



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

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**CALL TO ORDER/ROLL CALL**

**LAND ACKNOWLEDGEMENT**

**INTRODUCTIONS / PROCLAMATIONS**

**AGENDA AMENDMENTS AND APPROVAL**

**CONSENT AGENDA**

- 1. November 18, 2024 JCLD Regular Board Meeting Minutes.....1
- 2. November 6, 2024 Joint JCLS/JCLF Joint Session Minutes..... 5

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

**REPORTS (Inform)**

- 3. Library Director – Kari May..... 6

**UNFINISHED BUSINESS (Discuss/Action)**

- 4. Library Director Goals – Personnel Committee

**NEW BUSINESS (Discuss/Action)**

- 5. Vehicle Fleet Policy– Kelda Vath .....15
- 6. Security Camera Policy - Kelda Vath..... 24
- 7. Landscaping Contract- Kelda Vath.....30
- 8. Board Succession Planning- Kari May & Viki Brown

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

**EXECUTIVE SESSION**

Executive Session pursuant to ORS 192.660(2)(i): To review and evaluate the employment-related performance of the chief executive officer of any public body, a public offer, employee or staff member who does not request an open hearing

**ADJOURNMENT**

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**FUTURE MEETINGS/EVENTS/OBSERVANCES:**

- January 15, 2025 Regular Board Meeting
- February 6-9, 2025 Bend, OR SDAO Conference

*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](http://www.jcls.org). If you have further questions or would like to be added to the email notification list, please contact the Executive Assistant Yoli Diaz at 541-774-6406 or [director@jcls.org](mailto: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.*



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## 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 Yoli Diaz (Executive Assistant).

Guests: None

### CALL TO ORDER/ROLL CALL

President Brown called the meeting to order at 4:04 p.m. Roll call was taken, and the Land Acknowledgement read.

### INTRODUCTIONS / PROCLAMATIONS

May introduced Yoli Diaz, her new Executive Assistant.

### CONSENT AGENDA

**MOTION:** Director Kiefer moved to approve the consent agenda. Director Tarantsey seconded, the vote was unanimous, and the motion passed.

### ORAL REQUESTS AND COMMUNICATIONS FROM AUDIENCE

The board heard from a community member with specific concerns about the Medford water feature and requested that the board consider input from various sources before making decisions. Additionally, they emphasized the importance of ensuring that funds are allocated wisely.

### REPORTS

#### Library Director's Report

Carrie Turney Ross presented a new book titled *Rogue Reader: A Baby's First Book*, which is the first book to be published by the Jackson County Library District. This project took several years to complete. The book will be distributed to local birth centers, where it will be given to newborns along with information about library resources and Dolly Parton's reading programs. The book aims to support first-time readers. The Friends of Ashland Library, staff at the Ashland and Jackson County Library Foundation, and local community members played significant roles in its creation. Both the author and illustrator are patrons from Central Point, making the book a truly local project.

The Children's Department presentation, led by Children's Librarians Nancy Nightingale and Lynn Herema, highlighted the department's impactful weekly activities and programs. Nightingale shared an overview of their work in the Medford Children's Department, emphasizing the department's positive influence on young readers through story time, engaging activities, and after-school programming. They also discussed how the department

assists adult patrons, particularly those seeking "high/low" books for those with lower literacy levels. Herema provided insights from the Ashland Children's Department, introducing their weekly literacy programs, which include music, movement, story time, and crafts. She also discussed the department's baby and toddler programs, noting the participation of 46 patrons in their most recent session. Additionally, they offer STEM programs, like a pumpkin science experiment, made possible by a partnership with Ashland Safeway, which provided pumpkins for the children. Director Tarantsey expressed appreciation for the Children's Department's efforts, especially highlighting the Halloween and fall decorations.

Director Keating raised two questions about the presentation: one regarding adult literacy services and the other about story time programs for older children (middle school aged). Nightingale explained that while they currently do not have a formal adult literacy program, they assist adults with literacy needs when requests arise. She also clarified that the department's story time programs target children ages 0-5, with a Wednesday program catering to older children as well, aiming to make it more interactive.

Library Director Kari May shared key highlights from the October report. A new book locker was delivered to the Ashland YMCA, which will be wrapped with the JCLS logo by the end of the week. A soft launch is planned in December, and postcards and flyers will be distributed at the YMCA. May spoke to The Medford Jackson County Chamber of Commerce Leadership group, a nine-month program focused on community leadership. Its members visited the Medford Library this month. May, Auer, and Business Librarian Roslyn Donald spoke about the library's resources and services, and Adult Services staff Spencer Ellis and Kayla Samnath led a tour. 29 people attended the event. May shared that she and HR Specialist Loren Clupny both will be presenting at the annual conference Oregon Library Association Conference in Eugene in April 2025.

May also attended the Friends Presidents Forum at the Talent Library on 11/20 and commented on the improvements to the library's flooring, carpeting, and entryway.

Director Brown praised May for her community engagement and presentations. Director Kieffer asked a question about the library moving away from themes for programs and what literacy-based programming meant. May explained that programming will focus on broader themes, including print, science, and financial literacy, to improve comprehension.

Kieffer also highlighted the need for adult literacy support, to which May acknowledged the need and confirmed it is on her radar but not specifically listed as a priority in the current Strategic Plan. Director Shepherd expressed concerns about tracking literacy efforts and the Spanish-speaking position. May responded that the Spanish Services Coordinator position has been filled and will start in December.

## **Financial Report**

Jackson County Library Finance Manager Heather Scott presented the Quarterly Financial report. Scott noted that revenue is always low in the first quarter, as most property tax revenue is received in November. She recently received the tax allocation summary from Jackson County, and it is within about \$40,000 of the forecasted figure. Expenses are at 20% of the budget, which is good. Personnel costs are at 23%, library materials at 24%, and utilities slightly higher at 29%, but should decrease next quarter. There has not been much activity in grants.

Director Keating inquired about the \$45,000 budgeted for elections, and May explained it covers the District's portion of ballot for the May 2025 election, when District Board positions are on the ballot. Regarding maintenance and repair, Scott confirmed that contracts are well-budgeted and set for the year.

Director Kieffer asked about the audit, and Scott confirmed it is progressing well. May spoke with the senior accountant and management, and filing may occur by December 31st, with a presentation to the board in

January. Any need for an extension will be communicated at the December Board meeting.

Director Shepherd expressed some concerns about the long-term budget and suggested exploring cost-saving strategies, but otherwise, things are on track.

### **Jackson County Library Foundation Report**

Ginney Auer, Executive Director of the Jackson County Library Foundation, shared recent updates, including the Foundation's contributions to Staff Day, the Pollinator Garden project at Phoenix Library, and progress with Dolly Parton's Imagination Library (DPIL). She announced a fundraising event for DPIL Dolly Parton at Rogue Valley Country Club on March 4, 2025. Auer also highlighted new marketing efforts, including brochures and business cards, and noted that the cost of books for DPIL will increase in 2025. Jackson County has 4,200 kids registered for DPIL, with a goal of 8,000.

### **UNFINISHED BUSINESS**

#### **Medford Water Feature**

Director Brown summarized the Facilities Committee's review of Neptune Professional Service's estimate for the water feature. They received quotes for both restoring and removing the feature. The committee recommended removing the water portion and repurposing the public art installation without running water, which would eliminate ongoing maintenance costs.

