



**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>  
**May 20, 2024, at 4:00 p.m.**

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**CALL TO ORDER/ROLL CALL**

**LAND ACKNOWLEDGEMENT**

**INTRODUCTIONS / PROCLAMATIONS**

**AGENDA AMENDMENTS AND APPROVAL**

**CONSENT AGENDA**

- 1. March 27, 2024 JCLD Budget Committee Work Session Minutes.....1
- 2. April 15, 2024 JCLD Regular Board Meeting Minutes.....2
- 3. Staff Day Closure Date – October 1, 2024.....5

**ORAL REQUESTS AND COMMUNICATIONS FROM AUDIENCE** (Comments will be limited to 3 minutes per individual and shall be limited to comments on non-agenda items or on agenda items that do not otherwise provide for public comment. The Board will listen to all comments but will not respond during the meeting)

**REPORTS (Inform)**

- 4. Library Director – Kari May.....6
- 5. Strategic Plan Dashboard – Kari May.....17
- 6. Expanded Hours Report – Kelda Vath and Kari May
- 7. Quarterly Financial Report – Heather Scott and Kari May.....21
- 8. Jackson County Library Foundation – Ginny Auer.....26

**UNFINISHED BUSINESS (Inform)**

- 9. Board Member Recruitment - Kari May

**NEW BUSINESS (Inform/Discuss/Action)**

- 10. Amendment to JCLD/JCLF MOU – Ginny Auer and Kari May.....30

**COMMITTEE AND BOARD MEMBER REPORTS (Inform)**

- 11. Facilities Committee.....35
- 12. Relationship Committee.....37

**ADJOURNMENT**

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**FUTURE MEETINGS/EVENTS/OBSERVANCES:**

- June 17, 2024 – JCLD Regular Board Meeting
- June 24, 2024 – JCLD Board Work Session
- July 20, 2024 – JCLD 10<sup>th</sup> Anniversary Party

*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](http://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](mailto: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.*



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## MINUTES

### ATTENDEES

Present at the meeting were: Budget Committee members Viki Brown (JCLD Board President), Kim Young (JCLD Board Vice President), Susan Kiefer, Marissa Barrientos Shepherd, and Kevin Keating, Arti Kirch, Cathy de Wolfe, Echo Fields, David Mathieu, and Doug Townsend.

Additional attendees: Kari May (Library Director), Joan Vigil (Assistant Director, Public Services), Brynn Fogerty (HR Manager), Heather Scott (Finance Manager), and Val Nowak (Executive Assistant)

### CALL TO ORDER/ROLL CALL

President Brown called the meeting to order at 4:02 p.m. Roll call was taken.

### INTRODUCTION OF BUDGET COMMITTEE MEMBERS AND STAFF

#### Overview of budget process

Kari May introduced Daniel Madrigal, senior accountant, and Heather Scott, Finance Manager. They presented a basic overview of the budget process and Oregon Budget Law as it pertains to both the current and future meetings. She then presented where the 2023-2024 budgeted expenses are and what the projected general expenses in major categories are for the 2024-20245 fiscal year.

#### Presentation of proposed spending priorities

May presented the general proposed spending priorities for the 2024-2025 fiscal year and how they align with the goals from the five-year Strategic Plan. Major projects include the collection diversity audit, continuing to increase alignment of programs with community needs, and enhancing outdoor spaces.

#### Discussion of presentation: Input from Budget Committee members

The committee then discussed some of the progress that had been made in 2023-2024 such as the launch of the expanded hours and the installation of a book locker. It was noted that installation of additional lockers would be pursued in the upcoming years.

When asked to identify their funding priorities for the upcoming year, many budget committee members indicated that keeping staff well cared for, valued, and invested in was one of the most important areas. Maintaining diverse collections, increasing accessibility and awareness of collections and services, and striving for sustainability were also mentioned as priorities.

The meeting concluded with a brief discussion of future meeting dates.

#### Future meetings to deliberate on the Fiscal Year 2024-2025 Proposed Budget

- a. First meeting is on Wednesday, May 15, 2024, at 4:00 p.m.
- b. If needed, a second meeting will be held Wednesday, May 22, 2024, at 4:00 p.m.
- c. Budget Hearing is on Monday, June 19, 2024 at 4:00 p.m.

### ADJOURN

President Brown adjourned the meeting at 5:02 p.m.

/s/ Valor 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), Heather Scott (Finance Manager), Jacquelyn Bunick (Legal Counsel), and Valor Nowak (Executive Assistant)

### CALL TO ORDER/ROLL CALL

President Brown called the meeting to order at 4:01 p.m. Roll call was taken, and the Land Acknowledgement read.

### INTRODUCTIONS / PROCLAMATIONS

In honor of Volunteer Appreciation Week, Director Brown acknowledged the volunteers at JCLS, including the board, Foundation members, Friends, and all the volunteers that selflessly give their time and talents to the Library.

### CONSENT AGENDA

Director Brown noted that there would not be an executive session during the meeting. Director Shepherd asked to move Resolution 2024-05 from the consent agenda into new business for discussion.

**MOTION:** Director Kiefer then moved to approve the agenda as amended. Director Keating seconded, and the motion was approved unanimously. Resolution 2024-03: To Authorize Checking Account, Designated Personnel and Signers, and Resolution 2024-04: To Authorize LGIP Account, Designated Personnel and Signers were approved by unanimous roll call votes.

### ORAL REQUESTS AND COMMUNICATIONS FROM AUDIENCE

None.

### REPORTS

#### Library Director's Report

Director May invited Community Librarian Evelyn Lorence and Librarian Kayla Samnath to come forward. They presented information on the Barriers to Bridges Rehabilitation Detention Center outreach program. They built a strong partnership with the center and students and gave an overview of the services they provide and some of their successes.

Director May then highlighted items from the written report, noting the new ability for Jackson County students to access Overdrive materials through the SORA app. She also thanked Director Shepherd for her contributions to the magic of science programming at the library.

#### Jackson County Library Foundation Report

Director May noted that the Foundation met their Giving Day goals and received over 150 donations.

### UNFINISHED BUSINESS

None

## **NEW BUSINESS**

### **Resolution 2024-05: To Authorize Credit Limit and Designate Authorized Cardholders**

Director Shepherd asked for clarification on who cardholders are, and why the limit was asked to be raised. Citing JCLS Financial Management Policy, there are currently eleven cardholders, and a twelfth is proposed to be added. Only area managers, directors, and a limited number of department heads are authorized as cardholders. They only make purchases with the cards when purchasing via invoice or check through the finance department is not feasible. Every purchase is coded and verified through the department afterward. The credit limit is proposed to increase to afford greater flexibility. It is estimated that spending will likely stay about the same, except in certain months such as conferences or in preparation for summer reading.

**MOTION:** Director Keating moved to approve Resolution 2024-05: To Authorize Credit Limit and Designate Authorized Cardholders. Director Kiefer seconded the motion. With Directors Brown, Keating, Kiefer, and Young voting in favor, and Director Shepherd against, the motion passed.

### **FY25 COLA Recommendation**

HR Manager Brynn Fogerty first shared the background that a Cost-of-Living Adjustment (COLA) recommendation is brought to the Board in April. A full salary survey is done every three to five years. She then briefly summarized the COLA methodology and shared the recommendation to approve the FY25 COLA at 3.6%. The Board briefly discussed the recommendation, as well as the organizations used as comparative data points. The comparables include other library systems, Special Districts in Oregon, and local City and regional governments.

**MOTION:** Director Kiefer moved to approve FY25 COLA at 3.6% Director Young seconded the motion. With Directors Brown, Keating, Kiefer, and Young voting in favor, and Director Shepherd against, the motion passed.

### **Auditor Contract**

May shared a recommendation on behalf of Finance Manager Heather Scott and the Finance Committee that JCLD enter into an engagement with KDP for auditing services for the year ending June 30, 2024. The District issued an RFP for auditing services in January 2024, and the Finance Committee met in April 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.

**MOTION:** Director Kiefer moved to approve entering into an engagement with KDP for auditing services for the year ending June 30, 2024. Director Brown seconded, and the motion was approved unanimously.

### **HRIS Contract**

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

On behalf of the HR and Finance Team (Selection Committee), Fogerty recommended entering into a contract with Paylocity. May noted that the cost estimates included in the board packet had been adjusted since publication and were lower than had been previously thought. Though the full cost is higher than PeopleStrategy, it includes more capabilities, and JCLS will be able to cancel other subscriptions. References were checked with the finalists and were positive. Asure has been made aware of JCLS' intent to cancel.

**MOTION:** Director Keating moved to approve entering into a contract with Paylocity. Director Kiefer seconded, and the motion was approved unanimously.

### **Board Member Recruitment**

Director May shared that Director Young is moving out of the District in the upcoming months and thus creating a vacancy for the remaining year of her term. An advertisement for the vacancy will be posted, and candidates invited to apply. She shared a sample packet and blank application with the Board and asked for their input. The vacancy will be posted on April 17<sup>th</sup>, with applications due on May 10. It was recommended that any interested parties attend both the Budget Committee Meeting on May 15 and the regular Board meeting on May 20. Candidates will be interviewed by the Selection Committee. The new Board Member will be appointed at the June 17 Board Meeting and be sworn in in July. The Selection Committee will be comprised of Directors Kevin Keating and Susan Kiefer.

