



JACKSON COUNTY LIBRARY DISTRICT (JCLD)
REGULAR 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>
May 17, 2023, at 4:00 p.m.

CALL TO ORDER/ROLL CALL

LAND ACKNOWLEDGEMENT

INTRODUCTIONS / PROCLAMATIONS

AGENDA AMENDMENTS AND APPROVAL

CONSENT AGENDA

1. April 17, 2023 JCLD Board Meeting Minutes

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

REPORTS (Inform)

2. Library Director – Kari May
3. Financial Report – Brittany Brite
4. Statistics Report – Kelda Vath

UNFINISHED BUSINESS (Inform/Discuss/Action)

5. Annual JCLD Board Retreat – Eric Dziura
6. Director's Evaluation Process and Timeline – Eric Dziura
7. Security Update – Kari May

COMMITTEE AND BOARD MEMBER REPORTS (Inform)

8. Relationship Committee

ADJOURNMENT

FUTURE MEETINGS/EVENTS/OBSERVANCES:

June 21, 2023 JCLD Regular Board Meeting

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

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



MINUTES

ATTENDEES

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

Additional attendees: Kari May (Library Director), Joan Vigil (Assistant Director, Public Services), Kelda Vath (Assistant Director, Support Services), Brynn Fogerty (HR Manager), Crystal Zastera (Facilities Manager), Katrina Ehrnman-Newton (Adult Services Coordinator), Brittany Brite (Finance Manager), Lorna Hilke (Central Area Manager), Carrie Turney Ross (Outreach and Programming Area Manager), Parvaneh Scoggin (Technology and Innovation Manager), Jacquelyn Bunick (legal counsel), and Joseph Carr Ritchie (substituting as Executive Assistant).

Guests: Aria Bettinger, KDP

CALL TO ORDER/ROLL CALL

President Dziura called the meeting to order at 4:02 p.m. Roll call was taken, and the Land Acknowledgement read.

INTRODUCTIONS / PROCLAMATIONS

New Jackson County Library Foundation board member Phil Meyer and staff member Kate Lundquist were introduced, followed by Lower Rogue Area Manager David Haywood and Central Area Manager Lorna Hilke.

CONSENT AGENDA

MOTION: President Dziura requested to add a discussion regarding the annual Board retreat to the agenda. The amended agenda and consent agenda were approved unanimously.

ORAL REQUESTS AND COMMUNICATIONS FROM AUDIENCE

None.

REPORTS

Library Director's Report

Library Director Kari May introduced Katrina Ehrnman-Newton, Adult Services Coordinator, who highlighted activities of the 2022-2023 Rogue Reads Program. This year's efforts focused on music and community and featured titles for four distinct age groups accompanied by system wide programs. The Foundation funded giveaways and Take and Make program materials. Hunter Communications was a sponsor. Ehrnman-Newton presented notable statistics regarding the program and wrapped up with an overview of the prizes given.

May shared that the first week of expanded hours at all branches saw a 50% increase in visits over same week last year. White City led with 188 patrons on a new open day, while the tiny branch at Butte Falls welcomed 74 visitors on their first Saturday. Dziura commented that he was pleased to hear of Magnet Day programming and *Top Gun* showings; Barrientos-Shepherd commented on the partnership with In-N-Out Burger to encourage kids to read.

Jackson County Library Foundation Report

Executive Director Ginny Auer reported on behind-the-scenes tours on Fridays, the Library Giving Day letter campaign raising \$27,000. The Foundation Board completed a study session focusing on fundraising efforts. Major

projects identified include the Phoenix pollinator garden, the Dolly Parton Imagination Library, and book lockers installation at rural branches.

Quarterly Financial Report

Finance Manager Brittany Brite reported that property tax and other revenue sources had exceeded expectations, and that the hours expansion personnel costs of \$8M came in under budget. Brite detailed Ashland HVAC funding sources and said that roof replacement for that branch would be pushed to next year.

NEW BUSINESS

FY22 audit

KDP public accountant, Aria Bettinger, said that the audit her team conducted determined that JCLS statements were “appropriately presented,” which is the best possible rating. The audit reflects the accounting change to add the Foundation as a component unit and for leases, which are now recorded in the financials as right-to-use assets and lease liabilities, and no longer as expenses. Recommendations were made for enhanced internal controls. Director Brown asked whether the finance committee would look into the recommendations, and Brite confirmed that they would.

Technology Plan

Assistant Director of Support Services Kelda Vath presented an updated three-year Technology Plan. Director Kiefer asked about measurements of success; Vath replied that the budget would be the measurement along with meeting strategic plan objectives. Barrientos-Shepherd asked about the radio frequency identification (RFID) system proposed to replace the present bar code system; Vath replied that this would be a large change to the system that would open up new possibilities such as whole stacks of items checked out at once. The change would enable more self-service, both checking out and checking in. Those attending the Oregon Library Association convention in Bend will see RFID in action there. A transition to RFID would come with a substantial workload and cost and is not planned for the next fiscal year. Brown asked whether to expect book lockers beyond the two currently planned; Vath confirmed that there are plans for additional book lockers.

Motion: Director Kiefer moved to approve the revised Technology Plan FY23-FY25. Director Brown seconded, and the motion was approved unanimously.

COLA Recommendation

Human Resources Manager Brynn Fogerty proposed a cost-of-living adjustment (COLA) of 5% for FY2024. Director Kiefer asked what data had been used in determining this amount, and Fogerty replied that Human Resources had arrived at this figure by looking at what cities, other districts, educational institutions, and the same libraries as last year were paying. Library Director May clarified that more places had been asked for data than before, but that everyone’s asking at once.

