



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

CALL TO ORDER/ROLL CALL

LAND ACKNOWLEDGEMENT

INTRODUCTIONS / PROCLAMATIONS

AGENDA AMENDMENTS AND APPROVAL

CONSENT AGENDA

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- 2. Annual Fee waiver.....4

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.....6
- 4. Financial Report – Heather Scott.....20
- 5. Jackson County Library Foundation – Ginny Auer

UNFINISHED BUSINESS (Discuss/Action)

- 6. Medford Water Feature – Facilities Committee.....28

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- 7. Library Director Goals & Evaluation Process – Personnel Committee.....30
- 8. Policy Revisions – Joan Vigil
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- 12. Finance Committee
- 13. Policy Committee
- 14. Personnel Committee

ADJOURNMENT

FUTURE MEETINGS/EVENTS/OBSERVANCES: December 18, 2024, Regular Board Meeting

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.

MINUTES

ATTENDEES

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

Additional attendees: Kari May (Library Director), Kelda Vath (Assistant Director, Support Services), Joan Vigil (Assistant Director, Public Services), Ginny Auer (Foundation Executive Director), Heather Scott (Finance Manager), Ryan Bradley (Marketing Manager), Jacquelyn Bunick (Legal Counsel), Hannah Harding (Legal Counsel), and Loren Clupny (Staff Development Coordinator)

Guests: None

CALL TO ORDER/ROLL CALL

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

INTRODUCTIONS / PROCLAMATIONS

Director Brown read a proclamation declaring October 20-26 as Friends of the Library Week 2024.

CONSENT AGENDA

Director Keating asked to add a discussion about the letter from the Arts Commission as an agenda item. Director Tarantsey asked that the meeting have a target end time of 5:45.

MOTION: Director Keifer moved to approve the consent agenda. Director Keating seconded, the vote was unanimous, and the motion passed.

ORAL REQUESTS AND COMMUNICATIONS FROM AUDIENCE

The board heard from two members of the community. The first brought up the Medford water feature and requested that the board take input from multiple sources. The second spoke about the design and planning of the Medford Library, including the Medford water feature.

BOARD ROLES & RESPONSIBILITIES

Legal Counsel Jacquelyn Bunick delivered training on the roles & responsibilities of the Board from a legal perspective. The training covered the authority of the board, where that authority comes from, and how it may be implemented. The training reviewed the following items:

- The Board's authority stems from State of Oregon Statutes and District Powers.
- The Board has both Legislative and Administrative powers, with the administrative powers being delegated to library staff, per best practices.
- The Board may not delegate Legislative powers and must approve policy. Board members must participate in Board meetings and vote.
- The primary responsibilities of the Board are to make policy-level decisions and to hire and manage the Library Director. Board members must vote on motions unless there is a conflict of interest. Further details can be found in the Board Handbook.

- The Board should act as a collective unit. Board members have no individual power and no authority to act individually. Board members may be delegated by the entire Board to act individually.
- The training also covered the role of committees within the board process. Committees are advisory in nature. Committees work to investigate, deliberate, analyze, and make recommendations to the Board in the form of a motion.

Director Kiefer, Director Keating, and Director Tarantsey asked clarifying questions about specific scenarios.

The Board adjourned for a 5-minute break.

REPORTS

Library Director's Report

Library Director May presented highlights from the September report, including the new bookmarks and stickers developed by the Marketing Department for fall. May also shared handouts for the Dolly Parton Imagination Library that are intended to be passed out to trick-or-treaters. Marketing Specialist Ryan Pfeil shared about the variety of video production projects that have been undertaken by the Marketing Department. The projects began early in the COVID-19 Pandemic with the creation of a cartoon series for patrons. Since then, many additional video productions have been made, including a video series to support individuals applying for citizenship in the United States, virtual story times, and a Southern Oregon documentary series. Over the last six years, the JCLS YouTube channel has steadily gained followers, nearing 1000 subscribers today. An upcoming project includes a documentary on a local video game company and an app that they are producing.

May also shared some recent events, including the awarding of the Ashland Library as Community Partner of the Year from the Ashland Chamber of Commerce and recent high numbers in new library card signups.

Jackson County Library Foundation Report

Jackson County Library Foundation Executive Director Ginney Auer shared highlights from the last month, including the Foundation's contributions to Staff Day items, updates with Dolly Parton's Imagination Library, the ongoing work with the Pollinator Garden at the Phoenix Library, and the upcoming joint Board meeting. Auer also highlighted the work of the marketing department that went into recent projects of the Foundation.

Staff Day

Director Brown shared appreciation to the Staff Day Committee for the work of putting together the day. She remarked on the topics that were covered in the breakout sessions including the session on Technical Services and Collection Development as well as one she attended about working with children in the library. Director Kiefer shared that she attended the session on AI and found it enlightening. Director Tarantsey shared that she attended the AI session, as well as the "So You Want to be a Librarian" session and had some excellent take aways. Director Keating was unable to attend a breakout session but enjoyed the keynote speaker.

UNFINISHED BUSINESS

None

NEW BUSINESS

State Annual Statistical Report

Assistant Director Kelda Vath shared the updated data spreadsheet that will be used to submit the State Annual Statistical Report. Director Kiefer inquired about a line-item categorized as "other" and Assistant Director Vath clarified what items were likely included under that category. Director Keating inquired about the transition of

the Library of Things into Koha, wondering if circulation of those items was expected to rise. Assistant Director Vath stated that she believed that it would increase due to the change.

Motion: Director Kiefer moved to approve the report as presented and submit it to the state. Director Tarantsey seconded, the vote was unanimous, and the motion passed.

Privacy Policy

Assistant Directors Joan Vigil and Kelda Vath highlighted information from the cover memo, highlighting proposed changes to the Privacy Policy.

Motion: Director Kiefer moved to approve the policy. Director Keating seconded, the vote was unanimous, and the motion passed.

Letter from the Arts Commission

Director Keating brought the letter from the Arts Commission forward and opened discussion. Director Tarantsey suggested that the letter be directed to the Facilities Committee to consider at their next meeting when they discuss the water feature.

COMMITTEE AND BOARD MEMBER REPORTS

Relationship Committee

Director Kiefer reviewed the most recent Relationship Committee meeting. Topics that were discussed included collaboration with the Jackson County Library Foundation on the Facilities Master Plan. She also reviewed the benchmarks set on the MOU between the Foundation and the Board.

Data & Metrics Committee

Director Tarantsey shared that it was helpful to have the entire Board in attendance at the last Data & Metrics Committee meeting.

Policy Committee

Director Keating shared that the last meeting of the Policy Committee was productive.

UPCOMING EVENTS

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

November 20, 2024 Regular Board Meeting

ADJOURN

President Brown adjourned the meeting at 5:55 p.m.

/s/ Loren Clupny

Recording Secretary

Date: November 20, 2024

Title: Waiving fines for expired patrons

From: Kelda Vath, Assistant Director of Support Services

Summary:

To maintain an accurate and tidy database of library patrons, staff requests that uncollected fines for library patrons who have had no activity for more than 3 years be waived. Those records would then be purged from the ILS database.

Background and Additional Information:

Last year at the October 2023 Board Meeting, the Board authorized staff to waive uncollected fees that lingered on expired patron accounts that had been inactive for more than 3 years. This served to re-initiate the planned annual procedure to properly maintain the patron database which first involves waiving uncollected fees, and then deleting expired patron accounts that have been inactive for more than 3 years.

The reason for this two-step procedure for database maintenance is that the ILS system requires that patron records be free of charges before the system will allow their deletion. According to the State Library of Oregon, "It is recommended that patron records should be purged after three years of inactivity. Most public libraries do this purge on an annual basis."

JCLS intends that on or around January 1, 2025, the purge of expired patron records would take place. This timeframe allows for 3.5 years of grace for expired patrons to have the opportunity to re-activate their library cards while still keeping the database current and complies with State Library of Oregon guidelines.

Recommendation:

Staff recommends that the Board approve the waiving of fines on all patron records with no activity prior to July 1, 2021.

Resource Requirements:

ILS Administrator, Kris Becker, ran reports to identify the uncollected monetary amounts to be waived in advance of the step to purge inactive patron records. Please note that there is little to no likelihood that these fines will ever be collected.

Number of expired records since before July 1, 2021: 1,239 patron records **\$63,573 to waive.**

Policies, Plans, and Goals Supported:

Maintaining an up-to-date patron database in accordance with State Library of Oregon recommendations is among the routine best practices for public libraries because it results in accurate data for analyzing trends and anticipating future needs.



Director's Report November 2024



Special Highlights



Halloween festivities abounded across the system. Libraries held frightening programs, and ghoulish decorations were on full display. Pumpkin decorating was a very popular program in Medford, Central Point, Gold Hill, and Shady Cove. Ruch families not only carved pumpkins but also harvested the seeds. Ashland's Children's found a way to turn it into a STEM program called Puking Pumpkins, which involved elephant toothpaste.

Special ghostly story times were held in many branches. Children's Librarian Lyn Heerema organized trick or treating with the other Ashland departments, and the children's team dressed as the characters of the book *Room on a Broom* and offered a reading of the book before the parade. At Eagle Point on Hallow's Eve, Library Associate Nicole Shuey and Library Specialist Jenna Steigleder hosted a Spooky Special Storytime. They read seasonal books and sang songs, and then after the story time was over, patrons were able to make a special ghost craft with guest artist The Caffeinated Crafter. The kids liked doing a craft in addition to their story time, and they even kept the paint spills to a minimum.



The Medford Teen department hosted a Cemetery Terrarium crafting event. Teens created cemetery scenes and molded their own ghosts out of clay. Also, at Medford the Haunted Jackson County program presenters from Medford Paranormal Investigations showed attendees how their equipment worked. They showed everyone how they used an Electromagnetic Field (EMF) reader and a trigger object. The presenters shared evidence they had collected during their cases, including an example of an Electronic Voice Phenomenon (EVP). The audience shared some of their own paranormal experiences. Lastly, at Central Point, patrons had fun creating witches out of recycled books.



For the little ones, activities included decorating trick-or-treat bags at White City on All Hallow's Eve and receiving a little bit of candy to get them started. On Halloween, Eagle Point hosted its annual Boo Bash, a program that the staff and community look forward to every year. Staff and volunteers worked at multiple stations throughout the library doing crafts, playing games and watching movies. They also offered temporary tattoos, a selfie station, a costume contest, and more. It was a fun way to interact with the community in a different way than normal. Gold Hill's library parking lot held a trunk and treat sponsored by CanDo. Butte Falls did not want to miss the fun, so they also held a Fa-Boo-lous Halloween Spooktacular. This was a night of fun for all, with treats and activities for those who joined in before continuing to other activities in the community.

Public Services

Bear Creek

Ashland



The Ashland Library received the Community Partner award at the Annual Chamber Dinner from the Ashland Chamber of Commerce. The Ashland team's active participation in the annual MLK event and the Mystery Fest were cited as reasons for the award. During her acceptance speech, Bear Creek Area Manager Kristin Anderson thanked the Chamber for this unexpected award and plugged the upcoming book locker installation in partnership with the Ashland YMCA.



Teen Specialist Miki Hocker led a fun-filled event with the Cabinets of Curiosity program. Everyone was creative in different ways, and it was fun to see how they interacted with the materials and shared ideas with each other.

The popular monthly Big Ideas lecture series focused on "Freedom to Read: Book Banning and Other Challenges Facing Libraries." Library Director Kari May and Marie Felgentrager, a school librarian and member of the Oregon Association of School Librarians Intellectual Freedom Committee, provided different perspectives on how libraries select materials for their collections, based on policy and the community they serve, trends and changes they have seen to materials challenges, and how their libraries respond to materials challenges.



JCLS was a proud sponsor of the second annual Ashland Mystery Festival, featuring author panels and events all over town, including in the Ashland Branch's Gresham Room. Photo courtesy of <https://ashland.news/visitors-gather-in-ashland-under-mysterious-circumstances-the-ashland-mystery-festival/>

Librarian Brianna Levesque set up a display of voter information, including voter registration forms, in the weeks leading up to the deadline to register. Around 50 voter registration forms were taken by patrons. Library staff have also fielded questions on how to register and check registration status online, as well as when voters could expect their ballots and where they can be dropped off.

Phoenix

Branch Manager Jody Fleming and Friends of the Phoenix Library Board President Lee Gonnella participated in the annual Phoenix High School Homecoming Parade. They handed out 555 bookmarks and pieces of candy to enthusiastic residents and received many "shout outs" from adults and kids who love their local library.



Library Associate Lori Wilson brought in a GIANT zucchini from her garden so Phoenix patrons could guess its weight. Wilson has sponsored this wonderful contest several times over the years, and it is very popular with the many gardeners who reside in Phoenix.

Talent



The Talent Harvest Festival and Friends Book Sale got the Talent Library off to a very strong start in October, one of the biggest events for both the city and library. Over two hundred patrons visited the book sale and depleted the stock of donated items. Children helped out by claiming a free book from the Talent Library Club’s shelves. The book sale brought several new patrons to the library, and staff were busy issuing new library cards.



New carpet and tiling were installed at the end of October. The renovations required a two-week closure. Staff provided a “holds pick up” area near the employee entrance during the closure, and many grateful patrons picked up their books and movies. The team also saw many kids for Halloween and gave out treats and take and make kits. Other patrons replenished their reading supply from the free book carts located at the front entrance to the library.

Central Area

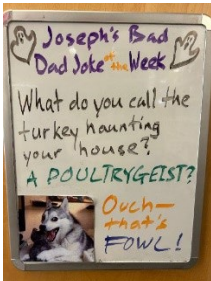
Medford

Medford Adult Services hosted its first Medford Open Mic program. Patrons read their original poetry and sang their own songs to the attendees. The program is held monthly on the 3rd Tuesday. Each Open Mic has a theme to inspire poets and songwriters, though following the theme is not required.



Medford hosted an all branch all ages Game Day program. Astral Games hosted their monthly Tabletop Gaming Day in the Large Meeting Room, Professor Edwin Battistella from SOU hosted a Chess Tournament in the Adams Room, and Library Specialists Natalie Kelly and Ari Shaneyfelt hosted D&D Family Day upstairs. Participants in all three areas connected with their peers, played games, and in some cases, won shiny medals.

Central Point



Library Associate Joseph Ritchie’s Bad Dad Joke of the Week keeps getting more and more popular. Patrons are calling the library to find out what the joke is. A woman was heard saying to a friend “And over here there’s a different joke every week. It’s so great!”

Lower Rogue

Jacksonville

The Jacksonville Friends sponsored a speaker from the Oregon Humanities Project who came from Portland to hold a community conversation titled, “Unpacking Accountability.” Jacksonville patrons showed up to take part

in this stimulating and civil conversation about what it means to be held accountable, whether for a public figure or in their own personal lives. Several participants spoke of how nice it was to have the opportunity to discuss ideas in a safe environment. The Friends are hoping to bring more speakers in from the Oregon Humanities Project.



Jacksonville staff attended Jacksonville Elementary School's Open House night and connected with many new and familiar faces. The Paws to Read Program flyers were a big draw for the kids, who recognized some of their canine friends.

The Southern Oregon Miniaturists continue to amaze at the intricate pieces they display at the Jacksonville branch. The Quilt Barn, shown here, has tiny, handmade quilts and little mini bolts of fabric. Kids and adults love to look at the amount of detail that goes into each one.

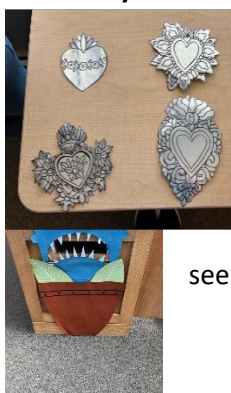
Ruch



This month, the Ruch Branch celebrated its 40th Anniversary and brought the community together for an all-day celebration that included historic displays, a sharing-circle, bookish costumes, gift books, a special Storytime, and cake. The event was "campus-wide," with activities in the library, the Book Barn, the A-Frame Bookstore and DART. Marketing Specialist Ryan Pfeil captured the essence of the event in this short video: <https://bit.ly/40plmLN>

Upper Rogue

White City



Early this month, patrons came to decorate Mexican Tin Hearts or Milagritos. The word Milagritos in Spanish means "little miracle," used as symbols to wish others good luck, good health, and hope for the future. Children colored on the tin hearts that staff had drawn and cut out.