Director Shepherd raised concerns about security, and also why only one quote was obtained. She suggested getting three quotes for comparison. Brown explained that after-hours security is handled by Medford Police, who monitor the facility only when issues arise. May responded that the single quote was for an initial cost estimate, and additional quotes could be obtained depending on what next steps were determined.

Director Keating asked if repair quote was to repair and fix, to which May confirmed that both repair and removal were included in the quote. Director Tarantsey supported obtaining the quote and felt her concerns were addressed, noting that security is a key priority.

Keating stated that he preferred repairing the water feature, but if the board did not agree, then a compromise of repurposing would be his second choice, with the third option being doing nothing.

**Motion:** Director Tarantsey moved 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. Director Brown second. With 3 in favor and 2 opposed (Keating and Shepherd), the motion passed.

#### **The Board adjourned for a 5-minute break**

### **NEW BUSINESS**

#### **Library Director Goals & Evaluation Process-Personnel Committee**

Board members discussed improving the process for setting the Library Director's goals. Director Brown shared the proposed goals for May, which have been discussed by the Personnel Committee. Kiefer requested more clarity on what success looks like for the goals. Keating asked about the process for creating Kari's goals, and Brown stated that May drafted them and the Personnel Committee reviewed them and provided feedback on the goals as presented. Directors expressed concerns about limited input and long-term metrics, with Shepherd advocating for a more holistic approach. May requested a separate executive session to discuss further, and all

directors agreed.

**Motion:** Director Kiefer moved to approve the proposal for May's evaluation with Local Librarian Consulting as presented. Director Tarantsey seconded. The motion passed, with Director Shepherd opposed.

### **Policy Revisions**

Assistant Director Joan Vigil highlighted proposed changes to the Circulation Policy and Fee schedule, Display and exhibits Policy, Bulletin Board Policy and Child Safety Policy.

#### **Circulation Policy 5-2 and Fee schedule 5-6**

**Motion:** Director Keating moved to approve the policy, with an implementation date of January 1, 2025. Director Kiefer second, the vote was unanimous, and the motion passed.

#### **Display and exhibits Policy 5-5**

**Motion:** Director Keating moved to approve the policy as presented. Director Tarantsey second, the vote was unanimous, and the motion passed

#### **Bulletin Board Policy 5-21**

**Motion:** Director Kiefer moved to approve the policy as presented. Director Brown seconded, the vote was unanimous, and the motion passed

#### **Child Safety Policy 5-12**

**Motion:** Director Kieffer moved to approve the policy as presented. Director Keating seconded, the vote was unanimous, and the motion passed

#### **Holiday Schedule 2025**

Director Keating questioned if Staff Day is a holiday and mandatory, May responded that it is mandatory and not a holiday. It will be separated from the Holiday schedule, but it is a day that libraries will be closed to the public.

**Motion:** Director Kieffer moved to approve the policy. Director Tarantsey seconded, the vote was unanimous, and the motion passed.

### **ADJOURN**

President Brown adjourned the meeting at 6:03 p.m.

/s/ Yoli Diaz

Recording Secretary



## Minutes for November 06, 2024, Joint JCLD/ JCLF Work Session

**JCLF/JCLD Board Members in Attendance:** **JCLF:** Phil Meyer, President; Sue Collins, Vice President; Nate Galvin, Secretary; Joann Cleckner Board Member; Patty Vanikiotis, Board Member; Meghann Walk, Board Member; Chloe Bostwick, Board Member. **JCLD:** Viki Brown, Board President; Susan Kiefer, JCLD Board Vice President and Representative to JCLF, Marta Tarantsey Board Director; Kevin Keating, Board Director.

**Board Members Attending via Zoom:** Marissa Shephard, JCLD Board Director

**JCLF Staff in Attendance:** Ginny Auer, Executive Director; Beverly Maston, Administrative Assistant

**JCLD Staff in Attendance:** Kari May, Library Director; Ryan Bradley, Marketing Manager; Heather Scott, Finance Manager; Kelda Valth, Assistant Director of Support Services; Joan Vigil, Assistant Director of Public Services; Brynn Fogerty, Human Resources

The primary focus of the meeting was Kari May and Ginny Auer sharing a similar presentation to what they gave at the International Public Fundraising Conference in June. The presentation, entitled “Strengthening Library/Foundation Relationships,” highlighted the unique relational aspects of the JCLF & JCLD and included background information about how the two organizations formed the current Memorandum of Understanding (MOU).

Kari May then talked about next steps related to the Facilities Master Plan, including the possibility of a future Bond measure to support the implementation of the facility plan and the best ways to proceed in planning the measure.

Ginny gave a presentation of JCLF Benchmarks. The success of the direct mail campaigns was highlighted and the continued focus on JCLF investment management.

Marta reported that there will be a ribbon cutting for the Cave Junction Library and will report back on the event.

Kevin shared that the Medford Friends will have a couple of thousand books available at their semi-annual clearance event. Costs are by donation only.

Ginny offered DPIL cards with QR codes to help spread the word about the program. She also informed the group about the Pollinator Garden Tours that were happening in Phoenix on November 16<sup>th</sup> through 19<sup>th</sup>.

The meeting adjourned at 6:00pm.

/s/ Beverly Maston, Recording Secretary



## Director's Report

December 2024

### Public Services

#### Bear Creek

#### Ashland



November was a time for magical science. Children were invited to learn some science-based magic tricks and wow their families over the holidays. These included changing the color of a liquid with Butterfly Pea tea, getting an ice cube to stick to a string, and propelling a card-stock fish across a bowl of water. Before Thanksgiving, staff showed kids how to make a centerpiece for their holiday tables.

The team received some nice feedback from a Patron on Facebook:

I just wanted to come on here and say how great of an experience my kids and I had at the Ashland library today. We hadn't been to that library in over a year. The children's librarian (I never asked her name) was so knowledgeable, helpful, and patient. My 6 year old was busy the whole time doing activities that they provided and my 15 year old was enjoying the Teen section upstairs.

Teen Services Librarian Katie Fischer coordinated a Cozy Paint and Sip program for teens and adults. Adult Services Librarian Ellie Anderson brought snacks, tea, and hot cider; Fischer and Artist Aurora May set up paint, easels, and canvases; and a full house of participants walked away with their own acrylic paintings, inspired by Van Gogh's *Starry Night*.



Big Ideas had its largest turn out ever for November's talk, *One Brick at a Time: Rebuilding the Oregon Shakespeare Festival*. OSF Board Member Amy Cuddy and OSF Artistic Director Tim Bond spoke about the work they have done to ensure the financial stability of OSF and gave some insights into the season to come. This collaboration with the Ashland Branch of the American Association of University Women continues to be one of the most well-attended program series.



Library Associate and local artist Ainsley Herrick taught a class in sculpting tiny dragons from air-dry clay. Starting from the same basic techniques, participants made unique dragons, full of personality. November's Music in the Library program featured pianist Iryna Kudielina. She played a mix of classical music, contemporary pieces in a classical style, and jazz. Adult Services Head Kristin Anderson noticed that a broad mix of folks enjoyed the music together,

including Friends of the Library members, unhoused patrons, a family with small children and grandparents, and many others.

## Phoenix

Phoenix Branch Manager Jody Fleming and Operations Coordinator Crystal Zastera attended the Ashland Co-Op AFC Gives Awards Ceremony to accept a \$1000 grant for the pollinator garden project. Both Fleming and Zastera explained how valuable this grant was to the garden and how terrific the space would be when it is complete.

