



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>
February 12, 2024, at 4:00 p.m.

CALL TO ORDER/ROLL CALL

LAND ACKNOWLEDGEMENT

INTRODUCTIONS / PROCLAMATIONS

AGENDA AMENDMENTS AND APPROVAL

CONSENT AGENDA

1. December 11, 2023 JCLD Board Work Session Minutes.....1
2. December 11, 2023 JCLD Board Regular Meeting Minutes.....2

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)

3. Library Director – Kari May.....5
4. Jackson County Library Foundation – Ginny Auer.....18
5. Quarterly Financial Report – Kari May.....19
6. Statistics and Strategic Plan Report – Kelda Vath.....24
7. Biannual SOHS Report – Ron Kramer and Jan Wright.....54

UNFINISHED BUSINESS (Inform/Discuss/Action)

none

NEW BUSINESS (Inform/Discuss/Action)

8. Budget Committee Appointment – Keving Keating and Susan Kiefer.....58

COMMITTEE AND BOARD MEMBER REPORTS (Inform)

9. Advocacy Committee – Kim Young and Kevin Keating
10. Relationship Committee – Viki Brown and Kevin Keating
11. Finance and Statistics – Kim Young and Marissa Shepherd

Executive Session pursuant to ORS 192.660(2)(i): *To review and evaluate the employment-related performance of the chief executive officer of any public body, a public offer, employee or staff member who does not request an open hearing.*

No action will be taken by the Board following the Executive Session.

ADJOURNMENT

FUTURE MEETINGS/EVENTS/OBSERVANCES:

March 18, 2024 JCLD Regular Board Meeting

April 24-27, 2024 Oregon Library Association Conference Salem, OR

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.



JACKSON COUNTY LIBRARY DISTRICT (JCLD)
BOARD OF DIRECTORS WORK SESSION
Medford Branch Library
Board Meeting Room
205 S Central Ave, Medford, OR
December 11, 2023, 3:00 p.m.

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) and Val Nowak (Executive Assistant)

CALL TO ORDER/ROLL CALL

President Brown called the meeting to order at 3:00 p.m.

NEW BUSINESS

Board Self-Evaluation Discussion

Library Director Kari May provided the Board with an executive summary of the Board's self-evaluation and led them in a discussion of the results. The evaluation took place in June 2023, and it was noted that it was prior to Director Keating joining the board. The Board also discussed meeting norms.

President Brown adjourned the meeting at 3:57 p.m.

/s/ Val Nowak
Recording Secretary



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), 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 4:00 p.m. Roll call was taken, and the Land Acknowledgement read.

INTRODUCTIONS / PROCLAMATIONS

CONSENT AGENDA

MOTION: Director Brown amended the agenda to move the audit presentation and acceptance to the first item of business after reports in respect of the presenter's schedule. Director Keating moved to approve the agenda for the meeting as well as the items on the consent agenda. Director Young seconded, and the motion was approved unanimously.

ORAL REQUESTS AND COMMUNICATIONS FROM AUDIENCE

None.

2022-2023 Audit Acceptance

Director May introduced KDP auditor Aria Bettinger to present the audit. Bettinger noted that the financial reports fairly represent the organization, and the auditors gave the highest form of opinion they can provide. Nothing was identified as uniquely significant for the District. Bettinger noted that there are standard risks for entities of this type of organization. Finance policies have not changed from the prior year. Depreciation of capital assets and property tax are an estimate that are part of the audit process. Some adjustments were made to accounts payable and payroll. These are adjustments that administration were aware of, and they were areas that were already in the process of being addressed. Director May noted that the governance letter was not included in the board packet and will be shared with the Board separately. Management signed the representation letter.

Overall, there has been significant improvement over the prior year, and the audit was clean and submitted prior to the deadline. Young noted that having consistency with KDP as the auditing firm was appreciated and provided insights over time.

Motion: Director Young moved to accept the 2022-2023 Audit as presented. Director Shepherd seconded, and the motion was approved unanimously.

REPORTS

Library Director's Report

Facilities Master Plan Report

Director May highlighted items from the report such as the Shakespeare programming in Ashland that was promoted throughout the district. The Downtown Quest, in conjunction with the Medford Downtown Association, drew twenty-two participating downtown businesses. May acknowledged Business Librarian Roslyn Donald for her efforts. A report on the success on the program will be presented at the next meeting. Local TV news covered both the programs.

The community survey for the Facilities Master Plan launched, and to date, 450 responses have been received. May asked board members to forward it to anyone they thought would provide feedback. Pop-up surveys are happening at library and community events, and these efforts will continue throughout the upcoming weeks. The survey will remain open until the end of the year.

Director Shepherd acknowledged the success of the new JCLS app, noting that she has placed more books on hold because she found them in the app. Keating asked about the presentation at the Eagle Point Rotary meeting that Donald gave. Brown extended appreciation for Donald for her continued promotion of the Library.

Director Brown noted that the Eagle Point/Upper Rogue chamber was working on signed holiday cards, and that both the Eagle Point and Shady Cove libraries are drop-off points. She also appreciated the outreach of Project Cozy, and appreciated the partnership of students to be aware of the needs of other people in the community and that it brings people together during the holidays. Digital Services have reached out to the Manor and the Ashland senior center. Brown noted that patrons at any branch can request an appointment with digital services staff for one-on-one technology assistance. May noted the efforts at reducing isolation and loneliness.

Brown noted that the community survey provided an opportunity and obligation for board members to advocate and collect input. May reported that there have been at least two responses for every branch, all facilities, not just the larger service areas. She also reminded the board of the meeting in February for the Strategic Visioning Session and will send Board members a calendar reminder.

In closing out her reports, May highlighted the progress towards the goal to increase physical circulation by 25% this fiscal year.

Quarterly Financial Report

McLanahan presented an overview of the FY24 Q1 Finance Report. Overall, revenues and expenditures are on track, though fringe benefits expenses were unexpectedly high. Finance is reviewing the numbers to verify that the benefits have been allocated appropriately.

UNFINISHED BUSINESS

SOHS Contract

Director May noted the changes that had been made in the proposed contract and provided a brief summary of the history of the agreement. The Executive Committee met with SOHS representatives, and both parties are in agreement with the proposed contract as presented. Keating noted his appreciation that it was a five-year contract. He noted that SOHS would be willing to advertise more within their organization, such as having library card applications available. They also have copies of the event guide. Young asked who is responsible for monitoring compliance with the contract, and May replied that it is administration as well as the staff liaison's responsibility.

MOTION: Director Keating moved to approve the proposed contract with SOHS as presented. Director Young seconded, and the motion was approved unanimously.

Budget Committee Recruitment

Keating noted that the application is available on the District page of the JCLS website. David Mathieu's term expires at the end of the calendar year, and he is willing to serve another term. There is precedent for re-

appointing past members when their term expires. Completed applications can be sent to executive assistant Val Nowak. The deadline for submissions is Friday, January 19, 2024.

NEW BUSINESS

2024 Holidays

HR Manager Brynn Fogerty shared proposed holiday calendar, which includes the recommendation to add Indigenous Person's Day as a paid holiday, as well as the addition of a floating holiday.

Young asked what the cost analysis is. It is budget neutral, given that the staff will be paid their regularly scheduled hours, though in some situations, bringing in staff may be needed to cover a shift. It would result in one day less of library services.

Regarding the recommendation to add a paid floating holiday, Fogerty noted that with the increase in staff diversity, more staff are requesting time to celebrate culturally significant holidays. For staff members who may not have accrued vacation time, it will be valuable and personally significant. Keating asked why this discussion was not included during the budgeting process and noted that a floating holiday is more of a benefit than a holiday. Shepherd noted that it was appealing for recruitment and retention. Fogerty noted that state and local organizations have comparable practices. JCLS used to have a floating holiday, which was removed when Juneteenth was recognized as federal holiday. School closures are also in alignment with any state institution. Brown asked regarding library use during the holidays, and shared a concern that in smaller branches, the impact on users might be greater.

MOTION: Keating moved to approve the holiday closure dates with the addition of Indigenous persons day. Director Young seconded. Director Shepherd voted against, advocating for the addition of the floating holiday. The motion passed, with Directors Keating, Young, and Brown voting for, and Director Shepherd voting against. The Board agreed that the floating holiday option will be considered during the budget process.

January Board Meeting

Director Brown recommended that, with the January meeting scheduled to be on January 8 because of Dr. Martin Luther King Jr. Day Holiday on January 15, and the holidays at the end of the year, the Board not meet during January and reconvene on February 12, 2024.

MOTION: Director Young moved to cancel the January Board meeting. Director Shepherd seconded, and the motion passed unanimously.

COMMITTEE AND BOARD MEMBER REPORTS

Finance and Statistics

Young shared that the committee reviewed the information in the quarterly report and audit prior to the information being included and presented at the current meeting.

Relationship Committee

Brown shared that the primary focus of the meeting was on the charter and workplan. The addendum will be brought forward during the budgeting process.

FUTURE MEETINGS/EVENTS/OBSERVANCES

SDAO conference in Seaside in February. Anyone interested in attending should reach out to Val. The OLA conference is in April, and Board members are encouraged to attend.

ADJOURN

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

/s/ Val Nowak

Recording Secretary



Director's Report

January and February 2024



Special Highlights

The book locker is “officially” ready for service. Many people throughout JCLS helped put on a successful ribbon cutting ceremony for the new after-hours holds pick-up book locker in Shady Cove. In attendance were Library Director Kari May, Assistant Directors Kelda Vath and Joan Vigil, Shady Cove Branch Manager Marion Mensing, Library Associate Hunter Moore, Business Librarian Roslyn Donald, and Area Manager Masyn Phoenix. Upper Rogue Chamber of Commerce President Amber Hardin promoted the event and provided the ribbon and scissors, and the Shady Cove Friends of the Library hosted a nice reception afterwards. The event provided an opportunity to explain

to the community why the locker was purchased, why it was placed where it is, and to show them how it works. The word spread further throughout Jackson County when Channel 12 News covered the ribbon cutting and interviewed Director May.

In early January, May and Vigil, along with Board members Kim Young and Kevin Keating, met with Medford city officials, including the Mayor of Medford Randy Sparacino, City Manager Brian Sjothun, Police Chief Justin Ivens, as well as RCC and RVTD representatives. In the meeting, Chief Ivens said he appreciated the steps the library has taken to reduce criminal activity on the premises and reported that calls to the police department from the library were down. May reported that many patrons have received hundreds of valuable resources and referrals from the Community Resources Team as well as the many patrons referred to the Library from agencies around Jackson County. All parties in attendance agreed that they have seen improvements in safety and security in the downtown area and committed to continuing to work together.

The Community Survey for the Facilities Master Plan remained open through the end of January, and responses continued to pour in. Consultants from Group 4 worked with the Project Management Team to finalize the details for the Strategic Visioning Workshop to be held later this month. Plans are also underway for a Community Listening Session to share preliminary findings from the study, as well some community focus groups.

Marketing

In December and January, Marketing ran ads in local parks and rec guides, the Rogue Valley Times, on Facebook, and in Spanish-language ads on local radio. Three storytime videos saw enormous viewership boosts in January, with two of them reaching over 15,000 views. The Read This! book recommendation video series returned in

January, and the first trailer for the latest documentary, “Same Old Train,” premiered, telling the story of the spur railroad that connected Medford and Jacksonville, from 1891 through the early 1920’s.

Marketing Specialist Mariah Mills rounded up some staff volunteers to take some pictures to celebrate shelfie day on JCLS social media. “Shelfie Day” is a day for book lovers to share their favorite books and library shelves with the world in a fun way. After all, the world belongs to those who read! On this day, readers are encouraged to take a selfie with their most beloved library shelf showcasing the books that stand out for them. Staff responded to the call with creativity and fun – Digital Services Supervisor Eric Molinsky even posed with a digital shelf!

Notably over the last few months, media coverage of library programs and efforts has increased, from the Big Ideas Discussions in Ashland to Lego Day events in Eagle Point.

Media Coverage:

KDRV on Downtown Quest: <https://bit.ly/3t5TaRc>

KDRV on Big Ideas Discussion: <https://bit.ly/48eQK21>

KDRV on Big Ideas Discussion 2: <https://bit.ly/4aH1DLE>

KRDV on Shady Cove Book Locker Ribbon Cutting:
<https://bit.ly/3SPhAs8>

KRDV on Dinosaur Exhibit at Shady Cove:
<https://bit.ly/3UvMI6A>

RV Times on Eagle Point Lego
Program: <https://bit.ly/3ueZq9M>

Ashland.News on Big Ideas Discussion (part 1):
<https://bit.ly/3unLkDa>

Ashland.news on Big Ideas Discussion (part 2):
<https://bit.ly/3Uw5q8H>

Notable Videos:

Read This! - January: <https://bit.ly/47nleff>

Rogue Reads Storytime: <https://bit.ly/47zzROe>

Same Old Train Trailer: <https://bit.ly/3vVWTBK>

Public Services

Highlights

Local educator Irving Lubliner gave a presentation at the Ashland and Medford branches focusing on his mother Felicity, who was a Holocaust survivor. Lubliner collected essays that his mother had written about her experiences and published them into a book called *Only Hope*. The audience appreciated Mr. Lubliner’s mother’s message: we have a choice in how we allow our lives to shape us. Though she had lived through atrocities, she was determined that these experiences would not be forgotten and that they would not turn her into a bitter, hateful person. The event was well-attended at both locations, and the audience stayed to ask questions and share personal stories with Lubliner. A man who attended the Ashland program told staff that the library was



one of the best, most welcoming places he has encountered in his two years of being unhoused. He thanked them and said that it makes more of a difference than staff know.

Holiday events at JCLS

December was a joyful month filled with celebration. The Talent Library Club held their annual Holiday Boutique. This event went beyond the usual offerings at Friends of the Library book sales by including toys, holiday decorations, jewelry, knickknacks, art, and more. The wide variety of donated items makes it possible for patrons of all ages to shop for gifts even if they have very limited funds – all sales were made on a donation basis.

As Christmas grew closer, several branches across the county hosted special storytimes with Santa Claus. In Applegate, Branch Manager Christine Grubb's husband, Steven, donned the suit, and kids were delighted to have Santa Claus visit to read stories, sing songs, and give away holiday treats. Patrons were grateful to have an event in their own community, especially in a smaller branch; it means a lot to feel "home" for the holidays.

In Central Point, staff hosted a magical event with cookies, cocoa, a "fireplace" made from paper and a television screen, and a special visit from the jolly old elf, who may have looked particularly familiar to the local families.

Library Associate Joseph Ritchie stepped up into the role of "official costumed representative of Santa Claus", even dying his beard and eyebrows for the occasion.

The Ashland team partnered with Dramaturg and former OSF Actor Barry Kraft (and some recruited helpers) to present a scripted version of *The Polar Express*. Afterward, more than 70 folks joined the team for a Celebration of Winter, rolling beeswax candles, creating candle holders, and decorating cookies. Kraft repeated the same program at the Jacksonville Library, with participants working on a train craft afterwards.

Proving that holiday spirit is no match for bah-humbug weather, the Jacksonville Friends kicked off the holiday season at the Victorian Christmas parade in downtown Jacksonville in the pouring rain. They got lots of shout-outs and attention dressed in book boxes and matching hats and gloves.

In early December, kids at the White City branch help the staff paint the windows to get the branch decorated with holiday spirit. They had so much fun and are looking forward to painting the windows with a new design in the new year.

The Shady Cove Library partnered with Shady Cove City Hall and the Upper Rogue Community Center to host the annual tree lighting ceremony in the shared space between their buildings. The Shady Cove Friends of the Library provided some snacks inside the library for people who wanted to get out of the cold. This also provided a chance for Branch Manager Marion Mensing and Library Director Kari May to host one of the pop-up community feedback surveys for the Facilities Master Plan.

Upper Rogue

Shady Cove

The Shady Cove Library is hosting an exhibit on Dinosaurs in Oregon from January 18th to February 19th. Mensing secured the traveling exhibit from the Museum of Natural and Cultural History in Eugene with special funds donated by a local patron. This interactive and educational exhibit features displays, games, and hands-on interactives, and it teaches patrons why there are so few dinosaurs found in the state. The exhibit got wider





publicity when Channel 12 News interviewed Mensing about what her goals are in bringing the exhibit to Shady Cove. “Whatever (children) see here can spark all kinds of things for the future,” Mensing, told NewsWatch 12. “They can maybe become an archaeologist or work in some other science field. I just love that it’s interactive and they’re all really neat learning opportunities.”

Prospect

The branch began distributing Positive Affirmation cards in early December, and they were quickly picked up and shared among elementary school students during their weekly school visit. Later, they had a crafting program that led attendees in decorating small boxes that were unique and personal. Each patron carefully sorted through magazine pages, cutting out images and coloring the boxes until they were just right. Many of the boxes featured nature themes such as images of monarch butterflies, sea turtles, and reindeer.



Prospect’s connections with Prospect Charter School continue to grow. They added a story time for kindergarten and 1st Grade classes, Library Associate Breanne Wolgamot also started a chapter book story time with the 2nd grade, reading a book in the Thea Stilton series. Staff continue to enjoy weekly visits from the 4th and 5th grade classes. Notable moments include a collaborative effort to put together an oversized foam map of the world, TikTok dance demonstrations, a turn in interest from spooky tales to joke books, and many fine additions to the branch’s art collection.



The branch hosted a Meditation Strand craft, and staff turned the meeting room into a soothing mediation space with calming music and resources about mindfulness and mediation. Patrons also enjoyed tea and a few

treats as a route to inner peace.

Eagle Point

At the end of December, Library Specialist Jenna Steigleder hosted a New Year’s Eve lock-in for teen patrons. There were board and video games available, snacks, karaoke, crafts, and more. The event only ran until 7 p.m. and ended with some sparkling apple cider to ring in the New Year a little early.

For Eagle Point’s Branch’s first Rogue Reads program, the branch hosted a “Design Your Own” coaster event. Patrons used stickers, photos, beads, and Scrabble tiles to personalize their coasters. A clear coat covering was applied at the end so that the coasters would be waterproof and safe for use.

Every Wednesday in January, Steigleder partnered with a local organization to host a special storytime. Representatives from the Eagle Point Fire Department, Little Butte Donuts, the Eagle Point Police Department, and Rogue Credit Union came to read stories and sing songs with the preschoolers and teach them a little bit about their jobs. This series has been a big hit in the community, with record numbers of attendance every week.



In honor of International Lego Day on January 27th, Library Associate Sam Caredig hosted a Lego Party. There was a live action Lego board game, Lego building contests, scavenger hunts, and a challenge to see who could build the fastest race car.

Butte Falls

The Butte Falls “Bookin’ It” Walking Club has continued to be diligent despite the dreary weather. Many people who have joined the weekly

group thanked the staff for encouraging some participants who may not normally join in to do so. With it being grey and rainy, there have only been a few dedicated participants, and staff hope that more will join as the weather improves.

