



**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>
February 19, 2025, at 4:00 p.m.

CALL TO ORDER/ROLL CALL

LAND ACKNOWLEDGEMENT

INTRODUCTIONS / PROCLAMATIONS

AGENDA AMENDMENTS AND APPROVAL

CONSENT AGENDA

- 1. January 15, 2025 JCLD Regular Board Meeting Minutes.....1
- 2. Move Staff Development Day to September 26, 2025.....4

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

REPORTS (Inform)

- 3. Library Director – Kari May.....5
- 4. JCLF Report- Ginny Auer.....13
- 5. Financial Report- Heather Scott.....14
- 6. Statistical Report & Strategic Plan Update- Kelda Vath.....20

UNFINISHED BUSINESS (Discuss/Action)

NEW BUSINESS (Discuss/Action)

COMMITTEE AND BOARD MEMBER REPORTS (Inform)

- 7. Advocacy Committee.....33
- 8. Data and Metrics Committee.....34
- 9. Facilities Committee.....35
- 10. Finance Committee.....
- 11. Relationship Committee.....36

ADJOURNMENT

FUTURE MEETINGS/EVENTS/OBSERVANCES:

March 19, 2025 Regular Board Meeting
April 23-25, 2025 Eugene, OR OLA 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 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), Heather Scott (Finance Manager), Ryan Bradley (Marketing Manager), Hannah Harding (Legal Counsel), and Loren Clupny (Staff Development Coordinator).

Absent: Viki Brown, Board President

CALL TO ORDER/ROLL CALL

Director Kiefer called the meeting to order at 4:02 p.m. Roll call was taken, and the Land Acknowledgement read.

CONSENT AGENDA

MOTION: Director Tarantsey moved to approve the consent agenda pending correction to reflect unanimous on motions. Director Keating second, the vote was unanimous, and the motion passed.

ORAL REQUESTS AND COMMUNICATIONS FROM AUDIENCE

None

REPORTS

Director's Report

Joan Vigil and Kelda Vath presented a "Year in Review" slideshow, highlighting both public-facing and staff-facing accomplishments from the past year. They celebrated the great work done across branches throughout the district in 2024. Some of the highlights included the installation of the Book Locker in Ashland, an outreach event at Metal Fest, a Volunteer Appreciation Party, the launch of the new subscription service, Savannah, from Orange Boy, which provides newsletters and other products, as well as the implementation of incident report software, among other achievements.

Library Director Kari May provided additional updates beyond those in the director's report. One key highlight, as mentioned by Vigil, is Rogue Reads, which is currently in its second month of a three-month program. During January, the library is hosting a series of pop-up events called "Cup of Delights" at various coffee shops across the district, taking place in different communities at different times.

May also announced the start of Milagros Morales's first month as the new Spanish Services Coordinator. Morales, along with another Spanish-speaking staff member Cici Gomez, from the Rogue River Branch, attended the Las Posadas event in the community, which May highlighted as a great opportunity for outreach to the Spanish-speaking population.

SOHS Report

Jan Wright from the Southern Oregon Historical Society announced the appointment of a new Executive Director, Will Brake. She also discussed a remodel in progress. In response to Director Tarantsey's question about the relationship with the Oregon Historical Society, Wright explained that they are an affiliate, receiving emails and newsletters from them, and that they have free access to the Oregon Historical Society's facilities when conducting research in Portland.

Jackson County Library Foundation Report

Ginney Auer, Executive Director, was absent. Kari May, Library Director, opened the floor for questions and addressed one from Director Tarantsey about the frequency of joint meetings with the foundation board. May confirmed that the MOU calls for annual meetings. She also mentioned plans for a social gathering on February 20th after author talk with Ross Gay and extended an invitation to Board members, with more details to be shared at the next Board meeting.

UNFINISHED BUSINESS

Meeting Minutes December 18, 2024

Director Keating asked how votes on motions are recorded, assuming that names and votes are listed unless the vote is unanimous, in which case it is simply noted as "unanimous." May clarified that if the vote is disputed, such as 4 in favor and 1 opposed, the names of those voting will be recorded. However, if the vote is unanimous, it will be recorded as "unanimous."