## Talent



After a two-week closure for carpet and floor replacement, the Talent Library opened its doors to patrons again on November 4. Patrons were very complimentary on the improvements. Branch Manager Patrick Mathewes was told that “It’s like walking into a new library, everything looks so fresh now.” While the library was closed the staff helped patrons check out items at a side entrance. Patrons loved this service, and 259 patrons took advantage of it to check out more books, DVDs, CDs and even Library of Things and Inter-Library Loan items.

One of the patrons who used the service was a nine-year-old looking for the next book in a graphic novel series he was reading. He had not placed a hold in advance, and so there was limited selection on the backroom shelves. Branch Manager Patrick Mathewes suggested another book he had read, and the boy reluctantly agreed to try it while waiting for the next one in the series. When his mom returned the book, she told Mathewes her son had loved it and appreciated his recommendations. She also praised Mathewes for showing her son respect and encouraging his interest in reading.



The big program of the month was the special Kindness and Gratitude Storytime and Scavenger Hunt. This also included a “gratitude jar” take and make kit that library staff put together using leftovers from previous craft programs.

## Central Area

### Medford



Medford Teen Specialist Sydney Salisburg hosted a Potion Making program. Teens created bright, color-changing potions and decorated the bottles that they came in to fit their own aesthetic.



Medford Teen Specialist Ari Shaneyfelt wrapped up the last joint Dungeons and Dragons Family Day events alongside staff from Adult Services and Children's. The response was fantastic, and many teen patrons were excited to sign up for the upcoming D&D for Teens program that starts in January and runs through May.



The “Medford Mic,” coordinated by Library Specialist Jackie McGarry was off to a successful start, with two sessions under their belt. Participants sang, recited their own poetry, and built camaraderie. JCLS’s very own Programs Coordinator Brystan Strong read several of her poems. Attendees from the Writers Workshop are double-dipping, writing and reading poetry through library events.



Interim Adult Services Head Spencer Ellis and Librarian Kayla Samnath connected with patrons over seasonal crafts at their monthly outreach visit to Rogue River Estates, in partnership with the Housing Authority of Jackson County. Participants used provided supplies to create their own holiday decorations with wooden ornaments, paints, bells, twine, and more while they chatted about library services and listened to live music.



Art in the Afternoon for November was hosted by Area Manager Lorna Hilke and Community Resource Specialist Anna Rands. This month's project was the Access Senior Shoebox project. Boxes were filled with items needed by seniors this winter season and ten wrapped with colorful wrapping paper. Patrons donated items and helped wrap the boxes which were delivered to Access by Rands. Patrons and staff donated socks, calculators, Post-It notes, playing cards and other items that are helpful for homebound seniors.

### Central Point



Preschool Storytime seemed more crowded than usual during recent rainy spells. Perhaps it was due to Library Specialist Noel O'Brien and her amazing new puppet named Ziggy that wowed the attendees?

### Lower Rogue Gold Hill



Local food writer Sarah Lemon demonstrated how to enhance the season's celebratory meals with hearty vegetables, legumes and whole grains, seasoned with global influences. Sarah provided soup, salad and main dish samples.

In September, a new patron joined the Gold Hill walking club and shared that his wife had passed away in July. Looking to get more involved in the community, Branch Manager July Doty introduced him to the Gold Hill Friends of the Library and CanDo volunteer group, as well as various programs. Since then, he has joined the Gold Hill Book Club, FOL, CanDo, Coffee with Friends, and the Cribbage Club. Recently, he signed up for a library card and expressed his gratitude to the staff, saying the Gold Hill library has been a lifesaver and that everyone has been kind and helpful.

### Jacksonville



In coordination with Rebel Heart Books, the Local Authors' Fair drew folks from all over the area, and the room was abuzz with conversation. Jacksonville staff received such a positive response, both from authors and visitors, that Rebel Heart and the library will definitely be making it an annual event.



The Saturday Handweavers set themselves a different challenge each year, and this year it was 'National Parks.' Each weaver drew the name of a different park out of a hat and then made a piece inspired by that place. Their works are varied and reflect both the feeling of each park and the creativity of the artist.

### Rogue River



Patrons turned out to learn about, taste, and blend their own herbal teas with Rogue River's own Trinity Scott, owner of Mystic Valley Farm Tea Shop. Tara Laidlaw of Southern Oregon Land Conservancy showed patrons the ins and outs of nature journaling.

### Ruch



Patrons could "Find the Magic" this November at the Ruch Library by making their very own LED shooting star magic wand. The STEM program was facilitated by John Jackson of Bugs-R-Us and sponsored by the Friends of the Ruch Library.



Visitors of all ages have enjoyed a new passive program, "Living Earth: I Spy." The terrarium contains local soil, plants and a variety of native inhabitants including pillbugs, sowbugs, centipedes, beetles, earthworms and one voracious little snail.

### Upper Rogue

#### White City



At the start of November, the White City team put up an Ofrenda to educate patrons about the Mexican traditions of Día de Los Muertos, or Day of the Dead. Day of the Dead is a holiday that is widely observed in Mexico, celebrating loved ones who have passed. From November 1st to 2nd families gather to honor their passed loved ones through food and gifts left on altars. Ofrendas are built by families and contain items that their loved one enjoyed. Food, beverages, photos and mementos of their loved ones are displayed. Each item has a special meaning, and each altar looks different.



The movies *Coco* and *Book of Life* were shown during Día de los muertos to honor the importance of the holiday. Patrons appreciated learning more about these traditions. As students look forward to holiday breaks from school, one young patron was struggling with his math homework. Branch Manager Allyson Beck turned it into a math race, challenging him to finish problems quickly. The homework was soon completed,

benefiting both the patron and his parent, who did not have to encourage him to finish. Getting his homework done allowed him to enjoy the upcoming break.

### Prospect

Prospect's November Art Lab turned into an impromptu birthday celebration. The patron and his mother enjoyed a gentle session of painting to commemorate his special day. Prospect Charter students continue to enjoy weekly story times and library visits. Branch Manager April Bozada-Armstrong highlighted the 700s section of the non-fiction section and students enjoyed checking out books on how to draw, make slime, and other arts & games titles.

### Eagle Point



The Eagle Point team brought in a florist from the local flower shop Heaven Scent Flowers for a floral arrangement class. Materials were provided for patrons to make and take home a beautiful flower arrangement.

### Butte Falls



Patrons enjoyed the adventure of building and racing balloon cars and making slime. The kids always have such a great time when it comes to Art Adventure time together. With some trial and error, the kids and adults had a great time with both projects. Parents stepped up to be extra helpers and got involved with instruction and experimenting.

## Community Resources

This month the Community Resources team has been doing outreach with a few local organizations, gaining a better understanding of their programs and exploring new partnerships. Resource Specialist Sara Levasseur met with the Jackson County Veterans Service Office to learn about how they assist individuals accessing VA healthcare, education benefits, disability support, housing resources, and more. Meanwhile, Resource Specialist Austin Woodall connected with the Family Nurturing Center, an organization dedicated to supporting families with children aged 0-5. The center provides therapeutic classrooms for children, parenting classes, and home visits to promote stability and resilience.



Resource Specialist Anna Rands organized a Learn & Play program in partnership with Jackson County Search and Rescue at 11 of the 15 branches. The program aimed to educate school-aged children about what to do if they ever get lost in the wilderness. The presentation was followed by a survival-themed scavenger hunt in the library with the prize for each youth being a combination whistle, mirror, compass, and waterproof container.

