



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>
November 13, 2023, at 4:00 p.m.

CALL TO ORDER/ROLL CALL

LAND ACKNOWLEDGEMENT

INTRODUCTIONS / PROCLAMATIONS

AGENDA AMENDMENTS AND APPROVAL

CONSENT AGENDA

1. October 16, 2023 JCLD Regular Board Meeting Minutes.....1
2. October 18, 2023 JCLD Board Work Session Minutes.....4
3. Advocacy Committee Charter and Workplan 2023-2024.....5

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. The Board will listen to all comments but will not respond during the meeting)

REPORTS (Inform)

4. Library Director – Kari May.....6
5. Facilities Master Plan – Kari May.....14

UNFINISHED BUSINESS (Inform/Discuss/Action)

6. none

NEW BUSINESS (Inform/Discuss/Action)

7. Budget Committee Member Recruitment

COMMITTEE AND BOARD MEMBER REPORTS (Inform)

8. Advocacy Committee
9. Director’s Evaluation Committee.....16

Executive Session pursuant to ORS 192.660 (2)(3): to deliberate with persons designated by the governing body to negotiate real property transactions. Real property transactions are not limited to the purchase or sale of real property. No decision may be made in executive session. At the end of today’s executive session, the Board will come back to its regular session during which the Board may or may not take action or make a decision.

ADJOURNMENT

FUTURE MEETINGS/EVENTS/OBSERVANCES:

December 11, 2023 – JCLD Regular Board Meeting
JCLD Board Evaluation Work Session – Date TBA

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), Kim Young (Vice President), Susan Kiefer, Marissa Barrientos Shepherd, and Kevin Keating.

Additional attendees: Kari May (Library Director), Kelda Vath (Assistant Director, Support Services), Joan Vigil (Assistant Director, Public Services), Brynn Fogerty (HR Manager), Ginny Auer (Foundation Executive Director), Jacquelyn Bunick (Legal Counsel), and Val Nowak (Executive Assistant), Haylie Courtney (Social Worker)

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

President Brown read a proclamation declaring October 15-21, 2023, as National Friends of the Library Week.

Director May introduced Senior Accountant Daniel Madrigal, who joined the Finance team in September.

CONSENT AGENDA

MOTION: Director Keifer moved to accept the agenda and approve the items on the consent agenda. Director Young seconded, and the motion was approved unanimously.

ORAL REQUESTS AND COMMUNICATIONS FROM AUDIENCE

None.

REPORTS

Library Director's Report and Strategic Plan Dashboard

Director May highlighted items from the report and noted that the book locker has been installed at Shady Cove and is being put to use by local patrons. She invited the board members to place a hold at the location and try the service for themselves. The latest documentary has been released and tells the story of air mail in the Rogue Valley. The annual audit is on pace, and a draft will likely be available in early November.

After a brief clarification on what the Third Friday events consist of, Director Kiefer congratulated staff on the naturalization process video series produced in partnership with the Center for Non Profit Legal Services. Director Young recognized and appreciated Business Librarian Roslyn Donald's efforts.

Director Keating asked for a description of the Collection Diversity Audit. May explained that the book vendor Baker and Taylor has put together a tool for comparing what is in the collection to a broader list of metrics to judge whether the collection reflects the demographics of communities that are being served. The collection is then compared to BISAC subject categories that are analyzed on the items' records in the catalog. The reporting process has not yet started.

Young asked who is on the website advisory group. May replied that it is made up of staff from a variety of

departments. Feedback from the public is considered and relayed by staff.

UNFINISHED BUSINESS

None

NEW BUSINESS

Annual State Statistics Report

The Board was presented with the data to be submitted and Director May invited any questions.

Director Kiefer asked why the State Revenue went down by 21%. Revenue declined due to the fire recovery fund ceasing after two years. Ready to Read grant is generally the only state revenue the library receives. Keating asked if the library continues to receive e-rate funding. It is no longer reported to the state, but the library still receives the discount. Brown asked regarding physical circulation; Collection Development will be meeting with the ILS vendor, Bywater, to verify reports. It seems that there are discrepancies regarding the data. They will be meeting to ensure that the data is correct and will update as necessary.

Once the report is finalized and submitted, it can be compared with other libraries in the state.

Brown noted the accomplishments indicated by increased statistics. She then asked regarding the downloading speed and uploading speed and why those numbers decreased. It is assumed that it is because the use has so greatly increased, there is less bandwidth to go around. The speed is still efficient and reasonably fast for patrons to use.