MOTION: Director Tarantsey moved to approve December 18 minutes, pending correction to reflect the unanimous vote on unfinished business, Keating seconded the vote was unanimous, and the motion passed.

NEW BUSINESS

FY 23 Audit Report

Heather Scott, Finance Manager, presented the FY 23 Audit alongside KDP auditors Nicole Truett and Aria Bettinger. The audit highlighted a restatement of the beginning fund balance and net position due to a change in accounting principles regarding prepaids and a correction of a \$32,000 error from a prior year receivable. The District decided to allocate prepaid expenses over time instead of expensing them when paid, aligning with their current approach. The audit also included a state-required compliance report, with no issues found regarding the district's adherence to laws, regulations, contracts, and grants. Bettinger noted that personnel expenses exceeded the budget and recommended monitoring this as the year progresses, but overall, the financial status appears stable and consistent.

Bettinger reviewed the communication in the governance letter, outlining the audit's scope, timing, and significant risks. The letter also addressed key accounting policies, estimates, and disclosures. As previously mentioned, the District changed its accounting policy regarding prepaids, which was reflected in the financials. No other changes to policies or procedures occurred this fiscal year. Bettinger confirmed that the estimates and assumptions were evaluated and deemed reasonable.

Motion: Director Tarantsey moved to approve to submit draft audit. Director Keating seconded, the vote was unanimous, and the motion passed.

COMMITTEE AND BOARD MEMBER REPORTS

Director Kiefer discussed the upcoming Board election, highlighting two open seats. Kiefer mentioned that the Board recruitment packet has been updated for potential candidates and expressed plans to reach out to those who previously applied when Tarantsey was appointed. May also offered to meet with interested candidates and provided key dates for the election: nominations open on February 8th and close on March 20th.

ADJOURN

VP Kiefer adjourned the meeting at 5:20 p.m.

/s/ Yoli Diaz

Recording Secretary



Date: February 19, 2025

Title: Library Closure- JCLS Staff Day

From: Brynn Fogerty, HR Manager

Summary:

The board approved the closure date for Friday, September 19, 2025, for Staff Day; however, the venue had a conflict and requested to change the date. The new proposed date is Friday, September 26, 2025.

Recommendation:

Staff recommends that the Board Approve closure of all libraries on Friday, September 26, 2025, for Staff Day.

Policies, Plans, and Goals Supported:

Holding an annual Staff Day is in alignment with Goal 4 of the strategic plan, to nurture the Library's infrastructure.

Background and Additional Information:

Staff Day is an all-day, mandatory in-service day for all JCLS employees. The day will include employee recognition, professional development, training, and a key-note speaker. This year's event will be held at Rogue X.



Directors Report

February 2025

The Admin team worked together to re-envision how to present information in this report so that it more closely aligns with and demonstrates progress towards the Strategic goals outlined in the 2022-2026 Strategic Plan. Our hope is that this format still highlights all the amazing accomplishments at the library while also demonstrating how the programs, services, and activities further the library's mission to connect everyone to information, ideas, and each other. **Note: The strategies noted in parentheses refer to the [Strategic Plan document](#).**

Strategic Plan Goal 1: Energize Library Services & Resources

Improving and Enhancing the Ashland Teen Collection (STRATEGY 1)

January saw a lot of collection changes in the Teen Department. One such change was starting and finishing a weeding project for the YA nonfiction section, to ensure that the collection better reflects the topics and books teens want to read. Teen staff also decided to phase out their periodicals collection and shift some of the periodicals to the Adult section. This change reduces low-circulating magazines and moves those that continue circulating into a section where they will be visible to more patrons. Finally, Teen shifted where the graphic novel, manga, and in-house board games live in the Teen Area. This was done to make the graphic novel collections more accessible and the board games more visible.

Digital Services Launches Android Basics Program (STRATEGY 2)

A comment made by a patron who attended an Android basics program illustrated the real impact of the Digital Services work: "When you first started the class I thought I was just going to zone out the whole time because it was just too much. However, I can now say that I will be leaving with at least 5 new things that I feel confident doing." Another patron was "very grateful that the library has a service like this".

