



**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>
January 15, 2025, at 4:00 p.m.

CALL TO ORDER/ROLL CALL

LAND ACKNOWLEDGEMENT

INTRODUCTIONS / PROCLAMATIONS

AGENDA AMENDMENTS AND APPROVAL

CONSENT AGENDA

- 1. December 18, 2024 JCLD Regular Board Meeting Minutes.....1
- 2. December 11, 2024 JCLD Executive Session Minutes.....4
- 3. Appoint of Budget Officer & Committee for 25-26 Annual Budget – Heather Scott.....5

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

REPORTS (Inform)

- 4. Library Director – Kari May.....7
- 5. JCLF Report- Ginny Auer.....19
- 6. SOHS Report-Jan Wright.....21

UNFINISHED BUSINESS (Discuss/Action)

NEW BUSINESS (Discuss/Action)

FY 23 Audit Report- Heather Scott

COMMITTEE AND BOARD MEMBER REPORTS (Inform) ADJOURNMENT

FUTURE MEETINGS/EVENTS/OBSERVANCES:

February 19, 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. 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.

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), Marta Tarantsey, and Kevin Keating.

Absent: Board member Marissa Shepherd.

Additional attendees: Kari May (Library Director), Kelda Vath (Assistant Director, Support Services), Brynn Fogerty (HR Manager), Ginny Auer (Foundation Executive Director), Heather Scott (Finance Manager), Ryan Bradley (Marketing Manager), Hannah Harding (Legal Counsel), and Yoli Diaz (Executive Assistant)

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.

CONSENT AGENDA

Director May requested the removal of Item #7, the landscaping contract. Director Keating also requested a correction to the spelling of Director Kiefer's last name on pages 4/4 and 2/4

MOTION: Director Tarantsey moved to approve the agenda and to accept the items on the consent agenda, Director Kiefer seconded, and the motion passed.

ORAL REQUESTS AND COMMUNICATIONS FROM AUDIENCE

None.

REPORTS

Library Director's Report

Library Director May highlighted key updates from November 2024, including a postcard sent to Ashland patrons about the new Book Locker addition. She also shared a postcard from former board member Kim Young and offered her contact information for anyone interested in connecting with her. Additionally, May mentioned the release of the JCLS Rogue Reads event guide, with Director Tarantsey showing hers from Coos Bay. May reminded everyone of guest author Ross Gay, who wrote *The Book of Delights* will be here live and in person February 20th at 5:00pm. May and Auer are coordinating an after-hours social between the foundation board and JCLS board, with more information coming soon.

Lauran Arnold, Manager of Collection Development, gave a presentation on the importance and process of weeding library materials. She explained that weeding is done to save space for new items and to meet library policy standards. Key reasons for weeding include removing damaged books and ensuring the collection remains current and appealing to the community. Arnold shared data-driven strategies, such as removing items with low circulation or in poor condition. Weeded items are donated to the Friends of the Library, Better World Books, schools, and other organizations.

UNFINISHED BUSINESS

Library Directors Goals

Director Tarantsey asked if the Board plans on working with consultant Maura Deedy on the next steps in the process, specifically regarding the upcoming mid-year and year-end evaluation. Tarantsey also inquired whether Deedy would assist the board in setting new goals for the annual evaluation. May responded that her annual goals, which were supposed to be drafted and adopted in August but were not, are mutually agreed upon by the library board and herself. Some of these goals are projects that May has already begun making progress on, so the end-of-year evaluation will focus on progress made throughout the year. May is reflecting on the year as a whole and the projects she has already started.

Motion: Director Brown moved to approve the proposal goals as presented. Director Tarantsey seconded. The motion was approved.

NEW BUSINESS

Policy Revisions

Assistant Director of Support Services Kelda Vath highlighted proposed changes to the Vehicle Fleet Policy and Security-Camera Policy.

Vehicle Fleet Policy 3-1

Keating asked if there is a policy encouraging the purchase of hybrid over gas vehicles. Vath responded that there is no such policy. Tarantsey added that the library follows the public sector guide on vehicle and fleet purchases, issued annually by the state agency. As the guide is updated, it may provide relevant guidance. Operations Coordinator Crystal Zastera also explained that the purchasing decision was based on the type of vehicle and its cost, rather than the number of miles driven or weight, as those factors made hybrid or electric options unfeasible. May clarified that while the library does consider electric vehicles as part of its criteria, it has not yet specifically leaned in that direction or referenced it in policy.

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

Security and Camera Policy 4-1

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

Board Succession Planning

May noted that two seats will be on the ballot in May 2025. The filing window for candidates opens in February and closes in March. Director Brown does not plan to seek re-election, while Director Tarantsey is the incumbent for the other seat. The election is open and anyone is welcome to file as a candidate.