Community Services Overview

Library Director May, Assistant Director Joan Vigil, and Social Worker Haylie Courtney presented a general overview of the Community Resources department and the services they provide. The team consists of Social Worker Haylie Courtney and a team of Resource Specialists. The program was launched in 2019 through a grant from the Oregon Community Foundation. The Resource Specialists are trained in crisis management and de-escalation and offer appointments to assist patrons with digital appointments and applications, such as assisting patrons to sign up for SNAP benefits.

They provide referrals to insurance, food assistance, housing assistance, social security, etc., and Courtney also attends community meetings to ensure that information is up to date and to encourage collaborations. The team works closely with community partners to ensure that the patrons referred to their services are met with provision. The resource guides are updated monthly and are specific to communities – even down to differences between Ashland and Medford. There are also many resources available online through the JCLS website and a section of the staff SharePoint is dedicated to resource sharing and education.

Courtney highlighted the satellite program, which sees Resource Specialists traveling to branches around the county and supporting the needs of specific communities. The team has also been focusing on creating programming to bring community together. Courtney concluded her presentation with samples of some of the items that are distributed out of the Community Resource Center.

Director Shepherd acknowledged the team's invaluable services and commented that it exemplifies the concept of the library as a center of connection in the community.

Director's Goals

Following a summary of the Director's Goals for 2023-2024, the Board discussed some of the strategies and measures of success. Director Keating asked what some of the strategies are for raising the circulation by 25%. It is a dynamic goal, ranging from reader's advisory to coordinated program displays and additional staff training. Fourteen branches were able to raise circulation by 10% in the last month. Circulation is a lead indicator of many key statistics. Library visits, cardholders, and programming statistics are all expected to increase along with physical

checkouts.

Director Shepherd asked what the goals are used for. They guide the director's evaluation and inform her work throughout the year. Per her contract, the goals are mutually agreed upon between the director and the board.

MOTION: Director Keifer moved to approve the director's goals as presented. Director Young seconded, and the motion was approved unanimously.

Waiving of Fees

Director May shared the recommendation that the Board waive the fines on all patron records with no activity since before July 1, 2020. 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. The intention going forward would be to waive outstanding fines over three years old annually. Every attempt has been made to reach out to patrons prior to their card expiring. Director Young asked that this practice continue to be brought forward in November with the purge occurring in January. Director Keating asked if there was a process for fee amnesty – May noted that an amnesty food drive had been held in the past and acknowledged that it might be a good practice to start again.

MOTION: Director Keating moved to approve waiving the fines on all patron records with no activity since before July 1, 2020, which have been inactive for three years or more. Director Kiefer seconded, and the motion was approved unanimously.

Organizational Item – Board Meetings November – February

Director Brown opened the floor to discuss alternate dates from November through February.

MOTION: Director Keating moved to adopt a meeting change to the second Monday of the month at 4:00p.m. through February 2024. Director Shepherd seconded, and the motion was approved unanimously.

Director Brown noted that in the future, the Board may plan to hold their regular meetings at branches around the District.

COMMITTEE AND BOARD MEMBER REPORTS

Director's Evaluation Ad-Hoc Committee

Director Brown summarized their meeting. They began planning the structure of the Director's Evaluation Process. They have reviewed the job description and previous evaluations and goals from the past two years. The committee is scheduled again on November 6th, after which a proposal and recommendation will come to the board.

FUTURE MEETINGS/EVENTS/OBSERVANCES

The Board was reminded of the joint JCLF board session occurring October 18, and the SDAO Board Training session work scheduled on November 1.

ADJOURN

President Brown adjourned the meeting at 5:45 p.m.

/s/ Val Nowak

Recording Secretary



**JACKSON COUNTY LIBRARY DISTRICT (JCLD) and
JACKSON COUNTY LIBRARY FOUNDATION (JCLF)
JOINT BOARD WORK SESSION MINUTES
Large Meeting Room, Medford Branch Library
205 S Central Ave, Medford, OR
October 18, 2023, at 4:00 p.m.**

In attendance: Library Director Kari May; Foundation Director Ginny Auer; Executive Assistant Val Nowak; Foundation Assistant Beverly Maston; JCLD Board Members Viki Brown, Kim Young, Marissa Shepherd, Susan Kiefer, and Kevin Keating; Jackson County Library Foundation Board Members Brian Young, Phil Meyer, Sue Collins, Collete Boehmer, Jeannette Marquez, and Chloe Dean

CALL TO ORDER

JCLD President Viki Brown called the meeting to order at 4:16 and the land acknowledgement was read.

Board Roles and Relationship

Foundation Director Ginny Auer presented an overview of different types of nonprofit boards and asked each board member to identify which role(s) they felt each board fell into. Members discussed the roles of each of the boards, the work that they do, and how operations are handled.

