



**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>
April 15, 2024, at 4:00 p.m.

CALL TO ORDER/ROLL CALL

LAND ACKNOWLEDGEMENT

INTRODUCTIONS / PROCLAMATIONS

AGENDA AMENDMENTS AND APPROVAL

CONSENT AGENDA

1. March 18, 2024 Board Meeting Minutes.....1
2. Resolution 2024-03: To Authorize Checking Account, Designated Personnel and Signers.....4
3. Resolution 2024-04: To Authorize LGIP Account, Designated Personnel and Signers.....5
4. Resolution 2024-05: To Authorize Credit Limit and Designate Authorized Cardholders.....6

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)

5. Library Director – Kari May.....7
6. Jackson County Library Foundation – Ginny Auer

UNFINISHED BUSINESS (Inform/Discuss/Action)

7. None

NEW BUSINESS (Inform/Discuss/Action)

8. FY25 COLA Recommendation – Brynn Fogerty.....16
9. Auditor Contract – Heather Scott.....18
10. HRIS Contract – Brynn Fogerty.....19
11. Board Member Recruitment – Kari May

COMMITTEE AND BOARD MEMBER REPORTS (Inform)

12. Finance Committee
13. Relationship Committee
14. Director’s Evaluation Committee

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:

- April 16, 2024 Facilities Master Plan Listening Session
- April 24-27, 2024 OLA Conference Salem, OR
- May 15, 2024 JCLD Budget Committee Meeting
- May 19, 2024 JCLD Regular Board Meeting

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), Daniel Madrigal (Interim Finance Manager), Jacquelyn Bunick (Legal Counsel), and Val Nowak (Executive Assistant)

CALL TO ORDER/ROLL CALL

President Brown called the meeting to order at 4:03 p.m. Roll call was taken, and the Land Acknowledgement read.

INTRODUCTIONS / PROCLAMATIONS

Director Brown read a proclamation declaring April 7-13, 2024 as National Library Week, and April 3, 2024 as Library Giving Day.

CONSENT AGENDA

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

ORAL REQUESTS AND COMMUNICATIONS FROM AUDIENCE

Eric Dziura extended his congratulations for the DPIL event and recognized the Board for their efforts. He requested that the video recordings be made available online on the JCLS YouTube channel.

REPORTS

Library Director's Report

Director May highlighted the Rogue Reads summary from the report and noted that she had reported on early literacy and the Dolly Parton Imagination Library at Central Point and Medford Rotary Clubs. She commented that she had since learned that her presentation had inspired one of the members to sign up as a SMART volunteer.

May and Business Librarian Roslyn Donald attended a SOREDI state of the economy event and learned about the state of economic development in the area. In February, JCLS learned that PeopleStrategy had been acquired and HR is looking at replacement options.

Director Young asked how Rogue Reads participation compared with prior years. Director Shepherd commented favorably on the Kid Librarian program in Central Point. Director Brown showed a copy of a direct mailer marketing effort that she had received as a resident of the Upper Rogue.

Facilities Master Plan

May thanked the Board for attending the Strategic Visioning Workshop and noted that a summary written by the consultants had been included in the packet. The project is currently on track, and a Community Listening Session will be held Tuesday, April 16 from 5:30-7:00. It will be held in the Large Meeting Room in Medford and live-streamed to the Ashland, Eagle Point, Central Point, and Rogue River branches.

Jackson County Library Foundation Report

Foundation Director Ginny Auer noted that the DPIL Breakfast had gone very well and thanked the Board for attending. She noted that Library Giving Day is upcoming and gave out flyers to advertise fundraising efforts.

Director May then introduced Executive Assistant Valor Nowak, who gave a brief presentation on the history of National Library Week and the celebration days within it. Afterwards, the Board briefly discussed writing a letter to the editor as an advocacy effort. Director Kiefer volunteered to write the letter.

UNFINISHED BUSINESS

None

NEW BUSINESS

Digital Collection Development

Laurin Arnold and Kelda Vath presented information on JCLS's digital collections – Hoopla and Overdrive – and the nuances between them. Hoopla is a pay-per-use model, whereas Overdrive uses a licensing model. They discussed the costs of using each resource, and how popular each service was with patrons. They then presented an overview of why Hoopla's library had recently been reduced. The presentation concluded with a discussion of what the current status of the digital collection is, and what trends are expected to see moving forward.

Following the presentation, the Board discussed the digital materials budget and strategizing advocacy on behalf of libraries to digital publishers. It was noted that providing education on this issue to patrons would be useful. A blog post is forthcoming, and there have been articles written by other libraries. Vath noted that this issue is widespread, and thanked Arnold for her considerable amount of research and thought on the matter.

COMMITTEE AND BOARD MEMBER REPORTS

Advocacy Committee

Director Young summarized that the committee has reviewed another draft of the Advocacy toolkit. A copy will be shared with the Friends and Foundation, and a final copy is expected to be presented by June.

Facilities Committee

The Committee reviewed a five-year capital plan with the County and discussed in particular renewal of the contract with Pathway, the pollinator garden project, landscaping concerns, sustainability including solar, and roof replacements.

