



**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>
September 18, 2024, at 4:00 p.m.

CALL TO ORDER/ROLL CALL

LAND ACKNOWLEDGEMENT

INTRODUCTIONS / PROCLAMATIONS

1. Banned Books Week – September 22-28, 20241

AGENDA AMENDMENTS AND APPROVAL

CONSENT AGENDA

2. August 21, 2024 JCLD Regular Board Meeting Minutes.....3

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

REPORTS (Inform)

3. Library Director – Kari May.....
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UNFINISHED BUSINESS

5. None

NEW BUSINESS (Discuss)

6. Meeting Norms – Viki Brown.....15

COMMITTEE AND BOARD MEMBER REPORTS (Inform)

- . Facilities Committee – Viki Brown.....
- . Finance Committee – Marissa Shepherd.....
- . United for Libraries Virtual Conference Report – Viki Brown

ADJOURNMENT

FUTURE MEETINGS/EVENTS/OBSERVANCES:

October 1, 2024 JCLS Staff Day - SOU

October 16, 2024 JCLD Regular Board Meeting

November 6, 2024 JCLD/JCLF Joint Board Meeting – Ashland Branch Library

The Jackson County Library District Board meets regularly at 4:00 p.m. on the third Wednesday 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 the Executive Assistant at 541-774-6406 or director@jcls.org.

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



BEFORE THE JACKSON COUNTY LIBRARY DISTRICT BOARD

IN THE MATTER OF PROCLAIMING SEPTEMBER 22 – 28, 2024, AS BANNED BOOKS WEEK

WHEREAS, the freedom to read is essential to our democracy, and reading is among our greatest freedoms; and

WHEREAS, privacy is essential to the exercise of that freedom, and the right to privacy is the right to open inquiry without having the subject of one's interest examined or scrutinized by others; and

WHEREAS, the freedom to read is protected by our Constitution; and

WHEREAS, some individuals, groups, and public authorities work to remove or limit access to reading materials, to censor content in schools, and to purge libraries of materials reflecting the diversity of society; and

WHEREAS, both governmental intimidation and the fear of censorship cause authors who seek to avoid controversy to practice self-censorship, thus limiting our access to new ideas; and

WHEREAS, intellectual freedom is essential to the preservation of a free society and a creative culture; and

WHEREAS, conformity limits the range and variety of inquiry and expression on which our democracy and our culture depend; and

WHEREAS, the American Library Association's Banned Books Week: Celebrating the Freedom to Read is observed during the last week of September each year as a reminder to Americans not to take their precious freedom for granted; and

WHEREAS, Banned Books Week celebrates the freedom to choose or the freedom to express one's opinion even if that opinion might be considered unorthodox or unpopular and stresses the importance of ensuring the availability of those unorthodox or unpopular viewpoints to all who wish to read them; now, therefore, be it

RESOLVED, that the Jackson County Library District Board celebrates the American Library Association's Banned Books Week, September 22-28th, 2024, and be it further

RESOLVED, that the Jackson County Library District Board encourages all libraries and bookstores to acquire and make available materials representative of all the people in our society; and be it further

RESOLVED, that the Jackson County Library District encourages free people to read freely, now and forever.

DATED this 18th day of September, 2024

JACKSON COUNTY LIBRARY DISTRICT BOARD

Viki Brown, President

Date



MINUTES

ATTENDEES

Present at the meeting were: Board Members Viki Brown (President), Susan Kiefer (Vice President), Marta Tarantsey, and Kevin Keating. Marissa Barrientos Shepherd joined virtually at 4:13.

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), Ryan Bradley (Marketing Manager), Hannah Harding (Legal Counsel), and Valor 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.

CONSENT AGENDA

Director Keating noted that a correction was needed to the fiscal year in the minutes for the June 26th work session.

MOTION: Director Kiefer moved to approve the items for the consent agenda as amended, and to approve the agenda. Director Tarantsey seconded, and the motion was approved unanimously. Resolution 2025-01: To Authorize Checking Account, Designated Personnel and Signers, and Resolution 2025-02: To Authorize LGIP Account, Designated Personnel and Signers were passed by unanimous roll call votes.

ORAL REQUESTS AND COMMUNICATIONS FROM AUDIENCE

The Board heard from eight community members, six of whom spoke in support of public art and beauty in community spaces, and to preserving the water feature at the Medford Library. There was also a joint statement made on behalf of the JCLS BIPOC, Disability, and LGBTQIA+ Affinity groups in support of the Pride Banner remaining on display in the Ashland Branch.

NEW BUSINESS

Ashland Pride Banner – Viki Brown

Director Brown began by summarizing the background for this agenda item. 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 representing 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.

During the discussion at the Work Session, the Board reached consensus that the Pride banner hanging in the stairwell constituted a display and should not have remained in place for years as a more permanent installation. On behalf of the Executive Committee, Director Brown recommended that the Board uphold Library Director Kari May's decision to remove the Pride banner display from the Ashland Branch Library.

Motion: Director Keating moved to uphold Kari May's decision to remove the Pride Banner from Display from the Ashland Library. Director Kiefer seconded the motion.

Director Kiefer voiced her concern that the removal of the banner from display is being seen as an indication that the Library is no longer in support of the LGBTQ community and wants the Library to be publicly perceived as welcoming to all people.

Director Tarantsey commented that she would be voting against the motion and explained that policy analysis found that the banner being on permanent display was not addressed clearly by any JCLD policy, and with the context of community feedback and testimony, she wished to see the library err on the side of real and perceived inclusion.