## Outreach, Programs and Digital Services

### Programs

JCLS found plenty of magical moments during the fall program quarter. Nearly 100 kids learned about the magic of reading and getting a library card through the Fall Special Storytime program featuring the book *When You Open a Book* by Caroline Derlatka. Almost twice as many children enjoyed making dragon-themed nightlights

from a mason jar, the most successful program series of the quarter. Several teens made a fortune-telling device (similar to a magic 8 ball). Finally, adults took their creativity to new heights during the Constellation Art program, featuring a canvas, paints, and string lights that made their art shine.

Everyone is excited for Rogue Reads, the community reading program, which is celebrating its first year this year. The titles and programs this season encourage patrons to find connection and delight in the library, their communities, and within themselves. JCLS is looking forward to having Ross Gay, the author of the English adult title, *The Book of Delights*, in person this February.

### **Digital Services**

Digital Services presented their first class about Artificial Intelligence (AI) in the Medford classroom. Digital Services Specialists Luntha Tahuna and Leia Pastizzo presented *AI and You: Understanding the Basics*. Attendees were engaged and appreciative of the balanced consideration which focused on what AI is and is not, identifying some pitfalls, and discussing ways to be safely productive using the new technology.

One patron who has had several appointments with a Digital Services Specialist has overcome the overwhelm they used to feel about technology. They have been texting, sending pictures, and communicating with kids and grandkids from out of state. They showed the Specialists some of the messages they have received from friends and family, who have been excited to have more communication with them. Another patron made a point to let staff know what a great service the hotspots were, and that they made a donation to the library specifically because of them.

### **Outreach**



At Home Services Project Cozy gifts were distributed to all patrons, and staff have received a few thank-you notes as well as one notable phone call from a patron. She wanted a few more blank note cards to write each individual school and group that participated a thank you note for the 'darling gifts.'

Business Librarian

Business Librarian Roslyn Donald hosted the Medford Chamber of Commerce' Leadership cohort for their annual Nonprofit Day. After brief remarks by Library Director Kari May and JCLF Director Ginny Auer, attendees split into three groups to tour the library with Adult Services librarians Spencer Ellis and Kayla Samnath and Donald, both in the public areas and a few peeks behind the scenes. Each tour stopped by the community resources garage to hear from Resource Specialist Austin Woodall about the JCLS Community Resource department.

Donald learned that JCLF received a \$20,000 Oregon Community Foundation Thriving Entrepreneur grant in 2025. This grant will support a Rural Entrepreneur in Residence program in partnership with A Greater Applegate community development organization.

### **DART Mobile Technology Van**

Circulating materials were officially added to DART. Outreach Coordinator Katrina Ehrnman-Newton and Mobile Services Specialist Maddy Tuttle have been working with Collection Development to reallocate select overflow materials to the Outreach Collection. This collection has no fines for lost or severely damaged materials and materials can be withdrawn by staff at any time, ultimately making library materials more accessible to the many patrons who are unhoused or are in transitional housing situations.

## **Education Services**

Community Librarian, Youth Literacy Evelyn Lorence and Education Services Specialist Bella Silva conducted a variety of Education Services' specialty programming at schools. At Hedrick Middle School, part of Medford School District, they held a lunchtime pop-up to get students registered for UBOB on Beanstack and hand out other library resources. During Eagle Rock Elementary's Literacy Night, also attended by Library Specialist Jenna Steigleder, the team interacted with many patrons and received highly positive feedback on UBOB, Eagle Point branch's upcoming events, and JCLS stickers. The Education Services Team visited all the 3rd grade classrooms at Table Rock Elementary School in White City to introduce them to the library card application process, their local branch, upcoming programs, reading challenges, and the Kids Center with its exciting Escape Room Activity. This visit was particularly impactful as Education Services was able to support Spanish speaking students with its bilingual bookmarks and Spanish language editions of the UBOB titles. Lastly, joined by Branch Manager David Haywood, Silva and Lorence began Rogue Reads promotion with the 2nd graders at Rogue River Elementary and will be displaying the students' thoughtful creations at the branch to bring delight to patrons.

## **Outreach to Child Care**

Outreach to Child Care distributed gift books, supported by funds from the Ready to Read grant through the State Library of Oregon, to all 1,928 children served by the program.

## **Human Resources**

During the Supervisor Series training this month, HR Manager Brynn Fogerty led training on performance management, including having difficult conversations, conflict management, and how to have successful ongoing check-ins with direct reports. New tools available in the Paylocity system to assist with performance management and documentation were also shown.

## **Marketing**

Marketing Manager Ryan Bradley attended the Library Marketing and Communication Conference in November and attended a packed schedule of sessions. All of the JCLS swag disappeared from the swag swap within the first ten minutes. The Rogue Reads Event Guide arrived at the end of the month. This Event Guide is the first one that has been created in-house, with most of the work being done by Marketing Specialist Mariah Mills.

In November, JCLS's Ambient Storytelling video of "An Occurrence at Owl Creek Bridge" surpassed 9,000 views on YouTube. Participants in the November Beanstack reading challenge, "A Mystery Most Cozy," read over 39,000 minutes. The November email newsletter beat its own record set in October, by eclipsing a 60% open rate.

## **Press Releases:**

Big Ideas Series: <https://bit.ly/41jC010>

Downtown Quest: <https://bit.ly/3ZygJ2k> ; <https://kobi5.com/news/medford-library-holds-downtown-quest-for-small-business-saturday-258090/>

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

## **Notable Videos:**

Jonathan Evison Interview, Part One: <https://bit.ly/40UCuuA>

Downtown Quest: <https://bit.ly/dwntwnquest24>

Bridging the Digital Divide: <https://bit.ly/3CV7ZKK>

## Support Services



The week of November 17<sup>th</sup> was a busy one for the Ashland Book Locker project. The new holds pick up locker, designed to serve the Ashland community, was delivered to its location outside the Ashland Family YMCA on Tuesday. It was then commissioned that Thursday, a very cold and rainy day for both the contractor and the dedicated JCLS implementation team. Then on Friday, the vinyl wrap was installed by the subcontractor.

The Marketing team prepared handouts and informational cards to distribute at both the Ashland Branch and the YMCA. Patrons can now select the option to pick up their holds at the “Lockers at Ashland YMCA” through the library’s catalog. Additional promotions, including a postcard mailing and an official ribbon cutting, will take place in the new year.



Foundation Director Ginny Auer worked with Operations Coordinator Crystal Zastera and Phoenix Branch Manager Jody Fleming to lead tours of the outdoor space at the Phoenix library for past and potential Foundation donors and interested parties to provide information and share the design plans for the Phoenix Pollinator Garden and educational BeeHive project. Library Director Kari May spoke at the tours, and representatives from the landscape architect and design firm Arkitek were also present to share information and answer questions.

United for Libraries, the national association of library trustees, advocates, friends and foundations, picked up on the story and mentioned the project tours in their December 2024 email newsletter.

## Collection Development

The Collection Development Team recently shared the 2<sup>nd</sup> annual State of the Collection Report, covering FY24. The State of the Collection Report is a communication tool that allows all staff to reflect on how the JCLS collection is used and provides insights and transparency on the ways it serves the residents of Jackson County. The report features information including collection accomplishments and activities during FY24, plans and priorities for FY25, and a lot of data and analysis of the collection at various levels. The State of the Collection Report supports JCLS Strategic Plan Goal 1, Strategy 1, to Improve and Enhance Collections.

