



JACKSON COUNTY LIBRARY DISTRICT (JCLD)
REGULAR BOARD MEETING AGENDA
Board Meeting Room, Medford Branch Library
205 S Central Ave, Medford, OR
Dial 1-669-900-6833 to attend by phone
Enter Meeting ID (access code): 965 9527 6734
Or, click the link below to attend using Zoom:
<https://zoom.us/j/96595276734>
October 16, 2023, at 4:00 p.m.

CALL TO ORDER/ROLL CALL

LAND ACKNOWLEDGEMENT

INTRODUCTIONS / PROCLAMATIONS

National Friends of the Library Week

AGENDA AMENDMENTS AND APPROVAL

CONSENT AGENDA

1. September 18, 2023 JCLD Board Regular Meeting Minutes.....1
2. JCLD Board Committee Charters and Workplans: Policy Committee.....4

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. Please note that the Board will not address or respond to comments during the meeting.)

REPORTS (Inform)

3. Library Director Report and Strategic Plan Dashboard – Kari May.....5

UNFINISHED BUSINESS (Inform/Discuss/Action)

none

NEW BUSINESS (Inform/Discuss/Action)

4. Annual State Statistics Report – Kelda Vath.....18
5. Social Services Overview – Kari May, Joan Vigil, & Haylie Courtney
6. Director’s Goals – Kari May.....41
7. Waiving of Fees – Kelda Vath.....42
8. Organizational Item: Regular Board Meetings November – February – Viki Brown.....44

COMMITTEE AND BOARD MEMBER REPORTS (Inform)

9. Director’s Evaluation Ad-Hoc Committee – Viki Brown

ADJOURNMENT

FUTURE MEETINGS/EVENTS/OBSERVANCES:

October 18, 2023 Joint JCLD/JCLF Board Meeting

November 1, 2023 JCLD Board Work Session – SDAO Training

The Jackson County Library District Board meets regularly at 4:00 p.m. on the third Monday 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 Viki Brown (President), Susan Kiefer, Marissa Barrientos Shepherd, and Kevin Keating. Kim Young (Vice President) was absent.

Additional attendees: Kari May (Library Director), Kelda Vath (Assistant Director, Support Services), Brynn Fogerty (HR Manager), Ginny Auer (Foundation Executive Director), Thomas McLanahan (Finance Manager), Jacquelyn Bunick (Legal Counsel), and Val Nowak (Executive Assistant)

CALL TO ORDER/ROLL CALL

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

INTRODUCTIONS / PROCLAMATIONS

Director Brown read a proclamation declaring October 1-7 as Banned Books Week 2023.

After a brief discussion on whether it was necessary for the Board to vote on proclamations, Legal Counsel Jacquelyn Bunick noted that proclamations are procedural and not an agenda item. There is not a rule that they need to be approved or rejected by the Board. Due to an objection by Director Keating, the proclamation was amended to be from the President, and not the whole of the Board.

CONSENT AGENDA

MOTION: Director Kiefer moved approval of the consent agenda. Director Shepherd seconded, and the motion was approved unanimously.

ORAL REQUESTS AND COMMUNICATIONS FROM AUDIENCE

The Board heard comments from two audience members regarding meeting rooms and security concerns.

REPORTS

Library Director's Report

Director May introduced Carrie Turney Ross, who presented a summary of the 2023 Summer Reading Program. The program was a success, and usage statistics increased across the board from previous years.

Director May then highlighted items from the Director's Report, most notably the UBOB program, which is a system-wide collaboration to offer Oregon Battle of the Books materials and programming to all patrons. She noted that the State Librarian had reached out to her in recognition of the program.

May thanked Kiefer and Brown for their attendance at JCLS Staff Day the previous week and awarded commemorative pins to board members that had visited all fifteen branches. The HR Department awarded other pins at Staff Day for staff development, recognition of coworker appreciation, and longevity of service. May noted that there are three JCLS staff who have served the district for twenty years or more. Staff Day was held at Southern Oregon University because the staff have outgrown the largest meeting room available at the library. She

concluded her report by providing an update on the book locker project at Shady Cove and described some of the ways the District is marketing the service. Director Kiefer noted she is looking forward to seeing the community respond to the new offering.

Director Shepherd asked that a copy of the State of the Collection report be shared with the Board when it is finalized.

Jackson County Library Foundation Report

Foundation Executive Director Auer reported on the Foundation's progress with grant applications. She also noted that three new members had joined the Board. The Foundation and the Relationship committee are planning a JCLD/JCLF joint Board meeting, and further announcements will be sent out soon.

UNFINISHED BUSINESS

Fiscal Year End Annual Report

The Board briefly discussed the report. Grants accounted for most of the discrepancies between line items: because the actual amounts of grants that will be awarded is unsure of when the budget is written, the restricted funds are always over-budgeted to compensate. It was also noted that the hours expansion was budgeted to start in January but not implemented until April. This resulted in lower personnel costs for FY22. Director Kiefer asked if there had been any questions or comments from the auditors so far, and McLanahan responded that everything was progressing smoothly.

Motion: Director Kiefer moved to approve the Fiscal Year-End Annual Report as presented. Director Keating seconded, and the motion was approved unanimously.

NEW BUSINESS

SOHS Contract Amendment

Director May acknowledged that this agenda item was delayed being brought forward due to scheduling conflicts. Representatives from both boards met earlier this month to discuss the terms of the agreement. She shared the recommendation that the Board approve a six-month extension of the contract with SOHS, totaling \$15,000. The contract would be retroactive, beginning July 1, and lasting through December 2023. Further amendments or extensions to the contract will be discussed and brought to the Board by January 2024.

Motion: Director Keating moved that the six month SOHS contract extension be approved as presented. Director Shepherd seconded, and the motion was approved unanimously.

Award of Facilities Master Plan Contract

After summarizing the evaluation process, Assistant Director of Support Services Kelda Vath recommended that JCLD enter into a contract with Group4 for the Facilities Master Plan. May and Vath summarized the next steps in creating the Master Plan. Some branches will go through a condition assessment that will provide an estimate of the useful life of the facilities. There is data from a previous survey to consult for the remaining branches. May noted that Group4 provides other services not included in the base contract that may be entered into individually if necessary.

Kiefer noted that while the contract came in at over the original estimate, the company was impressive and offers significant services. Staff who worked with the company at prior work locations shared that they had had very positive experiences with them.

Motion: Director Keating moved to approve the contract with Group 4 for the Facilities Master Plan. Director Kiefer seconded, and the motion was approved unanimously.

Staff Climate Survey Executive Summary

In May 2023, JCLS partnered with Conscient Strategies to conduct a staff climate assessment. Director May began by describing the survey process and noted that the survey summary has been shared with all JCLS staff in a series of presentations, beginning with the Administration Team, continuing with managers and supervisors, and concluding with all staff. Some of the suggestions from Conscient Strategies to address the areas identified as needing improvement have already been implemented. Staff have expressed their appreciation for the survey and have been engaging with the solutions in place.

Kiefer and Shepherd asked if additional data would be made available. May stated that any Board member wanting additional information would be welcome to set up an appointment to talk with her further about the survey results. Kiefer expressed a concern that the survey was a key part of the strategic plan, and that there were items flagged in the report that she felt deserved further scrutiny.

Director Keating asked for further explanation of the neutrality comment as well as the concern regarding retaliation. Director May replied that there is already a no-retaliation policy in place in the staff handbook, and that it could be highlighted in Staff Connect in the upcoming weeks. The polarization was identified as stemming from when organizational values and guiding principles come into conflict with individual values. The Admin team is working on ways to provide staff appropriate opportunities for input and avenues for feedback and better communication.

Paid Leave Oregon Policy – Brynn Fogerty

HR Manager Brynn Fogerty gave an overview of the policy, which is required after Paid Oregon Leave was adopted and approved by the state. The Special District Association of Oregon (SDAO) and consultants HR Answers recommended the suggested policy. JCLD chose to use a third-party administrator rather than the State plan, because though the plans cost the same and offer the same benefits, MetLife offers more control and assistance for employees and HR staff. The State has approved the MetLife policy as meeting their paid leave insurance criteria.

Motion: Director Kiefer moved that the Paid Leave Oregon Policy be approved as presented. Director Keating seconded, and the motion was approved unanimously.

COMMITTEE AND BOARD MEMBER REPORTS

Brown noted that she, May, and Executive Assistant Val Nowak will be attending a SDAO conference later in the week. The next regular board meeting is October 16th, and October 18th will be a joint board meeting between the District and the Foundation. Further details will be sent out later.

ADJOURN

President Brown adjourned the meeting at 5:43p.m.

/s/ Val Nowak

Recording Secretary



2023-2024 Charter and Work Plan
Jackson County Library District Policy Committee
Presented to Jackson County Library District Board of Directors on

Purpose

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

Membership

The Board appointed Board Members Viki Brown and Kevin Keating; and Library Director Kari May and Executive Assistant Val Nowak as Committee members.

Responsibilities

The Policy Committee has the following areas of focus:

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

Meetings

The Committee will review proposed policy documents electronically. The Committee will meet as needed and report its activities to the Board. The Committee chair may invite any director, officer, staff member, expert or other advisor who is not a member of the Committee to attend.

Work Plan

- The Policy Committee has established the following work plan for 2023-2024:
- Establish policy review schedule for when policies will be brought to the Committee for review
- Ongoing: Bring appropriate policies to the Board for approval, as established in the policy review schedule.



Director's Report

October 2023

Public Services

Latinx/o/a Hispanic Heritage Month

Branches around the county celebrated Latinx/o/a Hispanic Heritage Month, which runs from September 15th-October 15th. White City began by festooning the branch with papel picado, a traditional Mexican paper craft. Library Associate Milagros Morales created a festive window painting over the course of several days, and patrons enjoyed coming into the branch to watch the progress. Staff also led patrons in a program about milagritos (little miracles). Originating from Oaxaca, these tin hearts are a traditional piece of Mexican folk art that has been prevalent in Mexico since the 16th century.

On September 16th, White City hosted a Latinx/o/a Heritage Event, with information about the holiday, a make-your-own piñata craft, food and homemade horchata, and a piñata for the kids filled with candy and prizes. There was a great turnout, and families loved stopping by the photobooth during the party. White City is very thankful for On Call Substitutes Golden Rogers and Jennifer Welch, and Outreach to Childcare Library Specialist Nick Rementería for helping with the event.

Staff from multiple branches gathered to represent JCLS at Central Point Parks & Recreation's Hispanic Heritage Festival at Twin Creeks Park on Friday, September 22. The event included food trucks, local vendors and agencies, crafts, loteria, live music and dancing, and a movie showing after dark. Library staff met more than 350 people of all ages and gave out lots of library swag and information about programming and library resources.

