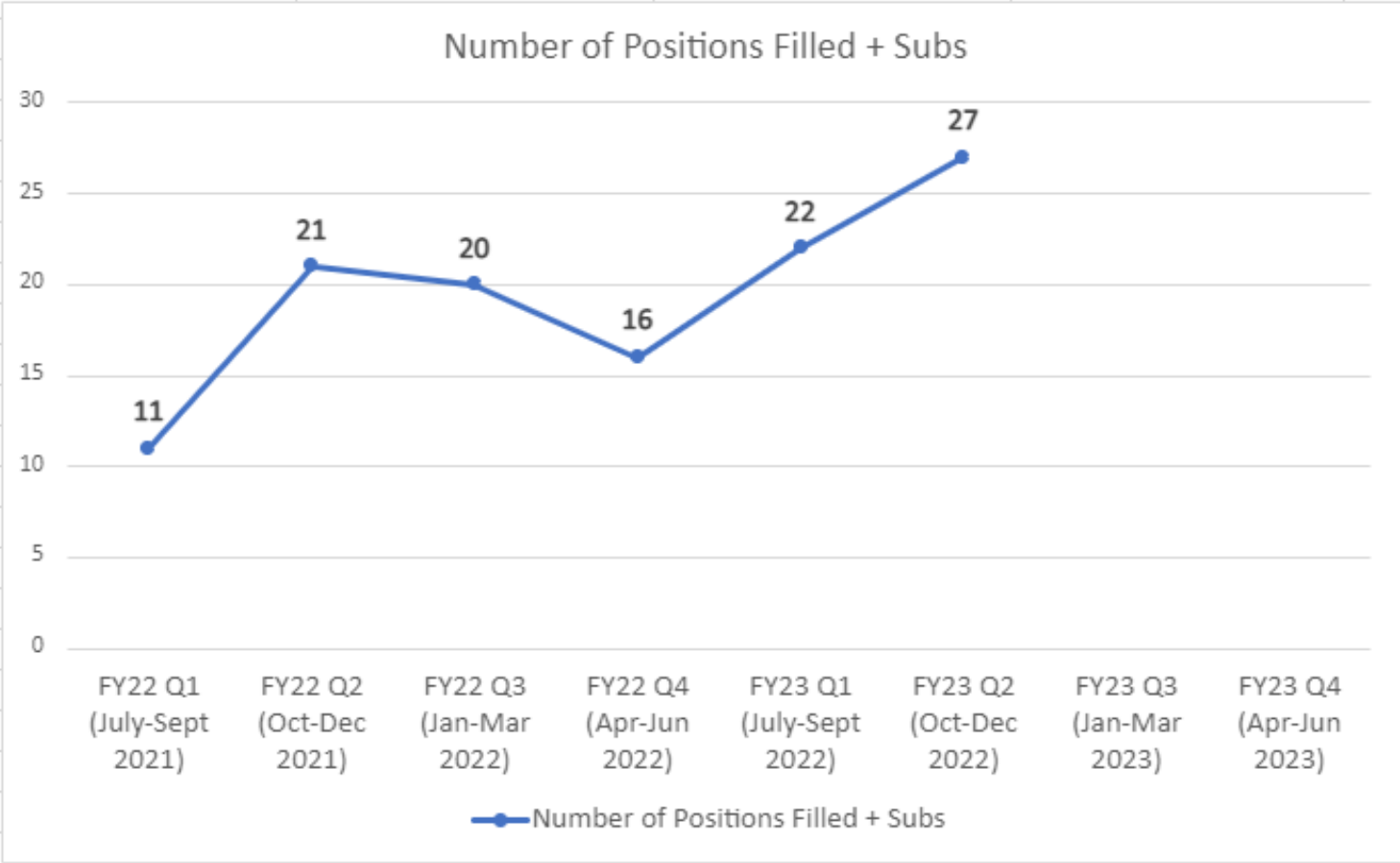
Another 13 staff members attended trainings on the topic of sexual harassment and how to respond to inappropriate behavior from patrons.

Other popular topics included mental illness, accessible services, sustainability in libraries, among many others.

# STRATEGIC PLAN METRICS

## Staff Training: New Hire Onboarding

Goal 4: Nurture the Library Infrastructure  
Strategy 3: Support additional professional development



Every new hire is assigned an average of 31.5 hours of training to complete as part of the onboarding process.

Within the first six months of FY23, that equated to approximately 1,543 hours of training for the 49 positions filled.



## JCLD Board Meeting Agenda Item Memo

Date: 1/18/2023

**Title:** Revised Upper Rogue Hours Expansion Proposal

**From:** Kari May, Library Director

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**Summary:**

At the request of the Board, staff have re-assessed the recommended hours for expansion in the Upper Rogue, specifically to address the lack of evening hours in either Butte Falls or Prospect, and the addition of Saturday hours in Butte Falls as a trade-off for taking those hours away from Prospect.

**Recommendation:**

As staff reviewed the schedules, hours, and staffing needs in the Upper Rogue, they noticed that Shady Cove would be the only branch without Saturday hours. This proposal includes those Saturday hours, made possible by increasing existing staff hours by 10 hours per week, which was already in the plan.

The original proposed hours were:

Prospect (18 hours per week)  
Mon, Wed, Fri 10 am – 4pm

Butte Falls (16 hours per week)  
Tues, Thurs 10am – 4 pm; Sat 12 – 4

Keeping in mind that the overall goal of the new proposed hours systemwide is consistency of hours across all branches, as well as wanting to accommodate evening and weekend needs, the new proposed hours are:

Prospect (23 hours per week)  
Wed 10-4pm; Thur 12-7pm; Fri 10-4pm; Sat 12-4pm

This schedule almost doubles service hours from the current 12 hours to 23 hours, while keeping the current days open (Wed, Fri, Sat) but shifting the hours they are open each day.

Alternatively, Prospect could be open later on Wednesday and closed on Thursday (17 hours per week)  
Wed 12-7pm; Fri 10-4pm; Sat 12-4 pm

Butte Falls (17 hours per week)  
Tuesday 10-4pm; Thurs 12-7pm; Sat 12-4pm

Butte Falls gains an additional hour from the original proposal, maintaining and expanding on the current open days of Tues/Thurs, and adding the Saturday hours.

Shady Cove (25 hours per week)

Tues 10-5pm; Thurs 12-7pm; Fri 10-5 pm; Sat 12-4pm  
 The addition of Saturday hours increases their total hours open by 4 hours.

**Resource Requirements:**

Additional staff positions needed are:

BF Manager	32 hpw	New Position
BF Library Associate	20 hpw	New Position
SC Library Associate	6 hpw	Add to existing staff
Total hours:	62 hpw	

Staff reviewed the staffing needs at all branches for increased hours and identified some changes that help keep the cost of the proposed additional hours at **\$21,500** annually. The difference for FY23 is \$5,332.

Finance Manager Brittany Brite projected total personnel costs through the end of this fiscal year, including the increase in hours proposed here. The projection is that we will come in \$665,739 under budget. Preliminary financial forecasting indicates that the additional staff is sustainable for 2 years before the District needs to consider increasing its mil rate or making other changes to the budget.

<b>Upper Rogue Hours Proposals</b>				
	Original Proposal		New Proposal	
Shady Cove	31 Hours	29,822.00	26 Hours	25,012.00
Butte Falls/Prospect Shared	20 Hours	19,240.00	0 Hours	-
Butte Falls	8 Hours	10,316.80	52 Hours	60,507.20
Eagle Point	30 Hours	28,860.00	25 Hours	24,050.00
<b>Total Annual Cost</b>	<b>89 Hours</b>	<b>88,238.80</b>	<b>103 Hours</b>	<b>109,569.20</b>
<b>Difference</b>	<b>14 Hours</b>	<b>21,330.40</b>		
	Original Proposal		New Proposal	
4th Quarter FY23		22,059.70		27,392.30
<b>Q4 FY23 Difference</b>		<b>5,332.60</b>		

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

Expanded hour support the 2022-2026 Strategic Plan, Goal 2: Extend Access to the Library, Strategy 1: Increase open hours & make hours more consistent/convenient across the system.

**Background and Additional Information:**

The Prospect & Butte Falls manager was hired at 40 hours per week, and that person would shift to working in Prospect only. The current split Library Associate position will also work in Prospect only. The 20-hour split position between Butte Falls and Prospect will be filled for Butte Falls only, and a new, 32-hour-per week branch manager will be hired for Butte Falls.