Motion: Director Brown moved to approve a 5% COLA for FY24. Director Barrientos-Shepherd seconded, and the motion was approved unanimously.

JCLF/JCLD Relationship Committee MOU

Brown reported on the MOU with the Foundation, currently in its third and final year. The Foundation and Finance Committees brought forward a recommendation that for Year 3 of the MOU, 20% of operating costs would come from the Foundation, with the remaining 80% provided by the District. Additionally, Foundation Executive Director Ginny Auer will be leaving the service area but asked to be allowed to work remotely through the end of the agreement. The Relationship Committee agreed with these recommendations. Director May clarified that the change in split would help put the Foundation on more solid financial footing. Young asked who decides whether remote work will work, and whether the Board has say in the matter. May said that she will be in communication

with the Foundation board and make sure that they are comfortable with the details of the remote work arrangement. Kiefer expressed past distress at turnover in the Foundation, and that she was reassured by the continuity Auer has brought. The Board provided direction to May to proceed with the 80/20 split for the MOU Amendment for Year 3.

Board Retreat

Director Dziura opened the floor to discussion about planning for the Board's annual retreat, which is usually held in July. He noted that with a new member, and an election in May which may result in additional new board members, including team building as part the retreat is important. Director Kiefer commented that previous retreats have focused on planning, team building, and big picture matters. The Board agreed that they want to focus on the big picture and the year ahead. Young suggested that members could do some independent study ahead of time so that they could focus on the local community at the retreat. Brown suggested including clarity of roles of the board versus the Director and staff. The Executive Committee will discuss options and propose a tentative agenda to the Board.

UNFINISHED BUSINESS

Security

Library Director May updated the Board on security concerns at Medford Branch Library. The Library entered into a contract with Northwest Defense Contractors (NWDefCon) for security. May worked with the Marketing Department to draft a response to the recent *Rogue Valley Times* article. Staff are looking into changes to the Rules of Conduct, which will be brought to the Board at a future meeting. May recognized that over the past few years, the social services work has shifted from the original vision of referral to service providers to some direct provision of services, and she is working with the Social Services team to rebalance those services. Morning Hours will shift from weekly to biweekly, and the Social Services team is looking for an outside location to host the program in the future.

City of Medford staff, including the Police Department, as well as RVT and RCC, have been updated on these developments; all remain committed to a joint downtown solution. The library has increased janitorial services as well as regular sweeps of restrooms and exterior spaces. Young asked about any upcoming signage or lighting changes. May replied the power to parking lights has been out due to vandalism and the City is working on replacing the lights. Additionally, the library is updating the camera system and looking at adding more exterior lights on the building. Barrientos-Shepherd asked about a power washing contract; May replied that the library has one with Pathways, which provides the service quarterly and as needed. Facilities Manager Crystal Zastera added that winter conditions made washing difficult. Kiefer remarked that the crush of people seems to have abated; May suggested this may in part be due to ebb and flow that happens with weather.

Dziura commented that he has heard from city officials, RVT, RCC that they are committed to communicating and cooperating to address safety and security downtown. Dziura noted that, though the Social Services team helps to provide and refer patrons to local resources, the library is not solely responsible for security concerns downtown. City officials relayed that they had met a representative from NWDefCon, and the City Manager expressed thanks. May mentioned that the Downtown Medford Association would be hosting a meeting next week about safety and security concerns in the downtown area. Brown reached out to Steve Lambert of county roads and parks, who will be taking over Greenway management. Dziura reaffirmed a commitment to working with partners.

At 5:20pm, the Board adjourned into executive session pursuant to ORS 192.660(2)(f), during which the Board and the Library Administrative Team discussed the contract with Northwest Defense Contractors (NWDC), represented by Todd Kirkendol.

The Board reconvened into regular session at 5:48pm.

Motion: Following the executive session, Director Dziura moved that JCLS enter into a contract with NWDC for four weeks. Director Kiefer seconded, and the motion was approved unanimously.

COMMITTEE AND BOARD MEMBER REPORTS

Facilities Committee

Kiefer reported that the Facilities Committee met with Pathways to review the proposed contract for the next fiscal year. She noted that they need to increase their cleaning schedule, particularly at the Medford Library. The Committee was also included in the annual meeting with the County to discuss the Facilities and Maintenance contract. Finally, Kiefer reported that the Ashland HVAC replacement project remains on track.

Finance Committee

Young reported that the Finance Committee reviewed the audit before it was presented to the Board, and that Finance Manager Brite is working on recommendations around the reconciliation process from the auditor's letter

ADJOURN

President Dziura adjourned the meeting at 5:59 p.m.

/s/ Joseph Carr Ritchie

Recording Secretary



Director's Report May 2023

Special Highlights

Hours Expansion

Business Librarian Roslyn Donald arranged for a series of ribbon cuttings at branch libraries to celebrate the launch of expanded hours on April 10. She also coordinated with the Medford Chamber to host Greeters in conjunction with the ribbon cutting on April 6. Central Point followed with a ribbon cutting on that first Monday, April 10. Central Point Friends of the Library provided cake and coffee, and representatives from the Chamber of Commerce, Police Department, Parks & Recreation, City Council, and JCLS staff were in attendance. The library has been busy on their newly opened Mondays, and busier in general over the beginning months of the year.

Applegate saw steady foot traffic on Thursday, a day when they used to be closed. The Phoenix Library celebrated being open on Fridays by offering patrons dozens of Take and Makes and lots of snacks. When patrons asked Branch Manager Jody Fleming if she liked the new hours, Fleming replied, "Yes! This is a dream of mine come true! I am so happy to be open five days a week now!"