Director's Evaluation Subcommittee

Director Brown has reviewed two consultant proposals, and the committee selected A Local Librarian Consulting, which is based on the East Coast. Further meetings will be scheduled soon, and the process will be completed by the end of May. The consultant was chosen based on her experience with working with boards and libraries in particular, and the proposals given in response to the scope of work agreed upon by the committee, and in accordance with the Director's Evaluation Policy.

ADJOURN

President Brown adjourned the meeting at 5:57 p.m.

/s/ Val Nowak

Recording Secretary



Date: April 15, 2024

Title: Consent Agenda Items 2-4

From: Library Director Kari May

Summary:

Resolutions 2024-03 – 2024-05 are being presented to the JCLD Board for approval. These resolutions will remove signers that are no longer associated with the organization and add appropriate personnel in accordance with JCLD Financial policy. Resolution 2024-05 addresses the need to increase JCLS' credit limit.

For further information, see JCLS Policy 2-1 Financial Management.

Attachments:

1. Resolution 2024-03: To Authorize Checking Account, Designated Personnel and Signers
2. Resolution 2024-04: To Authorize LGIP Account, Designated Personnel and Signers
3. Resolution 2024-05: To Authorize Credit Limit

RESOLUTION: 2024-03

A RESOLUTION DESIGNATING BANNER BANK, LOCATED IN MEDFORD, OREGON, AS A DEPOSITORY OF FUNDS FOR THE JACKSON COUNTY LIBRARY DISTRICT AND DESIGNATING AUTHORIZED PERSONNEL AND SIGNERS FOR THE BANNER BANK CHECKING ACCOUNT

WHEREAS, THE BOARD OF THE JACKSON COUNTY LIBRARY DISTRICT FINDS:

- A. At its regular meeting on June 4, 2015, the Board approved Resolution 2015-06, authorizing the opening of a checking account at AmericanWest Bank (now Banner Bank) and designating authorized personnel to transact business with Banner Bank and sign checks or authorize withdrawals from the account with Banner Bank.
- B. It is the District’s practice to reauthorize its bank accounts and designated personnel and signers at its annual organizational meeting in July.
- C. It is the practice that the Board designate its President and Vice President, as well the Library Director, Finance Manager, and Assistant Directors as authorized signers on the Banner Bank checking account.

BE IT RESOLVED:

- 1. That Board member Kim Young and former JCLD employee Finance Manager Thomas McLanahan are hereby removed as authorized users on the District's Banner Bank Account.
- 2. That JCLD Finance Manager Heather Scott, Library Director Kari May, Assistant Director of Support Services Kelda Vath, and Assistant Director of Public Services Joan Vigil are hereby authorized to transact business with Banner Bank on behalf of the Jackson County Library District.
- 3. The following persons are authorized to sign checks or authorize withdrawals from the checking account with Banner Bank on behalf of the Jackson County Library District: President Viki Brown, Vice President _____; and Library staff: Kari May, Library Director, Assistant Director Kelda Vath, and Assistant Director Joan Vigil.

The above resolution statement was approved by the Board of the Jackson County Library District and declared adopted this 15th day of April, 2024.

By:

Attest:

Board President

Recording Secretary

Board Vote:

Viki Brown _____

Kim Young _____

Susan Kiefer _____

Marissa Barrientos Shepherd _____

Kevin Keating _____

RESOLUTION: 2024-04

A RESOLUTION DESIGNATING THE OREGON STATE TREASURY LOCAL GOVERNMENT INVESTMENT POOL (LGIP) AS A DEPOSITORY OF FUNDS FOR THE JACKSON COUNTY LIBRARY DISTRICT AND DESIGNATING AUTHORIZED PERSONNEL AND SIGNERS FOR THE LGIP ACCOUNT

WHEREAS, THE BOARD OF THE JACKSON COUNTY LIBRARY DISTRICT FINDS:

- A. At its regular meeting on June 4, 2015, the Board approved Resolution 2015-07, authorizing the opening of an investment pool account through the Oregon State Treasury Local Government Investment Pool (LGIP) and designating authorized personnel to transact business with the LGIP and sign or initiate bank account information changes on behalf of the Jackson County Library District.
- B. It is the District’s practice to reauthorize its bank accounts and designated personnel and signers at its annual organizational meeting in July.
- C. It is the District’s practice that the Board President, Board Vice President, the Finance Manager, and Library Director are designated as authorized signers on the LGIP account.

BE IT RESOLVED:

- 1. That Finance Manager Heather Scott, and Library Director Kari May are hereby authorized to transact business with the Local Government Investment Pool (LGIP) through the Oregon State Treasury on behalf of the Jackson County Library District.
- 2. That the following persons are hereby authorized to sign documents or initiate bank account information changes for the Oregon State Treasury LGIP account on behalf of the Jackson County Library District: President Viki Brown, Vice President _____, and Kari May, Library Director.

The above resolution statement was approved by the Board of the Jackson County Library District and declared adopted this 15th day of April, 2024.