**Attachments:**

Upper Rogue revised hours

Current	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total Open Hours
Butte Falls	Closed	10am-3pm	Closed	12pm-5pm	Closed	Closed	Closed	10
Eagle Point	Closed	10am-4pm	10am-4pm	12pm-7pm	10am-4pm	12pm-4pm	Closed	29
Prospect	Closed	Closed	10am-2pm	Closed	1pm-5pm	10am-2pm	Closed	12
Shady Cove	Closed	12pm-6pm	2pm-7pm	Closed	10am-5pm	Closed	Closed	18
White City	11am-5pm	11am-5pm	11am-5pm	Closed	Closed	12pm-4pm	Closed	22

Open Hours Increase Overview				
	Current	Initial Proposal	Updated Proposal	% Increase
Butte Falls	10	16	17	70
Eagle Point	29	40	40	38
Prospect	12	18	23	92
Shady Cove	18	21	25	39
White City	22	32	32	45

Initial Proposal	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total Open Hours
Butte Falls	Closed	10am-4pm	Closed	10am-4pm	Closed	12pm-4pm	Closed	16
Eagle Point	10am-5pm	10am-5pm	10am-5pm	12pm-7pm	10am-5pm	12pm-5pm	Closed	40
Prospect	10am-4pm	Closed	10am-4pm	Closed	10am-4pm	Closed	Closed	18
Shady Cove	Closed	10am-5pm	Closed	12pm-7pm	10am-5pm	Closed	Closed	21
White City	Closed	10am-5pm	10am-5pm	12pm-7pm	10am-5pm	12pm-4pm	Closed	32

Updated Proposal	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total Open Hours
Butte Falls	Closed	10am-4pm	Closed	12pm-7pm	Closed	12pm-4pm	Closed	17
Eagle Point	10am-5pm	10am-5pm	10am-5pm	12pm-7pm	10am-5pm	12pm-5pm	Closed	40
Prospect	Closed	Closed	10am-4pm	12pm-7pm	10am-4pm	12pm-4pm	Closed	23
Shady Cove	Closed	10am-5pm	Closed	12pm-7pm	10am-5pm	12pm-4pm	Closed	25
White City	Closed	10am-5pm	10am-5pm	12pm-7pm	10am-5pm	12pm-4pm	Closed	32



# Final Hours DRAFT

Library	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Baseline Weekly Hours	Phase 1 Increase	Phase 1 Weekly Hours	Final Increase	Final Weekly Hours	Total Increase
Medford	10-7	10-7	10-7	10-7	10-6	12-5	12-5	40	10	50	4	54	14
Central Point	10-5	10-5	10-5	10-7	10-5	12-5	-	36	-	36	6	42	6
Ashland	10-7	10-7	10-7	10-7	10-6	12-5	12-5	40	10	50	4	54	14
Eagle Point	10-5	10-5	10-5	12-7	10-5	12-5	-	28	-	28	12	40	12
White City	-	10-5	10-5	12-7	10-5	12-4	-	22	-	22	10	32	10
Rogue River	10-5	10-5	10-5	12-7	10-5	12-5	-	28	-	28	12	40	12
Phoenix	-	10-5	10-5	12-7	10-5	12-4	-	22	-	22	10	32	10
Talent	10-5	10-5	10-5	10-7	10-5	12-5	-	36	-	36	6	42	6
Shady Cove	-	10-5	-	12-7	10-5	12-4	-	18	-	18	7	25	7
Jacksonville	-	10-5	10-5	12-7	10-5	12-4	-	24	-	24	8	32	8
Gold Hill	-	10-5	10-5	12-7	-	12-5	-	18	-	18	8	26	8
Ruch	-	10-4	10-4	12-7	-	12-4	-	18	-	18	5	23	5
Applegate	-	10-4	-	12-7	10-4	12-4	-	16	-	16	7	23	7
Butte Falls	-	10-4	-	12-7	-	12-4	-	10	-	10	7	17	7
Prospect	-	-	10-4	12-7	10-4	12-4	-	12	-	12	11	23	11
								<b>368</b>	<b>20</b>	<b>388</b>	<b>117</b>	<b>505</b>	<b>137</b>

Population	Library	Population	Library	Population	Library	Population	Library
89,166	Medford	12,676	Eagle Point	8,035	Phoenix	3,981	Ruch
28,118	Central Point	11,424	White City	7,328	Talent	1,424	Applegate
26,513	Ashland	10,365	Rogue River	7,114	Shady Cove	1,301	Butte Falls
				5,899	Jacksonville	1,142	Prospect
				5,482	Gold Hill		

Color key
no change
reduced from Baseline
New Increase from Baseline
New Increase from Phase 1
Same Number of hours, Different Schedule
New/different day open from Baseline
New day closed from Baseline



**JCLD Board Meeting Agenda Item Memo**

Date: January 18, 2023

**Title:** Revised TURA Proposal

**From:** Kari May, Library Director, and Brittany Brite, Finance Manager

**Summary:**

On December 30, 2022, Library Director Kari May and Finance Manager Brittany Brite received official notification that the Talent City Council is considering the adoption of the Almeda Fire Recovery and Revitalization Plan, an urban renewal plan. See accompanying Notice Letter for further details.

**Recommendation:**

May and Brite recommend that the Board authorize staff to work with the Finance Committee to draft a letter of support, using the letter sent in July 2022 as a guide.

**Resource Requirements:**

According to Exhibit A, the financial impact on JCLD is a reduction in tax revenue of \$636,810 total over the next 17 years. The difference in impact between the original proposal and the new one is \$2,094,636 less.

<b>TURA Impact Update</b>		
	Projected Forgone Revenues	Projected Rev. after Termination
Old Plan	(2,731,446.00)	224,030.00
New Plan	(636,810.00)	109,749.00
<b>Difference</b>	<b>(2,094,636.00)</b>	<b>114,281.00</b>

**Background and Additional Information:**

May and Brite are meeting with Jordan Rooklyn, Talent City Manager, on Wednesday, January 18<sup>th</sup> at 1pm and will be bringing additional information to the Board meeting.

**Attachments:**

- JCLS Notice Letter
- Exhibit A: Impact on Districts
- JCLD July 26, 2022 Letter of Support

This document remains draft until City Council adoption.  
City Council's adoption is subject to a public vote.

City of Talent  
**URBAN RENEWAL**

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**The Almeda Fire Recovery  
and Revitalization Plan  
Section 2.9 Accompanying  
Report**

110 E Main St  
Talent, OR 97520  
541-535-1566



## SECTION 2.9 IMPACT OF TAX INCREMENT FINANCING

The impact of tax increment financing on overlapping taxing districts consists primarily of the property tax revenues foregone on permanent rate levies as applied to the growth in assessed value in the area. These projections are for impacts estimated through FYE 2041 and are shown in Table 17 and Table 18.

The Phoenix-Talent School District 4 and the Education Service District are not *directly* affected by the tax increment financing, but the amounts of their taxes divided for the urban renewal plan are shown in the following tables. Under current school funding law, property tax revenues are combined with State School Fund revenues to achieve per-student funding targets. Under this system, property taxes foregone, due to the use of tax increment financing, are substantially replaced with State School Fund revenues, as determined by a funding formula at the state level.

Table 17 and Table 18 show the projected impacts to permanent rate levies of taxing districts as a result of this Plan. Table 17 shows the general government levies, and Table 18 shows the education levies.

Table 19 shows the projected increased revenue to the taxing jurisdictions after tax increment proceeds are projected to be terminated. These projections are for FYE 2024.

*Table 17. Projected Impact on Taxing District Permanent Rate Levies – General Government*

FYE	Jackson County	4-H Extension Service District	Vector Control	Rogue Valley Transit District	Jackson Soil & Water Conservation	Jackson County Library District	City of Talent	Jackson County RFPD #5	Subtotal
2025	(40,760)	(864)	(870)	(3,594)	(1,014)	(10,546)	(65,536)	(64,847)	(188,030)
2026	(58,112)	(1,232)	(1,240)	(5,123)	(1,446)	(15,035)	(93,435)	(92,452)	(268,074)
2027	(75,685)	(1,604)	(1,615)	(6,673)	(1,883)	(19,581)	(121,689)	(120,409)	(349,138)
2028	(93,877)	(1,990)	(2,004)	(8,277)	(2,335)	(24,288)	(150,939)	(149,351)	(433,059)
2029	(104,032)	(2,205)	(2,220)	(9,172)	(2,588)	(26,915)	(167,266)	(165,507)	(479,905)
2030	(114,521)	(2,427)	(2,444)	(10,097)	(2,849)	(29,629)	(184,132)	(182,195)	(528,295)
2031	(125,490)	(2,660)	(2,679)	(11,064)	(3,122)	(32,467)	(201,768)	(199,645)	(578,894)
2032	(136,955)	(2,903)	(2,923)	(12,074)	(3,407)	(35,433)	(220,202)	(217,885)	(631,783)
2033	(148,935)	(3,157)	(3,179)	(13,131)	(3,705)	(38,532)	(239,464)	(236,945)	(687,047)
2034	(161,449)	(3,422)	(3,446)	(14,234)	(4,016)	(41,770)	(259,584)	(256,853)	(744,773)
2035	(174,516)	(3,699)	(3,725)	(15,386)	(4,341)	(45,151)	(280,593)	(277,641)	(805,052)
2036	(188,157)	(3,988)	(4,016)	(16,589)	(4,681)	(48,680)	(302,526)	(299,343)	(867,978)
2037	(202,392)	(4,290)	(4,320)	(17,844)	(5,035)	(52,363)	(325,415)	(321,991)	(933,649)
2038	(217,245)	(4,605)	(4,637)	(19,153)	(5,404)	(56,206)	(349,296)	(345,621)	(1,002,167)
2039	(211,215)	(4,477)	(4,508)	(18,622)	(5,254)	(54,646)	(339,601)	(336,028)	(974,350)
2040	(215,098)	(4,559)	(4,591)	(18,964)	(5,351)	(55,650)	(345,844)	(342,205)	(992,262)
2041	(192,943)	(4,089)	(4,118)	(17,011)	(4,800)	(49,918)	(310,221)	(306,957)	(890,058)
<b>TOTAL:</b>	<b>(2,461,382)</b>	<b>(52,171)</b>	<b>(52,535)</b>	<b>(217,008)</b>	<b>(61,231)</b>	<b>(636,810)</b>	<b>(3,957,511)</b>	<b>(3,915,870)</b>	<b>(11,354,514)</b>