### **COMMITTEE AND BOARD MEMBER REPORTS**

#### **Finance Committee**

The finance committee met and reviewed the auditor proposals and discussed budget preparations.

#### **Relationship Committee**

The relationship committee is working on an extension to the MOU and on amending the document. The committee will meet again on May 1.

#### **Director's Evaluation Committee**

The committee met with the contractor to discuss and review documents related to the evaluation process. The committee reports the work is going well. Brown noted that an invite to a work session on May 13 will be forthcoming and will take place at the Medford Library. Kiefer noted that the United for Libraries session led by Maura Deedy was very worthwhile and recommended the other Directors attend if they are able.

### **FUTURE MEETINGS/EVENTS/OBSERVANCES**

Brown noted that April 16 is the Facilities Master Plan Listening Session. Each Board Member will be attending at a different branch.

### **ADJOURNMENT**

President Brown adjourned the meeting at 5:36 p.m.

/s/ Valor Nowak  
Recording Secretary



Date: May 20, 2024

**Title:** Library Closure- JCLS Staff Day

**From:** Brynn Fogerty, HR Manager

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**Summary:**

Staff Day, a mandatory training day for staff to gather in-person, will be held on Tuesday, October 1, 2024.

**Recommendation:**

Staff recommends the Board approve the closure of Jackson County Library District for the date of Tuesday, October 1, 2024, for a staff in-service day.

**Resources Required**

Staff Day is included in the budget, as well as the 12 holidays that libraries are closed to the public. The 2024 Holiday Closure list was approved at the December 11, 2023, Regular JCLD Board Meeting.

**Policies, Plans, and Goals Supported:**

Holding an annual Staff Day is in alignment with Goal 4 of the strategic plan, to nurture the staff infrastructure.

**Background and Additional Information:**

Staff Day is an all-day, mandatory training day for all JCLS employees to participate in. This year's theme is "You Belong Here." The agenda for the day includes a keynote speaker on inclusivity and belonging, a second speaker will focus on connection and rekindling your why, employee recognition, breakout sessions, and a catered lunch. Because of the size of the staff, this year's event will be held off-site at Southern Oregon University. The Staff Day Committee is organizing the day and planning all the details. Board members are invited to participate in Staff Day.

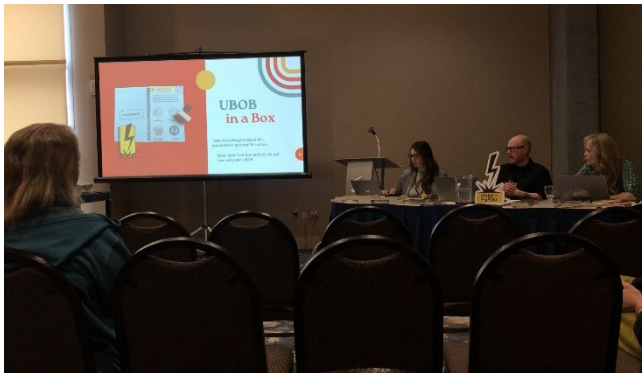


## Director's Report May 2024

### ***Special Highlights***

#### **OLA**

JCLS shone bright at the Oregon Library Association Conference at the end of April. Thirteen staff and two board members attended, and members of the Outreach, Programs, and Digital Services teams along with Collection Development and Marketing departments held the special honor of presenting at the conference. Area Manager



Carrie Turney Ross and Digital Services Supervisor Eric Molinsky provided a talk called *Turning Technology Education Inside Out*, in which they discussed the Digital Services team at JCLS and their three-pronged approach to supporting patrons in gaining digital literacy skills for free through their libraries. Community Literacy Librarian Evelyn Lorence, Selection Librarian Monica Owens, and Marketing Manager Ryan Bradly presented *Bobbing for Readers: Bringing OBOB to Everyone*, where they discussed the new approach JCLS took to the Oregon Battle of the Books (OBOB) over the past year, and how to make the program approachable for readers

of all types. Programs Coordinator Brystan Strong participated on a panel titled *Not-So-Passive Programming: Creative & Budget-friendly Ideas for All Ages*, where she shared some of the amazing passive programs seen throughout the JCLS libraries that allow patrons to participate at their own pace.

It was a full weekend of networking, learning, and fun. Popular sessions included presentations on grants, project management, reader's advisory, AI, career development, and inclusivity and accessibility for patrons. There was time to socialize and connect with other library professionals from around the state, with opportunities to browse through vendors, authors, and exhibits. Upper Rogue Area Manager Masyn Phoenix struck up a conversation with a vendor, who ended up generously donating a new chair to the Gaming Cave in the Eagle Point branch and other furniture to the District.

#### **JCLD 10<sup>th</sup> Anniversary**

Excitement is building for JCLD's 10<sup>th</sup> Anniversary Celebration in July. Outreach and Programs Area Manager Carrie Turney Ross, Programs Coordinator Brystan Strong, Digital Services Supervisor Eric Molinsky, Jacksonville Branch Manager Rina Pryor, and Board Member Susan Kiefer are planning the event, which will take place in the Medford Library in the Grand Reading Room on Saturday, July 20 at 5:30 PM. The theme is "Libraries are Timeless," and attendees are encouraged to come dressed in their favorite era's attire, although costumes are not required. Drinks and hors d'oeuvres will be served, and all in attendance can mix and mingle with other library supporters- both those who were instrumental in the "Libraries for All" campaign of 2014 and those who continue to play a role in keeping our libraries the vibrant places they are today.





## Public Services

### Earth Day

Earth Day celebrations lasted most of the week at JCLS, with events stretching across the county. Many took to the great outdoors and celebrated the best of what our region and residents have to offer. On April 19th, Ashland Teen Librarian Katie Fischer, Library Associate Clare Taylor, and Teen Library Specialist Lynn Snell ran a booth at the 2024 Rogue Earth Day event at SOU. The booth was popular, and people continually streamed up to chat, plant sunflower seeds, and sign up for library cards. The event was also a wonderful networking opportunity, and staff made some great connections with local community organizations.



Meanwhile back at the branch, Magdalena Winter of Ashland Community Composting lead a program on Easy Bokashi Composting at Home. Magdalena explained this technique, which speeds up the process of decomposition and takes up less space than some other types of composting. Several individuals attended, including representatives of Rogue Creamery, who are interested in finding sustainable ways to dispose of the byproducts created by their cheesemaking processes.

The next day, Phoenix Branch Manager Jody Fleming and Mobile Services Specialist Leah Finney brought the DART van to the Earth Day Celebration at Blue Heron Park. They spoke to more than 100 people about the library and the Summer Reading Program. Many folks recognized the van and the JCLS logo and stopped by to say just how much they love the library.

At the Medford Branch, Earth Day and a break in the rain were both celebrated with an event in the outdoor garden area. Library Associate and plant enthusiast Cal Baze hosted a “Cool Trees, Cool Climate” special tree-themed storytime. Baze read a story, and then, with help from Library Associate Sydney Salisbury and Librarian Elanna Ehrhardt, everyone got their hands dirty and their thumbs green, planting small trees into recycled containers. Eighty-two sapling trees were handed out to patrons, each with a hand-embossed label, ready for them to plant in their gardens at home.

In Children’s, patrons could also pick up take and makes to create bird feed ornaments to hang in their outdoor spaces. Spring is the season in which many songbirds are migrating, and patrons are sure to delight in observing the birds that come to partake in their creations.

### Taylor Swift Album Release Party

Because her albums are available on Hoopla, the Marketing Department created a series of promotions centered around the release of Taylor Swift’s new album, *The Tortured Poets Department*. In preparation for the release, they prepared materials that highlighted the digital resource, including bookmarks, stickers, and pathfinder cards that were available system-wide. The weekend kicked off with hosting a Hoopla listening party at the Medford library, full of references for die-hard Taylor Swift fans. All around the room there were hidden QR codes — 13, of course — as well as delicious lavender cupcakes and lemonade for attendees to snack on. A special Tortured Poet-themed video produced by marketing specialist Ryan Pfeil looped on a large TV at the front of the room. There were also stations to make friendship bracelets, build Perler bead album covers, write poems, register to win albums, cats, and movie passes. Patrons named every Taylor Swift song within 25 minutes, which is





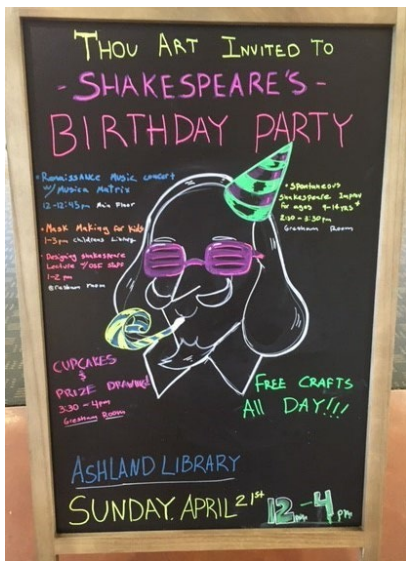
impressive, given that there are 274 of them. Patrons got to know the library better with a scavenger hunt that held clues in all the public areas they needed to find to win a prize.