Director Brown then noted that the Board understands that this decision is impactful for marginalized groups and read a statement committing to their support. In particular, she wanted to assure members of public and JCLS staff that a decision to remove the banner does not constitute any wavering of support for libraries that are welcoming and inclusive, and that the Board values the diversity of the workforce, including LGBTQ+ individuals and other marginalized groups. She stated that the Board is committed to assuring that libraries are safe spaces for all people to utilize for their social, educational and vocational needs.

Library Director May then read a statement on behalf of Library Administration recognizing and committing to serving marginalized groups. She noted that recognition and accurate representation of LGBTQ+ people in JCLS branches are important aspects of creating safe public spaces for people of many intersectional identities. Such spaces must be maintained in the face of multiple forms of violence carried out against marginalized communities in Jackson County and across the country. She stated that she is dedicated to creating a library space that is safe and welcoming to everyone.

Director Keating commented that he appreciated that May gave thoughtful consideration to the matter, and that he felt it was clear to the community the libraries were welcoming to all.

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

Policy Review: Intellectual Freedom Policy

Assistant Director of Support Services Kelda Vath presented an overview of the proposed revisions that had been made to the Intellectual Freedom Policy. The 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.

After a brief discussion of minor grammatical changes, Director Keating asked if there are any other JCLD policies that link to other organization's statements. Vath clarified that the linked statements had been reviewed to ensure that they were up to date, and that if any further updates were made by the relevant organizations, such changes would be brought before the Board for consideration.

Director Tarantsey asked to add a hyperlink to the ALA Intellectual Freedom Toolkit Glossary in the policy. Director Keating asked about the differences between the Library Code of Ethics and the Oregon Government Ethics. Vath explained that the Library Code of Ethics is specific to libraries and their staff and has been a foundational tenet for the profession for many years. The Intellectual Freedom Policy codifies Jackson County Library Services' commitment to intellectual freedom, a fundamental principle of librarianship in the United States.

Director Kiefer recommended that the Board approve the policies, noting that they provide a strong foundation for Library services. Director Tarantsey thanked Vath for her work and commented that she saw the value in such a robust policy.

Motion: Director Kiefer moved that the Intellectual Freedom policy be approved as amended with the suggested edits. Director Keating seconded, and the motion was approved unanimously.

Policy Review: Oregon Government Ethics Law Policy – Kari May

Director May briefly summarized the Oregon Government Law policy and shared that, upon reviewing the

policy, staff concluded that it 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. JCLD legal counsel confirmed this recommendation.

Motion: Director Keating moved to rescind the JCLD Oregon Government Ethics Law Policy. Director Kiefer seconded, and the motion was approved unanimously.

It was noted that the ORS is cited in the Board Governance Policy. Director Keating asked if the Library's Ethics Policies are more stringent than what is required. They comply with the law, but they are not more stringent than it.

REPORTS

Library Director – Kari May

Director May introduced Bear Creek Area Manager Kristin Anderson, who presented on the art and skill of Readers' Advisory and why it is a vital library service. She also highlighted some of the services that JCLS offers related to readers' advisory in branches and online. May noted that JCLS Discovery was a service that began during the pandemic and has since become a staple of individualized patron services. The JCLS App features curated lists by genre as well.

May announced that Jonathan Eviston, author of *Lawn Boy*, will be visiting JCLS in September during Banned Books Week. She invited the Board to attend his discussion. She then highlighted some items from the report, such as the tenth anniversary party and Summer Reading Program events. Brown noted that the Cultivating Companions program was getting started at Eagle Point, and that she is excited to see how it goes. She also expressed appreciation of the Phoenix Branch's school outreach, and for the Digital Services Cybersecurity Classes.

Director Keating asked if there was anything planned for National Friends of the Library Week in October. May noted that Friends usually planned any activities related to the week, but that a proclamation would be read. Friends are also included in appreciation events during National Volunteer Week in July.

Director Shepherd noted that she would like to see more programming aimed toward working families and young adults, noting that programs are generally held during working hours. May responded that the Program Optimization Project Taskforce is working on analyzing program offerings and will be making recommendations on changes and opportunities across the system.

Statistical Report and Strategic Plan Update – Kelda Vath and Regina Mannino

Kelda Vath and Data and Analytics Specialist Regina Mannino presented an overview of FY24 Year-End statistics and Key Performance Indicators (KPIs) to the Board. JCLS has seen increases in all areas of performance, and in some areas is performing better than national trends.

Mannino then presented statistics related to Strategic Plan Goals. The Board briefly discussed the presentation and mentioned that they would like to see more comparative data from pre-pandemic years.

Director Keating left the meeting at 6:00.

UNFINISHED BUSINESS

none

COMMITTEE AND BOARD MEMBER REPORTS

Policy Committee – Kari May

Director May shared a summary of the committee's meeting. Both Board members were absent, so the staff committee members present collaborated to ensure that the policies were ready to distribute to the committee prior to the Board meeting. They reviewed the schedule for bringing policies for review over the next year.

Data and Metrics Committee – Marissa Shepherd

Director Shepherd shared that the committee reviewed the statistics prior to the meeting, and that they had discussed adding per-capita metrics. She noted that the committee is interested in seeing statistics that can provide a narrative for the library and the direction of the strategic plan.

Advocacy Committee – Viki Brown

Director Brown shared that the committee received background to advocacy efforts. The committee will be working on cultivating library champions and developing an advocacy action plan, which includes arranging speaking opportunities for Board members at local city council meetings.

Relationship Committee – Susan Kiefer

Director Kiefer shared that the relationship committee met in the prior week and discussed the potential joint Board meeting, the tentative date for which is November 4th. The agenda would include the presentation that Directors Auer and May gave at the International Library Fundraising Conference. Director Tarantsey noted that she has a conflict on the proposed date, and a new poll will be sent out shortly.