By:

Attest:

Board President

Recording Secretary

Board Vote:

Viki Brown _____
Kim Young _____
Susan Kiefer _____
Marissa Barrientos Shepherd _____
Kevin Keating _____

RESOLUTION: 2024-05

A RESOLUTION AUTHORIZING JACKSON COUNTY LIBRARY DISTRICT'S BANNER BANK COMMERCIAL MASTERCARD®, AND SETTING LIMIT(S)

WHEREAS, THE BOARD OF THE JACKSON COUNTY LIBRARY DISTRICT FINDS:

- A. While most of the District's expenditures can be paid for with a check, some purchases are done more efficiently and cost-effectively with a credit card, including online purchases and other purchases that require payment at the point of sale. For situations like these, the District requires a credit card.
- B. On July 13, 2017, the District passed Resolution 2017-05, authorizing the District to apply for a credit card, establish an initial credit limit(s), and identify the District's authorized cardholder(s).
- C. It is recommended that key staff positions be designated as authorized

BE IT RESOLVED:

- 1. The limit on the District's credit card shall be \$75,000.

The above resolution was approved by the Board of the Jackson County Library District and declared adopted this 15th day of April, 2024.

By:

Attest:

Board President

Recording Secretary

Board Vote:

Viki Brown _____
Kim Young _____
Susan Kiefer _____
Marissa _____
Barrientos _____
Shepherd _____
Kevin Keating _____



Director's Report April 2024

Public Services

As most schools around the district took a week off for Spring Break, branches went full STEAM ahead; calendars were packed with programs featuring science, technology, engineering, art, and mathematics. Jacksonville and Shady Cove held a storytime and craft program based around the book *Boxitects* by Kim Smith. After the story, the children were encouraged to use their imaginations to reimagine the boxes in the room, which led to some truly impressive corrugated creations. One child at Shady Cove crafted an entire knight's ensemble of a cardboard helmet, shield and a sword.



Older kids in Ashland and Butte Falls had their engineering and aim put to the test with a program comparing trebuchets to catapults. Once they had crafted their miniature siege machines, they were given munitions of cotton balls, marshmallows, pom poms, Styrofoam, Easter eggs, and even a few Peeps. These were soon thick in the air as participants competed to see which flew farthest, most accurately, and perhaps most importantly – which was the most satisfying to throw.

Board Member and Rogue Community College Chemistry Professor Marissa Barrientos-Shepherd generously lent some of her time and expertise around the District leading a program on polymers. The program began with a discussion on the science of plastics, how they are made, and why they take so long to degrade, participants then got to watch as a polymerization process took place in their hands to create a silicone bouncy ball. The tweens and teens (and even a couple of parents) had a blast creating their balls and then competing to see whose ball bounced highest. For a couple of kids in Talent who expressed dismay when they learned that they had missed the program, Branch Manager Patrick Mathewes was glad to tell them the good news that the program would continue to travel to branches throughout the upcoming months. The *Grants Pass Daily Courier* made a surprise visit to the Rogue River library to attend and document the program Chemistry Magic Show with Shepherd. The article was featured on the front page of the March 26th issue.



On March 14 (3.14), patrons came together to celebrate pi and pie. There was something for everyone at Ashland's Pi Day. Librarian Brianna Levesque coordinated a variety of math games that soon had everyone engaged, from small children playing cooperative counting games, to teens learning new games that build pattern recognition skills, to grandparents and grandchildren doing logic puzzles together, and adults who had just met playing a spirited game of Sorry.



When they had worked up an appetite, pizza (pie) and fruit pies were served. In White City, staff and participants had a fun time making Pi suncatchers with colorful beads. Using principles guided by the number, three circles were made that were then layered inside of each other to make a suncatcher.



Medford's Pi Day activities were a rounding success. There were activities spread throughout the branch, including a scavenger hunt that travelled throughout the library noting circular architecture as well as teaching patrons how to use the Library catalog, which proved very useful for at least one new patron. A teen who had never been to the library before was overheard saying, "I had no idea the library would have so much to do!" and that he would be making more trips to the library.

The new Computer Classroom debuted as a location for an interactive trivia challenge where participants chose names like Sir Cumference and bantered with each other throughout the game. In the Children's and Teen Departments, there were art stations and play dough take-and-makes, and by the end of the two-hour event, several teens wrote pi-themed Haikus and made spirograph art; families had added to the colored-paper pi chain; and all the mini-pie awards were claimed. By the next morning, all of the pudding pie take-and-make kits at the Reference Desk were gone. A parent was "blown away" by what the local libraries offer her and her children: "You guys are doing awesome in the children's department! I just want to live here." Her family visits multiple branches throughout the valley to access various resources and programs, including storytime sessions.

JCLS Seed Libraries

Spring has sprung at JCLS, and seeds were plentiful throughout the District in March. Shady Cove held their annual seed giveaway on March 2. Tables were set up, and patrons browsed the selections while asking questions about what would make them the best choices for their future gardens. While there were plenty of flowers and herbs such as California poppies, lupines, milkweed, mules ears, cilantro, basil, parsley, and dill, the largest category of seeds available were vegetables. Tomatoes, broccoli, corn, beans, cucumbers, squash and many more varieties abounded. It is clear families enjoy the idea of growing their own food and sharing it with others! During this 2-hour event there were 118 new signups to the seed library and about 154 people attended the event from different areas around the Valley. A huge thank you to Laura and Kurt Brubaker and all the volunteers who made this event possible!