White City has a few new young patrons who are excited to find books. When they have returned the books, they give the books a hug and say goodbye to them. They also love seeing that they can feed Fernsworth books.

Shady Cove

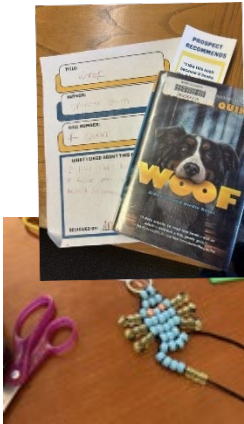
Kristine Lefever, president of Pollinator Project Rogue Valley presented "What is a pollinator garden?" Patrons learned why the plants that are chosen for landscaping matter and how to create a more sustainable and beautiful garden. Lefever also provided information about the native bees, birds, beetles, butterflies in the area and how to best support them. These creatures are critical to the ecosystems and food systems that face many threats in today's world.

Shady Cove hosted an annual plant swap and seed saving event on October 26. This is a well-attended event that connects people to each other and sets the branch up for restocking the seed library. A grocery bag was filled with envelopes containing 40 varieties of seeds. Patrons also exchanged other live plants such as raspberries and house plants.

Prospect

Prospect's First Friday Art Lab was a fizzing success. First participants made puffer fish out of balloons by filling each balloon with baking soda and a capsule of vinegar. Once sealed tightly and decorated colorfully, a quick smash (or a stomp) the vinegar released into the baking soda creating a chemical reaction that caused the balloons to puff. After that, participants made sensory squishy toys by filling balloons with flour, baking soda, and other tactile sensations. Finally, the group made fizzy art by combining watercolors and baking soda to make a colorful medium that activated when sprinkled with vinegar.

Prospect Charter Elementary students continued weekly visits to the branch. Students learned about annual publications with newly received editions of the Farmer's Almanac, National Geographic World Almanac, and the Guinness Book of World Records. Library goers also enjoyed searching the shelves and catalog for spooky books, as well as books about performing magic, skateboarding, and strategy games. Students also devised and enjoyed an ongoing challenge: finding the biggest and heaviest book in the branch.



This month Prospect also introduced "Prospect Recommends." Young readers have the opportunity to provide short reviews of books they have enjoyed. Prospect staff then convert these reviews into "shelf talkers" to help other readers find books they might enjoy.

Eagle Point

Library Associate Nicole Shuey hosted a Beaded Creatures Crafting program. Using small beads and string, patrons made keychains shaped like a variety of different creatures. Shuey has done this program a number of times in the past as a take and make, but this was the first time she made it an in-person event. Patrons seemed to like the time to craft together and were interested in doing this kind of program again.



The Friends of the Eagle Point Library (EPFOL) had a celebration to celebrate the 20th anniversary of the current Eagle Point Library building. The building was a massive upgrade for the community 20 years ago. Friends of the Library and community members worked hard to raise the funds to build this building, and the money to purchase the land the library sits on was donated by a single Eagle Point resident as a tribute to her daughter. Many of the people who were at the original ribbon cutting attended the event this month. In addition, for the month of October the Library's display case highlighted the history of the Eagle Point Library.

Butte Falls



Butte Falls received new picnic tables for the outside space. The Butte Falls Branch continued Storytimes at the Butte Falls Charter School for Kindergarten and 1st grade classes. They also provide Storytime for the preschool students in the community. The 3rd, 4th and 5th grade classes come every 2 weeks to the library. These students check out books and, on some days, can take part in a story time.

Community Resources

This month, the team successfully organized a food drive across all 15 library branches, gathering an incredible 417 pounds of food for the Access Food Pantry. This collective effort will directly benefit families in need, demonstrating the power of community support and the commitment of the library patrons and staff to giving back.

The team provided over one hundred bus tokens to patrons needing transportation to access critical services such as shelter, medical care, and mental health appointments. These tokens are often lifelines, empowering individuals to reach the support they need to thrive. The department facilitated over three hundred referrals, guiding patrons toward the information and resources vital to their well-being. Each referral represents a step toward building a more resilient community, and it is a privilege to support the patrons in this way.

A special highlight of October was the dedicated work of Community Resource Specialist Sara Levasseur, who supported a family with two blind parents navigating the complexities of homeschooling their young children. Sara connected them with resources and helped them create a plan to ensure their children receive a quality education.

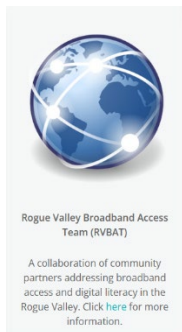
Outreach, Programs and Digital Services

Baby's First Book

The first book to be published by Jackson County Library District, *Rogue Reader: A Baby's First Book*, received an official Certificate of Registration by the United States Copyright Office. This book, written and illustrated by a local author and illustrator, will be printed by Blackstone Publishing and available to newborns soon.

Digital Services

Digital Services patrons continued to comment positively on the help they received. Digital Services Specialist Nicole Vukcevic was called out specifically by a patron who said her "tech support was a great help today. She was very pleasant, mature, and patient with me as a senior of 77. I appreciate her help and want to commend her friendly attitude."



In April, Digital Services Supervisor Eric Molinsky began representing the digital literacy aspect of the library through attending meetings as a member of the Rogue Valley Broadband Access Team (RVBAT) along with Network Administrator Jason Whyte. The Rogue Valley Council of Governments website lists links for the Digital Services department's page on the JCLS site, as well as the collaboration with Ashland Senior Center for technology courses. Plans call for this information to be expanded over time. <https://rvcog.org/rvbat/>

At Home Services

At Home Services Specialists Mackenzie Pollock and Kateri Warnick have been meeting with local community partners specializing in senior care to talk about what the program is and how it can work with their patrons.

At Home Services received a note back from a patron. "Sorry it's taken me so long to return the books. I fell and was in the hospital and rehab for several weeks. I was so thankful to have the books. It's always so exciting to get them. All your selections are great. Thank you."

Business Librarian

Business Librarian Roslyn Donald gave two presentations to two different groups. The first was for Libraries Build Business, an ALA-sponsored monthly Zoom meetup for business librarians nationwide. The topic of Donald's presentation was "500 Square Miles, 3 Counties, 2 States: Outreach to the Applegate Valley." One of the few group members working in a rural county, Donald shared her experiences working with local community groups to promote business resources to local farmers and artisans.

Donald also participated in a panel discussion titled "Business Gems You Might Have Missed" for the Women Entrepreneurs of Southern Oregon (WESO). Along with Darby Ayers-Flood, Talent Business Alliance president,

and Jennifer Nicholls, an attorney specializing in small business, Donald urged attendees to consider “business librarian” to be an essential part of the team that every small business person needs to succeed.

DART

Mobile Services Specialists Maddy Tuttle and Leah Finney participated in multiple community events, including the Southern Oregon Pride Parade in Ashland, the Ruch Library’s 40th Anniversary Celebration, and Liam’s Trunk or Treat in Central Point. DART was enthusiastically joined by Ashland Library staff members for the Southern Oregon Pride Parade, where staff and their families distributed JCLS stickers to community members along the parade route. Liam’s Trunk or Treat was another wild success, and staff distributed candy and Dolly Parton Imagination Library materials to attendees.

During DART’s visit to OHRA, Tuttle and Finney were approached by a regular patron from the Kelly Shelter. This patron had recently relocated to OHRA and was thrilled to learn that DART regularly visits her new place of residence, allowing her to continue to access DART’s services. This patron also expressed gratitude to Tuttle and Finney for providing her with in-depth information about the Ashland Library, which was a new and unfamiliar branch to her.

Education Services

Community Librarian Evelyn Lorence and Education Services Specialist Bella Silva hosted many visits to schools in promotion of UBOB, library literacy standards, webpage resources for students, and upcoming programming. At Patrick Elementary, the team was joined by Gold Hill Branch Manager Julie Doty and was met with extreme enthusiasm from two groups of 5th graders, even receiving programming and collection suggestions from the kids themselves.

In partnership with At Home Services, Project Cozy crafts for homebound patrons were completed by local teens from South Medford High School, Logos Charter School, Medford’s Teen department, Ashland’s Teen department, and B2B students.

Lorence and Adult Librarian Kayla Samnath hosted one of Education Services' regular program offerings, "Mindful Minutes," in the B2B classroom. This particular visit was impactful because the mindful crafting time was spent on Project Cozy. The boys were highly responsive to this opportunity for community connection, quietly crafting tea light candle holders while listening to *Hide and Seeker* by Daka Hana.

Library Administration

Community Presentations

Library Director Kari May presented at several different conferences and programs, beginning with the Friends of Hannon Library at Southern Oregon University. May served on a panel with other librarians in Southern Oregon to discuss “Challenges Facing Libraries Today.” May then attended the Oregon Library Association of School Libraries (OASL) Conference in Portland and co-presented information about the newly-developed Advocacy Toolkit and how it could be adapted for use at school libraries around the state. After the Big Ideas presentation at the Ashland Library, May concluded her round of presentations for the month by joining SOU University Librarian Carrie Forbes for a special presentation during Friends of the Library Week, again focusing on challenges facing libraries today.

While in Portland, May met with staff of Multnomah County Libraries and toured several of their recently-renovated libraries as well as their new Operations Center and new library in the Holgate neighborhood.

Multnomah recently passed a bond measure to expand and renovate their libraries, and it was a great opportunity to gather ideas as JCLS looks towards future building projects.

Human Resources

With the conclusion of Staff Day, the staff day committee sent out a survey to all staff to gain understanding of what went well and where improvements could be made. The committee reviewed this information at their wrap-up meeting. Furthermore, it was discussed to entertain a new location in 2025. The location and day will be announced before the new year.

October marked the return of the monthly Equity, Diversity, and Inclusion (EDI) Roundtable. This voluntary monthly training opportunity is an opportunity for staff to increase their knowledge related to equity, diversity and inclusion. October's theme was LGBTQ+ History Month. Staff Development Coordinator Loren Clupny provided articles for staff to read and discuss in breakout rooms. One of the articles, "Preserving History at the Digital Transgender Archive with Portico" discussed the Digital Transgender Archive (DTA), an online resource dedicated to preserving and providing access to transgender history. The other article, "Out of the Card Catalog Closet," discussed when Librarians gathered in 1970 to challenge the Library of Congress classifications and catalog subject headings.

Marketing



The team collaborated with SOPBS on two ventures. The first one was special screenings of their docuseries, *Energy Horizons*, and a Q&A video with the director, Keegan Van Hook. The team also facilitated special screenings of the latest PBS Kids animated series, *Carl the Collector*.



Marketing staff created a short murder mystery video in honor of the Ashland Mystery Fest. The video starred staff and was shot at Noble Coffee in Ashland. Festival swag bags also received special bookmarks and stickers. All told, videos on the JCLS YouTube channel got over 3,000 views in October.

An additional milestone for the JCLS social media accounts was reached when the @jclsoregon Instagram account passed 2,000 followers. The October Beanstack Reading challenge, "Season of the Witch" had 61 participants, the bulk of which were adult readers, who combined to read 398 books. The October email newsletter also broke a record for its highest open rate, being read by nearly 60% of subscribers.

Press Releases:

- Big Ideas Discussion Series: <https://bit.ly/48M2Dxl>
- SOPBS Screenings: <https://bit.ly/3YDz7oZ>
- Windows in Time: <https://bit.ly/3CIPaAe>

Notable Videos:

- Q&A with Keegan Van Hook: <https://bit.ly/3BOUGei>
- Murder Mystery: <https://bit.ly/48j67HC>
- BrainFuse HelpNow Commercial: <https://bit.ly/3Yga0lt>
- Baseball Documentary Short: <https://bit.ly/3NlEsel>
- 40 Years of the Ruch Library: <https://bit.ly/40pmlLN>

Support Services

Professional Development and Networking

Assistant Directors Joan Vigil and Kelda Vath recently attended the Urban Libraries Council's (ULC) Annual Leadership Forum held in Philadelphia, PA. This special event, attended by Library Director Kari May in 2023, brings together public library leaders from ULC member libraries across the United States and Canada. This year's gathering featured topics and library panels relevant for library leaders, including library partnerships, fostering trust in the workplace, celebrating failure (and how that creates dynamic innovation), embracing change, and advocacy for the future of libraries. The Forum also offered ample time for networking and making connections and featured keynote speaker Kim Scott, bestselling author of business book *Radical Candor*, and her latest, *Radical Respect*.

Three members of the JCLS Safety Committee – Facilities Assistant Kyle Depew, Library Clerk Sasha Basset, and Community Resource Specialist Leigh Madsen – attended the 2024 Southern Oregon Occupational Safety and Health (OSHA) Conference held in Ashland. Highlights included sessions about engaging staff in a safety culture and ways to improve the function and effectiveness of Safety Committees in the workplace.

Collaborations

Collection Development and Technical Services have teamed up to create a new video series called “Back of the House” aimed at educating staff about the work done by their colleagues in Support Services departments. The intent is to release a video on a new relevant topic every couple of weeks. Topics covered so far include detailing changes to Library of Things and Book Club Bag circulation, as well as how JCLS is using leased books to support patron demand as well as countywide reading programs like UBOB and Rogue Reads. This video series serves as casual information sharing amongst colleagues and helps support JCLS's Strategic Plan Goal 4, to nurture the library's infrastructure through fostering internal communication and engagement.

As reported in July 2024's Director's Report, JCLS re-launched its circulating Wi-Fi hotspot collection at the start of this fiscal year. At that time, approximately half of the planned new fleet of hotspots were put into circulation. In October, the remaining new hotspots were released into circulation bringing the total number in the collection to 276 items. These additional hotspots have vanquished the long hold queues for hotspots, and in most cases, patrons can walk into a branch and borrow a hotspot off the shelf. This project supports JCLS's commitment to digital equity as well as Goal 1 of the Strategic Plan to improve and enhance the collection and ensure that user technologies remain current and accessible. The team is excited to see what other positive effects this expanded hotspot collection will bring.

Network Administrator Jason Whyte developed and deployed a secure way for Branch Managers to remotely view a mobile-friendly system status monitoring tool. The web-based interface provides Branch Managers allows for timely response to network issues, often caused by power outages or unexpected hiccups with the Library's Internet Service Provider.

IT Staff worked with vendor Office Tech to consolidate multiple copier/printer leases into one newly updated lease agreement. As part of this update, seventeen existing leased printer/copiers across the district were replaced with upgraded models that provide the same essential features for staff and patrons. IT Technician Sean Northcutt worked with Office Tech to deploy these printer/copiers in October, ensuring a seamless experience that supports daily operations across all locations.

Facilities

Talent library was the recipient of a lot of new flooring attention in October. The Talent staff offered 'back door service' to patrons for the duration of the two-week project, and Facilities, IT, County Facilities Maintenance, all worked together to great success. The entire branch received new carpet, including the meeting room. Even the restrooms' flooring was replaced (and required removal of toilets for a time). Now that's thorough.



	PROGRESS			COMMENTS
	Delayed/ Changed	Progress Continues	On Track/ Completed	
Improve and enhance the collections			✓	The Library of Things collection has been integrated into the Integrated Library System, KOHA, for easier use and discoverability by patrons. Additional copies of things such as sewing machines, an air fryer, a food dehydrator, and more have been added to the collection in addition to new Things, including a USB floppy disk reader and Kubb Viking Clash toss game.
Diversify and increase programming and events			✓	The Programs Optimization Project (POP) Task Force conducted a staff survey. JCLS will move away from theme-based programming to literacy-based programs. A survey for the public will go out in early 2025.
Enliven and improve facilities			✓	Leadership is developing implementation plan for the Facilities Master Plan, focusing on Community Awareness and Civic Engagement over the next two years. RFP for the construction of the Phoenix garden will go out in January 2025. Tours of the project will be held in November 2025.
Ensure that user technologies remain current and accessible			✓	JCLS.org homepage was redesigned to increase navigability. Working on developing landing pages for key library services. Additional Wifi hotspots have been added to the collection, increasing access and decreasing hold times. Medford's Large Meeting Room A/V was updated in Fall 2024.