United for Libraries Virtual Conference Report – Viki Brown

Director Brown noted that the conference was very valuable and proposed that the Board discuss the conference more in depth at a future meeting. May proposed that she and Brown work together to suggest sessions for members to watch for future discussion.

Board Member Reports

Director Shepherd asked if a study session could be held to inform the board regarding the water feature in Medford. May noted that the feature was an agenda item for the following week's Facilities Committee meeting. Shepherd expressed interest in attending the Facilities Committee Meeting. May said that additional board members would be welcome, and because a quorum of the Board might be present, notice will be issued.

May invited the Board to the Medford/Jackson Chamber Excellence Awards Dinner on September 12th.

FUTURE MEETINGS/EVENTS/OBSERVANCES

September 18, 2024: JCLD Regular Board Meeting

ADJOURN

President Brown adjourned the meeting at 6:32 p.m.

/s/ Val Nowak
Recording Secretary



Director's Report September 2024

Special Highlights

UBOB Year Two

After months of hard work, the collaborative efforts of Education Services, Marketing, and Collection Development Teams paid off, and the second year of JCLS' Unofficial Battle of the Books (UBOB) successfully kicked off on August 26th. Marketing played a crucial role in this endeavor, building on last year's success and helping to introduce a host of new features for the second year. This year's enhancements include a fresh new passport design, a range of Beanstack badges, and collectible prize pins, among other exciting additions. The team is enthusiastic about generating buzz for the challenge and is gearing up to register students and teachers over the coming weeks.



The Medford Teen Department has been hard at work gearing up for the start of the school year and the second year of UBOB. There is a display behind the desk, and Teens will be launching both of Teen's UBOB-themed book clubs in September. There will be one club for Middle Grade Readers and one for High Schoolers. Teens can participate in both book clubs. Bookmarks and handouts are available with the first three book choices for each club's meetings.

In Collection Development, Youth Selection Librarian Monica Owens made sure that ample copies of the titles are in the collection, and Technical Services adjusted the cataloging and processing of the materials so that they are more easily identifiable by patrons and staff. Meanwhile, Data and Analytics Coordinator Regina Mannino created an updated version of a UBOB inventory and participation tracking spreadsheet for the Programming & Outreach team. Staff across the system are excited for this program. Their collective effort aims to build on last year's success and engage even more participants in this dynamic reading competition. Here's to another great start to UBOB!



Marketing

Amidst all the UBOB prep, the Marketing team also held its second Capsule Session for staff. These capsule sessions are held quarterly and surround a single topic related to JCLS marketing. August's session covered social media, both the philosophy behind it as a marketing tool and how it is used specifically at JCLS. Speaking of social media, JCLS continues to gather followers on all platforms. The team celebrated surpassing 300 followers on Threads, a new platform from Instagram that is meant to be a competitor to X/Twitter. On @JCLSBeyond, the

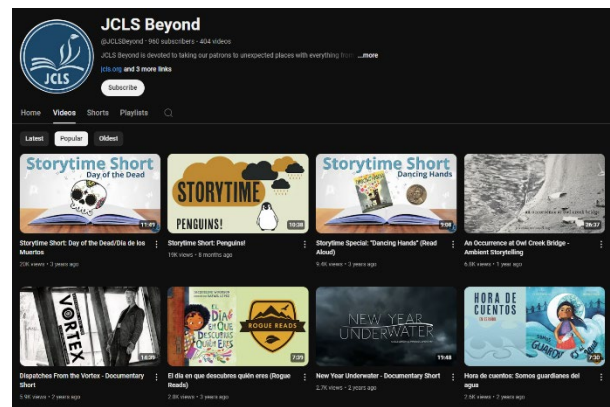
Library's YouTube channel, the Día de los Muertos storytime video passed 20k views, and several other videos are closing in on milestones as well. The channel now has 960 subscribers, which represents an increase of over 500% since 2020.

Press Releases:

Big Ideas Discussion Series: <https://bit.ly/3AOTGqp>

Notable Videos:

The Rise of Retellings: <https://bit.ly/3YR9d2P>



Public Services

Bear Creek

Ashland

Continuing a series of similar events held throughout the summer, Ashland Children's recently hosted another successful Collaborative Art session. Unlike most programs in which attendees work on individual projects, these sessions encourage patrons to pool their creativity and make one large creation together, which is later displayed in the branch. Each session featured a variety of mediums and creative end products, consistently receiving enthusiastic responses from participants. It is always a delight to witness the boundless imagination of children as they learn, create, and explore together.



Teen Specialist Miki Hocker hosted an all-day passive program in the teen area where participants decorated a back-to-school book bag. This program had a good turnout, and the teens mentioned that it was fun to have the space to craft freely. Based on this feedback, Hocker is looking for more ways in which the Teen Department can host programs on weekends where teens can craft and create freely.

Adult Services Librarian Cody Reese has established a bi-weekly Creative Writing Workshop that now has several attendees who come to every meeting. Reese reports that the group has developed a strong rapport and is very supportive of each other. Participants sometimes linger in the library long after the workshop has finished, talking to each other about writing and a range of other subjects. Two participants who did not know each other before have become good friends, and several participants now feel comfortable sharing more vulnerable writing pieces.

Throughout the fair-weather months, scores of Pacific Crest Trail hikers visit Ashland, and they make a point to stop in the library on their journey. It is a popular spot, as it offers a convenient place not far off trail to rest, browse the book sale for new reading material, and use the computers to fill out paperwork allowing them to enter Canada on foot. Recently, some hikers shared that they had started on the Mexican border and that day was their 100th day on the trail.