The November Database of the Month was *Opposing Viewpoints in Context*. *Opposing Viewpoints* has been a longtime favorite for students and educators because it offers contextual information and opinions on contemporary social issues offering full-text magazine and journal articles, primary source documents, statistics, images, and videos. *Opposing Viewpoints* is among the resources available through the suite of Gale products provided by the State Library of Oregon.

## Facilities

Operations Coordinator Crystal Zastera led a group of library staff and contractors from neighboring Josephine Community Library District on tours of three JCLS facilities as part of an information gathering process for their facilities improvement plans. The visitors were hosted by the Area Managers and the teams at Eagle Point, Medford, and Ashland, who provided insights and ideas about both public and staff spaces in the branches.

## **Library Administration**

### **Finance**

The Fiscal Year 2023-2024 Audit is under review with KDP. Finance Manager Heather Scott has filed for an extension with the Secretary of State's Office, as KDP does not expect to meet the December 31<sup>st</sup> deadline for submission. Scott anticipates having a final audit to share with the Board at the January 2025 meeting, with filing complete by the end of January.

### **Library Director**

Library Director Kari May attended the grand opening of the renovated and expanded Illinois Valley Library in Cave Junction. May was honored to be among the guests celebrating this milestone for neighboring Josephine Community Library District and was impressed with the community support for library services. The expanded library features a community meeting room with a kitchen, low shelving, and interactive early literacy tools in the Children's area.

In partnership with Medford School District, May facilitated a community discussion about the book *The Anxious Generation: How the Great Rewiring of Childhood is Causing an Epidemic of Mental Illness* by Jonathan Haidt. Educators, parents, and students met at North Medford High School for a robust conversation about the impact of smart phones and social media on today's youth.

May and Fogerty attended the Rogue Community Health Annual luncheon and community workshop. This year's theme was "We all Belong" and featured a keynote speech by Mark Yaconelli from The Hearth. Yaconelli facilitated the afternoon workshop, challenging participants to think differently about "belonging."

May attended the third of four meetings of the Medford Downtown 2040 Plan Public Advisory Committee (PAC). The PAC provides input and feedback to the consultants as they work with the City of Medford to plan for future growth and development in the downtown area.

May, along with Assistant Directors Kelda Vath and Joan Vigil, and Marketing Manager Ryan Bradley, attended a half day workshop hosted by Library Journal entitled "PR Communication Skills for Library Leaders." Sessions included tips for working with local media, positive media outreach, and developing a media toolkit and talking points for staff.



Date: December 18, 2024

**Title:** Vehicle Fleet Policy and Security Cameras Policy

**From:** Kelda Vath, Assistant Director of Support Services, Crystal Zastera, Operations Coordinator, and the Policy Committee

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**Summary:**

The Vehicle Fleet Policy governs practical cycle for the use, operation, maintenance, disposition and replacement of vehicles owned or leased by the District. It falls under the policy category of Asset Management.

The Security Cameras Policy articulates how and why the District employs security cameras, and the strict manner of their use. It falls under the category of the District’s Risk Management Policies.

**Recommendation:**

The Policy Committee recommends that Policy 3-1 Vehicle Fleet and Policy 4-1 Security Cameras be adopted as presented.

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

Both the Security Cameras Policy and the Vehicle Fleet Policy were last revised in May 2021.

**Background and Additional Information:**

There are no substantive content changes to either policy. Both have been edited for clarity, conciseness, and accuracy.

**Attachments:**

- Policy 3-1 Vehicle Fleet Policy Updated Clean
- Policy 3-1 Vehicle Fleet Policy Redlined
- Policy 4-1 Security Cameras Updated Clean
- Policy 4-1 Security Cameras Redlined



Policy 3-1	<b>Vehicle Fleet</b>	<b>Created:</b> 1/10/2019 <b>Revised:</b> 5/6/2021 <b>Approved:</b> 5/13/2021
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**I. Purpose**

This policy is intended to direct the use, operation, maintenance, disposition, and replacement of motor vehicles purchased, leased, or controlled using funds of the Jackson County Library District (“District” or “Library”) with the goal to promote safety and limit risk. ~~The Operations Coordinator, under the direction of~~ Assistant Director of Support Services will be responsible for overseeing proper vehicle usage, operation and maintenance of library vehicles and for ensuring adherence to this policy. ~~Disposition and replacement of library vehicles will be the responsibility of the Library Director.~~

**II. Vehicle Use**

Any vehicle owned or leased by the District may be used by authorized drivers and for official library business only. ~~and under no circumstances will any library vehicle be used for personal business.~~ Official business includes the transport of library materials and property between library facilities and program locations, and the delivery of library materials to home bound residents in the District. ~~Official business also may include t~~he transport of library personnel (employees, board members, or contractors) to library facilities, library related conferences, workshops, ~~and seminars,~~ and travel to Outreach events, ~~and the delivery of library materials to home bound residents living in the Library’s district.~~ Under no circumstances will any library vehicle be used for personal business or activities.

**III. Vehicle Operators**

Operators of any vehicle owned or leased by the Jackson County Library District must be current employees of the District and must have provided a copy of their Driving Record from the DMV prior to approval as operators. ~~Vehicle Operators must also carry~~ have a valid, current ~~motor vehicle operator~~ Driver License from the State of Oregon ~~in their possession~~ while operating a library vehicle. A photocopy of the employee’s driver license will be placed in ~~their~~ his/her employee file and provided to the District’s insurance company. Employees authorized to operate library vehicles must report any change in the status of their license, such as restrictions or suspensions, to the ~~Library Business Office~~ Operations Coordinator and their supervisor immediately. Employees authorized to drive District vehicles may be asked to ~~must~~ verify that they are in good standing and provide an updated copy of their Driving Record ~~have clean driving records~~ on an annual basis. Use of any District vehicle by unauthorized persons is strictly prohibited.

#### IV. Vehicle Operation

All vehicles operators must:

1. Operate the vehicle in a safe, courteous, and efficient manner.
2. ~~Inspect~~Assess the library vehicle for safe operating condition ~~(brakes, exhaust, tires, fuel, and visibility)~~ prior to each use.
3. Wear a seat belt and ensure that each passenger wears a seat belt.
4. Observe all federal, state, and local laws and regulations and posted speed limits. *Employees who violate any laws or regulations are personally responsible for the payment of any fines or other penalties, including parking violations.*
5. Notify supervisor within 24 hours following a traffic citation while in a library vehicle.
6. Keep the library vehicle clean.
- ~~7. Check the oil level when refueling.~~
- ~~8.~~7. Lock the vehicle when unattended.
- ~~9.~~8. Immediately report any traffic accident to their supervisor and the local police.
9. Report any vehicle damage or theft to the Operations

Coordinator and their supervisor~~Library Business Office~~.

~~10.~~ All vehicle operators must not:

- ~~11.~~10. Transport any persons not on official library business.
- ~~12. Transport hitchhikers or strangers.~~
- ~~13.~~11. Leave the vehicle unattended with the motor running.
- ~~14.~~12. Leave the keys in an unattended vehicle.
- ~~15.~~13. Leave library property (other than emergency equipment) in an unattended/unsecured vehicle overnight.
- ~~16.~~14. Operate the vehicle when under the influence of alcohol, drugs, or narcotics.
- ~~17.~~15. Leave the scene of an accident.
- ~~18.~~16. Willfully misuse or operate a library vehicle in a reckless manner.