Tarantsey stated that she is unsure if she will run for re-election as an incumbent. However, she believes attending the SDAO conference in February will be beneficial, as it will help her become a more effective board member for the remainder of her term and provide insight into special districts. She plans to make her decision after the conference and further peer networking. Director Kiefer

mentioned that several people had applied when there was a mid-term vacancy and suggested contacting some of them to encourage interest in the two open seats. Brown recommended the board consider forming a succession planning committee, focusing on skills and demographic diversity. She emphasized the importance of rural representation, and the commitment candidates have to the library. Kiefer suggested posting information on the website about the board election and the commitment involved. May noted that a board recruitment packet can be posted on the website and stated that she would be happy to meet with any candidates interested in running for the Board. Tarantsey highlighted the time commitment required for board members, especially for those working full-time, and suggested combining committee meetings. Kiefer agreed, stressing the need to be more upfront about the time commitment. Brown clarified that the board had requested additional meetings to increase input and improve their knowledge for better decision-making. May reminded Board members to send in their volunteer hours to Yoli Diaz each month.

EXECUTIVE SESSION

At 5:18 p.m, President Brown adjourned the meeting into executive session and then called the meeting to order for 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 officer, employee or staff member who does not request an open hearing.

No votes or action was taken as a result of the Executive Session.

President Brown adjourned the executive session at 5:25 p.m.

ADJOURN

President Brown adjourned the meeting at 5:25 p.m.

/s/ Yoli Diaz Recording Secretary



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)

EXECUTIVE SESSION

At 4:00 p.m., President Brown called the meeting to order for 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.

No votes or action was taken as a result of the Executive Session.

ADJOURN

President Brown adjourned the executive session at 6:05p.m.

/s/

Recording Secretary



January 15, 2025

Title: Appointment of Budget Officer and Budget Committee

From: Heather Scott, Finance Manager

Summary: As part of the annual budget process, District governance appoints a Budget Officer and Budget Committee annually.

Recommendations:

Library Director Kari May recommends that Heather Scott, Finance Manager, be appointed as Budget Officer for FY 2025-2026.

The Budget Committee consists of the 5 District Board members and an equal number of appointed community representatives. The current community representatives are:

David Mathieu, Medford	Term Ends: December 31, 2026
Doug Townsend	Term Ends: December 31, 2026
Arti Kirch, Medford	Term Ends: December 31, 2025
Cathy de Wolfe, Medford	Term Ends: December 31, 2026
Echo Fields, Ashland	Term Ends: December 31, 2025

We recommend that the above-named officials be appointed as the Budget Committee for the 2025-2026 Budget Year.

Background and Additional Information:

A draft of the budget timeline is attached and will be updated as work sessions and meetings are scheduled.

Attachments: Budget Calendar FY 2025-2026

Jackson County Library District
25-26 Budget Calendar

ACTION	DUE DATE	COMPLETED
1 Appoint Budget Officer	1/15/2025	Board Meeting
2 Appoint Budget Committee	1/15/2025	Board Meeting
3 Review Budget Process with Finance Committee	2/26/2025	Finance Committee Meeting
4 Board Work Session (invite Budget Committee) to Review 6 Months Budget to Actual	Early March	
5 Prepare Budget	4/22/2025	
6 Budget Committee Work Session	Early April	
7 Publish Notice of Budget Committee Meeting	TBD	1st no more than 30 days before, 2nd at least 5 days before in paper or 10 days before online
8 Budget Committee Meets	TBD	End of April or beginning of May, Present Budget Message
9 Budget Committee Approves Budget	TBD	Second Meeting if Necessary
10 Publish Budget Summary and Notice of Budget Hearing	6/2/2025	Publish 5-30 days prior
11 Hold Budget Hearing	6/18/2025	Board Meeting
12 Adopt Budget, Make Appropriations, Impose Taxes, and Categorize Taxes	6/18/2025	Board Meeting
13 Certify Taxes	7/11/2025	Submit to Assessor (prior to 7/15)
14 Post-Adoption	7/31/2025	Submit to County Clerk (prior to 9/30)



Director's Report January 2025

Rogue Reads



December marked the first month of the 5th Annual Rogue Reads, where the Library builds community through reading a common set of books. A third of the way through this year's program, there are still plenty of delightful programs left to attend. This quarter, the focus is on finding delight – in ourselves, our community, and our libraries. The Library is offering fun, introspective, and collaborative programming. Journaling is encouraged through the Gratitude Journal program for teens and the "Make Your Own Book of Delights" program for adults. The adult program includes custom journals that inspire patrons to write down what delights them in their everyday lives. A community coloring program for all ages encourages multi-generational creativity. Also, for adults, there is a make-your-own sensory coaster. This craft program utilizes various materials to decorate coasters patrons can use to delight all their senses. Kids and teens are encouraged to find delight in doing activities with their friends – stuffed or otherwise – with the Stuffed Animal Tea Party Program (for kids) or the Kanopy Kreature Feature program (for teens).