They then discussed how the Boards can work together, and how they view what the ideal relationship between them would be. The Foundation members shared with the District how they determine their vision and focus. Boehmer and Brian Young related how the Foundation has worked over the past year and how they have worked together with Director May and Executive Director Auer to strategize marketing and advocacy for the future.

Next Steps for the MOU

Library Director May presented a brief overview of how the current Memorandum of Understanding (MOU) was formed and a history of the relationship between the entities. The Boards discussed the roles and duties of the Relationship Committee, and what the future of the agreement might look like.

The meeting concluded with remarks of gratitude for all of the board members for their commitment and efforts.

ADJOURNMENT

JCLD President Viki Brown adjourned the meeting at 6:00



2023-2024 Charter and Work Plan

Jackson County Library District Advocacy Committee

Purpose

The Advocacy Committee will develop a clear, consistent, and unified message for Board members to share when talking about the impact of library services in Jackson County to the community at large. The Committee will stay abreast of local, state, and national legislation that might impact library services.

Membership

The Board appointed Kim Young, Kevin Keating, and Kari May as Committee Members.

Responsibilities

The Committee has the following areas of focus:

1. The Committee will monitor local, state, and national legislation that might impact libraries and prepare responses as appropriate.
2. Keep abreast of state and national trends in library services that might impact future initiatives at JCLS.
3. The Advocacy Committee will work with staff to stay informed about the perception of the library in the community and prepare responses as appropriate.
4. The committee will prepare an annual library advocacy strategy.

Meetings

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

Work Plan

The Advocacy Committee has established the following work plan for 2023-2024:

- By January 2024, the Committee will have an advocacy strategy focusing on homeschool groups across Jackson County, and for the Medford Community.
- Draft Advocacy Strategy and share with JCLS Foundation and Friends Groups by June 2024
- February 2024: Monitor the agendas for the short session (February 5 – March 10 2024) for any library-related items brought before the Oregon State or National Legislature.

Committee Review and Board Approval

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



Director's Report November 2023

Public Services

Eclipse 2023

Patrons all around Jackson County gazed skywards to observe an annular solar eclipse on October 14. Libraries began preparing early with educational programming and distributed 500 pairs of glasses, enabling users to view the phenomenon safely. These glasses were provided through STAR Net and the Space Science Institute, and Librarian Jonathan Ulrich led the procurement and distribution process.

On October 6, Shady Cove hosted a virtual program presented by retired Astronomer Kevin Manning, who worked as a Consultant for NASA and with the Chandra X-Ray Observatory (space telescope) with the Harvard-Smithsonian Center for Astrophysics. This special 90-minute program, called "Astronomy for Everyone: Eclipses & Other Mysteries of the Universe," was designed to fully enable participants of all ages to become "eclipse experts" while enjoying a live virtual journey through the universe. Information about the rare Annular Solar Eclipse on October 14, 2023 — and the upcoming Total Solar Eclipse on April 8, 2024 — was described in detail. After the presentation, patrons were invited to ask questions and given links for a free Eclipse Activity Book, complete with fun STEM hands-on activities to help illuminate the science behind these events, and an accompanying 38-minute video illustrating how it all works. Staff provided a book display, videos, and links to JCLS databases.

Medford Childrens hosted a ScienceWorks collaborative program in early October. Participants made eclipse models while ScienceWorks facilitators talked about how solar and lunar eclipses happen, and what to expect when watching one.

For the eclipse itself, Ulrich hosted an Eclipse Viewing Party program at the JCLS Heart of the Rogue booth in Pear Blossom Park. Participants viewed the eclipse through the clouds at its peak at 9:18 am and started clapping.

In Central Point, representatives from ScienceWorks were on hand to provide activities for the kids and an amateur astronomer set up two different types of eclipse viewers. Inside the branch, staff showed a live feed from NASA for those who did not want to be outside. The Central Point Friends of the Library provided breakfast treats.

In Butte Falls, Branch Manager Shone Ellis came into the library early to set up before the eclipse and ended up with many community members joining her. It was very cool, and kids really thought it was awesome.





Halloween Highlights

Once the eclipse programming wrapped up, spooky season was in full swing at JCLS. Branches offered a variety of programs, from spooky bingo at White City to Gold Hill's *Little Shop of Horrors* plant workshop. Many branches held pumpkin-themed programs where the festive gourds were painted and embellished. Take and Makes were in high demand as families decorated their homes for the fall season. Library staff also got involved in their community's celebrations, including Ashland's annual costume parade down Main Street and Eagle Point's Hoedown and Boo Bash. Nearly 1,000 people flocked to the Hoedown, where staff and volunteers were ready with an array of lawn games, fun prizes, and the DART van. On Halloween, staff were delighted by a stream of trick-or-treaters, and many JCLS staff got into the festive spirit as well. Book-themed costumes abounded.