The Ruch Branch of the JCLS Seed Library opened on March 6. The collection is aligned with the existing Seed Library in Shady Cove and offers up to twenty seed packets per family per visit. The Friends of the Ruch Library funded the initial costs, and the seeds were donated by Siskiyou Seeds, Klamath Siskiyou Native Seeds, the Winona Grange along with many local patron seed savers. The collection includes many locally adapted heirloom varieties and native seeds from the Applegate Valley. In just a few weeks, over two hundred seed packets have been distributed. Two nonprofits, the Holly Street Community Garden and the Applegate Partnership & Watershed Council have also taken seeds that will benefit the estimated 1,000 community members they serve. In addition to offering seeds, the branch has been coordinating programming related to gardening, including a discussion on Wildflowers and Rare Plants of the Applegate, presented by the co-owners of Klamath Siskiyou Native Seeds, and Seed Saving for Gardeners with Don Tipping of Siskiyou Seeds.



Eagle Point also hosted a seed swapping event in early March. Many people came in, swapping seeds and stories, and one patron went above and beyond, bringing over 500 tomato seeds to share with their neighbors.



Bear Creek

Ashland

On March 27 staff offered a repeat of their Finding the Fae Folk event. This program combined science, literature and art and was supposed to take place at North Mountain Nature Park. Unfortunately, due to weather, the program was moved to the library. The team did a great job adapting plant identification, stories and craft to the new venue.



On March 5th, the Teen Department partnered with Children's to put on a fun Children & Teen Robotics Extreme! The program had robotic toys for younger patrons to explore and dive into and pizza for them to enjoy. It was a great test for programming to wider age ranges, and multiple patrons asked if this would be a regular program. Afterwards, they got this wonderful response from a grateful patron: "The kids loved the Robotics program! My son has been really interested in learning about this, and I haven't really known where to start helping him. We're so appreciative of you guys running this! And since I have to get the kids straight from the bus, having pizza available really made it doable for us."

Teen Librarian Katie Fischer and Teen Specialist Miki Hocker visited Ashland Middle School to lead a fun combination of sand art and clay art. It seems the word is spreading about how cool the library is: Fischer and Hocker had one of their highest-attended outreach events yet.



Ashland hosted the monthly Windows in Time Program, "A Corset Won't Kill You: Demystifying the 19th century Woman's Wardrobe." Attendance at Windows in Time is slowly growing, and this engaging topic and presenter drew in community members who had not come to a local history talk before.

Author Caroline Paul, in conversation with her twin sister, Alexandra Paul, drew a large group to the library to discuss Caroline's new book, *Tough Broads: From Boogie Boarding to Wing Walking – How Outdoor Adventure Improves Our Lives*

As We Age. Their program featured interviews with many older women, including the author's mother, Ashland resident Sarah Paul, on how keeping active and maintaining a sense of wonder keeps a person vital as they get older.

Talent

The Talent library celebrated Spring with storytimes, crafts, and scavenger hunts throughout the library. Patrons of all ages enjoyed the programs, and others received a take and make kit with materials to paint their own wooden Easter eggs at home.

Central Area

Central Point

To celebrate Spring, Central Point hid eggs throughout the Children's section. Inside each egg is a little bunny with a message, "I'm your reading bunny. Name me and take me home and read to me every day." The team hopes this will be a source of joy for children and encourage them to read, or be read to, every day.

Kid Librarian continues to be a huge hit. Each of the four so far has been extremely proud of being selected, and their parents, grandparents, and siblings have been supportive and enthusiastic of their efforts.





Branch Manager Erin Ulrich received great feedback from a participant at the birding walk in March. The patron commented on the variety of programming that the library system offers. She mentioned that she attended the cheese pairing workshop at Ashland, went to the book group at Medford, and then tried the bird watching at Central Point. She said that she appreciated that the staff, having such a wide variety of personal interests, makes the library so wonderful.

Medford

Patrons of all ages joined in for a variety of Ghostbusters-themed activities to celebrate the newest film in the Ghostbusters franchise. Patrons watched the 1984 and 2021 films to catch up on lore, and then put their knowledge to the test at a trivia game. Throughout the day there were crafts in the Large Meeting Room to create slime, DIY ghost catchers, edible versions of the Stay Puft Marshmallow Man, and more.



The Children's Department has participated for the first time in In-N-Out's Cover to Cover spring reading program, which partnered with the restaurant chain to award one free hamburger or cheeseburger for every five books or 300 minutes read. Families were very interested in this program, with staff giving out all 50 of the reading logs provided within two weeks of the program's launch. The department is already seeing families return with their completed logs to receive their Achievement Rewards.



The Children's Department has been hosting ten extra-special guests to help families watch the science behind how insects grow and change in real time. The caterpillar librarians have enticed families to come in and watch their development's progress, which sparked conversation of how the metamorphosis process takes place. Currently, the caterpillars are in the chrysalids phase and are predicted to hatch by the first week of April, when Children's staff hope to release them as a part of preschool story time.



Teens came to the library to make Duct Tape creations in early March. The response was enthusiastic and inventive, with teens making wallets, pouches, and more. Since these teens showed so much interest in science and inventions, Medford Teen celebrated Spring Break with a series of programs based on the manga series *Dr. Stone* and the inventions and tools that are featured throughout that series. Telescopes, basket weaving, and compasses were featured in programs in late March, and the teens are already excited to try their hand at traditional techniques.