Branches across Jackson County worked closely with schools and the community to hold amazing programs highlighting Rogue Reads.



This finished Rogue Reads art project is based on the book *Maybe Something Beautiful*. It was created during classes taught by Community Librarian Evelyn Lorence, Education Services Specialist Bella Silva, and Lower Rogue Area Manager David Haywood when they visited Rogue River Elementary. Students have been stopping by the Rogue River Branch to see their artwork in person.

Some feedback received:

I had a girl from the RR Elementary class come in today and ask to see me, then ask where you two were. I think she was actually looking for you two, though. I was able to show her where her plate was displayed, and she was really proud of it! – from Lower Rogue Area Manager David Haywood in reference to the Rogue Reads visit for 2nd graders at Rogue River Elementary

Thank you so much for coming to our school and sharing your love of reading and the library with our students. The draxolotls were super popular and the kids had a great time!" – from a teacher at Patrick Elementary

Thank you so much. The kids loved it and I got some great comments from the staff about your visit! – from a teacher at Rogue River Elementary



The Prospect Branch has also taken the message of the Rogue Reads title *Maybe Something Beautiful* to heart. Library patrons, including Prospect Charter School students, have already helped create a more colorful library space through a variety of collaborative art projects. Patrons have designed their own snow folk (and snow cats, dogs, and monsters), helped color in letters for the quarterly theme "Libraries are delightful," and helped deck the halls by painting ornaments on a tree on one of the branch's windows. Based on the successful results, staff plan to incorporate even more collaborative art projects into the winter months and Rogue Reads season.



A group of teens who were at the library for Crater High School's drama club were happy to join in on the fun making Sensory Coasters as part of JCLS's Rogue Reads program. Central Point Library Associate Erin Vieira reports, "They were so polite and courteous, and all really enjoyed the coaster program, even roped their theater teacher into it." One of the teenagers said she was grateful to see the pride flags on display because it made her feel comfortable because her family is unsupportive and said she would love to work or volunteer at the library someday.



Medford Teens spent a busy afternoon before Winter Break with button making and participating in Rogue Reads's themed fandom collage program. Attendees used their creativity to design works of art celebrating their favorite books, games, TV shows, and more.

Community Librarian Evelyn Lorence and Education Services Specialist Bella Silva focused their outreach efforts this month promoting Rogue Reads to various age groups and communities. Equipped with the Rogue Reads Event Guides, Their department's business cards, and a delightfully themed Winter Bingo designed to keep students engaged with literacy over the winter holiday, the Lorence and Silva dropped these supplies with 30 partner schools. With 72 public schools in the valley, they reached almost half of them in one month.



This month, the Central Point, Jacksonville, Ashland, White City branches took part in a very important program hosted by Mariah Rocker and the Oregon Black Pioneers. Rocker's presentation was entitled "450 Years in 45 Minutes with Oregon Black Pioneers."

Public Services

Happy Holidays!



The holidays were celebrated across JCLS in December. In Ashland and Jacksonville, retired Oregon Shakespeare Festival actor Barry Kraft presented a magical reading of “The Polar Express.” Afterward, children and their families participated in crafts and fun activities. In Ashland, Robin Heald, author of the book “Light from My Menorah: Celebrating Holidays Around the World,” presented a special storytime.



Santa visited many locations and participated in storytimes, tree lightings and community sing-alongs from Central Point to Shady Cove. In Central Point, Santa was joined by elf Noel, Library Specialist Noel O’Brien. In Applegate, Santa joined in a Community Sing-Along; and at Shady Cove, Santa and Mrs. Claus were present at the tree lighting ceremony and stayed for a celebration of holiday cheer.



In Gold Hill, Library Associate Nataliia Gutierrez presented a program on Ukrainian Christmas Traditions to a standing room only crowd. Gutierrez, her mother Valentina, and her sister Olga sang traditional Ukrainian Christmas Carols and prepared a full spread of Ukrainian Christmas food. People came from as far away as Ashland and Grants Pass. One participant asked branch manager Julie Doty afterwards if she had invited any media, as this was such a great way to get to know the immigrant community members and welcome them into the greater

community.



Holiday parades in Jacksonville and Gold Hill took place with library staff representing JCLS. In Jacksonville, Branch Manager Rina Pryor walked with the Friends of the Library at the Jacksonville Victorian Christmas parade. In Gold Hill, DART Library Specialist Maddy Tuttle was joined by Staff for the parade.



Crafts and holiday gift making took place across JCLS. From wreath crafting at Ruch, Eagle Point and Shady Cove to the Holiday Faerie Workshop at Central Point, having spaces to make beautiful holiday things was appreciated by all who attended.