Phoenix

Branch Manager Jody Fleming visited the summer school students at Phoenix Elementary and discovered that the students were fascinated with maps. Fleming brought a large map of the world, planning to show the kids where various turtles, tortoises, and frogs lived. However, the pictures of the reptiles and amphibians were quickly abandoned because the kids were so excited to know where cities, states, countries and continents were located. Fleming helped to find where they were located, and the group had fun talking about places they knew about and locating them on the map.

The summer school children also participated in summer reading and received their free prize book during a visit. One child said, "I'm going to keep this book for ever and ever and make my parents read it!" Another exclaimed, "It has stickers!"

Talent

Many kids came to the library in the last weeks of August to turn in their summer reading logs. Most had already completed a slip earlier and claimed their free book, but they wanted to make sure they increased their chances of winning one of the drawing prizes. A blanket shaped and printed to look like a burrito has generated the most interest over the summer, and there is a fabulous array of more prizes waiting to go home with lucky patrons at the end of the month.

The turnout for the final Lego Challenge of the summer was the biggest yet, with many patrons either building on their own or pooling their resources in a collaborative effort. The participants were given the task to create something based on the theme of "History," and builds represented a wide range of periods, including prehistory, medieval, Babylonia, and WWI. The most recent incident represented was the tornado that struck Joplin in 2011.



Central Area

Medford

Medford Teens welcomed guest presenter Izzy, who taught patrons how to tie rock climbing-worthy knots using their own lengths of paracord. Izzy is a certified rock-climbing instructor who works with school groups in Jackson County. Teens took their cords home after the program so that they could keep practicing the knots.

Early in the month, Children's threw a birthday party program for Smokey Bear to celebrate 80 years of the popular fire safety icon, as well as instruct kids and families the importance of fire safety in the area. Activities included making a storybook telling the history of Smokey, a puppet show on safety and learning how to build and put out fires in a safe manner while camping.



Central Point Library

Children delighted in the combination of natural and human-created materials by making wind chimes out of cholla cactus husks and simple metal washers and ribbon. They were fascinated to learn about different cacti and their historical and modern uses, including their use as the base of a wind chime.



Why did the dad go to the library? To *check out* the Bad Dad Joke of the Week! Patrons have become quite fond of Joseph's Bad Dad Joke of the Week at Central Point. Library Associate Joseph Ritchie comes up with a doozy every week and patrons love it. This week, a young patron commented, "I like the joke, but basically, it's horrible." Another patron called the library just to find out what the joke of the week was. Other patrons have been inspired to tell their own terrible jokes. Staff love to see the laughs and groans from patrons of all ages, and Ritchie has been getting lots of kudos from other dads.



Lower Rogue

Gold Hill

The Gold Hill staff designed a fun Summer Reading Road Trip activity for kids, boosting the circulation of nonfiction books about US states, all while staying local. The idea was simple but effective: for every state book a child read, they earned a sticker representing that state. If they were the first to read about a particular state, they proudly placed the state sticker on a big US map located prominently in the Children's section. Kids also added sticky notes around the map sharing something they had learned about each state. One enthusiastic



patron checks out three state books each time he visits the library and said his goal is to read all of them by the end of the summer.

Jacksonville

There was a paws-itively wonderful event in Jacksonville, featuring a dog trainer, a dog groomer, and of course, some lovable dogs! This event, sponsored by Friends of the Animals, was all about teaching kids how to understand canine communication. This local organization has been working to increase their presence in the community, especially for educational programs, and expressed how grateful they were to the library for providing the perfect spot for this popular program.



The local Scouts pulled out all the stops to create a captivating display in Jacksonville's foyer display case. Their impressive setup has attracted plenty of attention and sparked numerous questions about the local troop, showcasing their dedication and engaging the community with their activities.

Rogue River

Rogue River Library Associate Cici Gomez led an engaging program introducing the bullet journaling method to both kids and adults. Bullet journaling is a system that combines a planner, to-do list, and diary, and allows users to customize their organization and creatively track their goals. After the session, many patrons checked out books on bullet journaling to continue practicing and perfecting their skills.



Ruch

After a successful one-year trial with the Swank movie license, which allows for public screenings, the Ruch staff decided to renew their subscription and keep movies as a regular part of the branch's programming. These movie nights (with popcorn, naturally) have proven to be a hit, especially among tweens and teens. To keep the excitement going, an August display titled "Movies at Your Library" will stay up through September, helping to promote the recurring afterschool program for teens and tweens during the Ruch Outdoor Community Schools' library visits.

Upper Rogue

White City

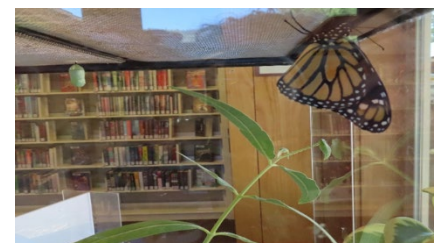
Now that educators are preparing for the school year, Branch Manager Allyson Beck, Community Librarian Evelyn Lorence, and Education Specialist Bella Silva visited teachers at Table Rock Elementary. The teachers loved hearing about all the resources that JCLS offers them, and one talked to Beck about wanting to bring their class in monthly once school starts. The White City Team is excited to have more connections with the teachers and students as the school year begins.



Putting the final touches on the patio refresh, the White City branch installed a new trashcan along with a bike rack under the awning that was put in earlier in the summer. Just in time for fall showers, bikes and scooters will not be affected by the elements while patrons visit the library.