PROGRESS

COMMENTS

Increase open hours and make hours more consistent and convenient across they system

Hours expanded 37% systemwide in April 2023.

Expand and diversify marketing and promotion

The Marketing Department created an “infomercial” about library databases. The Library partnered with SOPBS to screen upcoming new programming. Branch-specific emails were sent to announce special programs.

Work to remove barriers to use of the Library

Spanish Services Coordinator starts December, with a focus on working with branches to connect with the Spanish-speaking community.
A book locker will be installed at the YMCA in Ashland by end of 2024.

Advocate for more resource sharing with other Oregon libraries, especially with Josephine County

Delayed/
Changed Progress
Continues On Track/
Completed

PROGRESS

COMMENTS

Increase outreach and community partnerships



Designed an overflow collection as part of DART which will allow for library materials to be borrowed at outreach stops. Partnered with OLLI (Osher Lifelong Learning Institute) at SOU to develop a series of lectures in Spring 2025.

Create ongoing community processes, such as surveys, forums, and outreach, to regularly engage residents



A plan for more listening sessions with the Latinx community and homeschool groups will continue. The team is always looking for more ways to engage the public and continually meets with potential community partners.

Advance ongoing work to foster a welcoming and inclusive environment in facilities, services, and resources for all segments of the community, notably the Latinx population, unhoused individuals and families, tribal members, and homeschool groups.



Recruitment focuses on hiring a diverse workforce that is reflective of the demographics of the community. Staff encouraged to take EDI training assigned through Paylocity. EDI Roundtable started again in Fall 2024.

Delayed/
Changed

Progress
Continues

On Track/
Completed

PROGRESS

COMMENTS

Foster additional internal communication and engagement across all branches



An Engagement Committee formed in Fall 2024 to promote programs and services between branches. Annual Staff Day held in October 2024, with the theme “You Belong Here.”

Explore options for internal reorganizations and/or additional staff to increase service effectiveness, system-wide staff engagement, and to advance goal areas, notably outreach, marketing, and collections



As positions are vacated, HR works with leadership to determine if adjustments to job description, job classification, and hours are needed.

Support additional professional development, especially in the areas of technology, cross-departmental training, and community inclusion



Paylocity, the new HRIS, has an integrated Learning Management System (LMS) that provides on-demand training, accessibility, and the ability to track what training staff complete.

Strengthen support and engagement with the Friends groups and the Library Foundation



Joint Work Session between JCLF and JCLD Boards held in November 2024. The JCLD/JCLF Relationship Committee meets quarterly. Quarterly meetings of the Friends Presidents Forum are attended by a majority of the Friends Presidents, the Library Director, the Foundation Executive Director, and a representative from the Foundation Board.

Delayed/
Changed

Progress
Continues

On Track/
Completed

Date: November 20, 2024

Title: Q1 2024-2025**From:** Heather Scott, Finance Manager**Recommendation:**

The Finance Committee recommends that the JCLD Board accept the YTD Q1 2024-2025 Finance Report as presented.

Analysis:

The District has adopted a revenue budget of \$16,863,761. As of the end of September 2024, \$288,411 has been received, representing 2% of budgeted revenue. Property tax revenues are due to be received in November at which time it is anticipated that we will reach nearly 90% of the annual budget. Prior year tax collections are already at 49% of forecast, and interest income is on target at 26% of forecast.

The District has adopted a total expense budget of \$19,878,762 of which \$3,943,519 or 20% has been expended.. Overall, the District's budget is in compliance and in good standing.

101- General Fund: Total expenditures in the General Fund are at 22% of budget.

- **Personnel Costs** – Total personnel costs are at 23% of budget at the end of Q1.
- **Library Materials-** Library material purchases are coming in at 24% of budget. These accounts have been reconciled and total expenditures are in line with expectations.
- **Utilities** – Total utilities costs are at 29% of budget coming off the summer months of higher use of air conditioning. We will monitor the progress of these expenses in Q2 and anticipate that the mild weather of the fall will result in bringing the total expense back in line at the end of the quarter.

200- Capital Improvement Fund:

- **Capital Outlay** - \$41,000 was disbursed for improvements AV installation in the large meeting room in Medford. At end of Q1, CIF expenses are at 3% of budget.

300- Grants: The financial report shows a negative receipt. This is due to the reversal of prior year Friends funds receivable. Total receipts for Q1 were \$39,976 and represent 8% of the budget and are broken out below. Total expenses also represent 8% of the budget.

- **Friends Funds:** Friends billings received year to date total \$16,912.
- **Foundation Funds:** Foundation receipts were \$15,900
- **Other Grants:** \$7,164

Other Items:

- **23-24 Audit** – The annual audit is underway and auditors were in house on November 11th for testing. We will strive to have the audited financial statements by year end, however; there is a possibility that we will need to extend.

Policies, Plans, and Goals Supported:

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

Attachments:

YTD Budget to Actual reports, combined and by fund, as of 9/30/2024.



Current Activity to Budget - % Used

YTD September 2024

Combined

	2024-2025 Current Year Activity	2024-2025 Budget	Variance	Percent Used
Current Property Tax Collections	39,030.17	15,046,261.00	15,007,230.83	0%
Prior Year Property Tax Collections	106,851.01	220,000.00	113,148.99	49%
Interest Income	159,478.77	620,000.00	460,521.23	26%
Restricted Grant Revenues	-29,640.32	677,500.00	707,140.32	-4%
Printing/Copying/Fines	11,910.59	50,000.00	38,089.41	24%
Other Misc Revenues	780.43	0	-780.43	0%
Transfer In from Other Funds	0	250,000.00	250,000.00	0%
Revenue Total	288,410.65	16,863,761.00	16,575,350.35	2%
5001 - Salaries and Wages	1,910,138.57	8,203,276.49	6,293,137.92	23%
5002 - FICA and Medicare- payroll taxes	153,818.62	607,042.47	453,223.85	25%
5003 - Worker comp- payroll taxes	3,057.16	16,406.55	13,349.39	19%
5004 - Health/Dental Insurnace	342,513.43	1,442,402.47	1,099,889.04	24%
5005 - Retirement Contribution	126,496.32	516,806.41	390,310.09	24%
5006 - Other Employee Benefits	3,590.20	0	-3,590.20	0%
5008 - Parking permits	5,628.75	23,000.00	17,371.25	24%
5011 - HSA	18,088.84	98,439.35	80,350.51	18%
5012 - Unemployment	1,638.00	32,813.13	31,175.13	5%
5016 - Oregon Paid Family Leave	5,002.92	32,813.13	27,810.21	15%
6004 - Auditing Services	0	40,000.00	40,000.00	0%
6005 - Administrative Services	140	0	-140	0%
6006 - Bank Fees/Interest Expense	717.01	5,000.00	4,282.99	14%
6008 - Consultant Fees	15,169.59	56,000.00	40,830.41	27%
6009 - Background Checks	370	3,000.00	2,630.00	12%
6010 - Elections	0	45,000.00	45,000.00	0%
6012 - Insurance	43,701.51	185,000.00	141,298.49	24%
6013 - Legal Services	3,390.00	10,000.00	6,610.00	34%
6014 - Memberships, Dues and Subscriptions	8,192.61	29,100.00	20,907.39	28%
6015 - Supplies	48,781.90	293,962.00	245,180.10	17%
6016 - Postage	2,328.32	45,000.00	42,671.68	5%
6018 - Travel- airfare, lodging,meals etc	0.00	5,000.00	5,000.00	0%
6019 - Special fees and Expenses	150	1,400.00	1,250.00	11%
6020 - Transfers To Foundations	2,950.00	0	-2,950.00	0%
6021 - Advertising/Recruitment	196	8,500.00	8,304.00	2%
6022 - In District Mileage	7,529.92	25,000.00	17,470.08	30%
6023 - In District meetings, meals, events	743.15	10,000.00	9,256.85	7%
6024 - Professional Development	3,450.15	50,000.00	44,346.86	11%
6025 - Volunteer Recognition	0	1,250.00	1,250.00	0%
6026 - Staff Recognition	6,460.36	14,000.00	7,539.64	46%
6032 - Building Repair/Maintenance	153,751.83	1,077,400.00	923,648.17	14%
6033 - Custodial Services	189,311.04	760,000.00	570,688.96	25%
6034 - Custodial Supplies	5,710.85	25,000.00	19,289.15	23%
6039 - Security Services	76,605.01	290,000.00	213,394.99	26%
6040 - Signs and Signal Materials	0	5,000.00	5,000.00	0%

Current Activity to Budget - % Used**For Fiscal: 2024-2025 Period Ending: 9/30/2024**

6070 - A/V Equipment	398.6	22,000.00	21,601.40	2%
6080 - Copier/Fax Expense	9,472.01	74,300.00	64,827.99	13%
6081 - Equipment Repair/Maintenance	1,162.61	7,100.00	5,937.39	16%
6082 - Facility Furnishing Expense	12,848.74	220,300.00	207,451.26	6%
6084 - Minor Equipment	7,385.84	97,000.00	89,614.16	8%
6085 - Computers and technology	150	100,000.00	99,850.00	0%
6089 - Computer Software and Licensing	71,282.13	300,000.00	228,717.87	24%
6106 - E Rate Services	13,616.00	42,000.00	28,384.00	32%
6110 - SOHS contract	7,500.00	30,000.00	22,500.00	25%
6111 - Advertising	4,985.70	60,000.00	55,014.30	8%
6130 - Library Materials- physical	243,492.60	1,100,000.00	856,507.40	22%
6131 - Library materials- digital	134,966.74	450,000.00	315,033.26	30%
6132 - Library materials- other	3,209.50	30,500.00	27,290.50	11%
6133 - Library databases	28,919.92	150,000.00	121,080.08	19%
6134 - Inter-Library Loan Fees	60	800	740	8%
6140 - Professional Services	36,026.04	236,700.00	200,673.96	15%
6145 - Printing Services	5,959.42	25,000.00	19,040.58	24%
6210 - Utilities	110,528.20	375,000.00	264,471.80	29%
6213 - Telecom-Voice and LD	7,976.69	29,450.00	21,473.31	27%
6214 - Telecom-Wide Area Network	40,438.34	250,000.00	209,561.66	16%
6218 - Telecom- Hot Spots	12,568.70	96,000.00	83,431.30	13%
6300 - Maintenance & Fuel for Vehicles	4,232.69	25,000.00	20,767.31	17%
6400 - Capital Outlay	44,514.00	1,450,000.00	1,405,486.00	3%
6500 - Contingency	0	500,000.00	500,000.00	0%
7990 - Transfers Out to Other Funds	0	250,000.00	250,000.00	0%
Expense Total	3,943,519.48	19,878,762.00	15,935,242.50	20%
Net Income (Loss)	-3,655,108.83	-3,015,001.00	640,107.83	121%



Current Activity to Budget - % Used

YTD September 2024-GF

	2024-2025 Current Year Activity	2024-2025 Budget	Variance	Percent Used
Current Property Tax Collections	39,030.17	15,046,261.00	15,007,230.83	0%
Prior Year Property Tax Collections	106,851.01	220,000.00	113,148.99	49%
Interest Income	159,478.77	400,000.00	240,521.23	40%
Restricted Grant Revenues	31,548.80	200,000.00	168,451.20	16%
Printing/Copying/Fines	11,910.59	50,000.00	38,089.41	24%
Other Misc Revenues	780.43	0.00	-780.43	0%
Revenue Total	349,599.77	15,916,261.00	15,566,661.23	2%
5001 - Salaries and Wages	1,910,138.57	8,203,276.49	6,293,137.92	23%
5002 - FICA and Medicare- payroll taxes	153,818.62	607,042.47	453,223.85	25%
5003 - Worker comp- payroll taxes	3,057.16	16,406.55	13,349.39	19%
5004 - Health/Dental Insurnace	342,513.43	1,442,402.47	1,099,889.04	24%
5005 - Retirement Contribution	126,496.32	516,806.41	390,310.09	24%
5006 - Other Employee Benefits	3,590.20	0.00	-3,590.20	0%
5008 - Parking permits	5,628.75	23,000.00	17,371.25	24%
5011 - HSA	18,088.84	98,439.35	80,350.51	18%
5012 - Unemployment	1,638.00	32,813.13	31,175.13	5%
5016 - Oregon Paid Family Leave	5,002.92	32,813.13	27,810.21	15%
6004 - Auditing Services	0.00	40,000.00	40,000.00	0%
6005 - Administrative Services	140.00	0.00	-140.00	0%
6006 - Bank Fees/Interest Expense	717.01	5,000.00	4,282.99	14%
6008 - Consultant Fees	15,169.59	56,000.00	40,830.41	27%
6009 - Background Checks	370.00	3,000.00	2,630.00	12%
6010 - Elections	0.00	45,000.00	45,000.00	0%
6012 - Insurance	43,701.51	185,000.00	141,298.49	24%
6013 - Legal Services	3,390.00	10,000.00	6,610.00	34%
6014 - Memberships, Dues and Subscriptions	5,028.49	22,600.00	17,571.51	22%
6015 - Supplies	36,896.95	153,150.00	116,253.05	24%
6016 - Postage	2,328.32	45,000.00	42,671.68	5%
6018 - Travel- airfare, lodging,meals etc	3,450.15	5,000.00	1,549.85	69%
6019 - Special fees and Expenses	150.00	1,400.00	1,250.00	11%
6020 - Transfers To Foundations	2,950.00	0.00	-2,950.00	0%
6021 - Advertising/Recruitment	196.00	8,500.00	8,304.00	2%
6022 - In District Mileage	7,529.92	25,000.00	17,470.08	30%
6023 - In District meetings, meals, events	743.15	10,000.00	9,256.85	7%
6024 - Professional Development	2,202.99	50,000.00	47,797.01	4%
6025 - Volunteer Recognition	0.00	1,250.00	1,250.00	0%
6026 - Staff Recognition	5,019.22	10,000.00	4,980.78	50%
6032 - Building Repair/Maintenance	153,751.83	577,400.00	423,648.17	27%
6033 - Custodial Services	189,311.04	760,000.00	570,688.96	25%
6034 - Custodial Supplies	5,710.85	25,000.00	19,289.15	23%
6039 - Security Services	76,605.01	290,000.00	213,394.99	26%
6040 - Signs and Signal Materials	0.00	5,000.00	5,000.00	0%
6070 - A/V Equipment	398.60	22,000.00	21,601.40	2%

Current Activity to Budget - % Used**For Fiscal: 2024-2025 Period Ending: 9/30/2024**

6080 - Copier/Fax Expense	9,472.01	74,300.00	64,827.99	13%
6081 - Equipment Repair/Maintenance	1,162.61	7,100.00	5,937.39	16%
6082 - Facility Furnishing Expense	12,421.04	115,500.00	103,078.96	11%
6084 - Minor Equipment	7,385.84	97,000.00	89,614.16	8%
6085 - Computers and technology	150.00	100,000.00	99,850.00	0%
6089 - Computer Software and Licensing	69,857.13	300,000.00	230,142.87	23%
6106 - E Rate Services	13,616.00	42,000.00	28,384.00	32%
6110 - SOHS contract	7,500.00	30,000.00	22,500.00	25%
6111 - Advertising	4,985.70	60,000.00	55,014.30	8%
6130 - Library Materials- physical	214,785.30	900,000.00	685,214.70	24%
6131 - Library materials- digital	134,966.74	450,000.00	315,033.26	30%
6132 - Library materials- other	3,209.50	18,000.00	14,790.50	18%
6133 - Library databases	28,171.18	150,000.00	121,828.82	19%
6134 - Inter-Library Loan Fees	60.00	800.00	740.00	8%
6140 - Professional Services	14,661.31	73,400.00	58,738.69	20%
6145 - Printing Services	5,959.42	25,000.00	19,040.58	24%
6210 - Utilities	110,528.20	375,000.00	264,471.80	29%
6213 - Telecom-Voice and LD	7,976.69	29,450.00	21,473.31	27%
6214 - Telecom-Wide Area Network	40,438.34	250,000.00	209,561.66	16%
6218 - Telecom- Hot Spots	12,568.70	96,000.00	83,431.30	13%
6300 - Maintenance & Fuel for Vehicles	4,232.69	25,000.00	20,767.31	17%
6400 - Capital Outlay	3,514.00	150,000.00	146,486.00	2%
6500 - Contingency	0.00	500,000.00	500,000.00	0%
7990 - Transfers Out to Other Funds	0.00	250,000.00	250,000.00	0%
Expense Total	3,833,355.81	17,446,850.00	13,613,494.20	22%
Net Income (Loss)	-3,483,756.04	-1,530,589.00	1,953,167.04	228%