Source: Tiberius Solutions

Table 18. Projected Impact on Taxing District Permanent Rate Levies – Education

FYE	Education Service District	Rogue Community College	Phoenix/Talent SD	Subtotal	Total
2025	(7,147)	(10,399)	(86,031)	(103,577)	(291,608)
2026	(10,189)	(14,827)	(122,654)	(147,670)	(415,744)
2027	(13,270)	(19,310)	(159,744)	(192,324)	(541,462)
2028	(16,460)	(23,951)	(198,141)	(238,552)	(671,611)
2029	(18,240)	(26,542)	(219,575)	(264,357)	(744,262)
2030	(20,079)	(29,219)	(241,715)	(291,013)	(819,307)
2031	(22,002)	(32,017)	(264,866)	(318,886)	(897,779)
2032	(24,013)	(34,942)	(289,065)	(348,020)	(979,803)
2033	(26,113)	(37,999)	(314,350)	(378,462)	(1,065,509)
2034	(28,307)	(41,192)	(340,762)	(410,261)	(1,155,034)
2035	(30,598)	(44,525)	(368,342)	(443,466)	(1,248,518)
2036	(32,990)	(48,006)	(397,133)	(478,129)	(1,346,107)
2037	(35,486)	(51,638)	(427,180)	(514,304)	(1,447,953)
2038	(38,090)	(55,427)	(458,529)	(552,047)	(1,554,214)
2039	(37,033)	(53,889)	(445,802)	(536,724)	(1,511,074)
2040	(37,714)	(54,880)	(453,997)	(546,591)	(1,538,853)
2041	(33,829)	(49,227)	(407,235)	(490,291)	(1,380,349)
<b>TOTAL:</b>	<b>(431,560)</b>	<b>(627,990)</b>	<b>(5,195,117)</b>	<b>(6,254,674)</b>	<b>(17,609,187)</b>

Source: Tiberius Solutions Please refer to the explanation of the schools funding in the preceding section

Table 19. Additional Revenues Obtained after Termination of Tax Increment Financing – FYE 2042

Taxing District	Type	Tax Rate	From Frozen Base	From Excess Value	Total
<b>General Government</b>					
Jackson County	Permanent	2.0099	130,130	294,071	424,201
4-H Extension Service District	Permanent	0.0426	2,758	6,233	8,991
Vector Control	Permanent	0.0429	2,778	6,277	9,055
Rogue Valley Transit District	Permanent	0.1772	11,473	25,926	37,399
Jackson Soil & Water Conservation	Permanent	0.0500	3,237	7,316	10,553
Jackson County Library District	Permanent	0.5200	33,667	76,082	109,749
City of Talent	Permanent	3.2316	209,228	472,819	682,047
Jackson County RFPD #5	Permanent	3.1976	207,027	467,845	674,872
<b>Subtotal</b>	<b>Gen. Govt.</b>	<b>9.2718</b>	<b>600,298</b>	<b>1,356,569</b>	<b>1,956,867</b>
<b>Education</b>					
Education Service District	Permanent	0.3524	22,816	51,560	74,376
Rogue Community College	Permanent	0.5128	33,201	75,028	108,229
Phoenix/Talent SD SD 4	Permanent	4.2422	274,659	620,682	895,341
<b>Subtotal</b>	<b>Education</b>	<b>5.1074</b>	<b>330,676</b>	<b>747,270</b>	<b>1,077,946</b>
<b>TOTAL:</b>		<b>14.3792</b>	<b>930,974</b>	<b>2,103,839</b>	<b>3,034,813</b>

Source: Tiberius Solutions





# City of Talent

110 E. Main Street, P.O. Box 445, Talent, OR 97540  
Telephone: (541) 535-1566 Fax: (541) 535-7423  
E-mail: [jbrooklyn@cityoftalent.org](mailto:jbrooklyn@cityoftalent.org)

December 30, 2022

Kari May, Library Director  
Brittany Brite, Finance Director  
Jackson County Library Services  
89 Alder Street  
Central Point, Oregon 97502

Dear Ms. May and Ms. Brite:

The City of Talent is notifying you that the Talent City Council is considering adoption of the Almeda Fire Recovery and Revitalization Plan, an urban renewal plan (Plan).

In the summer of 2021, the Talent Urban Renewal Agency (TURA) began reviewing the feasibility of creating an urban renewal area in the Almeda Fire burn scar area in Talent. TURA drafted and presented that plan in June of 2022 for taxing district and public review. The feedback we received was invaluable. Specifically, we heard the need to clarify the scope, lessen the financial impact on taxing districts, and let the community decide on the adoption of the plan through a public vote. For the past six months, the City of Talent has redrafted a plan based on that feedback.

The newly proposed Plan focuses on recovery from the Almeda Fire of 2020, pursuant to ORS 457.160 which identifies urban renewal as one of the available tools for disaster recovery. The Plan's main goals are to recover affordable housing, revitalize commercial areas, upgrade city infrastructure, and decrease resiliency to and decrease risk of natural disaster – areas of recovery that are not occurring on their own. The Urban Renewal Area (Area) consists of approximately 194.47 total acres: 118.14 acres of land in tax lots and 76.56 acres of public rights-of-way and is shown in Exhibit 2 of the attached Plan.

The maximum amount of indebtedness that may be issued for the Plan is not to exceed fifteen million one hundred thousand dollars (\$15,100,000), which is anticipated to take 17 years of tax increment collections to implement. Detailed financial analysis is in the Report Accompanying the Almeda Fire Recovery and Revitalization Plan (Report). The projected impacts to the taxing districts are shown in Exhibit A, as well as the Report.

Pursuant to ORS 457, the city's urban renewal agency shall initiate the public review process for all proposed urban renewal plans and substantial plan amendments. It is the role of the City of Talent to facilitate that the process. The public review process for the attached draft Plan and accompanying Report require the following actions to be taken:

In compliance with the Americans with Disabilities Act, if you need special assistance, please contact TTY phone number 1-800-735-2900 for English and for Spanish please contact TTY phone number 1-800-735-3896.

*The City of Talent is an Equal Opportunity Provider*

- Transmitting the proposed Plan and Report to the taxing districts. This letter is the official notification and starts the required 45 day consult and confer process.
- The Talent Planning Commission will hold a meeting on January 27, 2023, for their review of the draft Plan.
- The Jackson County Commission will be briefed on the draft Plan and Report in January or February. The specific date is to be scheduled.
- The City of Talent will hold a hearing on February 15, 2023, for the purpose of considering adoption of the draft Plan and Report. Staff will send out a notice advertising this hearing to all Talent postal addresses pursuant to ORS 457.
- The Talent City Council will consider referring the Plan and Report to the May 2023 Ballot on February 15, 2023.

If you would like to submit written input on this Plan, please do so by February 12, 2023. Any written correspondence will be shared with the Talent City Council. If you have any questions, please contact me at [JRooklyn@cityoftalent.org](mailto:JRooklyn@cityoftalent.org) or 541-499-2325.

Note, there are three exhibits to this letter: the projected taxing district impacts (Exhibit A), the draft Plan (Plan, Exhibit B) and the Report Accompanying the Plan (Report, Exhibit C).

Sincerely,



Jordan Rooklyn  
 City Manager  
 City of Talent  
 PO Box 445  
 Talent, Oregon 97540

Attached:

Exhibit A	Taxing District Impacts
Exhibit B	Talent Urban Renewal Plan
Exhibit C	Report on Talent Urban Renewal Plan Urban





## JACKSON COUNTY LIBRARY DISTRICT

205 S. Central Ave.  
Medford, OR 97501

July 26<sup>th</sup>, 2022

Dear TURA Board of Directors and Jordan Rooklyn,

Jackson County Library District (JCLD) recognizes that Urban Renewal Districts, in general, are a good thing and, when successful, help the area become more valuable. In this case, the proposed URD has the potential to increase the value of the area to be better than it was before the fire. Waiting too long to invest in infrastructure, particularly for the business corridor, means that recovery may take too long.

We understand what TURA is trying to accomplish with the creation of said District and support these aims. While we are in support of the Urban Renewal Area, we are concerned about the cost and impact on our services in your community in the future. The Talent Library is one of our busiest branches, and a high percentage of the community have library cards. As of February 2022, we were serving 5,055 patrons in Talent with an annual operating budget of \$558,000. The proposed TURA aims to decrease our potential operating revenues while demanding increased services to a growing population. In order to maintain and expand services at the Talent location, we are requesting that the Talent Library's building and services be included in the project plan. If we are included in the plan, we would like to how JCLD will be able to access the funds from the Urban Renewal area in order to address some of the needs of the Talent library.

We have some concerns about the extent of residential property included in the boundary area and some of the uncertainty of the proposed projects in the plan. We see that many of the residential areas included in the boundary area have started to rebuild and have received state and federal grants to do. We are curious to know why those residential areas are included in the project plan.

We wish Talent the best in its ongoing recovery efforts and truly hope that you are able to build back better. We will continue to serve the library needs of the Talent Community through our library system and look forward to celebrating the community improvements with you.

Sincerely,

Eric Dziura, Board President, on behalf of the JCLD Board

APPLGATE ASHLAND BUTTE FALLS CENTRAL POINT EAGLE POINT GOLD HILL JACKSONVILLE MEDFORD  
PHOENIX PROSPECT ROGUE RIVER RUCH SHADY COVE TALENT WHITE CITY



January 12, 2023

**Title:** Policy Updates

**From:** Kari May, Library Director and the JCLD Policy Committee

---

**Recommendation:**

The Policy Committee recommends that the board approve the Board Duties and Responsibilities Policy Handbook.

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

Maintaining updated policies provides clear guidance for governance by the District Board.

**Background and Additional Information:**

Under guidance from SDAO, this policy handbook combines the [eleven Board Governance Policies](#) previously approved and adopted by the District. Language was copied over verbatim and any proposed revisions have been reviewed by the Policy Committee and JCLD Legal services. Consolidating policies into one document increases clarity of duties and expectations of Board Members and will provide a convenient reference for current and prospective JCLD Board Members.

**Attachments:**

- Board Duties and Responsibilities Policy Handbook

# BOARD DUTIES AND RESPONSIBILITIES POLICY HANDBOOK

## JACKSON COUNTY LIBRARY DISTRICT



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## **SECTION 1: OVERVIEW**

Pursuant to a local election held on the 20th day of May 2014, the voters authorized the creation of the Library District to serve Jackson County. The organization is called the “Jackson County Library District,” hereafter referred to as “District”. Following its formation, the District assumed and performs functions as provided in Chapters 357 and 198 of Oregon Revised Statutes (ORS) and all other relevant state statutes that relate to Library Districts.

The purpose of the Board, on behalf of the people of Jackson County, is to see to it that Jackson County Library District: (1) Achieves appropriate results for appropriate persons at an appropriate cost; and (2) Avoids unacceptable actions and situations. As provided for in ORS 357.256, the District Board shall be the governing body of the District and shall exercise all powers thereof.