Oregon Trail

Talent, Prospect, Ashland, and Central Point had great success with a program based on the Oregon Trail. In Ashland, Library Specialist Ellen Werner led children on a fact-filled adventure, where they imagined traveling across the Oregon Trail, collecting supplies, and avoiding calamity. Prospect held a similar program, where participants were divided into competing teams that tackled tasks representing significant stops along the trek. Guided by Branch Manager April Bozada-Armstrong, they foraged for food at Independence Rock where, instead of wild onions or nuts, they found much tastier M&M's. They also tested their river fording skills at Shoshone Falls by crafting boats out of tin foil and seeing if their constructions could survive the passage. In Central Point, Library Specialist Noel O'Brien read *Apples to*



Oregon by Deborah Hopkinson to program attendees and then played "minute to win it" tasks. Afterwards, participants received caramel apples as a reward for surviving the program.

Displays

Library staff have been focusing on curating creative and attractive displays in an effort to increase circulation. Most branches had displays celebrating Latinx/o/a Hispanic Heritage Month and focused other displays to match programming held in September. In Ashland, the staff highlighted the Library of Things collection and in particular the instruments available to check out as part of a children's display. Jacksonville displayed materials geared toward pickleball enthusiasts and the merits of being active, and Gold Hill began putting items out to usher in spooky season.

Bear Creek

Ashland

In September, a micro nature program was held at North Mountain Nature Park. Participants put on their scientist hats and looked at pond water, milk weed fluff, and other natural objects through microscopes and hand lenses. The kids were particularly excited by the discovery of a leech in the pond water, and everyone was eager to take a look.

Librarian Ken Loders visited the Ashland Senior Center for the first monthly "Book a Librarian" visit. Patrons can make an appointment ahead of time or drop in on the third Monday of the month to learn about library services, get started on a research project, or receive a lesson on how to search the library's catalog quickly and effectively. Loders spoke with several Senior Center users and had one appointment with a patron who is planning to come to the library for a tour.

For the first time, Ashland welcomed a harpist to the Music in the Library series. Patrons and staff enjoyed the mix of soothing music and fascinating information about the instrument. A patron who comes each month said that she really enjoys being able to be up close to the instrument and musician at these programs in a way that is impossible in a full-symphony concert.

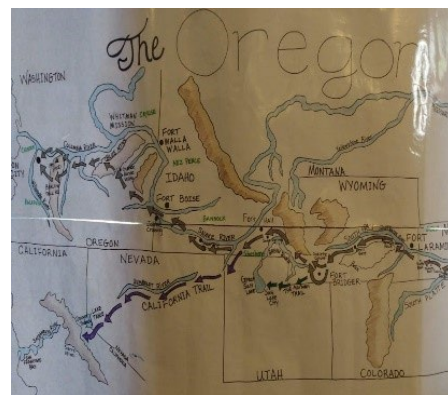
Phoenix

The summer reading program yielded more than kids enjoying reading, attending programs, and winning prizes. A patron told Branch Manager Jody Fleming that she could not afford to enroll her kids in other programs and events, and that the library "became our families' best friend" this summer because of all the great services and programming provided.

Talent

An appreciative patron surprised the Talent staff with a pot of succulents and a plate of homemade apple sauce bread. She also included a lovely message celebrating the local staff:

To our wonderful local Librarians,
This note and the treats are such a small way to thank you for your wonderful important service to our community. At all stages of my life, my local librarians – and this includes all of you, especially during the pandemic – provided me with great information and service. You help keep me learning and exploring as



I begin my seventh decade. Thanks to you, I distracted myself in a positive, constructive way during lockdown, and post-fire. Thanks to you I found MANGO and began my lifelong dream of studying Spanish. The news has so many stories about challenges facing our library leaders today. You deserve so much more thanks.

Central Area

Medford

On Saturday, September 23rd, Library Associate Amanda Kuhs hosted Hobbit Day – a celebration of Bilbo Baggins' birthday. Partygoers painted leaf pins while enjoying snacks and cake, and there was fierce competition in the Lord of the Rings trivia game.

Sensory Storytimes is the newest offering in the Medford Children's Department. Developed and hosted by Library Specialist Ki Lee, this Storytime is intended for patrons of all ages who might be overwhelmed by the noise and number of children who attend other Storytime programs. Held every first and third Saturday morning, these programs offer an accessible and inclusive service to a population that might not otherwise attend storytime.

Resource Specialist Anna Rands, Social Worker Haylie Courtney and Branch Manager Lorna Hilke have collaborated on a new monthly program for teens and adults called Art Afternoons at the Medford Library. The program promotes inclusive programming that meets the needs of unhoused and housed patrons by providing a creative outlet and a skill or a resource that is also useful. Future programs will be on the third Friday of the month to coincide with Third Friday Medford, promoted by the Downtown Medford Association. The first program was well-attended by patrons of all ages and backgrounds.

Medford Teen Librarian Andrea Leone and Adult Services Librarian Kayla Samnath visited the Jacksonville Library to highlight JCLS resources to teens and adults from the Teach NW home school charter group. Leone focused on teen resources available in the JCLS collection, and Samnath highlighted primary sources to prepare the teens for their upcoming National History Day projects. The participants were engaged and learned about the experiences and tools that their library card offers them. After the presentation, participants went out into the main library and utilized their new skills to find information for their projects based around "Turning Points in History."



Lower Rogue

Applegate

Barbie mania hit the Applegate Branch with a fun display of vintage and modern Barbie collections. The display has proved so popular that a family from Central Point heard about it and made a special trip out to the branch to see it for themselves.

The branch hosted local ceramicist Allie Parkin — of Squirrel Medicine Pottery — in a fall program. Participants took a stroll around the library and gathered foliage that they then used to imprint the pinch pots they shaped out of clay. While some patrons had worked with Parkin before, several participants were new to the art form, and all expressed that they had a good time.



Jacksonville

On September 23, the Friends of the Jacksonville Library hosted a reception to celebrate the branch's 20th Anniversary in its current location. Several former librarians and past Friends of the Library attended, and Library

Director Kari May spoke about some of the history and evolutions of District buildings. The branch also displayed artifacts from when the library was first founded, including a video of the groundbreaking ceremony.

Library Associate Betsy Schiller led the first in a monthly Qigong series. Many patrons have expressed their appreciation to have a movement-oriented class added to the schedule again after the popular chair yoga class ended in August.

Rogue River

Rogue River offered a number of unique programs in September, including *Grieving and Healing in the Outdoors of Oregon* with Adam Sawyer. The program proved to be greatly impactful for one of Rogue River's patrons, who expressed that the program was life-changing for her.

Ruch

As summer ended, school began! Eight out of nine classes from the nearby Ruch's Outdoor Community School are now scheduled to visit the library weekly throughout the school year. The youngest students enjoy a storytime, grades 2-5 participate in a read-aloud, and middle schoolers receive a mini-lesson on how to access relevant library services, resources, and events. All students check out books for individual reading, and some teachers pick up class sets of books to support their current curriculum units.

Upper Rogue

Butte Falls

Butte Falls has a great turnout for their first "Build with LEGOS" event. An Eagle Point patron drove her grandsons up to Butte Falls for the program, and she said she would bring them back again. Storytimes remain popular, and one kindergarten teacher made plans with Library Associate Katie Misfelt to bring her class over for a special bike-themed storytime in October.

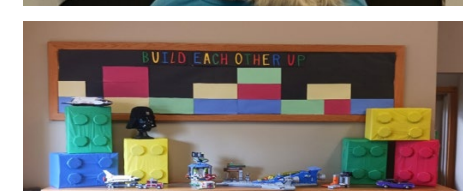
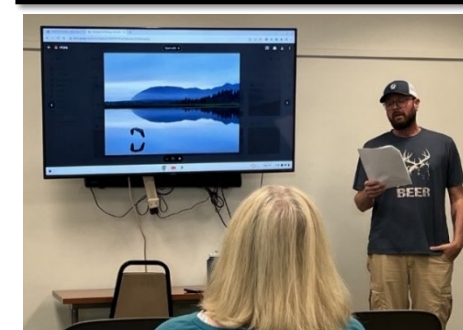
Branch Manager Shone Ellis represented the library at the Landing-Community School Partnership's Back to School Event. While families browsed booths hosted by local organizations, they received giveaways and stopped by the library stand to chat with staff and sign up for new cards.

Eagle Point

Eagle Point staff host a board game and role-playing game day every other Saturday. Local patrons wanted a place close to them where they could connect with other gamers in a safe and welcoming space. The library provides some basic gaming materials such as dice, player handbooks, and the like. Local community members run the games in the Eagle Point Community Room.

Eagle Point started hosting the Paws to Read program as a weekly program. One or two trained therapy dogs are available every Thursday afternoon for kids (and adults) to read to. The program grows more popular each week as word is getting out to local schools that the dogs are in the library.

Library Associate Sam Caredig helped teens to prepare for the new school year by making a DIY Homework Station. Attendees customized their organizers with motivational quotes and pictures, and still had plenty of



space for calendars, to-do lists, notes, and blackboard paper. With so many tools gathered into one space, the students are ready to kick off their year a step ahead of their workload.

Local author Randy Marsing, who typed most of the first draft of his first manuscript at the Eagle Point public computers, read from and talked about his latest book. Randy Marsing wrote *Nicodemus the Fluke Journey* over the course of the past year, and Eagle Point was proud to host him in one of his first author events.

Prospect

Prospect Branch enjoyed a visit from the Sheriff's Department for a small session on gun safety. The Deputy introduced the group to Eddie the Eagle and the concept of *Stop, Don't Touch, Tell a Grown-Up* when encountering firearms.

This month Prospect welcomed back the 5th Grade class for regular library visits. According to the teacher, students could not wait to resume regular trips to the library. Students dove right in to searching for items on the shelf, using the catalog, and asking for help finding titles to check out.

Shady Cove

Shady Cove hosted Master Gardener Susan Koenig, who presented a seed saving program. The presentation was informative, and Koenig brought in different plants and demonstrated different techniques for saving seeds.

Continuing with the botanical theme, patrons gathered to create a festive fall door hanger out of pinecones and ribbon. Many of the patrons who attended enjoyed making new friends, including one who was new to the area and had just signed up for their library card.

Outreach

As part of a growing collaboration with Coalicion Fortaleza, JCLS had a booth at their El Mercadito event in Talent. OCC Bilingual Library Specialist Nick Rementeria and Business Librarian Roslyn Donald attended, with Rementeria providing Spanish language assistance. This event included local Latinx home businesses and social services organizations such as Unete Oregon and Familia Unidas.

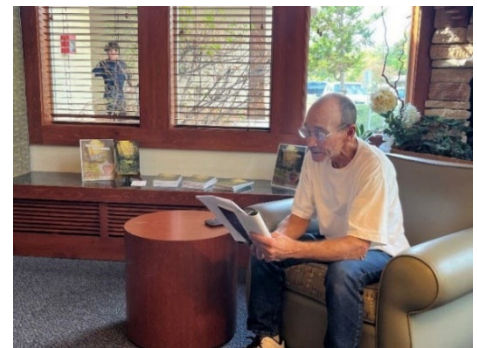
At Home Services

At Home Services Library Specialists Mackenzie Pollock and Kateri Warnick added three new patrons in September, and six more will start in October. Pollock and Warnick continue to receive very positive feedback about the craft programs they offer to the residents at Rogue River Estates.