Decorations across JCLS were in abundance. Medford Staff decorated the library with a Winter Wonderland theme. Every department put up snowflakes and winter themed decorations.

Patron Comment: *"I love what you've done w/the place! Everything was so cheery, decorated with lovely decorations and everyone was so nice to me today! I had not been in in a while and everything looks so nice."*

Bear Creek

Ashland

The Ashland book locker at the Y is now open for use. A book drop has been ordered, which will allow patrons to return materials as well as pick them up from the locker. An official ribbon cutting will be scheduled after the book drop is in place. The YMCA is an excellent partner for this particular service, and Ashland staff are excited to see how the new service evolves as word spreads of its availability.

A small group of Ashland staff has been developing a plan for an art installation in the hallway where the Pride banner once hung. Conversations with a local stained-glass artist are underway, and more information about the scale of the project will be coming in the new year.

During the first day of the holiday break, a mother said to Head of Children's Services Lyn Heerema, "My daughter has the list of activities you have planned and checks it every day. It is so great that you all put the time and effort into coming up with these activities over the break. We tell all our friends about the library, how it is such a great place."

Ashland Teen Department created a crafting station at the teen desk where teens could make a custom ribbon bookmark. This was not only a fun craft for the teens to take home (and potentially use as a last-minute holiday gift) but also allowed Teen staff to interact with each teen while they made their bookmark. It was a surprisingly effective way to foster connection and conversation, and the team plans to explore similar activities.

Phoenix



The Phoenix Library is proud to be the recipient of a gingerbread house featured in the Gingerbread Jubilee and created by a student in the Phoenix Talent school system. The team loves to display local art. This house is called "Winter Wonderland." The Phoenix Library offered patrons a chance to earn a soft blankie for their favorite pet or stuffed animal for the holidays. All the patrons had to do was draw a picture of their pet or stuffed animal.



Here is one entry that a teen submitted.

Talent



The Talent Library Club's Holiday Boutique drew many patrons looking for a gift or just stopping by to say "hi" and make a donation. Every child in attendance went home with a free gently used book.

The Talent staff also received many holiday cards from patrons expressing thanks for a year of great service. None of them touched the hearts of staff as much as a simple handwritten note that a frequent patron slipped to Branch Manager Patrick Mathewes while he and other staff were attempting to assist another patron in an especially stressful incident. The note read: "Whatever they pay you is not enough! Thanks to the whole Talent Library staff for all you do."

Central Area

Central Point



Local author Linda Lochard did a presentation on her re-enactment of the historic Applegate Trail. She used her experience and actual diaries from original trail pioneers to write her book, "Life Along the Applegate Trail: A Tale of Grit and Determination." A young patron was with his two brothers and was talking with Library Specialist Noel O'Brien and Branch Manager Erin Ulrich at the service desk. During the conversation, he turns to O'Brien and gestures to his younger brother with his thumb and says, "This guy is a big fan of you!" It was hilarious and totally made everyone's day.

Medford

Medford Circulation staff and Collection Development collaborated on a project in Adult Fiction to adjust the shelves for accessibility in the month of December.



Too High!

Just Right!

During the week of December 22 to December 28, hot cider, hot cocoa and some cookies were available for patrons near the Grand Reading Room. Patrons had a warm drink and sat down and read for a while before browsing the library for materials.



On December 8, the Children’s Department hosted a cookie decorating program to help patrons get into the winter spirit. A variety of large sugar cookie shapes were available, and children and accompanying adults decorated them with a variety of sprinkles and colored buttercreams.



Queer Coffee House patrons gathered in early December for a seasonal craft to light up the dreary winter months. Patrons used provided supplies to create pride-themed luminaries with glass jars, tissue paper, and seasonal stickers. The first craft for the group in a few months, regular attendees were quick to help each other create their masterpieces.



To welcome the winter season, Medford Teen invited patrons to create Winter Treats like Pine Soda and an Allergen Free Chocolate Peppermint Bark. Teen Specialist Sydney Salisburg taught the teens about the kinds of pine needles that are food safe and why they can produce carbonation.

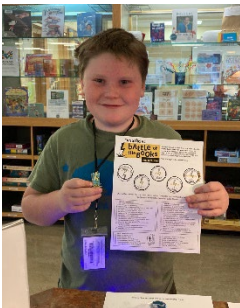
Lower Rogue

Jacksonville



The Jacksonville branch was gifted a fully edible gingerbread lighthouse from the Gingerbread Jubilee. Kids were delighted to be able to turn on the light that illuminates the sugar windows from the inside.

Ruch



Many students at the Ruch Outdoor Community School have shown interest in UBOB and Rogue Reads this year. Fifth grader Noah was the first Ruch reader to complete UBOB. He proudly attached his lightning bolt pin to his library card lanyard.