The expanded hours are a big hit at the Jacksonville branch. Several members of JCLS staff, along with a Library Board member, Jacksonville Friends, and a few Chamber members attended the ribbon cutting ceremony held on April 12. Rogue River's ribbon cutting on April 13th was attended by JCLS Administration, Rogue River staff, and representatives from their Chamber of Commerce. Patrons are adjusting to and utilizing the expanded hours more and more.

On April 11th the Eagle Point Library celebrated its increased hours with a ribbon cutting ceremony. JCLS Administration along with Eagle Point staff welcomed the Upper Rogue Chamber of Commerce, the Eagle Point Friends of the Library, and Business Librarian Roslyn Donald who all attended the event. The ribbon cutting in Shady Cove was held on April 21. The Upper Rogue Chamber of Commerce helped, and the Shady Cove Friends of the Library served juice and snacks.

In Prospect, the new hours align better with school hours and provide opportunities for during-school programming and after-school library use. Staff have seen increased library usage by students and families after

school dismissal. At White City, they have welcomed many new patrons as well as their regulars. All patrons have been extremely excited about the extended hours and days.

OLA Conference

JCLS had a strong showing at the Oregon Library Association annual conference in Bend, Oregon. In addition to the fifteen staff who attended, four Board members also went. The Board's commitment to learning about libraries and supporting OLA was noticed by many conference-goers. Collection Development Manager Laurin Arnold presented a session entitled "Career Advancement by Staying Put," and Library Director Kari May participated in a panel presentation "Reimagining Library Services" to a large audience. Outreach to Childcare Bilingual Specialist Megan Pinder, Chairperson of the Libros for Oregon program, put together a Poster Session that was displayed in the Exhibit Hall.

Public Services

Ashland staff focused on outreach and Front Door Services for most of the month of April while the HVAC replacement project entered Phase 2. In May, the project moves into the final phase, and Ashland will be open only on the main floor. Thus far, the experience with this change is that space is tight, but patrons are very grateful to be able to come back into the library space. In addition to maintaining telephone, email, and limited in-person reference services during the Front Door Service period, Ashland's Adult Services Staff took advantage of the library's reduced onsite services to do outreach in the community. Adult Staff tabled at The Rogue Valley Grower's Market each Tuesday, SOU's Stevenson Union twice, the YMCA twice, and at the Rogue Earth Day celebration, spreading the word about library services and signing people up for library cards.

During closure the regular preschool storytime moved to Lithia Park. This was an excellent opportunity to reach families who might not have been aware of library programming. Staff met new families and welcomed existing attendees at these pop-up events.

A successful teen program offsite was "Build Your Own Succulent Terrarium" held at Ashland High School. Teens chatted and laughed while they selected their succulents, soil, and decorative rocks to make them with. At the middle school, the program was also a hit, bringing in 38 middle schoolers across two lunch periods to make the hanging live plant art. Teen Specialist Shawnee Stacy also ran the program at the Phoenix and Talent libraries, where teens and tweens from those communities were pleased to participate and bring home their living creations.

A patron came into the Talent Library with their 3–4-year-old grandchild early in April. As they walked through the front door, the patron said to the child, "look at all the things that are here in the library!" Library Associate Erica Rische-Baird approached them and asked the child if this was their first time in a library, and both said "yes," that the child had never been in any library before. Rische-Baird responded how special and exciting that was, and then, thinking of the bubbles at the circulation desk that staff had been handing out to patrons in celebration of the new expanded hours at the branch, said to the child, "You know what this calls for to celebrate? BUBBLES!!!" After some bubble fun and lots of giggles, Rische-Baird led them around the children's section of the library, showing them the books, movies, art on the walls, coloring pages, the train set to play with, and the new colorful rugs the branch had recently gotten. The child immediately stood on the Dr. Seuss rug, and without prompting, started pointing to and identifying the characters on the rug.



Central Area

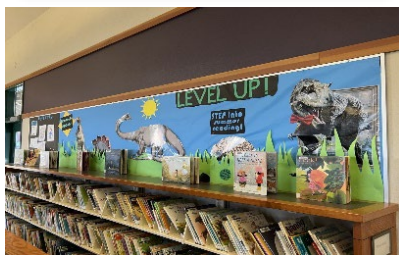


The Medford April Windows in Time program was “Jacksonville – Then and Now: A Photo Essay” presented by Ken Gregg. Using historical photographs from Peter and Emil Britt from the 1850’s to the late 19th century, Gregg did a “now and then” presentation comparing the historical photos with matching contemporary images. The Windows in Time series is a partnership with Southern Oregon Historic Society.



The Banned Book Club read the book *Genderqueer* by Maia Kobabe. The group agreed on the importance of having this book available to the public. One of the regular attendees said something along the line of “This author wrote this book because they had to run headfirst into the oncoming fire, they had to hit bomb after bomb on their own. Armed with this book, others won’t have to run headfirst into anything, at least they have some comfort in not being alone, and not having to experience some of those hardships. It gives them language to use to express who they are”.

There were several music programs performed in Medford in April including Swingin’ with Dean, The Valley Duo, and Renaissance and Baroque Music with Duo Jetté.



Adult Services Librarians Kayla Samnath and Spencer Ellis worked with the Housing Authority to put on an outreach event at the Concorde location. The building manager provided food for the participants, and Ellis and Samnath facilitated a “no sew” pillowcase craft. They prepped 20 kits, with three different patterns available for participants. During the event, more than 30 people came into the room to participate. Some folks came in groups and worked on one pillow together. Both Samnath and Ellis worked the room, ready to assist folks who needed help, or to just hang out and talk. They had a great time getting to know the people at this location.