#### V. Vehicle Maintenance and Care

Vehicle operators will bear responsible for maintaining any library owned or leased vehicle in a safe and sound working condition, as directed by the Operations Coordinator, and through regularly scheduled maintenance and external repair when necessary. The manufacturer's manual and established maintenance schedules (within warranty guidelines) must be followed. As part of seasonal maintenance and safety, select library vehicles may be equipped with additional safety features. The District may utilize digital connectivity technology to monitor vehicle status and location.

~~A preventive maintenance quick reference sheet shall be kept in each vehicle to help vehicle operators determine the manufacturer recommended services based on vehicle type and mileage.~~

A monthly *Vehicle Mileage and Maintenance Log* shall also be kept in each vehicle and submitted to the Operations Coordinator~~Library's Business Office~~ on the last day of the month.

## VI. Accident Reporting

Vehicle operators involved in an accident resulting in property damage or injury to any person shall immediately report the accident to their supervisor and the Operations Coordinator. In the case of a fatality, injury, extensive damage, or damage that renders a vehicle inoperative, the vehicle operator must remain at the scene until a police report is made. The vehicle operator or their supervisor should also promptly complete an incident report. ~~upon returning to the Library's Business Office. If appropriate, Workers Compensation paperwork will be provided to the vehicle operator.~~

Along with a current Special Districts Insurance Services' (SDIS) Proof of Insurance card, the ~~Special Districts Insurance Services' (SDIS)~~ brochure entitled *If You Have an Accident* shall be carried in every vehicle to assist drivers in dealing with a vehicular accident and, if applicable, exchanging the necessary information with the other driver(s).

Upon being notified of the accident, the ~~Library Director~~ Operations Coordinator shall immediately report the accident to the District's insurance agent and SDIS and, if required, ensure that an *Oregon Traffic Accident and Insurance Report* is filed with the Oregon Department of Motor Vehicles (DMV) within 72 hours or as soon as possible.

## VII. Vehicle Replacement/Retention Thresholds

The District's replacement criteria appear in the tables below. The criteria are designed to replace vehicles in a manner that maximizes safety, efficiency and cost effectiveness. The District will strive to meet the replacement criteria as the budget allows. The District may retain vehicles past the replacement mileage or age thresholds if the cost effectiveness, operating conditions and safety features of the vehicle warrant continued use of the vehicle.

Standard gasoline and flex-fuel vehicles	
Mileage Range	Replacement Schedule
1,354 or less miles per month	115,000 or 8 yrs
1,355 to 1,548 miles per month	120,000 or 7 yrs
1,549 to 1,806 miles per month	125,000 or 6 yrs
1,807 to 2,167 miles per month	130,000 or 5 yrs
2,168 to 2,708 miles per month	135,000 or 4 yrs
2,709 to 3,611 miles per month	140,000 or 3 yrs

Hybrid, ZEV, and CNG vehicles, 150,000 miles for all	
Mileage Range	Replacement Years Schedule
1,250 or less miles per month	10
1,251 to 1,389 miles per month	9

1,390 to 1,563 miles per month	8
1,564 to 1,786 miles per month	7
1,787 to 2,083 miles per month	6
2,084 to 2,500 miles per month	5
2,501 to 3,125 miles per month	4
3,126 to 4,167 miles per month	3

### VIII. Vehicle Procurement

When purchasing new vehicles, the ~~Library Director~~ **Operations Coordinator** shall adhere to the latest *Buyers Guide for Fleet Vehicles* published by the Department of Administrative Services (DAS). The District is a member of Oregon’s cooperative procurement program (ORCPP) that allows units of local government to benefit from Price Agreements negotiated by DAS, including agreements with auto dealers across the State of Oregon.

As a general rule, vehicle selection shall be based on the lowest cost vehicle meeting all required specifications. At the discretion of the Library Director, vehicle selection may be based on a best value determination. ~~This shall be accomplished by considering a vehicle’s capital and operating costs, as well as the vehicle’s fuel type, efficiency and emissions; and by factoring industry and market pricing with the expected value and quality of the vehicle, solutions and services to be purchased. Written justification and a cost benefit analysis must be provided for a best value determination selection.~~

### IX. Vehicle Disposal

District vehicles that reach the end of their efficient life cycle shall be disposed of according to the District’s policy for *Disposal of Surplus Property*, *included in the adopted Public Contracting Rules and Procedures.*

### X. Vehicle Marking and Wrapping

District-owned vehicles shall be identified with appropriate markings. The intent is to ensure quick and accurate public identification of library vehicles and promote the JCLS brand identity and uniformity of appearance. ~~The Assistant Director of Support Services shall approve the marking scheme for each new vehicle type, make, and model.~~

~~If approved by the Library Director and included in the District’s budget, vehicle wraps are allowed for situations in which recognition is critical to support a Library program, mission and/or goal.~~

<b>Policy 3-1</b>	<b>Vehicle Fleet</b>	<b>Created: 1/10/2019</b> <b>Revised: 12/18/2024</b> <b>Approved:</b>
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**I. Purpose**

This policy is intended to direct the use, operation, maintenance, disposition, and replacement of motor vehicles purchased, leased, or controlled using funds of the Jackson County Library District (“District” or “Library”) with the goal to promote safety and limit risk. The Operations Coordinator, under the direction of Assistant Director of Support Services will be responsible for overseeing proper vehicle usage, operation and maintenance of library vehicles and for ensuring adherence to this policy.

**II. Vehicle Use**

Any vehicle owned or leased by the District may be used by authorized drivers and for official library business only. Official business includes the transport of library materials and property between library facilities and program locations, and the delivery of library materials to home bound residents in the District. Official business also may include the transport of library personnel (employees, board members, or contractors) to library facilities, library related conferences, workshops, seminars, and travel to Outreach events, Under no circumstances will any library vehicle be used for personal business or activities.

**III. Vehicle Operators**

Operators of any vehicle owned or leased by the Jackson County Library District must be current employees of the District and must have provided a copy of their Driving Record from the DMV prior to approval as operators. Vehicle Operators must also carry a valid, current Driver License from the State of Oregon while operating a library vehicle. A photocopy of the employee’s driver license will be placed in their employee file and provided to the District’s insurance company. Employees authorized to operate library vehicles must report any change in the status of their license, such as restrictions or suspensions, to the Operations Coordinator and their supervisor immediately. Employees authorized to drive District vehicles may be asked to verify that they are in good standing and provide an updated copy of their Driving Record on an annual basis. Use of any District vehicle by unauthorized persons is strictly prohibited.

#### **IV. Vehicle Operation**

All vehicle operators must:

1. Operate the vehicle in a safe, courteous, and efficient manner.
2. Assess the library vehicle for safe operating condition prior to each use.
3. Wear a seat belt and ensure that each passenger wears a seat belt.
4. Observe all federal, state, and local laws and regulations and posted speed limits.  
*Employees who violate any laws or regulations are personally responsible for the payment of any fines or other penalties, including parking violations.*
5. Notify supervisor within 24 hours following a traffic citation while in a library vehicle
6. Keep the library vehicle clean.
7. Lock the vehicle when unattended.
8. Immediately report any traffic accident to their supervisor and the local police.
9. Report any vehicle damage or theft to the Operations Coordinator and their supervisor.