Librarian Ethan Craft hosted Ashland's Taylor Swift Album Release Party on Saturday. A large, happy crowd of Swifties listened to the new music while enjoying snacks, crafts, and trivia.



Central Point Taylor Swift fans of all ages came out to celebrate the release, too.

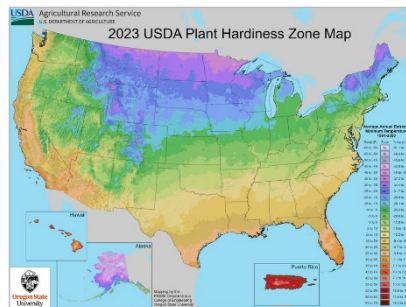
The friendship bracelet booth was particularly popular, as was the station for bejeweling heart shaped glasses. The photo booth was met with squeals of adolescent jubilation. Lots of people came dressed up and glammed out. A patron said of the Taylor Swift release party, "This was a great event! Thank you for putting it on. My daughter had a blast!"



### Bear Creek

Though Shakespearean programming has always been popular in Ashland, staff pulled out all the stops for an extra-special Elizabethan bash on April 21<sup>st</sup>. The Shakespeare Birthday Party was an event the Bard would be proud of, extensively organized by Ashland's Head of Adult Services Ellie Anderson, ably assisted by Librarian Ethan Craft, and supported by many staff members throughout the day. Throughout the four-hour event, nearly 200 patrons streamed to the branch for a Renaissance music concert, a lecture with OSF Costume Designer Melissa Torchia, a Shakespearean Improv workshop for kids, a Shakespeare Open Mic, lots of crafts, and a cupcake party to "send him many years of sunshine days!"

On April 25th, Teen Librarian Katie Fischer and Teen Specialist Miki Hocker visited Ashland Middle School to lead an outreach activity where students painted small canvases and bookmarks. As the school year draws to a close, they emphasized sharing Summer Reading Program information with students and AMS library staff.



Another popular program at the branch was an overview of USDA Zone Changes: Gardening for Today in our Changing World, a presentation by local Landscape Designer Lucretia Weems. The USDA recently updated the zoning map for plants, and Weems explained how to look up the current planting zones and recommended some plants that succeed in this area. She also spoke on plants that were adapted to hot weather and firewise gardening techniques.

Ashland Adult Services celebrated National Poetry Month by creating a display of poetry on the main floor. Usually, poetry is shelved upstairs in the nonfiction collection, and staff kept the display well-stocked. It became clear that placing selections from the poetry collection in a high-traffic location meant that they proved much more popular than one might imagine at first. As National Poetry Month ends, hopefully it has encouraged patrons to seek out poetry, even when it is not on display.

### Phoenix

Phoenix Branch Manager Jody Fleming visited Phoenix Elementary for their annual Kinder Round Up. This event invites families that have children starting kindergarten in the fall to come to the school and meet the staff. They also invite local organizations to attend so they can show the parents and students what resources they offer to the community. Fleming gave out take and make kits while talking to every family about the Summer Reading program.

### Talent

Though April showers were doing their best to bring about the flowers of May, Spring was perhaps even more abundant inside the Talent branch. In addition to a Spring-themed book display in the children's area, two bulletin boards featured art by local students. One board features a garden of watercolor flowers painted by Mr. Glicke's 5<sup>th</sup> grade students from the Talent Elementary School, and the other featured "Portrait of Spring" marker, crayon and colored pencil art created by patrons in the library.



The adult book display this month was titled "From Page to Screen" and featured books that have been adapted into movies. This was the first display in a newly expanded space that allows more room for face-out selections. Patrons have enjoyed seeing more book titles on display, and in this case, the contrast between a familiar movie poster and a novel's cover art often made it fun to judge a book by its cover.



Adults enjoyed the music and song-writing virtuosity of Grammy-nominated folk singer Mark Turnbull. Turnbull has been in the business since age five when he played the accordion on the Jimmy Durante Show, and he delighted the audience with songs and stories from his long career. This popular event was organized by Program Coordinator Brystan Strong and co-sponsored by The Guitar Society of Southern Oregon. It was well-received by the patrons who attended, and branch manager Patrick Mathewes hopes to set up more programs with The Guitar Society in the future.



### Central Area

Central Point Library Specialist Noel O'Brien hosted Slime-a-Mania, which was a huge hit! The kids made their very own "cloud" slime, complete with custom color, scent, and fun sensory bits. They enjoyed the customization process, selecting their preferred items to make it special to them. Some made themed slimes such as ocean or candy. Many of the attendees asked if there would be more slime programs in the future. Sticky, sensory, and science-y: they all loved it.



A branch passive program on Blackout Poetry has been very popular throughout the month. Facilitated by Library Associate Erin Vieira, participants chose a page from an old, withdrawn book, and made a poem by blacking out portions of the story with a Sharpie. Finished poems were collected by staff and displayed in the branch.



### Medford

Librarian Carrie Tannehill and Library Specialist Jackie McGarry facilitated the molecular gastronomy systemwide program. Attendees witnessed tasty science as they used handheld frothing wands to create foam with soy lecithin. The lecithin, which is used as an emulsifier when added to food or liquid, was paired with either vegetable broth or fruit juice. The finished foam was sampled on crackers for a savory taste or vanilla wafers for a sweet taste. People enjoyed seeing how foamy they could get their mixtures. One attendee had previously attended the multi-branch program at Gold Hill. After finishing at the Medford event, she said "I'm so glad I got to come to this one." Once the event wrapped up, most of the attendees headed over to the garden area to check out the Earth Day event.

Librarians Kayla Samnath and Spencer Ellis visited Concord Apartments to do outreach at an outreach event hosted by the Housing Authority of Jackson County. Participants created spring-themed gnomes made from Styrofoam, socks, and decorative buttons and felt pieces.





The Children’s department continued their engagement with STEAM concepts in the Science and Math Extravaganza program. This included making looms out of cardboard to make friendship bracelets together, becoming “boxitects” and creating cardboard box structures, and an exploration into fractals.

On April 5<sup>th</sup>, the Medford Teen department hosted the Ashland TRAILS Outdoor School for their annual bike ride from Ashland to the Medford Library. Students and chaperones came for book talks, upcoming program promotion, a tour of the library, and free browsing time. Most students left with a new understanding of what it means to have a library card. It was Library Associates Ari Shaneyfelt and Sydney Salisburg’s first time with a school tour group, and both did a great job of creating excitement for the books they presented and helping all students find the materials they were looking for.

## Lower Rogue

### Applegate

The Applegate community was treated to a phenomenally talented and generous group of musicians during the Second Annual Applegate Music Festival, including an aspiring young fiddler. Adding to the festive atmosphere, concert-goers were welcomed with bubbles on the lawn thanks to a machine checked out from the Library of Things. Patrons of all ages danced with delight, and everyone agreed it was a hit.



### Gold Hill

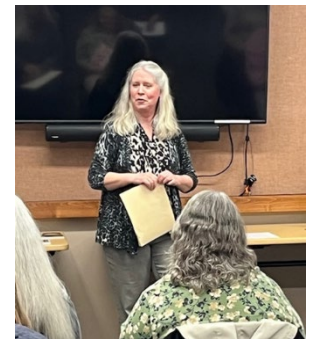
Gold Hill hosted the Chemistry Magic Show with Board Member Marissa Shepherd on April 27. During the program, one child could no longer contain themselves and summed it up for everyone in attendance when they yelled out, “This is AWESOME!”



Lower Rogue Area Manager David Haywood and Gold Hill Branch Manager Julie Doty attended the Patrick Elementary Kindergarten Launch where they promoted JCLS services, answered questions, and gave out goodie bags to the incoming kindergarteners.

### Jacksonville

For National Poetry Month, Jacksonville hosted two poetry-related events: Publishing Your Poetry in Today’s Literary Landscape with Amy Miller and a STEAM-related poetry reading with local poets.



It was standing room only in Jacksonville for the Chemistry Magic presentation; kids and adults packed the patio to watch liquids and gases transform and to eat ice cream made from dry ice.

### Rogue River

The Rogue River Branch was happy to host local firefighters, along with a fire marshal and representatives of the Wards Creek Restoration Project, who presented a program on the very important topic of fuel mitigation. Patrons learned about creating defensive space around their homes and how to best prepare for fire season.



The Rogue River staff received some love from their community in April. In addition to a longtime patron delivering a thank-you note to staff along with some very tasty baked goods, there was a note left in their comment box reading “Thank you to the staff at the Rogue River Library for being amazing, always friendly, helpful, kind, and full of knowledge. Whether I come in to update my gaming console, find a book, or use the computers, it is always a wonderful environment! Thank you for creating an amazing space with excellent energy and more for our community!”