As part of Rogue Reads, staff set out Positive Affirmation Cards in early January. This passive program encouraged patrons to learn to think and speak kindly to themselves and to others, and to believe in their own abilities. Branch staff commented that they noticed a lot of smiles that week, and the cards seemed especially popular with high school kids, who mentioned wanting to take some to their other classmates as well.

Central Area

Medford

There were several notable staff interactions with patrons in January, showcasing the impact that even a small moment can have on the community. A patron who had been coming regularly to the Homework Help program on Wednesdays surprised Children's Specialist Kai Lee with this personalized thank-you note in gratitude for the support they had given. Meanwhile, in the Teen Section, Librarian Andrea Leone shared: "I was helping an 11-year-old out with using the phone and she was calling her mom to bring her more work to do. She said, 'I just love the library. It's so quiet, and fun. And I can get my work done!'" Rounding out the departments, Adult Services Library Specialist Lisa Baehr reported that a patron stopped at the Medford Reference Desk to thank the library for continuing to provide a typewriter. She needed one to fill out an unusual tax form.

Librarian Spencer Ellis and Library Specialist Kateri Warnick engaged in an outreach program at Rogue River Estates. They provided embroidery supplies, paint pens, and sharpies for attendees to create their own tote bags, while other local organizations provided music, food, and other entertainment.

The DIY Sparkly Hanging Flower program attracted a diverse group of patrons including a college student, an 8-year-old boy and his great grandfather, and a woman experiencing homelessness. The attendees enjoyed the creative time, and each adult thanked the library repeatedly for offering this craft event. The college student asked several questions about other services provided by the library and was excited to explore them in the future.

The Children's Department hosted a Bubble Dance Party, which proved so popular that it spilled out from the storytime room and ended up filling the entire department.

The Ashland and Medford Teen Librarians, along with their teams, have rejuvenated the @jclsteens Instagram page and are now posting with a regular schedule of Mondays and Fridays with weekly program information and book recommendations. They are working to ensure that all JCLS branches are represented in this project on an equitable basis.

Central Point Library

Children came to Spark Space Hours and unleashed their creativity to craft an entire town out of recycled materials. The Eco-town is on display in the library and lots of families look at it and talk about what the different elements are made of.



Cosplay was the topic at a recent program for teens and adults. Presenter Roman Massey talked about going to Comic Cons, including tips on etiquette, safety, and costuming. Participants were fully engaged and commented that they were happy to meet other cosplayers in the area. Massey remained after the program to help individuals with questions about how to tinker with their costumes to make them work better.

Central Point Branch celebrated two 1000 Books Before Kindergarten finishers. London and Charlotte both had 1000 books read to them, and they are going to be ready to succeed when they get to school. Each child has a bee with their name on it on the bulletin board in the library. They move their bee along as they reach their 100-book increments. It is a fun way for kids to track their progress and for the community to see how many readers are in the program, while also encouraging others to participate.

Lower Rogue

Applegate

The newest display is from an 11-year-old Origami enthusiast and local Applegate patron. James has been doing origami since he was five and checked out a library book about origami. It is wonderful to see how libraries can nurture an interest, and especially touching that this artwork is now being shared with others. Who knows? Maybe another patron will now be inspired to pick up origami – luckily, the library has plenty of books on hand to help.



Gold Hill

The Graphic Novel class from Hanby Middle School has been visiting the Gold Hill library every two weeks to check out and return books.

Jacksonville

Jacksonville Friends sponsored the James M. Collier Siskiyou Violin group, who performed a classical music concert. The group consists of over 25 students of varying ages from all over the Rogue Valley. The students were grateful for the funds donated to support their upcoming trip to a violin competition in Vienna, Austria, and the opportunity to practice their music for an appreciative audience.



Rogue River

The branch's "Collage of Community Ancestry" display showcased local history, displaying photographs of some of the many extended families in the Rogue River area.

Ruch

Through the Ready to Read Grant, Ruch received a brand-new train set in December to replace its well-loved and very worn set. The new set is a kid magnet, affording adults chat with each other as their children play.



Ruch continues to host regular visits from most of the classes at the Ruch Outdoor Community School. The kindergarten class visits each week, rain or shine, to check out books and enjoy a storytime.

Bear Creek

Ashland

January introduced the Children's Department's first annual Stuffedie Sleep Over. This adorable program attracted children of all ages and their stuffed animals. One little girl informed the team that she had brought two stuffies: one who was "brave and could spend the night, the other one wasn't quite as brave, so they were not going to stay." The children made blankets for their stuffies with supplies the team provided, tucked them in on carpet



squares, and then everyone settled down for a bedtime story. Once the story was over, it was time to wish their toys goodnight and head home. Little did they know, the stuffed animals were not ready for sleep quite yet. The staff and stuffies got up to plenty of hijinks, from watching a movie in the meeting room to a popcorn party. A display of photos was created so that kids could see what their friends had gotten up to during the night. When they came in the next day, they were given a refrigerator magnet the team created commemorating the event. Participants were awed and thrilled to see their stuffies in action, and adults appreciated the magic the team created for their children.

On January 23rd, Teen Librarian Katie Fischer and Teen Specialist Miki Hocker visited Ashland Middle School to lead a lunchtime "decorate your own journal" craft. Students were engaged in this activity, and multiple students requested a repeat program in the future. While at the school, Fischer discussed scheduling class visits with School Librarian Karl Pryor to promote upcoming programming.

On January 2nd, Big Ideas program on Affordable Housing, presented by State Representative Pam Marsh and Brandon Goldman, Community Development Director for the City of Ashland, presented to a full house. The program was covered by local news outlets, including KDRV and ashland.news, which published two in-depth articles.



Phoenix

Something wonderful happens at the Phoenix Library every time Library Associate Lori Wilson reveals a freshly-filled I Spy case. This month, the theme was winter, and the display case was filled with a delightful scene of faux ice, a wooden train track, arctic animals, buttons, cocoa and marshmallows, sleds, and many other trinkets. Once the case is carefully arranged, Wilson provides a list of items patrons must find within the array. Some are trickier than you'd think! When the kids have found them all, they bring the completed list to the circulation counter for a well-

earned treat. This is a hugely popular passive program; every family that visits the library to check out items seems drawn to the I Spy case and completes the challenge of finding the items. Wilson has a sophisticated eye for creating a delightful, simple game that dozens of kids look forward to playing when they visit the Phoenix branch. It is one of the many aspects of this library that make it so special.

Talent

The big January program at the Talent Library was a Trivia Quiz covering the popular online gaming platform Roblox. Everyone who participated chose a prize bag full of assorted stickers and candies. The top player was very proud of his victory and confided to Branch Manager Patrick Mathewes that he had done ninety different Google searches in preparation for the quiz.

Talent Library staff keep a fresh rotation of curated displays in the branch. Recent themes have featured Winter, Roblox, "Books That You Have Always Meant to Read," and their annual Staff Picks display. The Staff Picks section features favorite reads from the year and, as usual, proved to be very popular with patrons with nearly all the titles checking out at least once. Branch Manager Patrick Mathewes also rearranged several sections to make more room for popular formats like DVDs, Graphic Novels, and Easy Readers.

Outreach and Programs

Outreach



Outreach, Programs, and Digital Services Staff were out and about in December, and took pop-up Facilities surveys to many of their events. Though the First Frost event at the Ashland Ice Rink was busy from start to finish, the Grinch had just enough time to pause and give his input. No matter what size your heart is, everyone wants to see their libraries thrive!

At-Home Services

On December 4th, Library Specialists Kateri Warnick and Mackenzie Pollack spoke to the Rogue Valley Council of Governments Senior Advisory Committee about AHS and other senior-focused programs

and services the library offers.

AHS has received many cards and notes thanking staff and students for their Project Cozy gifts.

“To everyone involved in Project Cozy, it is with great surprise and happiness that I received your many little gifts, all put to immediate use! Thank you for filling the hearts of all of us who are recipients.”

“It is impossible to say how much I appreciate the services I receive from and through the library. TV and the world at large is rather sad now days, but I can always find solace in a book. Thank you from the bottom of my heart.”

“Hello, younger people; we oldsters do so appreciate your thinking of us. Your service truly does bring some peace and joy into our solitary shut-in days. May love always be your guide. ♡”

Business Librarian

The Downtown Quest promotion completed in November was a huge success. The two main goals were to promote foot traffic among downtown businesses and to assist the businesses in working together to promote each other. In all, 111 gamecards were handed out, from both Medford library and downtown businesses. Thirty of these were returned finished, with a total of 204 stamps collected. Each participating business saw 8.4 customers engaged as a result of the Quest.



Downtown Quest’s success inspired nine downtown businesses to inquire about joining the Downtown Medford Association, and two have already joined. Annie Jenkins, interim Executive Director of the Downtown Medford Association, said “We hit it out of the park with this one!”

Donald gave a presentation about the library’s role in community economic development to the Central Point Planning & Permits Department staff. These staff members issue business licenses and construction permits, so they are often a key point of contact for new businesses. The staff were delighted to learn about library business services and agreed to stock business rack cards at their front counter. Additionally, their director proposed putting a blurb about the library and business into the city’s monthly water bill mailing, which goes out to all Central Point households.

DART

DART had five visits, two to Kelly Shelter, and three to regular partners with the Housing Authority of Jackson County. In addition to the regular outreach options of new cards and technology support, DART highlighted Rogue Reads and helped multiple patrons get started with a book and signed up to use the Beanstack app.

Education Services

The Education Services team was busy promoting the special Rogue Reads Author Talk with Julia Alvarez with local schools. Eight schools participated in the talk on January 31, with many more schools promoting the featured books *Return to Sender*, *Finding Miracles*, and *Already a Butterfly* in their school libraries.

Community Librarian Evelyn Lorence and Teen Librarian Andrea Leone had many teens and tweens participate in January's Craftivity at the Housing Authority of Jackson County sites. Participants had fun creating gnomes and making up stories about their gnomes' origins.

Outreach to Childcare

Outreach to Childcare hosted a table at The Children's Museum of Southern Oregon's Polar Express events in December, where Bilingual Library Specialist Nick Rementeria and Library Specialist Emily Hawks chatted with people and signed folks up for library cards. Selection Librarian Monica Owens and Library Substitute Melissa Grudin interacted with more people on the second day of the event. The Polar Express event saw over 1,500 community members attend and introduced a sensory-friendly session on Saturday that welcomed children that benefitted from having a lower level of stimulation.

Rementeria also hosted a library visit for one of his regular daycare sites at the Children's Department of the Medford branch. Rementeria gave a tour of the department, presented a storytime, and did a penguin craft with the children.

Programs Overview

February marks the final third of the Rogue Reads program. There are a few more weeks of celebrating this year's author Julia Alvarez and her works. In the first two months of the program, readers have earned 684 badges in Beanstack by reading, participating in programs, and completing activities.

With spring right around the corner, branches are getting ready to go full STEAM ahead with STEAM (Science, Technology, Engineering, Arts, Math) programming. Along with the systemwide offerings of special storytimes, catapult making, DNA extraction, molecular gastronomy, and science demonstrations, some branches have also embraced the season with Earth Day programs. Some programs to look forward to include "Heroines in the History of Botany" (in Ashland), "Cool Trees Cool Planet" (in Medford), and "Noxious (Invasive) Plants of Southern Oregon: Identification and Treatment Options" (in Ruch).

On the last day of January, JCLS offered a virtual author talk with Julia Alvarez, the featured author for this year's Rogue Reads, for school partners from multiple districts reaching approximately 45 students. To quote one attending teacher, "Thank you Julia so much! the kids are loving this!" A more complete summary of Rogue Reads will be included in the February report, including the virtual author talk for the public on February 1st.



Digital Services

The public computers were moved out of the computer lab in Medford to make room for a dedicated computer classroom. Thanks to a grant received from the Public Library Association and AT&T, plans are underway to purchase equipment needed to convert the former public computer lab into a classroom. The Digital Services team plans to start offering classes in the Spring 2024. The computers in the public space have quickly been incorporated into the area, and Digital Services staff now share desk space with the Adult Services team.

Staff from both departments are now available to respond to patron questions, depending on whether their questions are technology based or related to finding information online. The computer lab relocation allows Digital Services to expand its schedule to other branches, including additional visits to Prospect and Butte Falls. The team will also be more available to participate in community outreach and programming.



Area Manager Carrie Turney Ross’s and Digital Services Supervisor Eric Molinsky’s proposal for a presentation to be presented at the 2024 Oregon Library Association conference was accepted. Their proposed session “Turning Technology Education Inside Out” will feature information about how the

Digital Services department evolved to become a patron-focused part of the Outreach department, the unique and cutting-edge idea of having dedicated technology staff, and its scalability for other library systems. Additionally, another JCLS team will present at the OLA conference: Community Librarian Evelyn Lorence, Marketing Manager Ryan Bradley, and Collection Management Librarian Monica Owens will be presenting a session about the Unofficial Oregon Battle of Books program that was launched in 2023, including ideas about how it can be adapted by libraries across the state.

Community Resources

The Community Resources Team has seen an increase in patrons visiting all branches to access information or to request the team's help with completing applications to various agencies. More supplies have been purchased for patrons, including reusable rain ponchos and hygiene essentials that have been very appreciated. Staff have seen many patrons have success in finding resources in the last two months. For example, a regular patron of the Medford library who has been living on the streets for the past fifteen years was not only able to access shelter through the Rapid Rehousing Program, but also accessed his disability funds and is soon to move into his own apartment, which he will be able to afford on his own. At the White City branch, the Community Resource team helped a patron suffering from brain cancer find HUD housing closer to her caregiver and to her hospital where she receives care.

Additionally, Community Resources has thoroughly enjoyed working with patrons to host programs that encourage patrons living in poverty to become more involved within the library and learn how to make use of the resources available to them with a library card. In December, the team taught a class on making hand warmers, and in January, there was a crocheting class that focused on making neck warmers.

Finance

The Finance Team has relocated to the former Admin Conference Room to help make room for growing staff. The team is excited to have everyone gathered in one area, and the business office space has been rearranged to accommodate the Human Resources and Operations teams.

An RFP for auditing services has been issued, with responses due by the end of February.

Human Resources

The 3rd annual staff Snowman Contest was held in December. Branches, departments, and individuals were asked to create a snowman display, and as usual, the JCLS staff showed up in style. Over a dozen entries were submitted and competition was fierce. Staff voted for their favorite displays and the Admin Trio chose the winner out of the top three. Community Resource Specialist Leigh Madsen won the competition, a trophy, bragging rights, and lunch with the Admin Trio. Leigh’s snowman had an uncanny likeness to Leigh himself and was immediately recognized by staff and patrons alike.



The second Cohort of the Library Leadership League completed their training, led by Staff Development Coordinator Loren Clupny. The group of twelve was comprised of new supervisors and current staff members. The next cohort will begin training this summer.

Benefit and Wellness Coordinator Kaya Courtroul worked with local business Wellness 2000 to provide a COVID vaccination and booster clinic for JCLS staff and their households in late January. The clinic provided a welcome and convenient opportunity for staff who had not yet gotten their latest booster, and 42 shots were administered to JCLS staff and families.

Support Services

Collection Development

On December 19th, the Collection Development Department celebrated one year as a new department. Accomplishments over the past year include the creation and work of the Library of Things Task Force, selecting materials for the Outreach to Child Care collection, the expansion of support for the Oregon Battle of the Books, updating the Collection Development Policy, creating a State of the Collection Report, launching the Video Game collection, and presenting at Staff Day about the digital collection.

Collection Development kicked off 2024 with a round of purchasing for the Library of Things. New items ordered for the collection include Things such as a Cricut Joy, telescopes, and portable Blu-ray/DVD players. Additionally, more board games were added to the circulating board game collection, which has proven to be very popular.

Also new for 2024, JCLS adjusted the price cap for the eAudiobooks available in Hoopla. The change was implemented to counterbalance increased usage and budgetary limitations. Hoopla items can range in price from less than \$1 to over \$5 per checkout, and given Hoopla's popularity, the total amount JCLS is charged each month adds up very quickly. To reduce patron blocks, ensure that the library can stay within its budget and can continue to offer up to six borrows per month, placing a price cap on eAudiobooks was the best solution. eAudiobooks were chosen in particular as they are by far the most expensive format in Hoopla. Usage continues to be steady, and since the first of the year, patrons have not experienced any daily blocks to their check outs, which had become common in the second half of 2023. In response to titles that are no longer available in Hoopla, the Collection Development team is making every effort to ensure that many of those titles are available in other formats in the system.

Technical Services

The Technical Services and Collection Development Departments collaborated to establish guidelines for re-ordering canceled orders. These same guidelines apply when handling lost, missing, or withdrawn items that have patron holds waiting to be filled. Due to the nature of these lost statuses within the Integrated Library System (ILS), these "hopeless holds" could go unnoticed for long periods of time. However, thanks to new procedures implemented by Technical Services staff, items are being found, reordered, and patrons are being updated about the status of these items. Once the initial backlog is cleared, addressing these holds will be a regular part of monthly system-wide maintenance.

Recent upgrades to JCLS's ILS, Koha, as well as the public-facing library catalog, and the new JCLS app have brought many new features. One exciting highlight: library patrons can now conveniently pay any lost or damage fees within the JCLS app.

Last Spring, JCLS joined the Orbis Cascade Alliance, a resource sharing courier service connecting nearly 200 libraries throughout the Pacific Northwest. Over the last several months, the Technical Services team has worked to fine-tune some elements of interlibrary loan handling. Among the changes, staff have been relying more heavily on Orbis member libraries, in addition to Oregon-based libraries, to fulfill interlibrary loan requests. This has resulted in lower postage costs and noticeable improvements and efficiencies in managing interlibrary loan processes.

Information Technology

The JCLS website now has a new and improved translation tool. Website Specialist Michael Stanfield worked closely with the JCLS Latinx Engagement Committee to implement a new translation tool that provides better translations than Google Translate, as well as the ability for staff to fix translation errors on the website. Stanfield also installed a new Notification System for Critical Errors on the website. This allows the IT team to be notified anytime the website experiences an error that could affect its performance.