Lower Rogue

Applegate

Applegate Library Associate Ann Nguyen decorated Applegate's window with a beautiful handmade dried flower wreath featuring flowers she grew and dried herself.

Jacksonville

The Jacksonville Branch hosted the Southwest Chapter of the American Red Cross when they held a blood drive in their efforts to reach a wider audience in the Rogue Valley. In a different sort of science in action, Branch Manager Rina Pryor took the opportunity to donate blood, and made a new friend with the dancing blood drop.



The Guitar Society of Southern Oregon presented local musicians Neil and Elizabeth Holland, who played their original Celtic-inspired music for guitar and flute. The two master musicians charmed and educated the audience about the eleven different flutes and five guitars they played at the concert.

Rogue River

March saw the return of the Paws to Read program at the Rogue River Library, which was immediately popular with some of the branch's youngest readers. Pictured is Annie, one of the two regular registered therapy dog reading buddies. This program aims to improve children's literacy skills and lead them to enjoy reading by offering a calm and welcoming environment and a furry friend. For younger kids, volunteers read dog-themed stories, while older children can practice reading to the pups and develop confidence in their abilities. Therapy dogs soothe anxious readers and listen without judgement or criticism. Good girl, Annie!



Upper Rogue

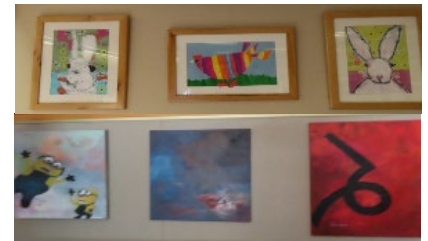
White City

White City welcomed a new attendee to the Spanish Conversations group. The team is excited to see more patrons attend the program who are interested in practicing their Spanish. To celebrate Spring, the branch hosted a craft program of pressed flower bookmarks. The patrons had a wonderful time making these bookmarks and were ready to read.



Shady Cove

Students visiting Shady Cove were treated to something special in March. In honor of Dr. Seuss's birthday, the Friends of the Library gifted each student a new book during their tour. There was a lot of excitement around this activity and smiles on every face. The classes ranged from Kindergartners to 2nd grade students, and 86 books were given away, including books for the students who could not attend. The Kindergarten class also brought new art to display in the children's area for Spring, which featured colorful birds and bunnies. Continuing the fun, artwork by Sandra Barber has been installed in the meeting room. This display truly has something for everyone and exposed people to creative designs and out of the box thinking, featuring paintings, uniquely painted furniture, and more.

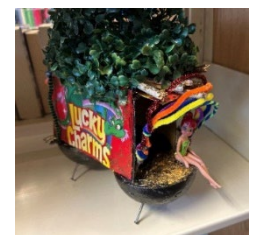


Prospect

In celebration of the March tradition of predicting and busting brackets, the Prospect Branch built one with favorite children's characters and series. Brackets were filled out and turned in early in the month. Patrons voted in head-to-head competitions each week to determine which series will advance. Everyone was excited about the display, and the matchups are fierce.



During their weekly library visits, Prospect 5th graders received assistance locating resources in the collection to help students find facts about their assigned states. Branch Manager April Bozada-Armstrong also provided one student with some inside tips about her home state, Missouri. When the second-grade class visited, they brought a special treat – a leprechaun house! Branch staff have yet to spot any evidence of leprechaun activity but are on the lookout for any unusual luck.



Eagle Point

Eagle Point focused on emergency preparedness in March. First, the local Red Cross came and put on a children's program focusing on the Pillowcase Project, which started when the Red Cross learned that university students in New Orleans used their pillowcases as luggage when they had to evacuate from Hurricane Katrina. Red Cross volunteers gave a presentation on how to be prepared for disasters and emergencies in your homes.



Attendees were then given a pillowcase to decorate and were instructed to take them home and fill them with items they may need in a disaster situation. The pillowcase could act as a bag that they could quickly grab and take with them in an emergency.



Later in the month, Jackson County Fire District 3, Jackson County Emergency Management, and the Fire Marshall's office came and talked to patrons about fire mitigation and the importance of creating defensible space around their properties. This program will be available at multiple JCLS branches this spring.

To celebrate World Marbles Day on March 28, Library Associate Sam Caredig hosted a Marbles Party with classic marbles games, a plinko game, races, table-top bowling, and challenges to craft mazes and runs out of cardboard.



In addition to their in-branch programs, Eagle Point staff have been participating in local school outreach. With assistance from Community Librarian Evelyn Lorence and Education Services Specialist Bella Silva, Library Specialist Jenna Steigleder and Library Associate Sam Caredig participated in literacy nights at Hillside Elementary School, Sacred Heart Middle School, Eagle Point Head Start, and Crater Lake Academy.

Butte Falls



On March 7, several kids and parents participated in the LEGO Zipline event. It was a lot of fun, and kids made several different variations of carts to transport their LEGO miniatures down the zipline. For younger patrons, there were large Duplo Legos and magnet blocks were available for building as well.

Community Resources

March was a wonderful month for the Community Resource Department. As the weather warmed, patrons also saw more joy and happiness. There were several success stories in March, which the team is grateful for. An expectant mother who is homeless connected with the Jackson County Maternal Child Program and will now have access to shelter, prenatal care, and other educational resources to benefit her health and her baby's. Additionally, the department helped two veterans wounded in combat sign up for Supplemental Security Disability Income. They were notified the last week of March that



they had been successful and that the patrons would have access to funding.

