



**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>
August 21, 2024, at 4:00 p.m.

CALL TO ORDER/ROLL CALL

LAND ACKNOWLEDGEMENT

INTRODUCTIONS / PROCLAMATIONS

AGENDA AMENDMENTS AND APPROVAL

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- 5. Resolution 2025-01: To Authorize Checking Account, Designated Personnel and Signers.....10
- 6. Resolution 2025-02: To Authorize LGIP Account, Designated Personnel and Signers.....11

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)

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- 12. Policy Committee – Kari May.....74
- 13. Data and Metrics Committee – Marissa Shepherd.....75
- 14. Advocacy Committee – Viki Brown.....76
- 15. Relationship Committee – Susan Kiefer
- 16. United for Libraries Virtual Conference Report – Viki Brown

ADJOURNMENT

FUTURE MEETINGS/EVENTS/OBSERVANCES:

September 18, 2024: JCLD Regular Board Meeting
October 1, 2024: JCLS Staff Day

The Jackson County Library District Board meets regularly at 4:00 p.m. on the third Monday of every month at the Medford Library in the Board Conference Room, unless otherwise noticed. You may find proposed agendas and prior meeting minutes at www.jcls.org. If you have further questions or would like to be added to the email notification list, please contact Val Nowak at 541-774-6406 or vnowak@jcls.org.

If a physical accommodation is needed to participate in a Jackson County Library District meeting, please contact Val Nowak at 541-774-6406. Notification of at least 48 hours prior to the meeting, preferably in writing, will assist us in providing reasonable accommodation.



MINUTES

ATTENDEES

Present at the meeting were: Board Members Viki Brown (President), Susan Kiefer, Marta Tarantsey, 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), Heather Scott (Finance Manager), and Val Nowak (Executive Assistant)

CALL TO ORDER/ROLL CALL

President Brown called the meeting to order at 4:07 p.m. Roll call was taken, and the Land Acknowledgement read.

INTRODUCTIONS / PROCLAMATIONS

Director Brown introduced newly appointed JCLD Board Member Marta Tarantsey to the board members and staff present. Director May noted that Tarantsey was sworn in the day prior.

NEW BUSINESS

Review of JCLD Board Self-Evaluation 2024

Brown and May summarized the results of the self-evaluation and noted that former Board Member Kim Young had participated and that her results were included. The Board then discussed the results of the evaluation, taking note of areas for improvement and exploring the items where there were large discrepancies in the scores. In response to the data indicating that scores have declined over the years, Tarantsey suggested each board member come up with an action item related to an area for improvement and bring it to the Board Retreat on July 19 for discussion.

Members expressed that they may need more time to discuss bigger picture items. The Board requested that there be more work sessions scheduled in the upcoming year. May agreed and said that possible dates would be explored. Directors Kiefer and Keating commented that their preference would be to allot more time for broader discussions in board meetings. Tarantsey requested information regarding what is requested for board feedback versus board governance.

FY25 Meeting Day and Time

It was recommended that the Board consider moving the regular Board meeting to a different day, as Mondays did not work well during the current fiscal year. They proposed moving back to the third Wednesday beginning in August 2025.

Board leadership – Chair and Vice Chair positions

The Board discussed the roles and responsibilities of the chair and vice chair, and members indicated whether they might be willing to serve in the upcoming year. They also discussed succession planning and continuity within the roles.

Meeting Norms and Expectations

The Board briefly reviewed the District meeting policy and expectations.

Committee Purposes and Assignments

Director Brown summarized the standing and special committees. The Board noted that it may be useful for the Director's Evaluation Committee, which was a special committee this year, to become a standing committee moving forward, or to expand the description of the Executive Committee to include those duties within its description.

Board members then discussed which committees they might be interested in serving on. Committee assignments will be confirmed at the Regular Board Meeting in July.

ADJOURN

President Brown adjourned the meeting at 6:07 p.m.

/s/ Val Nowak

Recording Secretary



MINUTES

ATTENDEES

Present at the meeting were: Board Members Viki Brown (President), Marta Tarantsey, 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), Ryan Bradley (Marketing Manager), Hannah Harding (Legal Counsel), and Val Nowak (Executive Assistant)

Guests: Jill Eyres, Group 4 Architecture

CALL TO ORDER/ROLL CALL

President Brown called the meeting to order at 4:06 p.m. Roll call was taken, and the Land Acknowledgement read.

INTRODUCTIONS / PROCLAMATIONS

Jackson County Library Foundation Director Ginny Auer introduced Patty Vanikiotis, who has recently joined the JCLF Board. She is experienced in writing and editing, and has a background in Language Arts and Theater. The Foundation is glad to welcome her to the Board, and she looks forward to contributing to their work. Kari May then introduced Hannah Harding, who will be filling in for Legal Counsel over the upcoming months.

OFFICER ELECTIONS

Director Brown opened the floor for officer elections for FY25.

MOTION: Director Kiefer moved to nominate Director Brown to continue in the role of President. Director Brown accepted the nomination. Director Keating seconded, and the motion was approved unanimously.

MOTION: Director Tarantsey then moved to nominate Director Kiefer for the role of Vice President. Director Kiefer accepted the nomination. Director Keating seconded, and the motion was approved unanimously.

CONSENT AGENDA

MOTION: Director Keating moved to approve the agenda and to accept the items on the consent agenda. Director Kiefer seconded. Director Tarantsey abstained from voting as she was absent for the meetings for which the minutes were up for approval. With Directors Keating, Kiefer, Brown, and Shepherd voting in favor, the motion passed.

ORAL REQUESTS AND COMMUNICATIONS FROM AUDIENCE

Director Brown allotted a half hour for public comment. The Board heard from seven members of the community, who spoke against the removal of the Pride banner in the Ashland Library. Two community members spoke in support of the water feature at the Medford Library.

REPORTS

Library Director

Library Director Kari May presented highlights from the report, including highlights from Summer Reading Program. She concluded her report with an overview of the progress made toward the circulation goal. She also shared a screen shot of the newly redesigned JCLS home page, which is set to launch in the coming week.

May 2024 Financial Report

Financial Manager Heather Scott began her report by stating that the financial department has been preparing for the FY24 audit. She provided a summary of the District's finances as of the end of May. The General Fund is at 89% of budget with only one month left in the fiscal year. Overall, the District's budget is in compliance and in good standing.

SOHS Report

The Board was directed to review the written report included in the packet, as a representative from SOHS was not present at the meeting.

UNFINISHED BUSINESS

None

NEW BUSINESS

Facilities Master Plan Final Report Presentation

May introduced Group 4 Architecture Principal Jill Eyres, who presented an overview of the Facilities Master Plan. She began by summarizing the approximately year-long planning process that assessed and developed improvement recommendations for all JCLS branches. They sought to engage the community through a variety of strategies, including community surveys and listening sessions, input from library staff, and a stakeholder workshop. This feedback was incorporated into the final report.

All of JCLS' facilities were built or significantly renovated in the 2000s when the County passed a bond measure for library facilities. Group 4 found that the buildings have been generally well-maintained over the past two decades, and even though they see many visitors and high circulation, they still look remarkably fresh and welcoming. However, many will be due for maintenance and updates over the next decade as building systems and finishes reach the end of their expected useful life and to address wear and tear from high levels of library use, especially with expected population growth. Maintenance and renovation is recommended for the majority of JCLS' facilities. Expansion is recommended for three locations where there is a particular need for significant additional space.

The most significant need is for a larger facility for the Central Point community. At the Butte Falls Library, it may be possible to expand by adding a new wing onto the existing building. Expanding the Jacksonville Library may require a new site, depending on the feasibility of expanding at its existing location. A new Central Point Library will require a new location. The Plan also explores the possibility of adding a centrally located operations center in the Medford area and an extended access point in Ashland. Director May thanked Eyres and commented to the Board that they would be welcome to move to approve it if they would like, but that they also had opportunity to have it come before the board again in August if they would prefer further time to review or discuss prior to taking action.

Director Kiefer noted that there was considerable work to do between any action adopting or accepting the plan and implementation of it. Eyres mentioned that the Deschutes and Multnomah Library systems had recently gone through the Facilities Master Plan implementation process with plans that had been facilitated by Group 4 and encouraged JCLS to reach out to them for their comments. After the discussion, the Board came to a consensus that they did not feel the need to bring the proposed plan to a future meeting.

MOTION: Director Keating moved to accept the Facilities Master Plan Final Report as presented by Group 4

Architecture. Director Kiefer seconded the motion.

After discussion by the Board on what the verbiage of the motion specified, Director Keating withdrew his motion.

MOTION: Director Shepherd moved to acknowledge receipt of the Facilities Master Plan Final Report written by Group 4 Architecture and accept the findings as presented, reserving the right to later discuss execution and implementation of it. Director Kiefer seconded, and the motion was approved unanimously.

Extension of Director's Contract

Director Brown summarized that after completing the Director's evaluation, it is recommended that the Director's Contract be extended for another year with 3.6 percent COLA and a 3% increase, which is consistent with the increases received by other JCLS staff. Director Tarantsey noted that she would be abstaining from the vote as the evaluation process occurred prior to her appointment to the Board.

MOTION: Director Kiefer moved approval of the contract extension as presented. Director Brown seconded the motion.

The Board then briefly discussed the contract extension. Director Shepherd commented that the salary increase may be unpopular with constituents. She noted she would be in favor of voting to extend Director May's contract for another year, but would be opposed to the increase in salary. Director May clarified that her contract includes that her salary receive the same COLA as other staff in the same year.

With Director Tarantsey abstaining, Director Shepherd voting against, and Directors Keating, Kiefer, and Brown voting in favor, the motion passed.

District Organizational Items for FY2025

Director Brown noted that Regular District Meetings will be moved to the third Wednesday of each month.

MOTION: Tarantsey moved to approve the organizational items for FY2025. Kiefer seconded, and the motion was unanimously approved.

Committee Assignments

Director Brown summarized the indicated committee assignments in the agenda memo and asked if any Board members had changes they wished to make. She then asked if any members would be willing to attend the RVCOG meetings. Marta Tarantsey and Kevin Keating volunteered to attend.

Foundation Director Auer asked if an JCLF ex-officio had been assigned, and noted that in the past, Director Kiefer had served. Though it had not yet been assigned for the year, Director Kiefer noted she would be willing to continue in the role.

Following a question by Director Keating, Director May briefly clarified the role of staff members on committees. The primary purpose of committees is to help give the members sufficient information so that they are then able to bring forward a recommendation to the Board. The committees make regular board meetings more efficient by addressing questions and concerns prior to recommendation, reviewing information, and informing members about areas they may not be as familiar with.

MOTION: Director Keating moved to adopt the committee assignments for FY24-25 as presented, with the addition of Susan Kiefer to the JCLF Ex-Officio position. Director Tarantsey seconded, and the motion was approved unanimously.

COMMITTEE AND BOARD MEMBER REPORTS

Director Tarantsey asked that a work session be added to the Board's calendar to discuss the Ashland Pride Banner.

FUTURE MEETINGS/EVENTS/OBSERVANCES

Director Brown summarized the upcoming Board events, noting the Board Retreat, Anniversary Party, and United for Libraries Virtual Conference.

ADJOURN

President Brown adjourned the meeting at 6:04 p.m.

/s/ Val Nowak
Recording Secretary



MINUTES

ATTENDEES

Present at the meeting were: Board Members Viki Brown (President), Susan Kiefer (Vice President), Marta Tarantsey, 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), Ryan Bradley (Marketing Manager), and Val Nowak (Executive Assistant)

Guests: Bryon Lambert

The Board work session was called to order at 9:23 a.m.

JCLD Board of Directors Annual Retreat

Morning focus: Board Self-Evaluation

The Board further discussed the results of the 2024 JCLD Board Self Evaluation. Members had brought suggestions for improvements, including planning officer succession, increased community advocacy, and clarity on board roles and responsibilities.

Strategic Workplan FY25

Kari May and the Admin Team presented an overview of the achievements made on the strategic plan in FY24. They then discussed a summary of the workplan for efforts in FY25. The Board broke for lunch at 12:30 p.m. and Director Keating left for the day.

Afternoon Focus: Foundations of Equitable Stewardship - Bryon Lambert

The Board rejoined session at 1:04. LaClinica Director of Equity, Diversity, and Inclusion Bryan Lambert presented an interactive session exploring how biases away from or toward people and issues can impact the work of guiding an organization.

Annual Calendar Preview – Kari May and Val Nowak

Executive Assistant Val Nowak presented a brief training on Outlook Calendar, and the Board discussed a presented summary of potential meeting dates for the year, including Board meetings, committee meetings, and other happenings.

The Board Work Session was adjourned at 4:17p.m.

/s/ Val Nowak

Recording Secretary



MINUTES

ATTENDEES

Present at the meeting were: Board Members Viki Brown (President), Susan Kiefer (Vice President), Marta Tarantsey, and Marissa Barrientos Shepherd. Kevin Keating joined at 4:35.

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), Ryan Bradley (Marketing Manager), and Val Nowak (Executive Assistant)

CALL TO ORDER/ROLL CALL

President Brown called the meeting to order at 4:07 p.m. Roll call was taken. Kevin Keating was absent. Marissa Shepherd joined virtually. The Land Acknowledgement was read.

DISCUSSION ITEMS (Inform/Discuss)

Ashland Pride Banner

Director Brown began by summarizing that the District Board is reviewing and reconsidering the decision made by Library Director Kari May to remove the Pride Banner from display in the Ashland Library. Director Brown clarified that the session was being held to inform the Board, and that no decisions would be made. Members would be reviewing the policies related to the issue and discussing any questions that they had.

She then asked Director May to give a brief history of the banner. May summarized that the banner was donated to the branch by the Ashland Friends of the Library and has hung in the Ashland Library stairwell since 2019. The banner was hung in an effort to create a safe and welcoming environment during a time when a local group was promoting harmful anti-LGBTQIA+ rhetoric. It has remained in place ever since.

May stated that over the past five years, the banner has drawn questions from consultants, and some have commented that it could be construed as the Library making a statement. In April, the Board received an email from a patron that was the motivation for determining whether the banner being on permanent display was in alignment with JCLS' Display and Exhibit and Gift Acceptance policies. It was felt that the banner did not meet the criteria of either, and the decision was made to remove the banner from permanent display at the end of June 2024.

Director Tarantsey thanked Director May for convening the work session and noted that there has been a significant amount of communication from the community as well as from library staff in support of the banner remaining on display. She noted that the banner may be a statement, but that it was a statement of welcoming and inclusivity. She called attention to the action steps described in the letter sent by the JCLS Queer Affinity Group and asked if the Board had ever voted on any request for reconsideration in the past. May responded that to her knowledge, no request for reconsideration decision made by the Library Director has been appealed to the Board.

Director Tarantsey acknowledged that while the banner display does fall under a grey area of displays and artwork with regard to policy, she indicated that she would support the banner being reinstated, as it is a symbol of inclusivity and welcoming to marginalized groups. She conceded that it could be perceived as making a statement, but that it falls under the stated values of the Library.

Brown summarized the email that had been received in April. The patron had indicated that she was a member of another marginalized group and felt that the display of the symbol of one group excluded other groups whose

symbols were not being displayed. Director Brown sought input from Ashland Branch Manager Kristin Anderson and responded to the patron, who did not pursue other action.

Director Tarantsey next brought up the other requests from the Affinity Group and asked the Board members for their responses. She suggested that instating a liaison role would address their request for improved communication. Director Kiefer stated that she is concerned that the library be safe and welcoming for everyone, especially marginalized and oppressed groups. She would like people to perceive the library as being safe without the library having to display supporting materials specific to their groups. She stated her preference to not display materials that might be associated with political implications. She commented that her willingness to remove the banner is not related to it being a matter of contention, but rather that she does not feel it fits the display parameters outlined in policy. She stated she would not be opposed to installing other art in line with the policies.

Director Keating joined the meeting at 4:35. Director Brown asked Director Shepherd if she had any comments or questions. Director Shepherd stated that she supports Director May's decision, and that the Library has to be careful of making a political statement. She commented that the Library has statements of welcoming and inclusivity at the entrances, and that it is the assumption that it is practiced. Director Keating stated that he also stands with Director May, and that he had nothing further to add at the time.

Director Brown stated that JCLS policy implies that displays are topical and temporary. She acknowledged that the banner being on prolonged display made the issue more delicate, but stated she also supports Director May's decision. With regard to the letter from the Queer Affinity Group, she noted she was in support of more EDI training for the Board, but that there are limitations between governance and operational duties of the Board and how they interact with Library Staff. Reacting to the letter's action items to satisfaction, therefore, would be difficult, but Brown noted that there will be a statement issued at the August Board meeting that will accompany the action taken by the Board.

Referring to the letter, Director Tarantsey brought up that there have been slurs directed towards LGBTQ staff, and that the banner indicates a more tangible sign of welcome than a printed sign. She asked if there a request for proposals is open for public art that would incorporate whatever welcoming message the banner had previously conveyed. Director May responded that the intention is to find a suitable replacement, and that that they are in the discussion phase of that project. While they have not yet issued a call for proposals, they have already received a submission.

With regard to the letter's action items, Director May said that issuing a statement reaffirming support of the LGBTQIA+ community is an important next step. She noted that there is a session available in the United for Libraries Conference on serving on a board during times of polarity for interested Board members, and that there would be further training made available. May acknowledged that conduits for communication between Library Administration and JCLS Affinity Groups were identified as being priorities during this process. May noted that she has met with the leadership from the JCLS Queer Affinity Group since receiving the letter.

After asking for further questions and comments and hearing none, Director Brown stated that she will work with Director May to create a statement in preparation for the board meeting on August 21. She noted that while a majority of Board members had indicated support for Director May's decision, the action, discussion, and vote would take place at the JCLD Board meeting on the 21 of August.

ADJOURN

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

/s/ Val Nowak
Recording Secretary

RESOLUTION: 2025-01

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 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.
- 2. 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 Susan Kiefer; 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 21st day of August, 2024.

By:

Attest:

Board President

Recording Secretary

Board Vote:

- Viki Brown _____
- Susan Kiefer _____
- Kevin Keating _____
- Marissa Barrientos Shepherd _____
- Marta Tarantsey _____

RESOLUTION: 2025-02

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 Susan Kiefer, and Kari May, Library Director.

The above resolution statement was approved by the Board of the Jackson County Library District and declared adopted this 21st day of August, 2024.

By:

Attest:

Board President

Recording Secretary

Board Vote:

Viki Brown _____
Susan Kiefer _____
Kevin Keating _____
Marissa Barrientos Shepherd _____
Marta Tarantsey _____



Date: August 21, 2024

Title: Ashland Pride Banner

From: Viki Brown and Susan Kiefer, JCLD Executive Committee

Summary:

During the July Board meeting, the JCLD Board heard public comments from patrons regarding Library Director Kari May’s decision to remove the Pride banner from the Ashland Library. Staff represented by the Queer Affinity Group shared a statement as well, asking the Board to reconsider the decision to have the banner removed. In the process of reconsideration, the Board reviewed e-mail correspondence from members of the public and JCLS staff and heard public comments at the July 19 Board meeting. The Board held a Work Session to review policies and discuss the matter on July 29, 2024.

Recommendation:

During the discussion at the Work Session, the Board reached consensus that the Pride banner display did constitute a display and should not have remained in place for years as a more permanent installation. Therefore, the Executive Committee recommends that the Board uphold Library Director Kari May’s decision to remove the Pride banner display from the Ashland Branch Library.

Policies, Plans, and Goals Supported:

- Policy 5-5: Displays, Exhibits, and Bulletin Board
- Policy 5-17: Gift Acceptance

Background and Additional Information:

May’s decision to remove the display was preceded by a letter of concern from an Ashland branch patron to the Board, input from consultants who have viewed the display, and by a careful review of JCLD policies governing displays in our libraries. The request for reconsideration came from members of the public and from JCLS staff. In the process of reconsideration, the Board reviewed e-mail correspondence from members of the public and JCLS staff and heard public comments at the July 19 Board meeting. The Board held a Work Session to review policies and discuss the matter on July 29, 2024.

Our role as a Board in a matter of this type is to ensure that governing policies are being uniformly adhered to. During the discussion at the Work Session, the Board reached consensus

that the Pride banner display did constitute a display and should not have remained in place for years as a more permanent installation. Library policy indicates that displays are to be topical, time-limited and present a wide range of information.

The Board's Policy Committee will review the Displays, Exhibits, and Bulletin Boards Policy to improve clarity of its language.



Date: August 21, 2024

Title: Intellectual Freedom Policy

From: Kelda Vath, Assistant Director of Support Services and the Policy Committee

Summary:

The Intellectual Freedom Policy codifies Jackson County Library Services' commitment to intellectual freedom, a fundamental principle of librarianship in the United States. The JCLS Intellectual Freedom Policy, first adopted by the Board in 2016, was reviewed and updated to provide more context, put it into the standard policy format, and include direct links to the referenced statements.

Recommendation:

The Policy Committee recommends that the 5-7 Intellectual Freedom Policy be adopted as presented.

Policies, Plans, and Goals Supported:

The statements upheld in this policy are foundational to library services and provide a framework offering clarity and support to nearly every other District Board adopted Library Policy, from the Collection Development Policy to the Rules of Conduct, to the Meeting Room Policy, to the Patron Confidentiality Policy, to the Program Policy, and many more.

Per District policy, all policies held by the District should be reviewed and revised as appropriate on a regular basis. The attached policy has been reviewed by the Library Director and Assistant Directors. Any proposed revisions have been reviewed and approved by the Policy Committee.