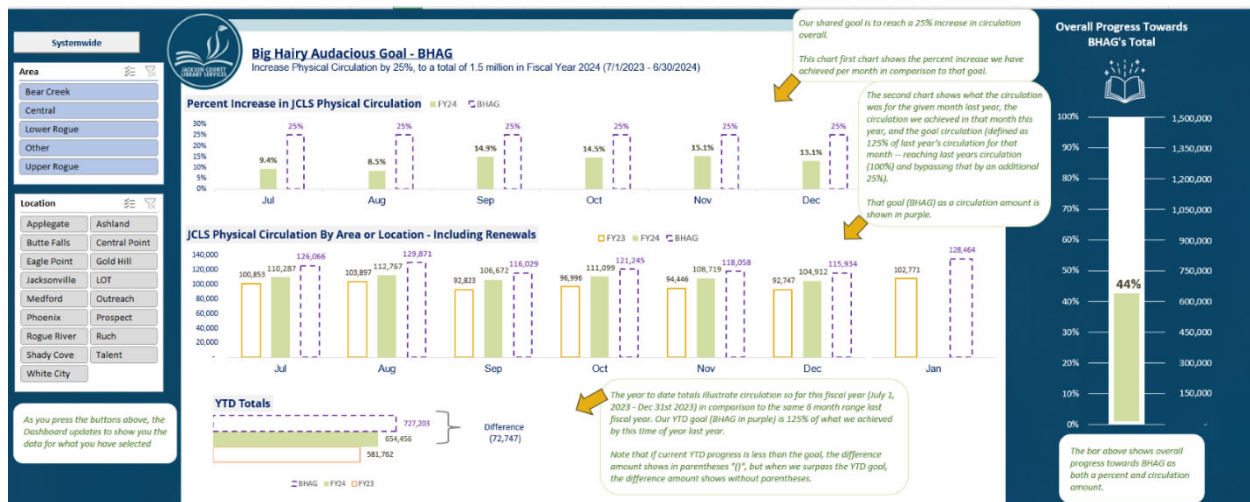
Senior IT Administrator Ron Sharp conducted a cost comparison between purchasing and leasing printers and recommended moving forward with a leasing contract with Office Tech to upgrade staff workroom printers at all branches. These networked printers will be configured to send a notification to Office Tech when the toner cartridges get low so that the vendor automatically ships a replacement cartridge as needed, increasing efficiencies and reducing the need to order and store ink in the branches.

JCLS has renewed the E-Rate contract for internet services with Hunter Communications for one additional year. This renewal extends the existing 3-year contract, engaging the first option of two potential one-year extensions.

In alignment with JCLS's commitment to data security and operational efficiency, Network Administrator Jason Whyte led the implementation of Bitwarden Password Manager for key staff positions. The adoption of Bitwarden enhances security, streamlines password management, and safeguards sensitive information. This proactive step significantly reduces the risk of unauthorized access, improves password management practices, and fosters a culture of heightened cybersecurity awareness within JCLS.

Data and Analytics

In her first two months on the job, new Data & Analytics Coordinator Regina Mannino has focused on building relationships with data stakeholders and getting familiar with the variety of datasets that feed into JCLS's Key Performance Indicators and Strategic Plan Metrics. She has also provided reporting and data upon request for both Collection Development and Library Administration, and she has assisted the Finance Department in the creation of FY25's internal budget spreadsheets.



In

early 2024, Mannino created a new excel dashboard to share monthly progress on JCLS's "Big Hairy Audacious Goal (BHAG)", to increase physical circulation by 25%. Manino presented the dashboard at the Branch Manager's meeting on January 10th, and later in the month held an open session demonstration for all staff. Staff are excited to have this new tool to help track their progress.

Facilities

In early December, new carpet was installed at the Central Point Library. Stain resistant carpet for the branch's meeting room is scheduled to be installed in mid-February.

In partnership with City of Ashland's Forest Resiliency Community Engagement Coordinator Sara Jones, two Sentinel Air Quality Sensors were installed inside the Ashland Library and a Purple Air Monitor was installed outside the building. The monitors were purchased and installed with an Oregon State University EPA grant.

New AED (automated external defibrillator) machines were installed at the Medford and Ashland branches, replacing existing older models. The new machines are easier to use and will be maintained by Cintas, ensuring they will always have current pads and batteries and will be ready to use in case of an emergency.

In January, the Facilities Committee met with Jackson County Facilities Maintenance representatives to review the budget proposal and planned capital projects for the forthcoming 2024-2025 fiscal year. Later in the month, Director May and Operations Coordinator Crystal Zastera met with officials from the City of Central Point to discuss plans for expanding parking around the shared building owned by the City of Central Point. The plan would be to increase parking on the West side of the building. City officials will share the final plans after working with an engineer to ensure the best possible design.



JCLF Executive Director Report for February 2024

Giving Tuesday and Year-End Campaign success

The Jackson County Library Foundation ***Giving Tuesday and year-end campaigns*** produced a ***35% increase*** in donations and a ***1000% increase*** in new donors to this year's campaign over last year's campaign last year. We are pleased to report that we are exceeding our goals in acquiring new donors and on target for our fundraising goals in this campaign. We look forward to getting to know our new supporters over the coming months and years.

Dolly Parton Imagination Library Breakfast Event

The Jackson County Library Foundation is proud to partner with the JCLS and the United Rotaries of Southern Oregon to celebrate the tremendous success of the inaugural year of Dolly Parton Imagination Library in Jackson County. In the first year, 3600 children were registered for the program.



We would like to thank ***All Care Health, The Ford Family Foundation, The Umpqua Cow Creek Foundation, The Ashland Community Health Foundation and a generous anonymous donor*** for making this program possible with their support this past year.

On March 14th we will gather to celebrate our success and ask the community to support our continued growth of the program in Jackson County. We hope you will consider attending our celebration and supporting our continued efforts. Email us at info@jclf.org to get more information!

Library Giving Day Campaign

The Foundation is also preparing for ***the Library Giving Day Campaign*** on April 3, 2024. An acquisition letter campaign, digital marketing campaign and other marketing efforts will be going on during the weeks leading up to April 3rd.



Date: February 12, 2024

Title: FY2024 Q2 Quarterly Budget Report

From: Kari May, Library Director

Recommendation:

The Finance Committee recommends that the JCLD Board accept the FY24 Q2 Finance Report as presented.

Analysis:

The District has adopted a **revenue** budget in the General Fund of **\$13,710,962**. As of the end of Q2, \$12,890,962 has been received in the General Fund, representing 95% of budgeted revenue. A majority of property tax revenues are received in November.

The District has adopted a total **expense** budget in all funds of **\$20,159,701** of which \$7,395,883 or 35% has been expended. The General Fund is at 45% of budget halfway through the fiscal year. Overall, the District's budget is in compliance and in good standing.

Please note that the financial information for Q2 has not been completely reconciled, and some adjustments may be made during reconciliation.

101- General Fund: Total expenditures in the General Fund are 45% of budgeted.

- **Personnel Costs** – Salaries and wages are at 50% for the first half of the year, which is right on track. Fringe benefits are at 125% of budget. Finance is running additional reports to ensure all expenditures reported are employer costs and do not include employee-paid portions of benefits.
- **Library Materials**- This part of the budget is right on track, with 58% expended. Some databases and digital materials are paid annually, so expenditures are not spread evenly throughout the year.
- **Other Materials & Services** – Most other parts of the budget are on track. Computers and technology are under budget, and some significant purchases are expected in the next quarter, including the replacement of printers and copiers. Meetings and travel-related expenses are also under budget, as most of the conferences staff will attend are not until the Oregon Library Association Conference in April 2024.

200- Capital Improvement Fund: The only activity out of the Capital Improvement Fund was the final payout for the Ashland HVAC project.

300- Grants: The District received \$75,713 in grant revenue, which is 24% of budgeted. Expenditures are at 10%. These should both begin to balance out in Q3. The majority of grant funds utilized to date have been in support library programs.

- **Hulburt Grant:** Funds are generally not received until March or April and will be represented in the Q4 report.
- **Ready to Read:** Funds will be received in January 2024 and posted to the Q3 report.
- **Friends Funds:** Friends groups have been billed for Q1 and Q2 expenses.

Policies, Plans, and Goals Supported:

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

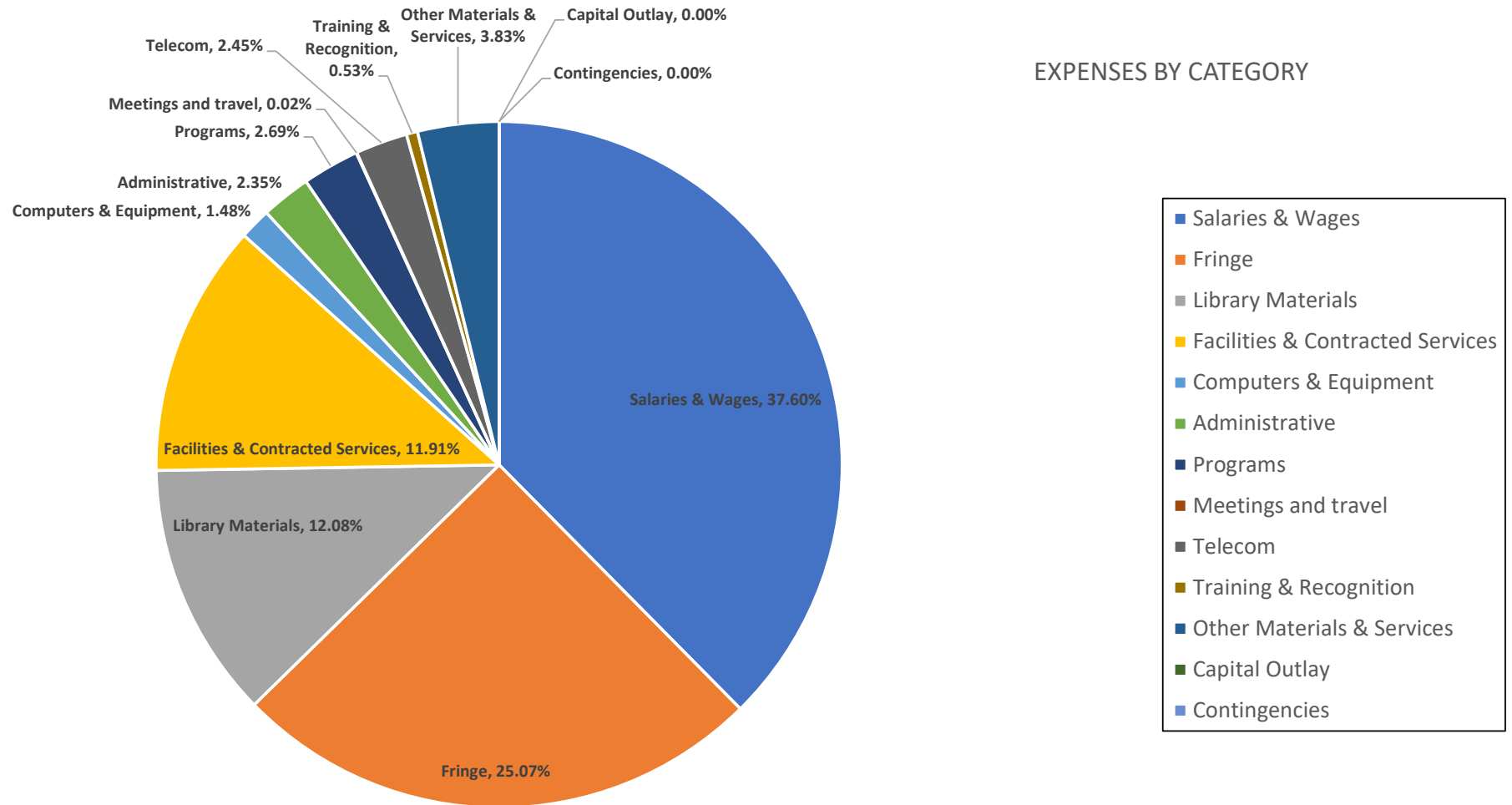
Attachments:

FY23-24 Budget to Actuals

| FY23-24 JCLD Financial Narrative | Q1 | | | Q1 TOTAL | Q2 | | | Q2 TOTAL | FY 23-24 | FY 23-24 | FY 23-24 | FY 23-24 |
|----------------------------------|-------------------|-----------------|-----------------|-------------------|-----------------|------------------|-----------------|------------------|------------------|------------------|------------------|-----------------------|
| | July | August | September | | October | November | December | | Total | Budgeted | % of Budgeted | % Remaining |
| Revenue | \$ 217,595.94 | \$ 98,762.32 | \$ 142,816.24 | \$ 459,174.50 | \$ 103,993.66 | \$ 11,531,874.56 | \$ 264,271.62 | \$ 11,900,139.84 | \$ 12,359,314.34 | \$ 13,710,962.00 | % of Budget Used | % of Budget Remaining |
| 101 | \$ 195,716.27 | \$ 85,078.76 | \$ 142,816.24 | \$ 423,611.27 | \$ 63,843.14 | \$ 11,531,514.56 | \$ 232,050.46 | \$ 11,827,408.16 | \$ 12,251,019.43 | \$ 12,890,962.00 | 90.14% | 9.86% |
| 201 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 500,000.00 | 95.04% | 4.96% |
| 300's | \$ 21,879.67 | \$ 13,683.56 | \$ - | \$ 35,563.23 | \$ 40,150.52 | \$ 360.00 | \$ 32,221.16 | \$ 72,731.68 | \$ 108,294.91 | \$ 320,000.00 | 0.00% | 100.00% |
| Expenses | \$ 1,254,129.09 | \$ 1,088,041.37 | \$ 958,706.37 | \$ 3,300,876.83 | \$ 1,038,820.21 | \$ 1,617,155.92 | \$ 1,173,038.16 | \$ 3,829,014.29 | \$ 7,129,891.12 | \$ 20,159,701.00 | 33.84% | 66.16% |
| 101 | \$ 1,240,414.50 | \$ 1,075,969.68 | \$ 950,499.88 | \$ 3,266,884.06 | \$ 1,022,002.87 | \$ 1,573,520.55 | \$ 1,093,218.67 | \$ 3,688,742.09 | \$ 6,955,626.15 | \$ 16,284,701.00 | 35.37% | 64.63% |
| 201 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 39,990.01 | \$ 39,990.01 | \$ 39,990.01 | \$ 2,500,000.00 | 42.71% | 57.29% |
| 300's | \$ 13,714.59 | \$ 12,071.69 | \$ 8,206.49 | \$ 33,992.77 | \$ 16,817.34 | \$ 43,635.37 | \$ 39,829.48 | \$ 100,282.19 | \$ 134,274.96 | \$ 1,375,000.00 | 1.60% | 98.40% |
| Total Monthly Net >>>>>> | \$ (1,036,533.15) | \$ (989,279.05) | \$ (815,890.13) | \$ (2,841,702.33) | \$ (934,826.55) | \$ 9,914,718.64 | \$ (908,766.54) | \$ 8,071,125.56 | | | 9.77% | 90.23% |
| | Q1 Net Activity | | | | Q2 Net Activity | | | | | | | |
| | (2,841,702.33) | | | | 8,071,125.56 | | | | | | | |

| FY 23-24 JCLD Revenue | Q1 | | | Q2 | | | FY 23-24 | FY 23-24 | FY 23-24 |
|---|----------------------------|---------------------|----------------------|-----------------------------|-------------------------|----------------------|-------------------------|-------------------------|---------------|
| | July | August | September | October | November | December | Total | Budgeted | % of Budgeted |
| <u>Revenue 101</u> | <u>\$ 195,716.27</u> | <u>\$ 85,078.76</u> | <u>\$ 142,816.24</u> | <u>\$ 63,843.14</u> | <u>\$ 11,531,514.56</u> | <u>\$ 232,050.46</u> | <u>\$ 12,251,019.43</u> | <u>\$ 12,890,962.00</u> | <u>95.04%</u> |
| Current year tax | \$ 142,322.71 | \$ 32,678.46 | \$ 94,072.01 | \$ 14,614.53 | \$ 11,464,822.15 | \$ 143,709.88 | \$ 11,892,219.74 | \$ 12,305,962.00 | 96.64% |
| Prior year tax | | | | | | | \$ - | \$ 215,000.00 | 0.00% |
| Interest Income | \$ 53,393.56 | \$ 52,400.30 | \$ 48,744.23 | \$ 49,228.61 | \$ 66,692.41 | \$ 88,340.58 | \$ 358,799.69 | \$ 300,000.00 | 119.60% |
| <u>Other Income</u> | <u>\$ 738.86</u> | <u>\$ 6,598.89</u> | <u>\$ 4,159.90</u> | <u>\$ 3,222.15</u> | <u>\$ 5,314.04</u> | <u>\$ 8,576.70</u> | <u>\$ 28,610.54</u> | <u>\$ 70,000.00</u> | <u>40.87%</u> |
| Branch Dep/TSYS Pmts | \$ 738.86 | \$ 6,598.89 | \$ 4,159.90 | \$ 3,222.15 | \$ 5,314.04 | \$ 8,576.70 | \$ 28,610.54 | | |
| Misc Income | | | | | | | \$ - | | |
| | | | | | | | \$ - | | |
| <u>CIF Transfer 201</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 500,000.00</u> | <u>0.00%</u> |
| | | | | | | | \$ - | | |
| <u>Grant Revenue 300's</u> | <u>\$ 21,879.67</u> | <u>\$ 13,683.56</u> | <u>\$ -</u> | <u>\$ 40,150.52</u> | <u>\$ 360.00</u> | <u>\$ 32,221.16</u> | <u>\$ 108,294.91</u> | <u>\$ 320,000.00</u> | <u>33.84%</u> |
| Interest Income | | | | | | | | \$ 20,000.00 | <u>0.00%</u> |
| Carpenter 321 | \$ 4,000.00 | | | | | | \$ 4,000.00 | | |
| Friends 322 | \$ 8,735.47 | \$ 13,683.56 | | \$ 19,750.52 | \$ - | \$ 2,476.16 | \$ 44,645.71 | | |
| Gebhardt 323 | | | | | | | \$ - | | |
| Hulburt 324 | | | | | | | \$ - | | |
| JCLF 325 | \$ 6,079.31 | \$ - | | \$ 20,400.00 | \$ 360.00 | \$ 28,245.00 | \$ 55,084.31 | | |
| OCF 328 | \$ 3,064.89 | | | | | | \$ 3,064.89 | | |
| Ready to Read 329 | | | | | | | \$ - | | |
| Misc Restricted 330 | | | | | | \$ 1,500.00 | \$ 1,500.00 | | |
| Total Monthly Revenue >>>>>> | \$ 217,595.94 | \$ 98,762.32 | \$ 142,816.24 | \$ 103,993.66 | \$ 11,531,874.56 | \$ 264,271.62 | Total Budgeted | \$ 13,710,962.00 | |
| | Q1 Revenue | | | Q2 Revenue | | | | | |
| | \$ 459,174.50 | | | \$ 11,900,139.84 | | | | | |
| | % of Budgeted 3.35% | | | % of Budgeted 86.79% | | | | | |

EXPENSES BY CATEGORY





FY24 Q2 Statistics Report & Strategic Plan Metrics



Key Performance Indicators (KPIs)

1. Total Circulation Trends
2. Physical Circulation
3. Digital Circulation
4. Library Visits per Month
5. New Cardholders
6. Branch Computer Usage
7. Wifi Usage

Strategic Plan Metrics (SPMs)



1. Spanish Collection
2. Library of Things (LOT)
3. Physical & Digital Circulation
4. Program Offerings & Program Attendance by Age Group
5. Social Service Referrals
6. Community Outreach by Focus
7. Staff Training & Professional Development