Business Librarian

Right after Labor Day, Business Librarian Roslyn Donald gave a presentation to the City of Medford's planning department staff. The planning department often encounter business startups who need permits but do not have business plans. Staff was delighted to learn about library business services that they could refer people to for assistance. Donald left them a stack of business cards and rack cards that they can hand out. Later, she will go back to speak to the business license staff, who also interact with anybody doing business in Medford.

Donald and Library Director Kari May attended the Medford/Jackson County Chamber of Commerce Awards Dinner at Rogue Valley Country Club.



DART

DART continued to expand its presence in September with visits to Garfield and Hunter Parks in Ashland, the Applegate Evening Market, and the Multicultural Fair at Medford's Pear Blossom Park. They also attended an Overdose Awareness Day event at Hawthorne Park. Supported by Social Worker Hailey Courtney and Resource Specialist Michael Workman, they passed out resource guides and water bottles. Many patrons stopped by to express their appreciation and connect with library staff.

Later in the month, at a regular visit at Lilac Meadows, the DART team was approached by a young child asking how they began their library careers. The patron described how her school librarian had helped her defend herself from bullies, and that she really appreciates library staff and the services libraries provide. An avid reader, she is considering this career path for her life and thanked the DART team for their stories and advice.

Education Services

Education Services staff were busy with a wide variety of interactions as schools marked the resumption of classes. Classes from Madrone Trail toured the Medford Library, and staff also took services on the road to a Back-to-School event for UNETE and three Open House events at local schools. Rogue Reads promotions have already started, and the UBOB program continues to gain traction. Nearly 150 patrons have signed up for the challenges on Beanstack and are busy earning badges.

Outreach to Child Care

OCC Library Specialist Emily Hawks presented a storytime and tabled at The Children's Museum with Medford Children's Specialists Ki Lee and Natalie Kelly. The trio interacted with 49 people and signed up four people for library cards. Later, Library Specialist Nick Rementeria joined the Education Services team at Unete's back to school resource fair, where he provided an ongoing storytime throughout the day to provide a quieter space where kids and parents could take a break from the highly energetic event.

Digital Services

The department presented the first [Windows Basics](#) class using DigitalLearn curriculum for the Ashland Senior Center. This partnership helped JCLS to qualify for a grant from the Public Library Association that allows staff to access the well-designed curriculum and resources for these and future classes. Help interactions rose in Digital Services in September, up thirty percent over August.

Community Resource Team

With the weather slowly turning colder and more temperamental, staff have been kept busy with helping patrons prepare for the upcoming winter months. One highlight for the month was helping an elderly man on disability connect with permanent housing at Weatherly Court Retirement Home in Medford. He has now been living comfortably in his new home for three weeks and came to tell staff how much he is enjoying life again.

The team has been gathering resources and information to better serve patrons' cold-weather needs. They are working on fostering new community partnerships, which will help to provide needed essentials and referrals during the winter.

Human Resources

JCLS' Annual Staff Day was held on September 15th. Wellness Librarian Bobbi Newman gave the keynote address, which focused on both personal and organizational wellness efforts. Topics included ergonomics in the workplace, tips to ensure a work/life balance, and information regarding compassion fatigue and recovery. A taco bar lunch was served and gave staff an



opportunity to mingle. The afternoon involved two breakout sessions, and the event concluded with service awards, a raffle, and staff recognition.

All JCLS supervisors participated in the inaugural Library Leadership League. The League is a three-part training series to help supervisors gain education, understanding and perspective about their roles as leaders in the organization. The training, ten hours in length including homework, includes lessons regarding critical thinking, delegation, leadership, vulnerability and foundational tools for being a supervisor specifically at JCLS. More than 30 supervisors received a completion pin. The next round will launch at the end of the year and is open to new supervisors and to staff who are interested in supervisory roles in the future.

Benefits and Wellness Coordinator Kristi Whetten arranged for a flu shot clinic for staff at both Ashland and Medford libraries in September. Many staff took advantage of the clinic. HR is planning a COVID booster clinic by year-end.



Marketing

Staff from multiple departments have worked together, and, after many months, the Citizenship Web Course has officially launched. The Course is available in English and Spanish, with videos that guide learners through all the questions they need to study to pass their Naturalization Test. The course represents a great collaboration between Outreach, Marketing, and the Center for Nonprofit Legal Services of Medford. The questions and answers come directly from the U.S. Citizenship and Immigration Services study guide. After viewing each video, learners will practice answering the questions in simple quizzes. The tutorials in the web course include Geography, the Declaration of Independence, the Constitution, the Bill of Rights and other amendments, the Civil War, the Government, the Executive Branch, the Legislative Branch, the Judicial Branch, U.S. History in the 1900s, Symbols & Celebrations, Equality & Freedom, and Interview Preparation for the official test.

In September the Marketing Department released its latest original documentary short, *Postmarked*, which takes a close look at Medford's place in the history of air mail. On Sept. 15, 1926, Oregon's first batch of airmail on a newly contracted multi-state route arrived at Medford's Newell Barber Field, with the route's first outgoing batch departing soon after. The historic event was well-attended and helped pave the way for a still-young industry to take flight.

Press Releases:

October Big Ideas program: <https://bit.ly/46DjSig>

Citizenship Web Course: <https://bit.ly/jclscitizenship>

Media Coverage:

KOBI on End of Life Care program: <https://bit.ly/468Lj3t>

Notable Video:

Postmarked Documentary: <https://bit.ly/46hNuC1>

Finance

The Finance Department has had an eventful month hiring for two vacant positions and continuing audit cleanup duties. The department is pleased to have found some great candidates and will have the team fully rounded out on October 16. The finalizing of the audit is going smoothly, and the department has gained valuable experience

to apply to next year's process. The department will be spending much of October examining existing training and workflow processes and making sure they meet the current needs of the district.

Support Services

Book Lockers at Shady Cove

The District's first book locker has been installed at the Shady Cove Library. On September 6, 2023, the supplier delivered the locker unit to the Shady Cove branch, anchored it to the ground, and made sure it could connect to the power and data that had been installed for the site. The vendor then had a site visit on September 14, 2023, to commission the unit and provide training for key Branch and Support Services staff, who continued to test and troubleshoot throughout the month of September.



Upper Rogue Area Manager Masyn Phoenix presented information about the new book locker at the October All Hands staff meetings on October 4th and 5th, which coincided with the “soft launch” of the service to the public. The launch involved making the new holds pick up location, “Lockers at Shady Cove,” available for the public to select in the Aspen catalog, and an informational web page created for the JCLS website.

After some unforeseen delays with a sub-contractor, the unit was wrapped with the custom design created by Marketing Manager Ryan Bradley. Look for additional marketing and promotional efforts to raise awareness about the new 24/7 holds pick up option at Shady Cove later this Fall.

Collection Development

At JCLS Staff Day in September, the Collection Development Department led a session called “Kan(opy) you believe all the Hoopla Over(drive) our digital collection?” The session used a Jeopardy style format to quiz three groups of five contestants each on various aspects of the three main digital content platforms JCLS offers. Many other staff attendees watched from the audience, and everyone had a chance to ask additional questions at the end.

The Collection Development Department continued their ‘internal outreach’ by visiting other departments to better understand what they do and how they can support their colleagues. In September the team visited At Home Services, Business Services, and DART. These visits highlighted the fact that the Outreach Department at JCLS is doing amazing work.

Children's Selection Librarian Monica Owens placed and received the first order of replacement books for the revamped Outreach to Childcare Provider Bags collection. A total of around 400 board books have arrived.

In collaboration with Medford staff, Adult Selection Librarian Felishia Jenkins updated the Redistributing Materials procedure. Redistribution helps items that are not circulating at another branch to be sent to Medford for another chance to be checked out. Branches can also request materials from Medford to add some new-to-their-patrons titles to their collection.

Information Technology

In addition to the day-to-day, IT has been working on a cybersecurity plan to enhance and improve network security for the organization. This has involved the assessment and evaluation of tools that will help to secure the District's infrastructure and allow for more efficient management of JCLS IT resources. IT also upgraded antivirus software system-wide.

Facilities

The Facilities Master Planning process with selected consultants, Group 4 Architecture, has begun. A kick-off call was held on September 19th after the contract was approved at the September Board Meeting, and site visits from the consultants are underway.

At last, the Ashland HVAC project can be called complete. The new system is fully operational, and contractors held training with Branch, Support Services, and County Facilities staff to review the thermostat controls to ensure optimal performance moving forward. This project has been a months-long test of patience, resilience, flexibility and creativity among library staff and Ashland library patrons. It is an enormous achievement to finally bring this project to a close.

Administration

Director May volunteered as a grant reviewer for the Oregon Community Foundation's Fall community grant round. May and Executive Assistant Val Nowak joined Board President Viki Brown at the SDAO training in Klamath Falls. Topics covered included Board Roles and Responsibilities, Ethics, and Public Meetings.



STRATEGIC PLAN 2022-2026

GOAL 1: ENERGIZE LIBRARY SERVICES AND RESOURCES

	PROGRESS			COMMENTS
Improve and enhance the collections			✓	Collection Diversity Audit Team will focus on the Young Adult Fiction collection first. They have selected Baker & Taylor's DEI assessment too. Library of Things Task Force conducted survey with staff and patrons and recommended selection guidelines, which were included in revised Collection Development Policy adopted 6/21/23
Diversify and increase programming and events				A community movie program at Medford is heavily attended by unhoused patrons. Outreach staff will hold community listening sessions for homeschool families and the Latinx/Spanish-speaking community over the winter. 42% of library programming focuses on early literacy. A master calendar for outreach and programs for all audiences is under development.
Enliven and improve facilities				Ashland HVAC replacement project complete in July 2023. Group 4 Architects selected to lead the Facilities Master Plan process, a kick off meeting was held in late September, and their first on-site visit is in early October.
Ensure that user technologies remain current and accessible				Website Committee formed and regularly sends proposals for recommended changes to the Website Advisory Group to update and enhance the website.
	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	Delayed/ Changed	Progress Continues	On Track/ Completed	New hours launched April 10, 2023, with a more consistent schedule across the system.
Expand and diversify marketing and promotion				New flyer templates to promote branch programs has been developed. Promotion through ValPak continues. Focused promotions for Educational Services and Business Outreach going well. UBOB – Unofficial Battle of the Books – reaching wide audience.
Work to remove barriers to use of the Library				24/7 book locker for holds pick up installed at Shady Cove Library in October 2023. Second site in Ashland is under negotiations. The Collection Development team has evaluated the use of the Spanish language collections and identified branches with the highest circulation, as well as use of the Spanish-language collection on Overdrive.
Advocate for more resource sharing with other Oregon libraries, especially with Josephine County				JCLS joined ORBIS to facilitate and streamline resource-sharing through Interlibrary Loans.
	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	Delayed/ Changed	Progress Continues	On Track/ Completed	An internal calendar of community events has been developed and maintained by the Outreach and Programming Department. Education Services considers curriculum needs in their service to area schools. JCLS/DART attend community events ranging from PRIDE Fest to parades to the Applegate Market.
Create ongoing community processes, such as surveys, forums, and outreach, to regularly engage residents				Utilized Project Outcome, a tool from the Public Library Association, to gather survey results at programs in Summer 2023.
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.
	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	Delayed/ Changed	Progress Continues	On Track/ Completed	Staff climate assessment conducted in June 2023; Admin Team developing plan to address recommendations from the assessment. An anonymous feedback form created for staff.
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				Recruitment for Data and Analytics Coordinator underway.
Support additional professional development, especially in the areas of technology, cross-departmental training, and community inclusion				All current supervisors participated in the inaugural Leadership Library League training series in Sept/October. Staff Development Coordinator continues to identify and share relevant training with staff.
Strengthen support and engagement with the Friends groups and the Library Foundation				Joint Board meeting between JCLD and JCLF scheduled in October 2023.
	Delayed/ Changed	Progress Continues	On Track/ Completed	



JCLD Board Meeting

Agenda Item Memo

October 16, 2023

Title: State Library Report FY23

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

Recommendation:

Director May and Assistant Director Vath recommend the state statistical data report be approved as presented. The final data will be submitted to the State by the October 31, 2023, deadline.