Bear Creek

Ashland

The Ashland Children's Department continued their STEM programming and offered a program dissecting owl pellets. Children paired up in teams of two and worked together to extract and identify the creatures that make up the bird's diets.

Teen Librarian Katie Fischer and Teen Specialist Lynn Snell ran a booth for Oregon Shakespeare Festival's Youth Resource Fair as part of Southern Oregon Pride events. It provided an opportunity to network with other community organizations, including the Oregon Center for the Arts at Southern Oregon University and OSF. Snell and Fischer connected with teens and distributed free books. At one point in the event, Fischer and Snell spoke with a young person who expressed gratitude that the library had books, including giveaway books, that reflected their cultural identity and perspective. They said they would not have been able to access as many reflective stories without the library.

At the end of September, Ashland Adult Services collaborated with JCLS Outreach to table at Southern Oregon University's Meet Ashland event, where





new and returning students got to know local businesses and organizations. Staff created 40 new library cards and gave away stickers, new books, and attention aids.

October's Music in the Library program drew many attendees for a cello concert. This month's musician interspersed information about her instrument and the cello repertoire with beautiful pieces of classical, folk, and popular music.

JCLS participated in the first annual [Ashland Mystery Festival](#) by hosting five Author Panels and providing an honorarium for the festival's 10 featured authors. More than 200 people attended the panels, held in the Gresham Room throughout the day on Saturday, October 21st, and learned about topics such as "What Never Happens at a Crime Scene," "How to Tail a Suspect," and more. In addition to the panels at the library, special events were held all over town, organized by author Ellie Alexander and the Ashland Chamber of Commerce. Plans are already in the works for next year.



Phoenix

Program attendance continues to be strong at the Phoenix library. The "Make a Fall Luminary" craft offered by Library Associate Parsina Dias was popular with attendees of all ages, who festooned glass jars with vibrant leaves. These beautiful candleholders are sure to add the perfect touch to fall décor.



Branch Manager Jody Fleming attended the Phoenix High School's Homecoming Parade with her Friends of the Phoenix Library President, Lee Gonnella.

Central Area

Medford Branch

At the Medford Library, a group of adults attended the Bad Taxidermy Program, facilitated by Librarians Elanna Erhardt and Kayla Samnath. Participants embraced their inner mad scientist and stitched together a motley assortment of deconstructed stuffed animal parts and unveiled their new creations to the group.

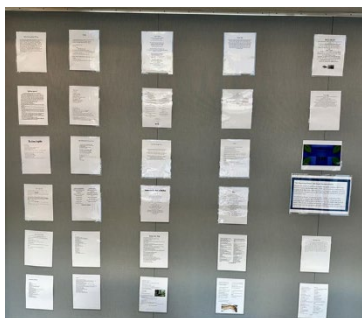


Following the success of the Gaming Gave in Eagle Point, the Medford Teen department has been making progress in creating their own gaming space. A television was mounted to the wall, and a lockable media cabinet will soon be installed to house gaming consoles and a DVD player. Moving the furniture has opened the space, and teens are already utilizing the cozy area to connect and relax.



Medford Children's, Teen, and Education Services collaborated in a three-part field trip with Kids Unlimited 6th-8th graders. Students learned about the new UBOB challenge and upcoming library programs, received library cards, and engaged in activities related to the Dewey Decimal System.

A new teen poetry display was installed in late October. Mr. Penewit, a 6th grade teacher from St. Mary's reached out to the Children's and Teen departments about displaying poetry created by his students. The



display is on the wall in the hallway outside of the Teen Library. Penewit and his students hung the poems, and a week later the class came to the library to read the poems and peer review each other's work.

Central Point

Central Point staff reorganized a small area in the Children's collection to expand the Graphic Novels area and give the Spanish language books their own space. Staff and patrons are pleased with how it turned out and agree that this change makes both collections more accessible and attractive!



Fat Bear Week

Branch Manager Erin Ulrich created a masterpiece of a display to celebrate Fat Bear Week. The bears of Katmai National Park in Alaska are a prime example of how to be fit and fat, as their abundance of body weight will help them survive their winter hibernation. Fat bears also signify the health of the ecosystem in Katmai National Park. When salmon is abundant, bears pack it on, much to the joy of park visitors and webcam viewers. Ulrich linked to the livestream, and patrons watched the bears pack on the pounds as the bracket was filled in by votes. Eventually, Grazer was crowned the new Queen of Katmai, and Central Point looks forward to continuing the tradition next year with more bear-related programming and materials.