Background and Additional Information:

The statements included in this policy have long been guiding the library profession. The *Library Bill of Rights* was first adopted by the American Library Association (ALA) on June 19, 1939, and has been subsequently amended, most recently on January 29, 2019. The *ALA Code of Ethics* was also adopted in 1939 and was amended on June 29, 2021. *The Freedom to Read Statement* was adopted by ALA on June 25, 1953, amended most recently on June 30, 2004. *The Freedom to View Statement* is a little more recent, endorsed by the ALA Council in 1990.

Attachments:

- 5-7 Intellectual Freedom Policy, original
- 5-7 Intellectual Freedom Policy, revised



Adopted by the Jackson County Library District Board on December 8, 2016

The Jackson County Library District Board and Library Administration believe that intellectual freedom (open and affordable access to ideas and information) is basic to democracy. Documents describing intellectual freedom include:

The American Library Association Code of Ethics;

The American Library Association Library Bill of Rights;

The Freedom to Read Statement of the American Library Association;

The Freedom to View Statement of the American Film and Video Association.

These statements are hereby adopted as official policy of Jackson County Library Services.

While anyone is free to select or reject materials for themselves or their own minor children, the freedom of others to read or inquire will not be restricted. The Library does not stand in loco parentis (in the place of parents). Parents and guardians, not the Library or staff, have the responsibility to guide and direct the reading, listening and viewing choices of their own minor children.

Policy 5-7	Intellectual Freedom	Created: 12/08/2016 Revised: 08/05/2024 Approved: 12/08/2016
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I. PURPOSE

This policy explains the fundamental public library tenet of intellectual freedom and serves to express the commitment of Jackson County Library District (Herein referred to as the “District” or “Library”) to uphold, affirm, and adhere to the principles of intellectual freedom.

II. INTRODUCTION

Intellectual freedom is a core value of the library profession, and a basic right in our democratic society. Intellectual freedom is defined as the right of every individual to both seek and receive information from all points of view without restriction. It provides for free access to all expressions of ideas through which any and all sides of a question, cause or movement may be explored. (from State Library of Oregon’s Intellectual Freedom Toolkit Glossary, same as United for Libraries ‘Tools for Trustees’, ALA)

Whereas intellectual freedom protects the ability of all library users to seek and use information without interference, the District believes that intellectual freedom is essential to democracy, and that through the collection, organization, and dissemination of human expression in all its recorded formats, libraries are our society’s most visible commitment to free speech, self-education, and self-government.

The District believes that while anyone is free to select or reject materials for themselves or their own minor children, the freedom of others to read or inquire will not be restricted. The Library does not stand in loco parentis (in the place of parents). Parents and guardians, not the Library or staff, have the responsibility to guide and direct the reading, listening, and viewing choices of their own minor children.

III. POLICY DETAILS

The Jackson County Board of Trustees has adopted the following statements of the American Library Association (ALA) as policy:

[Library Bill of Rights](#) : An affirmation that all libraries are forums for information and ideas, and a set of basic policies that should guide library services.

[The Freedom to Read Statement](#): A statement that defines the responsibilities of publishers and librarians to protect Americans’ freedom to read, originally issued in May of 1953, subsequently updated over the years, that remains relevant today.

[Freedom to View Statement](#): A statement endorsed by ALA, to affirm Americans’ freedoms associated with viewing film, video, and audiovisual materials.

[ALA Code of Ethics](#): A framework of values and ethical responsibilities for the profession of librarianship.



Date: 08/21/2024

Title: Rescinding Oregon Ethics Law Policy

From: JCLD Policy Committee

Summary:

Upon reviewing the Oregon Ethics Law Policy adopted October 13, 2016, staff concluded that the policy is redundant, as all public officials and public employees are bound by ORS Chapter 244, and the Ethics portions of the JCLS Employee Handbook and Board Governance Policy Handbook cover the same areas.

Recommendation:

The Policy Committee recommends that the Board rescind Jackson County Library District Oregon Government Ethics Law Policy.

Policies, Plans, and Goals Supported:

Maintaining updated policies provides clear guidance for the District Board, staff, and patrons, and facilitates ease of use of all library services.

Background and Additional Information:

All public officials and public employees are bound by ORS Chapter 244 regardless of whether there is a written policy adopted or not. However, the District has policy handbooks for both Staff and Board members that address Oregon ethics. Staff found that the Ethics sections of these documents are robust and cover all the areas that the Oregon Government Ethics policy used to.

Attachments:

- JCLD Oregon Ethics Law Policy
- JCLS Staff Handbook Ethics Excerpt
- JCLD Board Governance Ethics Excerpt

Jackson County Library District Oregon Government Ethics Law Policy

Overview

Oregon Government Ethics Law

- Applies to all elected and appointed officials, employees and volunteers
- Prohibits use of public office for financial gain
- Requires public disclosure of financial conflicts of interest
- Limits gifts that an official may receive per calendar year
- Found in Oregon Revised Statutes, Chapter 244

Purpose

The purpose of this policy is to establish ethical standards of conduct for all Jackson County Library District (“district”) public officials in accordance with Oregon Government Ethics law.

Financial Gain

Each public official is prohibited from using the position as a public official to receive certain financial benefits if the opportunity for the financial benefit would not otherwise be available but for the position held by the public official. In addition, each public official is prohibited from using or attempting to use the official position to obtain financial benefits for a relative or a member of the public official’s household, or for a business with which the public official, a relative, or a member of the public official’s household is associated.

The following is a list of financial benefits that may be received. These include:

- Official compensation
- Reimbursement of expenses
- Honorarium
- Unsolicited awards for professional achievement
- Some gifts

Gifts

No public official shall solicit or receive any gift(s) with a total value of more than \$50 from any single source who could reasonably be known to have a financial interest in the official actions of that public official. A gift is defined as something of value given to a public official, for which the official does not pay an equal value. Gifts of entertainment are included in the \$50 gift limit.

This does not mean that an official cannot receive any gifts. The law only restricts gifts from sources that have an administrative or legislative interest in the public official’s actions, and does allow the public official to receive up to \$50 worth of gifts from each source. In addition, unlimited gifts may be accepted from a source that does not have a legislative or administrative interest in the public official, and the public official may accept unlimited gifts from specified relatives.

Conflict of Interest

Oregon Government Ethics law identifies and defines two types of conflicts of interest: actual conflict of interest and potential conflict of interest.

The difference between an actual conflict of interest and a potential conflict of interest is determined by the words “would” and “could.”

A public official is met with an **actual** conflict of interest when the public official participates in action that **would** affect the financial interest of the official, the official’s relative or a business with which the official or a relative of the official is associated.

A public official is met with a **potential** conflict of interest when the public official participates in action that **could** affect the financial interest of the official, a relative of that official or a business with which the official or the relative of that official is associated.

A public official must announce or disclose the nature of a conflict of interest. The way the disclosure is made depends on the position held. The following public officials must use the methods described below:

- Potential Conflict of Interest: Following the public announcement, the public official may participate in official action on the issue that gave rise to the conflict of interest.
- Actual Conflict of Interest: Following the public announcement, the public official must refrain from further participation in official action on the issue that gave rise to the conflict of interest.

If a public official is met with an actual conflict of interest and the public official’s vote is necessary to meet the minimum number of votes required for official action, the public official may vote. The public official must make the required announcement and refrain from any discussion, but may participate in the vote required for official action by the governing body. These circumstances do not often occur. This provision does not apply in situations where there are insufficient votes because of a member’s absence when the governing body is convened. Rather, it applies in circumstances when all members of the governing body are present and the number of members who must refrain due to actual conflicts of interest makes it impossible for the governing body to take official action.

Useful Links

Oregon Government Ethics Commission Home Page:

<http://www.oregon.gov/OGEC/>

Link to the Guide for Public Officials:

<https://www.oregon.gov/ogec/Documents/2021%20PO%20Guide%20Final%20Adopted.pdf>

Link to the ethics statutes found in ORS 244:

https://www.oregonlegislature.gov/bills_laws/ors/ors244.html

Link to the Oregon Administrative Rules that clarify and define the ethics statutes in ORS 244 (Select chapter 199 – Oregon Government Ethics Commission):

<https://secure.sos.state.or.us/oard/ruleSearch.action>

Adopted: October 13, 2016

CONFLICT OF INTEREST AND OREGON ETHICS LAW

The purpose of this policy is to ensure that employees adhere to the highest ethical standards when conducting business on behalf of JCLS, as set forth in Chapter 244 of the Oregon Revised Statutes (ORS). Employees may not solicit, obtain, accept, or retain any personal benefit from any supplier, vendor, customer/client, or any individual or organization doing or seeking business with JCLS. This means you may not maintain an outside business or financial interest or engage in any outside business or financial activity that conflicts with the interests of the organization or interferes with your ability to fully perform job responsibilities. For example, if job responsibilities include purchasing, or being in a position to influence purchasing, the individual responsible must have no proprietary or financial interest in any business that furnishes products, materials, or services to the organization or in any related transaction. An employee may not benefit directly or indirectly from a third party who furnishes products, materials, or services to the organization either.

EMPLOYEES ARE PUBLIC OFFICIALS

We believe in treating people with respect and adhering to ethical and fair practices.

A public official includes anyone serving the State of Oregon or any of its political subdivisions or any other public body in any of the listed capacities, including as an agent. An agent is any individual performing governmental functions. Governmental functions are services provided on behalf of the government as distinguished from services provided to the government. This may include private contractors and volunteers, depending on the circumstances.

According to the Oregon Government Ethics Law (ORS 244.020), every JCLS employee is considered a “public official” for purposes of ORS Chapter 244.

OREGON GOVERNMENT ETHICS LAW: A GUIDE FOR PUBLIC OFFICIALS

The Oregon Government Ethics Commission publishes and updates a guide for public officials that helps to explain in understandable terms the requirements of Oregon Government Ethics law and the Oregon Government Ethics Commission’s interpretation of those requirements. The Guide for Public Officials and any related legislative updates are available online at [State of Oregon: Oregon Government Ethics Commission](#).

RELATIVES OF PUBLIC OFFICIALS

Oregon Government Ethics law also applies to relatives of public officials including a spouse, parent, stepparent, child, sibling, stepsibling, son-in-law, daughter-in-law of the public official, or of the public official’s spouse. Any individual for whom the public official has a legal support obligation, or who benefits financially from the public official’s employment with the public entity is also covered by the law.

FINANCIAL GAIN

As a public official, an employee shall not use their official position to obtain financial gain or avoid financial detriment that would not otherwise be available *but for* the employee’s position (ORS Chapter 244). This provision applies to the employee, a relative of the employee, or a business owned by the employee or the employee’s relative.

There are exceptions to the “but for” test, including reimbursement of expenses; an honorarium, certificate, plaque, commemorative token or other item with a value of \$50 or less; and food, beverage, travel or lodging expenses otherwise authorized by ethics laws.

GIFTS

- A. During a calendar year, a public official, a candidate or a relative or member of the household of the public official or candidate may not solicit or receive, directly or indirectly, any gift or gifts with an aggregate value in excess of \$50 from any single source that could reasonably be known to have a legislative or administrative interest.

During a calendar year, a person who has a legislative or administrative interest may not offer to the public official or a relative or member of the household of the public official any gift or gifts with an aggregate value in excess of \$50.

USE OF OFFICIAL POSITION OR OFFICE

A public official may not use or attempt to use official position or office to obtain financial gain or avoidance of financial detriment for the public official, a relative or member of the household of the public official, or any business with which the public official or a relative or member of the household of the public official is associated, if the financial gain or avoidance of financial detriment would not otherwise be available but for the public official's holding of the official position or office.

Except:

- Any part of an official compensation package as determined by the public body that the public official serves.
- The receipt by a public official or a relative or member of the household of the public official of an honorarium or any other item allowed under ORS 244.042 (Honoraria).
- Reimbursement of expenses.
- An unsolicited award for professional achievement.
- Gifts that do not exceed the limits specified in ORS 244.025 (Gift Limit) received by a public official or a relative or member of the household of the public official from a source that could reasonably be known to have a legislative or administrative interest.
- Gifts received by a public official or a relative or member of the household of the public official from a source that could not reasonably be known to have a legislative or administrative interest.
- The receipt by a public official or a relative or member of the household of the public official of any item, regardless of value, that is expressly excluded from the definition of "gift" in ORS 244.020 (Definitions).

A public official may not solicit or receive, either directly or indirectly, and a person may not offer or give to any public official any pledge or promise of future employment, based on any understanding that the vote, official action or judgment of the public official would be influenced by the pledge or promise.

A public official may not attempt to further or further the personal gain of the public official through the use of confidential information gained in the course of or by reason of holding position as a public official or activities of the public official.

A person who has ceased to be a public official may not attempt to further or further the personal gain of any person through the use of confidential information gained in the course of or by reason of holding position as a public official or the activities of the person as a public official.

A person may not attempt to represent or represent a client for a fee before the governing body of a public body of which the person is a member. This subsection does not apply to the person's employer, business partner or other associate.

The provisions of this section apply regardless of whether actual conflicts of interest or potential conflicts of interest are announced or disclosed under ORS 244.120

HONORARIA

A public official may not solicit or receive, whether directly or indirectly, honoraria for the public official or any member of the household of the public official if the honoraria are solicited or received in connection with the official duties of the public official.

A public official may receive of an honorarium or a certificate, plaque, commemorative token or other item with a value of \$50 or less; or receive an honorarium for services performed in relation to the private profession, occupation, avocation or expertise of the public official or candidate.

FINANCIAL INTEREST IN PUBLIC CONTRACTS

A person who ceases to hold a position as a public official may not have a direct beneficial financial interest in a public contract for two years after the date the contract was authorized.

You are required to inform us of any activity that is ongoing or planned that may be or is a conflict with these laws. We will work with the State Ethics commission to determine the appropriate steps for resolution.

Failure to meet these standards will result in investigation and, depending on the outcome, result in discipline up to and including termination.

CONFIDENTIALITY

At JCLS, employees have access to highly confidential and proprietary information, including information about our business plans and patrons. Our patrons trust us with confidential information and disclosing this information without authorization would have a materially adverse impact on our integrity and on our relationships with our patrons. Employees must not disclose any information pertaining to the organization or its patrons without prior explicit approval of the Assistant Director of Public Services and Library Director.

No organization records or information, including documents, files, records, or computer files, and similar materials may be removed from our premises without permission from JCLS, except in the ordinary course of performing duties on behalf of JCLS. Additionally, the contents of the organization records or information otherwise obtained in regard to business may not be disclosed to anyone except where required for a business purpose. This prohibition also applies to items posted in a blog, website or on social media. Employees are subject to appropriate corrective action, up to and including termination, for revealing confidential information.

For more information concerning Patron Privacy, please see the JCLS Patron Privacy Policy which can be found on the JCLS website.

EMPLOYEE RECORDS

JCLS's philosophy is to safeguard personal employee information in its possession to ensure the confidentiality of this information. Additionally, the organization will only collect personal information that is required to pursue its business operations and to comply with government reporting and disclosure requirements. Personal information collected by the organization includes employee names, addresses, telephone numbers, email addresses, emergency contact information, EEO data, social security numbers, date of birth, employment eligibility data, benefit plan enrollment information, which may include dependents' personal information, and school/college or certification credentials. All pre-employment inquiries, including reference check records, as well as former employee files are maintained in secure, isolated areas electronically and are not used by the organization in the course of business operations.

Personal employee information will be considered confidential and, as such, will be shared only as required and with those who have a need for access to such information. All hard copy records will be maintained in locked, secured areas with access limited to those who have a need for such access. Personal employee information used in business system applications will be protected under company proprietary electronic transmission and Virtual Private Network policies and security systems. Participants in company benefit plans should be aware that personal information will be shared with plan providers as required for claim handling or record keeping needs.

Organization-assigned information, which may include organizational charts, department titles and staff charts, Designated Positions, department budgets, company coding and recording systems, telephone directories, email lists, and company facility or location information and addresses, it is considered by the company to be proprietary company information to be used for internal purposes only. The company retains the right to communicate and distribute such information as it feels necessary to conduct business operations.

If an employee becomes aware of a breach in maintaining the confidentiality of any personal information, the employee should report the incident to the Human Resources Manager. The Human Resources Manager has the responsibility to investigate the incident and take or recommend corrective action. Please understand that the reasonableness of actions taken in these circumstances will be taken into consideration. Examples of the release of personal employee information that will not be considered a breach include the following:

- Release of partial employee birth dates [i.e., day and month, which is not considered confidential and could be shared with supervisors/managers who elect to recognize employees on such dates]
- Personal telephone numbers or email addresses may be distributed to supervisors/managers in order to facilitate company work schedules or business operations.
- Employee identifier information used in salary or budget planning, review processes, and for timekeeping purposes will be shared with supervisors/managers.
- Employees' company anniversary dates will be distributed to appropriate supervisors/managers periodically.
- Employee and dependent information may be distributed in accordance with open enrollment processes, for periodic benefit plan changes, or for benefit statement updates.

Should a security breach occur, you will be notified in writing as soon as possible.

CONFLICTS OF INTEREST

ORS Chapter 244 identifies and defines two types of conflicts of interest: An *actual* conflict of interest and a *potential* conflict of interest. As a public official, an employee is met with a conflict of interest when participating in official action which could or would result in a *financial* benefit or detriment to the employee, a relative of the employee or a business with which either is associated.

A. ACTUAL CONFLICT OF INTEREST

An actual conflict of interest exists when the employee participates in action that *will result in financial gain or avoidance of financial detriment* for the employee, the employee's relative or a business with which the employee or a relative of the employee is associated.

B. POTENTIAL CONFLICT OF INTEREST

A potential conflict of interest exists when the employee participates in action that *could result in financial gain or avoidance of financial detriment* for the employee, a relative of that employee or a business with which the employee or the relative of that employee is associated.

C. DISCLOSURE OF CONFLICTS OF INTEREST

Before conducting business on behalf of the District, employees shall disclose any *actual* or *potential* conflict of interest. In the event of an *actual* conflict of interest, the employee shall notify the Human

Resources Manager or Library Director. In the event of a *potential* conflict of interest, the employee shall notify the Human Resources Manager or Library Director

D. EVALUATION OF POTENTIAL CONFLICT OF INTEREST

The Human Resources Manager or Library Director shall review the information relating to any potential conflict of interest and shall take one of the following actions as they deem appropriate:

- Finding that no conflict or potential conflict exists;
- Finding that a conflict or potential conflict exists and that the situation resulting in such conflict should cease or not be permitted to proceed; or
- Referring the actual or potential conflict of interest to legal counsel for consideration.

In all cases, the decision and/or recommendation shall be recorded.

INTERPRETATION

Since this policy cannot describe all potential conflicts of interest or ethical issues that may arise, and its application may be uncertain at times, employees are encouraged to consult the Human Resources Manager or Library Director if they have any questions as to the applicability of this policy to a particular situation.

MISREPRESENTATION

As an employee, you should consider how you represent JCLS in your transactions and interactions. You should be careful not to misrepresent the organization's policies, practices, procedures, or prices, or misrepresent your status and authority to enter into agreements. You should also avoid using the organization's name, likeness, facilities, assets, resources, or the authority of your position with the organization for personal gain or private interests.

COST CONSCIOUSNESS

As a special district that operates with public funds, it is important for us to remember that we are also the public that we serve and that we have a responsibility to ourselves and our fellow taxpayers to use our resources wisely for the greatest benefit to our patrons.

Personal use of JCLS telephones, supplies, computers, software, photocopy or other equipment or services represents a direct cost to the public. JCLS not only expects all employees to be cost conscious when conducting business, but to use library services, supplies, and equipment for business purposes only.

OUTSIDE EMPLOYMENT

While employed at JCLS, you may not engage in outside employment that conflicts with the nature of the organization's business, competes with the organization, or that otherwise interferes with your ability to perform according to established standards of performance and work rules. Additionally, you may not work at an organization that conducts business with JCLS. During hours you are scheduled to work for JCLS or use company

equipment for such purposes, you may not conduct any business connected with outside employment. Outside employment is allowed as long as it does not interfere with your ability to work your normal schedule. Outside employment must be disclosed on the Conflict of Interest Form.

Employees are not permitted to volunteer at JCLS or with Friends of the Library.

OFF-DUTY CONDUCT

Generally, we regard off-duty activities of employees to be their own personal matters. However, certain types of off-duty activities concern us because of the potentially negative impact on the organization's reputation within the communities we serve. Therefore, employees who engage in or are associated with illegal or otherwise harmful conduct (*i.e.*, that which adversely affects the organization, its public image, or their own ability or credibility to carry out employment responsibilities) may be subject to corrective action, up to and including termination.

SOLICITATION AND BULLETIN BOARDS

To make sure employees aren't disturbed or interrupted while on work duty, we have established the following non-solicitation policy:

Individuals who are not employed at the organization may not solicit our employees or distribute literature on organization property at any time.

If you wish to solicit or distribute literature to other employees by or on behalf of any individual, organization, club, or society, you may do so only during times when you are on a rest or lunch break. You may solicit or distribute literature only to those employees who are also on a rest or lunch break. The distribution of literature in work areas is prohibited at all times, but you may place it in established break areas or lunchrooms.

Obscene, profane, or inflammatory items and political advertisements or solicitations are strictly prohibited.

You may not solicit, expect, or accept contributions from vendors, patrons, or anyone doing business with the organization.

You may not sell merchandise or collect funds of any kind without prior approval from the Human Resources Manager.

We use our organization bulletin boards to keep you up-to-date and to post notices and information required by law. We also use them to announce activities and other items of interest to employees. We ask that you check the bulletin board regularly to obtain information that may be important to you. Bulletin boards are to be used only for posting or distributing notices or announcements of a business nature that apply equally and are of interest to all employees or are directly concerned with organization business.