All vehicle operators must not:

10. Transport any persons not on official library business.
11. Leave the vehicle unattended with the motor running.
12. Leave the keys in an unattended vehicle.
13. Leave library property (other than emergency equipment) in an unsecured vehicle overnight.
14. Operate the vehicle when under the influence of alcohol, drugs, or narcotics.
15. Leave the scene of an accident.
16. Willfully misuse or operate a library vehicle in a reckless manner.

#### **V. Vehicle Maintenance and Care**

Vehicle operators are responsible for maintaining any library owned or leased vehicle in a safe and sound working condition, as directed by the Operations Coordinator, and through regularly scheduled maintenance and external repair when necessary. The manufacturer's manual and established maintenance schedules (within warranty guidelines) must be followed. As part of seasonal maintenance and safety, select library vehicles may be equipped with additional safety features. The District may utilize digital connectivity technology to monitor vehicle status and location.

A monthly *Vehicle Mileage and Maintenance Log* shall also be kept in each vehicle and submitted to the Operations Coordinator on the last day of the month.

#### **VI. Accident Reporting**

Vehicle operators involved in an accident resulting in property damage or injury to any person shall immediately report the accident to their supervisor and the Operations Coordinator. In the case of a fatality, injury, extensive damage, or damage that renders a vehicle inoperative, the vehicle operator must remain at the scene until a police report is made. The vehicle operator or their supervisor should also promptly complete an incident report. If appropriate, Workers Compensation paperwork will be provided to the vehicle operator.

Along with a current Special Districts Insurance Services' (SDIS) *Proof of Insurance* card, the brochure entitled *If You Have an Accident* shall be carried in every vehicle to assist drivers in dealing with a vehicular accident and, if applicable, exchanging the necessary information with the other driver(s).

Upon being notified of the accident, the Operations Coordinator shall immediately report the accident to the District's insurance agent and SDIS and, if required, ensure that an Oregon *Traffic Accident and Insurance Report* is filed with the Oregon Department of Motor Vehicles (DMV) within 72 hours or as soon as possible.

**VII. Vehicle Replacement/Retention Thresholds**

The District's replacement criteria appear in the tables below. The criteria are designed to replace vehicles in a manner that maximizes safety, efficiency and cost effectiveness. The District will strive to meet the replacement criteria as the budget allows. The District may retain vehicles past the replacement mileage or age thresholds if the cost effectiveness, operating conditions and safety features of the vehicle warrant continued use of the vehicle.

<b>Standard gasoline and flex-fuel vehicles</b>	
<b>Mileage Range</b>	<b>Replacement Schedule</b>
1,354 or less miles per month	115,000 or 8 yrs
1,355 to 1,548 miles per month	120,000 or 7 yrs
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2,709 to 3,611 miles per month	140,000 or 3 yrs

<b>Hybrid, ZEV, and CNG vehicles, 150,000 miles for all</b>	
<b>Mileage Range</b>	<b>Replacement Years Schedule</b>
1,250 or less miles per month	10
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1,564 to 1,786 miles per month	7
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3,126 to 4,167 miles per month	3

**VIII. Vehicle Procurement**

When purchasing new vehicles, the Operations Coordinator shall adhere to the latest *Buyers Guide for Fleet Vehicles* published by the Department of Administrative Services (DAS). The District is a member of Oregon's cooperative procurement program (ORCPP) that allows units of

local government to benefit from Price Agreements negotiated by DAS, including agreements with auto dealers across the State of Oregon.

As a general rule, vehicle selection shall be based on the lowest cost vehicle meeting all required specifications. At the discretion of the Library Director, vehicle selection may be based on a best value determination.

**IX. Vehicle Disposal**

District vehicles that reach the end of their efficient life cycle shall be disposed of according to the District's policy for *Disposal of Surplus Property, included in the adopted Public Contracting Rules and Procedures*.

**X. Vehicle Marking and Wrapping**

District-owned vehicles shall be identified with appropriate markings. The intent is to ensure quick and accurate public identification of library vehicles and promote the JCLS brand identity.





Policy 4-1	Security Cameras	<p><b>Created:</b> 12/13/2018  <b>Revised:</b> 5/3/2021  <b>Approved:</b> 5/13/2021</p>
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**I. Purpose**

This policy establishes the framework within which the Jackson County Library District (hereinafter referred to as “District” or “Library”) ~~will use~~ uses security cameras. ~~The District will use~~ Security cameras are used to enhance the safety and security of library ~~visitors~~ users, staff, and property, while protecting an individual’s right to privacy. The security camera installation consists of dedicated cameras providing real-time surveillance through a secure video management system. The primary ~~use~~ purpose of security cameras is to discourage inappropriate and illegal behavior and to enhance the opportunity to apprehend offenders.

**II. Signage**

The District ~~shall post~~ s and maintains signs giving notice of the use of security cameras for monitoring and recording activity in public areas of the Library property.

**III. Camera Location**

Cameras are located to view service desks, exits, and areas prone to theft, vandalism or other activity that violates Library policy or criminal law. ~~In no event shall cameras be located in~~ Cameras will not be located in areas where patrons and/or staff have a reasonable expectation of privacy such as private offices, restrooms, or areas designated for breast feeding.

**IV. Access to Digital Images**

- A. Video data is recorded and stored digitally on a dedicated server. The recorded data and Digital Video Recorders (DVRs) are considered confidential and secure. Both the recorders and recorded data are housed in a limited-access, controlled area.
- B. Authorized staff shall have access on local DVRs and remotely via the Library’s network to live feeds in order to ~~monitor~~ view activity at the Library when security and safety is a concern. Access to recorded video data is limited to ~~the Library Director, select, authorized library staff, managers, supervisors and staff as assigned.~~
- C. In situations involving patrons who have been ~~trespassed~~ suspended from the library, stored still images may be shared with staff system-wide. Shared images may remain posted in

restricted staff areas for the duration of the banning suspension period. ~~After the banning period ends, these images will be archived in the Administrative Offices for 5 years.~~

- D. A log will be maintained with name, date, time, and reason for all viewing access, including such as for the proper maintenance of the system, investigation of an incident, pursuant to a subpoena, etc.

## V. Retention of Digital Images

Recordings shall be kept for approximately 7 days with the exception of appropriate relevant still shots or selected portions of the recorded data relating to specific incidents. ~~These shall be retained for one year after the incident.~~ The storage media shall be kept in a secure area.

## VI. Access by Law Enforcement and Patron Privacy

- A. Video surveillance records are not to be used directly or indirectly to identify the activities of individual Library patrons or staff except as viewed in relation to a specific event or suspected criminal activity, suspected violation of District policy, or incidents where there is reasonable basis to believe a claim may be made against the District for civil liability.
- B. Authorized individuals staff may use a still shot or selected portions of recorded data to request law enforcement review for assessing the security risk of a specific individual or for investigating a crime on Library property.
- C. Video data will be made available to law enforcement officials or agencies upon written request. The Library shall retain a copy of the request.
- D. In all other respects, recorded data will be accorded given the same level of confidentiality and protection provided to library users by Oregon State law and the District's policies ~~with respect thereto~~, including but not limited to the policy concerning confidentiality of personally identifiable information about library users.