Lower Rogue

Applegate

The Applegate Library was decked out in autumnal attire in order to set the stage for The Applegate Music Festival. A steady group of patrons strolled through the library listening to a keyboardist and pianist, ukelele and guitar player, and a cellist. It was a huge hit for the community.



Jacksonville

Photographer Ken Gregg gave a talk at the Jacksonville Branch titled "Jacksonville Then and Now." He showed photos of many of the historic buildings and sites in Jacksonville and compared them to the way they look now. Ken is a wealth of information about the area, and his photographs are a fascinating glimpse into the impact of time and culture on one's physical surroundings.



Rogue River

Rogue River served up something for everyone last month. The "Spice Up Your Life" Take and Makes continue to be wildly popular. Library Specialist Diane Dekany curated a "Book Tasting" cafe event where attendees sampled from a variety of books on display to find one that perfectly fit their reading tastes. The event was geared toward teens, and while they snacked and sipped on refreshments, they took five minutes at a time to evaluate the books on each table of genres (non-fiction, fiction, and graphic novels). They could look at the back and front cover, read the book synopsis, and then a few random pages. Following the quick assessment, the participant would then rate the book and determine if it's something they'd like to read sometime. It was a mix of a book fair and speed dating, and Dekany had plenty of titles to sample from. She used



readers advisories, "best of" lists, YA award winners, and even bookstore commentary to come up with an eclectic mix of interesting titles that teens/tweens might like to read. The event was very popular, and they are planning on offering another in 2024.



Ruch

Library visits are up almost 75% over last year, likely due to increased programming and class visits. Local historical archaeologist Chelsea Rose held her debut presentation "Wild Women of the West: Archaeological and Historical Challenges to Myth and Misrepresentation in Popular Culture." Patrons crowded into the classroom to hear her speak about nearly fifteen years of research and archaeological investigations that illuminate the ways in which women feature in the history of the American West. The fascinating and often-erased stories of local women of color, social reformists, brewers, businesswomen, and more were revealed and celebrated as they have always deserved.

Upper Rogue

Butte Falls

The Art Adventure Club was tons of fun this month. The club met twice in October. Butte Falls staff and patrons played and created with foam clay, played games, and made some fun fall leaves with scratch paper and foam.

Eagle Point

Library Associate Nicole Shuey designed and put together Take and Makes, where patrons could make their own beaded axolotl keychain. Nearly all of the kits were gone by the end of the first day they were put out. Eagle Point hosted the Friends of the Animal Shelter who brought some baby kittens and taught patrons how to adopt and care for pets at their local animal shelter. Patrons took home resources and crafts, and library staff especially loved meeting the cutest little program attendees they have ever had.

Prospect

Library patrons enjoyed hot drinks, treats, and putting together a simple but lovely Autumn Door Hanger craft. Some folks also popped in to enjoy snacks and a chat, taking their craft supplies "to-go." Crafters who worked on their door hangers at home have proudly shared photos of their handiwork with staff. Library Associate Breanne Wolgamot restarted story time class visits at Prospect Charter with weekly visits to the morning and afternoon Pre-K classes. On 10/31 they enjoyed a special Halloween story time featuring ghostly crafts and a reading of new collection title, [A Halloween Scare in Oregon](#).

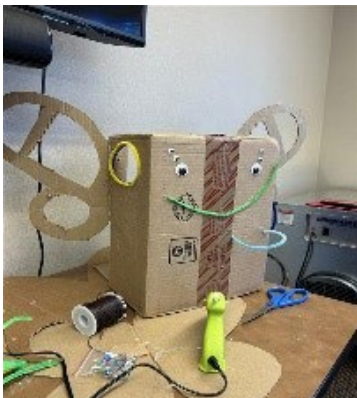
Later, the branch hosted an afternoon of costume upcycling. Using recycled cardboard boxes and assorted notions from the crafting cabinets, attendees created clever costumes, including this "butterfly robot" body that was as full of features as any robot should be. The finishing touch was a blue pipe cleaner cupholder, and the patron was ready to trick or treat in style.

Outreach, Programs & Digital Services

Programs

Branches are still Falling into Adventure through systemwide programming. While October was the final month for the Bike-themed Special Storytime programs — intended to help promote the annual Bikes and Brews Festival — patrons can still travel to Oregon through the Live Action Oregon Trail Program,

make special autumnal decorations, or enter the Teen Comic-Contest through November. Programs Coordinator Brystan Strong leads program planning committees with JCLS staff to design systemwide programs. These



programs serve to promote each quarter's theme, give unique programming opportunities to branches, and connect communities that may be separated geographically through common experiences. Winter systemwide programs have already been scheduled, and Strong, as well as the committee, are currently in the middle of planning programs around the spring theme: Full STEAM Ahead!