Questions? Comments? Suggestions?

**We want to hear from you!**



*Thank you to the staff at the Rogue River Library for being amazing, always friendly, helpful, kind and full of knowledge. Whether I come in to update my gaming console, find a book or use the computers, it's always a wonderful environment! Thank you for creating an amazing space with excellent energy and more.*  
Would you like a response? For our community!

## Ruch

Just in time for planting season and ahead of fire season, Ruch hosted two timely programs: Seed Saving for Gardeners with Don Tipping, the owner of Siskiyou Seeds, and Fuel Mitigation Close to Home: Defensible Space and Home Hardening with Local Fire Experts. Patrons are already eager to start saving seeds from their gardens to plant in future years, or to gift to the ever-popular seed libraries seen in many local branches.



In 2023, Ruch received funding from the Ready to Read Grant to redecorate the Children’s Department. In April, the last few items arrived, including a new child size couch and three busy boards that are already a hit.



## Upper Rogue

### White City

White City has a steady group of young patrons who enjoy attending programs. In April, these programs proved particularly tasty. A sip and paint held early in the month had attendees applying their artistic skills towards painting their favorite things while sipping sparkling cider, and later in the month, things got decidedly messier with a science program focused on extracting DNA from strawberries. Attendees were instructed to smash the berries to start the experiment, and many agreed that it was one of the best parts of the procedure.

The branch has started monthly movie screenings in which the first Thursday is for a movie in English, and the last Thursday is for a movie in Spanish. Staff are happy to see an increase in families and younger patrons enjoying this time to relax and enjoy a movie at the library.

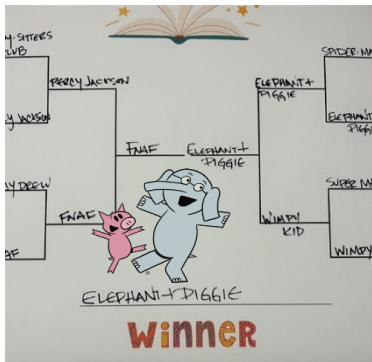
### Shady Cove

Shady Cove welcomed back world travelers Dan and Carole Nielson, who presented a program on Mexico. The Nielsons have spoken in the branch before, and again delighted audiences with their travels to new locales. They described Teotihuacan, which has majestic pyramids; Chichen Itza, a large pre-Columbian archaeological site; and the Mayan ruins of Tulum.



Younger patrons were very excited to try their hands at the systemwide programming of Trebuchet vs Catapult. In this program, kids learned the difference between a catapult and a trebuchet and were given supplies to make them. The trebuchet proved a little difficult for the attendees to make, so the kids focused on the catapult instead and soon engaged in some friendly competition. They had a super enjoyable time with the catapults as objects flew around the meeting room.

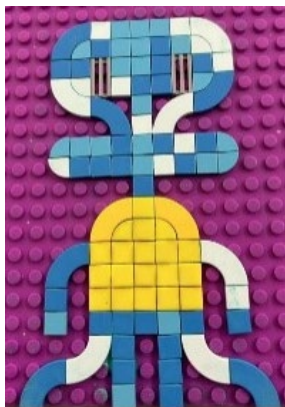
Shady Cove was grateful to host volunteer Mary Stirling, who brought Yarnia on the road. Originally a program in Eagle Point, she visited Shady Cove twice in April, where she taught eager patrons how to crochet.



### Prospect

Prospect's first First Friday Art Lab was a huge hit. Lego printing had patrons creating printing plates with a base and thin Lego bricks before carefully rolling on a thin layer of acrylic paint to produce unique prints. Special challenges included creating designs backwards to print a mirror image, removing Legos from the bases, and finding just the right amount of paint and pressure to make a stunning print. Creativity and problem solving were on display in the designs, and the results were marvelous.

In a nail-biting conclusion to the March Reading Madness, Elephant and Piggie triumphed over Five Nights at Freddy's bracket... by a single vote! Beating out crowd favorites like Nancy Drew and Diary of a Wimpy Kid, these two beloved characters by Mo Willems continue to prove that they truly put the "Best" in Best Friends Forever.



### Eagle Point

On three consecutive Wednesdays this month, Library Associate Sam Caredig hosted a Life Planning for Seniors series along with local community experts. One week focused on the legal aspects of aging like estate planning and living wills, while the next week focused on long-term medical care. The final program was about end of life and after death care options. These sessions were well-attended, and patrons responded that they had learned a lot from the sessions.



In a celebration of Spring having finally arrived, Library Associate Hailey Graybill held a Fairy Garden program. Materials were provided to create and decorate a tiny garden including succulents, soil, tiny ceramic animals, and mushrooms. Participants were delighted to let their imaginations run wild while they crafted perfect tiny houses for the fairies to come live in. Even more delightful was the fact that the weather cooperated with Graybill that day, and everyone was grateful to be outside in the Eagle Point Garden.

In keeping with this quarter's theme of STEAM programming, Library Specialist Jenna Steigleder put on a couple science-related craft programs for patrons of all ages. Younger patrons had a blast with a slime program. This sticky, messy, fun program had kids portioning, mixing, and playing with slime that they were happy to take home with them after the program.

For older patrons, Steigleder offered take and makes with all the supplies needed to make bath bombs at home. Though perhaps not quite as messy as the slime programming – and definitely not as sticky – it is just as sensory and hopefully even more relaxing, with a small amount of lavender essential oil included in the kit so that their self-care time smells amazing.

### Community Resources

Community Resources has been working hard in the last month to offer supportive programs and has seen an increase in patron attendance. The department hosted a program which taught participants how to waterproof household items such as backpacks and shoes using beeswax and an iron. Community Resources have also continued the movie matinee program and have seen great attendance.

A highlight for the department this month has been helping three patrons find jobs to better support their lives. The patrons are happy to report that they have been flourishing in their jobs for a month now.



## Outreach, Programs, and Digital Services



### Outreach

The Outreach Department was out and about at many events and festivals this month. DART was in the parade and then stationed at the Pear Blossom Street Fair, where staff interacted with almost 700 individuals at the booth. The parade team brought the bubbles and saw many happy faces. The following weekend, staff spread out at three different Earth Day Celebrations in Medford, Phoenix, and Ashland. That same weekend, staff attended Medford Metalfest for the second year in a row with some of the most metal moments in library history. One of the bass players might look awfully familiar to local patrons, even if he wasn't staffing the JCLS table that day. Library Associate Joseph Ritchie was on stage wowing audiences with the band Embers Through the Fog, but was happy to pose with his library fans, too. It is always a fun day when librarians get to shout to be heard, and staff had an absolute blast at the event.



Outreach staff teamed up with Human Resources to attend the Careers in Gear event at the EXPO and saw about 250 people. Their booth proved so popular that they had had to make a mid-event run to the Central Point Library to print more fliers.

### At Home Services

Library Specialist Kateri Warnick and Outreach Coordinator Katrina Ehrnman-Newton attended the ACCESS Senior Fair at the Medford Armory on April 2nd and had an amazing turnout. As the school year draws to a close, Project Sunshine is wrapping up. The National Honors Society of South Medford High School and the students at Innovation Academy have created tea towels and cards for At Home Services patrons. The gifts will be prepared by staff and ready to be distributed in May.



### Business Librarian

April began with a special program to promote National Library Week with downtown Medford businesses. Thirty-six businesses participated in Sticker Search where customers could show their library cards at checkout and receive a "Libraries Will Blow Your Mind" sticker.



Business Librarian Roslyn Donald gave a presentation on "Grow Your Business with the Library" for the Eagle Point Chamber in April. Chamber members enjoyed the presentation, which included an overview of business resources offered by JCLS and a short case study of how they could use AtoZ database to bring in more business.

### DART

DART visited Rogue Food Unites No Cost Farmer's market for the second time, this time with Spanish speaking staff along, and saw an increase in the quality of interactions. The Sweets N' Eats parking lot in Ruch was added to DART's regular visits, which will allow visitors access to internet, technology, and library services before the Ruch Library officially opens for the day.

### Education Services

At the Southern Oregon Education Services District's (SOESD) Curriculum Director's meeting, Community Literacy Librarian Evelyn Lorence and Education Services Specialist Bella Silva were given a 15-minute slot on the agenda to put forth a proposal to add JCLS library card applications in all student registration packets, with the



goal of reducing barriers to access and getting JCLS resources to students on a mass scale. An Ashland District staff member has since contacted Lorence and Silva and stated that he will endorse this plan and assist in the district approval process.

At the Jackson and Josephine County Library Symposium hosted by the SOESD, Lorence and Silva presented on how students can utilize the library's digital resources for free, even without a library card, via the student reading app Sora, in front of 60 school library staff members. Based on feedback from attendees, this will benefit the educational community, as schools have been weeding books but have not been able to replace them due to budget shortfalls. It has been confirmed that the Medford and Ashland school districts have signed up for this feature, Public Library CONNECT, and can now offer the JCLS collection to their staff and students.