Outreach & Programming

Outreach

Spring has sprung in Outreach with new team members in place and planting seeds for a glorious summer through new partnerships, participating in meetings with SOESD and Jackson County Community Long-Term Recovery Group (JCCLTRG), which organized in the wake of the 2020 fires and is focused on continued disaster recovery and survivor support. Outreach also worked on finalizing the department's role with the returning Rogue Comic Con in May and the upcoming ACCESS Senior Fair in April. From large to small, fun to formal, there are always plenty of events to be excited about in Outreach!

At Home Services

At Home Services added one new patron in the month of March. Currently, 118 patrons are served on the program. Library Specialist Kateri Warnick tabled at Rogue River Estates' monthly event and presented a craft to residents there. These crafts are always well received.

Business Librarian

JCLS participated in the Women Entrepreneurs of Southern Oregon (WESO) Expo on March 9. This trade show featured 49 vendors and 10 local nonprofits. The library table featured a slideshow about the library's benefits for small businesses, and this outreach resulted in twenty-six people adding their names to the business newsletter list.

DART

Mobile Services Specialists Leah Finney and Maddy Tuttle visited eleven locations in March, including the Kelly Shelter, the ACCESS food pantry in White City, the ACCESS food pantry in Prospect, and the Landing at Butte Falls. One of the visits to the Housing Authority sites was a special resources event featuring the Medford Police department and JCLS.

Digital Services

Digital Services launched a kick-off event with Golden Rule ReEntry, called "Apps & Apps," where Digital Services Specialists Christopher Davis and Ryan Murphy showcased the Libby, Hoopla, and Kanopy apps, and served appetizers to attendees. Participants were happy to learn new ways of learning and connecting and enjoyed some fun snacks while doing so.

Digital Specialists Nicole Vukcevic and Laurel Bucher led the Preparing Your Digital Estate Plan in several libraries in March. This program focuses on what happens to digital accounts after death and how people can be prepared for this event to save precious data, such as photos and videos. They address many important facets such as: taking inventory of digital accounts, documenting multi-factor authentication types for accounts and passwords, creating legacy contacts and inactive account managers, which type of accounts should be closed first and last, the need for a post-death directive for how an executor should handle these accounts, and more. This program helps patrons take practical steps to prepare their digital legacy and has proved to be very popular with patrons. This program will continue to tour branches throughout the upcoming months.

Education Services

Education Services Specialist Bella Silva and Outreach Coordinator Katrina Ehrnman-Newton hosted a listening session for homeschool families at Willow Wind. They were able to gain insight from patrons as to how JCLS can better support their specific educational and community goals.

Community Librarian Evelyn Lorence, Area Manager Carrie Turney Ross, and Specialist Silva attended Creating Connections & Building Engagement, hosted by SOESD & OregonASK, in which members of the educational community were invited to hear directly from highschoolers about the struggles they face, opportunities they are seeking, and how to support them further. Participants learned about Career Connected learning opportunities available for high school students in the region.

Additionally, in preparation for April's School Library Symposium, Education Services and Collection Development staff teamed up to be able to offer JCLS's Overdrive Advantage collection to all students within Jackson County via Overdrive's Public Library CONNECT feature on the Sora app. Sora allows school districts and students to access, for free and without the need of a library card, the digital collections owned by their local public library. Schools within Jackson County have to contact Overdrive, and JCLS will confirm their presence in the county before granting access. This agreement between JCLS and Overdrive will remove barriers for thousands of students currently without public library cards to provide them with access to eBooks on all their school devices. This partnership gets more books into the hands of local schools, and the District is excited to build this partnership



Human Resources

The HR team has been preparing for evaluation season. Supervisors received training for the employee evaluation process. which will stretch between of April and May. Employees will be trained on how to complete

their self-evaluation during the April All-Hands meeting, along with what to expect in the process. Performance evaluations for all employees will be completed by the end of April.

Marketing

In March, the Marketing Team put a lot of effort into preparing for National Library Week and have been excited to see their plans come to fruition. This year, a limited-edition library card was released in conjunction with the Oregon Shakespeare Festival (OSF) as part of several planned cross-promotions. Only 1,500 of the cards were produced. Secondly, all branches and Outreach received three different stickers to give out to patrons celebrating the importance of libraries. The Marketing Team also enlisted ten local food trucks to give library card holders a discount during National Library Week. Participating trucks also received a special sticker to give out to customers. For the real sticker hounds, a fifth sticker can be procured from businesses in downtown Medford who are participating in a sticker scavenger hunt organized by JCLS Business Librarian Roslyn Donald. The unveiling of library signs at the Lithia and Driveway Fields in Medford also coincided nicely with National Library Week. These signs will be up all year.

In response to requests, JCLS has been working to create a special YouTube subchannel that will be devoted to recordings of District meetings. These recordings will be uploaded in the weeks following meetings and will be kept for one year.