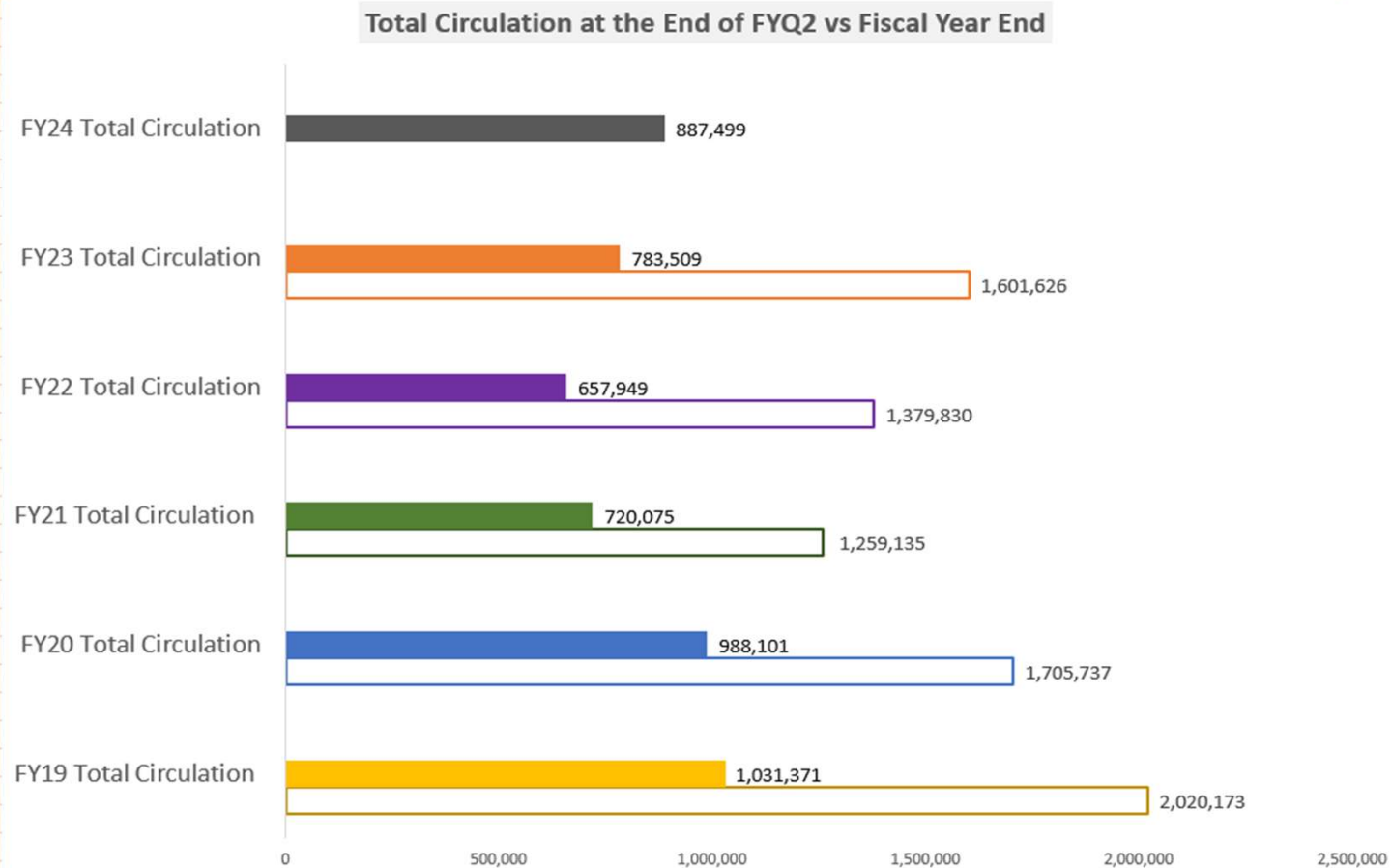
The slide features a dark grey background. On the left, there are decorative elements: a solid orange rectangle at the top left, a blurred orange image below it, and a red line-art sketch of a landscape at the bottom left. A central image shows a bookshelf with several books, with one book in the foreground being in sharp focus. The title 'Key Performance Indicators (KPIs)' is written in a white serif font on the right side.

Key Performance Indicators (KPIs)

KPI: 1. Total Circulation Trends

The midpoint of FY24 is at a 13% increase over the midpoint of FY23.

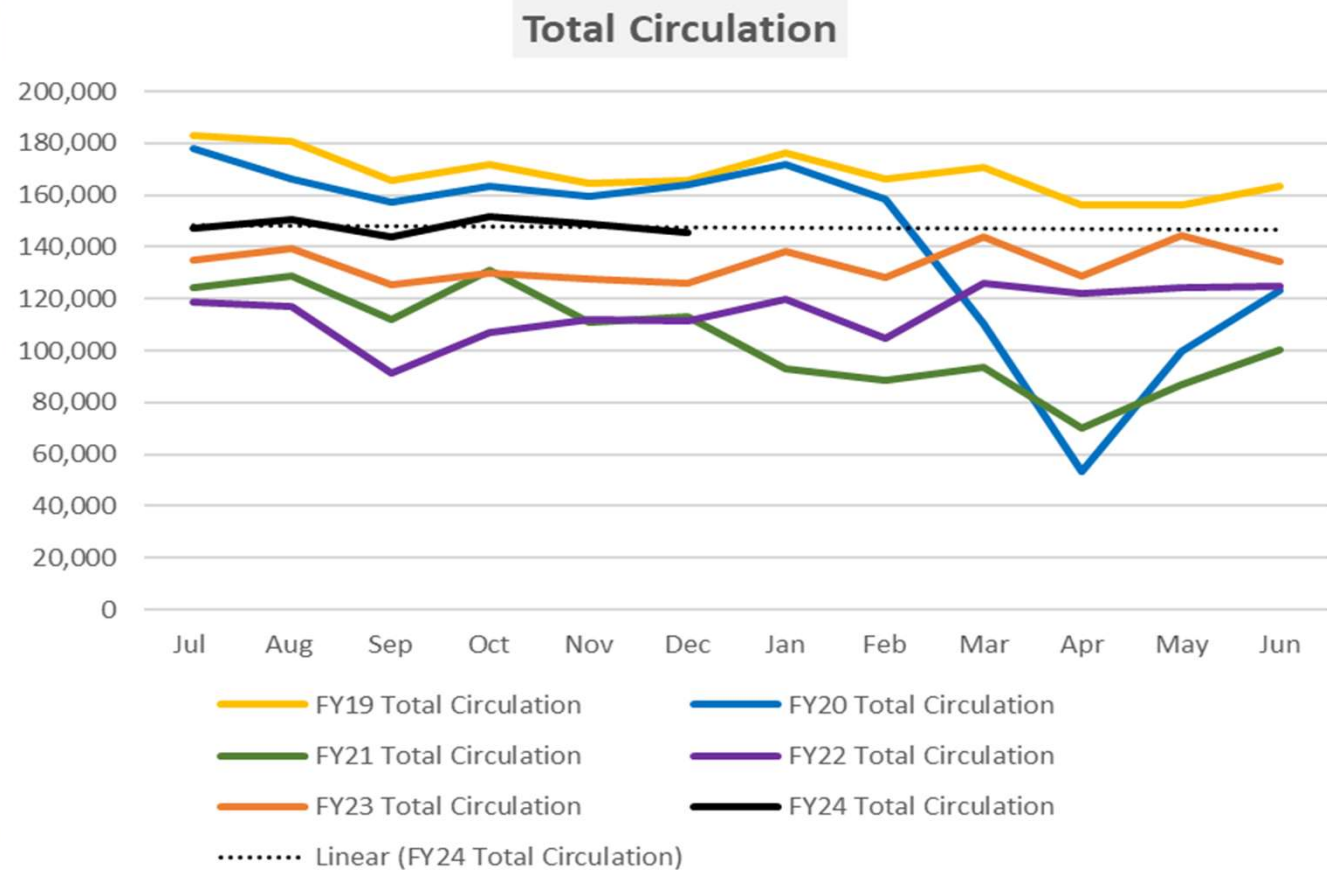
At the current pace, JCLS will end the FY24 with a total circulation of around 1.8 million.



KPI: 1. Total Circulation Trends

Note that the trend for FY24 total circulation follows other yearly patterns.

The trend line is consistently above the figures in FY23, the first year with minimal pandemic impacts, and the expansion of library hours.

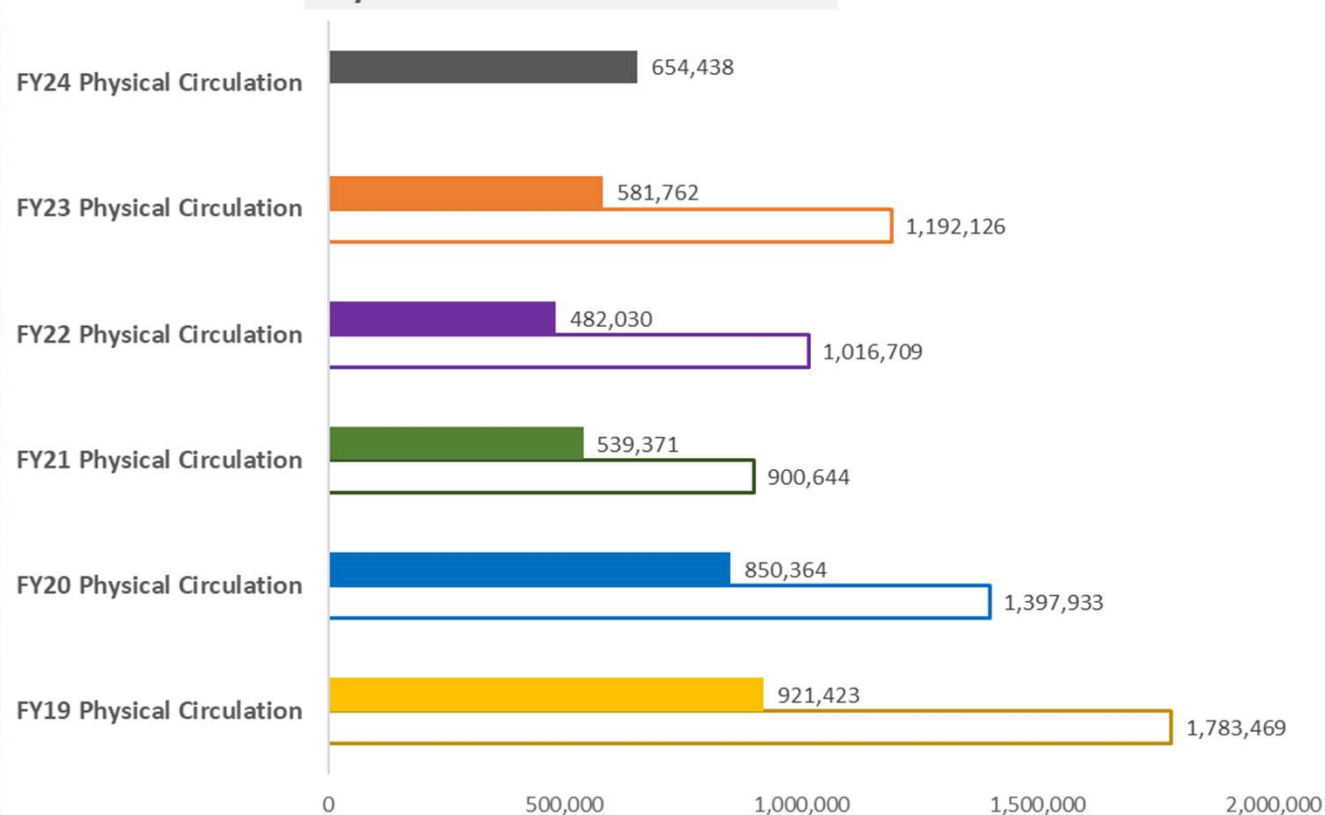


KPI: 2. Physical Circulation

FY24 shows a 12.5% increase over the mid-point total from FY23.

It is interesting to track the way usage patterns shift, as well as how library efforts to encourage check-outs may impact overall usage.

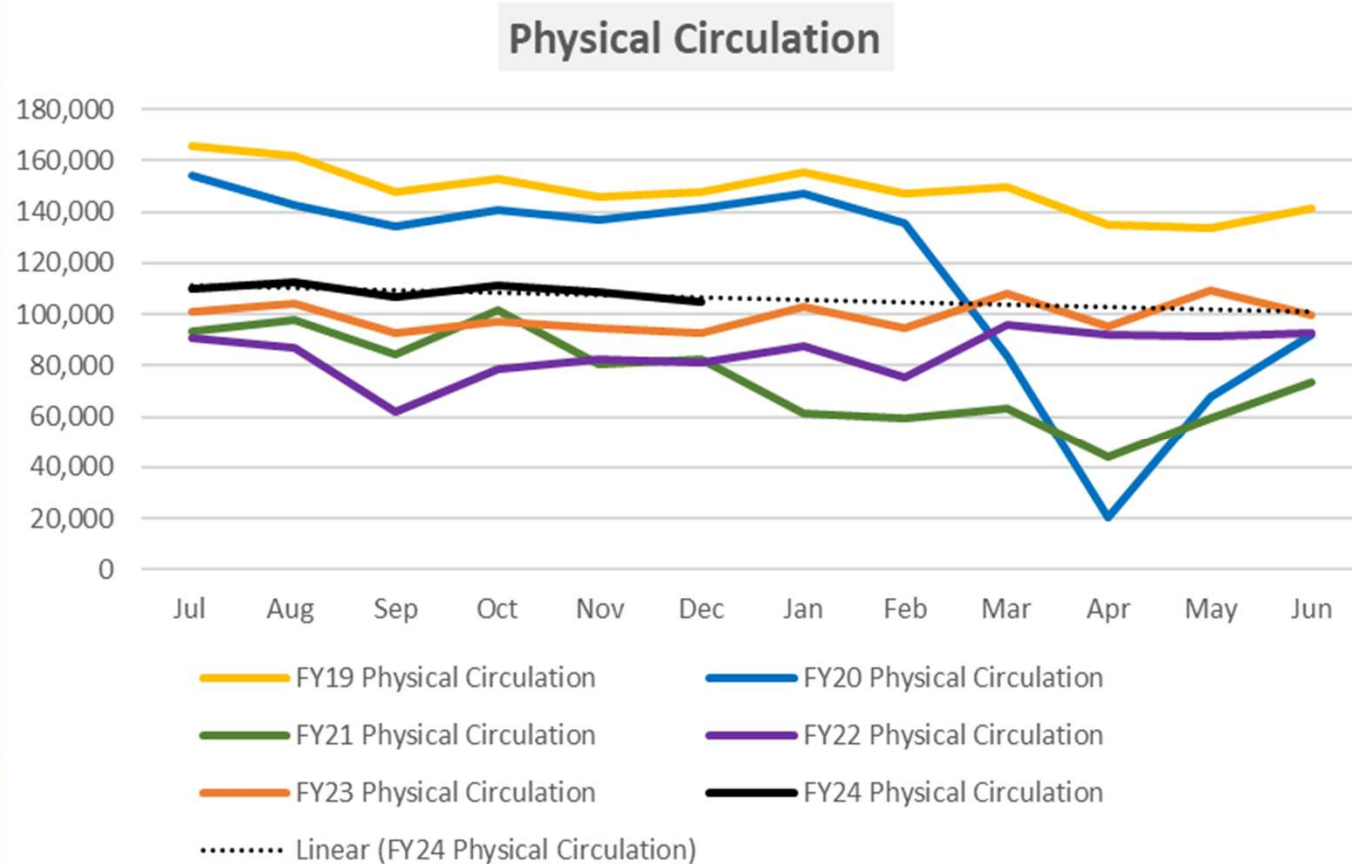
Physical Checkouts Year over Year



KPI: 2. Physical Circulation

The trendline for physical circulation alone is edging slightly down.

This underscores the reasoning behind FY24's BHAG (Big Hairy Audacious Goal) to put efforts towards *increasing* circulation of the physical collection.

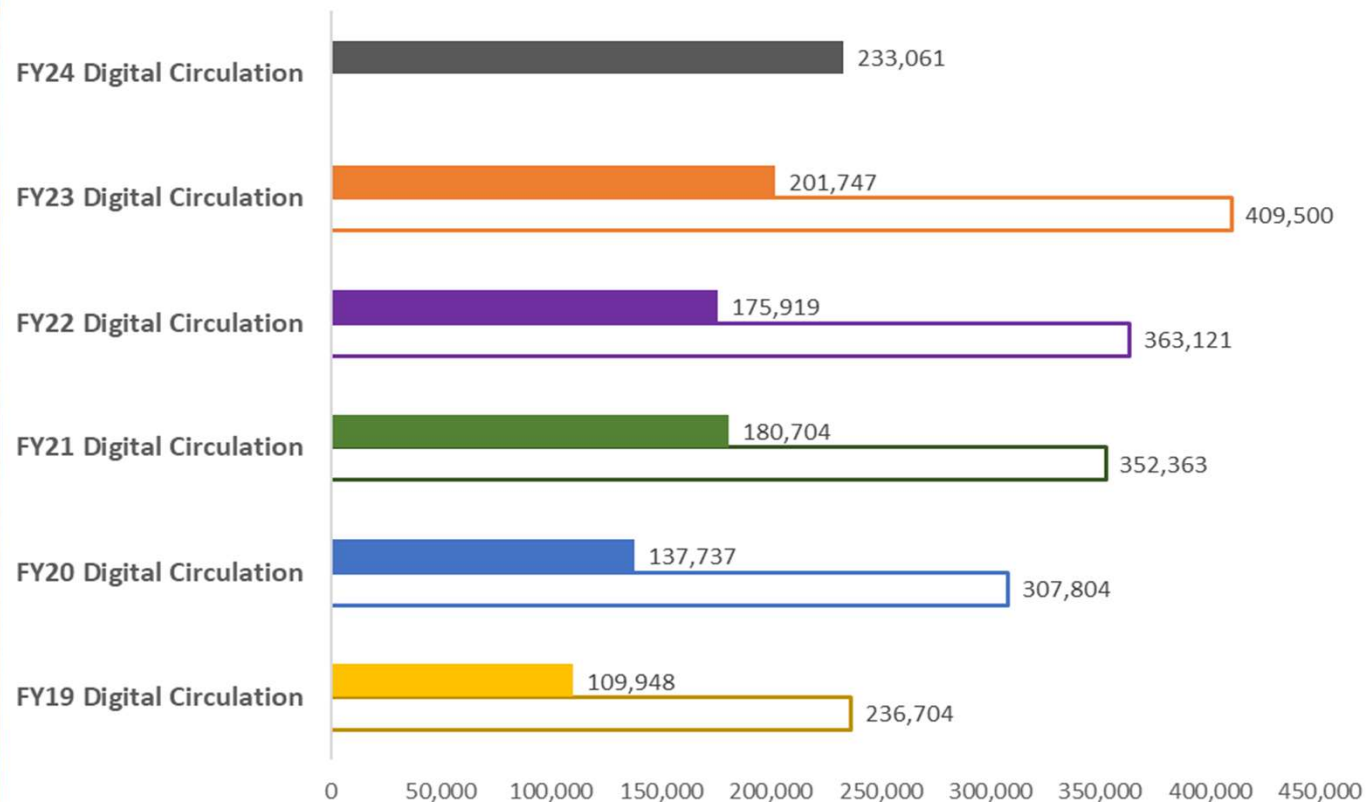


KPI: 3. Digital Circulation

FY24 shows a 15.5% increase over the midpoint in FY23.