WHISTLEBLOWER PROTECTIONS

JCLS encourages any employee with knowledge of an illegal or dishonest company activity to report it to the Human Resources Manager. All such issues will be promptly investigated with the intent to determine fault and institute any appropriate corrective measures. Examples of illegal or dishonest activities are violations of federal, state, or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting. Any employee wishing for more information can obtain further details from the Human Resources Manager.

If an employee has knowledge of or a concern about illegal or dishonest fraudulent activity, the employee should immediately contact the Human Resources Manager. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to corrective action, up to and including termination.

Whistleblower protections are provided to maintain confidentiality and to prevent retaliation. Although someone's identity may have to be disclosed to conduct a thorough investigation, to comply with the law, and to provide accused individuals their due course, the privacy of the individual making the report will be protected to the extent possible. JCLS will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments as well as threats of physical harm. Any whistleblower who believes retaliation has occurred must contact the Human Resources Manager immediately. The right of a whistleblower to protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

All reports of illegal and dishonest activities will be promptly submitted to the Human Resources Manager, who is responsible for investigating and coordinating corrective action.

CONFIDENTIALITY

CONFIDENTIALITY OF RECORDS

JCLS follows Oregon state law, which exempts libraries from public disclosure of "the records of a library, including (a) circulation records, showing use of specific library material by a named person; (b) the name of a library patron together with the address or telephone number of the patron; and (c) the electronic mail address of a patron."

ORS 192.355 (23)

ORGANIZATION AND PATRONS

At JCLS, employees have access to highly confidential and proprietary information, including information about our business plans and customers. Our patrons trust us with confidential information and disclosing this information without authorization would have a materially adverse impact on our integrity and on our relationships with our customers. Employees must not disclose any information pertaining to the organization or its customers without prior explicit approval of their managers/supervisors and must sign a form stating such.

No organization records or information, including documents, files, records, computer files, and similar materials may be removed from our premises without permission from JCLS, except in the ordinary course of performing duties on behalf of JCLS. Additionally, the contents of organization records or information otherwise obtained in the course of doing business may not be disclosed to anyone except where required for a business purpose. This

prohibition also applies to items posted in a blog or website. Employees are subject to appropriate corrective action, up to and including termination, for revealing confidential information.

PRIVACY AND THE LAW

Privacy is essential to the exercise of free speech, free thought, and free association. Lack of privacy and confidentiality can essentially stop the freedom of choice, thereby suppressing access to ideas. The possibility of surveillance, whether direct or through access to records of speech, research and exploration, undermines a democratic society. In libraries, the right to privacy is the right to open inquiry without having the subject of one's interest examined or scrutinized by others.

Confidentiality of library records is a core value of librarianship. Confidentiality exists when a library is in possession of personally identifiable information (PII) about users and keeps that information private on their behalf. This includes such library-created records as, computer reservations, registration for equipment or facilities, circulation records, web sites visited, or hold notices. One cannot exercise the right to read in any format if the possible consequences include damage to one's reputation, ostracism from the community or workplace, or criminal penalties. Consider patrons looking for a new job or information about rock climbing or skydiving; this is information that the current employer or insurance company might like to have. Choice requires both a varied selection and the assurance that one's choice is not monitored.

For libraries to flourish as centers for uninhibited access to information, librarians must stand behind their users' right to privacy and freedom of inquiry. Just as people who borrow murder mysteries are unlikely to be murderers, so those seeking information about terrorism are unlikely to be terrorists. Assuming a sinister motive based on library users' reading choices makes no sense and leads to fishing expeditions that both waste precious law enforcement resources and have the potential to chill Americans' inquiry into current events and public affairs.

The *American Library Association Code of Ethics* and *Library Bill of Rights* acknowledge the paramount importance of library patron privacy:

"We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted."

"The American Library Association affirms that rights of privacy are necessary for intellectual freedom and are fundamental to the ethics and practice of librarianship." Privacy: an Interpretation of the Library Bill of Rights (2002).

3. Review and approve major changes in the District's organization or structure.
 4. Develop and approve strategic plans for growth and development of the District.
 5. Ensure that program objectives are assigned to the proper planning or implementing subgroups or committees.
 6. Receive, discuss and take action on committee or other planning body recommendations.
 7. Pass District resolutions.
- D. Compliance and Legal
1. Select legal counsel and consultants for the District.
 2. Request advice from legal counsel as needed. Requests to legal counsel for advice requiring legal research may not be made by a Board member without the concurrence of the Board. Before requesting research or other action by legal counsel, the Board should, if appropriate, consult with the Library Director to determine if the request or action can be accomplished cost-effectively. Outside a Board meeting, the Board should make requests of legal counsel through the Library Director, with the exception of issues related to performance of the Library Director.
 3. Ensure that the District is in compliance with all federal, state, and local laws.

6.3 Board Member Reimbursement

Board members may be reimbursed for actual and reasonable expenses incurred in the performance of their duties (ORS 357.460) based on current federal rates.

Reimbursable expenses pertain only to the Board member and do not include the spouse, children, other relatives or companions. Reimbursable expenses include:

1. Transportation;
2. Lodging;
3. Meals;
4. Registration fees for conferences, conventions and seminars; and
5. Other actual and necessary expenses related to the official business of the Board member as deemed appropriate.

Board members should exercise good judgment so as to avoid unnecessary District expense and should not undertake any Board business that will generate reimbursable expenses without the express approval of the Board.

Board members will be reimbursed for eligible expenses upon completion of the relevant assignment, within a reasonable amount of time after submittal of documentation of expenses. Expenses are subject to review by the Board and, if deemed unreasonable, may be declined for reimbursement.

SECTION 7: ETHICS

In its work together, the Board always shall seek the best outcomes for the District, its users, and its taxpayers. The members of the Board shall listen carefully to one another and strive to hear the best elements of a suggestion. Members should respond to communications from fellow Board members in a timely manner. The Board shall seek to create an atmosphere where differences of opinion are expressed freely. Members will be candid, clear, and careful to avoid what might appear to be public

criticism of a fellow Board member. The Board shall involve each other in discussions they have about the District to ensure that everyone is able to make informed decisions.

According to the Oregon Government Ethics Law (ORS 244.020), persons elected or appointed to a governing body of a public body are considered to be “public officials,” irrespective of whether the person is compensated for the services. Consequently, any person who is elected or appointed to serve on the Jackson County Library District Board of Directors is considered a “public official” for purposes of ORS Chapter 244.

7.1 Governing Statutes

As public officials and public representatives of the District, Board members are expected to conform to the expected high standards of ethical conduct, including but not limited to the following:

Board members will review and observe the requirements of the Oregon Ethics Law Guide for Public Officials, and all requirements of the Oregon Revised Statutes governing ethics for public officials, ORS 244.010 to 244.390. The Oregon Government Ethics Commission publishes and updates a guide for public officials that helps to explain in understandable terms the requirements of Oregon Government Ethics law and the Oregon Government Ethics Commission’s interpretation of those requirements. The Guide for Public Officials and any related legislative updates are available online at [State of Oregon: Oregon Government Ethics Commission](#).

Liability for violation of Oregon’s Ethics Laws for Public Officials is personal to the public official. It is not covered by the District’s liability coverage, and the costs of investigation and any penalty issue are the responsibility of the Board member.

Oregon Government Ethics law also applies to relatives of public officials including a spouse, parent, stepparent, child, sibling, stepsibling, son-in-law, daughter-in-law of the public official, or of the public official’s spouse. Any individual for whom the public official has a legal support obligation, or who benefits financially from the public official’s employment with the public entity, is also covered by the law.

7.2 Conflicts of Interest

Board members are strictly prohibited from using a position in public office for private financial gain. Board members must give public notice of any actual or potential conflict of interest at a public Board meeting, and such notice will be reported in the meeting minutes. The disclosure shall be repeated and recorded in the meeting minutes in each instance where the matter is discussed.

ORS Chapter 244 identifies and defines two types of conflicts of interest: An **actual** conflict of interest and a **potential** conflict of interest. A public official is met with a conflict of interest when participating in official action which could or would result in a **financial** benefit or detriment to the public official, a relative of the public official or a business with which either is associated.

- A. Potential Conflict of Interest: Exists when a decision being deliberated by the Board *could* result in financial gain or avoidance of financial loss to the Board member, a relative of the Board member, or a business owned by the Board member or a relative of the Board member. A potential conflict must be disclosed, but the Board member may still participate in the discussion and vote on the issue.
- B. Actual Conflict of Interest: Exists when a decision by the Board *will* result in a financial gain or avoidance of financial loss to the Board member, a relative of the Board member, or a business

owned by the Board member or a relative of the Board member. An actual conflict must be disclosed and the Board member may not participate in discussion of the matter or vote on the issue.

Evaluation of Potential Conflict of Interest

The Board President shall review the information relating to any potential conflict of interest and shall take one of the following actions as they deem appropriate:

- Finding that no conflict or potential conflict exists;
- Finding that a conflict or potential conflict exists and that the situation resulting in such conflict should cease or not be permitted to proceed; or
- Referring the actual or potential conflict of interest to legal counsel for consideration.

In all cases, the decision and/or recommendation shall be recorded in the meeting minutes.

7.3 Prohibited Actions

In representing the best interests of the District and its constituents, and in avoidance of pursuing individual agendas, Board members will refrain from:

- a. Disclosing confidential information or making use of special knowledge or information before it is made available to the general public.
 1. Board Members shall not use or attempt to use confidential information gained through their positions as public officials for financial gain.
 2. “Confidential information” is any information that is not generally available to the public. The obligation to keep such information confidential shall continue after the cessation of a Board Member’s term on the District Board of Directors.
- b. Promoting relatives, clients or employees for Boards and commissions without making appropriate disclosures.
- c. Seeking employment of relatives with the District without making appropriate disclosures.
- d. A public official (or a relative, or a business of the public official) may not receive a gift valued at greater than \$50 from any one source in a calendar year from any individual or organization with a legislative or administrative interest in the public body, i.e., that does business with or that wishes to do business with the Library District.
 1. A “gift” is “something given to a public official, or a relative of the public official, when there is no payment, or payment is for a discounted price, and the opportunity (gift) is not available to others who are not public officials on the same terms or conditions.”
 2. “Legislative or administrative interest” means an economic interest, distinct from that of the general public.
- e. Taking an action that benefit special interest groups at the expense of the District as a whole.
- f. Any other action or request for preferential treatment that places the interests of the Board member, a Board member’s relatives, associates, co-workers, clients or friends above the best interests of the District.

SECTION 8: COMMUNICATIONS

8.1 Communications with the Media

Any official position or comment by the Board to any media representative or outlet shall be provided or authorized by the Board President and/or the Library Director. Any other communication with the

media by Board members shall be considered unauthorized and shall not represent the official position of the District.

8.2 Communication with Staff

The Board will respect the separation between policymaking and administration (Board and Library Director functions respectively) as outlined in Section 6.1 (Delegation), by observing the following communication policies with respect to District staff:

- A. The Board will work with the District staff as a team in the spirit of mutual respect and support.
- B. Outside of Board meetings, Board members will not attempt to influence a District employee or the Library Director, or advocate for a certain outcome in regard to personnel matters, purchasing issues, the award of contracts or the selection of consultants. However, Board members discussing these matters with staff outside of Board meetings in a *non-coercive* manner is appropriate.
- C. Board members will, wherever possible, limit individual contact with District staff to the Library Director, management staff, and designated staff for requests that concern the relevant matter or matters, so as not to influence staff decisions or recommendations, interfere with their work performance, undermine manager authority or prevent the Board as a whole from receiving information. The Library Director will determine the most effective way to respond to Board requests.
- D. When expressing criticism to staff, either at a public meeting or through other communication, Board members will be professional and mindful of the role, expertise, and responsibility of staff members.
- E. Any written materials or information requested of staff by Board members will be submitted to the entire Board and include a notation stating who requested the information.
- F. The Board President will refer comments or questions regarding District personnel or administration to the Library Director. The Library Director may, at their discretion, reply to the inquiry directly or instruct the appropriate staff member to do so.

8.3 Confidentiality

- A. Board members will keep all written materials provided to them on matters of confidentiality under law in complete confidence to ensure that the District position is not compromised. No mention of the information read or heard should be made to anyone other than the Board members, Library Director, or legal counsel.
- B. All public statements, information or media releases relating to a confidential matter will be handled by the Library Director, legal counsel, or designated Board member.
- C. Unless required by law, no Board member may make public the discussions or information obtained in executive session. The Board may censure a Board member who discloses confidential information or otherwise violates this policy.

SECTION 9: BOARD MEMBER DEVELOPMENT AND TRAINING

9.1 General



Director's Report August 2024

Special Highlights

District 10th Anniversary Party



Library staff, supporters, friends, and honored guests came to the Medford Library to mark the 10th Anniversary of Jackson County forming a Library District. Individuals who were instrumental in the formation of the District in 2014 were invited, and many of them attended. Board member Susan Kiefer, who has served on the Board since its creation, gave some remarks, and Library Director Kari May thanked the attendees for their support of library services in Jackson County over the past ten years. The planning committee did a wonderful job, and there was plentiful food, with multimedia presentations and themed music put together by Digital Services. Everyone commented on the amazing centerpieces on display; staff outdid themselves! Each centerpiece was crafted to represent their branch or department, and from Rogue River to Collection Development, all were full of artistic touches and incredible detail.

Public Services



With Summer Reading in full swing, each branch offered a wide variety of programs for patrons of all ages. From edible bugs to recycled art, learning and creativity were interwoven with fun and friendship. Here are a few highlights that captivated audiences at multiple locations.

John Jackson of Bugs R Us is always popular, and his programs encompass a wide variety of scientific topics. In Ashland, he wowed crowds of children and families with his presentation on worms and composting. Attendees learned how to welcome these friendly invertebrates into their garden to make their soil richer and their harvests more prolific. In Central Point, the theme focused on dinosaurs. In Shady Cove and Ruch, participants learned how bugs can be useful to humans and even sampled a few crunchy-crawlies as snacks.



Award-winning Oregon author Valerie Coulman visited Central Point, Gold Hill, Prospect, and Shady Cove, where she read stories and shared her own experiences. Attendees then got a chance at the authoring process themselves. Coulman shared with audiences the many steps that are in between an idea for a story and holding the final published book in your hands. The kids drafted their own story, going through editing and illustration processes guided by Coulman before ending the program with a final draft.

Several amazing programs were presented though Rogue Art Gallery at Talent, Medford, Ashland, Jacksonville, Prospect and Central Point. Attendees made beautiful mobiles from recycled materials, incorporating everything from leftover art supplies to natural materials to byproducts and broken pieces of other items.

Professional Organizer Susan Chester visited many branches to give patrons a course on How to Renew Your Space. Chester shared information and statistics related to the importance of decluttering and organization, followed by hands-on demonstrations for best practices with folding clothes, organizing drawers, and creating emotional distance from items that need to be donated or disposed of elsewhere.

As JCLS enters the final month of the Summer Reading Program, 2,053 people have registered and have logged 20,177 books and 266,268 minutes (about 6 months) so far. Right now, the book that is leading the “most logged” category is *The Goldfinch* by Donna Tartt.

Cultivating Companions

Throughout the Summer, several branches participated in the Cultivating Companions programs in partnership with the Oregon State University Extension and Southern Oregon Master Gardeners. The goal of this program was to combat loneliness by creating an opportunity for older adults to meet people in their community who share a common interest in gardening.

As the program draws to a close in some locations, there has been tremendous positive feedback from staff and patrons. One of the attendees in Medford wrote in to say, “I have made a new best friend [because of this program]. We talk on the phone nearly every day. I’ve been going to bed with a smile on my face for the first time in a long time because I no longer feel so lonely.”

Butte Falls Branch Manager Shone Ellis noted: “We have had 10-12 different people join in, not every week, but a mix and match. The time goes by so fast, and everyone is having a great time and learning stuff too. I would love to offer more things like this if they come up.” Programs Coordinator Brystan Strong also expressed interest in getting this type of programming into more branches and is already working with the facilitators, who are eager to come back and partner with JCLS in the future.

Impact Stories

Library staff work hard to build connections with the community every day. The following stories show how much the community appreciates the library's services.

Adult Services staff assisted a Ukrainian-speaking patron who needed help sending her unemployment paperwork via fax. Patrons often expect a charge associated with this service and are surprised when the Library provides it without cost. It is difficult to convey how powerful such a simple thing can be.

Adult Services Librarian Brianna Levesque recently helped a patron looking for information about a ranch that was once in the Applegate area. Levesque referenced census records, obituaries, city directories, birth, marriage, divorce, and death records, the Historical Society's digitized photo collection, the Historic Oregon Newspapers website, Metsker Atlases, and Jackson County Property Data Online to sketch out the history of the family who lived there and how long the ranch was in existence. The patron shared the following appreciation: "Thank you, thank you, thank you, for all your kindness and attention to detail. Your skills as a detective rival those of Nancy Drew, but you're even better because you're a real person! If I ever have to research a similar question in the future, now I'll have a better idea of how to do it on my own."

Adult Services Librarian Ken Lodgers helped a patron find information and resources about how to retire abroad to support a class they will be teaching for SOU's Osher Lifelong Learning Institute (OLLI). Lodgers met with the Ashland Branch patron, offering him books from the JCLS collection on retiring abroad and an overview of websites that might be helpful. Lodgers also introduced him to the library's online subscription service 'Gale General OneFile' and showed him how to search for full text articles on the topic within that database.

Longtime patrons had this to say about the staff at the Talent Library: “We have lived in this area for more than 45 years. In that time there have been many changes. However, what has not changed is the excellent service of



the library personnel. The Talent Library should be noted as an example of very fine, efficient and respectful people. We feel that they ought to be acknowledged for their outstanding service.”

Digital Services recorded several positive patron reactions over the month as indicators of the appreciation in the community for this service. From the End-of-Life Online Accounts class at Ashland Senior Center: “I heard nothing but amazing feedback and how they wanted their own children to take this class... Nicole was a fabulous teacher. Thank you for all you do there at the Library. It is just so great what you all offer.”



Bear Creek

Ashland

Local Ashland author Blake Romney lead a special storytime for Ashland audiences. After reading her book *Ember's Magical Journey*, Romney guided the children through some meditation techniques and gentle yoga movements.

Teen Specialist Miki Hocker led a popular "Ruin It Art Night" where teens took a thrifted piece of art and altered it to make it their own. It was a fun and accessible way to make new art pieces out of ones that were old and unwanted, and parents and tweens alike enjoyed themselves immensely.



July's Music in the Library performer was Lucas Bower, a rising 12th grader at Ashland High School who recently won the Youth Symphony of Southern Oregon's Concerto Competition. Rogue Valley Symphony continues to send the library excellent local musicians each month, and to have such a young and accomplished cello performer was a special treat.



Librarian Ethan Craft facilitated a new program in collaboration with the Oregon Shakespeare Festival in which they bring an OSF artist to the library to present workshops on theater arts and other Shakespeare-related programs. July's program focused on how to use physicality to deepen the understanding of Shakespearean texts.

Phoenix

The Phoenix Branch hosted a popular Lego Day in July. Bricks were spread out on tables and patrons were encouraged to let their creativity go wild. Attendees chatted with one another while they worked, and one patron gave Library Associate Lori Wilson a meaningful compliment when they commented “thank you for having a fun event that doesn't cost \$60.” Afterwards, many of the creations

were put on display in the library.

Branch Manager Jody Fleming visited eleven classes at Phoenix Elementary Summer School each week in July. She read the book *Whose Tails Are These?* and taught students about bird eggs, rocks, and minerals. Many of the kids remembered Fleming from library visits in the Spring. Each child signed up for the Summer Reading Program and received a free book at the end of three weeks.

Talent

The Make Your Own Stuffie Take and Make program was a gigantic success, with all fifty kits claimed in just under five hours. Patrons could choose from a sea horse, clown fish, shark, dolphin or seal, and some kids were so excited about making a new friend they got to work right away in the library instead of waiting until they got home. Throughout the day, the branch was full of kids sewing and stuffing their cuddly creatures, and staff suspect they might see several return for a special animal sleepover program later in August.



Central Area



Medford

Patrons got a welcome reprieve from the heat while using their artistic skills to decorate a reusable bag to take home with them at the Customize Your Own Canvas Bag program. Some used puff paint, some used stencils, and others simply drew whatever sprang to mind.

In collaboration with Business Librarian Roslyn Donald, Medford Teen Librarian Andrea Leone had the opportunity to present to a group of middle school kids participating in Southern Oregon University's *Academica Latina*, a program for Latinx kids in southern Oregon. Over two days, a group of teenagers were presented with information about

what libraries can bring to their lives, how to create their own business plans, and how finding the right book can change your outlook.



Patrons turned tragedy to triumph in a program called *No Fear Shakespeare: Uncursing the Cursed Play*. Leone presented patrons with copies of *Macbeth*, and the teens broke the play down into manageable parts to act out and discuss. Once they had gotten a handle on the material, they were asked to re-interpret the story and put their own spin on the text. Writing it in their own words helps to show that while the original language might

occasionally be difficult or intimidating to understand and read, the concepts and stories stand the test of time.

In celebration of National Friendship Day, patrons came together to create a Friendship Rock Garden. Using stones carefully selected from around the community, children painted rocks that represented what friendship means to them, their community, and other individuals in their lives that are important to them. They then had the option to take their rocks home or place them as a decorative piece in the Children's Garden.