Media Coverage:

KOBI on National Library Week: <https://bit.ly/3xplW0V>

KOBI on Eagle Point Pillowcase Project: <https://bit.ly/3VUVVRk>,
<https://bit.ly/3VP7ucP>

Grants Pass Daily Courier Article "Magic of Science: <https://bit.ly/49zXnLY>

Press Releases:

April Windows in Time: <https://bit.ly/4ar819k>

Notable Video:

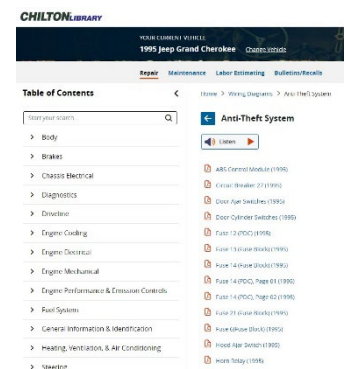
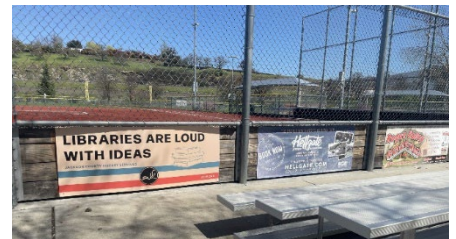
March Read This! Video: <https://bit.ly/3PzkFuD>

Support Services

Collection Development

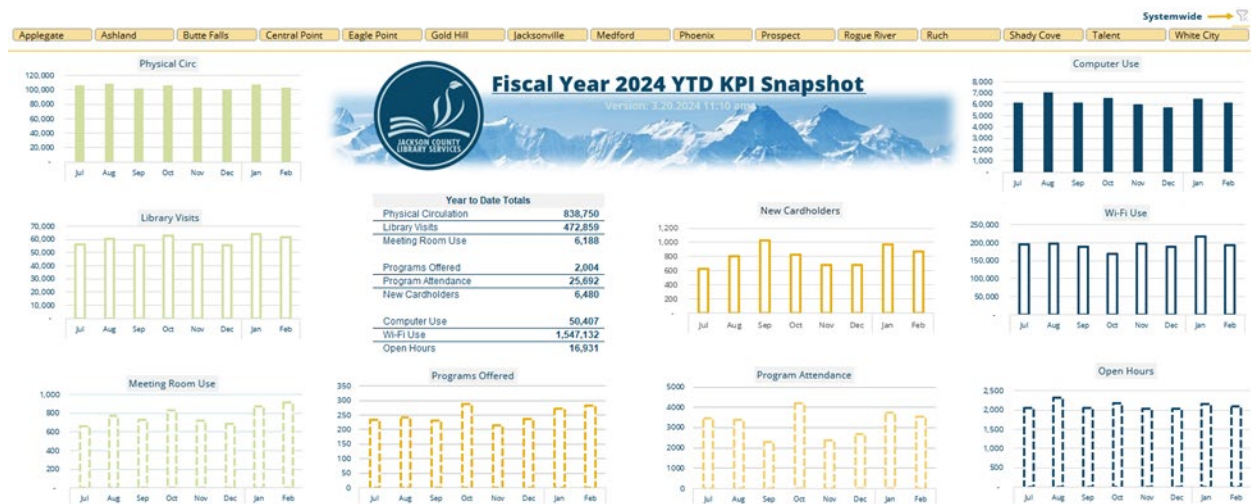
March's Database of the Month was Chilton Library. Chilton's is a trusted name in auto repair, and their database provides access to repair, maintenance and service information on the most popular cars, trucks, vans and SUVs on the road today. This resource provides step-by-step repair procedures, troubleshooting guides, diagnostic trouble codes, photos, illustrations, diagrams, and multimedia videos and animations to simplify even the most complicated tasks.

Collection Development has received several positive comments from patrons in March for purchasing materials they suggested via the JCLS Suggest a Purchase process. Collection Development Manager Laurin Arnold was even contacted by a patron who took the time to call and relay how much she enjoyed a picture book that was recently acquired. It is gratifying to hear how library users appreciate library services, especially those that tend to happen behind the scenes.



Data and Analytics

Data & Analytics Coordinator Regina Mannino continues to utilize her special skillset to provide data support to multiple JCLS departments. Her collaborative accomplishments over the past month include the design of multiple visualizations to showcase patrons' higher demand for newer versus older materials to support collection development efforts. She also identified specific circulation of materials written by a specific author for use by the Marketing Department, created Trello boards for the Admin Team and Program Optimization Project (POP) Task Force, and created a KPI Dashboard for Library Director, Kari May (pictured below). And finally, in preparation for State reporting, Mannino developed a spreadsheet to track Branch Open Hours.





Date: April 15, 2024

Title: 2024 COLA Recommendation

From: Brynn Fogerty, HR Manager, and Kari May, Library Director

Summary:

As part of the annual budget process, the HR Manager conducts a study to determine Cost of Living Adjustments (COLA). A COLA is an increase in wages to counteract inflation. Based on the Board-approved COLA methodology, the HR Manager recommends a 3.6% COLA for FY25.

Recommendation:

The HR Manager recommends the Board adopt a COLA of 3.6% FY25.

Resource Requirements:

A 3.6% COLA will be incorporated into the salary schedule and budget for FY25.

Policies, Plans, and Goals Supported:

Fair and competitive compensation is a pillar of Goal 4 in JCLS' Strategic Plan: nurture the Library's infrastructure.