As this chart shows, digital circulation continues to increase at a steady rate year over year.

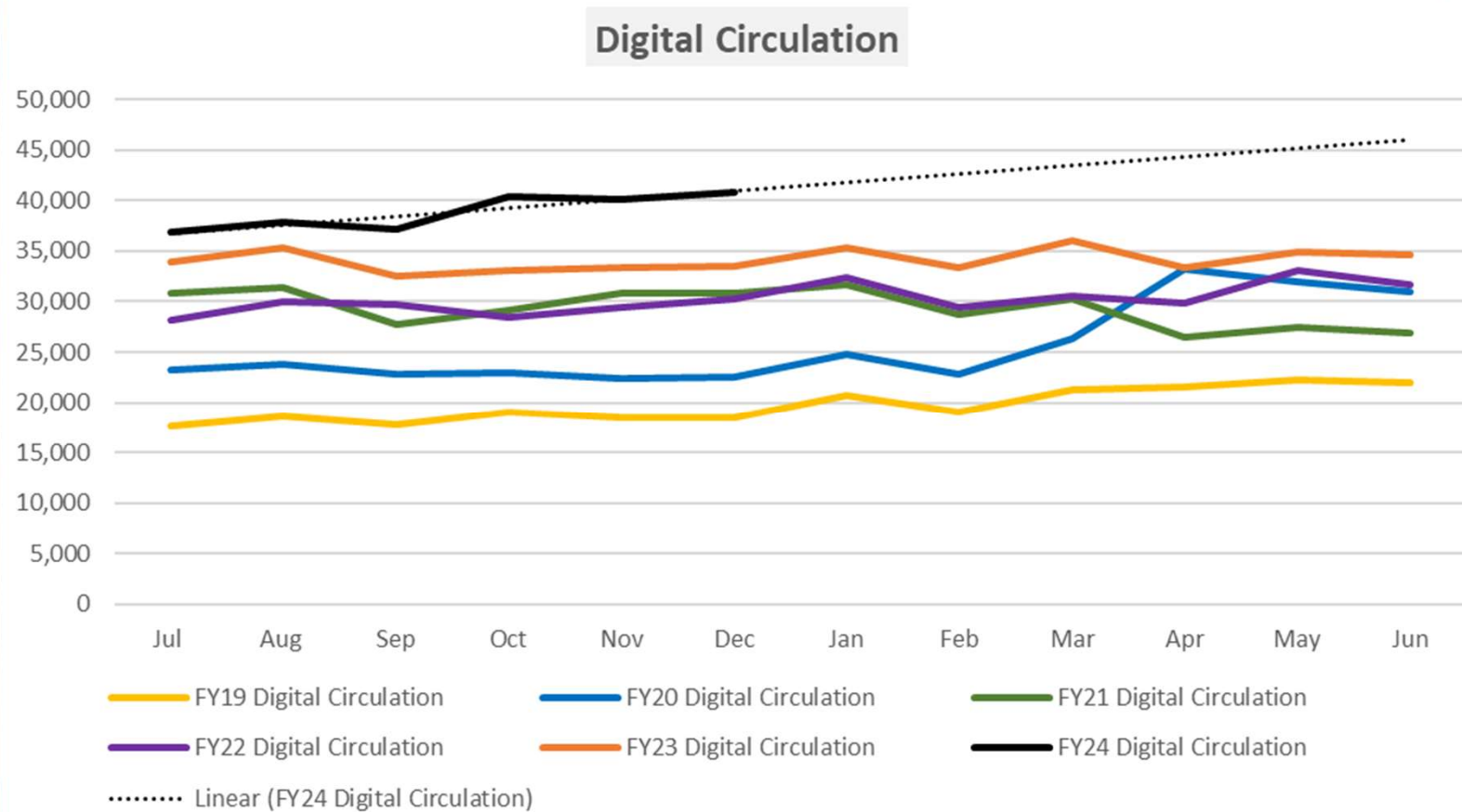
Digital Checkouts Year over Year



KPI: 3. Digital Circulation

Note the clear trend line of digital circulation.

Digital circulation includes eBooks, eAudiobooks, streaming movies, TV, and music, as well as digital magazines.

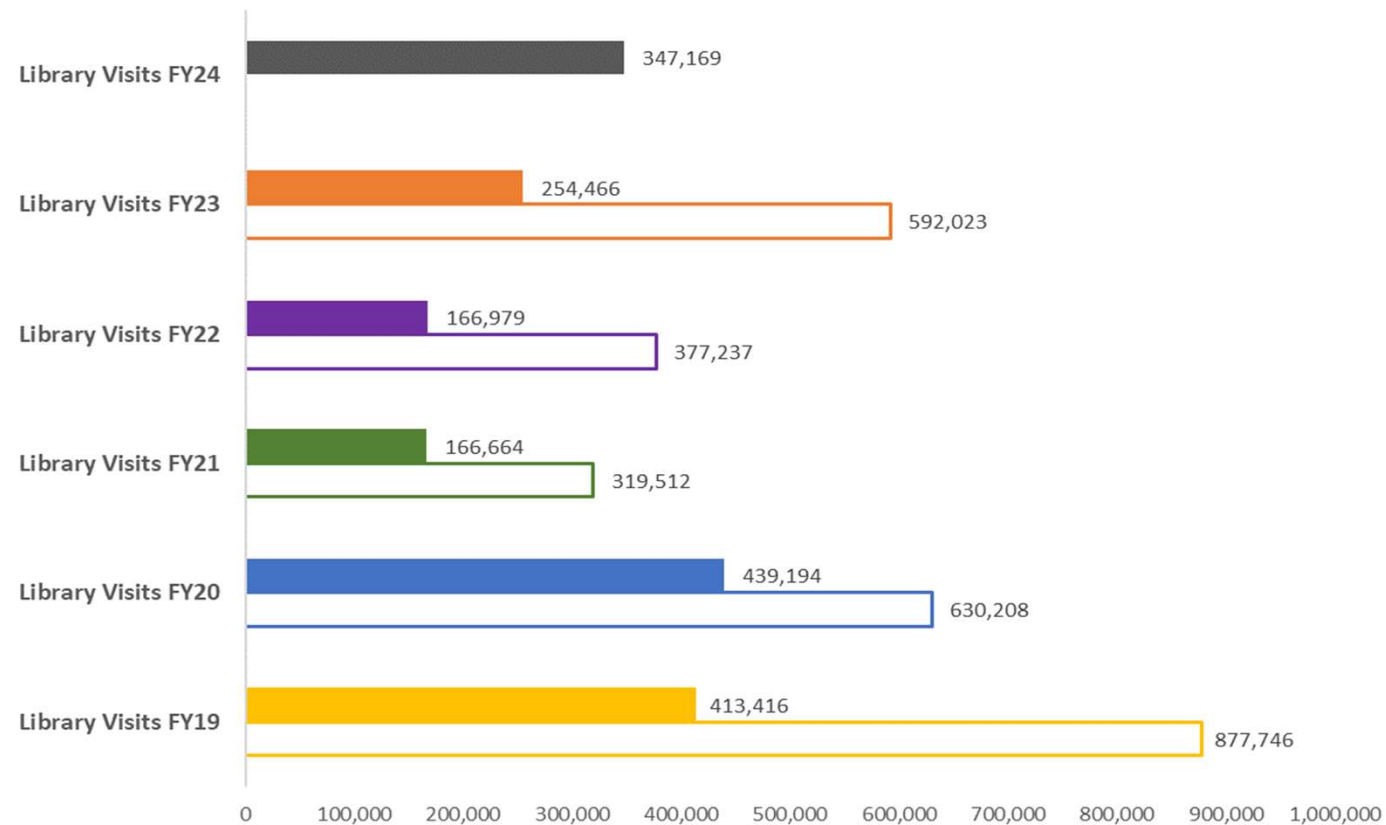


KPI: 4. Library Visits per Month

FY24 has a 36.4% increase in library visits over the midpoint of FY23.

Hours expanded by 30% in April 2023, which indicates a strong correlation between the two.

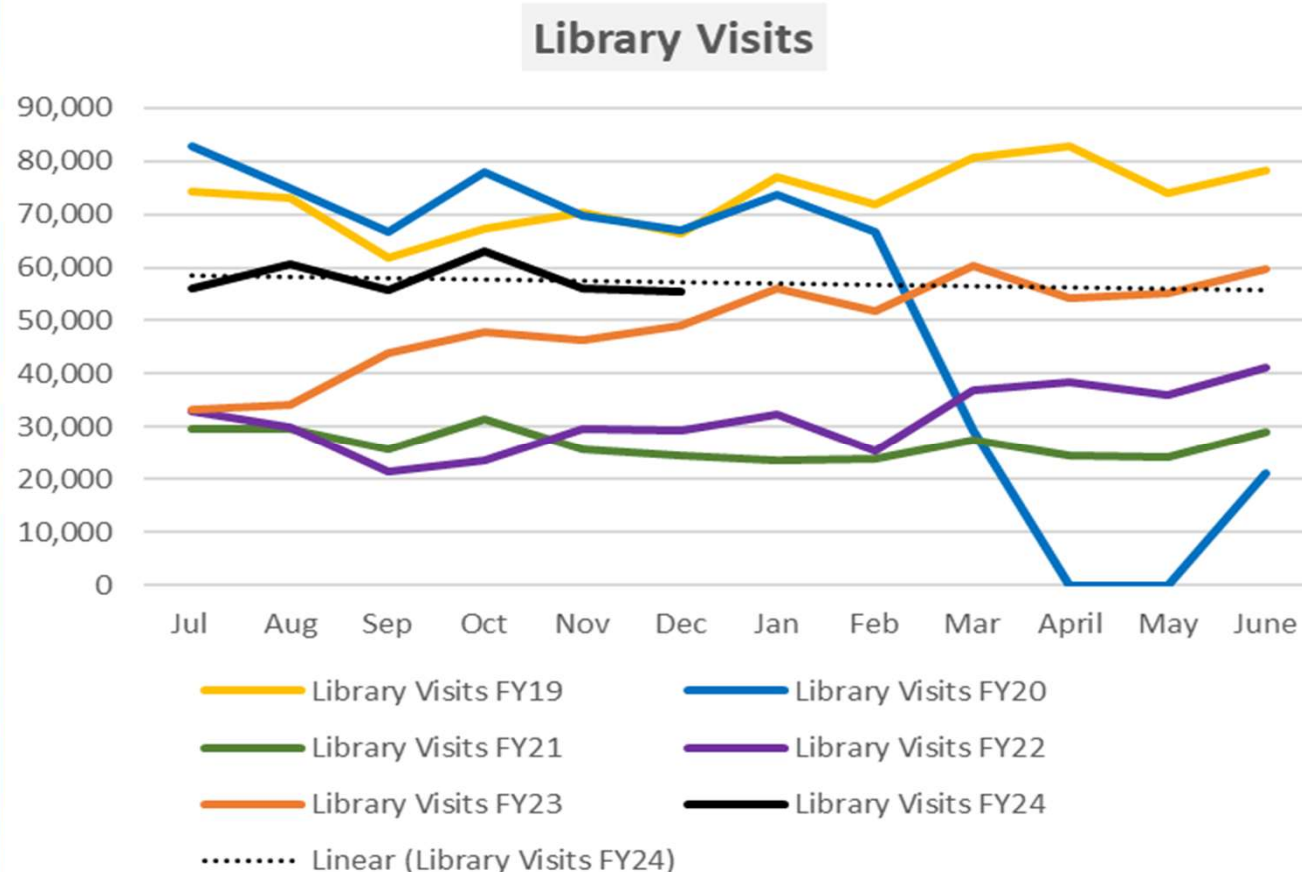
Library Visits Year over Year (FY24 in progress)



KPI: 4. Library Visits per Month

While in-person visits to libraries have not yet returned to pre-pandemic levels, FY24 visits are considerably stronger than the recent past.

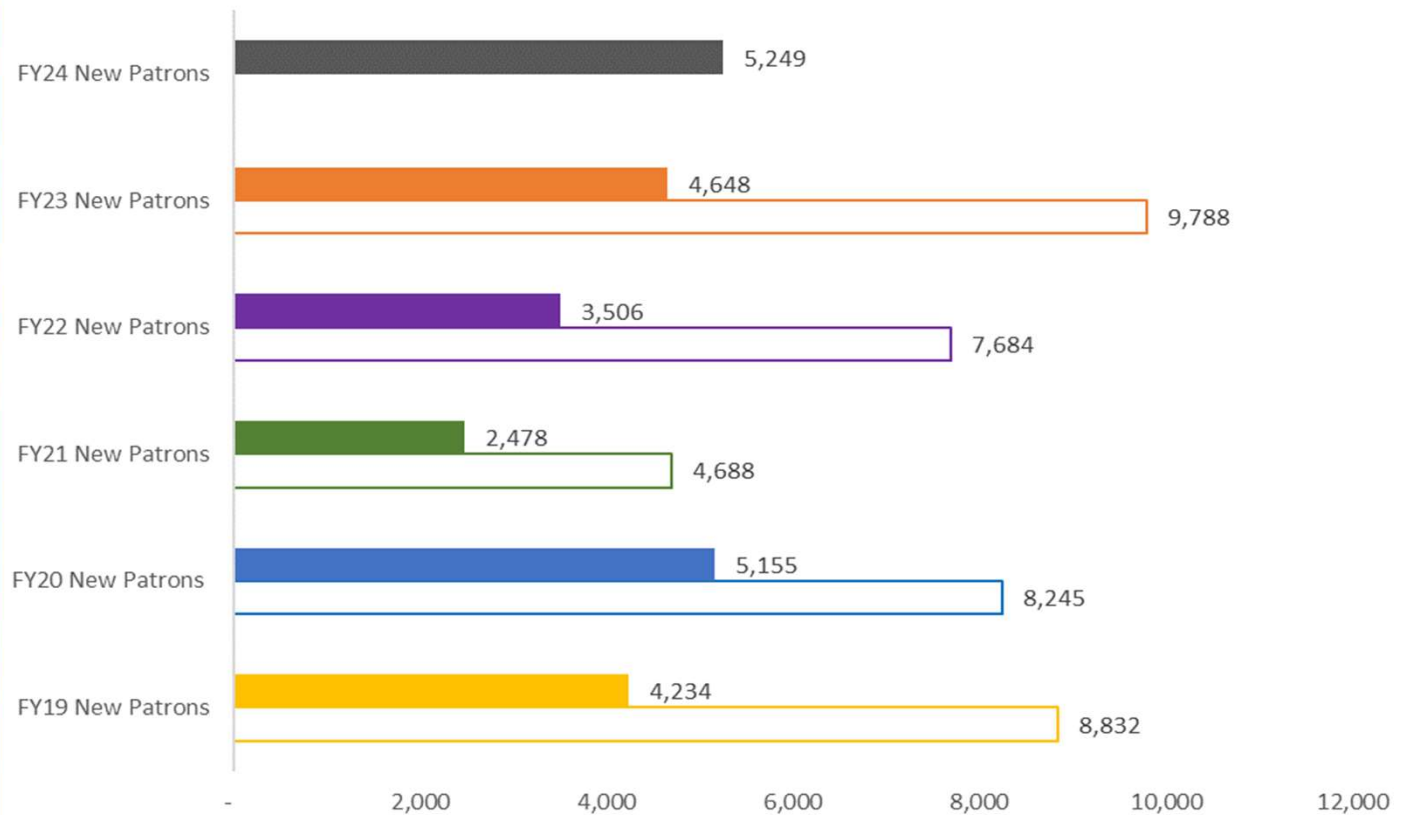
It is noteworthy that while visits have increased by 36%, physical circulation has increased by only 12.5%, indicating that the community appreciates a variety of services the library offers, such as public computers, WIFI, programs, and spaces to gather, just to name a few.



KPI: 5. New Cardholders

FY 24 shows a 12.9% increase over the midpoint of FY23, which indicates that new users have come to the library as a result of the expansion of service hours.

Library Cards Issued Year over Year

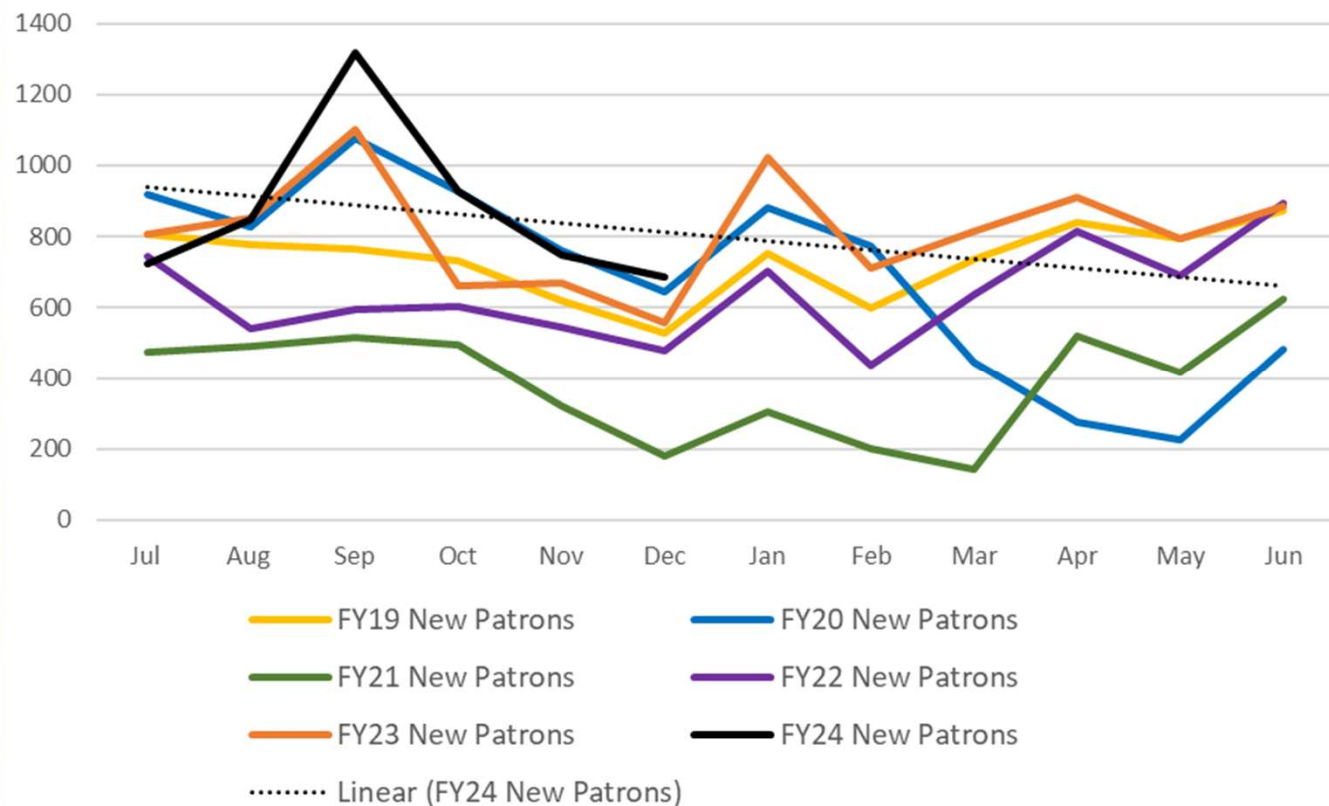


KPI: 5. New Cardholders

Since JCLS shares an ILS (integrated library system) with Rogue Community College, the pattern of new cardholders is heavily influenced by RCC enrollment terms, with spikes at the beginning of each term.