Budget Impacts:

N/A

Policies, Plans, and Goals Supported:

To meet obligations to the State Library of Oregon.

Background and Additional Information:

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

The Finance and Statistics Committee recently received the presented statistics for review. The attached spreadsheet includes the statistical data as presented for the last three fiscal years and includes the per cent increase or decrease from FY22 to FY23, with notes to explain large variances. The information presented in this report will be used to certify and submit JCLS statistics at the State Library of Oregon.

Attachments:

- State Library Report FY23

Oregon State Library Report 2023

Part 1	General Information	FY21	FY22	FY23	% of Change	Notes - Explanation for Significant change.
101	Official name of library	Jackson County Library Services	Jackson County Library Services	Jackson County Library Services		
102	Street address	205 S Central Ave	205 S Central Ave	205 S Central Ave		
103	City	Medford	Medford	Medford		
104	Zip	97501	97501	97501		
105	Mailing address	205 S Central Ave	205 S Central Ave	205 S Central Ave		
106	City	Medford	Medford	Medford		
107	Zip	97501	97501	97501		
108	County	Jackson	Jackson	Jackson		
109	Library's main phone number	5417748673	5417748673	5417748673		
110	District or Cooperative Membeship	None	None			
111	Boundary change	No	No	No		
112	Congressional District	2	No longer a state question.			Question no longer included in state report.
113	Have any branches moved or changed address?	No	No	No		
114	Central Library	1	1	1	0%	
115	Branches	14	14	14	0%	
116	Bookmobiles	0	0	0	0%	
117	Other public service outlets	1	State no longer asking this question.			Question no longer included in state report.
118	Number of registered users.	103,615	110,880	120,091	8%	Increase likely due to the end of Covid-19 service restrictions and the expansion in Library hours (Phase 1 Dec. 1, 2022 and Final Phase April 10, 2023)
119	Number of new registered users added.	4,688	7,714	9,672	25%	Additionally, during Ashland's HVAC service reductions, library staff increased outreach efforts which resulted in an increase of new library cards being issued.

Oregon State Library Report 2023

Part 2	Staff & Volunteers	FY21	FY22	FY23	% of Change	Notes - Explanation for Significant change.
201	Number of librarians with ALA/MLIS.	24	24	24	0%	
202	Number of other persons holding the title of librarian	1	1	3		No longer a question for State Report.
203	Total librarians (in FTE).	25	25	25	0%	
204	All other paid staff (in FTE).	82	84	111	32%	
205	Total paid staff (in FTE).	107	109	136	25%	Significant increase due to new hiring for expanding hours in FY23
206	Total number of volunteers (individuals).	11	61	67	10%	
207	Total Volunteer hours.	126	2,131	2,836	33%	
209	Friends of the Library	Yes	Yes	Yes		
210	Library Foundation	Yes	Yes	Yes		

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300	Library Revenue	FY21	FY22	FY23	% of Change	Notes - Explanation for Significant change.
301	City revenue	0	0	0	0%	
302	County revenue	0	0	0	0%	
303	District revenue	11,515,453	11,751,677	12,061,963	3%	
304	Total local government revenue	11,515,453	11,751,677	12,061,963	3%	
305a	Ready to Read Grant Revenue			39,408		New questions for FY23.
305b	All other State Revenue (Don't include <i>Ready to Read Grants</i> here and don't include federal funds distributed by the state.)			367,431		New questions for FY23.
305	State government revenue	36,371	518,404	406,839	-22%	
306	LSTA grant revenue	88,000	0	20,000	100%	Originally included CARES grant funds. LSTA Grant Revenue will be pre-filled by the state library. *awarded the grant for booklockers from LSTA in FY23 fo use in FY24 - I presume. -kv
307	E-rate telecommunications discount	103,699				No longer a question for state report.
308	Other federal funds. (ex. CARES Act funds, ARPA, NASA, NEA, National Science Foundation grants funds or payments such as O & C compensation.)	0	0	284,736	#DIV/0!	Now includes CARES ACT funds. *Need explanation of what this money is. -kv
309	Total Federal government revenue	191,699	0	304,736	#DIV/0!	Total does not seem correct. -kv
310	Other Operating Revenue	1,638,499	632,915	61,676	-90%	Why is this so different from previous years? -kv
311	Total library operating revenue	13,382,022	12,902,996	12,835,214	-1%	
312	Local government capital revenue	0	0	0	#DIV/0!	
313	State government capital revenue	0	0	0	#DIV/0!	
314	Federal government capital revenue	0	0	0	#DIV/0!	
315	Other capital revenue	0	0	0	#DIV/0!	
316	Total capital revenue	0	0	0	#DIV/0!	

Oregon State Library Report 2023

400	Library Expenditures	FY21	FY22	FY23	% of Change	Notes - Explanation for Significant change.
401	Salaries and wages.	3,809,220	5,006,769	5,420,350	8%	
402	Employee benefits.	1,528,818	1,670,018	2,773,209	66%	We increased service hours and the number of staff also increased.
403	Total staff expenditures.	5,338,038	6,676,787	8,193,559	23%	
404	Books and other printed materials	616,988	496,522			State now wants totals that were normally reported in 404 and 405 to be automatically counted together in 406.
405	Periodicals and other serial subscriptions	32,749	48,537			State now wants totals that were normally reported in 404 and 405 to be automatically counted together in 406.
406	Total expenditure on print materials	649,738	545,059	725,424	33%	Includes restricted funds
407	Electronic materials expenditures	324,905	682,803	503,276	-26%	
408	Other materials expenditures	340,746	196,109	183,726	-6%	
409	Total expenditures on collection	1,315,389	1,423,971	1,412,426	-1%	
410a	All other operating expenditures	4,002,113	3,624,843	3,911,251	8%	
410b	Internal Services Charges	0	0	0	0%	
411	Total library expenditures	10,655,540	11,725,601	13,517,237	15%	State doesn't ask that 410b be included in this total this year.
412	Library construction expenditures	0	0	0	0%	
413	Capital equipment expenditures	188,730	21,453	38,284	78%	A new vehicle was purchased for the Outreach Department in FY23.
414	Other capital expenditures	834,034	394,053	730,545	85%	This increase represents the bulk of the Ashland HVAC replacement project.
415	Total capital expenditures	1,022,764	415,506		-100%	Question is not included on state report instruction guidelines.

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500	Library Collections	FY21	FY22	FY23	% of Change	Notes - Explanation for Significant change.
501	Books and other printed items - physical units	333,414	322,734	320,224	-1%	
502	Books and other printed items - physical units added	34,767	26,946	29,843	11%	
503	Audio materials - physical units	31,168	32,812	30,878	-6%	
504	Audio materials - physical units added	2,667	2,623	1,949	-26%	
505	Video materials - physical units	40,731	43,587	45,005	3%	
506	Video materials - physical units added	9,199	6,171	4,324	-30%	
507	Other circulating physical library materials	3,706	1,382	1,378	0%	
508	Other circulating physical library materials - units added	74	246	97	-61%	why so many fewer? Likely due to the LoT task force guidelines/prep mostly in FY23.
509	Total number of physical units	409,019	400,515	397,485	-1%	
510	Total number of physical units added	46,707	35,986	36,213	1%	
511	Number of e-book units (Library2Go statewide listed here)	64,647	56,416	60,044	6%	
512	Number of e-book units added (Library2Go statewide listed here)	7,998	8,403	10,916	30%	Performed by ODLIC selection librarian volunteers.
513	Local e-book units	497,333	667,507	842,530	26%	includes OverDrive Advantage and Hoopla ebks and comics
514	Local e-book units added	2,169	6,412	3,186	-50%	Note that this is OverDrive advantage ebk adds only.
515	Total units of e-books	561,980	723,923	902,574	25%	Much of this due to increased licensed content available through Hoopla platform.
516	Total units of e-books added	10,167	14,815	14,102	-5%	
517	Number of digital audio units (Library2Go statewide listed here)	34,214	35,057	37,391	7%	
518	Number of digital audio units added (Library2Go statewide listed here)	4,292	3,841	5,254	37%	JCLS CD staff responded to increased patron demand for audiobooks.
519	Local digital audiobook units	418,883	168,843	215,110	27%	Includes OverDrive Advantage audio and hoopla audio.
520	Local digital audiobook units added	929	2,788	9,168	229%	OverDrive audio adds only.
521	Total digital audio materials (517 and 519)	453,097	203,900	252,501	24%	
522	Total units of digital audio materials added (518 and 520)	5,221	6,629	14,422	118%	Increase overall bolstered by increase in digital audiobook selections.
523	Number of digital videos in Library2Go	0	0	0	0%	
524	Number of digital videos added in Library2Go	0	0	0	0%	
525	Local digital video units	75,876	87,109	100,878	16%	Includes Hoopla movies, tv episodes, and Kanopy.
526	Local digital video units added	2,387	13,543	8,048	-41%	hoopla movies and tv only. Kanopy doesn't track this figure.