Current Activity to Budget - % Used YTD September 2024-CIF

	2024-2025 Current Year Activity	2024-2025 Budget	Variance	Percent Used
Interest Income	0.00	200,000.00	200,000.00	0%
Transfer In from Other Funds	0.00	250,000.00	250,000.00	0%
Revenue Total	0.00	450,000.00	450,000.00	0%
6032 - Building Repair/Maintenance	0.00	500,000.00	500,000.00	0%
6400 - Capital Outlay	41,000.00	1,050,000.00	1,009,000.00	4%
Expense Total	41,000.00	1,550,000.00	1,509,000.00	3%
Net Income (Loss)	-41,000.00	-1,100,000.00	-1,059,000.00	4%



Current Activity to Budget - % Used YTD September 2024-Grants

	2024-2025 Current Year Activity	2024-2025 Budget	Variance	Percent Used
Interest Income	0.00	20,000.00	20,000.00	0%
Restricted Grant Revenues	-61,189.12	477,500.00	538,689.12	-13%
Revenue Total	-61,189.12	497,500.00	558,689.12	-12%
6014 - Memberships, Dues and Subscriptions	3,164.12	6,500.00	3,335.88	49%
6015 - Supplies	11,884.95	140,812.00	128,927.05	8%
6026 - Staff Recognition	1,441.14	4,000.00	2,558.86	36%
6082 - Facility Furnishing Expense	427.70	104,800.00	104,372.30	0%
6089 - Computer Software and Licensing	1,425.00	0.00	-1,425.00	0%
6130 - Library Materials- physical	28,707.29	200,000.00	171,292.70	14%
6132 - Library materials- other	0.00	12,500.00	12,500.00	0%
6133 - Library databases	748.74	0.00	-748.74	0%
6140 - Professional Services	21,364.73	163,300.00	141,935.27	13%
6400 - Capital Outlay	0.00	250,000.00	250,000.00	0%
Expense Total	69,163.67	881,912.00	812,748.33	8%
Net Income (Loss)	-130,352.80	-384,412.00	-254,059.20	34%

Date: Nov. 20, 2024

Title: Medford Water Feature**From:** Facilities Committee

Recommendation:

The Facilities Committee recommends that the Library remove the water component of the art installation at the Medford Library and repurpose elements of the current installation in keeping with the original intent of the public art installation while eliminating the safety and security concerns along with ongoing maintenance of the water element.

Resource Requirements:

The cost estimate to remove the water feature completely is \$32,000. Partial removal would likely cost less.

Background and Additional Information:

The Committee received information about the estimates to remove or restore the water feature. Neptune Ponds and Water Gardens provided the assessment and estimates. They inspected the system in person, reviewed the original plans of the installation, and spent time putting the estimate together.

Their estimate to replace the water feature is \$53,800, not including ongoing maintenance. The estimate to remove is \$32,000. Library Director Kari May spoke with the individuals from the Medford Public Arts Selection Committee who sent the letter to the board last month. They both expressed their gratitude that she had reached out. Their role as a Committee is to promote and preserve public art in Medford, and their intention in writing the letter was to make sure the library was doing its due diligence in obtaining the information necessary to determine whether to remove or repair the water feature. They would be happy to be involved if the library decides to recommission or repurpose public art at the library.

Operations Coordinator Crystal Zastera noted that regular maintenance of the water feature had stopped several years ago. The maintenance manual recommends weekly maintenance. The Committee estimated \$1000 per month for the ongoing maintenance, or \$12,000 annually. There are also security concerns with the water feature: the screens create a barrier to sight lines, both from the interior of the library to the exterior and vice versa. The lighting in that section does not work because the power to the water feature has been turned off, creating additional safety

concerns.

Director Keating said that he would be in favor of repairing the water feature, noting that it would probably cost about the same amount of money to commission a new artwork. His second preference would be to remove the screens and, if absolutely necessary, remove the water while adding additional artwork. Director Brown supports the removal of the feature or leaving it as it is.

May noted that she has exchanged email with one the architects involved in the design, and that he suggested there may be a way to reuse parts of the existing installation and repurpose in a way that conveys the original intention of the installation without utilizing water. The committee agreed that something like salmon swimming upstream might be a nice compromise and a way to refresh the art installation without needing to remove it entirely.

The Facilities Committee's consensus is to remove the water component of the art installation. The Committee would encourage staff to pursue opportunities to repurpose elements of the current installation in keeping with the original intent of the public art installation while eliminating the safety and security concerns along with ongoing maintenance of the water element.

Date: November 20, 2024

Title: Library Director’s Goals & Annual Evaluation

From: Viki Brown and Marta Tarantsey, Personnel Committee

Summary:

The Personnel Committee reviewed the Library Director’s goals for FY25 with Library Director Kari May, and all are in agreement with the goals as presented to the Board. The Committee has reached out to Marua Deedy, consultant with Local Librarian Consulting, who conducted the annual evaluation last year, to engage her services for the FY25 Annual Evaluation.

Recommendation:

The Committee recommends that the Board accept the Library Director’s goals as presented. The Committee recommends engaging with Local Librarian Consulting to lead the Library Director’s annual evaluation, for the quoted cost of \$3,000.

Policies, Plans, and Goals Supported:

Establishing annual goals for the Library Director is outlined in their contract.

Background and Additional Information:

Library Director Kari May’s FY25 goals are:

1. Increase community engagement by regularly attending meetings and events with community and partner organizations. Along with the Advocacy Committee, Kari will seek opportunities to speak in front of audiences about the vision for the library’s future, with a target of giving one such presentation formally each quarter.
2. Develop an action plan for the next steps related to capital improvement projects, with the long-term goal of a future bond measure to fund the capital projects as recommended in the July 2024 Facilities Master Plan report.
3. Work with the Finance Department and Admin Team to revise the budget process. The proposed budget will provide more detail about costs by functional area (Library Administration, Public Services, Support Services, and Administration). Information will be presented in a timely manner to allow the Budget Committee and the Board to understand the budget.

Attachment

JCLS Director Evaluation Proposal

LETTER OF INTEREST

Dear Viki Brown and Jackson County Library Services Board,

Thank you for the opportunity to work with you again on the Director Evaluation for JCLS. We deeply value the trust and confidence you have in our services.

We are a woman-owned consulting firm with deep roots in the delivery of library services at the local and state level. Local Librarian Consulting has extensive experience working with trustee boards and library directors on evaluations and goal setting.

Our approach to the annual Director Evaluation is one of partnership with the Library Board, Library Director and Direct reports. We will work to ensure the process is collaborative and meets your goals, starting with the planning and through the final deliverable.

Our role is to facilitate a process that allows the board to focus on the evaluation. We will ensure background information is complete, deadlines are met, resulting in an evaluation that accurately captures where JCLS is.

I look forward to the opportunity to respond to questions and further explain my process as needed. Please don't hesitate to call with questions.

Warmly,

A handwritten signature in cursive script that reads "Maura Deedy". The signature is written in black ink and is positioned below the "Warmly," text.

Maura Deedy

November 11, 2024

PROJECT APPROACH

As the facilitator of the review, we will work closely with the JCLS Board Evaluation Committee to build upon the FY2024 evaluation packet, to meet the expectations of the board and library director. This will include an opportunity to reflect on the previous evaluation areas of strength, and build off of that work to create consistency, and update the form to collect more specific information.

We will work collaboratively with the Board Evaluation Committee to update the FY 2025 evaluation packet, which includes an evaluation key for competencies and goals, along with all supporting documentation. This packet will help ensure all board members and direct reports are evaluating performance with the same information. We will update the form to include questions to solicit specific, supportable and actionable feedback. We will provide a virtual training session for the Board and direct reports on how to effectively use the evaluation tool. The feedback will be aggregated into the final evaluation report, to be approved by the evaluation committee, and we will support the board evaluation committee in delivering the final evaluation.

We approach this work by being aware of bias in the evaluation process and offering strategies for objective evaluation of library director performance. We will also take care to ensure that all Oregon Employment Laws, public meeting laws, and local personnel policies are followed during the evaluation process.

TIMELINE

We estimate this project to take three months to complete. We will schedule virtual meetings in advance to ensure the project stays on track. We will build a custom dashboard of milestones, so you'll know exactly what is coming up next.

<p>April 2025</p>	<p>Virtually meet with the Board Evaluation Committee to finalize the evaluation format.</p> <p>Collect information and documents to develop an evaluation packet, including evaluation key.</p> <p>Virtual meeting to start evaluation process with Board Members and Direct Reports, with a two week turnaround time.</p>
<p>May 2025</p>	<p>Aggregate Data from Elements and Goals.</p> <p>Virtual Meeting to establish consensus on Elements and Goals</p> <p>Final Report delivered to Board Evaluation Committee by the end of May</p>
<p>June 2025</p>	<p>Director Evaluation delivered in Executive Session at Library Board meeting with Consultant in attendance.</p>

DELIVERABLES

Deliverables include:

- Facilitated meetings to build consensus with the directors evaluation
- Director Evaluation Document
- A report and presentation delivered to the Library Director and Board of Trustees about how the evaluation was conducted

PROJECT OUTLINE AND COST

This project is billed at a flat rate, which includes all services to complete the work virtually. We estimate 30 hours to complete the project.

Description of Work

- Meetings with the Board Evaluation Committee to develop and finalize the evaluation packet
- Develop a comprehensive evaluation packet and form (up to 2 revisions)
- Training session for Board Members and Direct Reports
- Aggregate Data from evaluation form
- Final Report delivered to Board Evaluation Committee (up to 2 revisions)
- Attendance at Library Board Meeting for Director Evaluation
- General Project Management (scheduling, emails, phone check ins)

TOTAL: \$3000

Project to be billed after the Director Evaluation presentation to the board

PROJECT TEAM + RELEVANT EXPERIENCE



Maura Deedy (she/her) will be the consultant for this project. She will manage all aspects of the director evaluation. We hold professional liability insurance.

Qualifications include:

- Deep background in library governance and municipal government, policy and procedures
- Excellent communication and collaboration skills
- Skilled facilitator for community engagement
- Author of the *The New Director Search Process: An MBLC Guide*
- Experience in consulting for and educating advisory and governing Boards of Trustees, Friends and Foundations
- Knowledge of the application of state and federal laws and regulations applicable to public libraries

Related experience:

- 17+ years in municipal and state government
- Former library assistant director for Robbins Library (Arlington MA)
- Former Library Advisory Specialist at the Massachusetts Board of Library Commissioners (MBLC)
- United for Libraries Board Member-At-Large

Maura Deedy (she, hers)

Innovative, collaborative, results-orientated librarian with municipal, state and federal experience

LIBRARY EXPERIENCE

Local Librarian Consulting

Principal

2023-present

Consultancy focused on supporting multi-type library and library-related organizations on strategic planning, governance guidance, advocacy planning, stakeholder relationships and director recruitment and coaching.

Massachusetts Board of Library Commissioners (MBLC), Boston, MA

Library Advisory Specialist

2018 - 2024

- Provided information and advisory assistance to public library trustees and directors, municipal officials, friends organizations, and other interested individuals on:
 - the application of state and federal laws and regulations
 - the administration, governance, maintenance, and development of public library services in Massachusetts
- High-profile statewide conduit for dynamic projects and timely initiatives:
 - Intellectual Freedom agency lead and active member of the statewide Joint Intellectual Freedom Task Force
 - Agency co-lead for public libraries during the COVID-19 pandemic; wrote reopening guidelines based on state guidance
 - Represented libraries on the Statewide 2020 Census Complete Count Committee; delivered census information and training and supported libraries in their local complete count efforts
- Developed and executed training and educational programs for library Trustees and Friends groups leveraging the strengths of agency staff, pivoted to a new model during the pandemic
- Identified a need and developed programs to support Foundations and New Library Directors
- Fostered relationships with state level municipal groups to raise the profile of public libraries

Robbins Library, Arlington, MA

Assistant Director of Libraries

2015 - 2018

- Assisted with the development and evaluation of library services, supported all aspects of library operations
- Planned and coordinated community-wide library initiatives, including Annual Community Read
- Compiled and analyzed quantitative data for the planning and evaluation of library services
- Responsible for the required annual state reporting and managed system statistics as reported by Department Heads, ensuring accuracy
- Primary Liaison to the Friends of Robbins Library; attended monthly board meetings,

managed annual budget for library materials and services

- Managed library marketing and public relations portfolio including press releases, newsletters, social media, website for ongoing and special events

Weymouth Public Libraries, Weymouth MA

Head of Reference and Adult Services

2011 - 2015

- Directed, supervised, and scheduled all activities, programs, and services of the Reference and Adult Services Department and Young Adult Services, including managing two staff members
- Collaboratively transformed a dated profile of services to revitalize Library's profile, offering over 200 adult programs with over 4,800 attendees. Oversaw the expansion of Young Adult Programming from 35 to 80 annual programs

The Ferguson Library, Stamford, CT

Librarian, Information Services

2006 - 2011

- Chaired the Training Task Force Committee, which developed and implemented ILS training sessions, coordinated a Learning 2.0 program, introduced monthly lunchtime TED talks for Staff development, developed training on ebooks and ereaders
- Staffed reference desk, handling reference requests with print and electronic resources

SELECTED PROFESSIONAL ACTIVITIES

- Guest Lecturer for Simmons University School of Library and Information Science Intellectual Freedom Course, January and February 2024
- Panelist on "Reading Dangerously: a Virtual Librarian Panel", Hamilton-Wenham Human Rights Coalition, November 2023
- Panelist on "Navigating Censorship: Workers At The Front Line," Academy of Management annual conference, August 2023
- Presenter of "Strategic Planning: What Your Library Board Needs to Know" (with Stephanie Chase), United for Libraries webinar, May 2023
- Organizer, 2022 COSLINE Conference (Council of State Library Agencies in the Northeast) October 2022
- American Library Association member, serving on Committee for Library Advocacy
- United for Libraries Board Member at Large, serving on Intellectual Freedom, Public Policy and Advocacy Committee
- Member of the Public Library Association, Massachusetts Library Association, New England Library Association

EDUCATION

MS in Library and Information Science, Simmons College, Boston, MA, 2006

BA in Anthropology and Women's Studies, Wheaton College, Norton, MA, 2003

Date: November 20, 2024

Title: Circulation Policy and Fee Schedule

From: Joan Vigil, Assistant Director of Public Service, Circulation Committee, the Public Services Leadership Team, and the Policy Committee

Summary:

The Circulation Policy sets the parameters for circulating materials as well as patron borrowing responsibilities and the difference between the types of library cards available to the patrons of the Library. The Fee Schedule lists the fees that the Library collects for services and lost/damaged materials.

Recommendation:

The Policy Committee Recommends that the 5-2 Circulation Policy and 5-6 Fee Schedule be adopted as presented, with an implementation date of January 1, 2025.

Policies, Plans, and Goals Supported:

The Circulation Policy and the Fee Schedule were last revised 02/2021.