The District’s Board Governance Policies will not create any enforceable right, contract, employment agreement or expectation on the part of any person; and any deviation from a District policy will not in itself render any District action invalid, void or voidable, nor will such deviation constitute evidence of negligence. The Board may deviate from policy when to do so serves the public interest or avoids hardship as the Board may determine. Policies will comply with all applicable federal, state and local laws and regulations. If any policy or portion thereof is found to conflict with any local, state, or federal law or regulation, such policy or such portion thereof will be deemed void without further Board action.

The policies compiled in this guidebook represent the Board member duties and responsibilities of Jackson County Library District. Board member’s signature on the Acknowledgment and Agreement to Comply page of this manual (pg.22) constitutes Board member’s agreement to comply with the Board policies and guidelines stated herein.

## **SECTION 2: THE BOARD**

### **2.1 Members of the Board**

The Board of Jackson County Library District shall be comprised of five Board members, who are duly elected public officials serving a term of four years. Each Board member is charged with serving the best interests of the District, and will exercise and carry out the powers and authority granted by the Oregon Revised Statutes, including ORS Chapter 198 (Special Districts Generally), and those statutes outlined in the Principal Act for Jackson County Library District, ORS Chapter 357.

Within ORS Chapter 357, “Library Districts” are covered in ORS 357.216 to 357.286. Board members should be aware that other Oregon statutes also apply to the District. Each Board member shall serve an equal role on the Board, and the Board shall operate as a whole. Board members have no individual authority except that expressly delegated by the Board.

### **2.2 Elections and Eligibility**

No person elected or appointed to the Board shall be sworn in unless such person meets the qualifications for office set forth in the District’s organic act (ORS Chapter 357). If questions exist regarding the eligibility of any candidate, the Board shall obtain an opinion from legal counsel prior to swearing in such person.

- a. Any elector residing within the District is qualified to serve as a District Board member (ORS 357.226).

- b. The boundaries of the District include all territory within Jackson County, Oregon.
- c. Current District employees may not serve as Board members (ORS 198.115).

The election of Board Members shall be conducted as provided by the District’s enabling statute (ORS Chapter 357) and ORS Chapter 255.

- a. Board members are elected at large by position number by the electors of the District (ORS 357.241). Board member positions are numbered 1 through 5. The candidate receiving the highest number of votes in each position shall be elected.  
Position numbers are transferred to the successors of each Board member.
- b. Regular District elections are held in each odd-numbered year on the third Tuesday in May (ORS 255.335).
- c. Terms shall be staggered so that not all Board members start four-year terms at the same time.

### 2.3 Oath of Office

Each District Board member elected shall take an oath of office and shall hold office from July 1 following their election (ORS 357.236).

Board members appointed to fill a vacancy shall take an oath of office at a Board meeting prior to assuming the duties of the position.

The oath should be administered before a judge, notary, or other official authorized by Oregon law to hear oaths. Language of the oath shall substantially similar to the following:

*“I, [NAME], do solemnly swear that I will faithfully perform the duties of the office of BOARD MEMBER of the JACKSON COUNTY LIBRARY DISTRICT to the best of my abilities; that I will abide by the rules, regulations, and policies of the JACKSON COUNTY LIBRARY DISTRICT; and that I will uphold the laws and the Constitutions of the State of Oregon and the United States of America.”*

### 2.4 Board Officers

The Board shall elect annually, from among its members, officers as prescribed by the Principal Act of Jackson County Library District. Officers have the general powers and duties outlined below:

**President** – The President of the Board shall preside at Board meetings and shall prepare or confer with the Vice President, Secretary, and Executive Assistant on preparation of the meeting agenda. The President is charged with conducting meetings, preserving order and ensuring that Board practices conform to Board policies and Oregon Revised Statutes. They may call special meetings according to Oregon Public Meetings Law and shall sign official District documents on behalf of the Board (when authorized to do so by a majority of the Board). They should also, when authorized to do so by a majority of the Board, be the source of contact for the District’s general counsel attorney on behalf of the District. The President has the same right as other members of the Board to move, second, debate and vote.

Any decision of the President or other presiding officer at the meeting may be overridden by a majority vote of the Board.

**Vice-President** – In the President’s absence, the Vice-President shall act as President pro tempore, and shall have the powers and duties of the President of the Board as prescribed by District polices.

The President will appoint a Board member to preside at meetings where the President and Vice President are not present. If the President has failed to appoint a Board member to preside, and if

the Vice President is not present then the remaining members of the Board will elect a Board member to preside at the meeting.

**Secretary** – In accordance with Oregon Revised Statutes, the Library Director shall serve as the Secretary of the District. (ORS 357.226). The Secretary shall be responsible for ensuring that accurate minutes of Board proceedings are taken, transcribed, and distributed to each Board member in a timely manner for review prior to approval. The Secretary shall maintain properly authenticated official minutes in chronological order and on file in the District’s records permanently. The Library Director may delegate any of the Secretary’s duties to staff.

#### **Officer nominations and elections**

- a. Nominations for President and Vice-President shall be taken from the floor during the first regular meeting in July.
- b. The candidate receiving a majority of votes cast shall be elected.
- c. The President and Vice-President shall serve for one year or until their successors are elected. Their term of office shall begin upon election.
- d. Neither the President nor the Vice President shall serve more than two consecutive years in those offices, unless additional terms are approved by a majority of the Board.
- e. Any officer elected by the Board may be removed from office by a majority vote of the Board when, in their judgment, the best interest of the District would be served thereby.

#### **2.5 Vacancies**

Vacancies on the Board due to resignation or incapacity to serve are to be filled by the remaining members of the Board in accordance with ORS 198.320.

If a Board member should resign from the Board before their term is up, the vacancy shall be filled by appointment decided by majority vote of the Board. If the Board cannot agree on an appointment, or there is not a quorum available to do so, the Board of County Commissioners for Jackson County will appoint a replacement. The appointed replacement shall serve until the next regular election of Board members.

The Board may, at its discretion, grant a leave of absence for up to three months in the event of illness or other extenuating circumstances.

#### **2.6 Board Member Authority**

- a. **Representative of the District:** If a Board member appears before another governmental agency or organization to give a statement on an issue relevant to the District, that member must state whether the statement reflects personal opinion, is the official position of the District, or both. Additionally, if the Board member is representing the District, they must support and advocate for the official District position on the issue.
- b. **Governing District:** The Board shall not, to the extent possible, involve itself in the day-to-day operations of the District. Without prior approval of the Board, no member may interfere with or engage in District operations, including programs, maintenance, personnel management, administration, enforcement of facility rules, planning, training, or other daily operations and responsibilities of the Library Director. If the Board sees a need for an exception and asks a Board member to become involved in District operations, the Board will clearly state in writing the Board member’s operational duties/functions, and the Board President and Library Director shall agree to said arrangement prior to the Board member commencing involvement.

Board member conduct and expectations are more fully outlined in Section 7 (Ethics).

### **SECTION 3: BOARD MEETINGS**

#### **3.1 Required Meetings**

Board members' attendance at meetings is expected. At minimum a quorum of the Board shall discuss, deliberate and take action as appropriate on all agenda items. A majority of the Board (3 members) shall constitute a quorum.

All Board meetings and work sessions shall be conducted in accordance with Oregon Public Meetings Law as described in ORS 192.610 to 192.690. It is the intent of the public meetings law that decisions of governing bodies be arrived at openly.

All Board meetings shall be held within the geographic boundaries of the District, except for training sessions held without any deliberative action. No meeting shall be held in any place where discrimination on the basis of race, creed, color, sex, age, national origin, or disability is practiced. All meetings shall be held in locations which are accessible to the handicapped.

All meetings of the Board shall be open to the public except as otherwise provided by Oregon Public Meetings Law. The day and time of regular Board meetings shall be set by motion annually during the regular meeting in July. The Board may cancel or reschedule the date or dates of regular meetings as it deems fit, subject to the notice provisions of the Oregon Revised Statutes.

All public meetings of the District Board shall also allow for remote attendance by anyone who wishes to attend in such a manner. Board Members may participate in meetings via teleconference, videoconference, web conference, or other technologies allowing synchronous communication among members. Notice and opportunity for public access shall be provided when meetings are conducted by electronic means.

#### **3.2 Notice**

Public notice for all meetings of the District, including executive sessions, shall be provided in the following manner:

- a. Notice of the time, place, and principal agenda topics shall be given for all meetings as soon as is feasible. Notices shall be sent to Board members, local media, persons who have requested notice in writing, and any persons who the District knows may have a special interest in a particular action, unless such notification would be unduly burdensome or expensive.
- b. The agenda shall also be posted on the District's page on the library website.
- c. Notice for meetings to be held in executive session shall be given in the same manner as notice for other meetings set forth above, except that the notice need only indicate the general subject matter to be considered at the executive session and the statutory basis for convening an executive session.

#### **3.3 Agenda**

The Board President, Vice President, Library Director, and Executive Assistant will prepare an agenda for each regular Board meeting, special meeting, or executive session. The agenda shall specify all matters scheduled to come before the Board at the meeting, under the following headings:

1. CALL TO ORDER
2. ROLL CALL AND INTRODUCTIONS



3. PROCLAMATIONS
4. AGENDA AMENDMENTS AND APPROVAL
5. CONSENT AGENDA
6. ORAL REQUESTS AND COMMUNICATIONS FROM AUDIENCE (see section 3.9)
7. PRESENTATION AND REPORTS
8. PUBLIC HEARING (if any)
9. UNFINISHED BUSINESS
10. NEW BUSINESS
11. COMMITTEE AND BOARD MEMBER REPORTS
12. ADJOURNMENT

Board members may request items to be placed on an agenda through the Board President, Library Director, or Executive Assistant. Agenda suggestions by Board members should be made at least five days in advance of meeting. The agenda and any attachments thereto, including any Manager's or financial reports, shall be made available to Board members and to the public at least three days prior to each regular Board meeting.