In addition to designing programs, Strong has started her weekly branch visits, starting with the Lower Rogue. Strong chats with staff during these visits about their past, present, and future programming. These visits also provide an opportunity to take in feedback or questions and turn them into future training opportunities and find ways to streamline or strengthen processes and procedures.



Outreach

At Home Services

At Home Services added six new patrons who began receiving materials in October. AHS and Education Services continued their Project Cozy collaboration, delivering craft kits to South Medford High School. Innovation Academy students will create the gifts that will be given to AHS patrons in November.

Business Librarian

Business outreach was busy with the end of the fall festival season and several individual research appointments. One highlight was a presentation for the City of Medford licensing staff, who oversee all business permitting operations. They admitted they had never considered the library as an engine for a thriving local economy and were impressed with the scope of library services for businesses.

Megan Furrhman, co-director of A Greater Applegate, passed along this praise for the Library's services:

"Having the library consistently at the Applegate Evening Market this year was invaluable. Not only for helping provide Wi-Fi for vendors to more easily sell their products, but also by showcasing the resources available for our rural businesses. Even the fact that there is a Business Librarian is new information for many people! Consistent tabling at the market is also very beneficial for us as we grow the market, both from the vendor side and the consumer side. Knowing that the library would be there is so helpful for our manager and customer base.

Thanks again for all that you do to support the Applegate."

DART Van

With fall in full swing, DART continued its regular stops at Housing Authority sites, the White City Food Bank, and Kelly Shelter. At one of the Housing Authority triannual resident events, DART had 37 patron interactions in just 90 minutes. DART was also featured in the Southern Oregon Pride parade in Ashland on October 7. Afterward, the team joined Ashland Library Associate Crystal Smith and Library Specialist Cody Reese and engaged with more than 200 patrons. While at Southern Oregon Pride, the community responded in support of the library presence in the parade and as a resource across the weekend event. Many came just to thank staff for being there, and even offered volunteer service to give back to the library.

At the Heart of the Rogue Festival in Medford, the DART team provided tabling support alongside Adult Services, helping facilitate the crafting activity in the Kids Zone. Kids of all ages visited the library booth.

Education Services

At the beginning of the month, Education Services helped host 57 kids for a library tour at the Medford Library. There was also an opportunity to fit in a database training session with an educator, teaching her how to navigate the catalog and showcase helpful databases for the classroom.

Community Librarian for Youth Literacy Evelyn Lorence, Education Services Specialist Stephanie Polendey, Medford Teen Librarian Andrea Leone, and the DART team collaborated to bring a Homework Help Resource Training program for Maslow teens at a Housing Authority site. This program will serve as a model for future opportunities to show teens the homework help resources available through JCLS.

The Open Book eNewsletter went out October 4th and has been one of the most popular editions to date. It featured an Interview with Phoenix Elementary School teacher Marla Dentino. Booklists focused on Día de los Muertos, Hispanic Heritage Month, Spooky Reads, and a Creative Writing Scary Story prompt for high school grades.

Outreach to Child Care

Outreach to Child Care (OCC) served 1,551 children at 68 sites in October. The program circulated 2,683 items. Specialists Kateri Warnick and Nick Rementeria were invited to table at New Heights Christian School's Scholastic Book Fair.

Digital Services

Digital Services provided a wide range of help for patrons in October. In addition to the usual help with Libby and other library services, the team helped a patron with a job application submission, provided education about flash media, and taught how to send emails, use smartphone camera functions, and connect to mobile devices for playback through home audio.

Area Manager Carrie Turney Ross and Supervisor Eric Molinsky worked on identifying and sourcing equipment for the new classroom space in line with the grant funds received from the Public Library Association. This included sound reinforcement and smart screen technology.

Community Resources (formerly known as Social Services)

October has been a month of transition for the Community Resource Department as they switch gears to help patrons prepare and gather resources for the winter months. The team launched an "Art in the Afternoons" program. The last session consisted of a sewing class to aid patrons with the knowledge and skills to patch clothing and fix missing buttons. The patrons who showed up to the class also got a travel size kit of sewing materials to begin using their new skills on their own.