Upper Rogue

White City



For the first Spark Space Hours in December, young patrons had the opportunity to work with Shrinky Dinks. The kids were shocked watching the items shrink down and did not believe the staff when they were told that their drawings would be smaller than what they drew.

Staff and patrons celebrated Taylor Swift's birthday on December 13th by decorating sunglasses, making friendship bracelets, and coloring. The patrons had a wonderful time, and they are certain Taylor would have loved celebrating with them.

Shady Cove

Veteran Services Officer Joseph Hedberg presented information for Veterans about applying for VA disability compensation or pension, as well as ways to simplify veteran benefits. The Veteran Affairs Department has helped many veterans and their families find the resources they need. Just after setting up his table, someone who needed help paid Hedberg a visit. The veteran patron was grateful for the help.

The Nielsons presented on the Panama Canal. Patrons learned many interesting historical facts about the canal, including the French starting construction in the 1880s, with the U.S. completing construction in 1914. Patrons were unpleasantly surprised at the many problems that the workers faced, which resulted in 5,600 people dying of injury or disease.



On a lighter note, here is the Shady Cove crew in their ugly sweaters, to bring a little holiday cheer to the community.

Prospect



December Art Lab attendees made holiday cards. Artists used paint pens, cut paper, and stamps to make personalized holiday greetings for loved ones. Scientifically curious Art Lab-ers used copper tape and LEDs to make paper circuits that lit up Christmas Tree lights or Rudolph's nose.

Eagle Point



Art students from Eagle Point High offered to paint the windows of the library and businesses along Main Street in Eagle Point. Library Staff let the students design the project with the prompt of “cozy winter reading.” When staff said they wanted a scene of “people reading in a library” one of the students asked “could they be Bears reading in a library?” Absolutely!



From December 9th through January 14th the Eagle Point Library hosted the Native Innovation Exhibit throughout the branch. This is an interactive traveling exhibit created by the Museum of Natural and Cultural History at the University of Oregon. Through hands-on exhibits and informational banners, visitors can learn how Native Americans have used knowledge, creativity, and ingenuity to solve problems for thousands of years, and continue to do so today. If patrons were unable to catch it while it is in Eagle Point, it will make its return to Jackson County when it is hosted by a couple other JCLS branches this summer.

Butte Falls



Butte Falls patrons came together and spent time creating Christmas trees from recycled paper and other materials. There were several options and ideas available to choose from. This was a fun time for some of the older patrons and some time without the kiddos. Many of the patrons also came together to make gingerbread houses. There was a large variety of tasty fun supplies, including a lot of graham crackers and frosting with all the trimmings to make some adorable houses - and some fun memories too.

Community Resources



Community Resources has been overwhelmed with support from the community. They received a donation of handmade blankets, scarves and hats this month, all made by a local church quilting group.

Community Resource Specialist Sara Levasseur teamed up with a women's group from Shepherds of the Valley Church for a shoe drive. They helped collect a number of shoes to disperse to those in need. The team is so appreciative to have such a thoughtful community looking out for one another.

Outreach, Programs, Spanish Services, and Digital Services

Outreach

At Home Services

At Home Services received cards from many enthusiastic patrons expressing thanks for November’s Project Cozy collaboration with Education Services. The cards contained messages such as: “Thank all of you for your thoughtful cozy gifts. I loved the fuzzy socks and the very creative candle holder. It means so much to those of us who are elderly, homebound, or sick to be remembered in such a special way.” All the thank you cards were shared with the teens who created the crafts; a coordinator at one of the schools said, "I can't wait to share the sweet cards with my students. 😊"

Business Librarian

Business Librarian Roslyn Donald gave a presentation on “Get Ready for 2025: Position Your Business for New Markets.” Sponsored by the Eagle Point and Central Point Chambers of Commerce, the presentation covered the library’s role in economic development and included a short demonstration of the AtoZ Database.

The Downtown Quest promotion to support downtown businesses on Small Business Saturday and the start of the holiday shopping season included twelve businesses. Maisie Vanderhoof, business owner at ScrubHub wrote to the library saying, “Just wanted to thank you for organizing this again!” and was one of several business partners who expressed their appreciation for this collaboration.

DART

A highlight for DART this month was when Resource Specialist Clark Serra joined Library Specialist Maddy Tuttle at the Department of Human Services office and was able to help connect a patron to the county courts and start the process of retrieving essential paperwork. Another highlight was when On-Call Sub Katie Parker was an essential partner at the busiest visit to OHRA in Ashland this year.

Spanish Services

In their first month in the position, Spanish Services Coordinator Milagros Morales was joined by Library Associate Cici Gomez for Las Posadas event at Unete connecting with many community members. Las Posadas is a traditional Mexican Christmas celebration where participants sing Christmas carols. It signifies the journey of Mary and Joseph in searching for a place to stay before Jesus' birth. Highlights from that event included connecting with other community organizations and signing families up for library cards.