Background and Additional Information:

The revised Circulation Policy lists the following significant changes in the revision:

- Patrons will need one(1) form of ID to get a library card unless their address is different than what is on the ID. Previously all patrons were required to show 1 form of ID and proof of address.
- There will no longer be limits to the number of DVDs patrons can check out as part of the physical 60 items check out limit.
- There will be a reinstatement of an ILL charge of \$3 per request and no limit on the number of active ILL requests patrons can have at a time. Previously there was no charge, but a two-item limit.
- Mobile Hot-Spots will now check out for 21 days.
- Patrons can now check out 10 magazines at once.
- Homeschool providers are listed as eligible for an Organizational card.

The Fee Schedule lists the following changes in the revision.

- Charge for ILL requests \$3
- Sliding fee for lost and damaged materials based on how long the items has been in the collection
- The deletion of the repair fee for damaged books. The Library no longer repairs books.

The Policy Committee reviewed the recommended changes, including the reinstatement of charges for Interlibrary loans. They discussed the recommendation to charge for Interlibrary loans at length. Staff said that they recommend the fee to address the cost to JCLS of this service, which is utilized by less than 1% of registered patrons. Recently, it has been used for recreational reading and for books that are slightly out of date, such as a series paperback. Frequently the quality of books received to fill these requests are so poor that staff is not able to check them out to a patron. Some of the items could be purchased by the patron via a used book site such as Amazon but costs more than the value of the book for staff to request and process. According to information put together and analyzed by staff, the average cost per use is \$12 per item, including staff time, courier service, mailing the materials. The Policy Committee agreed to start charging fees and asked that ILL usage be analyzed a year after implementation of the fee.

Note that this data is for items borrowed for our patrons. ILL requests limited to books only, no a/v. Our understanding is that that is supposed to be the practice but that some requests for DVDs and audiobooks are being fulfilled, but we would start enforcing policy with this update. Kelda noted that less than 1% of our users utilize ILL service.

Attachments:

- 5-2 Circulation Policy Clean
- 5-2 Circulation Policy Redlined
- 5-6 Fee Schedule Clean
- 5-6 Fee Schedule Redlined



**Library Operations
Policies Section 5**

Policy 5-2	Circulation Policy	Created: 4/2/2015 Revised: 10/4/2024 Approved: Implemented:
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I. Purpose

This policy explains circulation parameters to maximize service and convenience for patrons while supporting stable library operations, the steps Jackson County Library Services (herein referred to as the “Library”) takes to standardize key circulation parameters, and fees that impact patrons.

II. Introduction

The Library encourages everyone in the community to use and benefit from its facilities and services, and therefore has established rules governing the circulation of library materials to protect each individual’s access to information and services. The Library has several types of library cards available, designed to meet the needs of Jackson County residents, property owners, neighbors, and visitors. Borrowing privileges and limits are determined by the type of card selected at registration.

The Library provides individuals access to a wide variety of services, including the ability to:

- Borrow books, movies, and other library materials
- Borrow items from the Library of Things collection
- Download eBooks, audiobooks, music, and videos
- Use online databases and resources
- Access public computers in the Library
- Reserve meeting rooms and study rooms
- Borrow books through Interlibrary Loan

Access to Library services varies dependent on card type. Cards with fees of \$25.00 or more are considered to be not in good standing. Privileges for cards not in good standing are limited to the following services:

- Download eBooks, audiobooks, music, and videos
- Use online databases and resources
- Access public computers in the library

The Library has reciprocal borrowing and shares a library catalog with Rogue Community College (RCC). RCC shares its materials with some restrictions to access to Library patrons. Because RCC sets its own lending policies, please check with RCC for exact details in regard to fees and loan periods for its materials.

The Library has partnered with the Southern Oregon Historical Society (SOHS) to provide access to SOHS resources free of charge for Jackson County Library Cardholders, to help promote Library services through SOHS, and to expand the local history digital collection of the libraries.

III. Patron's Borrowing Responsibility

Patrons are responsible for all material checked out on their library card. If a library card is lost or stolen, the patron is responsible for all items checked out prior to the date the theft or loss is reported to library staff. Parents/guardians are fiscally responsible for all material checked out on their child's card.

Patrons use library materials at their own risk. The Library does not assume responsibility for damage that may occur during, or as a result of, use of library materials.

Library cards are proprietary: one card, one user. Personal library cards are all library cards for which the cardholder is the sole responsible party and items borrowed on the card are for their personal use. Patrons may have a second library card only if the second card is an Organization card.

Library cards must be presented when conducting library transactions regarding the patron's account unless the patron provides adequate information identifying themselves as the owner of the account.

Staff may only disclose account information to the primary cardholder. Exceptions can be made when a second party has the primary card holder's card or card number for the express purposes listed below.

- Temporary use of the library card for the purpose of checking out held materials on behalf of the cardholder. Must have the library card or card number in-hand.
- Parent/guardian use of the library card for the purpose of conducting library business on behalf of the juvenile cardholder, see the Age Permission Tiers for clarification.

Patrons are responsible for picking up held items by their expiration date. Notification of a held item's availability will include date of hold expiration.

IV. Patron Identification Numbers (PIN)

A patron identification number (PIN) will be set when a library card is issued. If a patron wishes to change the PIN, they must have their library card, card number, or provide adequate information identifying themselves as the owner of the account.

V. Circulation Parameters

With a few exceptions, items in JCLS's collection have a 21-day loan period. If no one else has a pending request, items are set to automatically renew up to two times.

Exceptions to these loan rules are listed below:

- Library of Things – 21 day checkout with no automatic renewal
- Book Club Bags and other select kits – 42 day checkout period with no automatic renewal

The Library may limit check out quantities by item type. The number of materials of a given item type that a patron can have checked out at once are:

- Magazines – limit 10
- Video games – limit 2
- Wifi hotspots – limit 1
- Library of Things – limit 2
- Book Club Bags and other select kits – limit 2

Total quantity of items allowed to check out is determined by card type.

VI. Charges, Lost or Damaged Materials, and Exceptions

Overdue Items

See Fee Schedule for information on long overdue items

Items are considered Lost when the overdue period is 21 days past the due date.

Lost or Damaged Items

Patrons are responsible for paying for lost library material or material damaged beyond repair.

Refunds of Payments for Lost or Damaged Materials.

If a patron has paid for a lost item and then finds it within six (6) months, the patron will receive a refund of the payment, provided the material is in good condition when it is returned to the library.

Replacement for Lost or Damaged Cards

Replacements for lost or damaged cards may be issued upon request at no charge to the patron.

VII. Age Permission Tiers

The Library safeguards the privacy of all patrons no matter their age. A parent/guardian may have access to a child's record for which they are the responsible party according to the following schedule. In all cases, a parent/guardian requesting access to a child's record for which they are the responsible party must have the child's library card or card number.

Ages 0-12

If the parent/guardian who is the responsible party on the child's library card shows ID and has the minor's card or card number, staff may allow unrestricted access to the child's record.

Ages 13-17

Parents/Guardians may pick up held items for the child if the parent has the child's card or card number. Parents may have information that allows them to settle fees. No other information may be disclosed.

Staff may not give access to the parent/guardian if the child has a Minor Access Card.

VIII. Types of Library Cards Defined

There is no charge for Jackson County residents to obtain a library card. See Fee Schedule for fees related to Non-Resident cards.

Jackson County Library Services issues the following types of library cards:

- Full Service
 - Adult
 - Juvenile
- Minor Access
- Organization
- New Resident
- Non-Resident

- At-Home
- Computer

For all card types, the library will provide reasonable accommodation for those who experience barriers resulting in the inability to be physically present during the acquisition of a card.

Full Service Cards

Adult

Any resident of Jackson County who is 18 years or older is eligible for a Full Service card.

To obtain a Full Service card, prospective patrons must represent themselves at the time of issue; cards may not be made on someone else's behalf. Prospective patrons must provide one form of identification that matches the Jackson County address on their library card application. If this cannot be provided, other documentation showing their Jackson County residency can be accepted in addition to their ID.

A Full Service card in good standing allows patrons access to all services provided by Jackson County including but not limited to:

- 60 physical items at a time
 - See circulation parameters for standard loan periods.
- 25 active holds at a time
- Library of Things Collection
- Downloadable ebooks, audiobooks, music, and videos
- Online databases and resources
- Public computers in the library
- Meeting rooms and study rooms (by reservation only)
- Book Club Bags and other select kits
- Interlibrary Loan

Full Service cards must be renewed every 2 years.

Juvenile

Any resident of Jackson County who is under the age of 18, and therefore legally considered a minor, is eligible for a Full Service card with permission from their parent or guardian. The parent/guardian is financially responsible for fees accrued on the child's card and for all items checked out on the child's card.

Parent/guardian must be present at the time of creating the card*. The parent or guardian must have either a Full Service card or must provide one form of identification that matches the Jackson County address on their library card application. If this cannot be provided, other documentation showing their Jackson County residency can be accepted in addition to their ID. A parent/guardian may obtain a Full Service card for their child if their child is not present. A parent/guardian may obtain a replacement Full Service card on behalf of their child if their child is not present. A parent/guardian may have access to their child's borrowing information without the child's permission if the child is 12 years old or younger and if parent/guardian has the child's card or card number. The only information that staff may disclose to a parent/guardian of a minor if the parent/guardian does not have their child's card or if the child is 13 years old or older is information that allows the parent to settle a fee.

A Juvenile with a Full Service card has almost all the same privileges of an Adult Full Service card. A Juvenile Full Service card may not have access to items designated for card holders 18 and over including:

- Wifi hotspots
- Library of Things Collection (except where Library of Things policy dictates otherwise)
- Meeting rooms
- Book Club Bags and other select kits

See above for more information on the Full Service card's privileges.

*Minors may get a library card if parent/guardian is not present if library card is acquired through their school/educator. In such cases the Library will assume that the school/educator has obtained necessary permissions from the parent/guardian.

Minor Access Card

Residents of Jackson County below age 18, and therefore legally considered minors, who do not already have a library card, and who either choose not to seek or do not have access to parent/guardian permission, are eligible for a Minor Access card.

Minor Access cards will not accrue fees; therefore, it is not necessary for a parent or guardian

to be financially responsible. All borrowing privileges of physical materials will be suspended when items are overdue or become lost until the items are returned or another resolution is reached.

A parent/guardian may not acquire replacement cards on behalf of their child if the card is a Minor Access card.

A Minor Access card must be renewed every 2 years.

A Minor Access card in good standing may have access to:

- 2 physical items at a time
 - See circulation parameters for standard loan periods.
- Downloadable ebooks, audiobooks, music, and videos
- Online databases and resources
- Public computers in the library*
- Study rooms

A Minor Access card may not have access to:

- Wifi hotspots
- Meeting rooms
- Library of Things Collection
- Book Club Bags and other select kits
- Interlibrary Loan

A Minor Access card may be upgraded to a Full Service card with the permission of a parent or guardian or when the patron turns 18.

*Patrons with Minor Access cards who are 12 and younger do not have access to the public computers in libraries.

Organization Card

Organization cards are considered a type of Full Service card. Organization cards will be issued to a responsible party representing the organization. The library will not limit the number of responsible parties per organization. Patrons must have an existing Full Service library card and

must provide proof that they are part of an organization/education or childcare establishment to be eligible. The responsible party is responsible for all materials and for fees accrued on the card, even if they leave the organization. The responsible party must notify the Library when they leave the organization and return all materials associated with the card.

Organization cards are available but not limited to:

- Those representing an education or childcare establishment including:
 - Schools
 - Teachers
 - Preschool teachers
 - Daycare providers
 - Home school providers
- Businesses
- Nonprofit Organizations

An Organization card may have access to:

- 60 physical items at a time
 - Items have 6-week loan and renewal periods.
- 25 active holds at a time
- Library of Things Collection
- Downloadable eBooks, audiobooks, music, and videos
- Online databases and resources
- Public computers in the library
- Meeting rooms and study rooms
- Book Club Bags and other select kits
- Interlibrary Loan

Organization Cards must be renewed annually.

New Resident Card

New Resident cards are available to persons in the process of moving to Jackson County or who are still getting established in Jackson County and cannot immediately prove residency. To obtain a New Resident card, prospective patrons must be present at the time of issue and provide ID and a mailing address. The mailing address does not have to be in Jackson County. The New Resident card will be upgraded to a Full Service card when the cardholder can provide proof of residency within Jackson County.

New Resident cards will expire after 90 days. New Resident cards may not be renewed until proof of current Jackson County address has been provided.

New Resident Cardholders may have access to:

- 2 items at a time
 - See circulation parameters for standard loan periods.
- 25 active holds at a time
- Downloadable ebooks, audiobooks, music, and videos
- Online databases and resources
- Public computers in the library
- Study rooms

New Resident cardholders may not have access to:

- Meeting rooms
- Library of Things Collection
- Book Club Bags and other select kits
- Interlibrary Loan

Non-Resident Library Card

Non-Resident cards are available to persons living outside of Jackson County who do not meet the residence/property ownership qualifications for Full Service cards but who wish to have the privileges of a Full Service borrower. Non-Resident cards in good standing are a Full Service card. To obtain a Non-Resident card, prospective patrons must be present at the time of issue, provide one form of ID, and show proof of a valid mailing address.

Non-Resident library cardholders are charged a fee. Every person in the household may have a library card for the single fee. "Household" means a group of individuals who live together under the same roof. There is no reduction in the fee for small households. Please see the Fee Schedule for current Non-Resident card fee.

A Non-Resident card in good standing allows patrons access to all services provided by Jackson County including but not limited to:

- 60 physical items at a time
 - See circulation parameters for standard loan periods.
- Downloadable ebooks, audiobooks, music, and videos
- 25 active holds
- Online databases and resources
- Public computers in the library
- Study Rooms

Non-Residents must pay for a full year to have access to the following:

- Library of Things Collection
- Meeting rooms
- Book Club Bags and other select kits
- Interlibrary Loan

Non-Resident cards are considered to be not in good standing if membership fees are not paid in full. Non-Resident cards do not have any access if membership fees are not paid in full

At Home Services Card

At Home Services cards are available to Jackson County residents who are confined at home or in a health care, retirement, or assisted living facility. To qualify, patrons must be permanently or temporarily disabled due to age or illness or have difficulty coming to the library or carrying books. Prospective patrons who are interested in this option must contact the At Home Services Department.

At Home Services cards may have access to:

- 60 physical items at a time
 - Material loan periods are based upon the At Home Services delivery schedule.
- Library of Things Collection
- 25 active holds
- Downloadable ebooks, audiobooks, music, and videos
- Online databases and resources
- Public computers in the library
- Meeting rooms and study rooms
- Book Club Bags and other select kits
- Interlibrary Loan

Computer Access Card

Computer Access cards are available to individuals who reside in Jackson County but do not have an active library card of any other type or to individuals who only need access to public computers within the library. To obtain a Computer Access card, prospective patrons must be 13 years or older and give their name and birthdate. Further identification will be accepted but is not required to obtain a Computer Access card.

Computer Access cards must be renewed every 2 years. Computer Access cards have access to:

- Public computers in the library
- Online databases and resources
- Downloadable ebooks, audiobooks, music, and videos

No other library services are available to a Computer Access cardholder.

IX. Interlibrary Loan Purpose

The Library maintains a collection in Jackson County that is responsive to the needs and interests of its communities. It is not possible, however, for the Library to own every item that every person might want. Some items may be requested from other libraries as Interlibrary Loans (ILL). An Interlibrary Loan is an item borrowed from another library system, either in Oregon or elsewhere in the country.

Eligibility

See card types for eligibility. Cardholders not in good standing are not eligible for ILL services.

Materials

Books may be requested through ILL; genealogy items may be difficult to borrow. Titles released within the past 12 months may not be requested through ILL but may be requested for purchase through the Suggest a Purchase form.

Rules and Regulations

ILL materials can only be checked out on the library card of the person who requested them. It is the patron's responsibility to pick up and return ILL materials on time. The length of the loan period is determined by the lending library. The library may limit the number of active requests a patron may have at a time. Active requests are those at any stage of the Interlibrary Loan process: requested, in process, checked out, or on hold.

Charges

The Library will charge a service fee for all ILL requests submitted. See current Fee Schedule, Policy 5-6 for charges related to ILL requests. If the lending library charges to fulfill ILL, the Library must receive authorization that the patron requesting the item is willing to pay the charge in addition to the Library's fee before continuing to process the request.