Four classes visited the Central Point Library. Students checked out books and explored the library. S.O. Fun: Cool Kids Read is averaging 24 attendees per week. Over the past month they have made picture frames, drawn their imaginary friends, and decorated some beautiful chickens. Branch Manager Erin Ulrich partnered with Jennine Greenwell, Older Adult Behavioral Health Specialist at Jackson County Health & Human Services to offer a six-week Healthy Brain & Aging class at the library. It will run from May 30 - July 11.

Lower Rogue



The Southern Oregon Miniaturists are currently displaying some of their amazingly intricate pieces in the Jacksonville foyer. Among them is a tiny, elaborate tree house and a true-to-life representation of the real Kwame Jakeba, a botanist who worked on medicinal plants. The organization will be offering a workshop on how to make a miniature treehouse in May.

Upper Rogue

On April 15th Eagle Point hosted a Bibliophile Bash to celebrate National Library Week and National Poetry Month. Patrons were able to participate in a number of reading, writing, and poetry related crafts and activities.

Prospect staff welcomed a library visit from Prospect Elementary’s 4th grade class. Staff provided a tour of the library, learned about library cards, and how to find nonfiction titles with the Dewey Decimal system. The class will be returning to use the library on a regular basis.

Programs

Children's Services

The Ashland Children's team partnered with North Mountain Park to launch a Storywalk along the bike path and offer a "Finding the Fae Folk" program. The Fae Folk program included a fairy storytime, fairy decorating, and a scavenger hunt for fairy doors hidden around the park. Attendees were also able to learn more about the local fauna and flora along the way. North Mountain Park Director Libby Van Wyhe, who helped with the program, sent the following note to Ashland Children's Librarian Lyn Heerema:

"Words cannot express my joy about today's program. Finding the Fae Folk at NMP was a blinding success! A HUGE triumph, my friends. This is why I've dedicated myself to environmental education... but in recent years, I'd lost the joy, and the magic seemed far away. Today, I was prompting kids to make wishes to the willow fairy inside the willow hut and telling them how much the oak tree loves to be hugged! Thank you for helping me find delight and the magic of sharing nature with children. "



On April 29, Medford hosted its second annual Día de los Niños/Día de los Libros celebration. Over 200 people, primarily children and families, enjoyed activities and performances that celebrated cultures from around the world and that are represented here in the Rogue Valley. The day started with storytelling by the Southern Oregon Chinese Cultural Association; they also wowed patrons and staff by parading their Chinese Dragon puppet around the library. Other performances included Hula and belly dancing, a bilingual storytime and language lesson by the Southern Oregon Japanese Association, and a Mexican Folk dance performance and lesson.



In the Children's department, kids and families could do activities and learn more from the following organizations: Columbia Care Services, Oregon Human Development Corporation, Rogue Climate, the Rotary Clubs of Southern Oregon, Siskiyou Health Center, and Unete. When families arrived at the event, they were given a program passport, and they earned stamps by watching performances, doing activities, and taking a photo at the photo booth. Once their passport was complete, they could receive a free book from the DART van and a free empanada from the CABA Empanada food truck. DART acted as both an introduction to the program and the place where participants could collect their free book at the end. Accompanied by Library specialist Milagros Morales for bilingual support, this event was the busiest day of the month for the DART team.

Teen Services

Central Point Spark Space Specialist Kayla Adamiec hosted two Open Lunch & Games programs with students from Crater High School. Students enjoyed pizza and snacks, played games, and made some arts and crafts. In addition, they learned about library resources and were introduced to the library as a safe and fun place to hang out.

During Teatime Tuesday, the teens and staff of the Medford Teen Library discussed the book *We Weren't Looking to be Found* by Stephanie Kuehn. This book follows the stories of two girls as they enter a treatment facility in Georgia and become roommates. The discussion began with trigger warnings and delved into creating a safe space for teens to discuss the trials of living as a teenager today and what mental health, substance abuse, and dependency look like to them. These topics are difficult, but both staff and patrons left with a little more understanding about how they each see the world.

Adult Services

There were three days of programming focused on Holocaust Remembrance at Medford Library, including a gallery of images and art for free contemplation and personal remembrance. These programs were a joint effort by Outreach staff and Adult Services staff, with partnering organizations Bridge to Jerusalem and StandWithUs – Holocaust Education. The events were also featured on [.OBJ.OBJ](#)

The Jacksonville Library hosted members of the Britt Festival Orchestra for a chamber music concert on April 1st. The trio played pieces by Franz Schubert, J.S. Bach, Anne Leilehua Lanzilotti, and Rebecca Clarke to a packed crowd. Jacksonville residents commented to staff about how special it was to enjoy this free concert from their hometown concert venue when they would normally have to compete with tourists to attend.



Outreach

At Home Services

Library Specialists Mackenzie Pollock and Kateri Warnick attended the ACCESS Senior Fair at the Medford Armory, joined by Adults Services Coordinator Katrina Ehrnman-Newton, Education Services Specialist Evelyn Lorence, and Adult Services Librarian Ellana Erhardt. More than 600 people visited the JCLS table, with 41 folks signing up for new library cards and another 16 renewing expired cards. Popular topics were AHS deliveries, new library hours, and how to utilize electronic collections.

DART

DART attended the third annual Medford Metal Fest on April 15th, representing the library while listening to local and out-of-state bands perform throughout the day. Staff supported the DART team by providing themed book recommendations for the event.

Digital Services

Digital Services introduced a new schedule for branch visits, in response to increased library hours. The changes included working Prospect and Butte Falls back into the monthly visit rotation. Digital Services staff provided training on Android and Apple smart phone basics at the Rogue Valley Manor as part of a multi-part series. The training continues to be well-received, with an attendance of 12 at the April session.