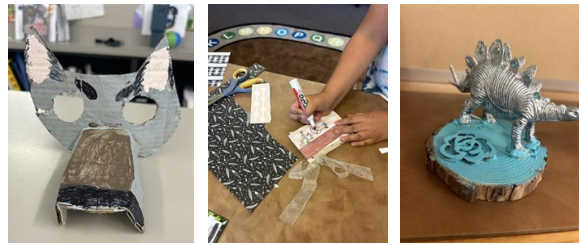
Shady Cove

Shady Cove patrons enjoyed the process of raising caterpillars that eventually transformed into beautiful Monarch butterflies. They did not have a formal butterfly release party: butterflies have their own schedule and often chose to emerge outside of the branch's hours. Branch Manager Mensing closely monitored their progress and took photos and kept detailed notes, eagerly sharing updates with all the enthusiastic fans who were captivated by these little miracles.



Prospect

On Fridays in August, the Prospect Library opened its doors and craft supply bins to the imaginations of young patrons for open-ended craft time. Projects included making awards out of found objects, mask making, accordion book making, and bedazzling and painting wood rounds. Needless to say, Prospect's glue guns, paint brushes, and scissors have stayed busy throughout August.



Eagle Point

Eagle Point Branch staff rearranged the adult area of the collection. The large print section was moved closer to the entrance into an area with better natural light. Adult fiction and non-fiction swapped places to make browsing more intuitive, and the Spanish section was brought to a more prominent location and decorated in the hopes of increasing its use.



Culminating a sweet series of summer programs, Library Specialist Jenna Steigleder held a Clap for Cupcakes storytime National Cupcake Day. Originally intended to be held on the front lawn, a passing storm wanted to add its thunderclaps to the party as well, so the festivities moved indoors. Patrons enjoyed their sweet treats warm and dry inside the branch, where they played games and waited for the weather to change.

Butte Falls

The Cultivating Companions Growing Connections Class series wrapped up along with the end of summer, leaving everyone with fond memories and new friends. This well-attended program was both educational and fun, bringing together various community members. To celebrate the conclusion, participants assembled a selection of herbs to create a range of delightful tea varieties. The tea was enjoyed alongside refreshments like brownies, cookies, and fruit. The class was a big hit, and nearly everyone who participated eagerly asked if there will be similar classes or programs in the future.

Community Resources

The Community Resource Specialists have had a particularly impactful month. They have successfully assisted fifteen individuals in securing housing or shelter, a critical achievement as the need for stable housing continues to grow. Additionally, they have supported 30 patrons in gaining access to vital substance use treatment and mental health resources, ensuring that those in need receive the care and support necessary for their well-being.

A particularly touching moment this month came from an RCC student, who shared how the library has been a sanctuary for them—a place where they feel safe and supported as they work on themselves both academically and in terms of their health. This patron expressed that the library played a pivotal role in helping them navigate the challenges of financial instability and allowed them to remain in school. Community Resources is thrilled to report that this patron is now on track to graduate this coming spring, a testament to the transformative power of the resources and support provided by libraries.

Outreach, Programs, and Digital Services

Programs

As August draws to a close, it is time to put a cap on the fun and diverse lineup of the "Read, Renew, Repeat" Summer Reading Program and get ready for Fall. JCLS offered an eclectic array of activities for patrons to enjoy throughout the summer. Participants got creative with cozy crafts like the All Abilities Art Class, Story Retelling, and Folded Book Art. Animal enthusiasts enjoyed Wildlife Safari and Salmon Watch presentations, while those looking for self-improvement took part in Renew Your Space, the Teen Walking Challenge, and Hands-Only CPR classes.





Patrons were also delighted by popular favorites returning from previous years, including performances by the Fratello Marionettes and Tyler Spencer with his Australian didgeridoo. These highlights offer just a glimpse into the extensive and exciting summer programming provided.

As far as the 'reading' part of summer reading goes, Jackson County had some big successes there, too! Overall, 2,536 patrons registered for one of the two challenge options - minutes tracking or book tracking - with 2,090

active readers over the summer. Of those who signed up, many proved that they were up to the challenge as 1,839 readers completed their logs and earned a free book. On the Beanstack app, 15,377 badges were earned by the eager patrons. Patrons who opted to track their books read 35,831 books. The patrons who selected the Minutes challenge logged a whopping 504,281 minutes, totaling about 11 and a half months.

Digital Services

The end of summer saw no slowdown for Digital Services, with both appointments and interactions increasing. Patrons expressed their gratitude with heartfelt comments. One patron particularly appreciated the End of Life and Online Accounts class, noting it had eased some of the burden as her husband has faced health issues. Another described their appointment as "exciting" and "pleasant," and conveyed their genuine appreciation for the service provided.

Outreach

Highlights from Outreach include DART attending the Prospect Jamboree. Wi-Fi received the most use since upgrading the mobile hotspot from a cellular service to satellite-based StarLink. Mobile Services Specialist Maddy Tuttle went around to vendors to hand out DART's information and received numerous expressions of gratitude and excitement that the library was present. Staff had a blast chatting with folks from the community until a storm rolled in and started blowing canopies away. Then it was all hands on deck to batten down the hatches and make sure everything was dry and put away. Luckily, the Outreach staff is well-practiced at adapting to needs of all kinds, and soon they were set and ready to go for whatever came their way.

Digital Services Supervisor Eric Molinsky partnered with Librarian Brianna Levesque and Adult Services Librarian Carrie Tannehill and represented JCLS at the annual OLLI Open House at Southern Oregon University. Levesque and Molinsky displayed information highlighting the library's programs, databases, and digital resources, and answered questions about these and other library topics of interest to attendees. The event also presented an opportunity for networking, and potential partnerships were explored. A highlight for many who stopped by the JCLS table was the Outreach Department's Dolly Parton cutout, which advertised the Imagination Library. For this event, a hidden Bluetooth speaker could be activated so that Dolly "spoke" a special welcome message, resulting in an excited attendee bringing a friend back to the table with the request to "make Dolly talk!"