Overdue and Damaged Material

See the current Fee Schedule, Policy 5-6, for charges related to overdue or damaged ILL materials.



Library Operations

Policies Section 5

Policy 5-2	Circulation Policy	Created: 4/2/2015 Revised: <u>11/20/2024</u> Approved: Implemented:
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I. Purpose

This policy explains circulation parameters to maximize service and convenience for patrons while supporting stable library operations, the steps Jackson County Library Services (herein referred to as the “Library”) takes to standardize key circulation parameters, and fees that impact patrons.

II. Introduction

The Library encourages everyone in the community to use and benefit from its facilities and services, and therefore has established rules governing the circulation of library materials to protect each individual’s access to information and services. The Library has several types of library cards available, designed to meet the needs of Jackson County residents, property owners, neighbors, and visitors. Borrowing privileges and limits are determined by the type of card selected at registration.

The Library provides individuals access to a wide variety of services, including the ability to:

- Borrow books, movies, ~~music CDs~~, and other library materials
- Borrow items from the Library of Things collection
- Download eBooks, audiobooks, music, and videos
- ~~Place holds on items in person or online~~
- Use online databases and resources
- Access public computers in the Library
- Reserve meeting rooms and study rooms
- Borrow ~~items~~ books through Interlibrary Loan

Access to Library services varies dependent on card type. Cards with fees of \$25.00 or more are considered to be not in good standing. Privileges for cards not in good standing are limited to the following services:

- Download eBooks, audiobooks, music, and videos

- Use online databases and resources
- Access public computers in the library

~~Non-Resident cards are considered to be not in good standing if membership fees are not paid in full. Non-Resident cards do not have any access if membership fees are not paid in full.~~

The Library has reciprocal borrowing and shares a library catalog with Rogue Community College (RCC). RCC shares its materials with some restrictions to access to Library patrons. Because RCC sets its own lending policies, please check with RCC for exact details in regard to fees and loan periods for its materials.

The Library has partnered with the Southern Oregon Historical Society (SOHS) to provide access to SOHS resources free of charge for Jackson County residents, to help promote Library services through SOHS, and to expand the local history digital collection of the libraries.

III. Patron's Borrowing Responsibility

Patrons are responsible for all material checked out on their library card. If a library card is lost or stolen, the patron is responsible for all items checked out prior to the date the theft or loss is reported to library staff. Parents/guardians are fiscally responsible for all material checked out on their child's card.

Patrons use library materials at their own risk. The Library does not assume responsibility for damage that may occur during, or as a result of, use of library materials.

Library cards are proprietary: one card, one user. Personal library cards are all library cards for which the cardholder is the sole responsible party and items borrowed on the card are for their personal use. Patrons may have a second library card only if the second card is an Organization card.

Library cards must be presented when conducting library transactions regarding the patron's account unless the patron provides adequate information identifying themselves as the owner of the account.

Staff may only disclose account information to the primary cardholder. Exceptions can be made when a second party has the primary card holder's card or card number for the express purposes listed below.

~~Staff may only disclose account information to the primary cardholder even when a second party has the primary card holder's card or card number for the express purposes listed. Circumstances in which permission to use someone else's card may be granted are:~~

- Temporary use of the library card for the purpose of checking out reserved/hold materials on behalf of the cardholder. Must have the library card or card number in-hand.

- Parent/guardian use of the library card for the purpose of conducting library business on behalf of the juvenile cardholder, ~~according to see~~ the Age Permission Tiers for clarification.
- Patrons are responsible for picking up held items by their expiration date. Notification of a held item's availability will include date of hold expiration

IV. Patron Identification Numbers (PIN)

A patron identification number (PIN) will be set when a library card is issued. If a patron wishes to change the PIN, they must have their library card, card number, or provide adequate information identifying themselves as the owner of the account.

V. Circulation Parameters

With a few exceptions, items in JCLS's collection have a 21-day loan period. If no one else has a pending request, items are set to automatically renew up to two times. ~~The Library may limit check out quantities by subject matter. Quantities of items checked out are determined by card type.~~

~~Loan period for items that automatically renew twice unless they are part of a special collection:~~Exceptions to these loan rules are listed below:

- ~~Books—21 days~~
- ~~CDs—21 days~~
- ~~DVDs—21 days~~
- ~~Audiobooks—21 days~~
- ~~E readers—21 days~~

~~Loan period for items that do not renew:~~

- ~~Mobile hotspots—14 days~~
- ~~Magazines—14 days~~

~~Library of Things~~

~~Library of Things items are available by reservation only and do not renew. Patrons may borrow two (2) LoTC items at a time.~~

- ~~Items in the Library of Things collection.~~
 - ~~Things—21 days~~
 - ~~Book Club Kits—42 days~~

- Things-21 day checkout with no automatic renewal
- Book Club Bags and other select kits-42 day checkout period limited with no automatic renewal

The Library may limit check out quantities by item type. The number of materials of a given item type that a patron can have checked out at once are:

- Magazines - limit 10
- Video games - limit 2
- ~~Mobile-Wifi~~ hotspots - limit 1
- Library of Things – limit 2
- Book Club Bags and other select kits – limit 2

Total quantity of items checked out are determined by card type.

Held Items

- Notification of a held item's availability will include date of hold expiration.

~~Overdue Items~~

- ~~See Fee Schedule for information regarding long overdue items.~~

VI. Charges, Lost and Damaged Materials and Exceptions

Overdue Items

See Fee Schedule for information regarding long overdue items.

Items are considered Lost when the overdue period is 21 days past the due date.

Lost or Damaged Materials

Patrons are responsible for ~~either replacing or~~ paying for lost library material or material damaged beyond repair. ~~Patrons should contact their local branch before purchasing a replacement copy, as replacements must be approved by staff.~~

Refunds of Payments for Lost or Damaged Materials

If a patron has paid for a lost item and then finds it within six (6) months, the patron will receive a refund of the payment, provided the material is in good condition when it is returned to the library.

Replacement for Lost or Damaged Cards

Replacements for lost or damaged cards may be issued upon request at no charge to the patron.

VII. Age Permission Tiers

The Library safeguards the privacy of all patrons no matter their age. A parent/guardian may have access to a child's record for which they are the responsible party according to the following schedule. In all cases, a parent/guardian requesting access to a child's record for which they are the responsible party must have the child's library card or card number.

~~In all cases, Staff may not give access to the parent/guardian if the child has a Minor Access Card.~~

~~Ages 0-12~~

Ages 0-12

If the parent/guardian who is the responsible party on the child's library card shows ID and has the minor's card or card number, ~~s~~Staff may allow unrestricted access to the child's record.

Ages 13-17

Parents/Guardians may pick up held items for the child if the parent has the child's card or card number. Parents may have information that allows them to settle fees. No other information may be disclosed.

Staff may not give access to the parent/guardian if the child has a Minor Access Card.

VIII. Types of Library Cards Defined

There is no charge for Jackson County residents to obtain a library card. See Fee Schedule for fees related to Non-Resident cards.

Jackson County Library Services issues the following types of library cards:

- Full Service
 - Adult
 - ~~○ Juvenile~~
- Minor Access
- Organization
- New Resident
- Non-Resident
- At-Home
- Computer

For all card types, the library will provide reasonable accommodation for those who experience barriers resulting in the inability to be physically present during the acquisition of a card.

Full Service Cards

Adult

Any resident of Jackson County who is 18 years or older is eligible for a Full Service card.

To obtain a Full Service card, prospective patrons must represent themselves at the time of issue; cards may not be made on someone else's behalf. Prospective patrons must provide one form of identification that matches the Jackson County address on their library card application. If this cannot be provided, other documentation showing their Jackson County residency can be accepted in addition to their ID. ~~and one document that shows proof of residency in Jackson County.~~

A Full Service card in good standing allows patrons access to all services provided by Jackson County including but not limited to:

- ~~60 physical items at one time at a time (DVDs limit 25; magazines limit 10; mobile Wifi hotspots limit 1)~~
 - See circulation parameters for standard loan periods.
- 25 active holds ~~at one time at a time~~
- Library of Things Collection

- Downloadable ebooks, audiobooks, music, and videos
- Online databases and resources
- Public computers in the library
- Meeting rooms and study rooms (by reservation only)
- Interlibrary Loan

Full Service cards must be renewed every 2 years.

Juvenile

Any resident of Jackson County who is under the age of 18, and therefore legally considered a minor, is eligible for a Full Service card with permission from their parent or guardian. The parent/guardian is financially responsible for fees accrued on the child's card and for all items checked out on the child's card.

Parent/guardian must be present at the time of creating the card*. The parent or guardian must have either a Full Service card or must provide one form of identification that matches the Jackson County address on their library card application. If this cannot be provided, other documentation showing their Jackson County residency can be accepted in addition to their ID. A parent/guardian may obtain a Full Service card for their child if their child is not present. A parent/guardian may obtain a replacement Full Service card on behalf of their child if their child is not present. A parent/guardian may have access to their child's borrowing information without the child's permission if the child is 12 years old or younger and if parent/guardian has the child's card or card number. The only information that staff may disclose to a parent/guardian of a minor if the parent/guardian does not have their child's card or if the child is 13 years old or older is information that allows the parent to settle a fee.

A Juvenile with a Full Service card has almost all the same privileges of an Adult Full ~~S~~ervice card. A Juvenile Full Service card may not have access to:

- ~~Wifi~~ Wifi hotspots,
- ~~the~~ Library of Things Collection (except where Library of Things policy dictates otherwise)
- ~~Meeting Rooms, and may not~~. See above for more information on the Full Service card's privileges.

*Minors may get a library card if parent/guardian is not present if library card is acquired through their school/educator. In such cases the Library will assume that the school/educator has obtained necessary permissions from the parent/guardian.

Minor Access Card

Residents of Jackson County below age 18, and therefore legally considered minors, who do not already have a library card, and who either choose not to seek or do not have access to parent/guardian permission, are eligible for a Minor Access card.

Minor Access cards will not accrue fees; therefore, it is not necessary for a parent or guardian to be financially responsible. All borrowing privileges of physical materials will be suspended when items are overdue or become lost until the items are returned or another resolution is reached.

A parent/guardian may not acquire replacement cards on behalf of their child if the card is a Minor Access card.

A Minor Access card must be renewed every 2 years.

A Minor Access card in good standing may have access to:

- 2 items ~~at one time~~ at a time
 - See circulation parameters for standard loan periods.

- Downloadable ebooks, audiobooks, music, and videos
- Online databases and resources
- Public computers in the library*
- Study rooms

A Minor Access card may not have access to:

- Meeting rooms
- Library of Things Collection
- Book Club Bags and other select kits
- Interlibrary Loan

A Minor Access card may be upgraded to a Full Service card with the permission of a parent or guardian or when the patron turns 18.

*Patrons with Minor Access cards who are 12 and younger ~~may do~~ not have access to the ~~internet~~ ~~on~~ public computers in libraries.

Organization Card

Organization cards are available to any current Full Service Card holder who is representing an organization located within Jackson County. Materials borrowed on the card are for express use on behalf of the organization.

Organization cards are considered a type of Full Service card. Organization cards will be issued to a responsible party representing the organization. The library will not limit the number of responsible parties per organization. Patrons must have an existing ~~an~~ Full Service library card and must provide proof that they are part of an organization/education or childcare establishment to be eligible. -The responsible party is responsible for all materials and for fees accrued on the card, even if they leave the organization. The responsible party must notify the Library when they leave the organization and return all materials associated with the card.

Organization cards are available but not limited to:

- Those representing an education or childcare establishment
 - Schools

- Teachers
- Preschool teachers
- Daycare providers
- ~~_____~~
- Home school providers
- Businesses
- Nonprofit Organizations

An Organization card may have access to:

- ~~60 physical items at a time~~ 60 items at one time (DVDs limit 25; magazines limit 10; Wifi hotspot limit 1)
 - Items have 6-week loan and renewal periods.
- 25 active holds at a time
- Library of Things Collection
- Downloadable eBooks, audiobooks, music, and videos
- Online databases and resources
- Public computers in the library
- Meeting rooms and study rooms
- Book Club Bags and other select kits
- Interlibrary Loan

Organization Cards must be renewed annually.

New Resident Card

New Resident cards are available to persons in the process of moving to Jackson County or who are still getting established in Jackson County and cannot immediately prove residency. To obtain a New Resident card, prospective patrons must be present at the time of issue and provide ID, ~~and show proof of a valid~~ mailing address. The ~~valid~~ mailing address does not have to be in Jackson County. The New Resident card will be upgraded to a Full Service card when the cardholder can provide proof of residency within Jackson County.

New Resident cards will expire after 90 days. New Resident cards may not be renewed until proof of current Jackson County address has been provided.

New Resident Cardholders may have access to:

- 2 physical items at a time
 - See circulation parameters for standard loan periods.
- 25 active holds at a time
- Downloadable ebooks, audiobooks, music, and videos
- Online databases and resources
- Public computers in the library
- Study rooms

New Resident cardholders may not have access to:

- Meeting rooms
- Library of Things Collection
- Book Club Bags and other kits
- Interlibrary Loan

Non-Resident Library Card

Non-Resident cards are available to persons living outside of Jackson County who do not meet the residence/property ownership qualifications for Full Service cards but who wish to have the privileges of a Full Service borrower. Non-Resident cards in good standing are a Full Service card. To obtain a Non-Resident card, prospective patrons must be present at the time of issue, provide one form of ID, and show proof of a valid mailing address.

Non-Resident library cardholders are charged a fee. Every person in the household may have a library card for the single fee. "Household" means a group of individuals ~~who comprise a family unit and~~ who live together under the same roof. There is no reduction in the fee for small households. Please see the Fee Schedule for current Non-Resident card fee.

A Non-Resident card in good standing allows patrons access to all services provided by Jackson County including but not limited to:

- 60 physical items at a time (~~DVDs limit 25; magazines limit 10; video games limit 2; Wifi-hotspot limit 1~~)
 - See circulation parameters for standard loan periods.
- Downloadable ebooks, audiobooks, music, and videos

- 25 active holds
- Online databases and resources
- Public computers in the library
- Study Rooms

Non-Residents must pay for a full year to have access to the following:

- Library of Things Collection
- Meeting rooms
- Book Club Bags and other select kits
- Interlibrary Loan

Non-Resident cards are considered to be not in good standing if membership fees are not paid in full. Non-Resident cards do not have any access if membership fees are not paid in full.

At Home Services Card

At Home Services cards are available to Jackson County residents who are confined at home or in a health care, retirement, or assisted living facility. To qualify, patrons must be permanently or temporarily disabled due to age or illness or have difficulty coming to the library or carrying books. Prospective patrons who are interested in this option must contact the At Home Services Department.

At Home Services cards may have access to:

- ~~60 physical items at a time~~ 60 items at a time (DVDs limit 25; magazines limit 10; Wifi-hotspot limit 1)
 - Material loan periods are based upon the At Home Services delivery schedule.
- Library of Things Collection
- 25 active holds
- Downloadable ebooks, audiobooks, music, and videos
- Online databases and resources
- Public computers in the library
- Meeting rooms and study rooms

- Interlibrary Loan

Computer Access Card

Computer Access cards are available to individuals who reside in Jackson County but do not have an active library card of any other type or to individuals who only need access to public computers within the library. To obtain a Computer Access card, prospective patrons must be 13 years or older and give their name and birthdate. Further identification will be accepted but is not required to obtain a Computer Access card.

Computer Access cards must be renewed every 2 years. Computer Access cards have access to:

- Public computers in the library
- Online databases and resources
- Downloadable ebooks, audiobooks, music, and videos

No other library services are available to a Computer Access cardholder.

IX. Interlibrary Loan

Purpose

The Library maintains a collection in Jackson County that is responsive to the needs and interests of its communities. It is not possible, however, for the Library to own every item that every person might want. Some items may be obtained from other libraries as Interlibrary Loans (ILL). An Interlibrary Loan is an item borrowed from another library system, either in Oregon or elsewhere in the country.