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527	Total digital video units	75,876	53,340	100,878	89%	
528	Total digital video units added	2,387	13,543	8,048	-41%	
529	Total number of digital units	1,090,953	981,163	1,255,953	28%	
530	Total number of digital units added	17,775	34,987	36,572	5%	
531	Total physical and digital units	1,499,972	1,381,678	1,653,438	20%	
532	Total physical and digital units added	64,482	70,973	72,785	3%	
533	Number of Spanish language items (Physical & econtent)	9,799				FY22 physical and digital were broken down separately in 533a and 533b.
533a	Number of Spanish language items (physical)		12,330	13,244	7%	
533b	Number of Spanish language items (Digital)		79,793	89,749	12%	Includes video (kanopy and hoopla) ebooks (overdrive and hoopla) audiobooks
534	Library items in other languages	981	1,437	1,598	11%	
535	Number of Local or Local Consortial electronic collections (databases)	21	22	17	-23%	Last year we counted differently. The total number of vendor databases is actually the same, for FY23 we did not double count bundled services part of the same subscription. -kv 10/5/23
536	Number of Local or Local Consortial electronic collections added (databases)	1	1	0	-100%	Did not add any new databases in FY23
537	Number of Statewide electronic collections (Gale and Learning Express)					State will prefill this number
538	Number of Statewide electronic collections added (Gale and Learning Express)					State will prefill this number
539	Total electronic collections	21	22	17	-23%	
540	Total electronic collections added	1	1	0	-100%	

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600	Circulation and Collection Use	FY21	FY22	FY23	% of Change	Notes - Explanation for Significant change.
Database Usage						
601	Successful retrievals of electronic information (combine statewide database usage for Gale & LearningExpress Library databases.)	2,523	3,893	6,577	69%	
602	Successful retrievals of electronic information (local databases)	614,829	245,611	261,120	6%	
603	Total of Successful retrievals of electronic information	617,352	249,504	267,697	7%	
Physical Circulation						
610	Number of first-time circulation of adult materials	382,344	306,683	640,625	109%	Laura has requested to meet with Bywater to check on the report we're using for physical circulations to discuss report results.
611	Number of renewals of adult materials	162,145	152,632	327,182	114%	
612	Number of first-time circulation of YA materials	20,992	24,565	43,546	77%	
613	Number of renewals of YA materials	16,276	19,809	38,780	96%	
614	Number of first-time circulation of children's materials	164,970	218,609	470,823	115%	
615	Number of renewals of children's materials	108,117	165,540	372,466	125%	
616	Number of first-time circulation of other library materials	1,386	2,004	3,716	85%	
617	Number of renewals of other library materials	69	138	295	114%	
618	First-time circulation not separated into adult, YA or children's materials	2,803	13,772	25,591	86%	
619	Renewals not separated into adult, YA or children's materials	33	70	228	226%	
620	Total first-time physical circulation	572,495	565,633	1,184,301	109%	
621	Total renewals of physical collection	286,640	338,189	738,951	119%	
622	Total circulation of adult materials	544,489	459,315	967,807	111%	
623	Total circulation of YA materials	37,268	44,374	82,326	86%	
624	Total circulation of children's materials	273,087	384,149	843,289	120%	

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625	Total circulation of Other library materials	1,455	2,142	4,011	87%	
626	Total circulation not separated into adult, YA or children's materials	2,836	13,842	25,819	87%	
627	Total circulation of physical items	859,135	903,822	1,923,252	113%	
Digital Circulation						
630	Number of circulations of electronic materials (Library2Go)	145,148	123,809	124,908	1%	
631	Number of circulations of local electronic materials (returned to the library)	211,648	226,491	247,389	9%	
632	Total number of circulations of electronic materials	356,796	350,300	372,297	6%	
633	Total circulation of physical and electronic materials	1,215,931	1,254,122	2,295,549	83%	
634	Electronic Content Use	974,148	599,804	639,994	7%	
635	Total Collection Use	1,833,283	1,503,626	2,563,246	70%	
Resource Sharing & Interlibrary Loans						
650	Interlibrary loans JCLS lent to RCC using a shared catalog or integrated library system	663	806	975	21%	With the impact of COVID easing, RCC may be able to operate more normally for FY23 than FY22, than that could be a factor in the increase of materials being borrowed by those from RCC.
651	Interlibrary loans JCLS lent to all other libraries not in shared catalog or integrated library system	721	1,018	1,003	-1%	
652	Total loans JCLS lent to other libraries	1,384	1,824	1,978	8%	
653	Interlibrary loans JCLS borrowed from RCC using a shared catalog or integrated library system	10,701	12,653	12,483	-1%	
654	Interlibrary loans JCLS borrowed from libraries not in shared catalog or automation integrated library system	927	1,654	1,980	20%	Increased awareness of this service amongst staff and patrons, as well as increased hours of operation, have helped to encourage growth in the use of the ILL service.
655	Total Loans JCLS borrowed from other libraries (6.48, 6.47)	11,628	14,307	14,463	1%	
660	Number of circulations made without charge to non residents from libraries with reciprocal agreements.	0	0	0	0%	

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700	Programs and Other Services	FY21	FY22	FY23	% of Change	Notes - Explanation for Significant change.
701	Total number of reference transactions	25,954	36,439	36,658	1%	We usually take samples 4x per year. Due to some internal staffing changes, we only did 3 sample periods. The total was determined using each sample and multiplying by 17-18 weeks.
701b	Reference transactions reporting method	Estimate	Estimate	Estimate		
703	Number of children's programs	137	N/A			Questions 703 - 710 are not longer included in the FY22 programming stats requested
704	Number of person's attending children's programs	3,066	N/A			
705	Number of young adult programs	93	N/A			
706	Number of person's attending young adult programs	1,191	N/A			
707	Number of programs for adults and/or multi-generational audiences	347	N/A			
708	Attendance at programs for adults and/or multi-generational audiences	5,518	N/A			
709	Total number of programs	577	N/A			
710	Total program attendance	9,775	N/A			
711	Meeting Room usage	0	1,874	6,517	248%	More groups are meeting in public once again.
712	Does your library provide a summer reading program?	Yes	Yes	Yes		
Expanded Questions from Last Year						
751	Live Program Sessions for Children 0-5	29	758	1,521	101%	We added back the 0-12 month and 12-36 month storytimes that were unavailable due to COVID
752	Attendance at Live Programs for Children Ages 0-5	367	7,337	18,863	157%	We added back the 0-12 month and 12-36 month storytimes that were unavailable due to COVID
753	Live Program Sessions for Children Ages 6-11.	80	334	622	86%	Returned to offering more in-person programs and outreach engagements
754	Attendance at Live Programs for Children Ages 6-11	1,641	11,175	11,944	7%	
755	Live Program Sessions for Young Adults Ages 12-18	94	160	365	128%	Returned to offering more in-person programs and outreach engagements
756	Attendance at Live Programs for Young Adults Ages 12-18	1,191	1,290	3,026	135%	Returned to offering more in-person programs and outreach engagements
757	Live Program Sessions for Adults Age 19 or Older.	273	299	565	89%	Returned to offering more in-person programs and outreach engagements

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758	Attendance at Live Programs for Adults Age 19 or Older.	4,222	4,338	9,770	125%	Returned to offering more in-person programs and outreach engagements
759	Live General Interest Program Sessions	7	249	354	42%	Returned to offering more in-person programs and outreach engagements
760	Attendance at Live General Interest Programs	255	5,976	12,970	117%	Returned to offering more in-person programs
761	Number of Live, In-Person, Onsite Program Sessions	126	861	2,141	149%	Returned to offering more in-person programs
762	Live, In-Person, Onsite Program Sessions Attendance.	2,323	13,050	29,609	127%	Returned to offering more in-person programs
763	Number of Live, In-Person, Offsite Program Sessions.	72	718	1,201	67%	Returned to offering more outreach engagements
764	Live, In-Person, Offsite Program Attendance.	1,227	14,444	25,834	79%	Returned to offering more outreach engagements
765	Number of Live, Virtual Program Sessions.	285	219	68	-69%	Offered fewer programs that were only available virtually. Most of the programs available virtually are also offered in-person
766	Live, Virtual Program Attendance.	4,126	2,523	760	-70%	Offered fewer programs that were only available virtually. Most of the programs available virtually are also offered in-person
767	Total Number of Recorded Program Presentations.	177	90	73	-19%	Fewer recorded programs
768	Total Views of Recorded Program Presentations within 30 Days. (for FY23, views within 30 days)	3,361	3,603	1,898	-47%	Fewer recorded programs

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800	Technologies and Facilities	FY21	FY22	FY23	% of Change	Notes - Explanation for Significant change.
801	Total annual of uses (sessions) of public Internet computers	32,874	32,789	60,792	85.4%	The increase of library hours was likely a contributing factor in the increase of computer sessions.
801b	Reporting Method for total # of internet computer Session.	Actual Count	Actual Count	Actual Count		
802	Total number of Internet terminals used by the general public.	95	184	182	-1%	
803	Tell us about your library's wireless internet	Wi-Fi extends outside building, on 24/7	Wi-Fi extends outside building, on 24/7	outside building, on 24/7		
804	Number of wireless sessions provided by the library annually	987,253	1,764,482	2,183,870	24%	
804b	Reporting method for wireless sessions.	Annual Count	Annual Count	Annual Count		
805	Download speed of Internet at main (central) library	661.75 Mb/s	876.20 Mb/s	694.6 Mb/s		
806	Upload speed of Internet at main (central) library	747.21 Mb/s	913.40 Mb/s	902.87 Mb/s		
807	Name of shared Integrated Library System (ILS) consortium (if applicable).	None	None	None		
808	Vendor of integrated library system (ILS) product	Bywater	Koha	Koha		
809	Number of Library Website Visits (Includes visits to JCLS home page, catalog, and LOT catalog visits).	992,838	1,035,456	1,143,175	10%	Increase of library visits was most likely due to the increase in library hours system-wide.
810	Typical week, total Main Library hours open M-F (open to 5:00 pm)	28	28	35	25%	State asked us to use the hours at the end of the fiscal year for the purposes of answering this question. The increase in these hours is due to the expansion of hours during phase 2 of the system-wide increases to hours
811	Typical week, total Main Library hours open M-F (5:00 pm to close)	4	4	9	125%	
812	Typical week, total Main Library hours open Saturday - Sunday (open to 5:00 pm)	8	8	10	25%	
813	Typical week, total Main Library hours open Saturday - Sunday (5:00 pm to close)	0	0	0	0%	
814	Total hours in a typical week, main library (auto summed on state report)	40	40	54	35%	
815	Total weeks open, main library	52	46	52	13%	Library had an increase in the number of weeks open because there were no closures required due to COVID.