Business Librarian

Business Librarian Roslyn Donald participated in a Youth Financial Literacy event sponsored by the Jackson County Housing Authority. Youth from eight different sites were invited to learn more about bank services, credit reports, and how to budget for needs vs. wants.

Donald has been selected as Vice Chair for the Southern Oregon Innovation Hub governing committee. This committee is charged with administering the \$150,000 Innovation Hub grant, which will foster more small business innovation and connection across Jackson and Josephine Counties. Major Hub activities for FY25 include creating an entrepreneurial support system eco-map and sponsoring several networking events.

DART

DART cultivated a new partnership with Rogue Community Health by visiting their Medford Health Center and the Jackson apartment complex during National Health Center Week. In addition, DART re-visited The Jackson as

a new monthly location. While at one of their regular stops in August, Mobile Specialist Maddy Tuttle assisted a patron struggling with computer use to locate a phone number. This patron expressed high gratitude to Tuttle for the assistance and was directed to Digital Services for more advanced help in other technological areas.

Education Services

Education Services had a fun August preparing incoming students and is ready to kick off the new school year. Class Visits were held at the six elementary school host sites for Medford School District's Kinder Jumpstart. Students were pooled from all elementary schools within the district, so effectively these efforts reached all 14 schools and 256 kindergarteners.

Support Services

More WiFi Hotspots Coming Soon

Technical Service and IT worked together to prepare 150 additional new Wi-Fi hotspots for release in early September. JCLS anticipates that with the influx of these new hotspots, patrons will begin to find hotspots available on the shelf for immediate checkout, rather than it being necessary to place a hold. Staff are excited to monitor and witness the improved digital equity access these additional hotspots will provide.

Ashland Book Locker Milestones

Assistant Director of Support Services Kelda Vath is delighted to report two major milestones in the ongoing strategic plan driven project to bring a book locker to the south Ashland community. An MOU with the Ashland Family YMCA has been signed, as has the contract with book locker vendor Lyngsoe, the same company who supplied the book locker outside the Shady Cove branch last September. With these two major milestones completed, the project implementation can get started. The new book locker is expected to be ready for use outside the Ashland Family YMCA well before the fiscal year's end.

Collection Development

A new electronic resource called TeachingBooks, formerly available only for library staff, became available to the public in August. TeachingBooks was created by book lovers for anyone who reads, teaches, or enjoys books for children and teens and offers listings for tens of thousands of books, with info such as author interviews, book guides, activities, and lesson plans, Storytime activity kits, video book trailers and more. Patrons can search for a specific title or browse through hundreds of specially curated lists related to topics such as phonics and phonological awareness, major life events, and top booklists for specific age groups. This resource is perfect for teachers, homeschooling parents, and kids looking for help with school projects.

In August the Library of Things items purchased in July made their debut. These items include additional copies of the sewing machines that are a bit more powerful and can handle quilting, an air fryer, food dehydrator, induction cooktop, and Instant pot. New additions to the collection included the Kubb Viking Clash toss game and a USB floppy disk reader. Believe it or not, some folks still have important information stored on floppy disks that they need to access, making the floppy disk reader a valuable resource!

Information Technology

Last month the IT team updated the software that JCLS uses for wireless printing. The wireless printing service allows patrons to send documents to a print queue at their branch of choice, then release the print job onsite when ready. The new software features an intuitive interface, available on the JCLS website, and offers the ability to print directly from a phone, tablet, or laptop, or the option to send a print job via email.

Facilities

In early September, JCLS released a Request for Proposals (RFP) for landscaping and groundskeeping services at 13 of the 15 branch locations. The intent is to consolidate landscaping services under a direct contract to realize efficiencies and, as stated JCLS's strategic plan, enliven and improve facilities and create welcoming outdoor spaces.



Jackson County Library Foundation Board Report - September 2024

Submitted by: Ginny Auer, Executive Director

This month has seen exciting progress across several fronts, from significant donor engagement to the strengthening of our community partnerships and upcoming projects.

The Jackson County Library Foundation (JCLF) has received a generous bequest of nearly \$100,000 for the Butte Falls Library.



The Library Director's Book Club for JCLF major donors is scheduled for September 26th with Library Director, Kari May and author, Jonathon Evison. The event will feature wine and appetizers, providing an intimate setting for our donors to engage with the author and discuss his work. In preparation for the event, Evison's latest book, *Again and Again*, was mailed out to 54 donors who have contributed more than \$500 in the past 18 months. Each book was accompanied by a personal note from Kari May, Library Director, making this a truly personal and special gesture for our major supporters.

Beverly and Ginny are currently collaborating with Jessica from RBA Bookkeeping to gather the necessary items for the Jackson County Library District (JCLD) audit and the Foundation's 990 preparations. We anticipate finalizing everything by September 15th, ensuring timely compliance and reporting.

Carl Bloom and Associates are preparing acquisition letters and donor correspondence for the upcoming Giving Tuesday and Year-end campaigns.



The Dolly Parton Imagination Library Steering Committee held a productive meeting on August 6th. The focus was on increasing registrations and securing additional funds for the program. Plans are in the works for a couple of grants, a Dolly Parton Birthday party event in January 2025 (date TBD), and a larger luncheon event scheduled for October 2025.



The Pollinator Garden and Beehive Committee has been actively working with designers, and we expect finalized designs for the project to be available in late September. Ginny has been in discussions with several local businesses regarding in-kind donations, volunteer support, and fundraising opportunities, both through direct donations and potential grants. Ginny submitted a \$2,000 grant request to the Ashland Community Food Co-op and is working on additional grant applications.