Eligibility

See card types for eligibility. Cardholders not in good standing are not eligible for ILL services.

Materials

Books ~~and audiobooks~~ may be requested through ILL; genealogy items may be difficult to borrow. Titles released within the past 12 months may not be requested through ILL but may be requested for purchase through the Suggest a Purchase form.

Rules and Regulations

ILL materials can only be checked out on the library card of the person who requested them. It is the patron's responsibility to pick up and return ILL materials on time. The length of the loan period is determined by the lending library. The library may limit the number of active requests a patron may have ~~at one time~~ at a time. Active requests are those at any stage of the Interlibrary Loan process: requested, in process, checked out, or on hold.

Charges

The Library will charge a service fee for all ILL requests submitted. See current Fee Schedule, Policy 5-6 for changes related to ILL requests. ~~The Library always attempts to borrow from libraries who lend free of charge.~~ If the lending library charges to fulfill ILL, the Library must receive authorization that the patron requesting the item is willing to pay the charge in addition to the Library's fee before continuing to process the request.

Overdue and Damaged Material

See the current Fee Schedule, Policy 5-6, for charges related to overdue or damaged ILL materials.



Library Operations Policies

Section 5

Policy 5-6	Fee Schedule	Created: 11/9/2017 Revised: 11/01/2024 Approved:
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Type	Fee								
Non-Resident Card	Non-Resident Yearly Fee: \$100 Non-Resident Monthly Fee: \$10								
Reciprocal Borrowing	JCLS is bound to adhere to the circulation policies set by any libraries with which we share reciprocal borrowing.								
Lost and Damaged Materials*	Replacement cost of the lost <u>or damaged</u> item <table border="1" data-bbox="812 940 1360 1188"> <thead> <tr> <th><u>Number of years in the collection</u></th> <th><u>% of total cost to pay</u></th> </tr> </thead> <tbody> <tr> <td><u>0-2 year old</u></td> <td><u>100%</u></td> </tr> <tr> <td><u>2-5 years old</u></td> <td><u>50%</u></td> </tr> <tr> <td><u>5+ years old</u></td> <td><u>0%</u></td> </tr> </tbody> </table>	<u>Number of years in the collection</u>	<u>% of total cost to pay</u>	<u>0-2 year old</u>	<u>100%</u>	<u>2-5 years old</u>	<u>50%</u>	<u>5+ years old</u>	<u>0%</u>
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<u>0-2 year old</u>	<u>100%</u>								
<u>2-5 years old</u>	<u>50%</u>								
<u>5+ years old</u>	<u>0%</u>								
Damaged Materials Repair*	Cost of the repair								
Interlibrary Request Charge	\$ 3.00 Per item requested. No limits on active requests.								
Interlibrary Loan Overdue Fees	\$1.00 per day from the date due								
Printing	Black & White: \$0.10 per page Color: \$0.50 per page								
Copying	Black & White: \$0.10 per page Color: \$0.50 per page								
Replacement Library Card	No Charge								
Scan & Faxes	No Charge								
Internet & Wi-Fi	No Charge								
Overdue Fees	No Charge								

*If materials are not returned within 21 days of final due date, the library assumes they are lost. Patrons will be billed for the replacement cost of the material. If returned materials are

damaged, patrons will be charged the cost of repair. If the replacement or repair cost is \$25.00 or greater, the patron's card will not be in good standing, and access will be limited until fees are brought below \$25.00.

See Circulation Policy for more information.



Library Operations Policies

Section 5

Policy 5-6	Fee Schedule	Created: 11/9/2017 Revised: 11/01/2024 Approved:
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Type	Fee								
Non-Resident Card	Non-Resident Yearly Fee: \$100 Non-Resident Monthly Fee: \$10								
Reciprocal Borrowing	JCLS is bound to adhere to the circulation policies set by any libraries with which we share reciprocal borrowing.								
Lost and Damaged Materials*	Replacement cost of the lost or damaged item <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>Number of years in the collection</th> <th>% of total cost to pay</th> </tr> </thead> <tbody> <tr> <td>0-2 year old</td> <td>100%</td> </tr> <tr> <td>2-5 years old</td> <td>50%</td> </tr> <tr> <td>5+ years old</td> <td>0%</td> </tr> </tbody> </table>	Number of years in the collection	% of total cost to pay	0-2 year old	100%	2-5 years old	50%	5+ years old	0%
Number of years in the collection	% of total cost to pay								
0-2 year old	100%								
2-5 years old	50%								
5+ years old	0%								
Interlibrary Request Charge	\$ 3.00 Per item requested. No limits on active requests.								
Interlibrary Loan Overdue Fees	\$1.00 per day from the date due								
Printing	Black & White: \$0.10 per page Color: \$0.50 per page								
Copying	Black & White: \$0.10 per page Color: \$0.50 per page								
Replacement Library Card	No Charge								
Scan & Faxes	No Charge								
Internet & Wi-Fi	No Charge								
Overdue Fees	No Charge								

*If materials are not returned within 21 days of final due date, the library assumes they are lost. Patrons will be billed for the replacement cost of the material. If returned materials are damaged, patrons will be charged the cost of repair. If the replacement or repair cost is \$25.00

or greater, the patron's card will not be in good standing, and access will be limited until fees are brought below \$25.00.

See Circulation Policy for more information.

Date: November 20, 2024

Title: Display and Exhibits Policy**From:** Joan Vigil, Assistant Director of Public Service, Public Service Leadership Team and the Policy Committee**Summary:**

The Displays and Exhibits Policy clearly outlines the purpose and guidelines for displays and exhibits within the Library. This updated policy now includes a form for requesting reconsideration of a display or exhibit, similar to the process for a request for reconsideration of library materials. Previously, the policy also covered bulletin boards; however, this section has been removed, and a separate policy has been developed specifically for bulletin boards.

Recommendation:

The Policy Committee Recommends that the 5-5 Displays and Exhibits Policy be adopted as presented.

Policies, Plans, and Goals Supported:

The Displays and Exhibits Policy sets the guidelines for Library staff and the public to create displays or request that items from a collection be created to exhibit. The policy defines and states what can be displayed or exhibited and the procedure for doing so. Additionally, the policy includes a release form for exhibits and a Request for Reconsideration of Display and Exhibits.

Background and Additional Information:

This policy formerly included a section about bulletin boards. A Bulletin Boards policy has now been created as a standalone policy. The policy was last revised on 06/2022.

Attachments:

5-5 Displays and Exhibits Policy Clean

5-5 Display, Exhibits, and Bulletin Board Policy Redlined

Library Operations Policies

Section 5

Policy 5-5	Displays and Exhibits Policy	Created: 9/08/2016 Revised: 10/02/2024 Approved: mm/dd/yyyy
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I. Purpose

This policy explains the guidelines for displays and exhibits in Library buildings. Jackson County Library Services provides space for displays and exhibits to forward its mission of connecting everyone to information, ideas, and each other.

II. Introduction

Jackson County Library Services provides displays and exhibits to assist patrons in their exploration of educational, cultural, intellectual, and civic activities. The duration items will be in a display or exhibit varies, depending on the subject or type, and will be determined by the supervisor.

Displays and exhibits are defined as:

- Displays – Library materials and related objects to the theme, provided by the Library and/or community partners, designed to highlight items available for borrowing.
- Exhibits – Artifacts, materials, or artwork, curated by an external organization or Library staff, with the purpose of highlighting educational, cultural, and artistic topics.

III. Displays

Display themes reflect the diversity of the Library’s collection and the community it serves. This diversity may be represented by the identities of the authors and/or the subject matter and will regularly reflect marginalized communities. The Library may request assistance from community partners to display items connected to the chosen subject. Such contributions may be acknowledged as part of the display or exhibit. Displays may also promote events and activities sponsored or co-sponsored by the Library or by organizations affiliated with the Library.

IV. Exhibits

JCLS may accept exhibits from outside organizations and community members, as space allows. To request the use of an exhibit space, organizations must contact the local branch where they wish to display materials. The branch manager (or designee) may review the request with administrative staff to ensure compliance with this policy. Once the request is approved, installation and removal dates will be chosen by library staff. A release form is required before the display is installed. Jackson County Library Services does not assume responsibility for loss or damage to items loaned to the Library for display.

V. Reconsideration of Displays or Exhibits

The Library recognizes the right of individuals to challenge what they might view in the Library. The process is to complete a written Request for Reconsideration of Displays or Exhibits form, and to request a review of the material on display. The Library Director will reply in writing to the individual. The decision of the Library Director may be appealed to the Library District Board. The materials in question will remain on display pending the Library Director's decision.



Exhibit Guidelines and Release Form

JCLS may accept exhibits from outside organizations and community members, as space allows. -To request the use of an exhibit space, organizations must contact the local branch where they wish to display materials. The branch manager (or designee) may review the request with administrative staff to ensure compliance with this policy. Once the request is approved, installation and removal dates will be chosen by library staff. A release form is required before the display is installed.

JCLS does not assume responsibility for loss or damage to items loaned to the library for display, unless such loss or damage is caused by intentional or negligent affirmative acts of the Library or its employees or volunteers. The Library reserves the right, at its option, to remove and store items loaned to the library when it deems such removal is necessary.

Acknowledgment and Receipt

The following items have been loaned to the Jackson County Library for display, subject to the guidelines and conditions set forth above:

Date received: _____ To be returned on or about: _____

JCLS representative's signature:

Owner's Name (print): _____ Owner's Signature: _____

Owner's address and phone number:

Date Returned: _____ Owner's signature: _____

Request for Reconsideration of Library Displays and Exhibits

Date: _____

If you have concerns about library displays and exhibits, please complete all sections of this form to ensure prompt consideration by Library Administration.

Display/Exhibit FOR RECONSIDERATION

Title of Display/Exhibit: _____

Library Branch: _____

Location in Branch: _____

Please describe your concerns regarding this display or exhibit:

What action would you like the Library to take?

CONTACT INFORMATION

Name: _____ Telephone: _____

Address: _____ Email: _____

Please send completed form to: Library Director, Jackson County Library Services 205 S. Central Ave, Medford, OR 97501

Policy 5-5	Displays <u>and</u>, Exhibits, <u>and</u> Bulletin Board Policy	Created: 9/8/2016 Revised: 6/9/2022 Approved: 6/15/2022
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I. Purpose

This policy explains the guidelines for displays ~~and~~, exhibits, ~~and postings on bulletin boards~~ in Library buildings. Jackson County Library Services provides space for displays ~~and~~, exhibits, ~~and bulletin boards to forward~~ in accordance with its mission of connecting everyone to information, ideas, and each other.

II. Introduction

Jackson County Library Services provides displays, exhibits, ~~and bulletin boards~~ to assist patrons in their exploration of educational, cultural, intellectual, and civic activities. The duration items will be in a display or exhibit varies, depending on the subject or type, and will be determined by the supervisor. Displays and exhibits are defined as:

- Displays – Library materials and related objects to the theme, which may be provided by the Library and/or a community partner, to highlight materials that can be borrowed.
- Exhibits – Artifacts, materials, or artwork, curated by an external organization or Library staff, with the purpose of highlighting educational, cultural, and artistic topics.

~~In general, display and exhibit themes are chosen by the Library, and items included in the displays are selected at the sole discretion of the Library. Displays and exhibits complement or highlight the Library’s strategic goals and feature themes of interest to both the local community and the general public~~

III. ~~Displays by Library Staff~~

Display themes will reflect the diversity of the Library’s collection and the community it serves. This diversity may be represented by the identities of the authors and/or the subject matter and ~~will~~ may regularly reflect ~~vulnerable and~~ marginalized ~~members of the~~ community ~~esy~~. The Library may request assistance from community ~~partners organizations, businesses, or individuals~~ to display items connected to the chosen subject. Such contributions may be acknowledged as part of the display ~~or exhibit~~. Displays may also promote events and activities sponsored or co-sponsored by the Library or by organizations affiliated with the Library.

IV. ~~Displays by Outside Organizations~~ Exhibits

JCLS may accept ~~displays and~~ exhibits from outside organizations and community members, when as space allows, ~~and c~~ content is strategically aligned and of general interest to the community. ~~To request use of an~~ display case exhibit space, organizations must contact the

local branch where they wish to display materials. The branch manager (or designee) will may review the request with administrative staff to ensure compliance with this policy. Once the request is approved, installation and removal dates will be chosen. A release form is required before the display is installed.

Jackson County Library Services does not assume responsibility for loss or damage to items loaned to the Library for display.

V. ~~_____~~ Bulletin Boards

~~Bulletin boards are provided for the posting of flyers by organizations engaged in educational, cultural, intellectual, or charitable activities. Flyers must be approved by the Library and shall be left at the Main Desk. Priority will be given to flyers pertaining to Library-sponsored events and news, educational events, legal notices, and postings by nonprofit and charitable organizations.~~

~~Unauthorized flyers will be removed.~~

VI. Reconsideration of Displays or Exhibits

The Library recognizes the right of individuals to challenge question what they might view in the library ~~and has developed a process to address concerns.~~ The process econsideration of displays or exhi is the same as the Request for Reconsideration of Library Materials, which includes the opportunity for an individual to discuss their opinion with library staff, is to complete a written Request for Reconsideration of Library Materials Displays or Exhibits form, and to request a review of the material on display. The Library Director will reply in writing to the individual. The decision of the Library Director may be appealed to the Library District Board. ~~The Request for Reconsideration of Library Materials Form is attached to the Collection Development Policy found here.~~ The materials in question will remain on display pending the Library Director's decision.



**~~Display and Exhibit Guidelines
and Release Form~~**

~~JCLS may accept displays and exhibits from outside organizations and community members, as space allows. Content is strategically aligned and of general interest to the community. To request use of an exhibit space, organizations must contact the local branch where they wish to display materials. The branch manager (or designee) may review the request with administrative staff to ensure compliance with this policy. Once the request is approved, installation and removal dates will be chosen. A release form is required before the display is installed.~~

~~Jackson County Library Services does not assume responsibility for loss or damage to items loaned to the Library for display.~~

~~The Jackson County Library provides displays and exhibits on subjects of interest to the general public throughout its 15 branch buildings. Subjects are chosen by the library and items included in the displays are selected at the sole discretion of the library. On occasion the library may request assistance from community organizations, businesses, or individuals to display items connected to the chosen subject. Such contributions may be acknowledged as part of the display or exhibit. Displays may also promote events and activities sponsored or co-sponsored by the library or by organizations affiliated with the library.~~

JCLS does not assume responsibility for loss or damage to items loaned to the library for display, unless such loss or damage is caused by intentional or negligent affirmative acts of the Library or its employees or volunteers. The Library reserves the right, at its option, to remove and store items loaned to the library when it deems such removal is necessary.

Acknowledgment and Receipt

The following items have been loaned to the Jackson County Library for display, subject to the guidelines and conditions set forth above:

Date received: _____ To be returned on or about: _____

JCLS representative's signature: _____

Owners Name (print): _____ Owner's Signature: _____

Owner's address and phone number: _____

Date Returned: _____ Owner's signature: _____

Request for Reconsideration of Library Displays and Exhibits

Date: _____

If you have concerns about library displays and exhibits ~~programs or events~~, please complete all sections of this form to ensure prompt consideration by Library Administration staff.

Display/Exhibit FOR RECONSIDERATION

Title of Display/Exhibit: _____

Library Branch: _____

Location in Branch:

Please describe your concerns regarding this display or exhibit ~~program~~:

What action would you like the Library to take?

CONTACT INFORMATION

Name: _____ Telephone: _____

Address: _____ Email: _____

Please send completed form to: Library Director, Jackson County Library Services 205 S. Central Ave, Medford, OR 97501

Date: November 20, 2024

Title: Bulletin Board Policy**From:** Joan Vigil, Assistant Director of Public Service, Public Service Leadership Team and the Policy Committee

Summary:

The Bulletin Board Policy explains the guidelines for posting on Bulletin Boards at all Library buildings. Previously, this policy was included as a section in the 5-5 Displays, Exhibits and Bulletin Boards Policy. The Public Service Leadership Team felt that this section did not quite fit as an extra section and should be a standalone policy. Bulletin Boards are prime promotional spaces and often run out of room. By prioritizing Library events, educational events, public notices by a government entity, and postings by nonprofit and charitable organizations this allows for more space for postings that align with the mission of the Library.