### **Digital Services**

Digital Services had a busy month in April as staff increased the number of programs offered. Specialists Nicole Vukcevic and Laurel Bucher presented the program Preparing for Your Digital Legacy multiple times, and it continued to be very popular with patrons, with branches and partner organizations asking for either repeat or initial instances of this class. The monthly scheduled class at Ashland Senior Center saw a group of attendees for the iPhone basics class, which also received positive reviews.

Good progress was made on the ongoing transition of responsibility for hotspot management from the Digital Services team to the Circulation department. This transition will allow for an easier and more efficient circulation of the mobile hotspots, meaning that patrons' holds will be filled more quickly, with less staff management of each device.

### **Finance**

Now that the finance team is fully staffed, the focus has been on catching up on transactions and reconciliations to get the financials up to date and prepared for year-end closing. As the department prepares for the upcoming audit, internal controls and processes will be reviewed in detail and updated as necessary. In addition, finance will be integral in the transition to the new HRIS system, Paylocity, and is gearing up for training and providing the necessary payroll data required for integration.

### **Human Resources**

Evaluation season is upon us! Self-evaluations were launched, and once those were completed, managers could start their evaluations of their direct reports. The HR Team is reviewing all completed evaluations prior to the sit-down meeting with the manager and director reports. Evaluations will be completed for all staff by the end of May.

### **Marketing**

April was a big month with National Library Week promotion. 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. Afterward, the food truck owners responded positively to the promotion, saying that the stickers had been popular, and that they would be glad to partner with the library in the future. The library also unveiled an ad at the airport, advertising Libby as free in-flight entertainment. All travelers need is their library card for a world of adventure!

The JCLS District YouTube is now live! It can be found at [www.youtube.com/@JCLSboard](http://www.youtube.com/@JCLSboard). One of the videos that has been uploaded is the recording of the Facilities Master Plan listening session, which has also been

embedded into the JCLS website on a designated page that keeps track of all of the Facilities Master Plan updates. <https://jcls.org/future-of-jcls/>



Media Coverage:

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

Press Releases:

National Library Week: <https://bit.ly/3VPUtPZ>

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

## ***Support Services***

### **Collection Development**

Collection Development Manager Laurin Arnold attended the Public Library Association Conference in Columbus, Ohio. She focused on learning about digital resources and database vendors and current trends in collection development.

There has been a lot of work in the department with the Library of Things the past month. The Book Club Bag Committee chose six titles that will debut as new book club bags in June, including *Horse* by Geraldine Brooks, *Demon Copperhead* by Barabara Kingsolver, and *Remarkably Bright Creatures* by Shelby Van Pelt. These are some of the most circulated and requested titles in the system and are sure to be popular among area book clubs. More items are also being added to the larger LOT collection, including indoor air quality monitors, a bread maker, and lots of lawn games just in time for Summer.

The April Database of the Month was Novelist Plus. Novelist is the best friend of any librarian who engages in readers advisory or patron who is a heavy reader. It is a great resource when trying to find author read-a-likes or when someone knows what types of books they enjoy but is not sure where to start. For parents and kids, Novelist Plus K-8 provides the same services that Novliest Plus does, but only features books for this audience.



### **Technical Services**

The steady growth of interlibrary loan (ILL) service has prompted Technical Services staff to survey regional and national libraries to gather information on current practices. Shipping costs, staff time, and other factors are also being considered as part of the analysis. The data collected is being used to inform decisions to restructure the service to make it sustainable and affordable.

### **Information Technology**

The IT department purchased new computer monitors and are upgrading staff workstations across the district according to the JCLS Technology Plan's equipment replacement schedule. Part of this project involved repurposing the old staff monitors to replace public catalog monitors, as it is generally District practice to cycle equipment through appropriate alternate uses throughout its viable life. This ensures consistency across branches and represents JCLD's commitment to resource stewardship. Sean Northcutt, IT Technician, traveled to all branches throughout March and April to complete this project.

Another long-awaited accomplishment is the implementation of Starlink Satellite Wi-Fi for the DART Van. Many months ago, the Outreach DART team reached out to IT because they found the cellular Wi-Fi available on the van was inconsistent across the Valley and caused a lot of challenges.

### **Facilities**

Last month, the Ashland library installed a new cell phone charging locker. Staff and patrons alike report that this new locker is a welcome addition to the branch. A patron who has been a regular user of phone lockers stated that the new model feels more secure and works better than the prior model. Staff feedback is also positive. Medford library will be upgrading their locker by the end of June as well.

The scheduled roof replacement in Ashland was recently completed. This project had previously been delayed due to contractor availability and weather.

New drinking fountains with water bottle filling stations were installed at the Medford library in both public and staff areas. Other branches including Applegate, Prospect, Ruch, Shady Cove will be receiving them in the coming weeks as well. Staff enjoy watching the count of water bottles saved add up on the fountain's monitor.



After attending the OLA conference, Operations Coordinator Crystal Zastera took a personal tour of two of the Multnomah County Library buildings on a visit to Portland. Multnomah County Library recently contracted with Group 4 for a Facilities Master Plan, and Zastera visited their Central Library and Operations Center with the architects who designed and completed the work.



# STRATEGIC PLAN 2022-2026

## GOAL 1: ENERGIZE LIBRARY SERVICES AND RESOURCES

	PROGRESS			COMMENTS
	Delayed/ Changed	Progress Continues	On Track/ Completed	
Improve and enhance the collections			✓	The Library of Things collection has been relocated to Medford Circulation, closer to where the materials check out. Some items have been removed from the LOT collection due to safety weight limits for staff and patron handling. A book club bag selection and maintenance committee has been created, and up to 10 new bags will be added in the next quarter.
Diversify and increase programming and events			✓	The Programs Optimization Project (POP) Task Force has been formed to analyze past and current programs, and research community demographics. This is estimated to be an 18-month project with representation from all regions of JCLS. The goal is to develop and streamline processes for program planning, promotion, facilitation, and evaluation.
Enliven and improve facilities			✓	Facilities Master Plan: Strategic Visioning Session held in February 2024; Community Listening Session in April 2024. Group 4 preparing final recommendations. Phoenix Garden: Working with Arkitek on garden design.
Ensure that user technologies remain current and accessible			✓	A refresh of the jcls.org homepage will be launched by end of May 2024. The refresh addresses features that led to slow load time, changing the navigation layout, and featuring popular services such as the storytime and event calendars. The process for managing the mobile hotspot collection and circulation procedures is being streamlined. The new process will launch on July 1, 2024 and will result in shorter wait times to fill holds. Medford's Large Meeting Room will get an A/V update in Fall 2024.



# STRATEGIC PLAN 2022-2026

## GOAL 2: EXTEND ACCESS TO THE LIBRARY

	PROGRESS			COMMENTS
	Delayed/ Changed	Progress Continues	On Track/ Completed	
Increase open hours and make hours more consistent and convenient across they system			✓	Data & Analytics Coordinator created a report analyzing the impact of the first year of extended hours of operation.
Expand and diversify marketing and promotion			✓	New advertising campaigns include signs at the Lithia Driveway Baseball fields and an advertisement at the Medford Airport.
Work to remove barriers to use of the Library			✓	JCLS will participate in Libros for Oregon, adding more native-Spanish language materials to the collection. The Education Services team is working with local school districts to include library card applications in student packets.
Advocate for more resource sharing with other Oregon libraries, especially with Josephine County			✓	



# STRATEGIC PLAN 2022-2026

## GOAL 3: ENGAGE THE COMMUNITY MORE FULLY

	PROGRESS			COMMENTS
Increase outreach and community partnerships			✓	An internal calendar of community events has been developed and maintained by the Outreach and Programming Department. New partnerships include Golden Key Re-Entry – Digital Services providing technology training to formerly incarcerated individuals. The DART Mobile Technology Van has regular stops at The Crossings urban campground and the Rogue Food Unites Free Farmers Markets.
Create ongoing community processes, such as surveys, forums, and outreach, to regularly engage residents			✓	Utilized Project Outcome, a tool from the Public Library Association, to gather survey results at programs in Summer 2023.
Advance ongoing work to foster a welcoming and inclusive environment in facilities, services, and resources for all segments of the community, notably the Latinx population, unhoused individuals and families, tribal members, and homeschool groups.			✓	Recruitment focuses on hiring a diverse workforce that is reflective of the demographics of the community – as of mid-2024, 36% of staff self-identify as Black, Indigenous, or Persons of Color (BIPOC).
	Delayed/ Changed	Progress Continues	On Track/ Completed	





# STRATEGIC PLAN 2022-2026

## GOAL 4: NURTURE THE LIBRARY INFRASTRUCTURE

	PROGRESS			COMMENTS
Foster additional internal communication and engagement across all branches			✓	Internal communication guidelines and expectations have been developed and shared with staff.
Explore options for internal reorganizations and/or additional staff to increase service effectiveness, system-wide staff engagement, and to advance goal areas, notably outreach, marketing, and collections			✓	
Support additional professional development, especially in the areas of technology, cross-departmental training, and community inclusion			✓	Staff have opportunities to job shadow in different departments. Twelve staff and two board members attended the Oregon Library Association's annual Conference. Approximately 30% of staff have logged over 330 hours of self-directed training since January 1, 2024.
Strengthen support and engagement with the Friends groups and the Library Foundation			✓	An amendment to the MOU between the Library District and Foundation has been drafted for approval in May 2024.
	Delayed/ Changed	Progress Continues	On Track/ Completed	



Date: May 20, 2024

**Title:** FY2024 Q3 Quarterly Budget Report

**From:** Heather Scott, Finance Manager

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**Recommendation:**

The Finance Committee recommends that the JCLD Board accept the FY24 Q3 Finance Report as presented.