Education Services

Community Librarian Evelyn Lorence and Shady Cove Library Associate Sydney Salisburg hosted Speed Dating with Books at the Shady Cove Library for 6th, 7th, and 8th graders from Shady Cove School. Students made thank-you cards for the library, and the school librarian shared, "The kids seem so excited about their dates when I pass them out!"

Ashland Teen Librarian Jackie Keating joined Medford Teen Librarian Andrea Leone, Lorence, and Youth Services Coordinator Brystan Strong to host a field trip of 6th, 7th, and 8th graders from TRAILS school in Ashland. TRAILS

does an annual bike ride from Ashland to the Medford Library on the Greenway. Students heard book talks from Lorence and Leone and a presentation about the upcoming Summer Reading Program, the Teen Center website, and other library resources from Keating and Strong. Then the students were let loose in the Medford Teen Library to check out books and participate in a scavenger hunt. One student was a regular of Keating's at the Ashland Library. While Keating presented JCLS Discovery, the student added, "Or you can just ask Jackie; she's really good at recommendations."

Outreach to Child Care

Megan Pinder, the current Chair of Libros for Oregon (LfO), presented a poster session at the OLA conference. LfO's purpose is to support Spanish-language collection development in Oregon libraries -- particularly in small and rural libraries -- by making the resources of the Guadalajara Book Fair (FIL) more accessible through cooperative book-buying, and in aiding participating libraries in the development and implementation of outreach plans for connecting with their Latinx and Spanish-speaking communities. JCLS was a first-time LfO participant last year and plans to apply again this year.



Library Specialist Emily Hawks joined Strong for two events, KinderLaunch at Howard Elementary on April 5th and Literacy Night at Lincoln Elementary. Between the two events, Hawks and Strong talked to 120 people and registered 35 folks for library cards. The two were able to give away books funded by the Ready to Read grant and advertise the library's resources and upcoming events.



Hawks attended Parent Night at the Oregon Coalition for Childhood Development with former Teen Specialist Kathia Damian, whose bilingual skills were extensively utilized. Damian answered questions about the library and expanded on its services while Hawks entered information to register 25 new patrons for library cards.

Social Services

April has been a month of transition for the Social Service Team as they welcomed security officers into the library and worked cohesively with them to improve the safety and security of the building. The team is working on getting back to the roots of serving the library with their social service expertise. They look forward to spending more time with patrons one on one and providing referrals to other agencies in town.

Morning Hours have moved to being held every other week rather than every week. Social Worker Haylie Courtney continues to look for another agency willing to partner with the Library and take over the location of Morning Hours moving forward.

A highlight of this month was watching and assisting a regular patron both get a job and an apartment. This patron is now off of the streets and living a stable, healthy, independent life.

Finance

The FY24 budget was approved by the Budget Committee on May 3rd, 2023. One adjustment was made to the proposed budget. This adjustment was to increase staff salaries by 1 step (1.5%), instead of the proposed 2 steps (3%), which will bring the total staff salary raise to 6.5% (including a 5% COLA) beginning on July 1, 2023. The approved budget will go before the Board at the June 2023 board meeting for a public hearing and then adoption.

Finance Manager Brittan Brite and May are in discussions with the District's current auditor, KDP, to decide when the FY2023 audit process will begin. Currently, the District is looking at a start date around late September/early October.

Human Resources

Performance evaluations for all staff started in April. Staff completed self-evaluations, and supervisors used that information to conduct evaluations. Supervisors received peer reviews as a component of their total evaluation process. This was the first year using PeopleStrategy for the evaluation process, which brought everything online and reduced the amount of time the HR Team took to coordinate the process. Goal setting and a sit-down meeting between the supervisor and direct report was the final step of the process. All evaluations are expected to be complete by the end of May.

HR Manager Brynn Fogerty, Benefits Coordinator Marlena Fajardo, and Library Director Kari May met with PeopleStrategy Benefits Broker Sue Flynn to discuss the upcoming renewal rates and open enrollment. The medical insurance renewal is 1% lower than last year. With a new vision package and better dental coverage, the total increase in costs is approximately \$2 or less per month for most staff. Since JCLS elected to use a private Paid Leave Oregon plan, the equivalent plan from MetLife was submitted to the State of Oregon for approval. Contributions to the plan, including deductions from employee paychecks will begin September 2023.

A couple training opportunities were held this month. At the April All-Hands meeting, a bi-monthly meeting that includes all staff members, training included readers advisory and incident reports. The Equity, Diversity, and Inclusion (EDI) Roundtable, a monthly training session available to all staff, covered the topic of Climate Justice. Staff Development Coordinator Loren Clupny presented tales of the impact of climate change around the globe. Clupny shared videos, facts and scientific data for staff members to learn from and see the impact in Jackson County and the US.

Marketing

A direct mail campaign to the Upper Rogue area went out just in time for the hours expansion and helped boost turnout at those branches during their new hours. The first Val-Pak mailing featured information about expanded hours and is part of the quarterly marketing plan. The hours expansion and Holocaust Remembrance programming also got media attention. As part of National Library Week, two new library card designs launched, which received great reactions from both staff and patrons as well as on social media.



Media Coverage

[RV Times on Hours Expansion](#)

[KDRV on Holocaust Remembrance Programs](#)

Press Releases

[Hours Expansion](#)

[May "Big Ideas" Series](#)

[May Windows in Time](#)

Notable Videos

[We Will Rebuild, Part 2](#)

[The Rime of the Ancient Mariner](#)

Support Services

A formal Request for Proposals (RFP) for a Facilities Master Plan has been posted with a deadline for proposals of July 10, 2023. Submissions will be reviewed by the Facilities Committee and the District looks forward to this process,



anticipated to take place through the remainder of 2023, and its outcomes, which will help prioritize library buildings and services ten-plus years into the future.