Recommendation:

The Policy Committee Recommends that the 5-21 Bulletin Board Policy be adopted as presented.

Policies, Plans, and Goals Supported:

The Bulletin Board Policy sets guidelines for the public to post on Library Bulletin Boards. The policy clearly states what is acceptable and what is not to post. Additionally, the policy explains to the public what to do if they create flyers to promote an event in a Library's meeting room.

Background and Additional Information:

This policy was formerly a section in the 5-5 Displays, Exhibits, and Bulletin Board Policy.

Attachments:

5-21 Bulletin Board Policy

Policy 5-21	Bulletin Board Policy	Created: 10/2/2024 Approved:
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I. Purpose

This policy explains the guidelines for postings on bulletin boards in Library buildings. Jackson County Library Services provides space for bulletin boards to forward its mission of connecting everyone to information, ideas, and each other.

II. Introduction

Jackson County Library Services provides bulletin boards to assist patrons in their exploration of educational, cultural, intellectual, and civic activities. In general, bulletin boards are available to promote library events and provide a space for the public to post community events and community resources of interest to the general public.

III. Bulletin Boards

Bulletin boards are provided for posting flyers by organizations engaged in educational, cultural, intellectual, or charitable activities. Flyers must be no larger than 11x17. Flyers must be given to and approved by Library staff. Priority will be given to flyers pertaining to Library-sponsored events and news, educational events, public notices by a government entity, and postings by nonprofit and charitable organizations.

Examples of flyers not acceptable for posting include:

- Political campaign materials of a partisan nature urging people to vote for or against a person or an issue.
- Postings designed for individual or commercial profit or gain.
- Postings proselytizing for a specific religious sect or affiliation.
- Postings containing content that could be considered discriminatory or harassing based on a group or individual's protected status (i.e., race, color, religion/religious creed, sex/gender, pregnancy, marital status, age, national origin/ancestry, physical and/or mental disability, medical condition, sexual orientation, gender identity, military or veteran status, or status in any other group protected by federal, state or local law) or which advocates in any way for such discrimination.

Flyers promoting events held in library meeting rooms that are not sponsored by the library or in partnership with the library must have a disclaimer clearly included on the flyer as follows:

This meeting or event is not sponsored nor endorsed by the Library.

Failure to include the disclaimer will result in cancelation of the meeting room reservation.

Contact information about the event or meeting should be included in the flyer, contact name, phone number and email address.

Any flyer without an end date may be removed after 30 days or sooner at the discretion of the branch manager to allow the posting of new events and/or community resources.

Unauthorized flyers will be removed.

Date: November 20, 2024

Title: Child Safety Policy**From:** Joan Vigil, Assistant Director of Public Service, Public Service Leadership Team, and the Policy Committee**Summary:**

The Child Safety Policy defines the guidelines for safeguarding the well-being of children in the Library. This updated policy, formerly known as the “Unattended Child Policy,” outlines the standards of care and safety expected for children under 10 years old, addressing the responsibilities of both caregivers and library staff.

Recommendation:

The Policy Committee Recommends that the 5-12 Child Safety Policy be adopted as presented.

Policies, Plans, and Goals Supported:

The previously named Unattended Child Policy was last revised in October 2021.

Background and Additional Information:

The statements in this policy revision clearly outline the expectations of child safety in the Library for the caregiver and library staff. As per Oregon Law, children under the age of 10 years of age cannot be left alone in the Library. The policy explains the procedure if a child is found unattended during the hours of operation and after the hours of operation. Lastly, the policy details the expectations for caregivers when a child attends Library programs on or offsite.

Attachments:

- 5-12 Revised Child Safety Policy
- 5-12 Unattended Child Policy Redlined



<p>Policy 5-12</p>	<p>Child Safety Policy</p>	<p>Created: 4/2/2015 Revised: 10/16/2024 Approved:</p>
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I. Purpose

This policy explains the parameters for ensuring the safety and wellbeing of children in the Library.

II. Introduction

Jackson County Library Services welcomes children to use its facilities and services. Responsibility for the welfare and the behavior of children using the Library rests with a responsible caregiver, not with library staff.

III. Levels of Supervision

Children ages 6 and younger must always be within a safe, accessible distance of the person responsible for their wellbeing. Children ages 6-10 must be accompanied by a parent, guardian, or older responsible individual (minimum 14 years of age) at all times in the Library and on the Library grounds or while attending library events offsite. Caregivers are responsible for determining whether children over 10 are ready to visit the library on their own. Children are expected to abide by the same [Rules of Conduct](#) as other Library patrons and may be asked to leave the Library if their behavior is inappropriate. Per the Oregon Revised Statutes ORS 163.545, children under 10 years of age must not be left unattended in or at any place for such a period of time as may be likely to endanger the health or welfare of such child. JCLS staff are mandatory reporters and will report situations of child neglect or abuse to authorities.

IV. Unattended Child

Library staff are not responsible for unsupervised or unaccompanied children. If Library staff are aware of an unattended child, they will use their judgement and discretion to determine whether the unattended child’s safety or wellbeing is in jeopardy, either while in the Library or if the child was to leave the building. If Library staff determine that an unattended child’s safety or wellbeing is in jeopardy, steps will be taken to contact a parent or legal guardian. If staff are unable to locate a parent or legal guardian, staff will contact appropriate authorities.

V. Unattended Child Outside Library Hours of Operation/while closed

Library staff are not responsible for children after the hours of operation. For their safety and wellbeing, staff may contact appropriate authorities in the event a child is unaccompanied at Library closing. Staff do not monitor the departure of any child after the library closes.

VI. Programs

During special Library programs for children, a parent, guardian, or other responsible adult must remain onsite if their child is 10 years old or younger until the program concludes, to be available in case of an emergency. The responsible adult or older responsible individual must be ready to meet that child promptly when the program ends. Parents may also make arrangements clear with the child regarding leaving the Library on their own, or with a designated caregiver. Staff do not monitor the arrival or departure of any child from a program or the building.

Policy 5-12	<u>Child Safety Policy Unattended Children</u>	Created: 4/2/2015 Revised: <u>10/1610/1/2021</u> Approved: <u>10/20/2021</u>
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I. Purpose

This policy explains the parameters for ensuring the safety and well-being of ~~unattended~~ children in the Library.

II. Introduction

Jackson County Library Services welcomes children to use its facilities and services. Responsibility for the welfare and the behavior of children using the Library rests with the parent (or guardian, or older responsible caregiver individual assigned by the parent), not with library staff. ~~For the safety and comfort of children and Library patrons, a responsible adult or an older responsible individual (minimum age 14) must accompany children under age 10 when they are using the Library. This responsible individual must supervise, guide, and control the behavior of their charge or charges at all times. Children, either attended or unattended, are expected to abide by the same rules of conduct as other Library patrons and may be asked to leave the Library if their behavior is inappropriate.~~

III. Levels of Supervision

Per the Oregon Revised Statutes ORS 163.545, children under 10 years of age must ~~be not be~~ left unattended in or at any place for such a period of time as may be likely to endanger the health of welfare of such child. Caregivers are responsible for determining whether children over 10 are ready to visit the library on their own. Children under the age of 10 must be accompanied by a parent, guardian, or older responsible individual (minimum 14 years of age) at all times in the Library and on the Library grounds or while attending library events offsite. Children age 6 and younger must always be within a safe, accessible distance of the person responsible for their wellbeing. ~~sight of the person responsible for their safety.~~ Children, are expected to abide by the same rules of conduct as other Library patrons and may be asked to leave the Library if their behavior is inappropriate.

IV. Unattended Child

Library staff are not responsible for unsupervised or unaccompanied children. If Library staff is aware of an unattended child, they will use their judgement and discretion to determine whether the unattended child's safety or well-being is in jeopardy, either while in the Library or if the ~~person-child~~ was to leave the building. If Library staff determine that an unattended child's safety or well-being is in jeopardy, steps will be taken to contact a parent or legal

guardian. If staff are unable to locate a parent or legal guardian, staff will contact appropriate authorities.

V. ~~After Hours of Operation~~ Unattended Child Outside Library Hours of Operation/while closed

Library staff are not responsible for ~~unattended~~ children after the hours of operation. For their safety and wellbeing, Staff may will contact appropriate authorities in the event a child is unaccompanied at Library closing. Staff do not monitor the arrival or departure of any child after the library closes.

VI. Programs

During special Library programs for children, a parents, guardians, or ~~an~~ older responsible individual must remain onsite if at their child is 10 and under on the premises (in the main Library where the parent/guardian is accessible to the child) until the program has ended, in case an emergency should arise. The responsible adult or older responsible individual must be ready to meet that child promptly when the program ends. Parents may also or have make arrangements clear with the child regarding leaving the Library on his/her/their own, or with a designated caregiver. Staff ~~doesdo~~ not monitor the arrival or departure of any child from a program or the building.



November 20, 2024

Title: 2025 Holidays

From: Brynn Fogerty, HR Manager

Recommendation:

Human Resources Manager Brynn Fogerty recommends that JCLD approve the 2025 Holiday Closure Schedule as presented, for a total of twelve paid holidays.

Budget Impacts:

For the 2025 calendar year, JCLD will provide twelve (12) paid holidays to all regular employees working 20 hours per week or more. The budgetary impact is neutral, as the holidays would be paid instead of regular wages.

Policies, Plans, and Goals Supported:

The holiday closure schedule reflects the policy outlined in the Employee Handbook.

Date	Holiday Observed
Wednesday, 1/1/2025	New Year's Day
Monday, 1/20/2025	MLK Jr. Day
Monday, 2/17/2025	President's Day
Monday, 5/26/2025	Memorial Day
Thursday, 6/19/2025	Juneteenth
Friday, 7/4/2025	Independence Day
Monday, 9/1/2025	Labor Day
Friday, 9/19/2025	Staff Day (Library Closed, Staff to attend event)
Monday, 10/13/2025	Indigenous Peoples' Day
Monday, 11/11/2025	Veterans' Day
Thursday, 11/27/2025	Thanksgiving Day
Thursday, 12/24/2025	Christmas Eve
Friday, 12/25/2025	Christmas Day

Background and Additional Information:

This list of paid holidays aligns with the ones observed in 2024.

Emergency Closures

Libraries may also need to be closed on a case-by-case basis due to inclement weather or other emergencies. The procedure for such closure decisions is outlined in the Employee Handbook:

Emergencies such as severe weather, fires, power failures, earthquakes, and other natural disasters can disrupt organizational operations. Infectious disease outbreaks could also trigger an emergency. In extreme cases, these circumstances may require the closing of the District.

In the event that JCLS makes the decision to close the office prior to the start of the business day, the closure will be announced via an organization-wide email from the Library Director or Human Resources Manager.

If a decision is made to close the office after the business day has already begun, the closure message will also be announced via email and other appropriate communication channels.

Dependent upon the nature and duration of emergency closure, and at the direction of the Board of Directors, exempt employees will be paid for all absences, full day or partial day and should be available to work from home if necessary.

When Administration decides to close any branch library in response to an emergency, staff will be paid for their regularly scheduled hours during the time the library is closed. Staff should mark their time as Administrative Paid Leave on their time card for their regularly-scheduled shift. If staff chooses to leave work early or does not report to work when the library is open, they are not eligible to utilize Admin Paid Leave, but may, with supervisory approval, use available vacation hours.

Extended closures may require additional Board action and guidance.

MINUTES

ATTENDEES AND NOTE TAKER

Present at the meeting were: Board members Viki Brown and Marta Tarantsey (note taker); Library Director Kari May; and Marketing Specialist Mariah Mills.

The meeting was called to order at 9:30 a.m.

NEW BUSINESS

Advocacy Next Steps: Library Champions

Priority 1: Library Champions e-newsletter

Kari and Mariah talked about plans to build an email list of library champions, with the goal of sending out a monthly newsletter by mid-month. The newsletter would be brief, including three talking points about activities and services at the library in line with the calendar included in the Advocacy Toolkit. The committee discussed ways to build a base for people to opt into the newsletter, start with Friends Presidents, District and Foundation board members, and staff. Mariah and Kari will work on content, mapping out three months of primary messaging and brainstorming ahead of time on what the great thing to feature could be. For example, Rogue Reads starts in January, so we highlight that in December; in January highlight the State Legislative session that starts in February. Marta suggested a goal of having 1,000 Library Champions signed up for the newsletter in two years. A Library Champion is defined as being "someone who elevates a strategic priority for the library in the community in a meaningful context at least once a year." Library champions may also "name-drop" the library and its strategic priorities in conversation with though leaders and decision makers in the community.

Priority 2: Build a webpage for Library Champions

This page would include the Facilities Master Plan final report; the Advocacy Toolkit; quick tips for "Why you should be a library champion;" archive of the Library Champion e-newsletter and a link to sign up for it; and a form for people to complete to share their library champion stories. The goal is to have this page ready by mid-December.

Priority 2: Awareness Campaign

Kari has been talking with others to learn more about how to build a successful strategy towards a capital projects bond measure. She is asking the reference librarians to research what bond measures have been on the ballot for the last 20 years, including the amount requested, what passed, rate of passing, etc.

Goal: Presentations to local governments

Before they changed roles, Val Nowak started compiling a list of City Council meeting dates and who to work with to get on their agendas. The goal is to make a presentation at every city council and the County Commissioners' meeting by December 31, 2025.

While most of the advocacy toolkit is evergreen, some of things in there are date-specific; Mariah will work on removing the date-specific references to make it evergreen.

REPORTS

Kari attended the Oregon Association of School Librarians (OASL) Conference in Portland in early October and co-presented about Advocacy with a school librarian. They will be submitting a proposal to present a similar panel and content at annual Oregon Library Association Conference in April. The program will be sponsored by the Legislative Committee, so it is likely it will be approved.

ADJOURNMENT

Kari adjourned the meeting at 10:20 a.m.

FUTURE MEETINGS/EVENTS/OBSERVANCES:

Next Committee Meeting: TBD

MINUTES

ATTENDEES AND NOTE TAKER

Present: Board members Kevin Keating and Viki Brown; Kari May, Joan Vigil, Kelda Vath, and Crystal Zastera

REVIEW OF PREVIOUS MINUTES

The minutes were reviewed, and no adjustments were made.

REPORTS

Book lockers in Ashland will be delivered and installed the week of November 18, and a soft launch is planned for early December. Marketing, promotion, and ribbon cutting will happen in early 2025.

Talent flooring replacement is almost complete – carpet was installed the week of October 21, and the rest of the flooring for the entryway, restroom, etc. will be complete by the first week of November. The entryway was replaced with wooden plank-style flooring, that looks very nice.

Medford Large Meeting Room Upgrade is mostly complete. There is some work to be done to complete the patron interface with the new A/V equipment that was installed.

RHT Energy Company conducted an energy assessment of each branch, and it was very informative. We are awaiting a final report with recommendations. Viki noted that there are places where lighting could be improved, which might be noted and included in the report.

UNFINISHED BUSINESS

Phoenix Pollinator Garden

This project is on target. Next week Arkitek will finalize plans, and we will issue an RFP for contractor for the construction by mid-January. It will be advertised through Oregon Buys and on the Library's website, and we anticipate having a good pool, as we did with the landscaping RFP. The goal is for this project to be complete by June 2025. Ginny has scheduled tours in mid-November to show the design plans to the community and provide opportunities for donations.

Medford Water Feature

The Committee received information about the estimate to remove or restore the water feature. Their recommendation will be presented to the Board at the regular November meeting.

Landscaping RFP

Crystal announced that the Library issued a "Notice of Intent to Award" for landscaping services. Four bids were received by the deadline, and interviews were conducted with the top two scoring companies. ProLawn received the highest score. Staff will proceed with contract negotiations, with services beginning January 2025.

NEXT MEETING DATE: TBD

ADJOURNMENT at 5:30 p.m.