Digital Services

Digital Services programs provided a variety of opportunities for engagement, from serious to fun, but all extremely useful. Digital Services Specialist Nicole Vukcevic presented *Picture Perfect: An Introduction to Using the Apple Camera and Photos Apps* twice during the month. This was especially helpful as an iOS update had just been rolled out that significantly changed many of the standard features of the apps.

Password Management was presented by Digital Services Specialist Ryan Murphy at the Central Point branch and proved to be popular, as reports of cyber-attacks continued to be a current news topic. The Digital Services *Cybersecurity Basics* program was also presented.

Digital Services Specialist Jacob Spilman helped patrons with the *An Introduction to MyChart®* program, which was created not only so that the community could be educated, but with hopes that more successful health outcomes would be a result, as feedback from Asante had previously indicated was a result in areas where similar programs were used.

One way that the Specialists have consistently had a noticeable impact has been teaching communication options. Digital Services Specialist Jordana Cordovi provided an example of this, having taught a patron to use WhatsApp to message and video call a relative living in a South American country. This has been one way that DS has fulfilled the mission of connection.

Administration

Human Resources

The December EDI Committee meeting welcomed guest speaker Ericka Brunson-Rochette. Brunson-Rochette is the new Diversity, Equity and Inclusion Consultant from the Oregon State Library. The EDI Committee members spent the hour asking questions and learning about how other systems in the state are addressing EDI. This meeting was in preparation for the January meeting where the group will plan out goals and initiatives for the 2025 year. Directly following, a request for new members for the committee will be sent out.

Marketing



For this year's Rogue Reads, the Marketing team rolled out some unique swag to match the *delightful* theme, including a "Journal of Delights" that features both blank lined pages and coloring pages for maximum joy. Additional swag included "Libraries are Delightful" bumper stickers and special pins that say "You are Delightful" for patrons who finish the Bingo challenge in Beanstack.



The latest ValPak ad went out to promote Rogue Reads as well. Other ads for the program were featured in the Ashland and Medford Parks & Rec guides and on Facebook. Direct mail postcards were also sent to the Upper and Lower Rogue regions. The soft launch of the Ashland Book Lockers also happened, which was supported by a timelapse video of the unit being wrapped.

Current subscribers

1,017

The team also marked some big social media milestones, with the JCLS Beyond YouTube channel reaching 1,000 subscribers and the newer Threads platform reaching 500 followers. A recent recording of the virtual Regenerative Gardening program amassed over 400 views in its first 72 hours. On the Beanstack side, the 2024 reading challenge ended with 718 participants who logged 26,662 books and 692,176 minutes read.

Press Releases:

Big Ideas Discussion Series: <https://bit.ly/41iC010>

Windows in Time: <https://bit.ly/421ezKy>

Rogue Reads: <https://bit.ly/3PqRwRu>

Media Coverage:

KOBI on JCLF Grant News: <https://bit.ly/4gZd8jJ>

KDRV on JCLF Grant News: <https://bit.ly/40ijMMY> & <https://bit.ly/40h6nUV>

RV Times on JCLF Grant News: <https://bit.ly/3VY4Twb>

Ashland News on Free for All screenings: <https://bit.ly/4j3cfsg>

KOBI on Big Ideas Discussion: <https://bit.ly/3DP2KN8>

Ashland News on Big Ideas Discussion: <https://bit.ly/4228vkl>

Applegater Feature on Ruch 40th Anniversary (pg.14): <https://bit.ly/4gADybV>

Notable Videos:

Rogue Reads Storytime: <https://bit.ly/3ZLsAul>

Windows in Time: <https://bit.ly/3CZZI8J>

Jonathan Evison Interview, Part 2: <https://bit.ly/4gap3Lx>

Read This! Best of 2024: <https://bit.ly/3DuA8sn>

Teaser of Rogue Reads Journal Swag: <https://bit.ly/4goswpV>

Regenerative Gardening: <https://bit.ly/403jfgg>

Ashland Locker Wrap: <https://bit.ly/3B4DvFV>

Support Services

Collection Development

The Collection Development Team has been working diligently to prepare staff for the new, systematic weeding schedule that debuts in January. It was presented at the December All-Hands meeting, where the team shared information on why and how it was created, the nonfiction refresh that is happening alongside it, and how to speak with patrons about weeding and collection maintenance. The team created a weeding training, cheat sheet, and talking points, which were uploaded and assigned by Staff Development Coordinator Loren Clupny. Feedback from staff has been positive. Additionally, the Collection Development Team shared a handbook for the new weeding schedule starting in January 2025, outlining the schedule's purpose, procedures, and guidelines for staff.

The December Database of the Month was Gale in Context: Elementary, Middle, and High School. These products are part of the suite provided to JCLS by the State Library of Oregon. They are great, age-appropriate resources for students doing research.