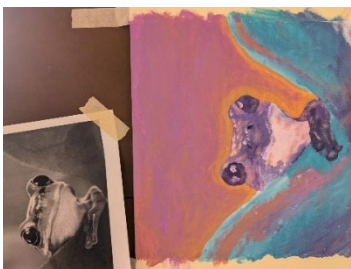


Central Point

Central Point's newest Kid Librarian, Oliver, had a particularly fun idea for the library. Oliver created a scavenger hunt to go with a display themed around his favorite series of books: *Diary of a Wimpy Kid*. He hid characters from the books around the children's area, and if a child found all five characters, they were rewarded with a specially-designed bookmark. Central Point staff continue to be amazed and inspired by the incredible passion and creativity that these kids come up with. Many aspire to be authors and librarians, and the staff were happy to give them an endless supply of inspiration through the collection. They all have great taste in literature, and they are well on their way.



Patrons young and old learned all about lavender when Marcy Rustad from Applegate River Lavender Farm visited the library. They learned about the culinary aspects of lavender and sampled lavender lemonade and lavender shortbread. Part of the fun was making their own lavender wreath with fresh lavender to take home and enjoy.



During Spark Space Hours, kids learned about Michelangelo and then proceeded to paint their own masterpieces while lying down, just like he did. Installed under tables, they carefully painted on paper that had been taped there, along with reference photos. They loved the experience, and their paintings turned out great.

Lower Rogue

Applegate

On some of the hottest days in southern Oregon, the Applegate Library was one of the few places that did not lose power and air conditioning. Patrons flocked to the library for comfort and clean air, and many found fun

and friendship as well. The Folded Book Art program on one of the days was particularly popular: a great way to recycle old books is also a great way to while away an hour or two away from the heat.



Gold Hill

Library Associate Amy Fann led young patrons in a sing-along during the Stuff Storytime and Slumber Party at the Gold Hill Library before bidding them good night and letting the stuffed animals run wild in the branch. Away from their owners for the night, the cuddly toys browsed the library and took advantage of the extensive JCLS collection. They were returned the next day, and kids got to hear all about what they had gotten up to during the sleepover.



Jacksonville

Branch Manager Rina Pryor led a special storytime on seeds, culminating with a lesson on planting and a rock-painting craft. The kids really loved decorating the rocks – giving their planters colorful decoration even before the planted seeds sprouted.



Adults came to the Jacksonville branch to enjoy the classical and flamenco music of Grant Ruiz, a local professional guitarist. Grant offered a historical and musical background to his pieces and played with precision and grace. The audience even got to join in when he taught them how to add percussive elements to some pieces.

The Southern Oregon Miniaturists donated a tiny replica of the Jacksonville Mercantile, circa 1910, to the Jacksonville branch. The little building has historically accurate signs, clothing, mail bags, and laundering equipment. The miniature was also the perfect centerpiece to represent the branch at the party for the 10th Anniversary of the formation of the Jackson County Library District.



Rogue River

Rogue River patrons let their creativity and emotions flow making art at the 'Let "Rage Art" Renew Your Spirit!' program. These collages combined nature imagery with personal words and phrases of anything the patrons needed to get out of their heads and onto the paper. Though the intent of the program was to have attendees destroy their art at the end, they all chose to keep theirs as a reminder of growth and strength.



Ruch

Displays for all ages celebrated Disability Pride Month. Staff also dedicated a space next to the Staff Picks for a Recent Returns display. Patrons have enjoyed seeing and conversing about what their neighbors are reading, and several titles have been circulated and recommended from one to another.



Upper Rogue

White City

Spark Space Hours and Lego Hours have been a huge hit with the young patrons of White City. They have enjoyed learning to code, assembling simple robots, and building challenges.

Shady Cove



Branch Manager Marion Mensing met with Monarch butterfly enthusiasts and experts from Native Plant Nursery Consulting to set up a butterfly rearing station at the library. A special glass case was delivered, along with fresh milkweed and newly hatched eggs. The larvae are doing great and have grown quite a bit in just one week, generating a lot of excitement from kids and adults alike.

Shady Cove also had several summer school class visits in July. Students attend school for the first half of the day, and when it works out, they attend the summer reading programs. If their visit does not occur on the same day as a program, staff put together a storytime for them, and the students check out books afterwards.

Prospect

Thursday's open Game Time has proven to be a popular recurring program. Not even a Thursday with a brief power outage could slow the fun. Gamers went analog, playing games like Jenga and Word Fishing. One enterprising young patron even used the Prospect circuit set to fashion a battery powered light and fan.

The Bottlecap Flowers program demonstrated how to transform the everyday into something beautiful. Attendees pinched bottlecaps into petal shapes and used assorted craft supplies to make unique flowers mounted on wood board.



Eagle Point

Parents and kids alike came to the Make Your Own Bookbag program. Staff provided blank canvas bags, paint, markers, sparkles, and much more for patrons to decorate their bags. Once they dried, patrons were eager to take those bags into the library and fill them with books. It has been fun for staff to see those bags come back to the branch again and again as patrons use them to carry the items they borrow from JCLS.



This 4th of July, the Eagle Point Branch once again had a presence at the Star Spangled Everything Fair. This annual parade and fair takes place right in front of the library, so staff were able to set up a booth and put out some lawn games from the Library of Things. Staff had a great time seeing regular patrons and signing up new ones.

In celebration of National Ice Cream Day, Library Specialist Jenna Steigleder coordinated with local vendor Violets and Cream to host a special storytime in the library's front yard. The ice cream kept everyone cool on a hot and smoky Saturday. This is the second in a series of special storytimes

Steigleder has put together to celebrate National Donut, Ice Cream, and Cupcake Days during the months of June, July, and August, respectively.

Butte Falls

The Independence Day Celebration was held on Saturday, July 6th, which allowed staff the opportunity to set up a table and join in on the fun. The library table offered a prize wheel, which was a huge draw with adults and children. Additionally, there were library card sign-ups, SRP information and sign-up forms, Library of Things display items, candy, water bottles, and balloons. This event brought a large group to the library table, including several new patrons who have recently moved to the area.

The Butte Falls Volunteer Fire Department combined fun with bringing education on fire safety to the branch. This program helped community members learn and be reminded of the many aspects of fire safety. Toy fire helmets, activity sheets, and coloring materials were available for kids to take home, too. This program also gave patrons the opportunity to handle a fire hose and experience what it feels like to try to control the power of its force. This kicked off a wet and wild group water fight using large squirt guns. Afterward, popsicles and bottled water were handed out to the happy patrons.

Community Resources

Resource Specialist Leigh Madsen has been building a collaboration with RVTD and a community member who restores bicycles. Madsen has arranged for multiple patrons to receive repaired bicycles, which greatly empowers them to transport themselves to work and appointments.

Also in July, the department hosted a program focused on art as a form of stress management and mental health. The program has proved popular for the team members that hosted it and the patrons who participated.

Outreach and Digital Services

Outreach

At Home Services

Two new patrons started receiving regular deliveries this month. Library Specialists Mackenzie Pollock and Kateri Warnick prioritized promoting the service and received ten applications. They are actively working on getting everyone on the schedule for next month. Thanks to At Home Service's wonderful volunteers, the team has been steadily shifting patrons to in-person deliveries. Pollock and Warnick have been creating new routes for AHS's volunteers to increase the number of in-person deliveries.

Staff also gave a presentation promoting At Home Services at a meeting of the Ashland Senior Advisory Committee. Committee members expressed their thanks and enthusiasm for spreading the word to community members.

DART

DART was busy this month with at least four visits scheduled each week, including the Ashland 4th of July Parade. Despite the heat wave, DART was able to go to each scheduled visit and only had to cancel two visits due to poor air quality.

Education Services

Two programs were held for Shady Cove School's middle school summer class: Mindful Minutes and Book Speed Dating. During Mindful Minutes, the students happily crafted their own recycled tote bags to go along with summer's "Read, Renew, Repeat" theme as they listened to the audio of *Solimar*, which is an upcoming Battle of the Books pick for 3rd to 5th graders. At the start of the program, two students who were set to be picked up by their parents begged to stay because they were so excited to participate. Later, another student was overheard stating that they were choosing to write about the visit as their favorite memory of the week for an assignment they had to complete. During Book Speed Dating, all the kids were matched with books to help reach their summer reading goals. One student was heard saying, "There are so many books here I want, and I don't even like to read!"

Education Services Specialists Bella Silva attended the Jackson County Fair for tabling and was recognized by a student at Eagle Rock Elementary School who had a class visit from Education Services in June for SRP. The student was very excited to see her again and stated they loved the story that was read.

Community Librarian Evelyn Lorence continued her monthly visit to the Housing Authority location. Lorence and Teen Librarian Andrea Leone brought the Recycled Tote Bags craft to teens and tweens at the site and promoted the Summer Reading Program.

Education Services also collaborated with the Ruch branch to create a roadmap of weekly class visits to the branch from the local school. They have been focusing on walking the team through JCLS's new database TeachingBooks, highlighting areas that will be especially beneficial for these library visits.

Digital Services

Patrons continue to be appreciative of the help received during their appointments with Digital Services Specialists. A patron was assisted who had photos of their late spouse on an old phone. Unfortunately, the phone had a broken screen, and so the patron wasn't sure the photos could be saved. They were able to be walked through saving them to their Google account in the cloud. They were so happy they could be saved, since they had resigned themselves to probably losing those photos. A comment card was left at Medford for a DS team member that said "thank you for all the time spent helping me to get legal documents printed. You're the best."



Human Resources and Finance

HR and Finance teams ran the first payroll through the new HR and Payroll system, Paylocity. The teams worked with staff to ensure that communication went out about what to expect and that any questions were answered promptly. Thanks to their hard work and preparation, the payroll was a success and went relatively smoothly. Both teams continue to make adjustments and implement other modules and features over the next several months.

Marketing

In July the Marketing Department unveiled the second swag item of the summer, a planter kit, as well as the second Fernsworth trading card. The latest JCLS documentary, *Same Old Train*, was released and the summer partnership with OSF concluded with a special discount on ticket prices for library card holders. With SRP in full swing, much of Marketing's efforts have turned to launching year two of the successful Unofficial Battle of the Books program, which starts on August 26.

Press Releases:

Windows in Time: <https://bit.ly/3VTUcKl>

Partnership with OSF: <https://bit.ly/3YIs7Jf>

Media Coverage:

RV Times on Partnership with OSF: <https://bit.ly/3xwZ9Rr>

KOBI on Eagle Point/SCA Program: <https://bit.ly/4cvfdv2>



Notable Videos:

Same Old Train: <https://youtu.be/ZSh3aWaszeo>

Anti-Beach Reads - Read This!: <https://youtu.be/jYTeC-LQBNE>

Support Services

Collection Development

There's a unique new variety of material coming soon. Based on patron and staff input, Adult Selection Librarian Felishia Jenkins has begun adding more Hi-Lo books to the JCLS adult fiction collection. These are titles of high interest to adults that are at a lower reading level, making them perfect for adults who need to improve their reading skills. Whether they are language learners, struggle with comprehension, or have other barriers, Hi-Lo books make it easy to find something that interests them in a section that is appropriate for their age group. Staff can assist patrons in finding these titles by searching the catalog or referring to booklists.

The Collection Development team has prioritized making visits to all branches throughout the year and recently received this nice comment from Julie Doty, Branch Manager at Gold Hill, when Jenkins reached out to schedule

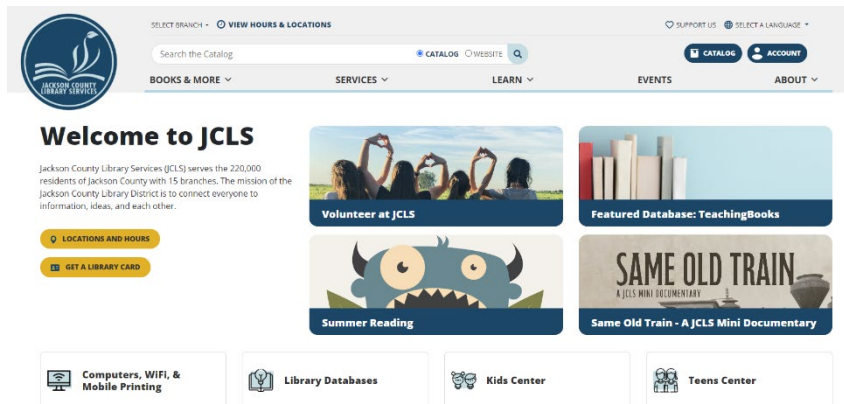
an upcoming visit: “I'm so excited for your visit! Monica and Laurin both made many positive changes here, and their visits were very fruitful. I have only been Branch Manager for a little over a year now, but so far, the visits from CD have been my favorite.”

Technical Services

The Courier team, part of Technical Services, launched a new internal supply request process to deliver operating supplies more efficiently to JCLS branches. This new process streamlines and clarifies which supplies may be requested for delivery and provides a one-stop shop for fulfilling these branch needs. Thanks to the creativity and help from Network Administrator Jason Whyte in IT, who created the web-based system, requests now flow into the existing Support Services internal ticketing system for efficient response times. Feedback from staff was immediate and positive.

Information Technology

The JCLS homepage received a significant makeover in July. While content remains in roughly the same locations as before, the site now boasts an updated and more user-friendly design. Website Specialist Michael Stanfield collaborated with website host Stirling to ensure a seamless transition to the new homepage.

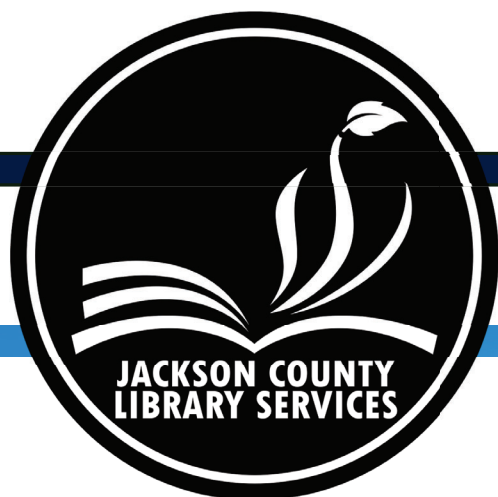


Facilities

Operations Coordinator Crystal Zastera attended an ALA training called “Bite-Sized Improvements: How to Make Small, Meaningful Changes to Library Spaces.” Of interest was a presentation from Nevada State University, who shared how they conducted a space study at their library to learn how patrons used it. Zastera already has put some of what she learned to use, ordering a decorative and functional soundproofing product made from recycled materials. She will be assessing its suitability for future potential JCLS applications.

Upcoming Events

VIEW CALENDAR →



FY24 Statistics Report & Strategic Plan Metrics

August 21st, 2024

Presented by: Regina Mannino & Kelda Vath

Key Performance Indicators (KPIs)

1. Total Circulation
2. Physical Circulation
3. Digital Circulation
4. Library Visits
5. New Cardholders
6. Branch Computer Usage



Strategic Plan Metrics (SPMs)

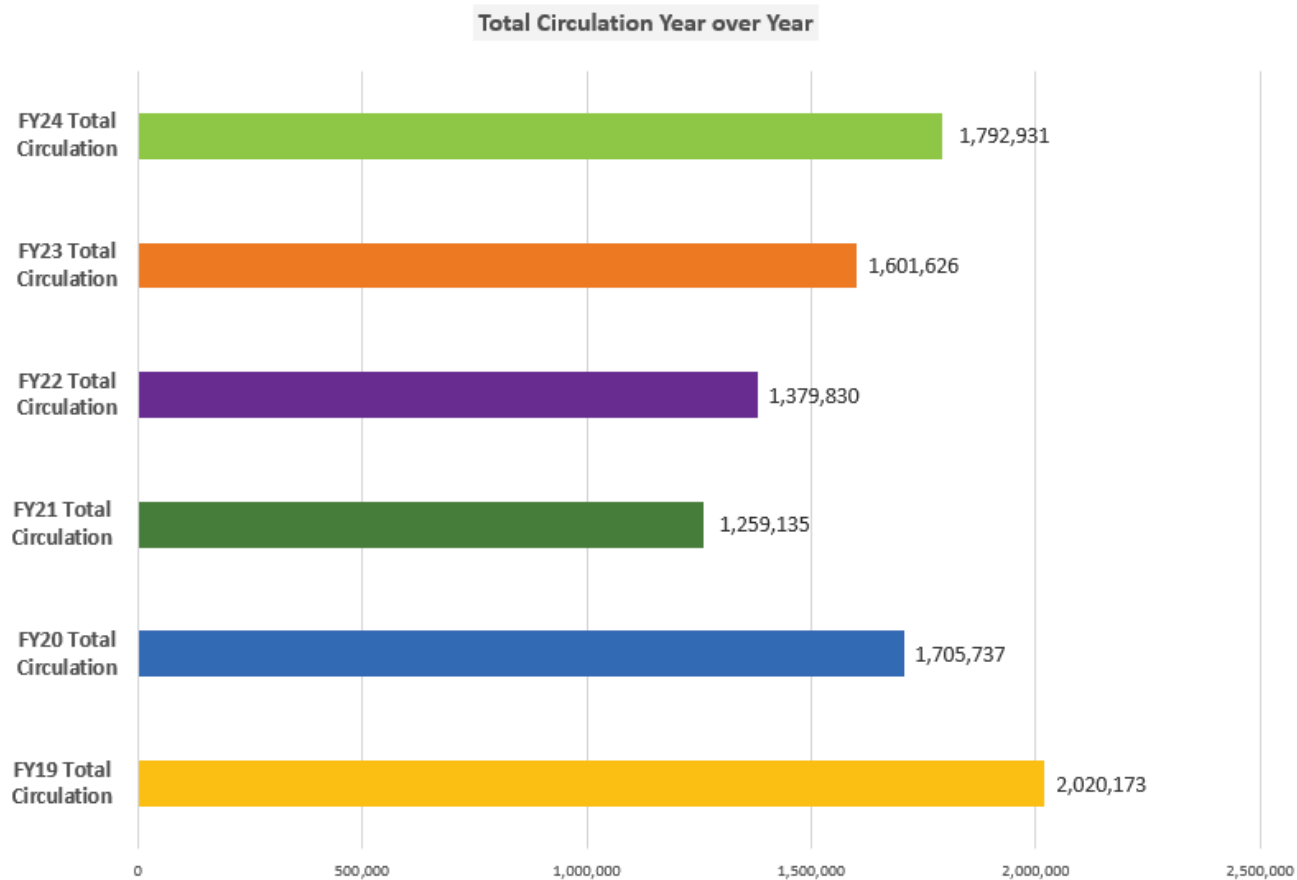
1. Spanish Collection
2. Library of Things (LOT)
3. Physical & Digital Circulation
4. Program Offerings & Program Attendance
5. Community Outreach by Focus
6. Social Service Referrals
7. Staff Training & Professional Development





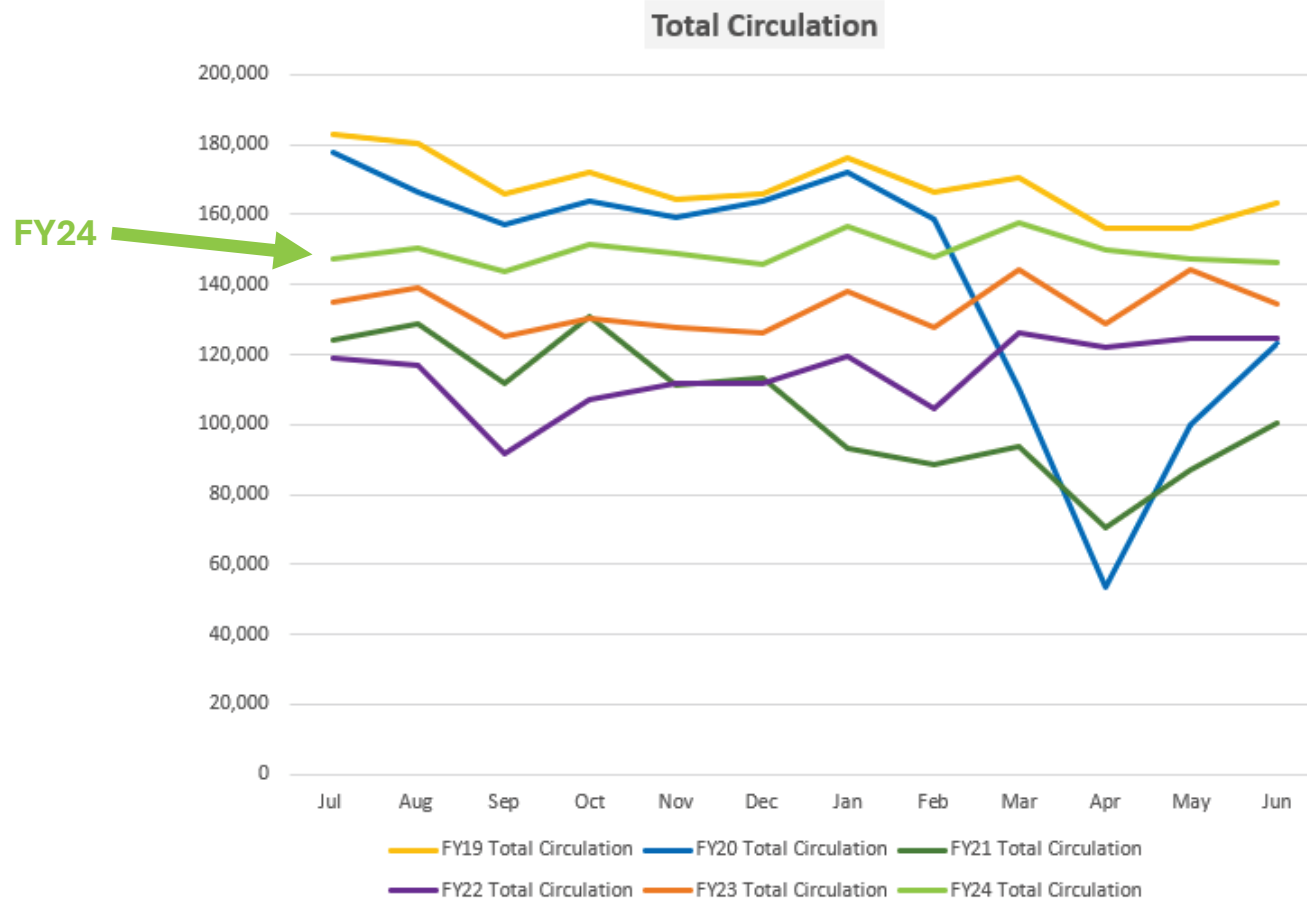
Part 1: Key Performance Indicators (KPIs)