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						Medford library hours expanded in 2 phases. Phase 1 happened on Dec. 1, 2022, and the 2nd phase happened on April 10, 2023. These expansions both contributed to the increase in hours. For this calculation, hours were based on the hours of operations for the different phases.
816	Total annual public service hours for main library (actual hours)	1,379	1,730	2,325	34%	
817	Total library visits to all facilities	319,512	377,237	592,023	57%	
817b	Library visits reporting method	Actual Count	Actual Count	Actual Count		
819	Square footage of main library	83,191	83,191	83,191	0%	
820	Total square footage of all library facilities	182,432	182,432	182,432	0%	
821	Date of Building's Orginal Construction (Medford)	Apr-2004	Apr-2004	Apr-2004		
822	Date of Building's Most Recent Structural Remodel. (Medford)	Oct-2020	Oct-2020	Oct-2020		

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900	Fines and Salary Survey	FY21	FY22	FY23	% of Change	Notes - Explanation for Significant change.
901	Daily overdue fine for adult materials	\$ -	\$ -	\$ -	0.0%	
902	Daily overdue fine for children's materials	\$ -	\$ -	\$ -	0.0%	
903	Daily overdue daily fine for other materials	\$ -	\$ -	\$ -	0.0%	
903	Daily overdue daily fine for young adult materials.		\$ -	\$ -	0.0%	
904	Notes on fines (free text box)	N/A	Only ILLs accrue overdue fines.	Only ILLs accrue overdue fines.		
905	Fee for interlibrary loan	\$0.00	\$0.00	\$0.00	0.0%	JCLS doesn't charge a fee for requesting or checking out an ILL.
906	Annual fee for non-resident individual patrons	\$ 100.00	\$ 100.00	\$ 100.00	0.0%	
907	Annual fee for non-resident households	\$ 100.00	\$ 100.00			no longer required to report for FY23
950	Director hourly salary low	\$ 60.09	\$ 64.30	\$ 72.12	12.2%	
951	Director hourly salary high	\$ 60.09	\$ 64.30	\$ 72.12	12.2%	
952	Supervisory Librarian hourly salary low	\$ 25.24	\$ 25.75	\$ 26.53	3.0%	
953	Supervisory Librarian hourly salary high	\$ 31.61	\$ 32.25	\$ 33.23	3.0%	
954	Non-supervisory Librarian hourly salary low	\$ 22.89	\$ 23.36	\$ 25.26	8.1%	Many positions received approved pay scale increases due to Salary Study completed by HR prior to FY23.
955	Non-supervisory Librarian hourly salary high	\$ 28.67	\$ 29.25	\$ 31.64	8.2%	
956	Library assistant hourly salary low	\$ 16.27	\$ 16.60	\$ 17.95	8.1%	
957	Library assistant hourly salary high	\$ 20.38	\$ 20.79	\$ 22.49	8.2%	
958	Library clerk hourly salary low	\$ 14.05	\$ 14.34	\$ 15.51	8.2%	
959	Library clerk hourly salary high	\$ 17.60	\$ 17.96	\$ 19.42	8.1%	

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1000	Administrative Information & Policies	FY21	FY22	FY23	% of Change	Notes - Explanation for Significant change.
1001	Population Served	221,290	223,827		-100%	Provided by State Library.
1002	FSCS ID	OR0041	OR0041	OR0041		
1003	Interlibrary Loan Relationship Code	NO	NO	NO		
1004	Legal Basis Code	LD	LD	LD		
1005	Administrative structure code	SO	SO	SO		
1006	FSCS Public library definition	Yes	Yes	Yes		
1007	Geographic Code	CO1	CO1	CO1		
1008	Library's Website	http://jcls.org	http://jcls.org	http://jcls.org		
1009	Library's Statewide periodical resources (Gale) link	https://link.gale.com/apps/menue?userGroupName=jacksonpl	https://link.gale.com/apps/menue?userGroupName=jacksonpl	https://link.gale.com/apps/menue?userGroupName=jacksonpl		
1010	Library's statewide career and testing resource (LearningExpress Library) link	http://jcls.org/learningexpress	http://jcls.org/learningexpress			
1011	Library's collection management policy	https://jcls.org/wp-content/uploads/2021/06/5-3-Collection-Dev.-Policy-6-22-21.pdf	https://jcls.org/wp-content/uploads/2021/06/5-3-Collection-Dev.-Policy-6-22-21.pdf	https://jcls.org/wp-content/uploads/2023/07/5-3-Collection-Development-Policy-adopted-6.21.23.pdf		
1012	Library's circulation policy	https://jcls.org/wp-content/uploads/2021/05/5-2_Circulation_Policy_approved_1_14_2021-1.pdf	https://jcls.org/wp-content/uploads/2021/05/5-2_Circulation_Policy_approved_1_14_2021-1.pdf	https://jcls.org/wp-content/uploads/2021/05/5-2_Circulation_Policy_approved_1_14_2021-1.pdf		
1013	Library's patron confidentiality policy	https://jcls.org/wp-content/uploads/2021/05/5-9-Patron-Privacy-and-Confidentiality-Policy-adopted-12_13_2018.pdf	https://jcls.org/wp-content/uploads/2021/05/5-9-Patron-Privacy-and-Confidentiality-Policy-adopted-12_13_2018.pdf	https://jcls.org/wp-content/uploads/2021/05/5-9-Patron-Privacy-and-Confidentiality-Policy-adopted-12_13_2018.pdf		
1014	Contact Information (Name)	Kari May	Kari May	Kari May		
1015	Contact Information (Phone)	541-774-6401	541-774-6401	541-774-6401		
1016	Contact Information (Email)	kmay@jcls.org	kmay@jcls.org	kmay@jcls.org		
1017	Estimated time burden to complete survey.	98 hours				

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B	Branch & Bookmobile Data	FY21	FY22	FY23	% of Change	Notes - Explanation for Significant change.
B01	FSCS ID + SEQ for outlet	OR0041-	OR0041-			
B02	Name of outlet	Applegate Branch Library	Applegate Branch Library	Applegate Branch Library		
B03	Outlet street address	18485 N Applegate Road	18485 N Applegate Road	18485 N Applegate Road		
B04	Outlet city	Applegate	Applegate	Applegate		
B05	Outlet zipcode	97527	97527	97527		
B06	Outlet county	Jackson	Jackson	Jackson		
B07	Outlet phone number	(541) 846-7346	(541) 846-7346	(541) 846-7346		
B08	Outlet type code	BR	BR	BR		
B09	Outlet square footage	2,850	2,850	2,850	0%	
B10	Public service hours per year at this outlet	816	718	903	26%	Public services increased due to expansion of hours on April 10th, 2023.
B11	Number of weeks outlet was open	52	46	52	13%	Weeks opened increased due to not having to close as a result of COVID.
B12	Wi-Fi situation at this outlet	Wi-Fi extends outside building, on 24/7	Wi-Fi extends outside building, on 24/7	Wi-Fi extends outside building, on 24/7		
B13	Download speed of Internet at this location	94.65 Mb/s	872.20 Mb/s	834.21 Mb/s		
B14	Upload speed of Internet at this location	529.13 Mb/s	918.21 Mb/s	914.5 Mb/s		
B15	Number of Weeks an Outlet Closed Due to COVID-19	0	6	0	-100%	No closures due to COVID.
B16	Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19	52	21	0	-100%	No limited occupancy due to COVID.
B20	Date of Building's Original Construction	Nov, 2002	Nov, 2002	Nov, 2002		
B21	Date of Building's Most Recent Structural (i.e. NOT Cosmetic) Remodel					
B01	FSCS ID + SEQ for outlet	OR0041-	OR0041-			
B02	Name of outlet	Ashland Branch Library	Ashland Branch Library	Ashland Branch Library		
B03	Outlet street address	410 Siskiyou Blvd	410 Siskiyou Blvd	410 Siskiyou Blvd		
B04	Outlet city	Ashland	Ashland	Ashland		
B05	Outlet zipcode	97520	97520	97520		
B06	Outlet county	Jackson	Jackson	Jackson		
B07	Outlet phone number	(541) 774-6980	(541) 774-6980	(541) 774-6980		
B08	Outlet type code	BR	BR	BR		
B09	Outlet square footage	22,655	22,655	22,655	0%	
B10	Public service hours per year at this outlet	1,420	1,702	2,141	26%	Hours increased on Dec 1 for phase 1, and then increased again on Apr 24th, for phase 2 after completion of HVAC project.
B11	Number of weeks outlet was open	52	45	48	7%	Ashland library limited to Front Door Service for HVAC project for roughly 4 weeks.
B12	Wi-Fi situation at this outlet	Wi-Fi extends outside building, on 24/7	Wi-Fi extends outside building, on 24/7	Wi-Fi extends outside building, on 24/7		
B13	Download speed of Internet at this location	567.21 Mb/s	794.10 Mb/s	759.4 Mb/s		
B14	Upload speed of Internet at this location	866.94 Mb/s	829.99 Mb/s	895.68 Mb/s		

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B15	Number of Weeks an Outlet Closed Due to COVID-19	0	7	0	-100%	No closures due to COVID.
B16	Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19	52	21	0	-100%	No occupancy limits due to COVID.
B20	Date of Building's Original Construction					
B21	Date of Building's Most Recent Structural (i.e. NOT Cosmetic) Remodel	Jun, 2003	Jun, 2003	Jun, 2003		
B01	FSCS ID + SEQ for outlet	OR0041-	OR0041-			
B02	Name of outlet	Butte Falls Branch Library	Butte Falls Branch Library	Butte Falls Branch Library		
B03	Outlet street address	626 Fir Ave	626 Fir Ave	626 Fir Ave		
B04	Outlet city	Butte Falls	Butte Falls	Butte Falls		
B05	Outlet zipcode	97522	97522	97522		
B06	Outlet county	Jackson	Jackson	Jackson		
B07	Outlet phone number	(541) 865-3511	(541) 865-3511	(541) 865-3511		
B08	Outlet type code	BR	BR	BR		
B09	Outlet square footage	2,405	2,405	2,405	0%	
B10	Public service hours per year at this outlet	485	451	595	32%	Hours increased in phase 2 of the library's expansion of hours.
B11	Number of weeks outlet was open	49.5	46	52	13%	Weeks opened increased due to not having to close as a result of COVID.
B12	Wi-Fi situation at this outlet	Wi-Fi extends outside building, on 24/7	Wi-Fi extends outside building, on 24/7	Wi-Fi extends outside building, on 24/7		
B13	Download speed of Internet at this location	104.71 Mb/s	534.81 Mb/s	781.93 Mb/s		
B14	Upload speed of Internet at this location	726.23 Mb/s	881.38 Mb/s	917.79 Mb/s		
B15	Number of Weeks an Outlet Closed Due to COVID-19	0	6	0	-100%	No closures due to COVID.
B16	Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19	49.5	21	0	-100%	No limited occupancy due to COVID.
B20	Date of Building's Original Construction					
B21	Date of Building's Most Recent Structural (i.e. NOT Cosmetic) Remodel	Aug, 2008	Aug, 2008	Aug, 2008		
B01	FSCS ID + SEQ for outlet	OR0041-	OR0041-			
B02	Name of outlet	Central Point Branch Library	Central Point Branch Library	Central Point Branch Library		
B03	Outlet street address	116 S Third St	116 S Third St	116 S Third St		
B04	Outlet city	Central Point	Central Point	Central Point		
B05	Outlet zipcode	97502	97502	97502		
B06	Outlet county	Jackson	Jackson	Jackson		
B07	Outlet phone number	(541) 664-3228	(541) 664-3228	(541) 664-3228		
B08	Outlet type code	BR	BR	BR		
B09	Outlet square footage	8,515	8,515	8,515	0%	
B10	Public service hours per year at this outlet	1,526	1,620	1,904	18%	Hours increased as a result of phase 2 of the expansion of library hours.
B11	Number of weeks outlet was open	52	46	52	13%	Weeks opened increased due to not having to close as a result of COVID.