Board members should make every effort to ensure that agenda items they wish to be considered are submitted in a timely manner in advance of the meeting. However, a Board member *may* also move to add an item to the agenda at the beginning of a meeting, subject to Board approval. If approved by the Board, item will be added to agenda to be considered as the last item under New Business.

The Board may place certain items on a Consent Agenda and approve them as one action. Any Board member may request to remove an item from the Consent Agenda for discussion, modification and individual approval.

### 3.4 Executive Sessions

The Board may convene an executive session *only* for the specific statutorily authorized reasons outlined in ORS 192.660. Executive sessions shall be noticed in the same manner as regular Board meetings, and must include the specific authorizing statute under which the meeting is allowed. An executive session may be called as part of a regular, special, or emergency Board meeting provided proper notice has been given. The Board may also call a separate meeting that is exclusively an executive session.

Executive sessions are closed to the public, but the Board may, at its discretion, invite persons not part of the Board to attend executive sessions. Media cannot be excluded from an executive session, with the exception of sessions regarding labor negotiations. The presiding officer will instruct members of the media present in executive session not to report or disclose matters discussed at the session.

Board members, staff, media representatives, and other persons present shall not discuss or disclose executive session proceedings outside of the executive session without prior authorization of the Board as a whole.

Executive sessions may not be held for the purpose of taking any action or making any final decision.

### 3.5 Special and Emergency Meetings

- a. Special Meetings: If a need arises to address, deliberate, or take action on a given topic and cannot wait until the next regular Board meeting, the Board may convene a special meeting to address the issue. Special meetings may be held at the request of the President or any three

members of the Board. If the President is absent from the District, special Board meetings may be held at the request of the Vice-President.

- b. Special meetings are open to the public and require a minimum of 24 hours' notice. The agenda for a special meeting shall only include the particular item for which the special meeting is being called, and the meeting shall address *only* that agenda item, and then adjourn.
- c. Emergency Meetings: At the request of persons entitled to call special meetings, the Board may convene an emergency meeting with less than 24 hours' notice. An emergency exists where there are objective circumstances that create a real and substantial risk of harm to the District if action is delayed.

Notice must be appropriate to the circumstances and should include a reasonable attempt to contact the media and other known interested persons. The caller(s) of the meeting shall state the reasons for calling it and why it could not be delayed. An emergency meeting shall relate only to the urgent items in question and does not permit consideration of any additional District business.

- d. Study Sessions: Study sessions of the Board may be called by the President or any members of the Board. Subjects discussed at a study session shall be limited to the agenda items, and no final decisions shall be made during a study session. A study session may be held in conjunction with a regular meeting or a special meeting. Final action may be taken at a regular or special meeting held in conjunction with a study session or at the next regular or special meeting.

### 3.6 Minutes

Written minutes shall be taken at all Board meetings and meetings of Board-appointed committees of three or more Board members. Meeting minutes are not expected to be a verbatim transcript of the proceedings, and shall comply with ORS 192.650 by, at minimum, containing the following:

- a. Name of Board members and staff present;
- b. All motions, resolutions, orders, measures and ordinances proposed and their disposition;
- c. The result of any votes, including the names of each Board member and how they voted;
- d. The substance of the discussion on any matter; and
- e. Reference to any document discussed at the meeting.

Meeting minutes may be amended as necessary. Upon receipt and review of the minutes, Board members may submit any corrections or additions to the Executive Assistant so that a corrected copy may be issued to the Board and public prior to the next meeting for Board approval. The Board must authorize any changes to the meeting minutes.

The Board Secretary is responsible for ensuring that accurate minutes are taken, distributed to Board members, and made available to the public within a reasonable time after Board approval. The Secretary shall also keep official copies of properly authenticated minutes, in chronological order, on file with the District permanently.

Tape or video recordings of meetings are not required, but may be utilized at the Board's discretion, and will be subject to the same permanent retention requirement. Minutes of an executive session will be kept and retained separately. Such minutes are generally not considered public records.

### 3.7 Procedural Rules

To ensure focused and efficient meetings, the Board will adhere to the following procedures and meeting protocol. In the event a parliamentary procedure issue is not addressed by this policy, the Board shall use the latest edition of Robert's Rules of Order to decide such issue. The more informal Procedures for Small Boards excerpted from Robert's Rules may be followed at the discretion of the Board.

a. Motions - General

1. All Board members have the right to make motions, discuss questions, and vote on any issue before the Board.
2. Board member motions will be clearly and concisely stated. The President will state the name of the Board members making the motion and the second.
3. The President will repeat the motion prior to a Board vote.
4. Motions for withdrawal of a motion, agenda order, roll call vote or point of order do not require a second.
5. A motion on which a second is not made but where discussion begins is deemed seconded by the member beginning the discussion. Motions requiring a second and not receiving such will die.
6. Discussion of a motion is open to all Board members wishing to address it. A member must be recognized by the President prior to speaking on the motion.
7. The President may ask for a voice vote, but a roll call vote should be taken on all final decisions. All members will vote on each motion unless legally disqualified. A member abstaining from a vote must state the basis for any conflict of interest or other disqualification. The Executive Assistant will maintain a record of the votes.
8. The President will announce the results of any vote. Board members may explain their votes but must do so succinctly.
9. Ties: A motion receiving a tie vote fails.
10. Withdrawal: A motion may be withdrawn by the motion maker at any time without consent of the Board.
11. Table: a motion to table is not debatable and precludes any amendment or further debate. If the motion carries, the item may only be taken from the table by adding it to a future agenda for continued discussion.
12. Postpone: A motion to postpone may be made to either postpone to a certain date or to postpone indefinitely. A motion to postpone to a certain date is debatable and amendable. A motion to postpone indefinitely is a motion to reject without a direct vote and is debatable and not amendable.
13. Amendment: A motion to amend may be made to a prior motion that has been seconded but not voted on. Amendments will be voted on first, prior to the motion being amended (or not amended) and voted on. Motions to adjourn, table, take from table, reconsider, for point of order and agenda order may not be amended.
14. Call for Question: A motion calling for the question ends debate on the item and is not debatable. A second is required, and each Board member who wishes it should have one opportunity to speak before the motion is called. Once called, the President will inquire if any objection is raised. If there is an objection, the matter will be put to vote and either pass with a majority vote or fail. Debate may continue if the motion fails.

15. Reconsideration: When a motion has been decided, a Board member *who voted with the majority* may move for reconsideration. A motion for reconsideration may only be made at the meeting at which the motion was approved.
16. Adjournment and Recess: Any meeting of the Board may be continued or adjourned with a motion and majority vote of the Board members present. A motion to adjourn will be in order at any time except while a vote is being taken or when made as an interruption of a member who is speaking. Upon the request of a Board member, a short recess may be taken during a Board meeting.
17. Control of Meeting: The presiding officer shall have the authority to keep order and impose reasonable restrictions necessary for the orderly and efficient conduct of a meeting. Persons who fail to comply with such reasonable regulations or who otherwise disturb the meeting may be asked to leave, and upon failure to do so, may be treated as a trespasser.

### 3.8 Order and Decorum

Board members will assist the Board President in preserving order and decorum during Board meetings and will not delay or interrupt proceedings. Board members will comply with any ruling of the President or Board, and the following rules will be observed to maintain order and decorum during meetings:

- a. Board members will review necessary information, including the agenda and meeting materials, before meetings, and will come to meetings prepared.
- b. Any Board member desiring to be heard will request to the President to be heard. Board members will be given an opportunity to speak at least once on any pending motion or agenda item. Once recognized, the speaker will confine their remarks to the subject under consideration.
- c. When speaking on behalf of the Board or District, Board members will represent the Board's official position, not their own personal opinion.
- d. Board members will be open and candid and should be succinct in stating their views. Board members should focus on a single issue or topic at any one time and allow one another to finish speaking without interruption.
- e. Board discussions are to focus on District issues; Board members should avoid becoming involved with non-District issues not relevant to the current discussion.
- f. Board members should keep discussions moving and adhere to established time limits on discussions.
- g. Board members will refrain from criticizing or berating each other, staff, or members of the public.

### 3.9 Public Participation/Comment

In order to foster an atmosphere of cooperation and transparency, and in order to best serve the interests of the community, every regular meeting will include an opportunity for public comment. Public comment and public hearing testimony will follow these guidelines:

- a. Every person desiring to speak will first address the presiding officer and, upon recognition, will give his or her name and address. When giving testimony during a public hearing, individuals will confine their comments to the issue under consideration.

- b. The regular Board meeting agenda will provide an opportunity for public comments on items that will not be the subject of a public hearing. This portion of the meeting will be restricted to no more than twenty minutes, unless extended by the presiding officer.
- c. Speaker's comments will be limited to three (3) minutes. This time limit may be extended or reduced for each speaker or each subject at the discretion of the presiding officer.
- d. Speakers should not repeat their own or other's prior statements.
- e. Each comment should provide new information not previously considered by the Board to that individual's knowledge.
- f. All questions and discussion by members of the audience will be directed to the presiding officer. Direct discussion between members of the audience and Board members or employees is permitted only at the discretion of the presiding officer.
- g. Any member of the public attending a Board Meeting may be required to leave for any conduct deemed disorderly by the Board, including the failure to present comments or testimony in a manner courteous to the Board, its staff, and members of the audience. Before any person is requested to leave a Board Meeting for disorderly conduct, that person will be given a warning by the presiding officer to cease the conduct.
- h. At the discretion of the Board President, members of the public may be required to sign-up to comment or testify, prior to the beginning of the meeting. Such sign-up may be required when controversial issues will be discussed, or when many individual speakers are anticipated.