The Ashland library HVAC replacement project continues to make good progress. As mentioned previously, the project is comprised of three phases with varying levels of service interruption. On Monday, April 24th, Ashland began the final Phase of the project, with contractors continuing their work on the upper level. This enabled the branch to reopen its doors to the public, offering access to all library services while restricted to the main level of the building. A mini-computer lab was installed on the main level for this Phase, and patrons were thrilled to be back in their library.

JCLS is happy to be an awardee of an LSTA Competitive Grant through the Oregon State Library in the amount of \$20,000 to be used to fund holds pickup lockers to expand access to library materials and services, particularly to rural residents. The inaugural book locker will be placed at the Shady Cove branch, and the contract with the selected vendor is under negotiation.

Collection Development

The Library of Things Task Force (LOTF) created and released a survey to both patrons and staff in order to gauge knowledge about, interest in, and difficulties using the JCLS Library of Things (LOT). This information will be used to draft the LOT section of the Collection Development Policy and will continue to be useful as the LOTF continues to fulfill the requirements of the Strategic Plan Implementation Plan.

The Collection Development team continued their branch visits in April, visiting Central Point and Rogue River. Children's Selection Librarian Monica Owens visited Ashland to provide more in-depth weeding training to the staff of the Children's Services Department and to analyze their teen collection more closely. Adult Selection Librarian Felishia Jenkins attended the Latinx Engagement Committee's April meeting. All of this supports CD in understanding the needs of JCLS' collection, knowing that each community wants and needs different things.



STRATEGIC PLAN 2022-2026

GOAL 1: ENERGIZE LIBRARY SERVICES AND RESOURCES

	PROGRESS			COMMENTS
Improve and enhance the collections			✓	Collection Diversity Audit Team assembled and determining what collection(s) to focus on. Library of Things Task Force sent survey to staff and patrons; developing collection development guidelines for revised Collection Development Policy. Video game collection will be added summer 2023.
Diversify and increase programming and events			✓	The Outreach and Programming Department is developing a survey for program attendees that will launch in the next quarter.
Enliven and improve facilities			✓	Ashland HVAC replacement project will complete in May 2023. RFP for Facilities Mast Plan posted in May 2023, with responses due July 2023.
Ensure that user technologies remain current and accessible			✓	3-Year Technology Plan updated and approved by the Board April 2023. Accessibility button added to website. Updated and replaced all staff computers in April 2023.
	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			✓	New hours launched April 10, 2023, with a more consistent schedule across the system. Every library is open until 7:00 on Thursdays and open on Saturdays either 12-4 or 12-5.
Expand and diversify marketing and promotion			✓	Rogue Reads promotions included more outreach to schools. Hours expansion marketing included a direct mailer to the Upper Rogue communities and an ad in the ValPak for most of the county. A mailer for the Lower Rogue is planned next.
Work to remove barriers to use of the Library			✓	Secured LSTA grant to install remote book lockers for holds pick up at Shady Cove Library and a second site TBD. JCLS received books in Spanish through the Libros for Oregon program and has planned related outreach and programming.
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			✓	Outreach and Programming Department has developed a list of current community partners; identifying gaps and potential new connections. An internal calendar of community events has been developed and maintained by the Outreach and Programming Department.
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.			✓	Recruitment focuses on hiring a diverse workforce that is reflective of the demographics of the community. Staff are encouraged to participate in regular Equity, Diversity, and Inclusion Roundtable discussions.
	Delayed/ Changed	Progress Continues	On Track/ Completed	



STRATEGIC PLAN 2022-2026

GOAL 4: NURTURE THE LIBRARY INFRASTRUCTURE

	PROGRESS			COMMENTS
Foster additional internal communication and engagement across all branches			✓	The weekly internal communication e-newsletter, the Staff Connect, provides relevant information to all staff. A consultant has been hired to lead the employee climate assessment, which will be complete by end of June 2023.
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			✓	New positions added: Collection Development department; ILS Administrator; Website Specialist. Position description being developed for a Data Analyst. HR has engaged a firm to conduct a staff climate survey in May/June 2023.
Support additional professional development, especially in the areas of technology, cross-departmental training, and community inclusion			✓	Staff and Board attended OLA Annual Conference. HR Team is developing a “Leadership Library League” training series to launch in FY24 Q1. New mentor program in place for new managers and supervisors.
Strengthen support and engagement with the Friends groups and the Library Foundation			✓	Library Director and Foundation Executive Director attended Foundation Board Study Session March 2023. Identified potential fundraising areas; ED developing fundraising plan.
	Delayed/ Changed	Progress Continues	On Track/ Completed	



**JCLD Board Meeting
Memo**

Agenda Item

May 17, 2023

Title: May 2023 Financial Report

From: Brittany Brite, Finance Manager

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 4/16/2023 has been included. Encumbered funds are not reflected in the accompanying report.

Year-to-date financials for the District look healthy. Property tax revenues are 97% of budgeted and other income is higher than expected due to interest rates and the County's Heavy Equipment Tax distributions. Other income also includes fees for ILS services, restricted revenues, unrestricted donations and printing, copying and fines at the branches. The LGIP interest rate increased to 3.75% at the end of January 2023.

Year-to-date expenses in the general fund are approximately \$9.2M and are at 61.6% of budgeted. Personnel expenses are at 65% of budgeted and are expected to come in below budget at year end.

Telecom expenses are right at budgeted amounts, and the District expects this line item to go slightly over budget. The FY24 budget includes an increased amount for telecom costs.