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B12	Wi-Fi situation at this outlet	Wi-Fi extends outside building, on 24/7	Wi-Fi extends outside building, on 24/7	Wi-Fi extends outside building, on 24/7		
B13	Download speed of Internet at this location	94.76 Mb/s	870.42 Mb/s	718.75 Mb/s		
B14	Upload speed of Internet at this location	875.64 Mb/s	918.72 Mb/s	896.85 Mb/s		
B15	Number of Weeks an Outlet Closed Due to COVID-19	0	6	0		No closures due to COVID.
B16	Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19	52	21	0		No limited occupancy due to COVID.
B20	Date of Building's Original Construction	Sep, 2005	Sep, 2005	Sep, 2005		
B21	Date of Building's Most Recent Structural (i.e. NOT Cosmetic) Remodel					
B01	FSCS ID + SEQ for outlet	OR0041-	OR0041-			
B02	Name of outlet	Eagle Point Branch Library	Eagle Point Branch Library	Eagle Point Branch Library		
B03	Outlet street address	239 W Main St	239 W Main St	239 W Main St		
B04	Outlet city	Eagle Point	Eagle Point	Eagle Point		
B05	Outlet zipcode	97524	97524	97524		
B06	Outlet county	Jackson	Jackson	Jackson		
B07	Outlet phone number	(541) 826-3313	(541) 826-3313	(541) 826-3313		
B08	Outlet type code	BR	BR	BR		
B09	Outlet square footage	8,512	8,512	8,512	0%	
B10	Public service hours per year at this outlet	1,069	1,258	1,562	24%	Library hours increased due to the expansion of library hours during phase 2.
B11	Number of weeks outlet was open	51	46	52	13%	Weeks opened increased due to not having to close as a result of COVID.
B12	Wi-Fi situation at this outlet	Wi-Fi extends outside building, on 24/7	Wi-Fi extends outside building, on 24/7	Wi-Fi extends outside building, on 24/7		
B13	Download speed of Internet at this location	89.58 Mb/s	766.36 Mb/s	769.99 Mb/s		
B14	Upload speed of Internet at this location	829.14 Mb/s	861.38 Mb/s	902.75 Mb/s		
B15	Number of Weeks an Outlet Closed Due to COVID-19	0	6	0	-100%	No closures due to COVID.
B16	Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19	51	21	0	-100%	No limited occupancy due to COVID.
B20	Date of Building's Original Construction	Oct, 2004	Oct, 2004	Oct, 2004		
B21	Date of Building's Most Recent Structural (i.e. NOT Cosmetic) Remodel					
B01	FSCS ID + SEQ for outlet	OR0041-	OR0041-			
B02	Name of outlet	Gold Hill Branch Library	Gold Hill Branch Library	Gold Hill Branch Library		
B03	Outlet street address	202 Dardanelles St	202 Dardanelles St	202 Dardanelles St		
B04	Outlet city	Gold Hill	Gold Hill	Gold Hill		
B05	Outlet zipcode	97525	97525	97525		
B06	Outlet county	Jackson	Jackson	Jackson		
B07	Outlet phone number	(541) 855-1994	(541) 855-1994	(541) 855-1994		
B08	Outlet type code	BR	BR	BR		
B09	Outlet square footage	4,982	4,982	4,982		

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B10	Public service hours per year at this outlet	896	774	983	27%	Hours increased as a result of expansion of hours for JCLS in phase 2.
B11	Number of weeks outlet was open	52	46	52	13%	Weeks opened increased due to not having to close as a result of COVID.
B12	Wi-Fi situation at this outlet	Wi-Fi extends outside building, on 24/7	Wi-Fi extends outside building, on 24/7	Wi-Fi extends outside building, on 24/7		
B13	Download speed of Internet at this location	870.44 Mb/s	857.81 Mb/s	844.92 Mb/s		
B14	Upload speed of Internet at this location	869.97 Mb/s	919.25 Mb/s	917.52 Mb/s		
B15	Number of Weeks an Outlet Closed Due to COVID-19	0	6	0	-100%	No closures due to COVID.
B16	Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19	52	21	0	-100%	No limited occupancy due to COVID.
B20	Date of Building's Original Construction	Feb, 2005	Feb, 2005	Feb, 2005		
B21	Date of Building's Most Recent Structural (i.e. NOT Cosmetic) Remodel					
B01	FSCS ID + SEQ for outlet	OR0041-	OR0041-			
B02	Name of outlet	Jacksonville Branch Library	Jacksonville Branch Library	Jacksonville Branch Library		
B03	Outlet street address	340 West "C" St	340 West "C" St	340 West "C" St		
B04	Outlet city	Jacksonville	Jacksonville	Jacksonville		
B05	Outlet zipcode	97530	97530	97530		
B06	Outlet county	Jackson	Jackson	Jackson		
B07	Outlet phone number	(541) 899-1665	(541) 899-1665	(541) 899-1665		
B08	Outlet type code	BR	BR	BR		
B09	Outlet square footage	5,646	5,646	5,646	0%	
B10	Public service hours per year at this outlet	1,038	1,047	1,286	23%	Hours increased due to the library's expansion of hours in phase 2.
B11	Number of weeks outlet was open	52	46	52	13%	Weeks opened increased due to not having to close as a result of COVID.
B12	Wi-Fi situation at this outlet	Wi-Fi extends outside building, on 24/7	Wi-Fi extends outside building, on 24/7	Wi-Fi extends outside building, on 24/7		
B13	Download speed of Internet at this location	93.35 Mb/s	835.81 Mb/s	789.69 Mb/s		
B14	Upload speed of Internet at this location	90.96 Mb/s	916.88 Mb/s	914.91 Mb/s		
B15	Number of Weeks an Outlet Closed Due to COVID-19	0	6	0	-100%	No closures due to COVID.
B16	Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19	52	21	0	-100%	No occupancy limits due to COVID.
B20	Date of Building's Original Construction	Dec, 2002	Dec, 2002	Dec, 2002		
B21	Date of Building's Most Recent Structural (i.e. NOT Cosmetic) Remodel					
B01	FSCS ID + SEQ for outlet	OR0041-	OR0041-			
B02	Name of outlet	Phoenix Branch Library	Phoenix Branch Library	Phoenix Branch Library		
B03	Outlet street address	511 W 1st St	511 W 1st St	511 W 1st St		
B04	Outlet city	Phoenix	Phoenix	Phoenix		
B05	Outlet zipcode	97535	97535	97535		
B06	Outlet county	Jackson	Jackson	Jackson		

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B07	Outlet phone number	(541) 899-1665	(541) 899-1665	(541) 899-1665		
B08	Outlet type code	BR	BR	BR		
B09	Outlet square footage	5,946	5,946	5,946		
B10	Public service hours per year at this outlet	1,084	990	1,247	26%	Increase in hours due to expansion of library hours during phase 2 of increase to all library hours.
B11	Number of weeks outlet was open	50	46	52	13%	Weeks opened increased due to not having to close as a result of COVID.
B12	Wi-Fi situation at this outlet	Wi-Fi extends outside building, on 24/7	Wi-Fi extends outside building, on 24/7	Wi-Fi extends outside building, on 24/7		
B13	Download speed of Internet at this location	93.59 Mb/s	841.58 Mb/s	814 Mb/s		
B14	Upload speed of Internet at this location	881.31 Mb/s	918.15 Mb/s	917.19 Mb/s		
B15	Number of Weeks an Outlet Closed Due to COVID-19	0	6	0	-100%	No closures due to COVID.
B16	Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19	52	21	0	-100%	No occupancy limits due to COVID.
B20	Date of Building's Original Construction	Feb, 2008	Feb, 2008	Feb, 2008		
B21	Date of Building's Most Recent Structural (i.e. NOT Cosmetic) Remodel					
B01	FSCS ID + SEQ for outlet	OR0041-	OR0041-			
B02	Name of outlet	Prospect Branch Library	Prospect Branch Library	Prospect Branch Library		
B03	Outlet street address	151 Mill Creek Dr	151 Mill Creek Dr	151 Mill Creek Dr		
B04	Outlet city	Prospect	Prospect	Prospect		
B05	Outlet zipcode	97536	97536	97536		
B06	Outlet county	Jackson	Jackson	Jackson		
B07	Outlet phone number	(541) 560-3669	(541) 560-3669	(541) 560-3669		
B08	Outlet type code	BR	BR	BR		
B09	Outlet square footage	2,400	2,400	2,400		
B10	Public service hours per year at this outlet	592	536	742	38%	Hours of operation increased due to expansion of hours during phase 2 of the expansion of library hours.
B11	Number of weeks outlet was open	51	46	52	13%	Weeks open increased because there were no closures due to COVID.
B12	Wi-Fi situation at this outlet	Wi-Fi extends outside building, on 24/7	Wi-Fi extends outside building, on 24/7	Wi-Fi extends outside building, on 24/7		
B13	Download speed of Internet at this location	623.23 Mb/s	829.20 Mb/s	804.86 Mb/s		
B14	Upload speed of Internet at this location	879.04 Mb/s	919.74 Mb/s	916.15 Mb/s		
B15	Number of Weeks an Outlet Closed Due to COVID-19	0	6	0	-100%	No closures due to COVID.
B16	Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19	52	21	0	-100%	No occupancy limits due to COVID.
B20	Date of Building's Original Construction	Mar, 2005	Mar, 2005	Mar, 2005		
B21	Date of Building's Most Recent Structural (i.e. NOT Cosmetic) Remodel					
B01	FSCS ID + SEQ for outlet	OR0041-	OR0041-			
B02	Name of outlet	Rogue River Branch Library	Rogue River Branch Library	Rogue River Branch Library		

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B03	Outlet street address	413 E Main St	413 E Main St	413 E Main St		
B04	Outlet city	Rogue River	Rogue River	Rogue River		
B05	Outlet zipcode	97538	97538	97538		
B06	Outlet county	Jackson	Jackson	Jackson		
B07	Outlet phone number	(541) 864-8851	(541) 864-8851	(541) 864-8851		
B08	Outlet type code	BR	BR	BR		
B09	Outlet square footage	11,460	11,460	11,460		
B10	Public service hours per year at this outlet	1,404	1,216	1,526	25%	Hours increased as a result of phase 2 of library hours expansion.
B11	Number of weeks outlet was open	52	46	52	13%	Weeks open increased due to not having to close for COVID.
B12	Wi-Fi situation at this outlet	Wi-Fi extends outside building, on 24/7	Wi-Fi extends outside building, on 24/7	Wi-Fi extends outside building, on 24/7		
B13	Download speed of Internet at this location	744.10 Mb/s	713.46 Mb/s	846.62 Mb/s		
B14	Upload speed of Internet at this location	718.91 Mb/s	908.23 Mb/s	807.17 Mb/s		
B15	Number of Weeks an Outlet Closed Due to COVID-19	0	6	0	-100%	No closures due to COVID.
B16	Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19	52	21	0	-100%	No occupancy limits due to COVID.
B20	Date of Building's Original Construction	Feb, 2003	Feb, 2003	Feb, 2003		
B21	Date of Building's Most Recent Structural (i.e. NOT Cosmetic) Remodel					
B01	FSCS ID + SEQ for outlet	OR0041-	OR0041-			
B02	Name of outlet	Ruch Branch Library	Ruch Branch Library	Ruch Branch Library		
B03	Outlet street address	7920 Highway 238	7920 Highway 238	7920 Highway 238		
B04	Outlet city	Ruch	Ruch	Ruch		
B05	Outlet zipcode	97530	97530	97530		
B06	Outlet county	Jackson	Jackson	Jackson		
B07	Outlet phone number	(541) 899-7438	(541) 899-7438	(541) 899-7438		
B08	Outlet type code	BR	BR	BR		
B09	Outlet square footage	5,896	5,896	5,896		
B10	Public service hours per year at this outlet	919	806	981	22%	Hours increased due to expansion of library hours during phase 2 of system-wide change to libraries hours of operation.
B11	Number of weeks outlet was open	52	46	52	13%	Weeks opened increased because the library didn't have to close due to COVID.
B12	Wi-Fi situation at this outlet	Wi-Fi extends outside building, on 24/7	Wi-Fi extends outside building, on 24/7	Wi-Fi extends outside building, on 24/7		
B13	Download speed of Internet at this location	94.10 Mb/s	833.27 Mb/s	832.5 Mb/s		
B14	Upload speed of Internet at this location	720.05 Mb/s	917.14 Mb/s	917.97 Mb/s		
B15	Number of Weeks an Outlet Closed Due to COVID-19	0	6	0		No closures due to COVID.
B16	Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19	52	21	0		No occupancy limits due to COVID.
B20	Date of Building's Original Construction	Feb, 2003	Feb, 2003	Feb, 2003		