### 3.10 Virtual Attendance

The Board will delegate a Board member or staff attendee responsible to set up the device(s) at the meeting, start the virtual meeting, monitor any remote attendees, technical issues, etc., and end the feed upon adjournment of the Board meeting. The presiding officer will have the same authority for control of the meeting for virtual attendees as addressed in Section 3.7 (17). Virtual attendees will have the same opportunity for public comment as in-person attendees, and are subject to the same guidelines and procedures for doing so.

## **SECTION 4: COMMITTEES**

### 4.1 General

The Board may establish committees to assist the Board to govern more efficiently and, in some cases, to comply with the requirements of state law. A Board committee is not designed to do staff work. Committees shall be used to investigate, deliberate, analyze, and make recommendations with regard to special issues. Committees are a subsidiary of the Board, and shall report their work to the Board on a regular basis.

The Board shall annually review the work of each committee and determine which committees will be reappointed and which committees will be abandoned as no longer necessary. The Board shall appoint the chairperson and members of each committee, and each will serve a term of one year. The Board may fill vacancies on a committee and may remove a member from a committee at any time without cause.

Committees established by the Board are advisory in nature and shall have only the powers specifically delegated to it by the Board. Committees and their members have no authority to represent the District's official position on any matter except by express and explicit approval of the Board for such.

The purpose and responsibilities of each committee shall be included in writing as part of the committee's charter. All committees shall submit their charters and annual work plans to the Board annually for review and approval.

The committee chair shall convene all meetings of the committee or a majority of the committee members may call a committee meeting. The committee chair will be expected to lead the committee just as the Board President is expected to lead the Board. The chair is accountable for ensuring the productivity of the committee.

Minutes shall be kept of committee meetings. When committees make recommendations to the Board for action, such recommendations shall be made in the form of a motion at a Board meeting. All meetings of Board committees are subject to the Oregon Public Meetings Law.

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

#### 4.2 Standing Committees

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

1. Policy Committee: The Policy Committee works with the Library Director and staff to develop and revise necessary policies related to the governance and operations of the District. Policies shall serve as guiding principles for Board members, staff, and patrons.
2. Facilities Committee: The Facilities Committee works with the Library Director and staff to increase the useful life of the buildings and their systems, ensure the safety of library patrons and capital equipment, and create and maintain welcoming spaces that support the District's service priorities.
3. Advocacy Committee: The Advocacy Committee works with the Library Director and staff to stay abreast of local, state, and national legislation that might impact library services; develop talking points about the impact of library services in Jackson County; and promote the library in the community at large.
4. Finance Committee: The Finance Committee works with the Library Director and staff to provide oversight of the District's finances and ensure that the District is operating within its established policies regarding fiscal management.
5. Data and Metrics Committee: The Data and Metrics Committee ensures that the JCLD staff and Board have the tools and statistics needed to make data-driven decisions that impact the budget and strategic plan. The Committee ensures that data collected and presented to the Board and the State is accurate and submitted on time.
6. Executive Committee: The Executive Committee consists of the officers of the Board. Its only purpose is to advise the Board President, when needed, and to assist the Board President, Secretary, and Executive Assistant in developing each Board meeting agenda.

#### 4.3 Special Committees

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

1. Strategic Planning: The Strategic Planning Committee is activated every five years, at which time a new chairperson and members are appointed. The committee works with the Library

Director to develop a five-year strategic plan that assures the library's services and activities reflect the District's mission; set priorities; show measurable progress; and provide a strong foundation for decision making.

2. Any other committee as needed.

## **SECTION 5: BUDGET**

### 5.1 Governing Statutes

The Board will be responsible for reviewing and approving the annual budget. The process for preparing and approving the District's annual budget is more fully described in the Local Budget Laws for Oregon, ORS Chapter 294. Board members will familiarize themselves with these statutes and with Local Budgeting Manual published by the Oregon Department of Revenue.

### 5.2 Budget Process

The Local Budgeting Manual will be the primary reference for all budgeting issues, but for purposes of this policy manual, the process is summarized as follows:

1. The Board appoints a budget officer (ORS 294.331)
2. The Board appoints a budget committee consisting of all Board members plus an equal number of electors of the District (ORS 294.414).
3. Vacancies on the budget committee are filled by appointment of a majority of the Board.
4. The budget officer prepares (or supervises preparation of) a budget message, explaining the proposed budget and any significant changes to the District's fiscal policy or financial position, and a proposed budget to present to the budget committee.
5. The budget officer gives public notice of the budget committee meeting as required by ORS 294.401.
6. The budget committee meets, and the budget officer delivers the budget message. The committee will meet thereafter as needed to revise and complete the budget. At least one meeting must provide the opportunity for questions and comments from any interested person. (ORS 294.426)
7. The budget committee considers the budget and any comments made by the public and makes any changes. Once satisfied the budget committee, by motion, second, and majority vote, approves the budget and the amount or rate of any relevant tax. The approval/results of the vote are recorded in the minutes of the meeting. (ORS 294.428)
8. The budget committee schedules a hearing, and the budget officer publishes a summary and Notice of Budget Hearing and Financial Summary 5 to 30 days before the scheduled hearing (ORS 294.448).
9. The Board will hold one or more budget hearings on the date specified by notice, to listen to public testimony on the budget approved by the committee. (ORS 294.453).
10. The Board adopts the budget, makes appropriations, imposes and categorizes taxes. The Board may make changes to the approved budget before it is adopted. (ORS 294.456)
11. The Board certifies taxes to the county assessor.

Upon submission of the budget to the Board, the budget committee has completed its duties as required and no further meetings of the budget committee shall take place prior to the next budget cycle unless the Board directs otherwise. It should be noted that budget committee members are

public officials as defined in Oregon’s Ethics Laws for Public Officials, and are subject to conflict of interest disclosure and other ethics requirements.

### 5.3 Budget Committee

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

- a. The Budget Committee shall consist of five members of the Board and five appointed electors within the District.
  - 1. Committee members shall be residents of the District.
  - 2. Neither District employees nor persons having a contractual relationship with the District may serve on District committees as public members.
  - 3. A member of the public may not simultaneously serve on more than two District committees or one District advisory committee, nor may a member of the public simultaneously serve as chair on two District committees, except relative to service on the budget committee.
  - 4. Candidates for committees will complete a Board-approved application and statement of interest.
  - 5. The District will give public notice of committee vacancies.
  - 6. Board members may suggest persons for committee membership who have demonstrated interest and knowledge in the committee’s area of responsibility.
- b. Budget Committee members shall serve for three years. Their terms shall be staggered so that as nearly as possible one third of the terms of the appointed members shall end each year.
- c. Appointed members may not receive any compensation for their service on the committee.
- d. A vacancy on the Budget Committee shall be filled by the Board for the unexpired portion of the term of the vacant position as soon as practicable.

## **SECTION 6: RESPONSIBILITIES**

Governing Boards have both legal and fiduciary responsibilities and this is true for the Jackson County Library District’s Board of Directors. The Board’s primary fiduciary duties are the duty of care and the duty of loyalty. The duty of care requires that individual Board members inform themselves, prior to making a decision, of all material information reasonably available to them. The duty of loyalty requires that individual Board members always act in the best interest of the District and never in their own best interest.

It is the responsibility and right of Board members to participate in Board meetings and vote on District matters as part of the Board. The most important activity of the Board in performing this responsibility is the formulation and interpretation of District policies because policies are the tools that the Board uses to fulfill its legal and fiduciary responsibilities. To this end, the Board shall establish policy, reserving to itself all authority and responsibility not directly assigned to other District officers and personnel.



The primary responsibility of the Board is to make policy-level decisions for the District, and to hire, evaluate and manage the District's chief executive officer, the Library Director. Adopting policies that provide for effective oversight of management is a primary responsibility of the Board. Management of the daily operations of the District and management of the staff is the responsibility of the Library Director.

### 6.1 Delegation

No individual Board member may direct or order a staff member on any matter that relates to the daily operations or administrative activities of the District unless expressly authorized by the Board. No individual Board member may order, direct, or conduct any review of personnel records of any staff member or any other record that is exempt under Public Records law unless expressly authorized by the Board.

If any Board member should be delegated by the Board to exercise any administrative authority for the District, that direction shall be in writing and shall state the express purpose for which authority is being granted and for what duration, and any such appointment shall be agreed upon between the Board and the Library Director. Any Board communications relative to District business must be directed to the Board President, who will then communicate the question, request, or concern to the Library Director.

Board members have no individual powers separate from the powers of the Board and have no authority to act individually without delegation of authority from a quorum of the Board. Likewise, no individual Board member may speak for or on behalf of the Board or District, except as authorized to do so by official Board action as recorded in the official minutes, guidelines, or policies of the District. If a Board member acts without authority from the Board, the individual can be exposed to personal and District liability.

### 6.2 Management

The Board shall be responsible for the following supervisory duties:

- A. Library Director:
  - 1. Hire the Library Director.
  - 2. Define the duties and responsibilities of the Library Director.
  - 3. Approve the plan, form and amount of Library Director's compensation, to include salary, benefits, bonuses, vacation, travel, etc.
  - 4. Evaluate the Library Director annually.
  - 5. Provide advice and consultation to management on matters within the purview of the Board's responsibilities.
  - 6. With the assistance of legal counsel, engage in any necessary disciplinary action as relates to the Library Director, up to and including termination.
- B. Financial:
  - 1. Approve contracts for professional services required by and for the Board, and any other contracts binding the District.
  - 2. Approve the form and amount of reimbursement for Board members.
  - 3. Approve specific important projects.
  - 4. Review and approve the annual budget.