JCLS' newest database is Peterson's Test and Career Prep. This resource provides access to hundreds of interactive practice tests for school and career, such as SAT, GRE, LSAT, Advanced Placement prep, etc. It also includes multiple vocational tests not available via other resources, as well as information about colleges, scholarships, and a great resume builder feature. It will be featured as the Database of the Month in February and March.

Technical Services

With the recent updates to the Circulation Policy and Fee Schedule approved by the Board at the November 20, 2024, regular meeting, the Technical Services Team prepared information for all front-line staff and patrons about the new Interlibrary Loan (ILL) Search Fee, which will be implemented in January 2025. They provided handouts to staff that outlined what they could expect to see on patrons' accounts and how to handle various scenarios, and they also provided talking points to address potential questions or concerns from patrons.

Information about ILL was updated on the website and featured in the banner at the top of the website. Current ILL users were contacted directly about the changes, including the reason behind the new changes and what they could expect moving forward when they submit new requests. Additionally, infographic bookmarks were created and made available in all branches and inserted into every ILL checked out in December.

In December, JCLS began sending more attractive and functional notices to patrons. The new system improved hold notifications, due date reminders, and other transactional alerts. Patrons can now receive notifications via email (with covert art), text message, or voicemail, encouraging patrons to login into their account through the JCLS app or website. Notification preferences can be managed in a patron's account under "Messaging Settings." Feedback has been positive, especially for the visually enhanced email notices.

Facilities

New security cameras were installed at the Ruch. These cameras will enhance safety and security around the parking lot and property, including the Friends of the Ruch Library bookshop.

In Medford, the mounted display cases along the entry corridor and the community bulletin board were refreshed with new backboards.



January 2025 Executive Director's Report



Dolly Parton Imagination Library: United Rotary of Southern Oregon has an event pending: Feb 24th, the 3rd anniversary of Ukraine war. Venue: Holly theater. This will be a general fundraiser for Rotary, but their intent is for proceeds to go to DPIL. Chris Briscoe and Paul Huard will present their firsthand work in Ukraine.

The Dolly Parton Imagination Library steering committee is working with Ginny to organize another event like the Bookworm Breakfast. It will be the Books Make Brighter Futures Luncheon event. The date is set for March 4th at the Rogue Valley Country Club at noon. We are aiming to welcome **200 donors** to this event, which means we'll need **20 table captains** to secure **10 RSVPs each**. Our anonymous donor has let us know they will be able to provide \$20,000 this year and it may be used as a matching gift. Look for table captain packets to be available in January. Here's a quick breakdown of responsibilities so we can start making headway:

- **Location, Food/Beverage, and Decorations:** Breann has confirmed the Rogue Valley Country club and is working on the menu and decorations.
- **Emcee, Presentation, and Entertainment:** Ginny has secured the emcee, speakers and is close to confirming a children's choir. Ginny will begin work with the JCLS marketing department on a video for the event in January.

We'll need everyone's help in the following areas:

1. **Securing sponsors** to support the event.
2. **Recruiting table captains** who can take on the task of filling a table.
3. **Reaching out to donors** to maximize attendance.



The Pollinator Garden and Beehive project is getting off the ground and the fundraising phase is upon us. Twenty people attended tours in November and many leads have come from that. Ginny continues to follow up on those. Due to delays in the project, the reporting for the grants received from Chaney and Roundhouse Foundations last year has been moved to June 30, 2025.



Meghann Walk and Hummingbird Estate put together [a Library Lovers Gift Set](#) for the holiday that provides funds back to the JCLF.



Giving Tuesday was December 3rd. Donations are on pace to reach our goals.



Library Giving Day is April 1, 2025. The direct mail letters are prepped for distribution late February.



JCLF was awarded a \$20,000 grant in support of the JCLS creating a Rural Entrepreneur in Residence (REIR) program in partnership with A Greater Applegate (AGA).

The REIR program will provide crucial support to rural entrepreneurs in the Applegate Valley, an area known for its innovative businesses in agriculture, tourism, outdoor activities, and food production. The program will sponsor two Entrepreneurs in Residence for four-month terms each, offering:

- Up to 10 hours of one-on-one mentoring per month
- Monthly business skills classes
- A premier community event highlighting a local industry leader

This initiative builds on a successful partnership between JCLS and AGA, which has previously connected rural entrepreneurs with resources like mobile Wi-Fi hotspots and business resource fairs. The REIR program aims to formalize peer-to-peer mentoring while expanding access to essential business tools and networking opportunities.

This grant is made possible through the generosity of the Jerome S. and Barbara Bischoff Library Sub fund of the Oregon Community Foundation.