Additionally, the team is excited to announce the introduction of the Community Resource Spotlight. On the wall of the Community Resource Center in Medford, a bulletin board has been hung, which will highlight and display various community resource agencies who may have special services to offer each month. The team will then coordinate with this agency for a scheduled day of outreach within the library where this agency will come and speak with interested patrons.

Finance

The Finance team is completing reconciliation of funds for the first quarter, which needs to be completed before a Quarterly Budget Report can be finalized. The team is hopeful that all funds will be reconciled, and that a complete and accurate report will be available for the next board meeting.

Human Resources

Six new volunteers were oriented to the Medford Branch during the month of October. The Teen, Homework Help and Outreach departments each received new volunteers to help with their workloads. The new volunteers participated in several hours of learning about the history of JCLS and policies and procedures. The afternoon ended with a tour of the Medford building and an opportunity to see workspaces and meet supervisors.

Several staff gathered around the virtual table for October's ED&I Roundtable, which is a monthly educational opportunity for staff to connect and learn about an Equity, Diversity and Inclusion topic. Produced and led by Staff Development Coordinator Loren Clupny, October's theme was LGBT History Month and the complicated nature of community history for marginalized groups.

Marketing

In October the Marketing Department created a month-long Beanstack “Spooky Season” Reading challenge that ended with more than 200 participants who read for nearly 30,000 minutes during the month. This was the first of more short-form Beanstack challenges to come, aimed at retaining usership on the platform and invigorating reader engagement with the library. The November Challenge is “Shakespeare Retellings,” in honor of the Folio 400 anniversary. The latest “ambient storytelling” video was also released, this time adapting Poe’s “The Oval Portrait.”

Press Releases:

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

Meet a Business Mentor: <https://bit.ly/3QrYkP5>

Media Coverage:

JPR on Dolly Parton Imagination Library: <https://bit.ly/3FoSmtN>

KOBI on Medford Security Update: <https://bit.ly/3PNWfNa>

Notable Videos:

Shady Cove Book Lockers Time Lapse: <https://youtu.be/tt7IS74oO20>

The Oval Portrait: <https://youtu.be/rf0mkP4M4Eg>

Support Services

Collection Development

Purchasing for the Library of Things (LOT) Collection has resumed. Using the guidelines created by the LOT Task Force, Collection Development Manager Laurin Arnold began by selecting more copies of the most popular items in the LOT collection. These things include a Cassette to MP3 Converter, External USB DVD/CD Drive, Film and Slide Scanner, Projector Kit, CD Player Boombox, Digital photo scanner. The Technical Services Department will order and process these items for circulation in the coming months.

Information Technology

As part the JCLS cybersecurity plan to enhance and improve network security for the organization, IT made a change to restrict the Staff Wi-Fi network to JCLS devices only. This change will prevent potential security threats that personal devices pose. Staff (and the public) are able to use JCLS Public Wi-Fi with their personal devices.

Facilities

On October 18 and 19, Operations Coordinator Crystal Zastera and Facilities Assistant Kyle Depew attended the Southern Oregon OSHA Conference held in Ashland. Zastera and fellow Safety Committee member Eric Molinsky attended the SDAO Risk Management Training. JCLD Board Member Kim Young was also in attendance.

Due to ongoing issues with a staff elevator at Medford, JCLS is planning for an elevator repair project. This repair project will solve the current issue and will proactively address future anticipated issues in the other two Medford elevators.

Library Administration

Library Director Kari May attended the Urban Libraries Council (ULC) Annual Forum, held this October in Seattle, Washington. The theme of the conference was “People, Power, and Place.” The Forum brought together library leaders from large library systems across the United States and Canada for two days of sessions focused on issues and innovations impacting libraries, from the loneliness epidemic to generative Artificial Intelligence, as well as the role that the Library and Library Foundation plays in advocacy and strategic planning for a resilient future.



Facilities Master Plan Report November 2023

The Project Management Team (PMT) met September 19 to kick off this project. The PMT includes Library Director Kari May, Assistant Directors Joan Vigil and Kelda Vath, Operations Manager Crystal Zastera, and Group 4 team members Jill Eyres, David Schnee, and Karen Tse. The general timeline is outlined below.



**JACKSON COUNTY
LIBRARY SERVICES**

LONG-RANGE FACILITIES PLAN WORK PLAN v. 2023-09-19



Group 4 representatives Jill Eyres and Karen Tse were onsite October 10-11 and toured all fifteen branch libraries with Crystal Zastera, meeting with the branch managers at each location as they were able. They also met with the PMT, County Facilities representatives, and the Area Managers to discuss the scope of the project. The team quickly reviewed the information and observations that Group 4 made during their tours. They are evaluating each building on three elements:

1. Building Condition
2. Service Models & Operations
3. Customer Experience

Common topics for discussion they noted include visibility and legibility – including signage and internal wayfinding – as well as the layout of the collection and the general sense of welcoming at the branch.