Date: September 18, 2024

Title: Meeting Norms

From: Viki Brown & Susan Kiefer, Executive Committee

Summary:

Questions regarding parliamentary procedures have come up in recent meetings. Along with general meeting norms and expectations, the Executive Committee want to review some processes outlined in the [JCLS Board Duties and Responsibilities Handbook](#).

Section 3.7 specifically outlines how motions are to be made, when they need to be seconded, and how votes should be taken. Section 3.8, Order and decorum, provides a summary of the general expectations for how board members conduct themselves during a board meeting. Section 3.9 summarizes public comments. And finally, Section 8.2 clarifies Board communication with staff members.

Please review these sections of the Handbook and come prepared to discuss and ask questions so that meetings can run smoothly in the future.

Attachments:

JCLS Board Duties and Responsibilities Handbook:

- Section 3.7 Procedural Rules
- Section 3.8 Order and Decorum
- Section 8.2 Communication with Staff

BOARD DUTIES AND RESPONSIBILITIES HANDBOOK

3.7 Procedural Rules

To ensure focused and efficient meetings, the Board will adhere to the following procedures and meeting protocol. In the event a parliamentary procedure issue is not addressed by this policy, the Board shall use the latest edition of Robert's Rules of Order to decide such issue. The more informal Procedures for Small Boards excerpted from Robert's Rules may be followed at the discretion of the Board.

a. Motions - General

1. All Board members have the right to make motions, discuss questions, and vote on any issue before the Board.
2. Board member motions will be clearly and concisely stated. The President will state the name of the Board members making the motion and the second.
3. The President will repeat the motion prior to a Board vote.
4. Motions for withdrawal of a motion, agenda order, roll call vote or point of order do not require a second.
5. A motion on which a second is not made but where discussion begins is deemed seconded by the member beginning the discussion. Motions requiring a second and not receiving such will die.
6. Discussion of a motion is open to all Board members wishing to address it. A member must be recognized by the President prior to speaking on the motion.
7. The President may ask for a voice vote, but a roll call vote should be taken on all final decisions. All members will vote on each motion unless legally disqualified. A member abstaining from a vote must state the basis for any conflict of interest or other disqualification. The Executive Assistant will maintain a record of the votes.
8. The President will announce the results of any vote. Board members may explain their votes but must do so succinctly.
9. Ties: A motion receiving a tie vote fails.
10. Withdrawal: A motion may be withdrawn by the motion maker at any time without consent of the Board.
11. Table: a motion to table is not debatable and precludes any amendment or further debate. If the motion carries, the item may only be taken from the table by adding it to a future agenda for continued discussion.
12. Postpone: A motion to postpone may be made to either postpone to a certain date or to postpone indefinitely. A motion to postpone to a certain date is debatable and amendable. A motion to postpone indefinitely is a motion to reject without a direct vote and is debatable and not amendable.
13. Amendment: A motion to amend may be made to a prior motion that has been seconded but not voted on. Amendments will be voted on first, prior to the motion being amended (or not amended) and voted on. Motions to adjourn, table, take from table, reconsider, for point of order and agenda order may not be amended.
14. Call for Question: A motion calling for the question ends debate on the item and is not debatable. A second is required, and each Board member who wishes it should have one opportunity to speak before the motion is called. Once called, the President will inquire if

any objection is raised. If there is an objection, the matter will be put to vote and either pass with a majority vote or fail. Debate may continue if the motion fails.

15. Reconsideration: When a motion has been decided, a Board member *who voted with the majority* may move for reconsideration. A motion for reconsideration may only be made at the meeting at which the motion was approved.
16. Adjournment and Recess: Any meeting of the Board may be continued or adjourned with a motion and majority vote of the Board members present. A motion to adjourn will be in order at any time except while a vote is being taken or when made as an interruption of a member who is speaking. Upon the request of a Board member, a short recess may be taken during a Board meeting.
17. Control of Meeting: The presiding officer shall have the authority to keep order and impose reasonable restrictions necessary for the orderly and efficient conduct of a meeting. Persons who fail to comply with such reasonable regulations or who otherwise disturb the meeting may be asked to leave, and upon failure to do so, may be treated as a trespasser.

3.8 Order and Decorum

Board members will assist the Board President in preserving order and decorum during Board meetings and will not delay or interrupt proceedings. Board members will comply with any ruling of the President or Board, and the following rules will be observed to maintain order and decorum during meetings:

- a. Board members will review necessary information, including the agenda and meeting materials, before meetings, and will come to meetings prepared.
- b. Any Board member desiring to be heard will request to the President to be heard. Board members will be given an opportunity to speak at least once on any pending motion or agenda item. Once recognized, the speaker will confine their remarks to the subject under consideration.
- c. When speaking on behalf of the Board or District, Board members will represent the Board's official position, not their own personal opinion.
- d. Board members will be open and candid and should be succinct in stating their views. Board members should focus on a single issue or topic at any one time and allow one another to finish speaking without interruption.
- e. Board discussions are to focus on District issues; Board members should avoid becoming involved with non-District issues not relevant to the current discussion.
- f. Board members should keep discussions moving and adhere to established time limits on discussions.
- g. Board members will refrain from criticizing or berating each other, staff, or members of the public.

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

- . 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.
- . 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.
- . .



Read before each Board meeting...