Capital Improvement Fund

The Ashland HVAC system is underway and progress billing has begun. Currently \$687,000 has been expensed. The District expects to see the remainder of the billing in the 4th quarter and has reached out to the County to request all remaining invoices to be sent to the District for payment within the current fiscal year.

Conclusion

The District continues to analyze budgeted vs actual amounts and what expenses the District expects to fall in fiscal year 2023 versus fiscal year 2024. A District wide spending freeze began on May 15th to allow all open invoices to be paid within the current fiscal year. With a few exceptions, staff have been asked to refrain from spending until July 1 when the new fiscal year begins.

Overall, the financials are in compliance and good standing when compared to the budget as of April 30th, 2023.

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 April 30th, 2023, and has been reviewed by the Finance Committee. Data was pulled on May 12th, 2023, from Incode.

Attachments:

Fiscal year 2023 YTD financial report PDF.



% of Year 83.3%

For Period: 7/1/2022 through 4/30/2023

General Fund

	Budget	Actual	Variance	% of Budget
Beginning Fund Balance	\$ 10,750,000	\$ 10,354,974	\$ (395,026)	96.3%
Revenues	Budget	YTD	Variance	% of Budget
Property Taxes	\$ 12,013,936	\$ 11,663,224	\$ (350,712)	97.1%
Other Income	\$ 237,500	\$ 374,213	\$ 136,713	157.6%
Total Operating Revenues	\$ 12,251,436	\$ 12,037,437	\$ (213,999)	98.3%
Transfers IN from Other Funds	\$ -	\$ -	\$ -	0.0%
Total RESOURCES	\$ 23,001,436	\$ 22,392,411		
Expenses	Budget	YTD	Variance	% of Budget
Personnel Services				
Salaries & Wages	\$ 6,470,089	\$ 4,188,119	\$ (2,281,970)	64.7%
Fringe	\$ 2,638,916	\$ 1,750,339	\$ (888,577)	66.3%
Total Personnel Services	\$ 9,109,005	\$ 5,938,458	\$ (3,170,547)	65.2%
Materials & Services				
Administrative	\$ 345,100	\$ 315,991	\$ (29,109)	91.6%
Training & Recognition	\$ 56,250	\$ 23,056	\$ (33,194)	41.0%
Programs	\$ 339,750	\$ 183,820	\$ (155,930)	54.1%
Meetings & Travel	\$ 19,400	\$ 17,157	\$ (2,243)	88.4%
Facilities & Contracted Services	\$ 1,527,911	\$ 921,874	\$ (606,037)	60.3%
Computers & Equipment	\$ 488,100	\$ 408,603	\$ (79,497)	83.7%
Library Materials	\$ 1,555,000	\$ 939,771	\$ (615,229)	60.4%
Utilities	\$ 400,000	\$ 263,430	\$ (136,570)	65.9%
Telecom	\$ 225,000	\$ 223,201	\$ (1,799)	99.2%
Other Materials & Services	\$ 40,500	\$ 23,771	\$ (16,729)	58.7%
Total Materials & Services	\$ 4,997,011	\$ 3,320,674	\$ (1,676,337)	66.5%
Capital Outlay	\$ 250,000	\$ 373	\$ (249,627)	0.1%
Contingency	\$ 680,000	\$ -	\$ (680,000)	0.0%
Total Operating Expenses	\$ 15,036,016	\$ 9,259,505	\$ (5,776,511)	61.6%
NET REVENUES/EXPENSES	\$ (2,784,580)	\$ 2,777,932	\$ 5,562,512	NA
Transfers OUT to Other Funds	\$ 300,000	\$ -	\$ (300,000)	0.0%
Ending Fund Balance	\$ 7,665,420	\$ 13,132,906	\$ 5,467,486	171.3%
Total REQUIREMENTS	\$ 23,001,436	\$ 22,392,411		



% of Year 83.3%

For Period: 7/1/2022 through 4/30/2023

Capital Improvement Fund

	Budget	Actual	Variance	% of Budget
Beginning Fund Balance	\$ 4,550,000	\$ 5,171,207	\$ 621,207	113.7%
Revenues	Budget	YTD	Variance	% of Budget
Interest Income	\$ 30,000	\$ 80,524	\$ 50,524	268.4%
Total Operating Revenues	\$ 30,000	\$ 80,524	\$ 50,524	
Transfers IN from Other Funds	\$ 300,000	\$ -	\$ (300,000)	0.0%
Total RESOURCES	\$ 4,880,000	\$ 5,251,731		
Expenses	Budget	YTD	Variance	% of Budget
Materials & Services				
Programs	\$ 200,000	\$ -	\$ (200,000)	0.0%
Facilities & Contracted Services	\$ 970,000	\$ 686,993	\$ (283,007)	70.8%
Total Materials & Services	\$ 1,170,000	\$ 686,993	\$ (483,007)	58.7%
Capital Outlay	\$ 2,030,000	\$ 38,284	\$ (1,991,716)	1.9%
Total Operating Expenses	\$ 3,200,000	\$ 725,277	\$ (2,474,723)	22.7%
NET REVENUES/EXPENSES	\$ (3,170,000)	\$ (644,753)	\$ 2,525,247	NA
Transfers OUT to Other Funds	\$ -	\$ -	\$ -	
Ending Fund Balance	\$ 2,850,000	\$ 5,213,447	\$ 2,363,447	182.9%
Total REQUIREMENTS	\$ 6,050,000	\$ 5,938,724		