1. Total Circulation Trends



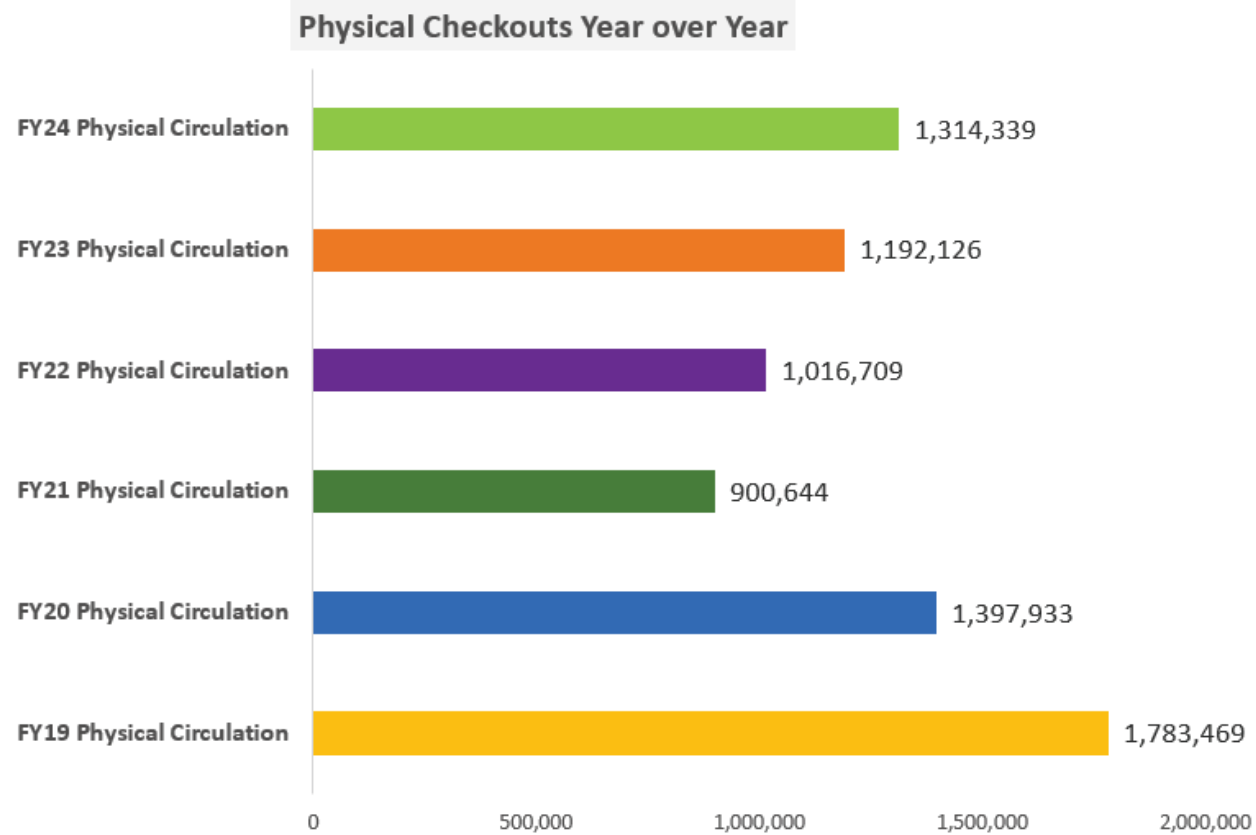


1. Total Circulation Trends



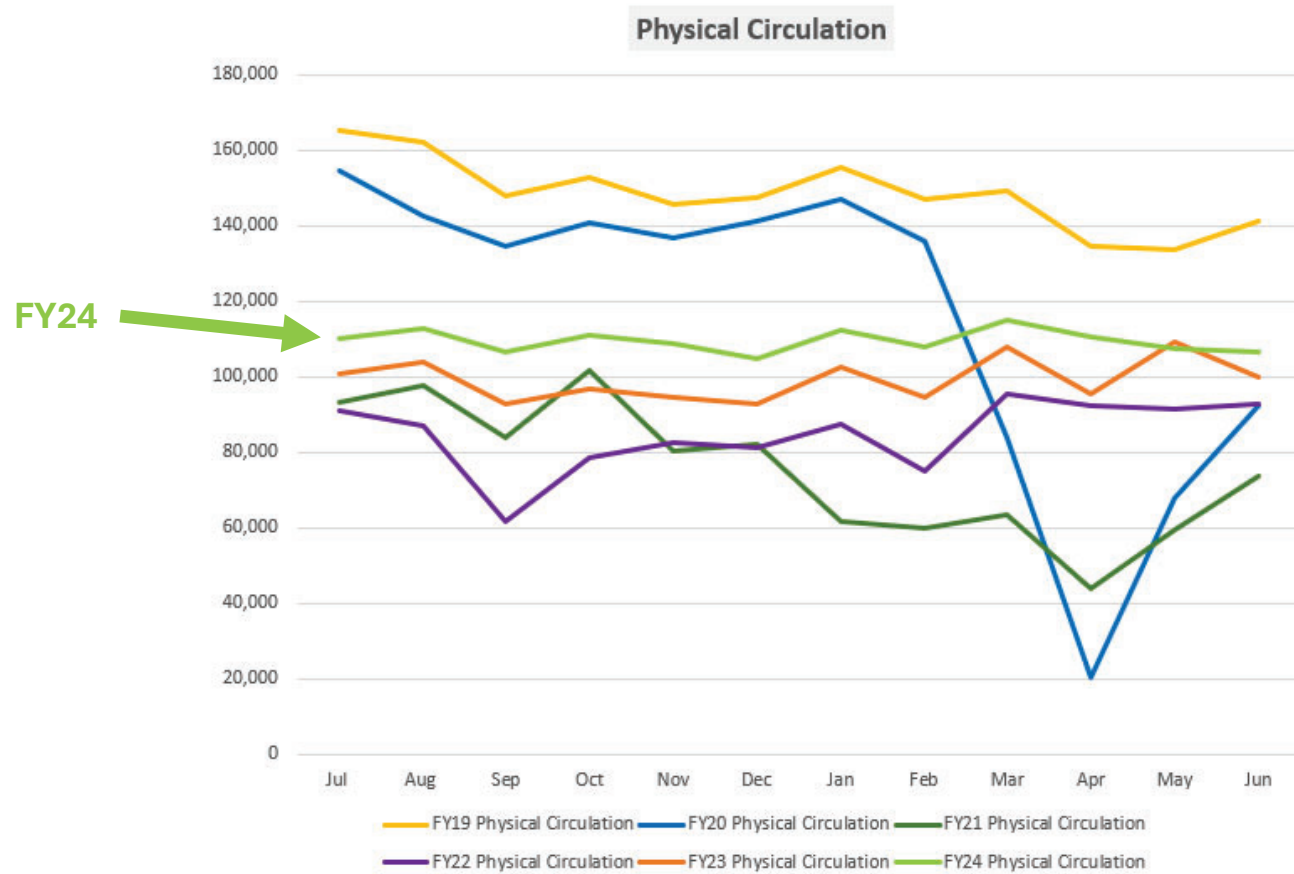


2. Physical Circulation



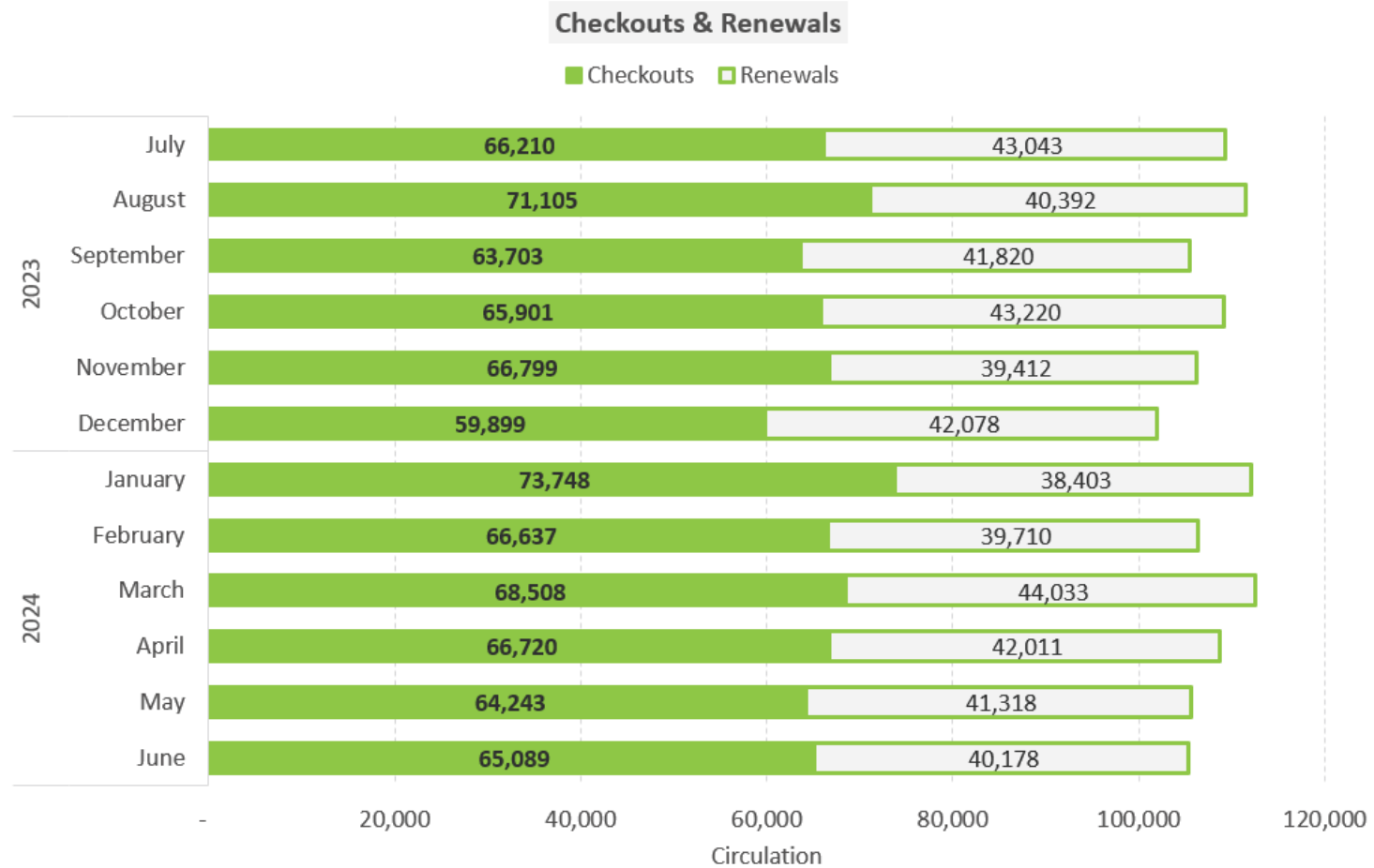


2. Physical Circulation



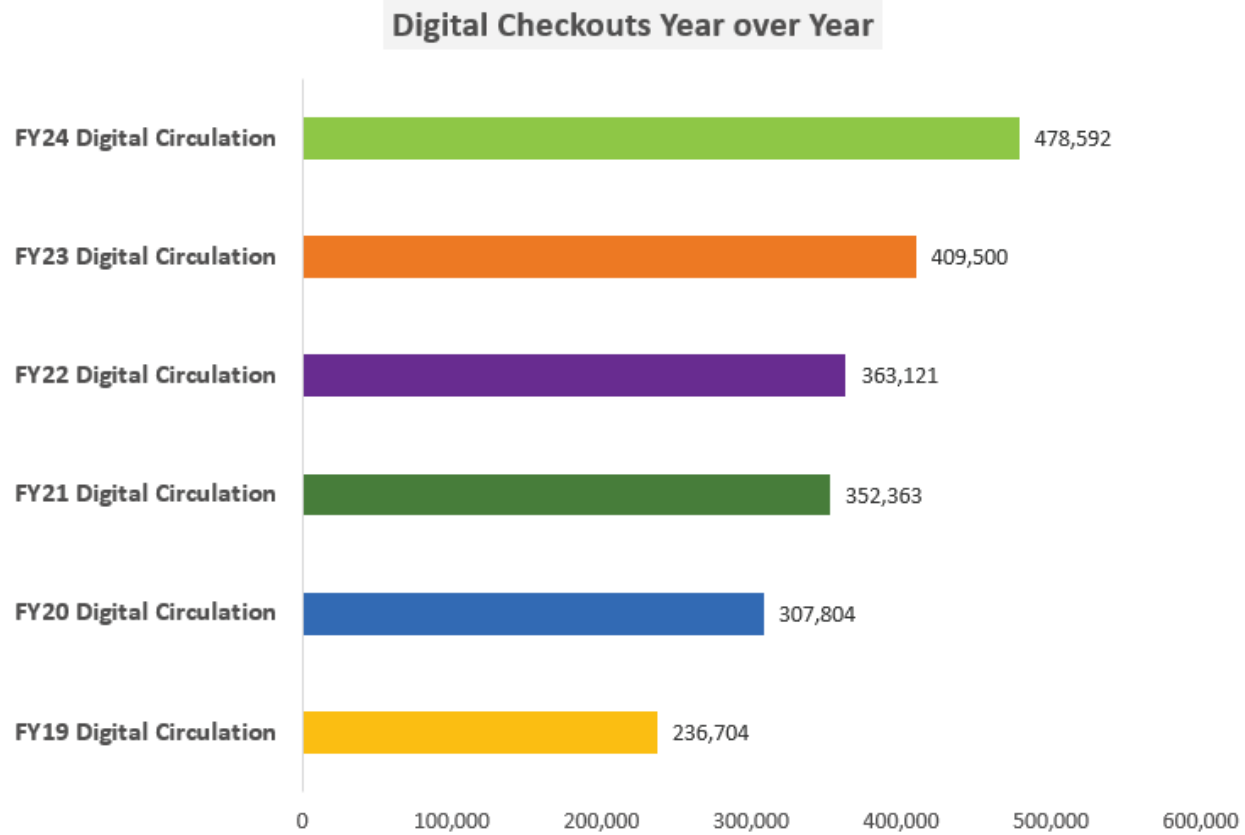


2. Physical Circulation



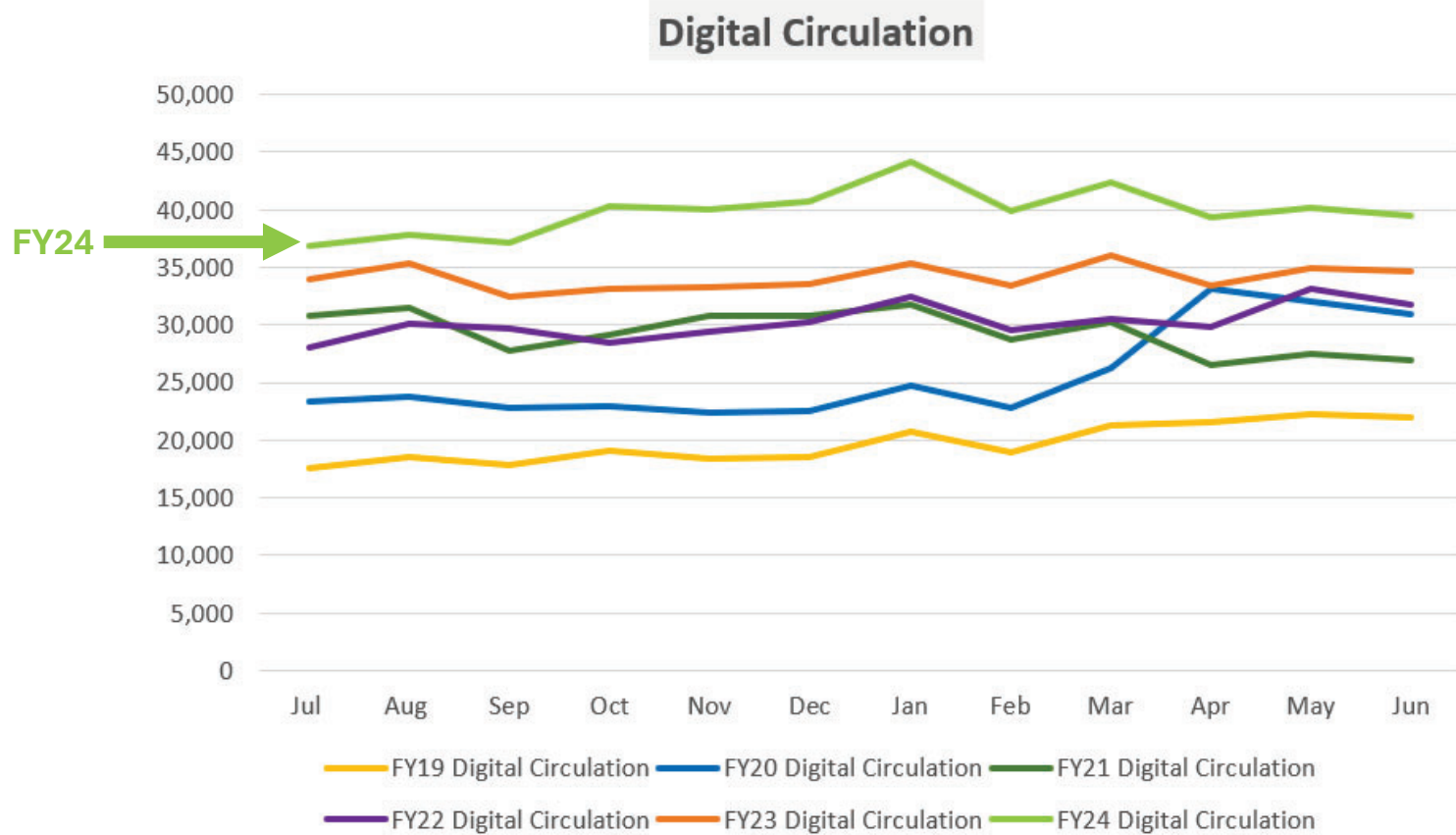


3. Digital Circulation



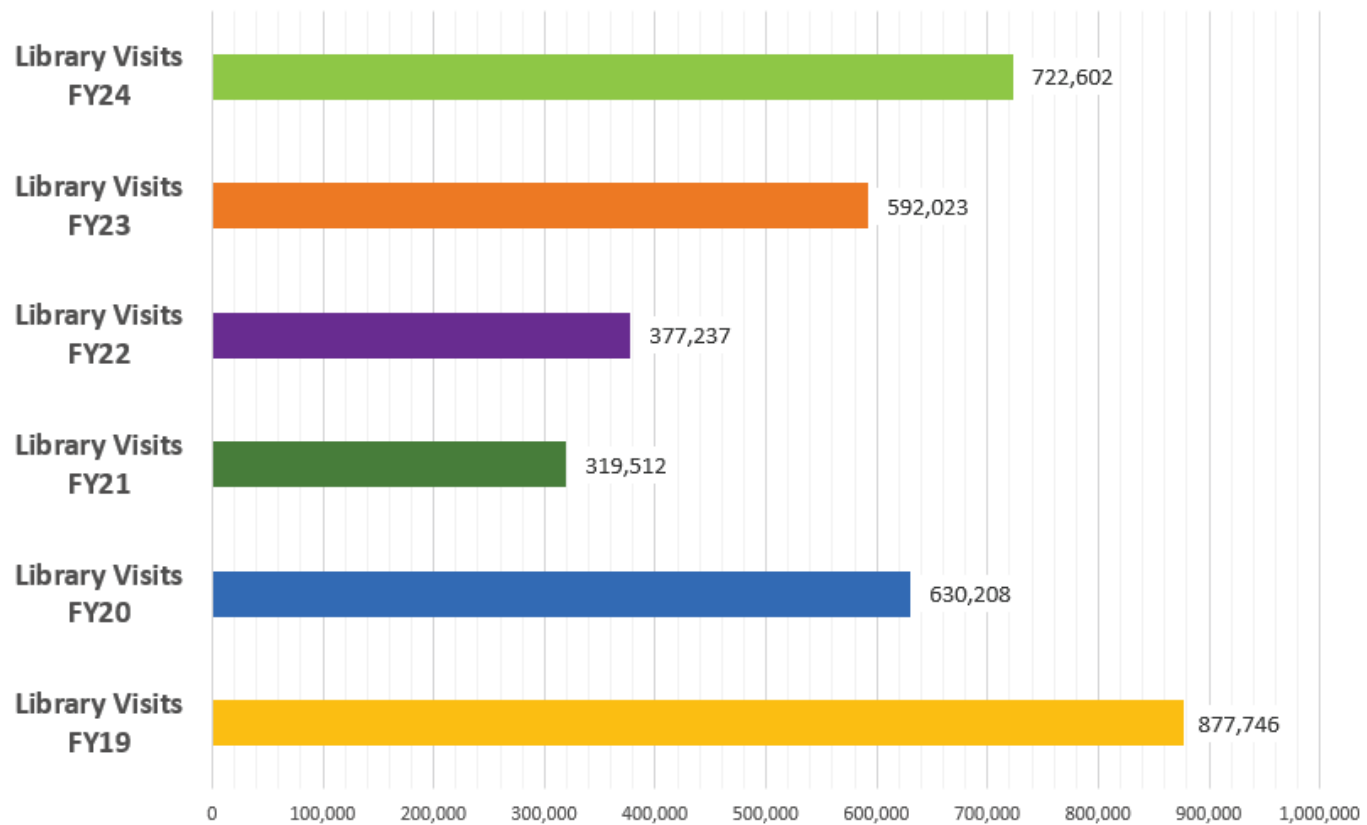


3. Digital Circulation



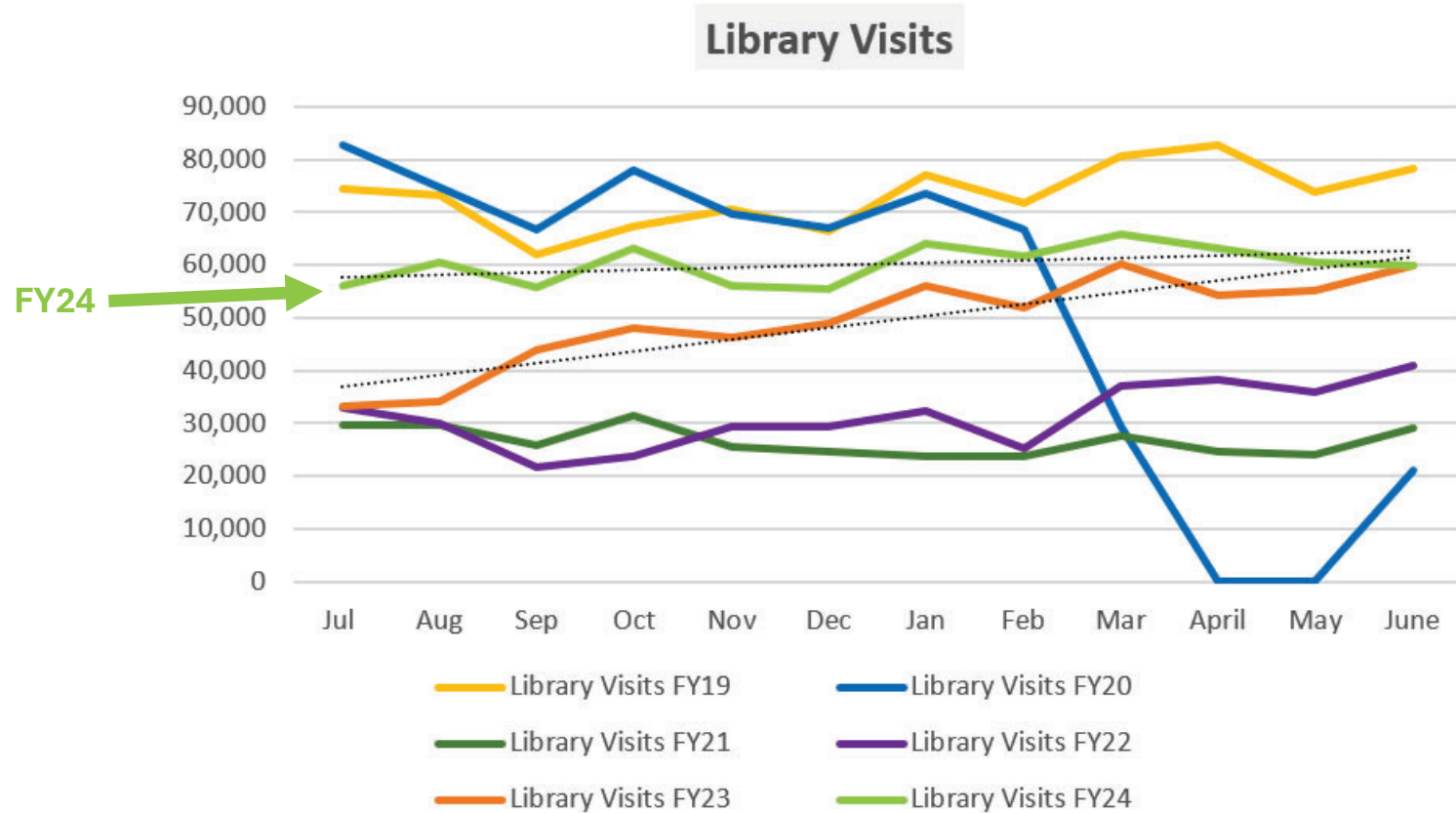
4. Library Visits

Library Visits Year over Year





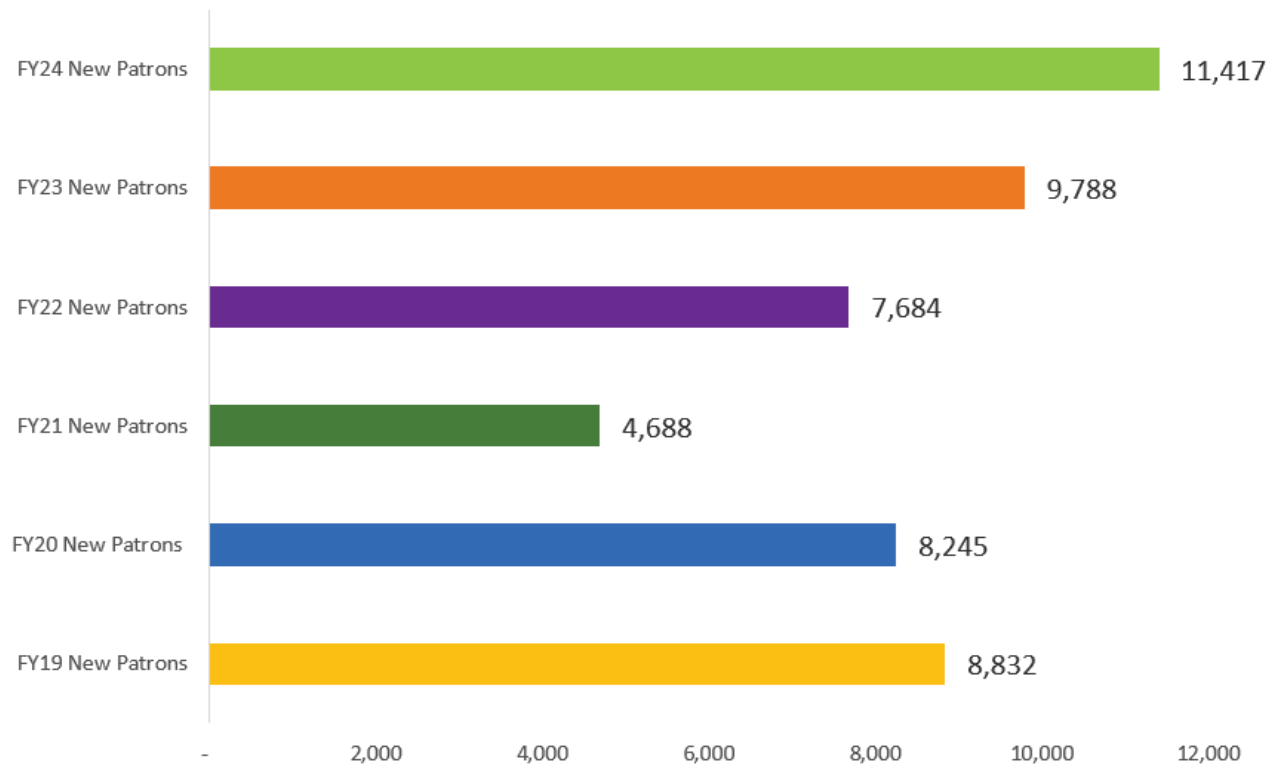
4. Library Visits





5. New Cardholders

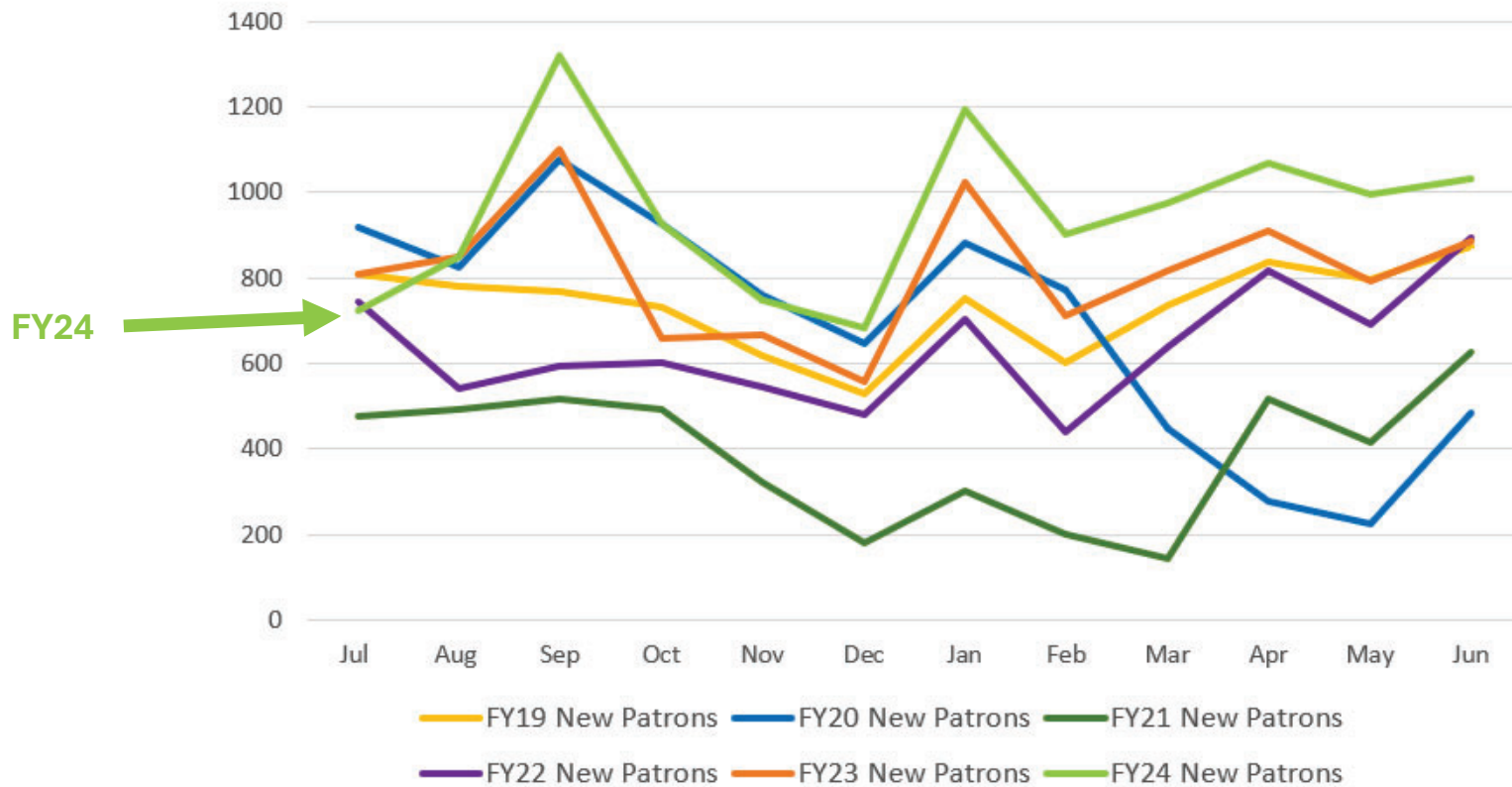
Library Cards Issued Year over Year





5. New Cardholders

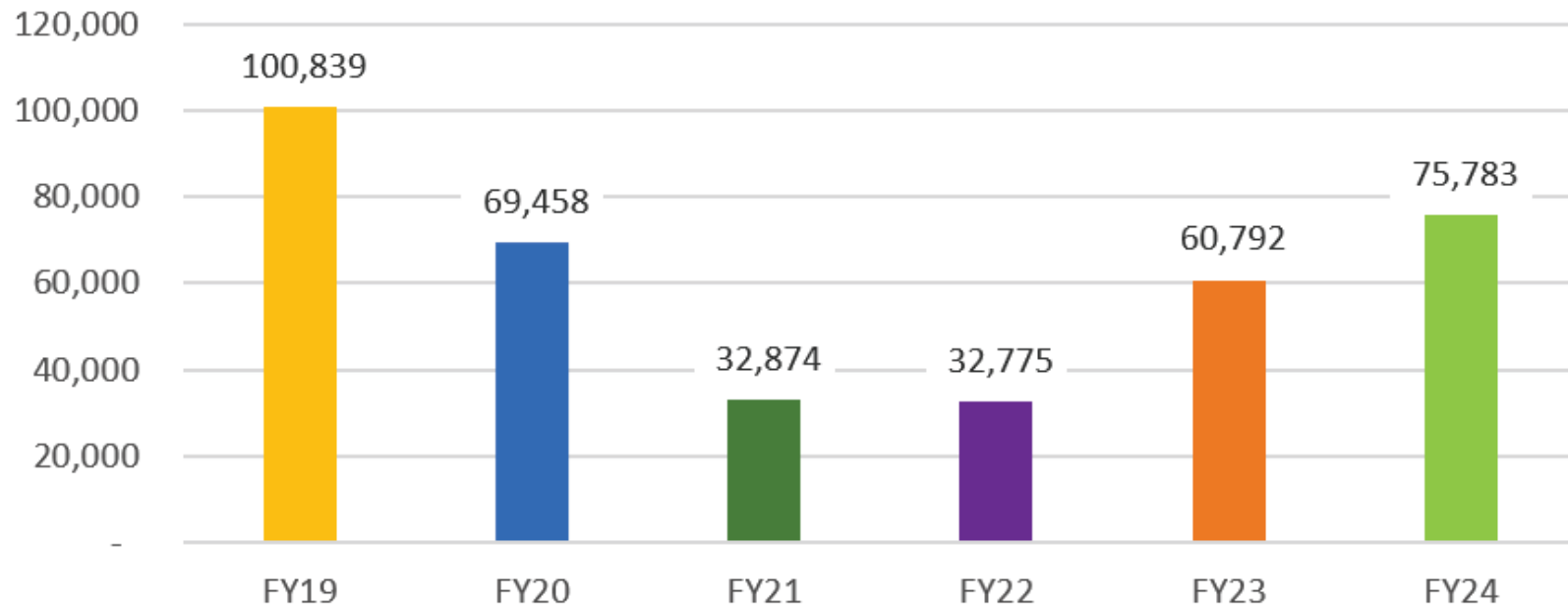
Library Cards Issued





6. Branch Computer Usage

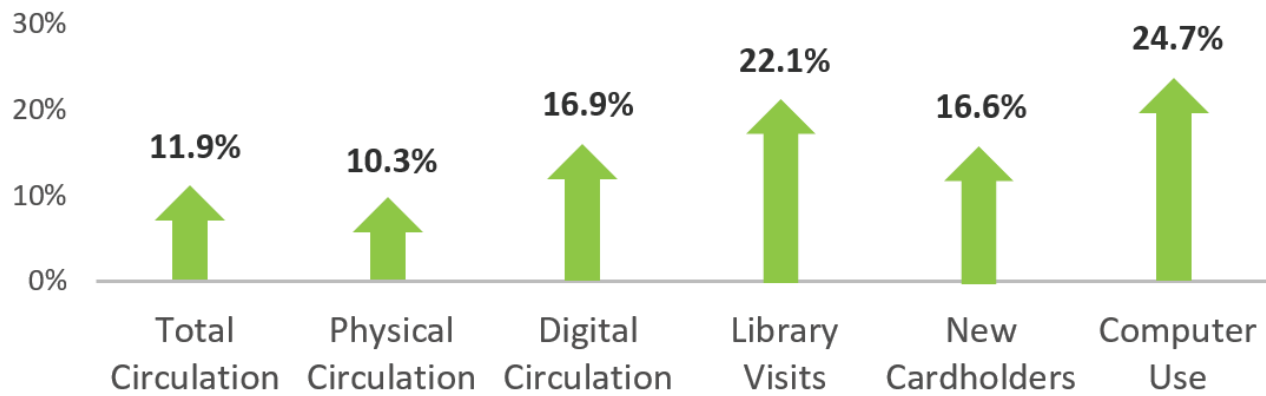
Public Computer Sessions





KPI Summary