It is also worth noting that in Fall of 2023 (FY24), Outreach to Childcare issued new organization library cards to its the childcare sites, and individual cards for the site leaders.

Library Cards Issued

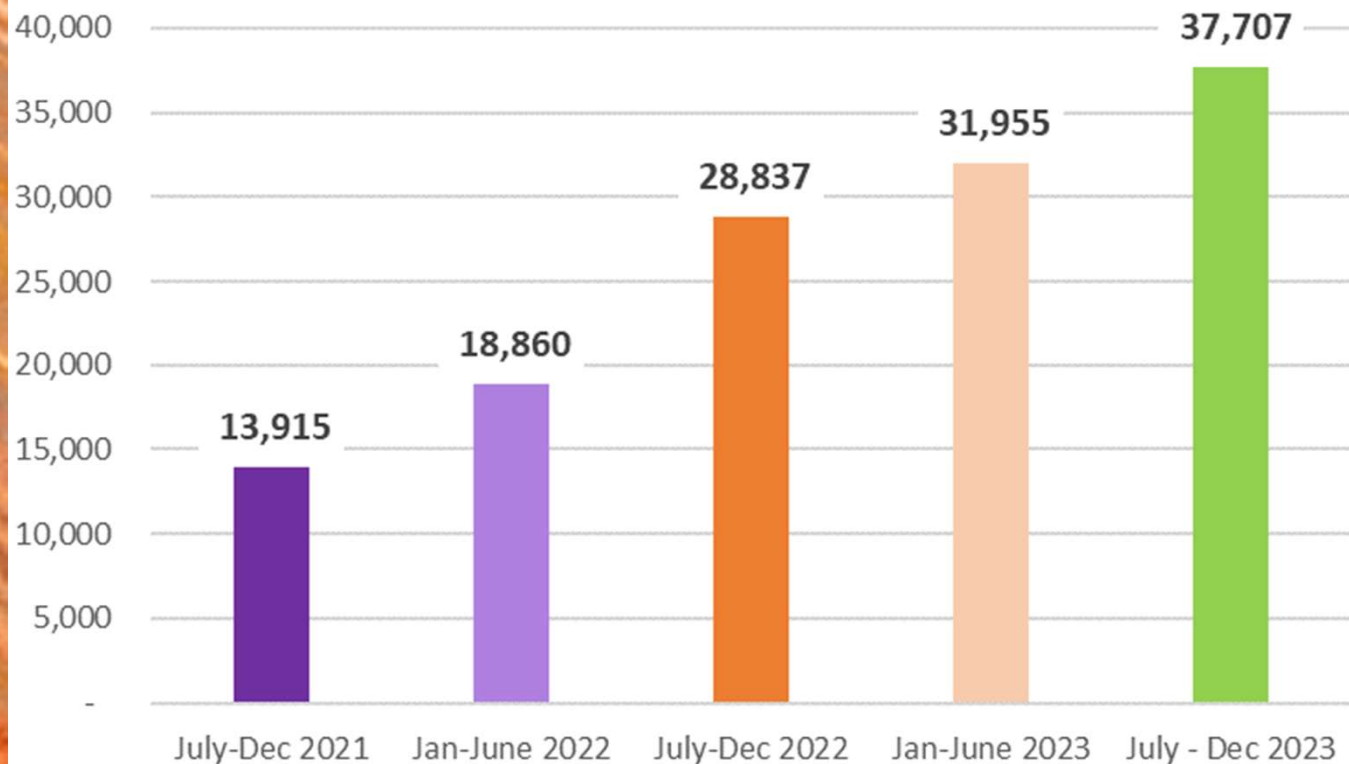


KPI: 6. Branch Computer Usage

Public computer usage continues to grow steadily. The number of computer terminals available has expanded after the physical restrictions put in place in response to the pandemic.

While some communities are seeing a decrease in use of public access computers, this chart clearly illustrates the ongoing community need for access to computers as well as the internet in JCLS, and is also an indicator of why library visit have increased.

Public Computer Sessions

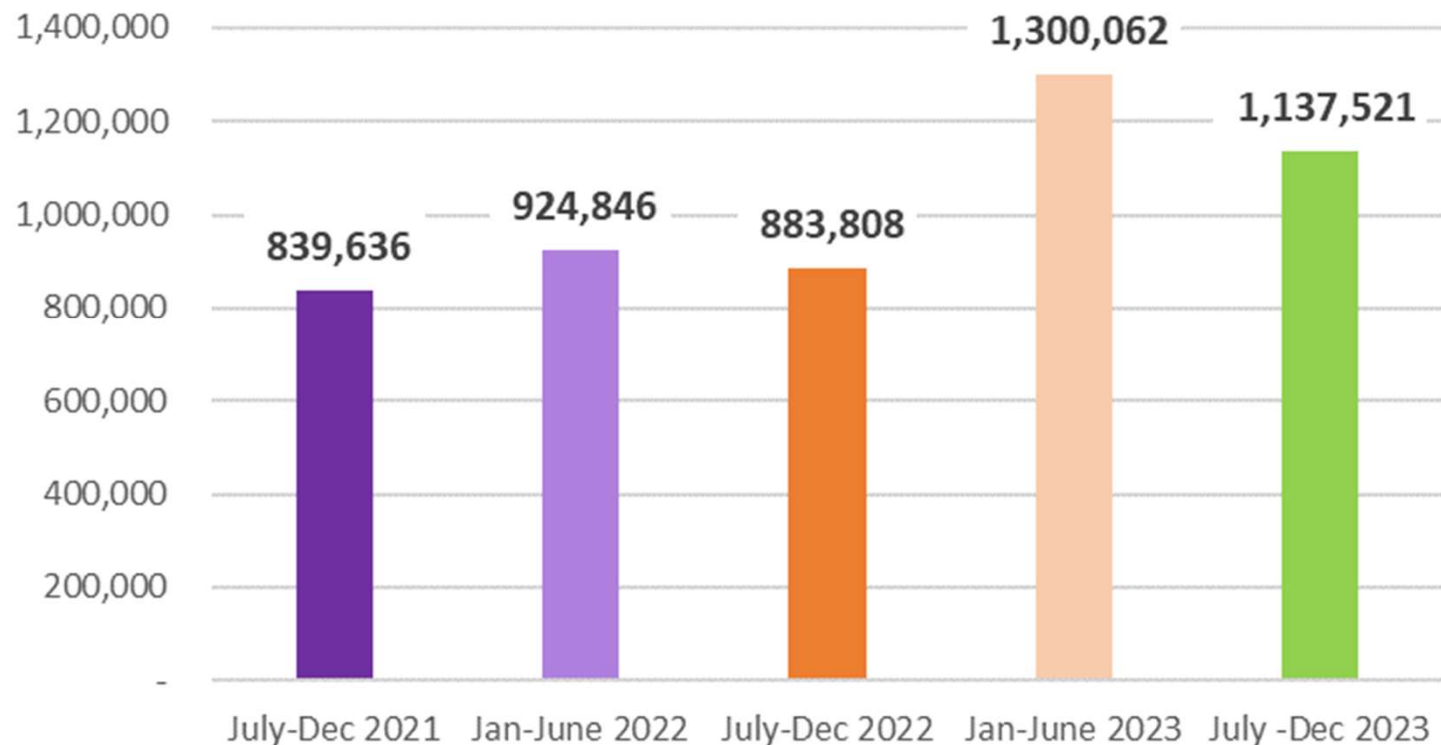


KPI: 7. Wifi Usage

It appears that there may be some seasonality to WIFI sessions – with a downward trend in the Fall into Winter and a rebound in the Spring and Summer.

It will be interesting to see whether this pattern continues in the last two quarters of FY24.

Wi-Fi Sessions

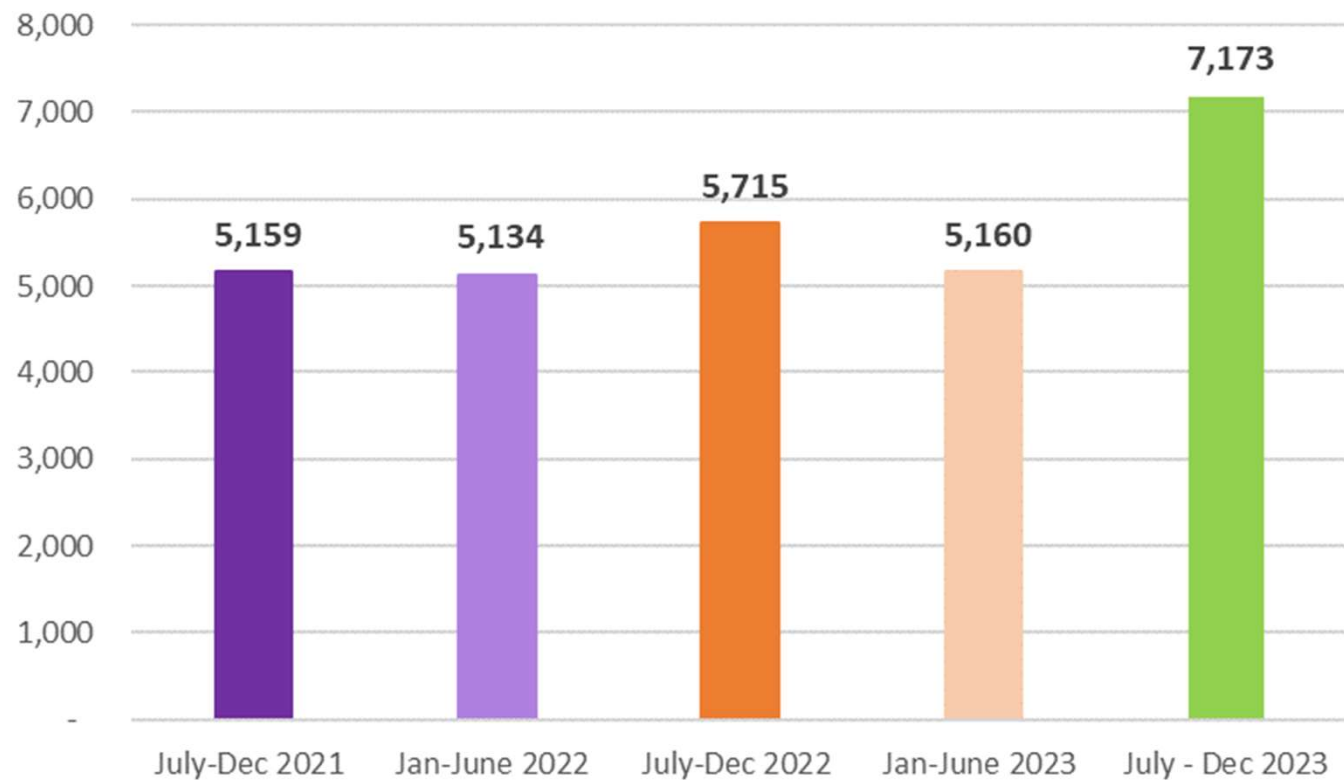




Strategic Plan Metrics (SPMs)

SPM: 1. Spanish Collection

Spanish Collection Checkouts + Renewals



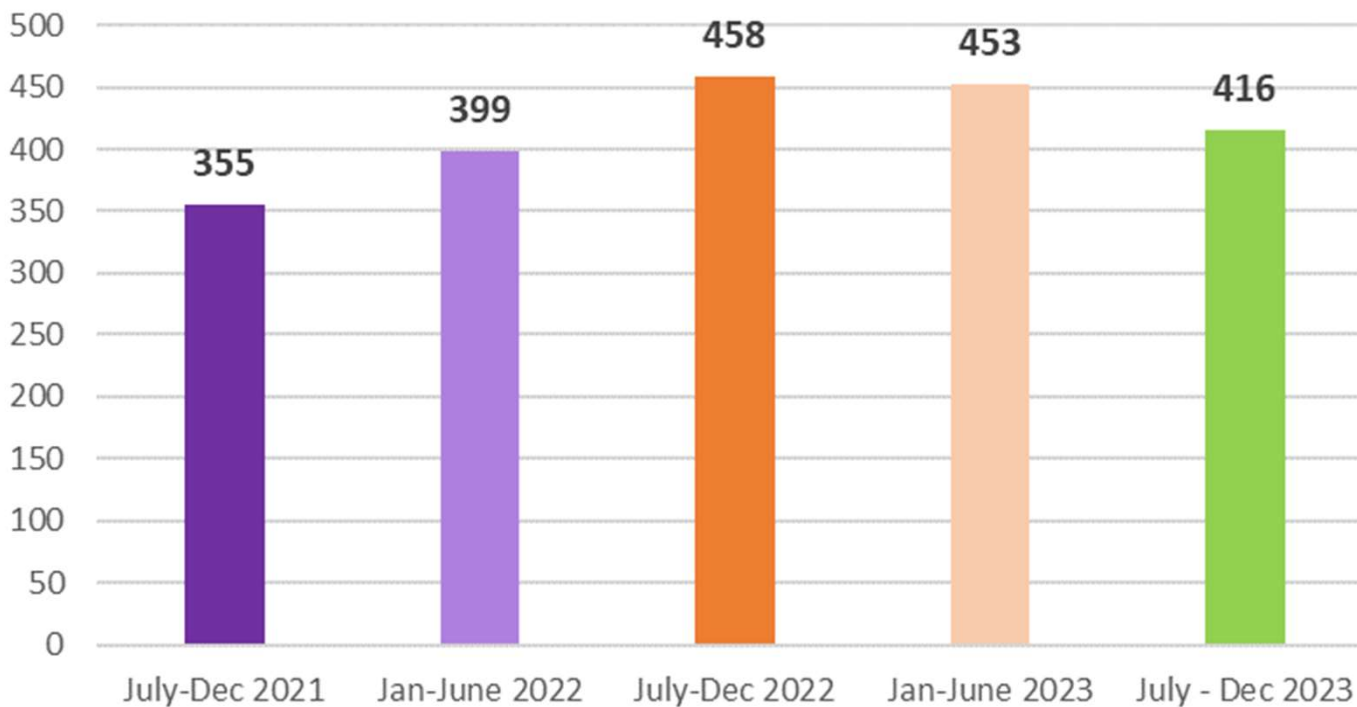
The increase in the circulation of the Spanish collection has been robust – over 25% up over the same time period in 2022.

Per JCLS's Strategic Plan, the Collection Development Team has been emphasizing the selection and management of the Spanish collection.

The Spanish collections with the biggest increases are Children's Easy Readers, Adult Fiction, Adult Nonfiction, and Spanish DVDs.

SPM: 2. Library of Things (LOT)

Library of Things Checkouts

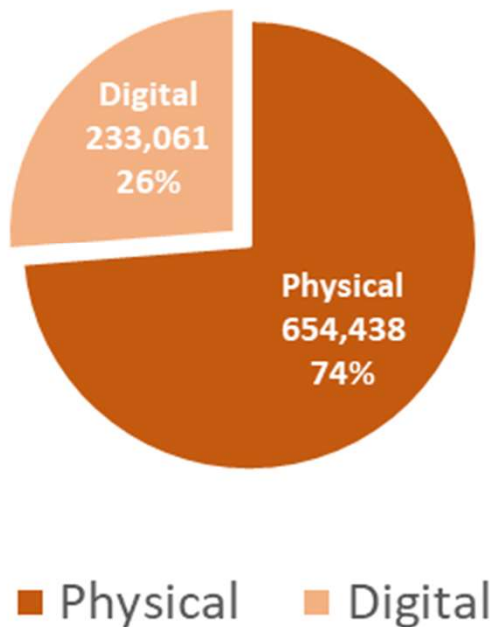


Given that no new Things were added to the LOT collection in the first part of the fiscal year, and that board games and puzzles were moved into the general circulating collection and now included in physical circulation, the steady circulation of the Library of Things is impressive.

JCLS will be adding new Things to the collection in the coming quarters.

SPM: 3. Physical & Digital Circulation

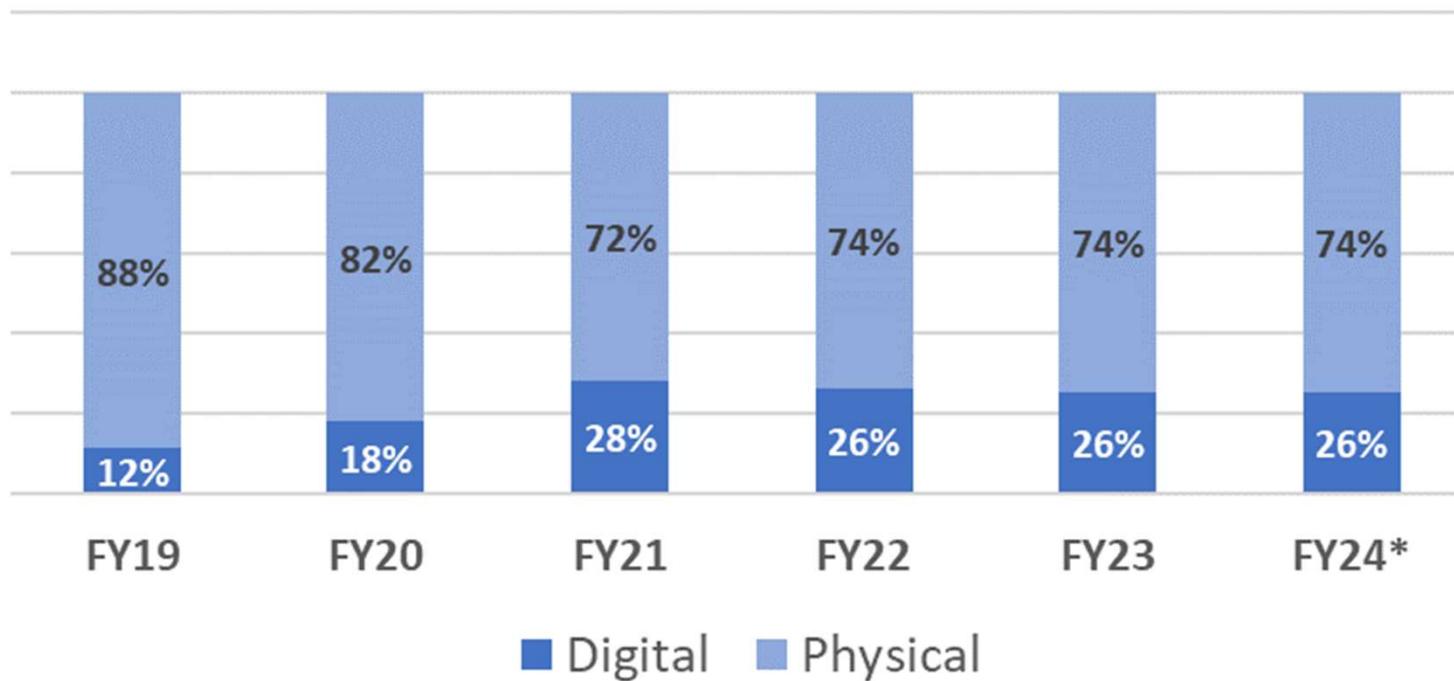
FY24 July - Dec Circulation



This chart compares the percentage of physical to digital circulation and demonstrates that the use of physical materials continues to drive the majority of JCLS's circulation activity.