**Analysis:**

The District has adopted a **revenue** budget in the General Fund of **\$12,890,962**. As of the end of Q3, \$13,239,919 has been received in the General Fund, representing 103% of budgeted revenue. A majority of property tax revenues are received in November. We will surpass our forecasted property tax revenues this fiscal year, as well as earnings on investments. Please note that investment income will be allocated between the General Fund, Capital Improvement Fund, and Grant Fund at year end. The combined forecast of all funds is \$350,000, and overall, we are over forecast by \$295,000.

The District has adopted a total **expense** budget in all funds of **\$19,730,250** of which \$11,622,699 or 59% has been expended. The General Fund is at 71% of budget three quarters of the way through the fiscal year. Overall, the District's budget is in compliance and in good standing.

Please note that the financial information for Q3 has not been completely reconciled, and some adjustments may be made during reconciliation.

**101- General Fund:** Total expenditures in the General Fund are 71% of budgeted.

- **Personnel Costs** – Salaries and wages are at 76% in third quarter, which is right on track.
- **Library Materials-** Library material purchases are coming in at 66% of budget, which is a bit lower than expected. Finance is currently working with Technical Services on a reconciliation between our purchase tracking system in KOHA and the accounting system (Tyler) to ensure all invoices have been received, recorded, and paid.
- **Other Materials & Services** – This category is coming in close to expected at 72% of budget.

**200- Capital Improvement Fund:** Capital outlay from the Capital Improvement Fund was for carpet installation in Central Point. Additional expenditures planned before year end are for HAVAC

replacement in Eagle Point, window ceiling in White City, and new doors in Medford, however; these will not bring us near the \$2m budgeted.

**300- Grants:** The District received \$305,479 in grant revenue, which is 102% of forecast. Expenditures are at 14%. Finance will be reconciling these accounts in Q4 to ensure proper allocation of revenue and expenses. We also still need to allocate earnings on investments and personnel costs. The majority of grant funds utilized to date have been in support library programs.

- **Hulburt Grant:** Funds were received in March 2024 totaling \$126,496. We met with the Hulburt trustees from USB last month to discuss potential uses of these funds, hopefully extending to personnel costs.
- **Ready to Read:** Funds were received in January 2024 totaling \$40,688.
- **Friends Funds:** We are currently in the process of Q3 billings for the Friends groups.

**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 Actual Financial Statements – YTD March 2024

**Jackson County Library District**  
**General Fund - In Fund Balance: Budget & Actual**  
**YTD July 23-March 24**

	Final	Actual	Variance	%
<b>Revenues</b>				
Property taxes	12,520,962	12,459,944	(61,018)	100%
Grants and donations	42,500	118,948	76,448	280%
Charges for services	2,500	-	(2,500)	0%
Fines and fees	25,000	14,548	(10,452)	58%
Earnings on investments	300,000	645,325	345,325	215%
Miscellaneous	-	1,154	1,154	
<b>Total Revenue</b>	<b>12,890,962</b>	<b>13,239,919</b>	<b>348,957</b>	<b>103%</b>
<b>Expenditures</b>				
Personnel Costs	9,893,800	7,539,015	(2,354,785)	76%
Library Materials	1,478,800	973,351	(505,449)	66%
Materials and Services	3,832,650	2,750,450	(1,082,200)	72%
Capital Outlay	150,000	27,309	(122,691)	18%
Contingency	500,000	-	(500,000)	0%
<b>Total Expenditures</b>	<b>15,855,250</b>	<b>11,290,125</b>	<b>(4,565,125)</b>	<b>71%</b>
<b>Excess Rev over Exp</b>	<b>(2,964,288)</b>	<b>1,949,794</b>	<b>4,914,082</b>	<b>-66%</b>
<b>Other Financing Sources:</b>				
Transfers Out	(500,000)	-	500,000	0%
<b>Total Other financing sources</b>	<b>(500,000)</b>	<b>-</b>	<b>500,000</b>	<b>0%</b>
<b>Net Change in Fund Balance</b>	<b>(3,464,288)</b>	<b>1,949,794</b>	<b>5,414,082</b>	<b>-56%</b>
<b>Fund Balance June 30, 2023</b>	<b>10,150,000</b>	<b>9,402,954</b>	<b>(747,046)</b>	<b>93%</b>
<b>Fund Balance June 30, 2024</b>	<b>6,685,712</b>	<b>11,352,748</b>	<b>4,667,036</b>	<b>170%</b>

**Jackson County Library District**  
**Capital Improvement Fund - In Fund Balance: Budget & Actual**  
**YTD July 23-March 24**

	Final	Actual	Variance	%
Revenues				
Earnings on investments	30,000	-	(30,000)	0%
Total Revenue	30,000	-	(30,000)	0%
Expenditures				
Materials and Services	500,000	95,820	(404,180)	19%
Capital Outlay	2,000,000	45,389	(1,954,611)	2%
Total Expenditures	2,500,000	141,209	(2,358,791)	6%
Excess Rev over Exp	(2,470,000)	(141,209)	2,328,791	6%
Other Financing Sources:				
Transfers In	500,000	-	(500,000)	0%
Total Other financing sources	500,000	-	(500,000)	0%
Net Change in Fund Balance	(1,970,000)	(141,209)	1,828,791	7%
Fund Balance June 30, 2023	4,300,000	4,842,666	542,666	113%
Fund Balance June 30, 2024	2,330,000	4,701,457	2,371,457	202%

**Jackson County Library District**  
**Grant Fund - In Fund Balance: Budget & Actual**  
**YTD July 23-March 24**

	Final	Actual	Variance	%
Revenues				
Grants and donations	300,000	305,479	5,479	102%
Earnings on investments	20,000	-	(20,000)	0%
Miscellaneous	-	-	-	
<b>Total Revenue</b>	<b>320,000</b>	<b>305,479</b>	<b>(14,521)</b>	<b>95%</b>
Expenditures				
Personnel Costs	300,000	-	(300,000)	0%
Library Materials	160,000	56,546	(103,454)	
Materials and Services	615,000	134,819	(480,181)	22%
Capital Outlay	300,000	-	(300,000)	0%
<b>Total Expenditures</b>	<b>1,375,000</b>	<b>191,364</b>	<b>(1,183,636)</b>	<b>14%</b>
Excess Rev over Exp	(1,055,000)	114,114	1,169,114	-11%
Other Financing Sources:				
Transfers In	-	-	-	
<b>Total Other financing sources</b>	<b>-</b>	<b>-</b>	<b>-</b>	
Net Change in Fund Balance	(1,055,000)	114,114	1,169,114	-11%
Fund Balance June 30, 2023	4,135,000	3,888,755	(246,245)	94%
Fund Balance June 30, 2024	<u>3,080,000</u>	<u>4,002,869</u>	<u>922,869</u>	<u>130%</u>





## **Jackson County Library Foundation Executive Director Report 5/8/2024**

Our goal for new donors for the fiscal year was 350. We have 496 new donors to date. This is more than a 50% increase in new donors over the last fiscal year.

We have raised 41% more than expected for our Giving Tuesday and Library Giving Day Campaigns for this fiscal year. A special thanks to those on the Board who supported the campaign with your donation for our matching gift program. This also happens to be a 70% increase in income from last fiscal year's Giving Tuesday and Library Giving Day campaigns.

We continue to see a more than 50% increase in the number of donations each year. The Foundation saw an increase in the number of donors giving as sustainers and giving more than one gift per year. At this time last year, we processed less than 600 donations and to date we have processed nearly 1100 donations.

Our Dolly Parton Imagination Library Bookworm Breakfast event was held on March 14<sup>th</sup>. JCLF received a generous matching donation of \$50,000 and donors met that match with gusto. This means we now have \$100,000 to support this program this year. We also raised \$22,000 in multi-year pledges for the next 4 years, giving us a foundation of support in the coming years.

Also, the State of Oregon has entered a partnership with The Dollywood Foundation to be the State Program Partner, with the goal of expanding Dolly Parton's Imagination Library program (DPIL) to more children ages birth to five years old in Oregon. The State Program Partner for the Imagination Library of Oregon's primary function is to Promote, Grow, and Sustain Local Imagination Library programs in every county across Oregon. During the 2023 legislative session, \$1.7 million was appropriated to the Department of Early Learning and Care (DELIC) to help administer and expand the program statewide under Senate Bill 5506. The planned state launch date is May 8th, 2024. The planned 50%-dollar match begins May 2, 2024. For a special message from Dolly herself, check out this link:

<https://www.youtube.com/watch?v=Fh1A3G3fsbw>

This means we have the capacity to meet our goal of reaching 8,000 children in Jackson County this year. We currently have 3,600 children enrolled and have graduated over 600. We need everyone's help to register more children! The United Rotaries of Southern Oregon made a sheet of business size cards that you can print off on your home computer, cut and keep in your wallet to give out as you meet families who may be eligible. Please consider advocating for this program in this way. I am attaching those cards to my report this month.