Relative Change: FY24 vs FY23



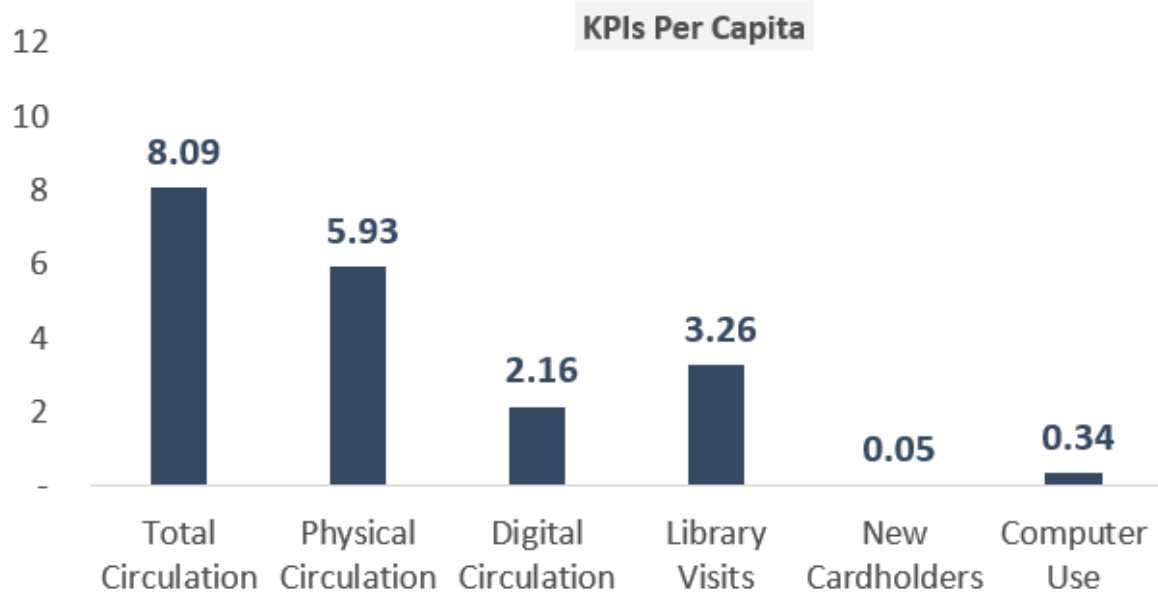
	FY23	FY24	Increase of:	Relative Change
Total Circulation	1,601,626	1,792,931	191,305	11.9%
Physical Circulation	1,192,126	1,314,339	122,213	10.3%
Digital Circulation	409,500	478,592	69,092	16.9%
Library Visits	592,023	722,602	130,579	22.1%
New Cardholders	9,788	11,417	1,629	16.6%
Computer Use	60,792	75,783	14,991	24.7%

Relative Change Formula:

$$\frac{\text{Final value} - \text{Initial value}}{\text{Initial value}}$$



KPIs Per capita Summary



	FY24	Jackson County Population	Per Capita
Total Circulation	1,792,931	221,644	8.09
Physical Circulation	1,314,339	221,644	5.93
Digital Circulation	478,592	221,644	2.16
Library Visits	722,602	221,644	3.26
New Cardholders	11,417	221,644	0.05
Computer Use	75,783	221,644	0.34

Per Capita Formula:

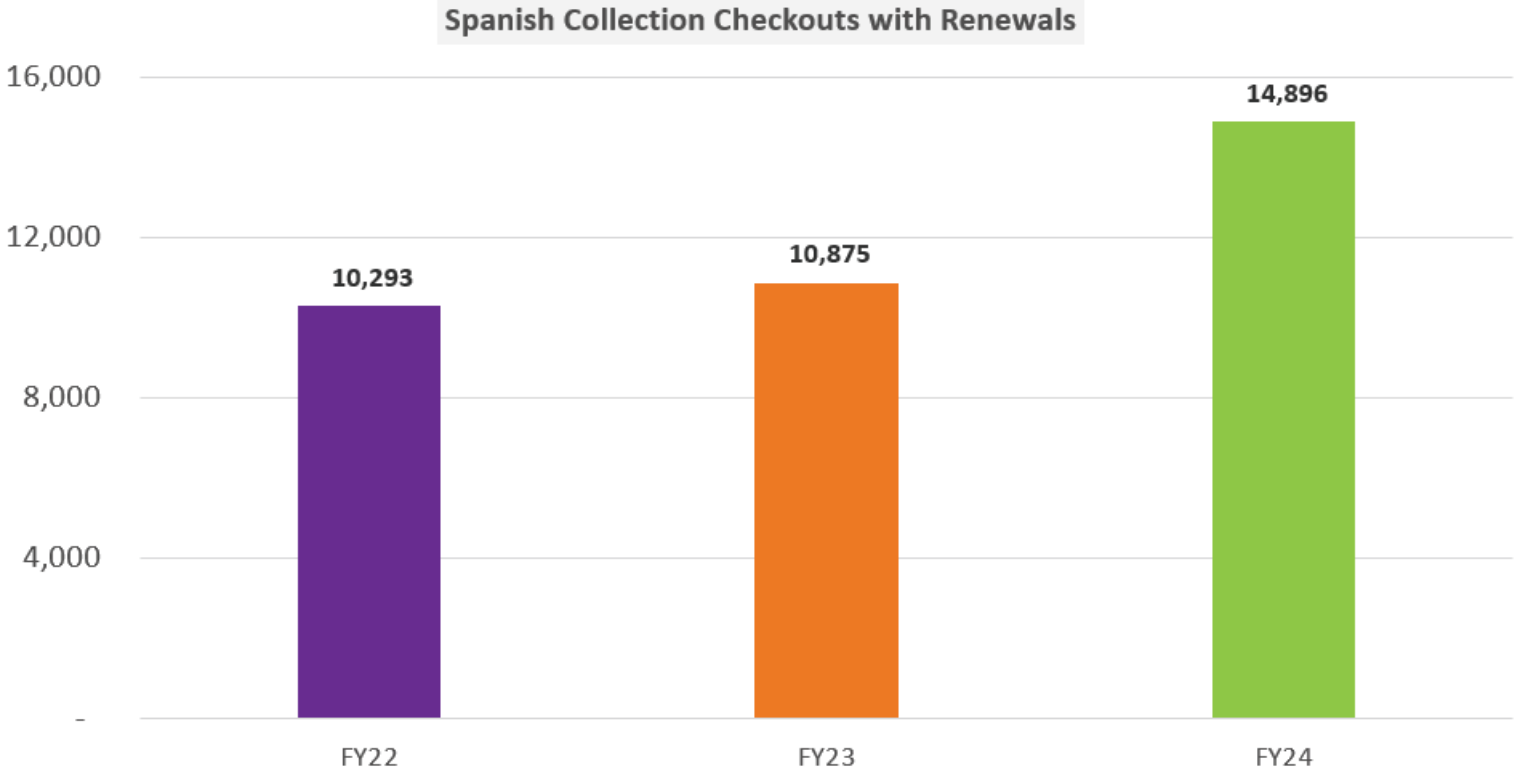
$$\frac{\text{Value or Figure of Interest}}{\text{Total Population}}$$