SPM: 3. Physical & Digital Circulation

Physical & Digital Circ Year over Year



Interestingly, while both physical and digital circulation continue to increase, for the past few years, they seem to grow at the same rate.

(* Year to date, FY24)

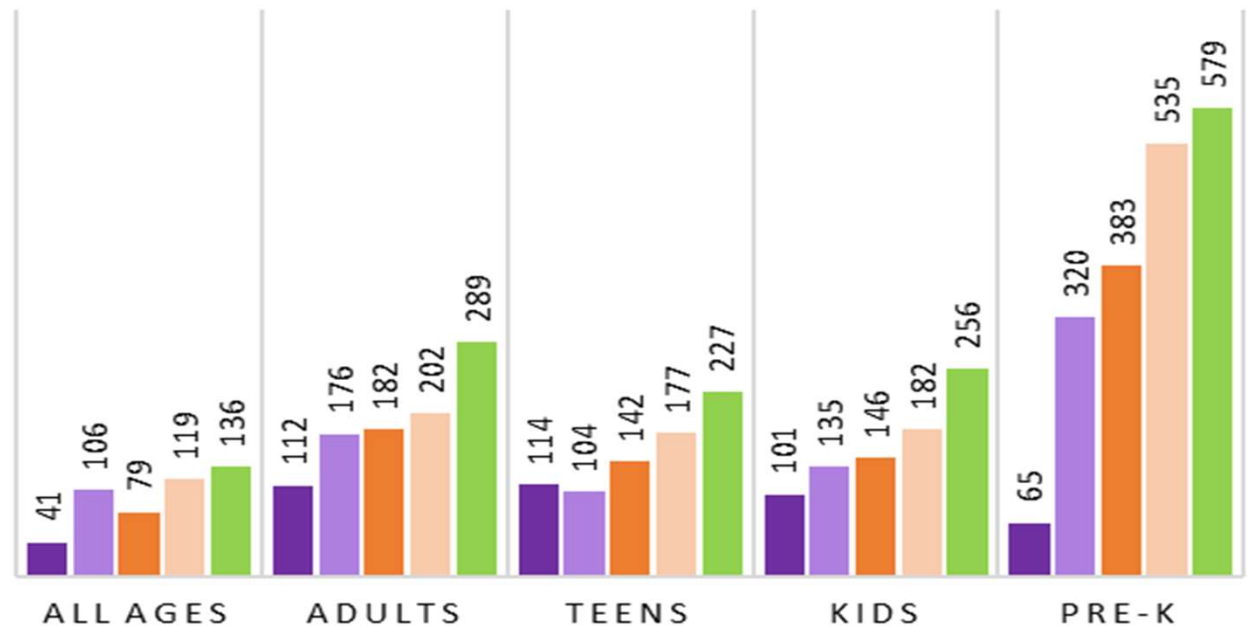
SPM: 4. Program Offerings by Age Group

The number of programs provided throughout JCLS libraries increased across all age groups.

A combination of system-wide program offerings as well as programs specific to individual branches contributed to the increase.

NUMBER OF PROGRAMS

■ July-Dec '21 ■ Jan-Jun '22 ■ July-Dec '23 ■ Jan-June '23 ■ July-Dec '23



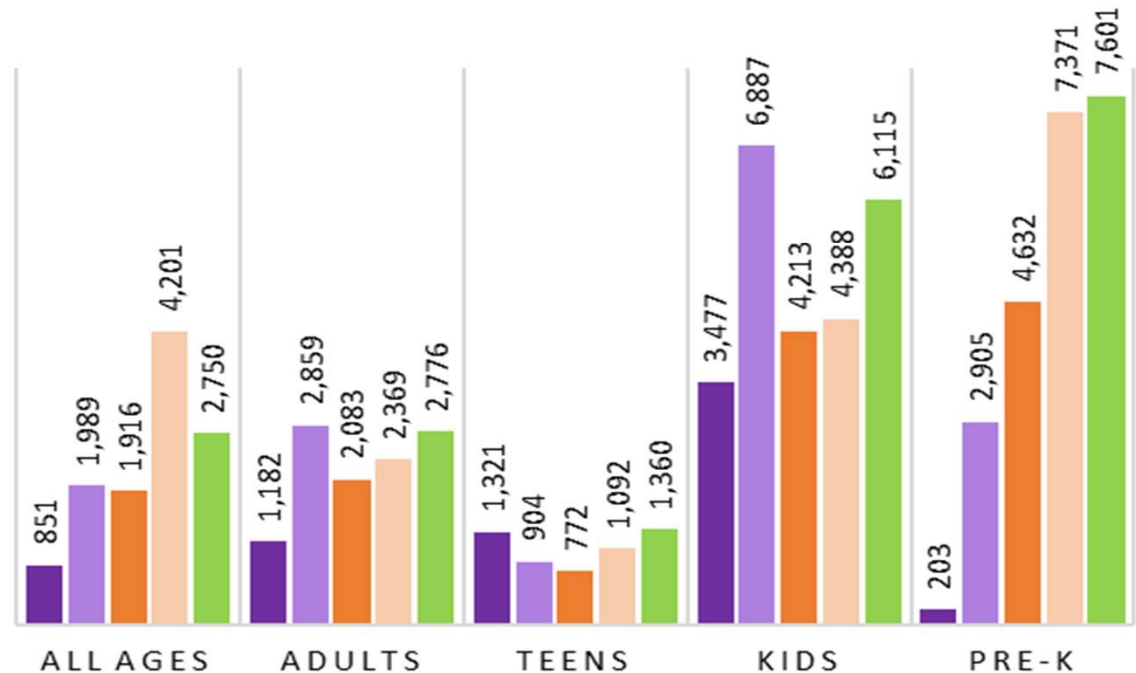
SPM: 4. Program Attendance by Age Group

JCLS saw growth in attendance at library sponsored programs in all areas except for ALL AGES. This is likely because staff continue to evaluate which programs should be focused on ALL AGES and which are better suited for a specific age group.

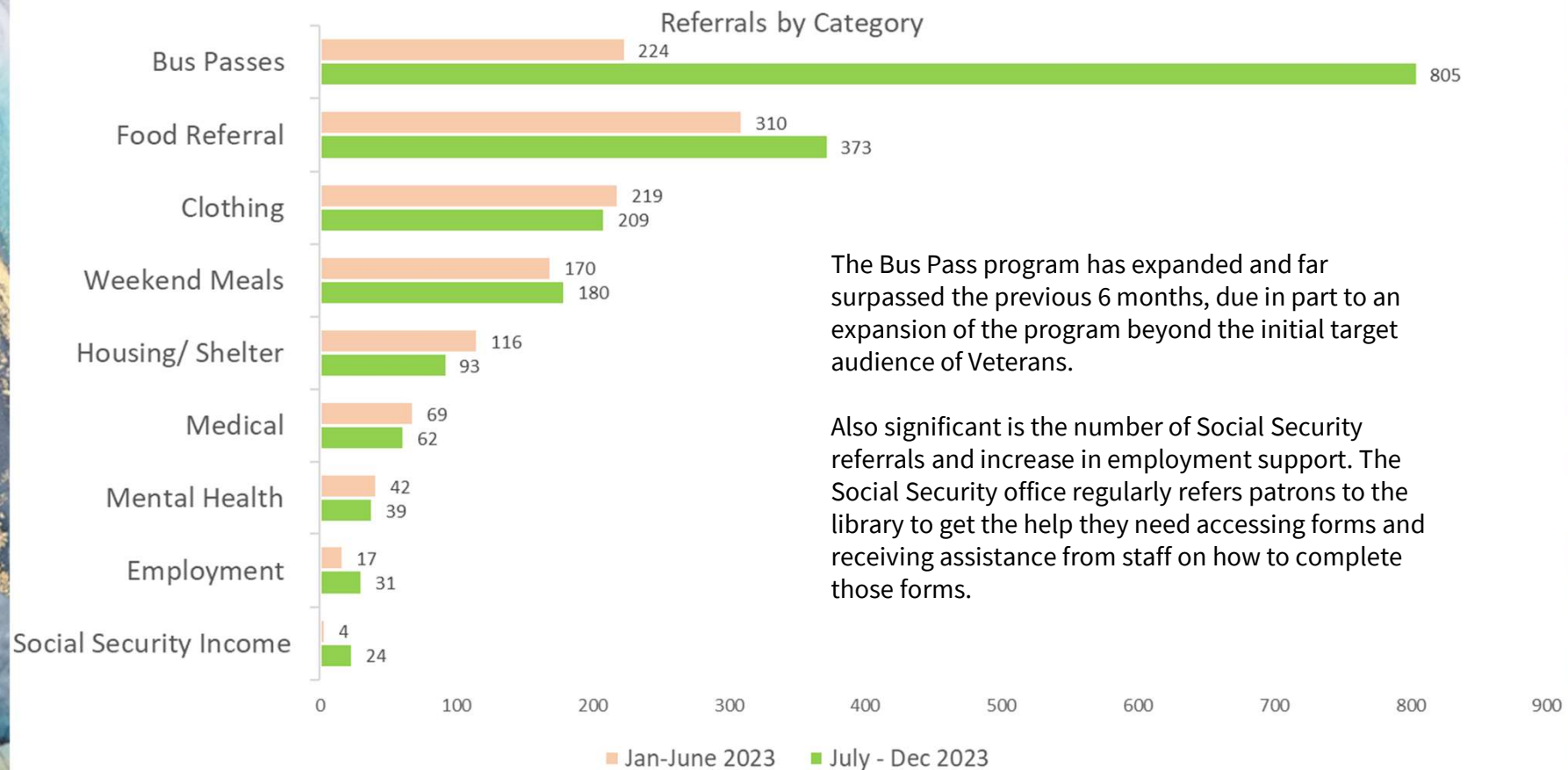
As part of the Strategic Plan, the programs staff are analyzing and evaluating the types of programs that are being provided for all age groups to maximize promotions, attendance, and overall outcomes for patrons and the community.

PROGRAM ATTENDANCE

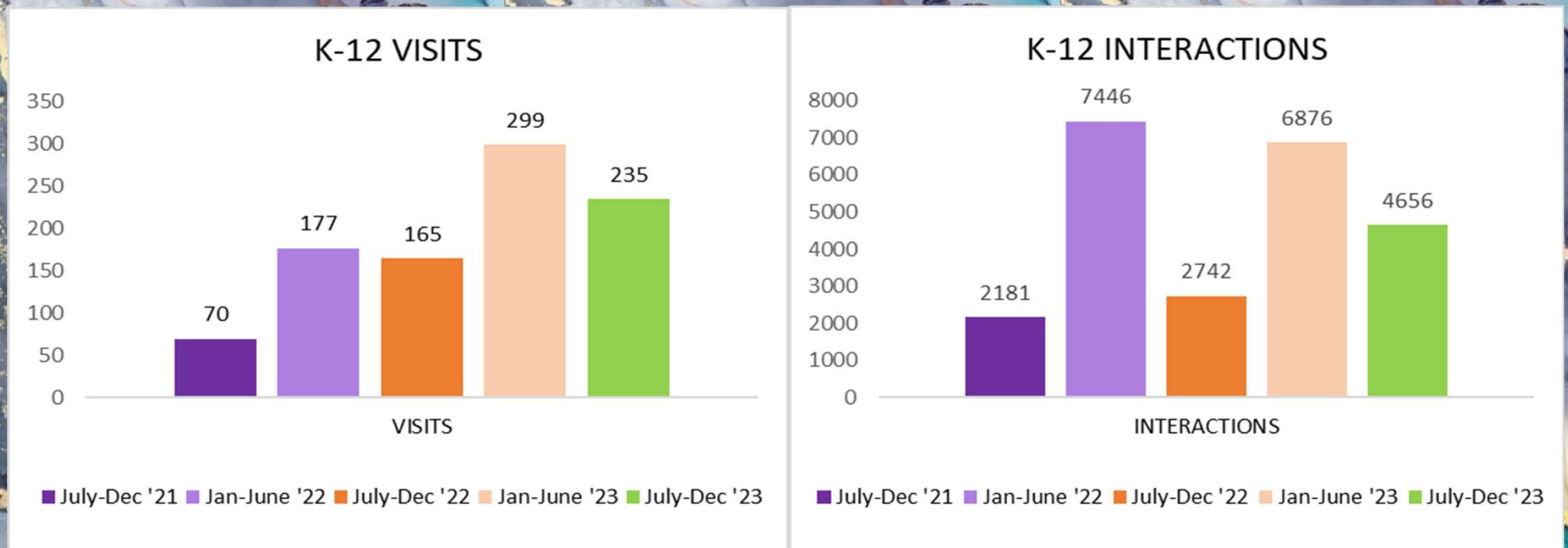
July-Dec '21 Jan-Jun'22 July-Dec '23 Jan-June '23 July-Dec '23



SPM: 5. Social Service Referrals

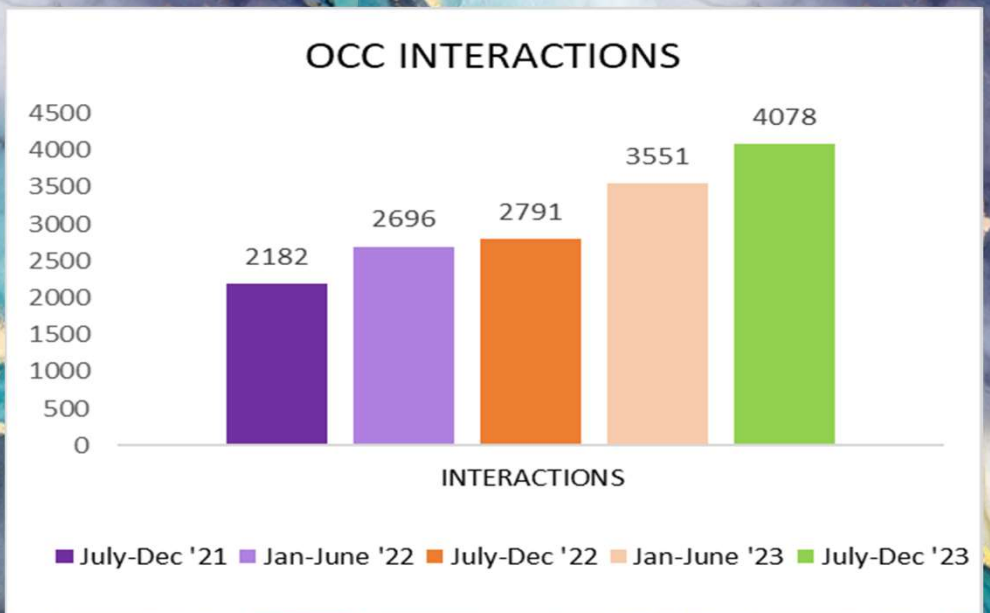
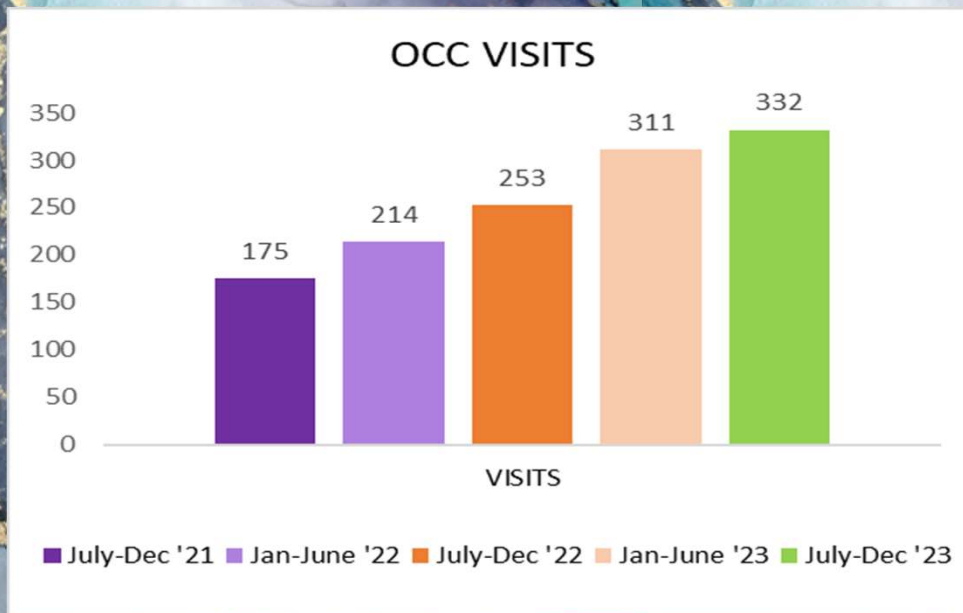


SPM: 6. Community Outreach by Focus: K-12



While outreach to schools is seasonal, visits and interactions in the first half of FY24 are up significantly over the same period last year.