5. Review and approve any employee benefit plans.
  6. Monitor the finances of the District and otherwise acting as fiduciary, setting policy or taking action to ensure the fiscal integrity of the organization.
  7. Select the District's independent municipal auditor and annually approve the audit report.
- C. District Plans and Objectives:
1. Become familiar with and abide by all laws and policies governing the operation of the District.
  2. Approve any significant departure from established plans or policy.
  3. Review and approve major changes in the District's organization or structure.
  4. Develop and approve strategic plans for growth and development of the District.
  5. Ensure that program objectives are assigned to the proper planning or implementing subgroups or committees.
  6. Receive, discuss and take action on committee or other planning body recommendations.
  7. Pass District resolutions.
- D. Compliance and Legal
1. Select legal counsel and consultants for the District.
  2. Request advice from legal counsel as needed. Requests to legal counsel for advice requiring legal research may not be made by a Board member without the concurrence of the Board. Before requesting research or other action by legal counsel, the Board should, if appropriate, consult with the Library Director to determine if the request or action can be accomplished cost-effectively. Outside a Board meeting, the Board should make requests of legal counsel through the Library Director, with the exception of issues related to performance of the Library Director.
  3. Ensure that the District is in compliance with all federal, state, and local laws.

### 6.3 Board Member Reimbursement

Board members may be reimbursed for actual and reasonable expenses incurred in the performance of their duties (ORS 357.460) based on current federal rates.

Reimbursable expenses pertain only to the Board member and do not include the spouse, children, other relatives or companions. Reimbursable expenses include:

1. Transportation;
2. Lodging;
3. Meals;
4. Registration fees for conferences, conventions and seminars; and
5. Other actual and necessary expenses related to the official business of the Board member as deemed appropriate.

Board members should exercise good judgment so as to avoid unnecessary District expense and should not undertake any Board business that will generate reimbursable expenses without the express approval of the Board.

Board members will be reimbursed for eligible expenses upon completion of the relevant assignment, within a reasonable amount of time after submittal of documentation of expenses. Expenses are subject to review by the Board and, if deemed unreasonable, may be declined for reimbursement.

## **SECTION 7: ETHICS**

In its work together, the Board always shall seek the best outcomes for the District, its users, and its taxpayers. The members of the Board shall listen carefully to one another and strive to hear the best elements of a suggestion. Members should respond to communications from fellow Board members in a timely manner. The Board shall seek to create an atmosphere where differences of opinion are expressed freely. Members will be candid, clear, and careful to avoid what might appear to be public criticism of a fellow Board member. The Board shall involve each other in discussions they have about the District to ensure that everyone is able to make informed decisions.

According to the Oregon Government Ethics Law (ORS 244.020), persons elected or appointed to a governing body of a public body are considered to be “public officials,” irrespective of whether the person is compensated for the services. Consequently, any person who is elected or appointed to serve on the Jackson County Library District Board of Directors is considered a “public official” for purposes of ORS Chapter 244.

### **7.1 Governing Statutes**

As public officials and public representatives of the District, Board members are expected to conform to the expected high standards of ethical conduct, including but not limited to the following:

Board members will review and observe the requirements of the Oregon Ethics Law Guide for Public Officials, and all requirements of the Oregon Revised Statutes governing ethics for public officials, ORS 244.010 to 244.390. The Oregon Government Ethics Commission publishes and updates a guide for public officials that helps to explain in understandable terms the requirements of Oregon Government Ethics law and the Oregon Government Ethics Commission’s interpretation of those requirements. The Guide for Public Officials and any related legislative updates are available online at [State of Oregon: Oregon Government Ethics Commission](#).

Liability for violation of Oregon’s Ethics Laws for Public Officials is personal to the public official. It is not covered by the District’s liability coverage, and the costs of investigation and any penalty issue are the responsibility of the Board member.

Oregon Government Ethics law also applies to relatives of public officials including a spouse, parent, stepparent, child, sibling, stepsibling, son-in-law, daughter-in-law of the public official, or of the public official’s spouse. Any individual for whom the public official has a legal support obligation, or who benefits financially from the public official’s employment with the public entity, is also covered by the law.

### **7.2 Conflicts of Interest**

Board members are strictly prohibited from using a position in public office for private financial gain. Board members must give public notice of any actual or potential conflict of interest at a public Board meeting, and such notice will be reported in the meeting minutes. The disclosure shall be repeated and recorded in the meeting minutes in each instance where the matter is discussed.

ORS Chapter 244 identifies and defines two types of conflicts of interest: An **actual** conflict of interest and a **potential** conflict of interest. A public official is met with a conflict of interest when participating in official action which could or would result in a **financial** benefit or detriment to the public official, a relative of the public official or a business with which either is associated.

- A. Potential Conflict of Interest: Exists when a decision being deliberated by the Board *could* result in financial gain or avoidance of financial loss to the Board member, a relative of the Board member, or a business owned by the Board member or a relative of the Board member. A potential conflict must be disclosed, but the Board member may still participate in the discussion and vote on the issue.
- B. Actual Conflict of Interest: Exists when a decision by the Board *will* result in a financial gain or avoidance of financial loss to the Board member, a relative of the Board member, or a business owned by the Board member or a relative of the Board member. An actual conflict must be disclosed and the Board member may not participate in discussion of the matter or vote on the issue.

### **Evaluation of Potential Conflict of Interest**

The Board President shall review the information relating to any potential conflict of interest and shall take one of the following actions as they deem appropriate:

- Finding that no conflict or potential conflict exists;
- Finding that a conflict or potential conflict exists and that the situation resulting in such conflict should cease or not be permitted to proceed; or
- Referring the actual or potential conflict of interest to legal counsel for consideration.

In all cases, the decision and/or recommendation shall be recorded in the meeting minutes.

### **7.3 Prohibited Actions**

In representing the best interests of the District and its constituents, and in avoidance of pursuing individual agendas, Board members will refrain from:

- a. Disclosing confidential information or making use of special knowledge or information before it is made available to the general public.
  - 1. Board Members shall not use or attempt to use confidential information gained through their positions as public officials for financial gain.
  - 2. "Confidential information" is any information that is not generally available to the public. The obligation to keep such information confidential shall continue after the cessation of a Board Member's term on the District Board of Directors.
- b. Promoting relatives, clients or employees for Boards and commissions without making appropriate disclosures.
- c. Seeking employment of relatives with the District without making appropriate disclosures.
- d. A public official (or a relative, or a business of the public official) may not receive a gift valued at greater than \$50 from any one source in a calendar year from any individual or organization with a legislative or administrative interest in the public body, i.e., that does business with or that wishes to do business with the Library District.
  - 1. A "gift" is "something given to a public official, or a relative of the public official, when there is no payment, or payment is for a discounted price, and the opportunity (gift) is not available to others who are not public officials on the same terms or conditions."

2. "Legislative or administrative interest" means an economic interest, distinct from that of the general public.
- e. Taking an action that benefit special interest groups at the expense of the District as a whole.
- f. Any other action or request for preferential treatment that places the interests of the Board member, a Board member's relatives, associates, co-workers, clients or friends above the best interests of the District.

## **SECTION 8: COMMUNICATIONS**

### **8.1 Communications with the Media**

Any official position or comment by the Board to any media representative or outlet shall be provided or authorized by the Board President and/or the Library Director. Any other communication with the media by Board members shall be considered unauthorized and shall not represent the official position of the District.

### **8.2 Communication with Staff**

The Board will respect the separation between policymaking and administration (Board and Library Director functions respectively) as outlined in Section 6.1 (Delegation), by observing the following communication policies with respect to District staff:

- A. The Board will work with the District staff as a team in the spirit of mutual respect and support.
- B. Outside of Board meetings, Board members will not attempt to influence a District employee or the Library Director, or advocate for a certain outcome in regard to personnel matters, purchasing issues, the award of contracts or the selection of consultants. However, Board members discussing these matters with staff outside of Board meetings in a *non-coercive* manner is appropriate.
- C. Board members will, wherever possible, limit individual contact with District staff to the Library Director, management staff, and designated staff for requests that concern the relevant matter or matters, so as not to influence staff decisions or recommendations, interfere with their work performance, undermine manager authority or prevent the Board as a whole from receiving information. The Library Director will determine the most effective way to respond to Board requests.
- D. When expressing criticism to staff, either at a public meeting or through other communication, Board members will be professional and mindful of the role, expertise, and responsibility of staff members.
- E. Any written materials or information requested of staff by Board members will be submitted to the entire Board and include a notation stating who requested the information.
- F. The Board President will refer comments or questions regarding District personnel or administration to the Library Director. The Library Director may, at their discretion, reply to the inquiry directly or instruct the appropriate staff member to do so.

### 8.3 Confidentiality

- A. Board members will keep all written materials provided to them on matters of confidentiality under law in complete confidence to ensure that the District position is not compromised. No mention of the information read or heard should be made to anyone other than the Board members, Library Director, or legal counsel.
- B. All public statements, information or media releases relating to a confidential matter will be handled by the Library Director, legal counsel, or designated Board member.
- C. Unless required by law, no Board member may make public the discussions or information obtained in executive session. The Board may censure a Board member who discloses confidential information or otherwise violates this policy.

## **SECTION 9: BOARD MEMBER DEVELOPMENT AND TRAINING**

### 9.1 General

Board members are encouraged to attend relevant educational and professional conferences and seminars as well as conferences and seminars that deal with issues relevant to or being faced by the District. The District's budget will include adequate resources for Board development. Any proposed training or attendance at any conference or training event must be authorized by the Board.

### 9.2 Minimum Requirements

All Board members will be required to complete certain curricula as recommended by the Jackson County Library District. The curricula shall consist of the following minimum criteria, but the Board may add additional Board training requirements or recommendations as needed:

- A. Attend an SDAO Board Training once per year.
- B. Attend a library-focused conference (state or national) at least every two years.
- C. Read and be familiar with Oregon Ethics Guide for Public Officials.
- D. Read and be familiar with the Local Budgeting Manual published by the Oregon Department of Revenue.
- E. Read and be familiar with all Board policies and duties outlined herein.

### 9.2 Board Member Orientation

The Board, through its staff, shall cooperate impartially with candidates for the Board and provide them with information about Board policies, administrative regulations, and other aspects of the operation of the District.

The Board and its staff shall assist each new member-elect and appointee to understand the Board's role, functions, policies, and procedures before they take office.