Part 2: Strategic Plan Metrics (SPMs)

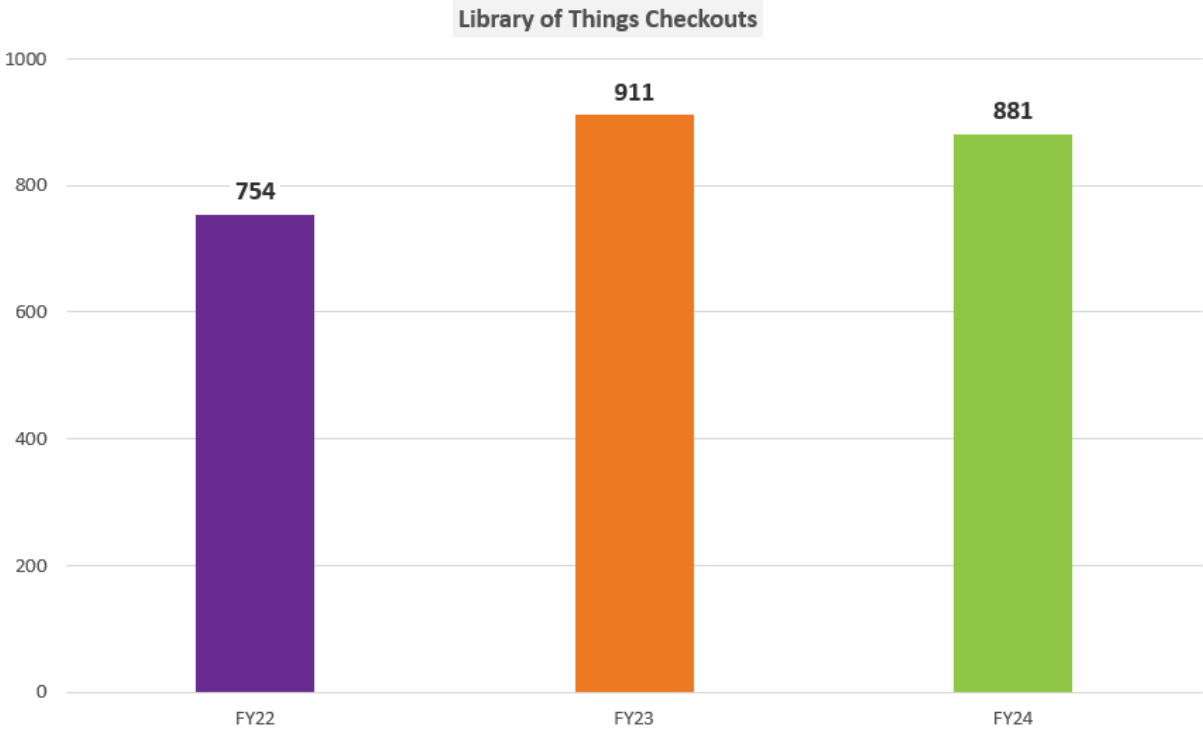


1. Spanish Collection





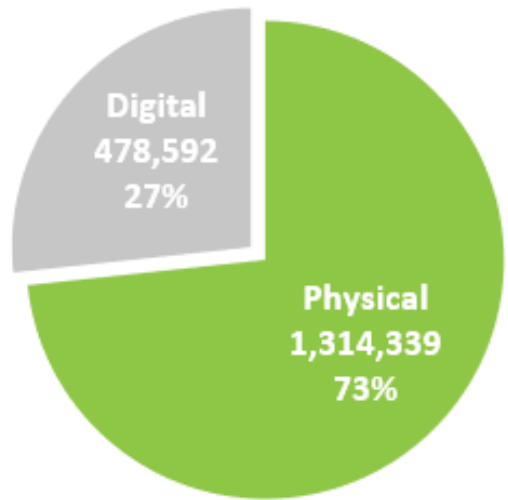
2. Library of Things (LOT)





3. Physical & Digital Circulation

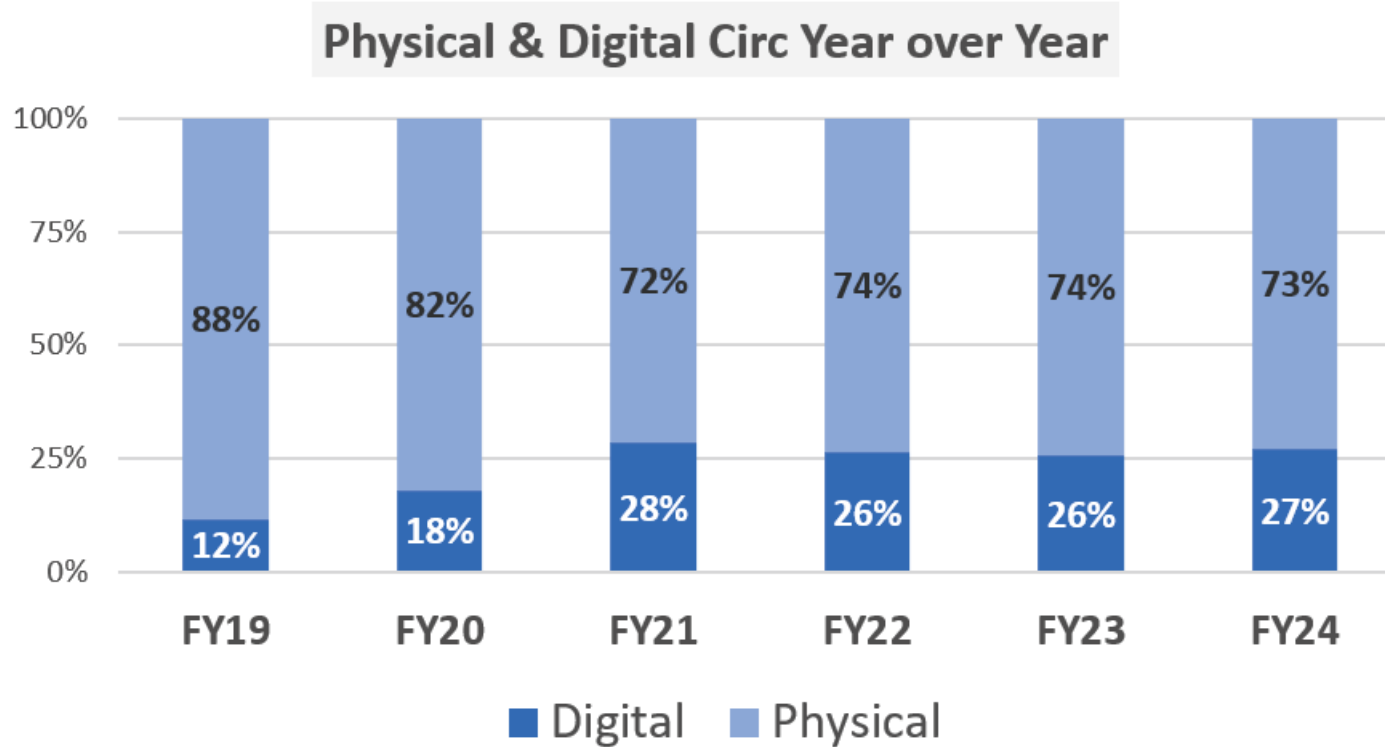
FY24 Circulation



■ Physical ■ Digital

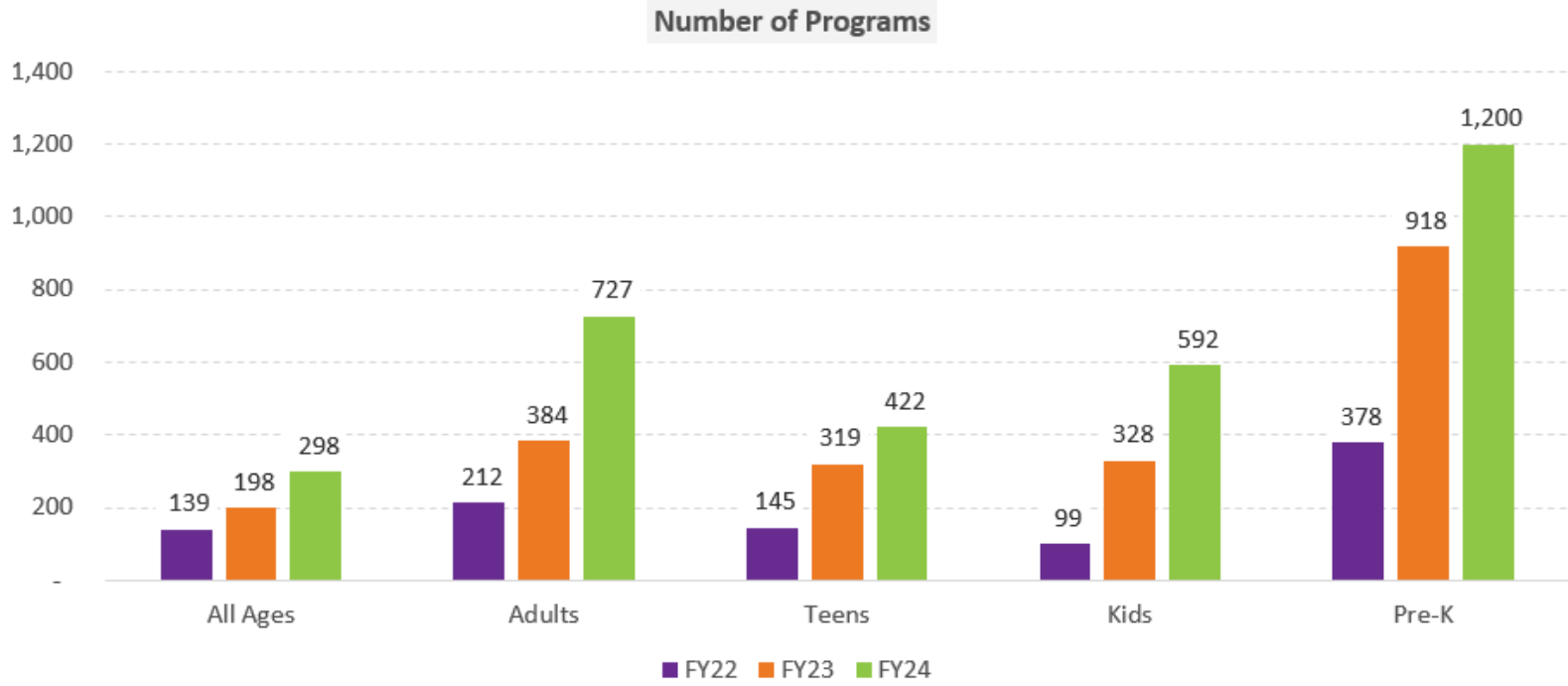


3. Physical & Digital Circulation



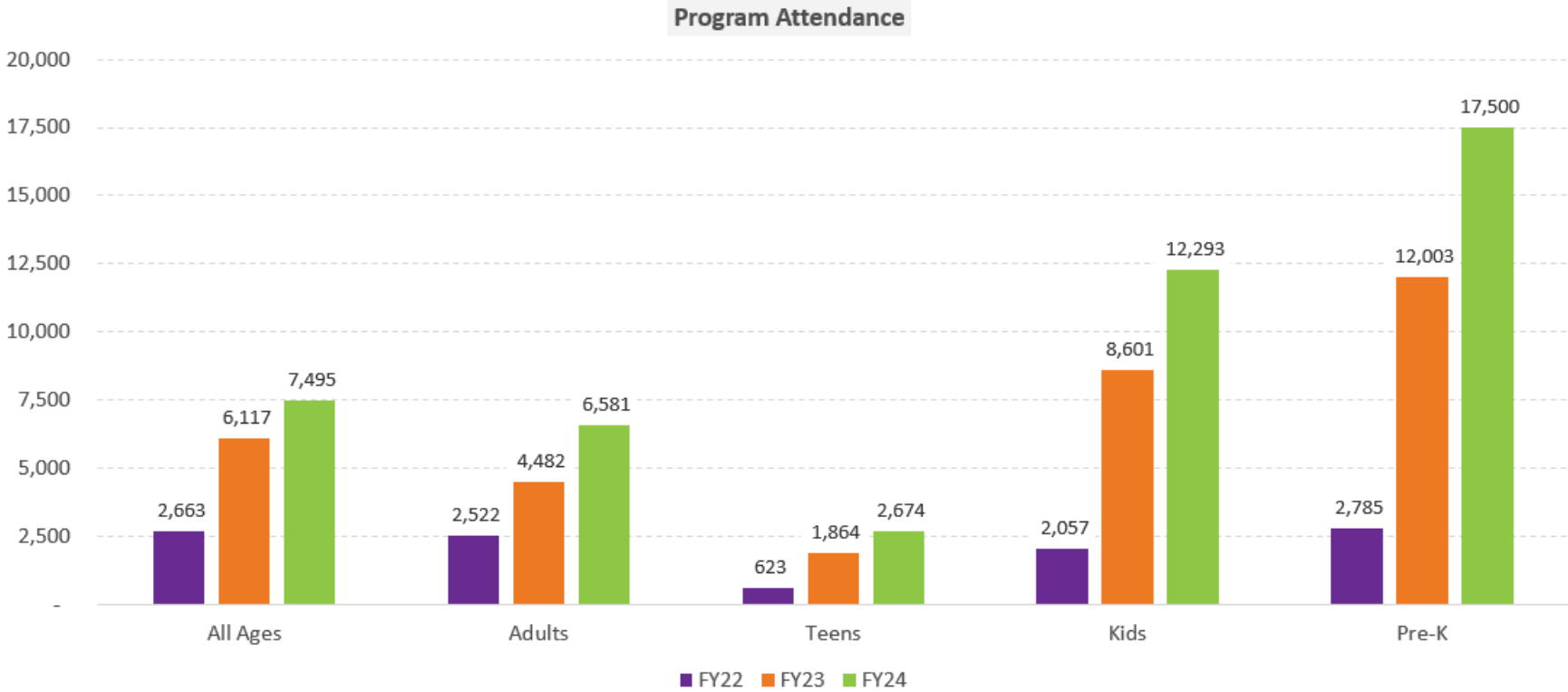


4. Program Offerings by Age Group





4. Program Attendance by Age Group



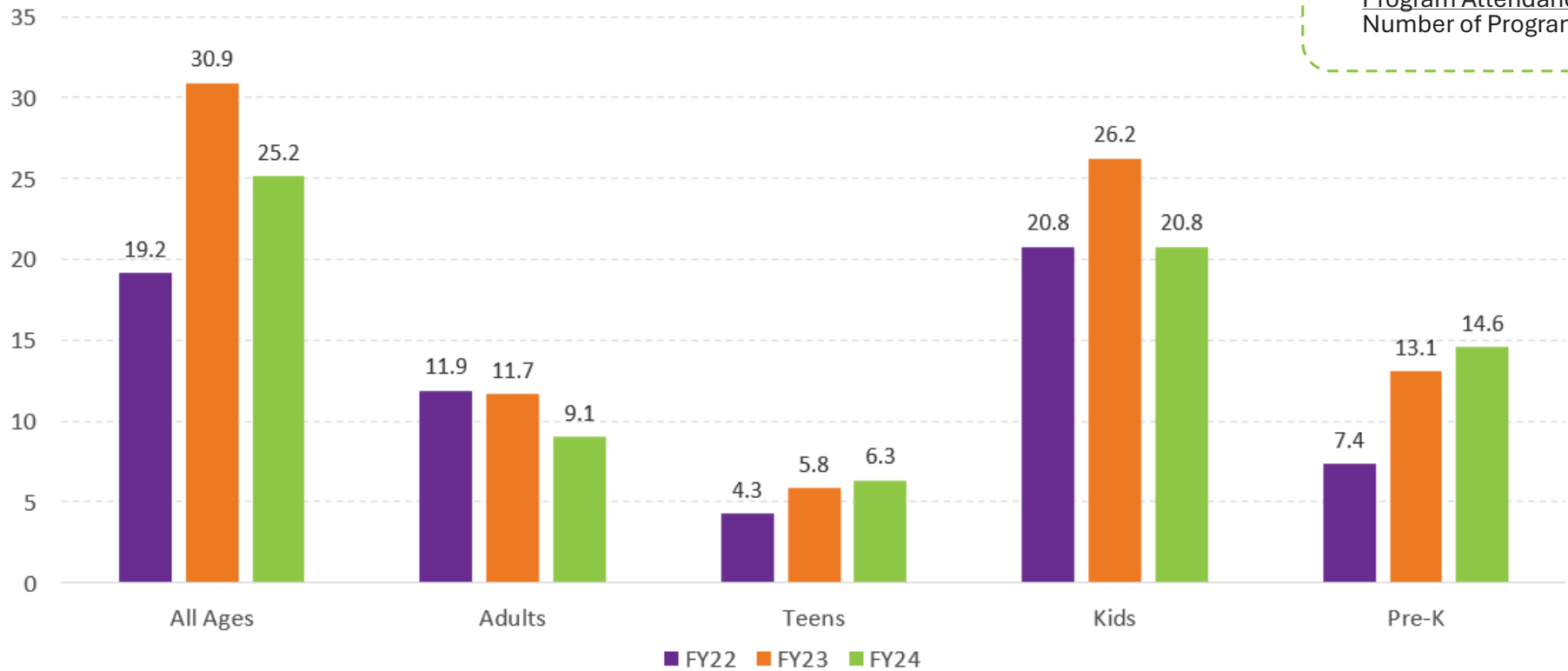


4. Average Program Attendance by Age Group

Average Program Attendance

Formula:

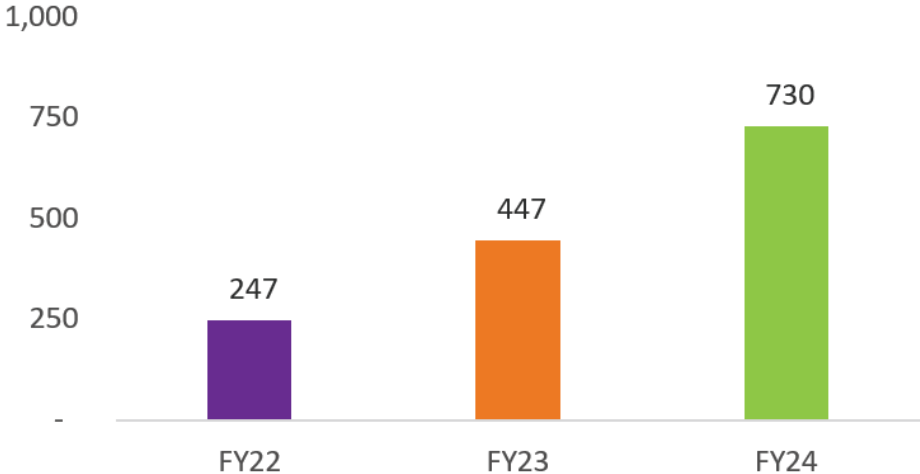
$$\frac{\text{Program Attendance}}{\text{Number of Programs}}$$