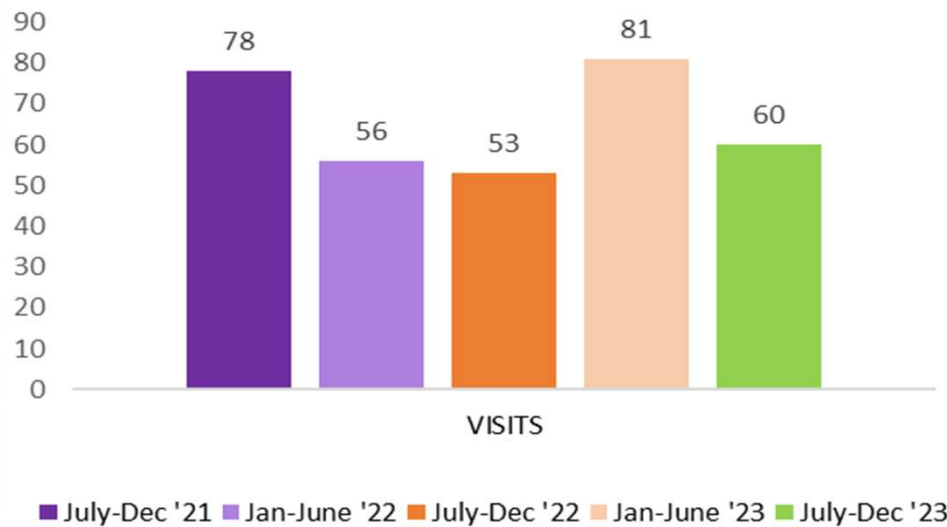
SPM: 6. Community Outreach by Focus: Outreach to Child Care



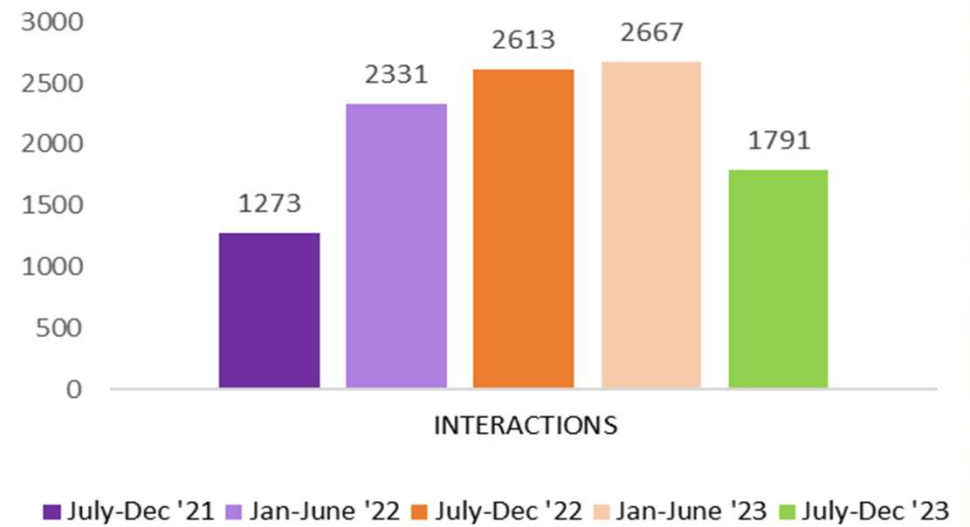
OCC continued its steady growth in both the number of visits and the number of interactions. OCC has reached capacity for the number of storytimes it can offer and is looking for ways to expand this service.

SPM: 6. Community Outreach by Focus: DART

DART VISITS

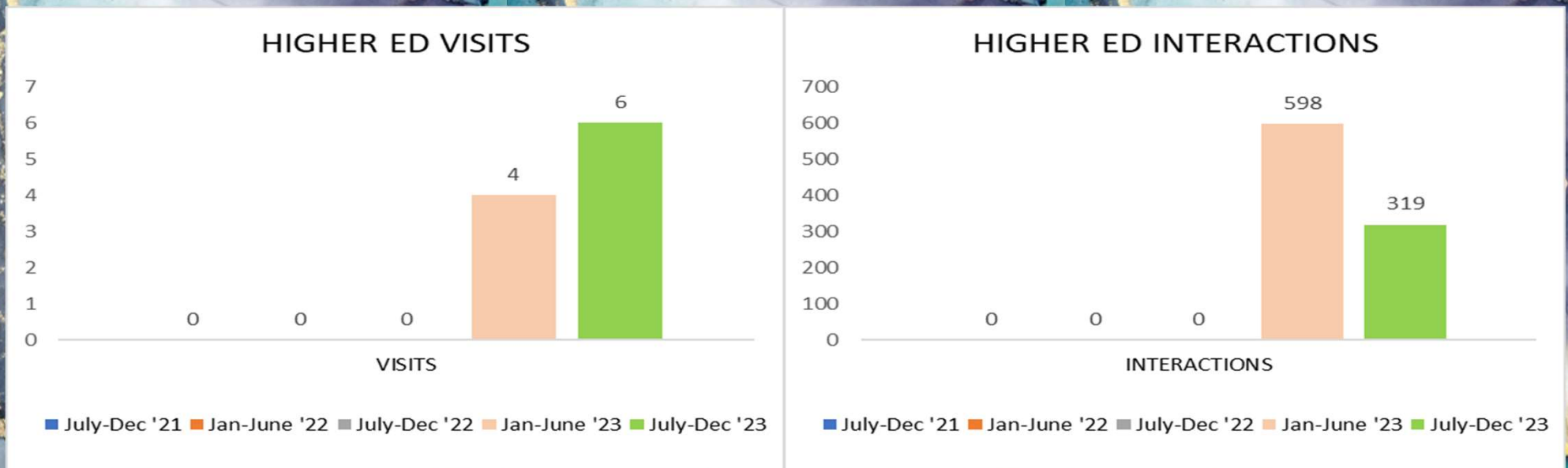


DART INTERACTIONS



DART visits and interactions were down due to wildfire smoke, winter weather, and staffing shortages. A new mobile services specialist was hired in February and the second position will be filled in Q3. New partnerships and opportunities are being explored to maximize DART's coverage across the county.

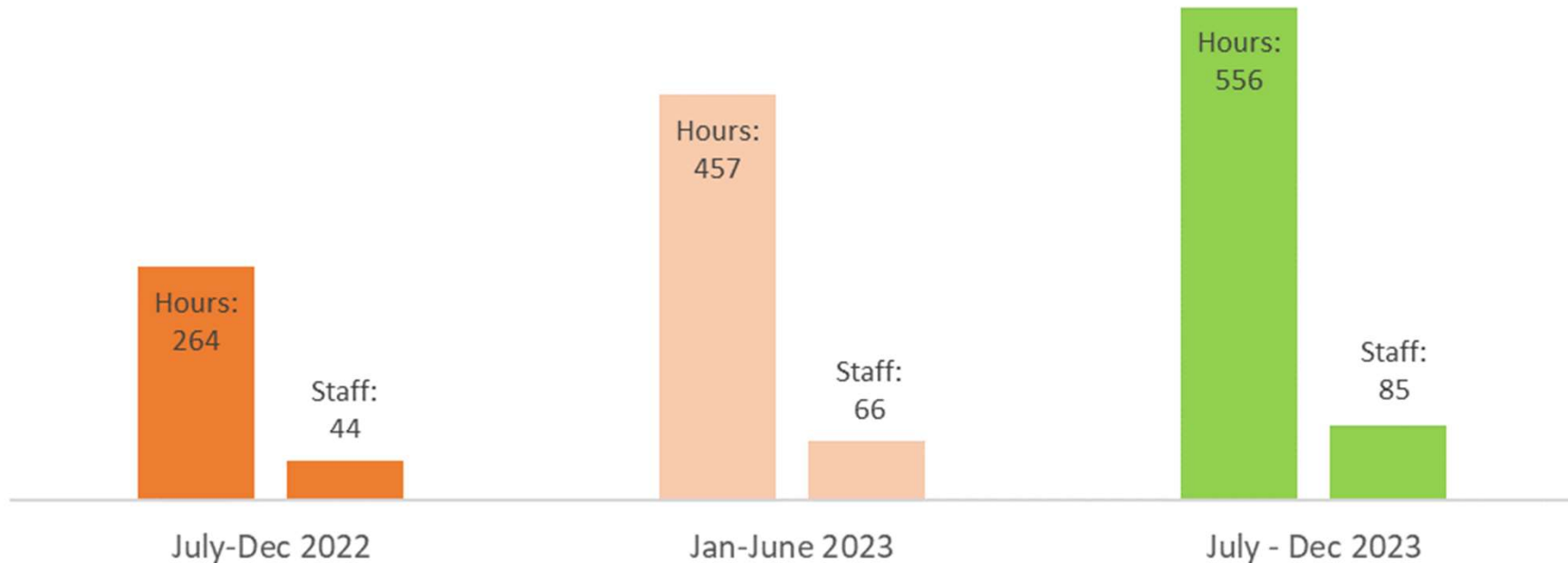
SPM: 6. Community Outreach by Focus: Higher Education



Higher Education is a newer focus, as outlined in the Strategic Plan. The programs in July-December 2023 were not traditional "tabling events" with a lot of direct interactions, but rather were more focused interactions that engaged attendees for longer and more meaningful conversations.

SPM: 7. Staff Training & Professional Development

Staff Training: Number of Hours & Number of Staff



There has been a steady increase in both the number of staff taking advantage of professional development, as well as the total hours of training. As the number of staff have increased over time, it's encouraging to see the numbers participating in training also increase, for an average of over 6 hours of training per staff.



Thank you

Southern Oregon Historical Society Research Library

Report July – December 2023

Jackson County Library Services generously supports the following activities and projects through the Southern Oregon Historical Research Library at 106 N. Central in Medford, Oregon. This document will give accurate statistics and reports on the progress of the SOHS library endeavors.

A daily tally is taken to record the number of visitors (and whether they are from Jackson County or elsewhere) and the number of phone calls, emails, and letters. In addition to a tally mark, each time a research question is asked, a paper form is filled out with the contact information for each patron along with the research question and a checklist of references used to answer those questions. All these paper forms are entered into a database on Microsoft Access every week. We are currently updating this process even further by installing a sign-in computer at the entry to the library.

To give you an idea of the range of research pursuits conducted at the SOHS library the following list is a small sampling of topics covered from August to October 2023. We assisted patrons with everything from an architectural chimney detail in Eagle Point; to the founding of Bruce Bauer Lumber Company; to a request from Crater Rock Museum to digitize Delmar Smith's oral history tapes; to all the traces we could find on the DeAutremont brothers attempted robbery at Tunnel 13; to the oldest Pecan tree in Southern Oregon; to various family histories and genealogies; to both exterior and interior house photos; to Blue Heron Park land ownership history; to Cherokees who came to Oregon; to background information for Oregon Black Pioneers to conduct a Black history walking tour in Jacksonville; to early Jackson County marriage certificates and tax records; to networking and sharing resources and information with Siskiyou County Historical Society; to the Tom Pittock Stage Stop; to Civil Rights for disabled and mentally challenged people; to the history of the *Ashland Tidings* newspaper; to Medford sports photos; to the location of the trolley line in Medford; to archival materials for *Windows in Time* presenters; to High School Yearbook searches; to forest fire containment and locations; to all the photos we could find in our collection by photographer C. W. Logan; to CCC camps in S. Oregon in the 1930s; to house and property histories; to documents relating to the women's group called the "Cowbelles"; to sibling rivalry that turned deadly in Eagle Point"

Volunteer hours recorded for the year 2023 totaled 12,868 hours. Each volunteer is a potential influencer for the society by sharing their positive experiences with their circle of friends. Some of the volunteers have increased the number of days and hours that they come in to work on long-term projects.

in addition to many retired volunteers, we have interned three SOU students and 2 high school students.

The total number of visitors for the year 2023 is 1499 and includes emails, in-person visitors, letters, and phone calls. Of the nearly 500 in-person visitors, 396 of them were recorded as Jackson County residents and 75 of them were SOHS members.

SOHS Website unique visits continues to be strong. (See Pat Harper's statistics enclosed) Over two thousand photos were added to our website and on-line catalog, and more than a thousand new archival records were added in the year 2023. Twenty-five new accessioned collections were added to our archives and many more of the older collections have been reassessed and described in greater detail on the Mega Index.

One project we are particularly proud of is digitizing all the glass plate negatives we have in our collection (besides the Britt Glass Plates which is another project entirely). Over two thousand glass plates from Powell, Marx, Allen, Forsythe, Thomas, Hargrave, and other collectors have been scanned and are being made accessible. The archivist, Jan Wright was featured in an Oregon Public Broadcasting episode on Oregon Poor Farms and is partnering with JCLS to teach beginning genealogy. SOHS archives furnish bi-weekly articles to the *Grants Pass Courier*. We also provided vital information to Oregon Black Pioneers and co-hosted with SOU archeology department and JPR for the Tunnel 13 event at Ashland Hills.

Grant-funded projects such as the Peter Britt Glass Plate digitization or nearly 6000 plates will begin in 2024. We continue to mine the Mezzanine (upper floor of the archives) for historical information and description, and to adopt new donations into the archives. We thank the JCLS board and Kari May for the continued support of our efforts at the SOHS library.

SOHS Research Websites Statistics for 2023

COMBINED FOR RESEARCH.SOHS.ORG, TRUWE.SOHS.ORG, MARKERS.SOHS.ORG

| Month | Unique visitors | Number of visits | Pages | Hits |
|--------|-----------------|------------------|--------|--------|
| Jan-23 | 6039 | 7942 | 26268 | 52477 |
| Feb-23 | 3818 | 5339 | 42781 | 68218 |
| Mar-23 | 3954 | 5606 | 30311 | 56765 |
| Apr-23 | 4899 | 7249 | 22799 | 61792 |
| May-23 | 3761 | 5479 | 23678 | 55548 |
| Jun-23 | 5180 | 7292 | 19417 | 54722 |
| Jul-23 | 4720 | 6337 | 26263 | 53393 |
| Aug-23 | 4723 | 6428 | 25657 | 57470 |
| Sep-23 | 4641 | 6815 | 42171 | 75890 |
| Oct-23 | 4992 | 9255 | 24045 | 57053 |
| Nov-23 | 7041 | 27454 | 44721 | 78473 |
| Dec-23 | 7403 | 25474 | 364150 | 397453 |

| | | | | |
|---------------|-------|--------|--------|---------|
| Total | 61171 | 120670 | 692261 | 1069254 |
| Monthly avara | 5098 | 10056 | 57688 | 89105 |

RESEARCH.SOHS.ORG

| | | | | |
|--------|--------|--------|---------|---------|
| Jan-23 | 1,753 | 2,380 | 11,462 | 21,030 |
| Feb-23 | 906 | 1,188 | 25,462 | 30,466 |
| Mar-23 | 685 | 961 | 15,043 | 21,086 |
| Apr-23 | 1,340 | 2,470 | 11,754 | 24,630 |
| May-23 | 477 | 679 | 14,215 | 22,296 |
| Jun-23 | 1,754 | 2,347 | 10,745 | 21,549 |
| Jul-23 | 1,304 | 1,461 | 15,884 | 22,958 |
| Aug-23 | 1,196 | 1,357 | 15,708 | 23,230 |
| Sep-23 | 1,908 | 2,726 | 25,606 | 37,022 |
| Oct-23 | 1,617 | 3,845 | 13,519 | 20,042 |
| Nov-23 | 2,854 | 19,881 | 31,523 | 41,857 |
| Dec-23 | 3,306 | 18,363 | 350,928 | 363,181 |
| Total | 19,100 | 57,658 | 541,849 | 649,347 |

TRUWE.SOHS.ORG

| | | | | |
|--------|--------|--------|---------|---------|
| Jan-23 | 3628 | 4870 | 13502 | 28466 |
| Feb-23 | 2864 | 4084 | 17199 | 37009 |
| Mar-23 | 3222 | 4588 | 14863 | 34163 |
| Apr-23 | 3475 | 4684 | 10637 | 35329 |
| May-23 | 3194 | 4696 | 9294 | 31517 |
| Jun-23 | 3344 | 4851 | 8530 | 31755 |
| Jul-23 | 3328 | 4768 | 9971 | 28972 |
| Aug-23 | 3456 | 4997 | 9596 | 31151 |
| Sep-23 | 2,638 | 3,980 | 15,838 | 36,972 |
| Oct-23 | 3,247 | 5,257 | 9,814 | 33,316 |
| Nov-23 | 4,085 | 7,459 | 12,652 | 33,881 |
| Dec-23 | 3,980 | 6,966 | 12,453 | 31,611 |
| Total | 37,125 | 55,763 | 137,982 | 387,566 |

MARKERS.SOHS.ORG

| | | | | |
|--------|-------|-------|-------|--------|
| Jan-23 | 658 | 692 | 1,304 | 2,981 |
| Feb-23 | 48 | 67 | 120 | 743 |
| Mar-23 | 47 | 57 | 405 | 1,516 |
| Apr-23 | 84 | 95 | 408 | 1,833 |
| May-23 | 90 | 104 | 169 | 1,735 |
| Jun-23 | 82 | 94 | 142 | 1,418 |
| Jul-23 | 88 | 108 | 408 | 1,463 |
| Aug-23 | 71 | 74 | 353 | 3,089 |
| Sep-23 | 95 | 109 | 727 | 1,896 |
| Oct-23 | 128 | 153 | 712 | 3,695 |
| Nov-23 | 102 | 114 | 546 | 2,735 |
| Dec-23 | 117 | 145 | 769 | 2,661 |
| Total | 1,610 | 1,812 | 6,063 | 25,765 |

| | On-Site Research Visits | | | | | | | | |
|--|-------------------------|-------------|--------|------------------|--------|-------|--------|------------------------|------|
| | SOHS Members | Jackson Co. | Others | Website requests | E-mail | Phone | Letter | Visitors (no research) | |
| Jan to Jun | 55 | | 206 | 25 | 228 | 108 | 2 | 110 | 734 |
| Jul to Aug | 8 | | 50 | 8 | 111 | 52 | | 51 | 280 |
| Sep to Dec | 12 | | 113 | 17 | 177 | 111 | 1 | 54 | 485 |
| | 75 | | 369 | 50 | 516 | 271 | 3 | 215 | 1499 |
| TOTALS | | | | | | | | | |
| SOHS Library Volunteer hours for 2022: | | | | for 2023 | | | | | |
| Jan to Jun | 1798.95 | | | | | | | | |
| Jul to Aug | 607.5 | | | | | | | | |
| Sep to Dec | 10462 | | | | | | | | |
| Total | 12868.45 | | | | | | | | |

Jackson County Library District
FY 2024-2025 Budget Calendar DRAFT

Dates

| | |
|---|--------------------|
| Appoint budget officer | March 18 |
| Hold Board/Budget Committee work session..... | March 27 |
| Publish notice of 1 st and 2 nd BC meetings on District Website | April 15-April 29* |
| Publish notice of 1 st and 2 nd BC meetings in <i>RV Times</i> | April 15-April 29* |
| Budget Committee meets (receives budget message and proposed budget) | May 15 |
| Budget Committee meets again (if needed) | May 22 |
| Publish notice of budget hearing on District website | May 27-June 5* |
| Public notice of budget hearing in <i>RV Times</i> | May 27-June 5* |
| Hold budget hearing at Board's regular June meeting | June 17 |
| Enact resolutions to adopt budget, make appropriations, etc..... | June 17 |
| Submit tax certification documents | by July 15 |
| Send copy of all budget documents to county clerk..... | by September 30 |

*Public notice of all budget committee meetings and the budget hearing shall be printed once in the *Rogue Valley Times* 5 to 30 days prior to the meetings. Additional public notice will be posted at each of the Library branches, as well as on the District's website at least 10 days prior to the meetings.

Prepared on December 12, 2023