Background and Additional Information

Analyzing and adjusting wages on an annual basis is part of the efforts of JCLS to retain employees and maintain a competitive compensation package. The study has concluded and used the COLA methodology presented to the Board in March 2023, which is as follows:

A cost-of-living adjustment, or COLA, is an increase in wages to counteract inflation. Analyzing and adjusting wages on an annual basis is part of the efforts of JCLS to retain employees, and keep a competitive compensation package.

In an effort to achieve a fair and comparable COLA, JCLS has adopted the following methodology: Library systems which are similar in size, structure and serve communities with comparable demographics and cost of living, are surveyed on a yearly basis. Amongst these systems, are other Special Districts within the State of Oregon, and local government organizations. These organizations have been identified as "comparables" for the Jackson County Library District.

Each year, in the early spring, the list of comparables are surveyed. They are asked about benefits, compensation and the COLA that is planned for their staff. In addition to the comparables, the Social Security Administration publishes a Consumer Price Index, or CPI, each January, which is added to the

data. The survey results are captured and an average is taken. The average COLA is recommended to the JCLS Budget Committee during the budgeting process, for adoption.

Based on this methodology, the HR Manager conducted an analysis, a summary of which is provided here.

2025 COLA Comparisons			
Local Governments		SSA CPI	3.20%
City	3.00%		
City	3.40%	Libraries	
District	3.88%	Library	4.00%
Regional	3.50%	Library	4.00%
Regional	4.60%	Library	4.00%
Local Average	3.68%	Library	3.50%
			3.88%
Average			3.6%



April 15, 2024

Title: Auditor Selection

From: Kari May, Library Director, and Heather Scott, Finance Manager

Recommendation:

Library Director Kari May and Finance Manager Heather Scott recommend that JCLD enter into an engagement with KDP for auditing services for the year ending June 30, 2024. Subsequent year audits will be subject to an increase using a Consumer Price Index (CPI) measured at the end of that year.

Budget Impacts:

The KDP engagement costs for the Fiscal Year Ending 2024 (FYE24) audit will not exceed \$37,500. The FY25 budget will include the cost of the audit.

Policies, Plans, and Goals Supported:

The Library is required to conduct an annual audit per statute. The Finance Department is working to ensure that proper policies and procedures are in place to create a smooth and efficient audit.

Background and Additional Information:

The District issued an RFP for auditing services in January 2024, with responses due February 29, 2024. The RFP was posted on the District’s website and to Oregon Buys. Two firms responded to the RFP. Staff checked the provided references of both firms. The Finance Committee met on April 4 to review the proposals. May noted that KDP has performed the audit for the past three years, including a complex first year in FYE20. The Committee also recognized that fewer firms are performing municipal audits, and that the small response pool was not unexpected. The Committee agreed unanimously to recommend KDP.



Date: April 17, 2024

Title: HR Information System Solution

From: Brynn Fogerty, Human Resources Manager

Summary:

In late February 2024, PeopleStrategy informed JCLS they were acquired by Asure Software. The PeopleStrategy HRIS (Human Resources Information System) platform would be sunset by August 2024. After a provided demo, it was determined that the Asure system provided less functionality than PeopleStrategy and would not fit the needs of JCLS.

After working with the HR and Finance Team (Selection Committee), HR recommends entering into a contract with Paylocity.

Recommendation:

The Human Resources Manager recommends that the Board approve entering into a contract with Paylocity as the Library's HR Information System.

Resource Requirements:

The fee structure is per person, per month. The total estimated cost for the first year, based on 190 employees is \$47,147, with a one-time implementation fee of \$9,285.21. The implementation fee would be paid in the current fiscal year, and the FY25 budget will include funding for the ongoing costs of the system.

Policies, Plans, and Goals Supported:

Implementing an HRIS supports the District's goals to utilize systems effectively to streamline processes.

Background and Additional Information:

The HR and Finance teams researched options for a new HR Information System (HRIS) that will track applicants, onboard new employees, manage benefits enrollment, house employee personnel files, and track staff training, perform payroll, track reimbursement expenses, leave, and any additional employee-related functions that the individual systems may have. After reviewing many options and receiving price quotes from eight systems, the Selection Committee narrowed it down to two finalists: iSolved and Paylocity.

PeopleStrategy/ Asure employee Sue Flynn, the District’s Broker of Record, will continue in that role. Once the Board approves entering into a new agreement with Paylocity, Library Director Kari May will provide Asure with notification of intention to terminate contract with Asure, as provided for in the contract with PeopleStrategy.

The Selection Committee was impressed with range of capabilities of both finalists. Paylocity will support the District from recruitment and onboarding to payroll and time off tracking to performance management and offboarding.

Paylocity supports recruitment and onboarding; provides HR resources regarding risk/compliance; includes tools for benefit enrollment and performance management; provides training and learning for staff; and contains automated organization charts and staff directories. Paylocity also allows the use of a committee hiring process, has an internal staff training and learning management system, and can potentially take the place of other software systems that the District currently utilizes such as a scheduler. Paylocity will track leave, time and attendance, process payroll, and perform tax services.

Attachments:

- Paylocity overview <https://view.paylocity.com/viewer/65f1cf8c784bfc04a533e315>