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B21	Date of Building's Most Recent Structural (i.e. NOT Cosmetic) Remodel					
B01	FSCS ID + SEQ for outlet	OR0041-	OR0041-			
B02	Name of outlet	Shady Cove Branch Library	Shady Cove Branch Library	Shady Cove Branch Library		
B03	Outlet street address	22478 Highway 62	22478 Highway 62	22478 Highway 62		
B04	Outlet city	Shady Cove	Shady Cove	Shady Cove		
B05	Outlet zipcode	97539	97539	97539		
B06	Outlet county	Jackson	Jackson	Jackson		
B07	Outlet phone number	(541) 878-2270	(541) 878-2270	(541) 878-2270		
B08	Outlet type code	BR	BR	BR		
B09	Outlet square footage	5,646	5,646	5,646		
B10	Public service hours per year at this outlet	588	813	1,008	24%	Hours increased due to expansion of library hours during phase 2 of system-wide change to libraries hours of operation.
B11	Number of weeks outlet was open	50	46	52	13%	The number of weeks opened increased because no closures were required due to COVID.
B12	Wi-Fi situation at this outlet	xtends outside building, on 24/7	Wi-Fi extends outside building, on 24/7	Wi-Fi extends outside building, on 24/7		
B13	Download speed of Internet at this location	650.07 Mb/s	769.59 Mb/s	783.61 Mb/s		
B14	Upload speed of Internet at this location	740.27 Mb/s	807.67 Mb/s	912.94 Mb/s		
B15	Number of Weeks an Outlet Closed Due to COVID-19	0	6	0	-100%	No closures due to COVID.
B16	Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19	50	21	0	-100%	No occupancy limits due to COVID.
B20	Date of Building's Original Construction	Jul, 2008	Jul, 2008	Jul, 2008		
B21	Date of Building's Most Recent Structural (i.e. NOT Cosmetic) Remodel					
B01	FSCS ID + SEQ for outlet	OR0041-	OR0041-			
B02	Name of outlet	Talent Branch Library	Talent Branch Library	Talent Branch Library		
B03	Outlet street address	101 Home St	101 Home St	101 Home St		
B04	Outlet city	Talent	Talent	Talent		
B05	Outlet zipcode	97540	97540	97540		
B06	Outlet county	Jackson	Jackson	Jackson		
B07	Outlet phone number	(541) 535-4163	(541) 535-4163	(541) 535-4163		
B08	Outlet type code	BR	BR	BR		
B09	Outlet square footage	7,068	7,068	7,068		
B10	Public service hours per year at this outlet	1,118	1,616	1,903	18%	Hours increased due to expansion of library hours during phase 2 of system-wide change to libraries hours of operation.
B11	Number of weeks outlet was open	50	46	52	13%	The number of weeks opened increased because no closures were required due to COVID.
B12	Wi-Fi situation at this outlet	Wi-Fi extends outside building, on 24/7	Wi-Fi extends outside building, on 24/7	Wi-Fi extends outside building, on 24/7		
B13	Download speed of Internet at this location	681.99 Mb/s	773.38 Mb/s	765.76 Mb/s		
B14	Upload speed of Internet at this location	441.31 Mb/s	917.36 Mb/s	889.6 Mb/s		

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B15	Number of Weeks an Outlet Closed Due to COVID-19	0	6	0	-100%	No closures due to COVID.
B16	Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19	50	21	0	-100%	No occupancy limits due to COVID.
B20	Date of Building's Original Construction	Feb, 2007	Feb, 2007	Feb, 2007		
B21	Date of Building's Most Recent Structural (i.e. NOT Cosmetic) Remodel					
B01	FSCS ID + SEQ for outlet	OR0041-	OR0041-			
B02	Name of outlet	White City Branch Library	White City Branch Library	White City Branch Library		
B03	Outlet street address	3144 Avenue C	3144 Avenue C	3144 Avenue C		
B04	Outlet city	White City	White City	White City		
B05	Outlet zipcode	97503	97503	97503		
B06	Outlet county	Jackson	Jackson	Jackson		
B07	Outlet phone number	(541) 864-8880	(541) 864-8880	(541) 864-8880		
B08	Outlet type code	BR	BR	BR		
B09	Outlet square footage	6,640	6,640	6,640		
B10	Public service hours per year at this outlet	846	956	1,217	27%	Hours increased due to expansion of library hours during phase 2 of system-wide change to libraries hours of operation.
B11	Number of weeks outlet was open	51.5	46	52	13%	The number of weeks opened increased because no closures were required due to COVID.
B12	Wi-Fi situation at this outlet	Wi-Fi extends outside building, on 24/7	Wi-Fi extends outside building, on 24/7	Wi-Fi extends outside building, on 24/7		
B13	Download speed of Internet at this location	874.09 Mb/s	834.63 Mb/s	737.15 Mb/s		
B14	Upload speed of Internet at this location	873.24 Mb/s	913.57 Mb/s	856.1 Mb/s		
B15	Number of Weeks an Outlet Closed Due to COVID-19	0	6	0	-100%	No closures due to COVID.
B16	Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19	51.5	21	0	-100%	No occupancy limits due to COVID.
B20	Date of Building's Original Construction	Sep, 2001	Sep, 2001	Sep, 2001		
B21	Date of Building's Most Recent Structural (i.e. NOT Cosmetic) Remodel					
	Estimated time burden to complete survey.	98 hours				



Date: October 16, 2023

Title: Library Director's Goals

From: Viki Brown and Susan Keifer, Director Evaluation Committee

Summary:

The Director Evaluation Committee reviewed the Library Director's goals for FY24 with Library Director Kari May, and all are in agreement with the goals as presented to the Board.

Recommendation:

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

Resource Requirements:

N/A

Policies, Plans, and Goals Supported:

Establishing annual goals for the Library Director is outlined in their contract.

Background and Additional Information:

Library Director Kari May's FY24 goals are:

1. Increase physical circulation by 25% over the previous fiscal year, for a total of 1,500,000 items.
2. Serve as Project Manager for the Facilities Master Plan, working with consultants Group 4 Architects and the Project Management Team. This 9-month process will engage staff and community members and culminate in a document that will guide future building needs.
3. Develop and execute a plan to improve internal communications and address concerns that were raised in the staff climate survey.
4. Develop an advocacy strategy that Board members, Foundation Board members, and Friends and volunteers can utilize to help communicate information about key library services and initiatives, to improve the perception of the library in the community.



Date: October 16, 2023

Title: Request approval to waive fines for expired patrons

From: Kelda Vath, Assistant Director of Support Services

Summary:

To maintain an accurate and tidy database of library patrons, Support Services Department is requesting to waive uncollected fines for library patrons who have been expired with no activity for more than three years so that their records may be purged from the ILS database.

Background and Additional Information:

Since the ILS migration to Koha in April 2020, the routine procedure of purging inactive patron records has been on hiatus. This was in part because staff were getting familiar with the new system, but largely due to an increased generosity and lenience during the Covid 19 pandemic.

JCLS is at a point now where we need to catch up to properly maintain our patron database and purge records that have been inactive for more than 3 years. The ILS system requires that patron records be free of fines before the system will allow their deletion. According to the State Library of Oregon, "It is recommended that patron records should be purged after three years of inactivity. Most public libraries do this purge on an annual basis."

JCLS intends that on or around January 1, 2024, the purge of expired patron records would take place. This timeframe allows for a total of three and a half years of grace for expired patrons to have the opportunity to re-activate their library cards while still keeping the database current and complies with State Library of Oregon guidelines. The intention going forward would be to waive outstanding fines over three years old annually.

Recommendation:

Assistant Director Vath recommends that the Board waives the fines on all patron records with no activity since before July 1, 2020, inactive for three years.

Resource Requirements:

ILS Administrator Kris Becker has run reports to identify the uncollected monetary amounts to be waived in pursuit of the goal to purge inactive records. Please note that there is little to no

likelihood that these fines would be collected after three years of inactivity, and that the total amount to be waived is cumulative.

Years of Inactivity	Expired Prior To	Number of Expired Records	Amount to Waive
3	7/1/2020	1,946	\$77,552
4	7/1/2019	1,060	\$43,890
5	7/1/2018	515	\$19,274

Policies, Plans, and Goals Supported:

Maintaining an up-to-date database of patron records in accordance with State Library of Oregon recommendations is among routine best practices for public libraries because it results in more accurate data for analyzing trends and goal setting. This also supports JCLD Policy 2-1 Financial Management, section IX, which authorizes the Board to waive bad debt.



JCLD Board Meeting

Agenda Item Memo

Date: 10/18/2023

Title: Organizational Item Adjustment November - February

From: Kari May

Summary:

The JCLD Board currently holds their regular meetings at 4:00 p.m. on the third Monday of each month. Due to holidays in 2023 and 2024, some meetings need to be adjusted. The conflicts are as follows:

- a. November 20, 2023 – falls on the same week as Thanksgiving and may conflict with travel and/or holiday plans of staff and Board members
- b. December 18, 2023 – last year, the Board elected not to hold a meeting during the month of December.
- c. January 15, 2024 – Martin Luther King Jr. Day
- d. February 19, 2024 – President's Day

Recommendation:

The Executive Committee recommends that the Board discuss altering the meeting dates and/or times. It is recommended that each meeting be adjusted on the same alternate schedule to allow for ease of access to members of the public.

If the Board chooses to move the meetings up one week in each month, the schedule would be as follows:

- a. Monday November 13, 2023 at 4:00
- b. Monday December 11, 2023 at 4:00 (if the Board elects to have a meeting in December)
- c. Monday January 9, 2024 at 4:00
- d. Monday February 12, 2024 at 4:00

The Board may also consider moving the meetings to the third Wednesday of the month instead of the third Monday. This would result in meetings on the following dates:

- a. Wednesday November 15, 2023 at 4:00
- b. Wednesday December 20, 2023 at 4:00
- c. Wednesday January 17, 2024 at 4:00
- d. Wednesday February 21, 2024 at 4:00