In other news, in November Ginny spoke to the Medford Chamber Greeters (approximately 50), the Ashland Greeters (approximately 35), The Women Entrepreneurs of Southern Oregon (approximately 20) and the Medford Leadership Group (approximately 30), along with holding 4 tours at the Phoenix Library for approximately 20 people. In January Ginny will speak at two Rotaries – The Rotary Club of Medford (40) and The Rotary Club of Bear Creek (10). One talk is about the Garden/Beehive and the other is about table captains for the DPIL luncheon.

Southern Oregon Historical Society Research Library

Report January – December 2024

Jackson County Library Services generously supported the following activities and projects through the Southern Oregon Historical Society Research Library for the year 2024.

Without the contributions of our volunteers (totaling 3560 hours in 2024) there would not be much to report. Our volunteers come from various backgrounds and age groups and are the worker bees of the Historical Society. Because the number of volunteers has increased (the number fluctuates between 20-30 a month) another workstation was added to the library this year. Under the supervision of the archivist, the volunteers tackle long and short-range projects from Abstract Title sorting, to organizing thousands of film negatives by number and name, to opening up each rolled blueprint or architectural plan identifying and making note of its location, to adding information to various on-line indexes, to answering emails and phone calls, to scanning prints, slides, glass plates, and documents, to uploading photographs for public viewing on PastPerfect, to cleaning up the leaves that get caught in the foyer of the building. Dennis Powers contributes hours of writing time to prepare bi-weekly articles for the *Grants Pass Courier*.

The archives and collections departments of SOHS also received a state grant to build both a virtual and a physical exhibit to be displayed at the Capitol in Salem. The exhibit will highlight the Good Government Congress and Jackson County Rebellion in the 1930s. The virtual exhibit will be on the State website in June 2025, the physical exhibit will be displayed in 2027.

The community's desire to share their histories with SOHS is demonstrated by the many donations of archival materials. This year we received 109 donations to process. The library archivist works with the SOHS Registrar to keep things moving and making room for new accessions. Particular attention to deaccessioning old materials that are not relevant to our collection has been and will continue to be a focus for the library. We have given some of our duplicates and deaccessioned materials to Jackson County Library Book store, and to other non-profit organizations.

The total number of visitors to the research library was 1465. This number includes emails, in-person visitors, letters, and phone calls. Of the over 700 in-person visitors, 358 were recorded as Jackson County residents and 84 were SOHS members. We had roughly the same number of emails and phone calls as in-person visitors.

SOHS website visits continue to be strong. About 3000 images were added to our website and on-line catalog, and more than 1600 new archival records and accessions were cataloged in the year 2024.

Perhaps the biggest accomplishment this year has been the digitization of approximately 6000 glass plate negatives from the Peter Britt family collection. Photography professor, Matt Walker and his assistant from Rochester, NY were able to concentrate on the digitizing process for 2 solid weeks because the SOHS library volunteers and archivist were very busy creating the database in which to record the images.

There is still a great deal of work to do to make the Britt images accessible to the public. The next phase of this project includes identifying the images and creating an addition to our website to browse the collection. SOHS volunteer, Ben Truwe, gave a sneak peak of some of the images uncovered in Britt project in August's *Windows in Time* program. Archivist Jan Wright is preparing for a *Windows in Time* program in Nov 2025 which includes an in-depth study of an African-American family that lived in Jacksonville whose images turned up in the Britt collection.

Another major project was in conjunction with Klamath County Museum in organizing a centennial driving tour of Green Springs Highway. Eight different way stations were staffed to accommodate and inform the drivers of the historic sites along the highway from Keno to Ashland.

Archivist, Jan Wright, also joined with the JCLS and RVGS to teach beginning genealogy classes at Ashland, Ruch, Applegate, and Jacksonville libraries. The classes were not well attended except for the Ruch library who had 10 people there.

A major donation to expand the storage capacity of the library was received from Raven Maps. The company sold their business and vacated their Medford warehouse which meant 3 giant map drawers needed a new home. Our library made some room to increase our ability to store large maps, posters, artwork, architectural drawings, and panoramic photos.

A grant-funded project of digitizing the deeds of gift is underway. A new registrar, Emma Walruff, was hired mid-year and is doing a great job. Long-range plans to build an event center in our building and to establish exhibits in the gallery rooms upstairs continue to occupy much time and effort. Regardless of the legal delays in repairing the damage caused by water damage in 2023, SOHS and the research library continue to move toward our goals. Interviews are in process for a new Executive Director for the Society since Ron Kramer's departure.

On-Site Research Visits

	SOHS Memb	Jackson Co	Others	E-mail	Phone	Letter	Visitors (no research)	
Jan to Jun	55	206	25	228	108	2	110	734
Jul to Dec	29	152	41	285	125	1	98	731
TOTALS	84	358	66	513	233	2	208	1465

SOHS Library Volunteer hours for 2024

Jan to Jun	1798.95
Jul to Dec	1760.5
Total	3559.45