1. I am on this Library District Board of Directors as an advocate of public libraries. I will do what I can to promote intellectual freedom, library services, and literacy. I will do what I can to promote the mission statement of JCLS: to connect everyone to information, ideas, and each other.
2. It is my responsibility to contribute to a stabilized environment for the District. I am an opponent of uproar, dissension, and conflict. I believe in cooperation.
3. Every comment I make and every vote I cast will be motivated by the question, 'What is in the best interest of the District?'
4. I will champion the District. I will compliment and reinforce often. I will suggest and recommend when necessary.
7. I will support a majority position of the Board. I may not agree, but once the vote is taken, I'm with the others.
8. I will never come to a Board meeting having made a promise to an individual or group.
9. At all times I will remember I am a public official whose purpose is to serve and represent others and to act on their behalf.
10. Courtesy is a rule. I will not break the rule.
11. A Board meeting is a business meeting. It is not entertainment. It is not a social hour. It is not a question and answer session. **It is a business meeting.**
12. I am busy. Other Board members are busy. The Library Director and staff are busy. Everyone is busy. At this meeting I will do what I have to. I will do it as efficiently as possible. I will respect the time of other people.

adapted from Lany Dwiton Fort Osage Public Schools Fort Osage Fire Protection District



MINUTES

ATTENDEES AND NOTE TAKER

Kari called the meeting to order at 4:04p.m. In attendance were Viki Brown, Kevin Keating, Joan Vigil, Crystal Zastera, Kelda Vath, Kari May, and Val Nowak (note taker).

Guests: Marissa Shepherd, Brynn Fogerty, Kristin Anderson

REVIEW OF PREVIOUS MINUTES

Director Keating asked to clarify the consensus that had been reached from the previous meeting regarding the water feature. Kari confirmed that what was written in the minutes was correct.

NEW BUSINESS

Committee Charter and Workplan 2024-2025

Director May presented an overview of the charter and workplan for the year, summarizing the responsibilities and duties of the committee as well as major upcoming work items. She then asked if the committee had any input or questions. It was noted that the sentence regarding Facilities Master Planning in the meeting section needed to be removed, as that project was completed in the prior year.

Director Brown noted that Ryan DeSautel should be invited to future Board Meetings when facilities topics are on the agenda, and Vath noted that dates regarding the RFP and Pollinator Garden should be added.

Director May then handed out a summary of expenditures for capital outlay in the General Fund and the Capital Improvement Fund for FY24. If the committee would find it helpful, she will bring quarterly reports to future meetings to better inform the committee on the status of major facilities projects.

Members briefly discussed the A/V replacement project in the Medford Large Meeting Room.

UNFINISHED BUSINESS

Phoenix Pollinator Garden

Zastera presented initial blueprints of the Phoenix Pollinator Garden and outlined the major features. Vath and Zastera then discussed some of the research and background work that went into the proposed landscape. Next steps include finalizing the design of the beehive and receiving a cost estimate from the landscape architects. The committee also briefly discussed whether we should consider installing security cameras concurrently with this project to address concerns about potential vandalism.

Medford Water Feature

Director May pointed the committee to the memo shared at the previous meeting. Contractors, consultants, and staff have recommended its removal. Director Keating commented his concern that the District was not pursuing an estimate for repair. Director May noted that an estimate for the initial review of was \$3,000-6,000. It was unknown whether further issues would be discovered.

Director Brown stated that while it was a notable feature of the facility when it was designed, it was important to take into account the security and hygienic issues it has presented over the last several years. Zastera then summarized the historic issues with maintenance and repair to the water feature, noting that it would often break every few months and be out of order for long periods of time.

Director Keating stated that he would be willing to move forward with getting a cost estimate for the removal, but that he would prefer the matter be brought to the Board for a vote. May stated that she thought it was an operational matter that staff could make the final decision on, and Brown supported her. It was concluded that Zastera will work with the County to get a detailed estimate for the removal.

Landscaping RFP

Vath presented a draft of the RFP and highlighted areas that were most in need of feedback. She will email the draft to the committee for their further comments. The goal is to have it posted by September 6, and have it open through the end of October.

NEXT MEETING DATE

October 28, 2024, 4:00 pm

ADJOURNMENT

5:15 pm



MINUTES

ATTENDEES AND NOTE TAKER

Present at the meeting were: Marissa Shepherd, Susan Kiefer, Kari May, and Val Nowak (note taker)

Kari May called the meeting to order at 4:06 pm.

REVIEW OF PREVIOUS MINUTES

The committee reviewed the minutes from the April 4, 2024 meeting.

NEW BUSINESS

Review of Charter and Workplan 2024-2025

The committee reviewed the charter and workplan for the year and discussed their feedback. Susan brought up wanting to work on the budget process and distributing information to committee members earlier than in previous years. A work session reviewing the previous year's financials was recommended, perhaps in late February.

Future Financial Reports

Heather shared a draft of a report that could be shared with the board in the future, that would offer more details while keeping information concise and meaningful. It compares line item from the approved budget with their YTD revenue or expenditure.

Marissa suggested that it would be helpful to see a report of expenditures by library branch as well as by department. Kari noted some branches do not have specific departments, and that some departments and staff serve multiple branches. It is therefore difficult to isolate operational costs for specific branches. The committee agreed that reports for YTD budget vs actual, as well as reports by branch and by department, will be shared monthly with the committee, and quarterly with the Board.

The committee discussed what members would like to see in future reports, and what level of involvement the members needed in oversight. Kari suggested that there be a work session in February that provides a summary of the past six months of financials, which would help provide more context and information for the budget process.

REPORTS

Audit and Year-End Financials

Heather gave a progress report on the audit. They are about 80% of the way through, but she noted that the KDP fieldwork had to be rescheduled to November. Because so much of it has already been entered, they may be able to get started earlier. It is unlikely that they will have to file for an extension.

NEXT MEETING DATE

Tuesday, December 3 at 4:00 pm.

ADJOURNMENT

Kari adjourned the meeting at 5:05 pm.