## VII. Disclaimer of Liability

- A. This policy will be posted on the Library's public website, and made available to Any patron or staff member ~~shall be given a copy of this policy regarding use of the security cameras~~ upon request.
- B. The District disclaims any liability for use of the video data in accordance with the terms of this policy, given that the Library is a public facility and the security cameras shall be limited to those areas where patrons and/or staff have no reasonable expectation of privacy.
- C. Because cameras are not continuously monitored, the public and staff should take appropriate precautions for their safety and for the security of their personal property. ~~Neither the Jackson County Library District nor Jackson County Library Services are~~ is not responsible for loss of property or personal injury. Questions from the public may be directed to the Library Director.

### **Damages and Liability**

Any individual using the Library shall be held responsible for willful or accidental damage to ~~the Library~~ property~~building and collections~~ caused by the individual in accordance with the Library's Rules of Conduct.



<b>Policy 4-1</b>	<b>Security Cameras</b>	<b>Created:</b> 12/13/2018 <b>Revised:</b> 12/18/2024 <b>Approved:</b>
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**I. Purpose**

This policy establishes the framework within which the Jackson County Library District (hereinafter referred to as “District” or “Library”) uses security cameras. Security cameras are used to enhance the safety and security of library visitors, staff, and property, while protecting an individual’s right to privacy. The security camera installation consists of dedicated cameras providing real-time surveillance through a secure video management system. The primary purpose of security cameras is to discourage inappropriate and illegal behavior and to enhance the opportunity to apprehend offenders.

**II. Signage**

The District posts and maintains signs giving notice of the use of security cameras for monitoring and recording activity in public areas of the Library property.

**III. Camera Location**

Cameras are located to view service desks, exits, and areas prone to theft, vandalism or other activity that violates Library policy or criminal law. Cameras will not be located in areas where patrons and/or staff have a reasonable expectation of privacy such as private offices, restrooms, or areas designated for breast feeding.

**IV. Access to Digital Images**

- A. Video data is recorded and stored digitally on a dedicated server. The recorded data and Digital Video Recorders (DVRs) are considered confidential and secure. Both the recorders and recorded data are housed in a limited-access, controlled area.
- B. Authorized staff shall have access on local DVRs and remotely via the Library’s network to live feeds in order to view activity at the Library when security and safety is a concern. Access to recorded video data is limited to select, authorized library staff.
- C. In situations involving patrons who have been suspended from the library, stored still images may be shared with staff system-wide. Shared images may remain posted in

restricted staff areas for the duration of the suspension period.

- D. A log will be maintained with name, date, time, and reason for all viewing access, such as for the investigation of an incident, pursuant to a subpoena, etc.

#### **V. Retention of Digital Images**

Recordings shall be kept for approximately 7 days with the exception of relevant still shots or selected portions of the recorded data relating to specific incidents. The storage media is kept in a secure area.

#### **VI. Access by Law Enforcement and Patron Privacy**

- A. Video surveillance records are not to be used directly or indirectly to identify the activities of individual Library patrons or staff except as viewed in relation to a specific event or suspected criminal activity, suspected violation of District policy, or incidents where there is reasonable basis to believe a claim may be made against the District for civil liability.
- B. Authorized staff may use a still shot or selected portions of recorded data to request law enforcement review for assessing the security risk of a specific individual or for investigating a crime on Library property.
- C. Video data will be made available to law enforcement officials or agencies upon written request. The Library shall retain a copy of the request.
- D. In all other respects, recorded data will be given the same level of confidentiality and protection provided to library users by Oregon State law and the District's policies, including but not limited to the policy concerning confidentiality of personally identifiable information about library users.

#### **VII. Disclaimer of Liability**

- A. This policy will be posted on the Library's public website, and made available to any patron or staff member upon request.
- B. The District disclaims any liability for use of the video data in accordance with the terms of this policy, given that the Library is a public facility and the security cameras are limited to those areas where patrons and/or staff have no reasonable expectation of privacy.
- C. Because cameras are not continuously monitored, the public and staff should take appropriate precautions for their safety and for the security of their personal property. Jackson County Library District is not responsible for loss of property or personal injury. Questions from the public may be directed to the Library Director.

### **Damages and Liability**

Any individual using the Library shall be held responsible for willful or accidental damage to Library property caused by the individual in accordance with the Library's Rules of Conduct.



Date: December 18, 2024

**Title:** Landscaping Contract

**From:** Kelda Vath, Assistant Director of Support Services, and Crystal Zastera, Operations Coordinator

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**Summary:**

Staff have followed the Procurement Policy to identify a contractor for landscaping services. The winning bidder, as notified in the Intent to Award Contract that was posted on October 28, 2024, is ProLawn Services. Final details of the contract are being reviewed by legal counsel.

**Recommendation:**

Staff recommends entering into a 3-year contract with ProLawn Services, for an annual cost of \$145,645.

**Resource Requirements:**

The total annual cost for the ProLawn contract for landscaping services at 13 of the 15 JCLD branches is \$145,645. (Phoenix Library and Central Point Library are excluded from this contract.) This annual cost is approximately \$26,000 more per year than the FY25 budgeted amount for landscaping, estimated at \$119,474.

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

Taking on direct management of landscaping contracts supports Strategic Plan Goal 1, Strategy 3 to enliven and improve facilities, and specifically to create welcoming outdoor spaces. Additionally, it will also support Goal 4, Strategy 2 to explore options for internal reorganizations to increase service effectiveness.

**Background and Additional Information:**

More than a year ago, the Facilities Committee began exploring the idea of consolidating landscaping services across the District. The complexity of managing landscaping arrangements that are split between Pathway Enterprises and County Facilities Maintenance, who then sub-contract the work with multiple service entities, was a challenge. Additionally, some of the sub-contracts managed by Jackson County Facilities Maintenance were due to expire, and the County asked the District to consider taking over those contracts directly. The Facilities Committee was involved in the procurement process and supports the recommendation to enter into contract with ProLawn Services.

The contract is pending final legal review.

**Attachments:**

Notice of Intent to Award

**NOTICE OF INTENT TO AWARD CONTRACT**  
**Jackson County Library District RFP Number 2024-01**



Jackson County Library Services  
 205 S. Central Ave.  
 Medford, OR 97501  
 541-774-6405

**RFP Title:** Landscape and Groundskeeping Services

**Project Manager:** Crystal Zastera

**Contract Amount:** \$145,645.00

**Bid Date:** October 11, 2024

This is notice of Jackson County Library District’s intent to award a contract. The figures here are a tabulation of the offers received with the apparent winning proposer indicated. Proposers, identified here as the apparent winning responsive proposers, are instructed not to proceed until a Notice to Proceed is given by Jackson County Library District. A company or person who proceeds prior to receiving a Notice to Proceed does so without a contract and at their own risk. This Notice of Intent to Award a Contract is subject to the Award Proposer meeting all the requirements as stated in the proposal documents.

<b>Bidder Name</b>	<b>Price/Bid Ammount Per Year (\$)</b>	<b>Total Proposal Score (400 Max)</b>	<b>Comments</b>	<b>Award (Yes/No)</b>
ProLawn Services	\$ 145,645.00	350	Highest Combined Proposal Score	Yes
Nature's Landscape LLC	\$ 213,812.00	336		No
Gary Krause Landscape & Design	\$ 234,785.00	277		No
Overstreet Landscape & Hydroseeding Inc.	\$ 93,588.00	273		No

Project Manager: *Crystal Zastera*

Date: 10/25/2024