- a. New members shall be invited to attend and participate in public Board meetings prior to being sworn in.
- b. New members shall be invited to meet with the Board President, Library Director, Assistant Directors, and other key District personnel to discuss the services each performs for the District.
- c. The Library Director shall provide material pertinent to Board operations and District meetings, and will respond to questions regarding such material. Each member will be provided with the following resources, in either print or digital format:

- Copies of the District’s formation documents; current policies and procedures; Strategic Plan; insurance policies; last two (2) adopted budgets; and last three (3) financial statements.
  - A summary of current Board committees and ad hoc task forces, including an annual meeting and event calendar.
  - Contact information for Board members and an organizational chart with contact information for key personnel.
  - Links to minutes and Board Packets from past meetings, available on the District’s website.
  - A copy of ORS Chapter 198 (power and authority of Oregon special Districts) and ORS Chapter 357 (principal act governing Oregon library Districts).
  - A copy of the *Special Districts Association of Oregon (SDAO) Special District Board Member Handbook* (summarizes Oregon’s Ethics Laws and Public Meetings Laws).
  - A copy of the *Local Budgeting in Oregon* supplement to the Local Budgeting Manual.
  - A copy of the latest revision of the *Standards for Oregon Public Libraries*, published by the Public Library Division of the Oregon Library Association.
  - A copy of *The Complete Library Trustee* handbook published by the American Library Association United for Libraries Division.
  - Copies of all such documents as the attorney[s] for the District may recommend with respect to any pending claims or lawsuits.
  - Such other materials as the Board or Library Director deem appropriate.
- d. Each Board Member will also be responsible for completing mandatory trainings required for all District personnel



Jackson County Library District

**BOARD POLICIES RECEIPT ACKNOWLEDGMENT FORM**

I am a duly elected Board member of the Board of Jackson County Library District, and hereby acknowledge that I have been provided a copy of the Board Duties and Responsibilities Manual, and that it contains important information regarding my role as a Board member. I have read and understand the policies contained in the Manual and have asked the currently presiding Board President or President tempore for clarification of any information that I did not understand or had further questions regarding.

By my signature below, I agree to observe and comply with all policies and guidelines contained in the manual.

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Board Member's Name (Print)

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Board Member's Signature

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Date





RE: Jackson County Library District Component Unit

It is the conclusion of KDP Certified Public Accountants (KDP) that the Jackson County Library District (District) include the Jackson County Library Foundation (Foundation) within the fiscal year 2022 audit as a blended component unit. The purpose of an audit is to, as a whole, reflect the financial position of the District. As the relationship between the District and Foundation grows, there are a few areas that need to be evaluated in order to ensure that District's financial statements are not misleading or incomplete. The annual evaluation showed a few factors that would lead KDP to add the Foundation as a component unit. The following factors that affect the determination are:

1. The Foundation's sole purpose is to benefit the District by soliciting grants and donations and managing them for future use.
2. The amount of funds that the Foundation holds for the benefit of the District is material enough to the District that the auditor feels that not including these financials in the District's Financial Report would be misleading to the public.

These above factors are the primary contributors to the determination to add the Foundation as a component unit. There are two possible ways to show the Foundation on the District's Financial statements. The first option is to add the Foundation as a "blended component unit." The full accrual presentation of the financial statements would show the two entities' financial statements blended together, while other statements within the financials will show the Foundation's financials independently. The second option is to "discretely present" the Foundation on the District's financial statements. The full accrual presentation of the financial statements would show each entity's financial information in two separate columns, and other schedules within the report will also show the Foundation's financials independently.

In addition to the two bullet points noted above, the current MOU states that the Library Director has the ultimate authority with regards to the employment of the Foundation Director, which implicitly allows the District responsibility over supervising the day-to-to operations of the Foundation. As a result, our conclusion within this evaluation is that the component unit presentation most appropriate for the District would be to include the Foundation as a blended component unit.

It is important to note that adding the Foundation as a component unit does not take away from the independence of the two entities. The two entities are still legally their own. Adding the Foundation as a component unit to the District allows the District's financial statements to provide full and complete financial information to its readers.

If you have any questions or would like further clarification on this memo. Please reach out to Aria Bettinger at KDP.

Regards,



Aria Bettinger



## MINUTES

### ATTENDEES AND NOTE TAKER

Notes taken by: Val Nowak

Present at the meeting were: Kari May, Eric Dziura, Kelda Vath, Crystal Zastera, Joan Vigil, Susan Kiefer

### CALL TO ORDER

Kari called the meeting to order at 3:08.

### 1. Ashland HVAC Project Updates

The dates have not changed significantly from what was discussed in September. Cost estimates have not changed either. Tuesday March 7 is when the project is due to start, and will consist of three main phases. Phase one is the lower level and will take approximately two weeks. On March 20, the library building will close to the public, but front door service will be available and will last until April 17, at which point the building could reopen the main floor. The meeting rooms will remain closed throughout the project. The project is set to be completed by May 8.

What this means for library services: Wi-Fi will remain on and accessible. The DART van may be available during phase 2, though a location for the van to park has not been decided. Library hours will expand on April 10, and there is a question whether or not to expand Ashland's hours when the library reopens, or along with the rest of the branches (during front door service). Another option would be to temporarily expand Talent's hours. Kristin is looking at alternate programming locations.

### 2. Budget

#### • County

- We have received a message from Ryan DeSautel providing budget projections, with an estimated increase of 13%. Many of the costs have gone up, as material expenses have increased and they are experiencing staffing issues. Kelda has requested a meeting with them to discuss the projection and ask for clarity regarding some of the increases. The Facility Committee will be notified and invited to this meeting.

#### • Pathway Enterprises

- There have been increases to night cleaning and day porter scheduled services in response to increased needs and hours.

#### • Capital

- Projects that are identified for 2023-2024 are the HVAC project, and the roof repair. The ladder that was discussed at the last meeting has been installed. Sealing and striping of the parking lots in Applegate and Ruch have been completed. Eagle Point carpet has been completed. Butte Falls gutters and siding is planned for this year.  
Question: who is responsible for snow removal at Prospect – especially with the shared lot? JCLS usually goes through the county channel for maintenance when needed at any branch. The school helps to clean the Prospect lot, but not on weekends. The issue of draining was brought up as well.
- We think that the roof replacement for Medford can be pushed for another year, and the HVAC replacement at Ruch was unexpected expense last year. The light replacement in Medford will move forward.

### 3. Strategic Plan

#### • Outdoor Space improvements for 2023

##### *Facilities Committee Purpose Statement*

*The Facilities Committee will work with the Library Director to determine current and future needs of physical library spaces. . 82*

- The Phoenix Library listening sessions primary takeaway was that the trees should remain in place, and further details are being determined.
- Ruch patio
- Shady Cove drought-resistant landscaping
- Applegate patio
- Medford PD has suggested alterations to landscaping as well.
- **Facilities Master Plan**
  - Kelda is preparing an RFP for a consultant to develop the FMP. They are also working to create an internal JCLS Facilities Committee to refresh and rework library spaces.

#### 4. Miscellaneous

- **Applegate**
  - Kari received a call from Padre Properties to discuss the possibility of the land being donated to us at the cost of legal expenses. Currently, we are renting the property for \$1.00 a year.
- **Annual Upgrade of Security Cameras**
  - Medford's cameras are old and malfunctioning, and we would like to add cameras at another branch. Lights in the parking lot are being worked on, but are not providing adequate lighting. It's the city's lot, and our influence is limited. What would the cost be to add better lighting? Install lighting on the sidewalk? Or on the building? Val will work on scheduling a meeting with stakeholders to discuss.
- Some branches meeting rooms need sound buffering to better help soundproof the area and reduce echoes. Crystal has received a recommendation for a consultant.
- New vehicle for Outreach – the current vehicle should have been replaced two years ago, and is experiencing issues. The vehicle that was being held was issued a recall notice. Once the part has been replaced, it should be here soon.
  - Mileage and lifetime dictate that the courier vans could qualify based on age, but they are in good condition and do not need to be replaced yet.
  - IT Van will hit 8 years in 2024, but has lower mileage and is also in good condition.
- Medford Large Meeting Room upgrade
  - There is a quote from Diversified regarding cost for replacing the sound and audio technology. 4-6 week project to plan the project before issuing the RFP. May bridge over into the next FY.
- Looking at the Capital Improvement Fund and determining what to transfer and fund out of the general fund versus the Capital Improvement Fund.

#### ADJOURNMENT

Eric adjourned the meeting at 3:28

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## **MINUTES**

### **ATTENDEES AND NOTE TAKER**

Notes taken by: Val Nowak

Present at the meeting were: Kari May, Brittany Brite, Kim Young, Joan Vigil, Carrie Turney Ross, Kelda Vath, Viki Brown, and Val Nowak

### **CALL TO ORDER**

Kari called the meeting to order at 3:06.

#### Quarterly Finance and Statistics Reports

The committee reviewed the reports from Brittany Brite and Kelda Vath and suggested slight changes to the presentations for clarity and accessibility. Metrics and progress for the Strategic Plan were reviewed. Overall, everything looks good. Brite also gave an update to the upcoming audit, and the committee briefly discussed the JCLF Component Unit item on the upcoming Board Meeting agenda.

#### Committee Vacancy

Due to Jill Turner's resignation, there is a vacancy on this committee. Viki attended in her stead today, but other board members will be asked if they have interest in joining the committee. As we are headed into budgeting season, having more than one member on the committee is important.

#### Policy Review

Kari and Val talked briefly about the finance policies to be reviewed in the coming months.

#### TURA

Brittany updated the committee on the latest news regarding TURA, and it was agreed to insert a copy of the previous letter into the board packet. It is likely that the letter of support will be updated to encompass the new plan and sent to Talent City Council by the February 12 deadline.

### **ADJOURNMENT**

Kari adjourned the meeting at 4:18

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#### ***Finance Committee Purpose Statement***

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