To give context to giving on a national level and how we are doing, I am providing you with some data from Giving USA and other national publications.

In 2023, **individual giving** experienced a decline, particularly among smaller donations. Here are some key points:

1. **Overall Decline in Individual Giving:**
  - The **Giving USA 2023 report** revealed that **individual giving** decreased by **6.4 percent** in nominal terms (or **13.4 percent** adjusted for inflation) compared to the previous year.
  - This decline is significant because **individuals** typically contribute the majority of charitable dollars.
2. **Reasons for the Decline:**
  - Several factors contributed to this trend:
    - **Economic Worries: 68 percent** of Americans reported tight finances and planned to cut expenses in 2023.
    - **Behavioral Economics:** People adjusted their giving based on their beliefs, personal situations, and outlook for the future. Rising interest rates, slower growth, and inflation influenced their behavior.
    - **Financial Constraints:** Wages didn't keep up with inflation, leading to less disposable income. Stock market fluctuations affected wealth perception, and housing costs increased, impacting spending flexibility.
3. **Impact on Nonprofits:**
  - Nonprofits faced challenges such as:
    - **Higher Donor Acquisition Costs:** Attracting new donors became costlier.
    - **Increased Staff Costs:** Experienced fundraising staff became more expensive.
    - **Growing Competition:** The nonprofit landscape saw more organizations vying for donor attention.
    - **Diverse Fundraising Channels:** Nonprofits had to navigate various channels to raise funds.
4. **Shift in Donor Behavior:**
  - **Donor Participation:** The decline was most pronounced among those giving less than \$500 annually, but even major (\$5,000 to \$50,000) and supersize (over \$50,000) donors decreased by 3.1 percent and 2.1 percent, respectively.
  - **Focus on Local Causes:** As financial concerns rose, Americans showed greater interest in supporting local or domestic causes over international ones.

Given all these factors, seeing such a significant increase in our donor pool and number of donations shows a commitment from our community to support our Libraries.

In other news, I attended a meeting with the JCLS committee for the pollinator garden where the chosen designer presented a plan for designing and supporting implementation of the garden and beehive. The Foundation has raised \$13,000 to date from Carpenter, Roundhouse and Chaney Family Foundations for this project. Once a design is available, I will write grants to other local foundations to support the project and begin work with our JCLF Board to raise community support for the garden.

I attended the Oregon Non-Profit Leadership Conference in Ashland on April 8 and 9, 2024. I was able to talk with several foundations. I spoke to and thanked Carpenter, Roundhouse, Chaney Family and Gordon Elwood Foundations for their support. (Gordon Elwood did not fund us but supported us through advocacy with other funders.) I also spoke to other foundations about several of our projects and if they might fit into their parameters. I attended workshops on

board development, changes in current fundraising trends and budgeting.

Kari, myself, and incoming board president for JCLF, Phil Meyer, will attend the International Public Library Conference June 9-11 in Washington, DC. Kari and I have been chosen to present to the conference on Memorandum of Understandings with an emphasis on the Relationship Committee.

And finally, JCLF sends congratulations to Brian Young, who has served as our Board President this fiscal year. Brian received a promotion through his work that has taken him out of the area to Washington State. The Foundation Board of Directors will vote on a new slate of officers one month early due to this situation. The JCLF Foundation Board of Directors is actively seeking new board members. Please refer those you know who might be interested to our [website](#), where they can find a Board of Directors Job Description, Fact Sheet and Application.



# FREE BOOKS

for any child (ages 0-5 years) living in Jackson County, Oregon!



Scan me to sign up for free books!

[JacksonCountyDPIL.com](http://JacksonCountyDPIL.com)

Rotary



United Rotary Clubs of Southern Oregon



# FREE BOOKS

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Date: May 20, 2024

**Title:** Amendment to the MOU between JCLD and JCLF

**From:** Kari May, Library Director, and Ginny Auer, Executive Director, JCLF

**Summary:**

Based on a review of data from the initial three years of the current Memorandum of Understanding (MOU) between the Jackson County Library District and the Jackson County Library Foundation, the Relationship Committee has drafted an amendment. With this amendment, the District agrees to provide the Foundation with \$150,000 worth of in-kind support for staffing, occupancy, and general administration of the Foundation. This assistance is contingent on the Foundation maintaining or exceeding a 10% return on investment. Such a practical approach ensures a sustainable partnership, promoting the continued success of both organizations and their community impact.

**Recommendation:**

The Relationship Committee recommends that the Board approve the amendment to the Memorandum of Understanding (MOU) between the District and the Foundation as presented.

**Resource Requirements:**

The \$150,000 in-kind contribution is included in the proposed JCLD FY25 budget.

**Policies, Plans, and Goals Supported:**

Keeping an updated MOU between the District and the Foundation aligns with the District's Strategic plan Goal 4: Nurture the Library Infrastructure. Fostering a strong partnership between the District and the Foundation contributes to furthering the Library as an effective, efficient, and well-supported organization with a cohesive and supportive internal culture.

It also supports Goal 4: Strategy 4: Strengthen support and engagement with Friends groups and the Library Foundation. This partnership ensures continued financial support for the Library's initiatives and programs through community efforts and investments.

**Background and Additional Information:**

The current Memorandum of Understanding (MOU) between the District and the Foundation expires on June 1, 2024. Over several meetings, the Relationship Committee evaluated and discussed the efficacy of the current agreement. Delving into past fundraising efforts, investment outcomes, and fund allocations to the District, as well as expected future benefits, the committee weighed the benefits to both parties. The analysis demonstrated the mutual benefit of the current agreement, particularly how the Foundation's efforts support the District's goals and vice versa.

The Relationship Committee concluded that the \$150,000 in-kind investment from the District is the

right direction forward, considering the benefits the Foundation brings to the District through funds raised, its 501(c)3 status for charitable donations and grant applications, and support through fundraising efforts that enhance and expand library services. Moreover, the committee recognized the concrete advantages for the Foundation, including support for its Executive Director and the provision of essential office supplies, equipment, and workspace.

This agreement will be reviewed by the Relationship Committee annually and includes an annual inflationary rate of 5%. If staffing level changes necessitate further amendments in the future, the financial obligation will be negotiated and agreed upon by the Relationship Committee. However, if operations continue at current levels, the 5% inflationary adjustment would automatically apply with the renewal of the term, ensuring financial sustainability and adaptability to changing economic conditions.

Both parties' legal counsels have reviewed the amendment as presented.

**Attachments:**

- Amendment 3 to MOU between JCLD and JCLF



## AMENDMENT 3 TO MEMORANDUM OF UNDERSTANDING

Effective Date: July 1, 2024

Parties: **Jackson County Library District (“JCLD”)**  
**Jackson County Library Foundation (“JCLF”)**

### Recitals

A. On July 1, 2021, the parties entered into a Memorandum of Understanding (“MOU”) under which JCLD would provide assistance to JCLF to facilitate its operation and fulfillment of its stated mission in exchange for JCLF seeking and providing financial support through its operations for the direct benefit of JCLD and the community JCLD serves.

B. The initial term of the MOU was for a period of three (3) years as of July 1, 2021, ending June 30, 2024. The MOU provides for an option to amend and extend the MOU upon written consent by the Parties under terms and conditions that are mutually agreeable to both Parties.

C. The MOU was amended, effective July 1, 2022, pursuant to Amendment 1 to MOU, to revise Section 2.0, remove Section 2.1, and replace Schedule A to the MOU.

D. The MOU was amended, effective June 21, 2023, pursuant to Amendment 2 to MOU, to revise Schedule A to the MOU.

**NOW, THEREFORE**, in consideration of the mutual covenants and conditions contained herein, the parties agree as follows:

### Agreements

1. The Recitals set forth above are incorporated herein and deemed a material part of this Extension and Amendment Three of the MOU.

2. The MOU, as amended, shall be extended for an additional term of one (1) year, commencing July 1, 2024, and terminating on June 30, 2025. In addition, the MOU shall be amended to create four (4) additional options to extend for additional terms of one (1) year each. The parties must mutually agree to exercise the option to extend. JCLD specifically reserves the right to not consent to enter into renewal terms if, in its reasonable discretion, it determines renewal is not likely to generate a favorable return on its investment, is not approved by the JCLD Board, or JCLD loses funding to maintain the contribution.

3. In recognition of the support provided to JCLD by JCLF, JCLD will provide in-kind operational support, including the tasks identified in Section 4, below, JCLF to facilitate its operations and the fulfillment of its stated mission. The initial support shall be valued at \$150,000 and subject to an annual escalator of 5% for each renewal term. The parties will meet

annually and consider additional increases based on staffing and programming needs. JCLD's portion of the projected cost will be considered an in-kind contribution to the Foundation.