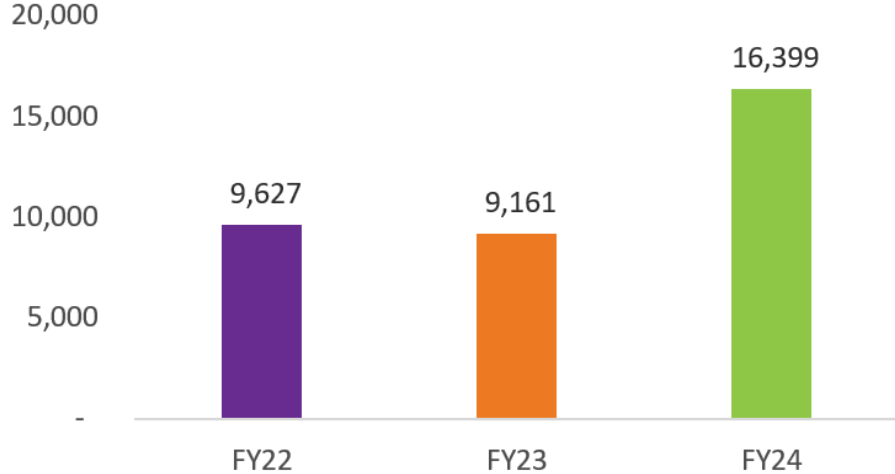


6. Community Outreach by Focus: K-12

K-12 Visits



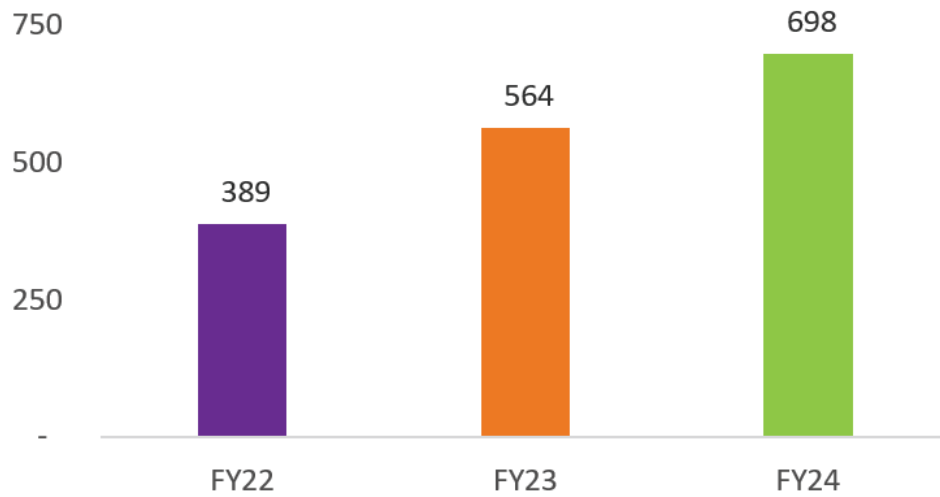
K-12 Interactions



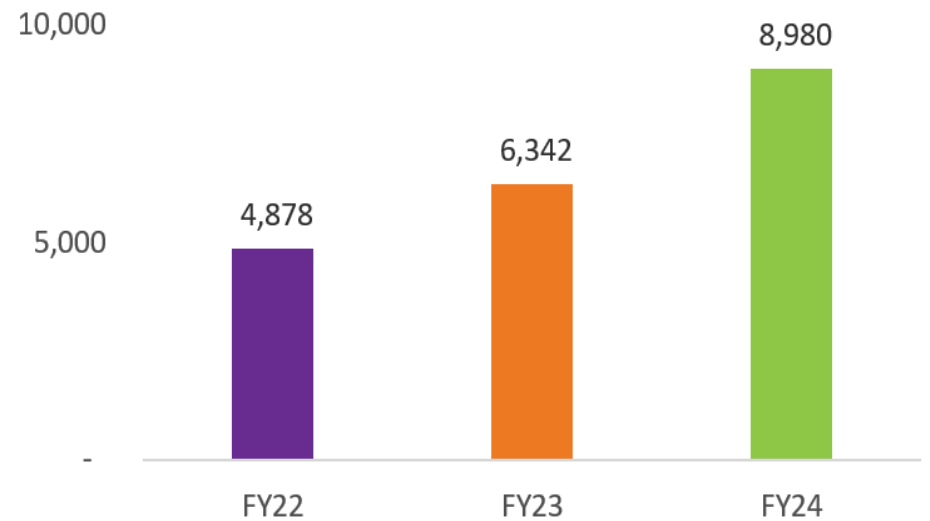


6. Community Outreach by Focus: Outreach to Child Care

OCC Visits



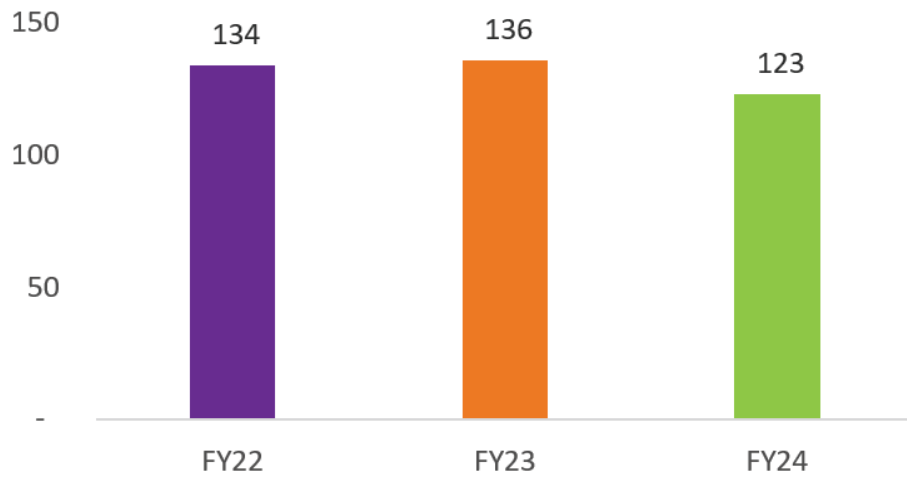
OCC Interactions



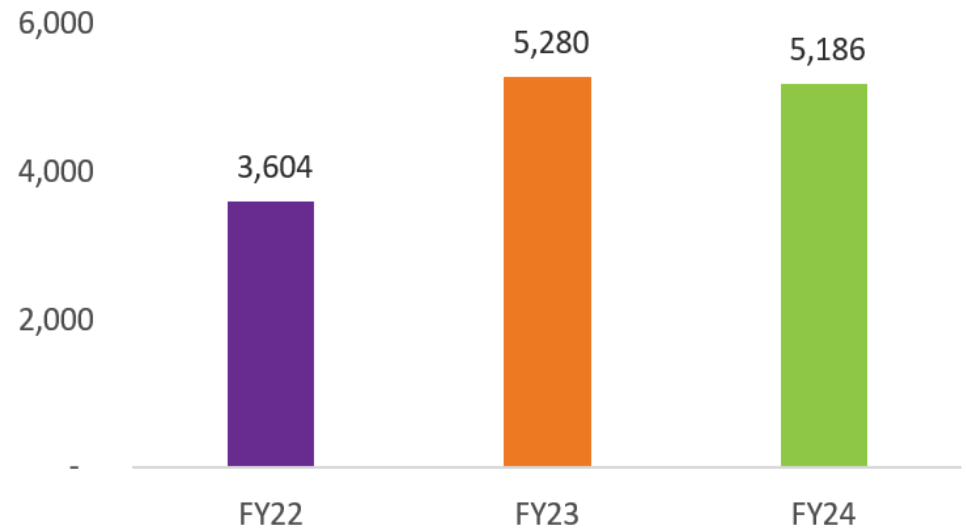


6. Community Outreach by Focus: DART

DART Visits



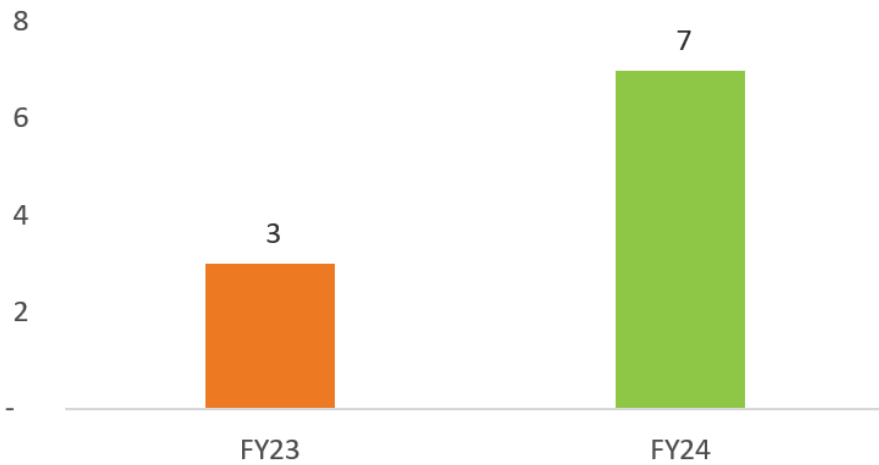
DART Interactions



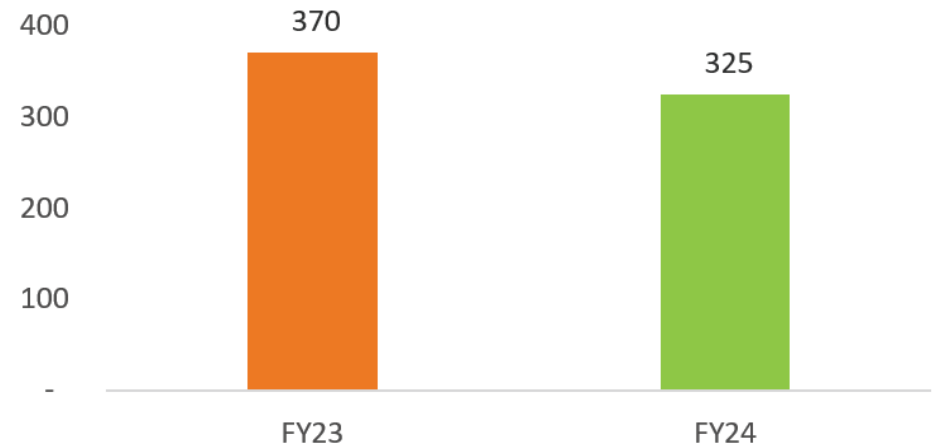


6. Community Outreach by Focus: Higher Education

Higher Ed Visits

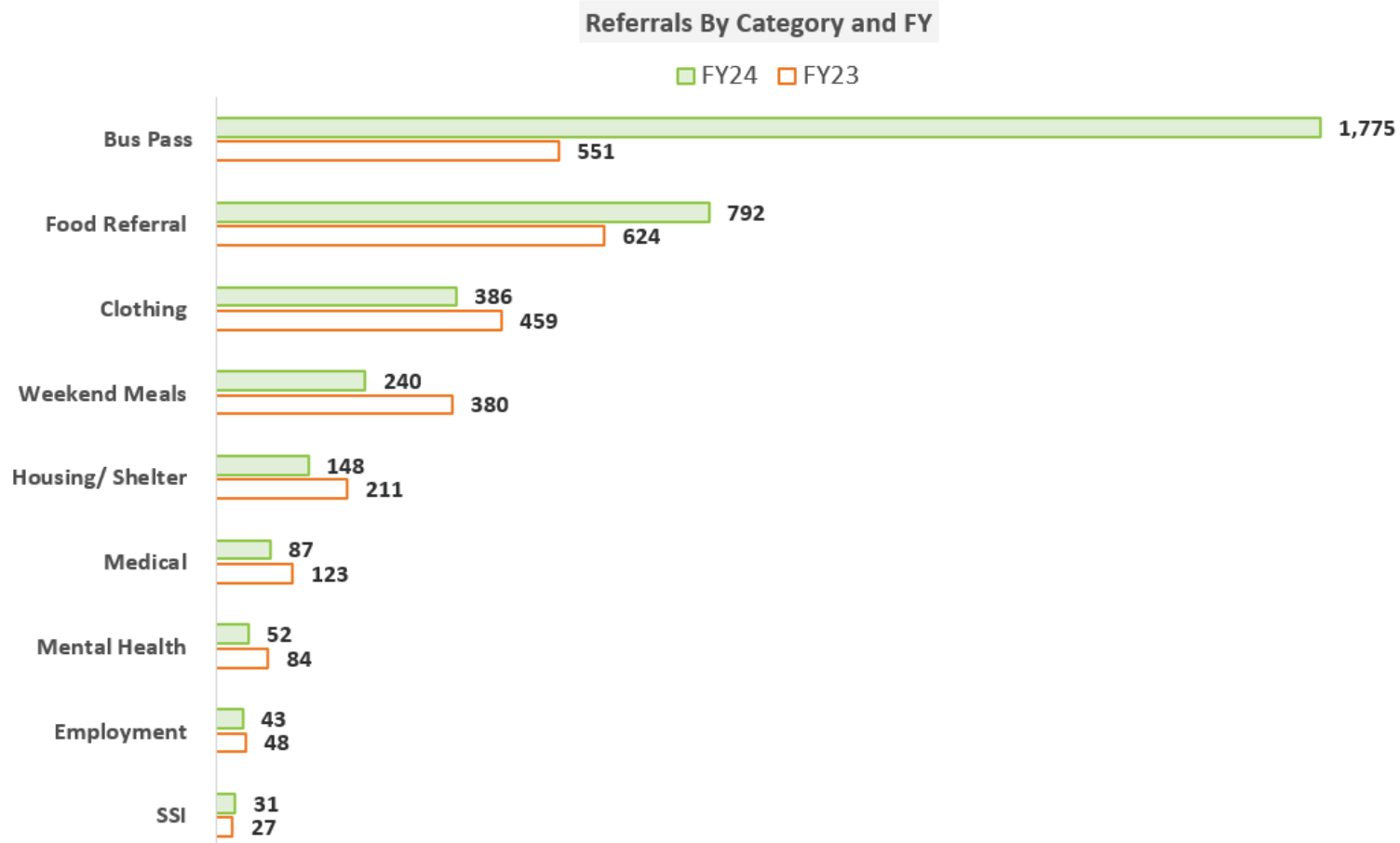


Higher Ed Interactions





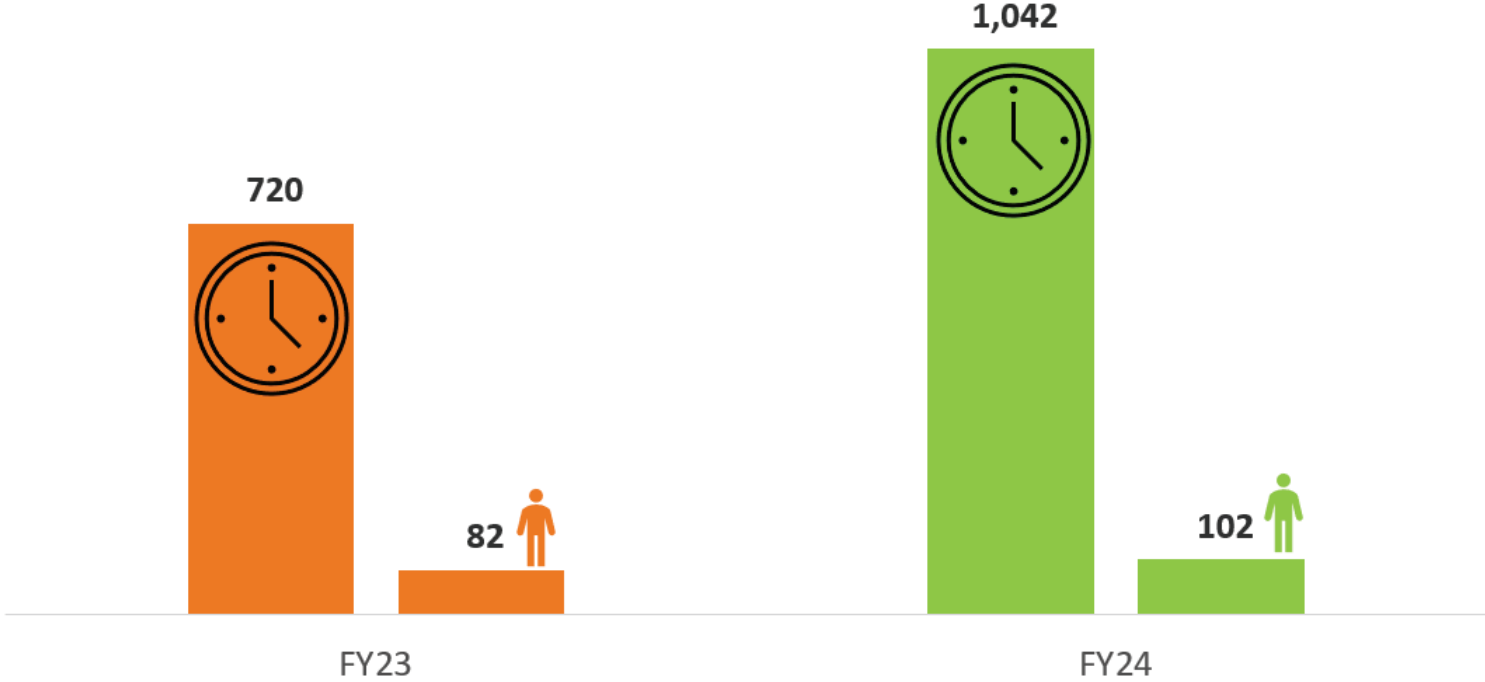
5. Community Resource Referrals





7. Staff Training & Professional Development

Staff Training: Number of Hours & Number of Staff



Thank you



MINUTES

I. ATTENDEES AND NOTE TAKER

Kari May, Kelda Vath, Joan Vigil, and Val Nowak (recorder)
Susan Kiefer and Kevin Keating were absent.

The meeting was called to order at 4:15

II. NEW BUSINESS

JCLD Policy Committee Charter and Workplan 2024-2025

The staff committee members briefly reviewed the charter and workplan for the year then focused on the policy review schedule. Efforts were made to space out the schedule so that there were only a few policies to review at any given meeting, and also incorporating feedback from Board members regarding when they wanted to look at certain policies. The updated schedule will be forwarded to the Policy Committee as well as to staff who are responsible for reviewing each policy.

Oregon Government Law Policy

All public officials and public employees are bound by ORS Chapter 244 regardless of whether there is a written policy adopted or not. However, the District has policy handbooks for both Staff and Board members that address this topic. The Ethics sections of these documents are robust and cover all the areas that the Oregon Government Ethics policy used to. Val confirmed with HR, Kari, and legal counsel that rescinding the standalone policy was advisable and has drafted an agenda item memo.

Intellectual Freedom Policy

Kelda has worked on transferring the text to the JCLD policy template and updating it. This was one of the last policies we have that wasn't on our new template, so there is not a redlined version. She has ensured that the links to the ALA statements are correct, and the committee discussed that the links on the website should be updated as well. An agenda item memo will be drafted for the board packet.

Meeting was adjourned at 4:44 pm.



MINUTES

ATTENDEES AND NOTE TAKER

Kari May, Kelda Vath, Joan Vigil, Regina Mannino, Marissa Shepherd, and Val Nowak (note taker).
Marta Tarantsey was absent.
The meeting was called to order at 4:10 pm.

NEW BUSINESS

Charter and Workplan 2024-2025

The Committee reviewed the Charter and Workplan for 2024-2025.

Review of Statistics Report

Kelda Vath and Regina Mannino presented a draft of the FY24 Statistics Presentation, and members discussed where more information and context would be helpful to interpret data. They also discussed statistics that are not currently available that may be desirable, such as analyzing usages in context with their population data. It was noted that the WiFi session data may be an outlier and staff is reviewing the information further. The committee discussed only reporting this statistic annually in the future, as part of the State Statistical Report.

Overall, stats are trending upward, confirming the hypothesis that focusing on raising the physical circulation rate will also affect the other KPI's positively.

Other statistics that were discussed:

- There is not one particular reason why the Spanish-Language Collection is circulating so much more robustly, but it is rather more likely due to a variety of factors.
- Program data would be beneficial with more detail – while broad data is helpful, branch-specific statistics would also be useful
- YouTube view data is available on the site itself per video. Several are over 10,000, but most are under, with a good amount hovering around the 5,000 mark.
- The staff training metric could use better development of narrative. It is also a self-reported statistic and is likely to be under-reported. Our new HR system's Learning Management System may be able to assist with tracking some training data.

The committee ended the meeting with a brief discussion of data use in advocacy. There was a clear desire to use statistics to share the impact of library services in Jackson County.

NEXT MEETING DATE

The committee will next meet in late September to focus on the data for the Annual State Statical Report. After that, they will meet in January.



**JACKSON COUNTY LIBRARY DISTRICT (JCLD)
ADVOCACY COMMITTEE MEETING
Medford Branch Library
Board Conference Room
205 S Central Ave, Medford, OR
August 12, 2024, at 10:00 a.m.**

MINUTES

ATTENDEES AND NOTE TAKER

Kari May, Marta Tarantsey, Viki Brown, and Val Nowak (note taker)

The meeting was called to order at 10:06 am.

NEW BUSINESS

Charter and Workplan 2024-2025

The committee reviewed the charter and workplan. Since Brown and Tarantsey are both new to the Advocacy Committee, May provided some background on advocacy that has happened over the past several years, including May's involvement with the Oregon Library Association's Legislative Committee. OLA's Library Legislative Day is February 11, 2025, just after the SDAO conference. Kari plans to attend, and Tarantsey expressed interest as well.

Review of Advocacy Toolkit

The Committee reviewed and discussed the Advocacy toolkit, how it was created, and what it could be used for. Tarantsey noted that the email address listed for Dotterer is incorrect. As JCLD looks to the next three to five years, and to the Facilities Master Plan Implementation, we will be needing to increase advocacy efforts and increase awareness about the library. The goal is to articulate the value of the library, in preparation for a future bond measure.

Next steps for the Advocacy Action Plan

The Committee then discussed membership for the Committee. May recommended that a staff member from Marketing would be helpful, as well as Foundation Director Ginny Auer. Tarantsey noted that a lobbyist role might also be useful in the future.

The Committee discussed how to involve the Friends and Foundation. There will be a focus on gathering impact stories, and the goal is to create a Library Champions Newsletter that will be distributed quarterly or monthly. The committee then discussed the regular community meetings that may be worthwhile to attend. Marta noted that a goal could be that the committee perform outreach to all city council meetings and/or township representatives by the end of 2025.

NEXT MEETING DATE

The Committee will next meet in October.

The meeting was adjourned at 11:27 am.