% of Year 83.3%

For Period: 7/1/2022 through 4/30/2023

Miscellaneous Grants Funds

	Budget	Actual	Variance	% of Budget
Beginning Fund Balance	\$ 1,370,000	\$ 905,491	\$ (464,509)	66.1%
Revenues	Budget	YTD	Variance	% of Budget
Grants & Donations	\$ 250,000	\$ 125,895	\$ (124,105)	50.4%
Interest	\$ 14,000	\$ 69,605	\$ 55,605	497.2%
Total Operating Revenues	\$ 264,000	\$ 195,500	\$ (68,500)	74.1%
Transfers IN from Other Funds	\$ -	\$ -	\$ -	
Total RESOURCES	\$ 1,634,000	\$ 1,100,991		
Expenses	Budget	YTD	Variance	% of Budget
Personnel Services				
Salaries & Wages	\$ 300,000	\$ -	\$ (300,000)	0.0%
Fringe	\$ -	\$ -	\$ -	
Total Personnel Services	\$ 300,000	\$ -	\$ (300,000)	0.0%
Materials & Services				
Training & Recognition	\$ -	\$ 4,858	\$ 4,858	
Programs	\$ 650,000	\$ 99,712	\$ (550,288)	15.3%
Computers & Technology	\$ -	\$ 5,700	\$ 5,700	
Library Materials	\$ -	\$ 4,955	\$ 4,955	
Total Materials & Services	\$ 650,000	\$ 115,225	\$ (534,775)	17.7%
Capital Outlay	\$ 250,000	\$ -	\$ (250,000)	0.0%
Total Operating Expenses	\$ 2,150,000	\$ 115,225	\$ (2,034,775)	5.4%
NET REVENUES/EXPENSES	\$ (1,886,000)	\$ 80,275	\$ 1,966,275	NA
Transfers OUT to Other Funds	\$ -	\$ -	\$ -	
Ending Fund Balance	\$ (516,000)	\$ 985,766	\$ 1,501,766	191.0%
Total REQUIREMENTS	\$ 1,634,000	\$ 1,100,991		



JCLD Board Meeting

Agenda Item Memo

Date: May 17, 2023

Title: Medford Security Update

From: Kari May, Library Director

Since launching security services at the Medford Library on April 17, 2023, staff and patrons have already noticed an improvement in the conditions in and around the library. Multiple patrons have thanked library staff for adding security and have expressed that they feel safer and plan to bring their children into the library for future visits.

At the Downtown Safety meeting hosted by the Downtown Medford Association, held in the Community Room at the Medford Police Station, the Medford Police Department provided a general update about the status of safety and security concerns. While concerns were voiced regarding the environment in and around the library, MPD indicated they would be taking steps taking to address the security concerns for the downtown area. These include the re-allocation of School Resource Officers to the downtown corridor for the summer, an expansion of the Livability Team, and expanding connections to resources. A summary of the meeting can be found [here](#).

Library staff will continue to work with Northwest Defense Contractors to provide an empathy-based approach to enforcement. JCLD has extended the current contract with Northwest Defense Company through the end of June 2023. Assistant Directors Kelda Vath and Joan Vigil will be issuing a Request for Quotes (RFQ) for security services, with the intention to select a permanent security solution before the beginning of the next fiscal year on July 1, 2023.

Assistant Director Joan Vigil is working with her team to update the Rules of Conduct Policy and accompanying suspension guidelines. These documents will be provided to the Board's Policy Committee for review, and the policy will be brought to the Board to consider at the June Board meeting.



**JACKSON COUNTY LIBRARY DISTRICT (JCLD)
RELATIONSHIP COMMITTEE MEETING
Medford Branch Library
Board Conference Room
205 S Central Ave, Medford, OR
April 11, 2023, at 4:00 p.m.**

MINUTES

ATTENDEES AND NOTE TAKER

Notes taken by: Kari May

Present at the meeting were: Kari May, Ginny Auer, Colette Boehmer, Kevin Keating, Viki Brown, and Susan Kiefer

CALL TO ORDER

Kari called the meeting to order at 4:00 p.m.

UNFINISHED BUSINESS

MOU Amendment – Year 3

The JCLF Finance Committee proposes an 80/20 split in the overhead costs for the Foundation, estimated at \$150,000, with the District contributing 80% of the costs and the Foundation 20%. The recommendation comes from estimates that this split is what would allow the Foundation to “break even” on unrestricted revenue versus expenses and gain traction towards future fundraising success. When discussing the question of how it benefits the District to support the Foundation at a higher level, committee members recognized that the cooperation between the two organizations represents the community support for library services in tandem with the tax support. If the Foundation went away, the Library would lose out on advocacy and community support, grant opportunities, and planned giving. The Committee agreed to forward the recommendation to both boards that the financial commitment for Year 3 of the MOU be \$120,000 from the District (80%) and \$30,000 from the Foundation (20%). Once approved, the Amendment will be drafted for ratification.

NEW BUSINESS

Remote Work

Ginny brought forward the proposal that she be allowed to work remotely for the next year. She is moving back to the Carolinas and asked Kari last month if she would consider allowing her to work remotely. Kari agreed with the condition that the Relationship Committee and Foundation Board approved it as well. Ginny will be able to join Board and Committee meetings remotely and would plan to make regular trips back to Ashland. Those trips would coincide with needs of the Foundation, such as fundraising campaigns, events, and important meetings.

Administrative Assistant Kate Lundquist will be on site at the Library to assist with in-person demands.

Kari asked Ginny to step out of the meeting so that the Committee could discuss their concerns, and after getting consensus from the group, they decided to put forward the recommendation to both Boards that Ginny be allowed to work remotely for the next year, with up to six on-site visits scheduled throughout the year. Ginny returned to the meeting, and the Committee discussed logistics of how to present the recommendations to both Boards.

Kari adjourned the meeting at 5:15 p.m.

Relationship Committee Purpose Statement

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