4. Section 2 of the MOU shall be amended and restated as follows:

#### 2.0 Operations

JCLD will provide a statement detailing the cost of operational support provided to JCLF on a quarterly basis. Each entity shall maintain its own budget. Operational support provided by JCLD includes but is not limited to:

2.1 Support Services. JCLD agrees to provide administrative support from its library director, marketing staff, and other departments, as needed.

2.2 Annual Report. JCLD agrees to provide an impact report annually for distributed funds, which will assist JCLF in its efforts to publish an annual report on funds raised and spent to build trust with the community and to share with library volunteers and patrons.

2.3 Executive Director. JCLD will employ an Executive Director on behalf of JCLF. JCLD will make all employment related decisions after careful consideration of the recommendations of the JCLF Personnel Committee and in accordance with the policies and procedures of JCLD's Human Resources Department, including compensation policies. The Library Director will supervise the Executive Director, who shall direct the operations of JCLF in consultation with JCLF's board of trustees. Both JCLD and JCLF shall work together to determine the specific metrics under which the performance of the Executive Director shall be evaluated. The ultimate decision on the hiring and firing of the Executive Director shall rest with JCLD Library Director; however, any such decision shall be made in consultation with the JCLF board of trustees. The JCLD Library Director shall not be required to first consult with the JCLF board of trustees in the event of an incident that would require immediate action on the part of the JCLD Library Director.

2.4 Expenses. JCLD shall provide for JCLF's expenses including general operating supplies and office space.

4. Schedule A of the MOU shall be deleted in its entirety.
5. This Amendment 3 to MOU, Amendment 1 to MOU, Amendment 2 to MOU, and the original MOU comprise the entire, final, and complete agreement of the parties. This document may not be altered, amended, changed or modified except by written agreement executed by the parties hereto.
6. Except as modified by Amendment 3 to MOU, Amendment 1 to MOU, and Amendment 2 to MOU, the MOU, as amended, is ratified and affirmed by the parties.

IN WITNESS WHEREOF, the parties have executed this Amendment 3 to MOU as of the date set forth above.

**JACKSON COUNTY LIBRARY DISTRICT**

\_\_\_\_\_  
By: Victoria Brown  
Title: Board President

Date: \_\_\_\_\_

*Approved as to legal sufficiency:*

\_\_\_\_\_  
Jacquelyn Bunick, Library District Counsel

**JACKSON COUNTY LIBRARY FOUNDATION**

\_\_\_\_\_  
By:  
Title:

Date: \_\_\_\_\_

*Approved as to legal sufficiency:*

\_\_\_\_\_  
Jennifer Nicholls, Jackson County Library Foundation Counsel



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**MINUTES**

**ATTENDEES AND NOTE TAKER**

Kari May, Susan Keifer, Kevin Keating, Kelda Vath, Joan Vigil, Crystal Zastera, Val Nowak (note taker)  
Called to order at 4:01

**I. Review of previous meeting notes – April 17, 2024**

**II. REPORTS**

**a. Pathways Contract**

The Committee reviewed the proposed contract with Pathways. The total contract after negotiations on increased services is \$760,462, which is an approximately 3% increase. The FY25 proposed budget reflects these terms. Butte Falls and Prospect includes a slightly higher rate to recruit someone willing to take the position in these more remote areas. There is a plan in place to address quality assurance concerns.

**b. Phoenix Pollinator Garden**

Staff will schedule topographical survey and an arborist visit to assess the health of the current trees. Staff are working on finalizing terms of agreement with Arkitek. The project will go out to bid this fall, with construction to begin Fall 2024 or Spring 2025.

**III. UNFINISHED BUSINESS**

**a. Facilities Master Plan**

Kari has received the very rough draft of the proposal and noted that it lacks the individual branch recommendation pages. The final document will be much more robust. Group4 will bring a final draft in early June. Jill Eyres will be invited to the next Committee meeting to present the draft to the committee prior to bringing it to the Board. The document will not include any financial projections but will include an attachment to a technical document that will outline some rough estimates.

The earliest we would consider going out for a bond measure is in 2027, with projects starting in 2028-2030. The committee discussed some of what had been discussed regarding possible spaces and locations for Central Point.

**b. Landscaping RFP**

Kelda, Joan, Kari, and Crystal met earlier to discuss what the ideal for what branch landscaping would be. Kelda presented a draft timeline for going out to RFP for landscaping services, timed to coincide with the terms of the current subcontracts we have through the County. The timeline is ambitious and does coincide with other projects. Kelda asked the Committee for their feedback on what the RFP should include. Susan mentioned that it might be a good idea to evaluate what is in place at the branches and consider how it may be updated for easier maintenance. She also noted that mulching services need to be included. The committee agreed that moving toward waterwise and firesafe landscaping is desirable. Kelda will draft an RFP for the committee to review in early June.

**IV. NEXT MEETING** June 12 Committee meeting reschedule – June 20 3:00-4:30, pending Group4 availability. .

**V. ADJOURNMENT** - The meeting was adjourned at 4:54 p.m.

***Facilities Committee Purpose Statement***

*The Facilities Committee will work with the Library Director to determine current and future needs of physical library spaces.* 35



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## MINUTES

### ATTENDEES AND NOTE TAKER

Kari May, Susan Keifer, Kevin Keating, Kelda Vath, Joan Vigil, Crystal Zastera, Val Nowak (note taker)

Called to order at 4:15

### REPORTS

#### a. Pathways Contract

Crystal reported that she and Kelda will be reviewing the proposed contract and negotiating it with Pathways. Once it has been negotiated, it will be brought to the Committee for review.

#### b. Phoenix Pollinator Garden

Kelda, Kristen, Jodi, Ginny, Crystal, and three members from Arkitek, including their landscaping architect, met on site and they are negotiating the contract and are discussing a potential timeline. They hope to begin this Fall. The committee discussed landscaping at branches and reviewed the minutes from the previous meeting.

### III. UNFINISHED BUSINESS

#### a. Facilities Master Plan

A listening session was held the evening of the 16<sup>th</sup>. Admin has been meeting with Group4 on a regular basis and has been discussing and reviewing their preliminary findings. Each building has been inspected and given a rating as far as what they recommend to improve.

The committee reviewed the draft of the recommendations, estimates, and priorities. Group4 will be drafting the final report, which will be shared with the committee prior to it going to the Board. It was recommended that it go to the Board for review in June and then be submitted for approval in July.

#### b. Ashland Property

Kari reported on the subject. There has been little progress, and she updated the committee on next steps.

### IV. NEW BUSINESS

#### a. Water feature in Medford

The County called Crystal last week and informed her that they need to uninstall the water feature in Medford due to it being a safety hazard. It has been assessed multiple times over the years and it is beyond repair and needs to be removed. Kevin asked for additional information, and Kari offered to schedule a meeting between Kevin and Ryan DeSautel to get his questions answered.

### I. NEXT MEETING DATE

The committee will next meet on May 8 at 4:00

**The meeting was adjourned at 5:22 p.m.**



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**MINUTES**

**I. ATTENDEES AND NOTE TAKER**

Susan Keifer, Viki Brown, Phil Meyer, Brian Young, Kari May (note taker), Ginny Auer (left at 4:15)

**II. NEW BUSINESS**

Amendment and Extension of current MOU.

Ginny and Kari met prior to the April meeting to discuss recommendations for updating and extending the current MOU between JCLD and JCLF. They proposed: The District provide \$150,000 in in-kind support to cover administrative costs of the Foundation as a Department of the District. Analogy: if you invested \$150,000 in a CD at US Bank, your return would be about 5%. If you invest that same amount with JCLF, the return is X%, and as long as that X% is >10%, then the agreement is solid.

Kari will clarify with the District auditors that this is ok for tracking expenses for the audit process.

The committee discussed making sure the Foundation can articulate what revenues the District can expect to see from the Foundation. Everyone agreed that they like the move towards a flat amount. The committee talked briefly about how to measure ROI, and also some of the other benefits of the Foundation, such as investment options, the funds held at the Oregon Community Foundation, grant writing, and grants that can only be made to 501(c)3s and not to government entities.

If a unique opportunity arises for out-of-scope in-kind support, then Kari and Ginny would bring a proposal to Relationship Committee. The District Board wants to have a Foundation that helps generate revenue, particularly as we look at potentially spending down the beginning fund balance.

The committee discussed the length of terms of the agreement and suggest that it roll over year over year as long as the return is favorable, starting with a 5-year term. Committee members agreed that we need to create a grant and fund tracking system that is shared with both boards on a regular basis.

**III. NEXT MEETING DATE**

Next steps: Kari will draft proposed amendment to MOU, including the updated terms of agreement length of extension. The amendment will be reviewed by legal counsel for JCLD and JCLF. The target is to have the Amendment included in May Board packets of both boards.

Next Meeting: Wednesday, May 1 at 3:30 pm

Meeting adjourned at 4:45 pm.