The Library Staff survey was conducted in October, and Group 4 is collating the information they collected from those surveys. Staff were able to comment on any of the library locations they wanted to. Over 100 staff responded to the survey. Group 4 has developed a community survey, which will be released mid- to late-November. The survey will be available in English and Spanish, and a print version will be available for staff to distribute as needed. A pop-up community survey will also be designed that staff can use at community events such as Santa visits or festivals in December.

Focus groups will be held in early January. These sessions will focus on the target populations included in the 2022-2026 Strategic Plan: the unhoused, Latinx, and homeschoolers. Some focus groups will be held in person while others can be hosted virtually. Staff will identify individuals or community organizations to be invited to each focus group session. Representatives from tribal leadership will be invited to the Strategic Visioning Session.

The Strategic Visioning Session is a day-long event that will be held in February 2024. The PMT is identifying community leaders and strategic partners who should be invited to the session, and a save the date will go out in early January.



JACKSON COUNTY LIBRARY DISTRICT (JCLD)
LIBRARY DIRECTOR EVALUATION AD HOC COMMITTEE REPORT
205 S Central Ave, Medford, OR
November 7, 2023

To: Kari May, JCLS Director; JCLD Board

1. The full Library Director Evaluation Ad Hoc Committee (Kari May, Susan Kiefer, Viki Brown) met on Sept. 21, 2023, to discuss various aspects of the evaluation process and made a commitment to develop a plan for Kari's evaluation for 2023-2024 that meets the Board's governance responsibility and provides Kari with support and specific, actionable direction for the coming year.
2. Susan and Viki met on Oct. 11, 2023, and reviewed Kari's goals for 2023-2024, performance evaluations for the two prior evaluation periods and Kari's position description. We arrived at a list of recommendations for Kari's evaluation for 2023-2024 which are included as a separate document. The recommendations are specific and will hopefully provide for a professional process and a productive evaluation document. We strongly believe that the Library Director's evaluation should be a document representing a consensus of the input from all Board members, which is informed by structured and collated input from the seven Administrative Team members who report directly to Kari.
3. The full committee met again on Nov. 6 to review and refine the recommendations from the committee Board members. The "Recommendations for the Evaluation of the JCLS Library Director" document which accompanies this memo provides the details of the recommendations of this committee.
4. The intention is to finalize the scope of work for the consultant and seek consultants in January 2024, with the person selected and ready to start the evaluation process in March.
5. The Board will hold an executive session in February 2024 for a mid-year performance review to review progress on goals and to provide support and guidance.



2023-24 Recommendations for Evaluation of the JCLS Library Director

1. The Library Director Evaluation Committee will interview and select a third-party Human Resources specialist contractor to conduct the collection and summarization of evaluation input from JCLD Board members and Kari's seven direct-report Administrative Team and produce a final evaluation document. The Committee will also provide direction to the contractor on the format of the evaluation and the specific knowledge, skills, abilities and goals to be evaluated.
2. Board members and direct-report team members will complete an online evaluation which includes a 1-4 scale rating of performance in six elements from the Library Director's Position Description. Scores from this ranking will be averaged for the evaluation summary from direct-report team members. The Board will arrive at final scores based on consensus from input from all Board members. Each of these items will also include a space for narrative elaboration on the number ranking selected.

The six elements from the Library Director's Position Description:

- Professional leadership
 - Effective governance support
 - Effective administrator
 - Effective budget officer
 - Effective team leader
 - Effective communicator
3. Board members evaluate the Library Director's performance with respect to four mutually agreed upon goals (below), using a 1-4 rating scale. Scores from this ranking will be arrived at by consensus for the final evaluation summary.
 4. Board members and the direct-report team will provide a narrative answer to three evaluation questions noted at the bottom of this page. The final evaluation document will include a summary of these answers.
 5. Kari and the Board will meet in executive session to conduct the evaluation in May or June 2024.

Library Director's Goals for FY 2024

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 communication and address concerns that were raised in the staff climate survey.
4. Develop an advocacy strategy that Board members, Foundation Board members, Friends Groups and Volunteers can utilize to help communicate information about key library services and initiatives to improve the perception of JCLS in the community.

Evaluation questions related to Item #4

1. Describe what you believe to be the Library Director's strengths and areas of excellence.
2. Describe what you believe to be areas in which the Library Director could improve her performance.
3. Comment on any aspect of the Library Director's performance you wish to express which was not previously covered by the categories listed or the questions posed above.