Dolly Parton's Birthday Celebrated in Ashland and Gold Hill (STRATEGY 2)



On January 19, Ashland and Gold Hill Branches celebrated Dolly Parton's Birthday and promoted the Dolly Parton Imagination Library program. The Ashland team created a layered "birthday cake" that children were invited to decorate while Dolly looked on.

Rogue Reads Pop-Up Delights (STRATEGY 2)

As part of the Rogue Reads program, a series of Pop-Up Delights were held at local coffee shops around the County. Library Foundation board members volunteered to join staff at each location. May participated in the event at the Eagle Point Main Street Cafe and can attest that delight was brought to all who entered the coffee shop, most of whom left with a free book.

Spark Spaces Spark Interest in Science (STRATEGY 2)

During Central Point’s Spark Space Hours, children made a replica of a human hand. They were able to see how tendons, muscles, and bones work together to help us do what we need to with our hands. Rounding out the White City Spark Space Hours for January, young patrons learned about Winter Weather. They did an experiment learning how fog works, then created a snowstorm in a jar and painted salt snowflakes.

Winter Salads with Sarah Lemon (STRATEGY 2)



Local food writer and avid home cook Sarah Lemon taught Ruch patrons how to make hearty salads with seasonal ingredients at the Winter Salads program. One patron, who did not consider herself a great cook, found the session incredibly helpful. She said she was excited to go home and try out the new recipes. Another attendee shared that she had recently lost her husband and that this program and others like it have helped her to get out of the house, meet people and try new things, even during a time of grief. From new confidence in the kitchen to community connection and well-being, library programs are making a positive impact!

The Dewey Decimal System, Simplified (STRATEGY 3)



Jacksonville Library Associate Sam Scampone created a large, kid-friendly banner for the nonfiction section of the Children’s area. Now kids can use the Dewey Decimal categories to better find what they are looking for.

A welcoming place to meet and visit in Applegate (STRATEGY 3)

A young mother and her daughter recently started meeting at the Applegate Branch. Though the mother does not have custody of her child, their time together at the library allows them to connect, bond, and share. The library provides a safe, warm environment where they can enjoy coloring, reading, and engaging in activities, strengthening their relationship. The Applegate Library is proud to offer a space that brings families together and fosters meaningful connections.

Teen Privacy Screen Installed in Eagle Point (STRATEGY 3)



A new privacy screen was installed for the Teen area to help delineate the Teen space a bit better, provide a noise buffer, and give teens a little more ownership of their own space while still allowing staff to keep an eye on what is happening in that space.

Gratitude from Patron for Printing Services (STRATEGY 4)

“I want to give Brianna [Ashland Adult Services Librarian] a HUGE THANK YOU! I had to bring up and print copies for multiple PDFs for a new job. I am exhausted from work and had a really hard time with all the steps to complete a large print job. Brianna was kind (and) patient, and when she realized I was having trouble with repetitive print requests, she stayed with me to get me through it! It was so wonderful of her! I actually teared up with gratitude for her kindness and expertise.”

Strategic Goal 2: Extend Access to the Library

Book Locker Installed at the Ashland YMCA (STRATEGY 3)

After installation in December, the book locker for holds pick up was ready for use in January. A book return drop has been ordered and will be installed on the property soon – for now, materials can only be picked up at the Y but not returned there. Ashland.news published an article about the new locker: <https://ashland.news/the-ymca-adds-a-new-locker-a-book-locker/>

Reaching the Community Where They Are: On Their Screens (STRATEGY 2)

The JCLS YouTube channel continues to engage with the community through dynamic and accessible content. In January, the channel featured several key updates:

- **New Videos:** The channel featured 4 new videos and 6 “shorts” in January, including the latest installment in [the "Read This!"](#) book recommendation series. Additionally, the latest ["Windows in Time"](#) recording was shared.
- **Promotional Content:** [A promotional video](#) highlighting *Access World News*, the library’s featured "Database of the Month," was also released, helping to raise awareness about this resource.
- **Engagement and Reach:** The videos on the channel received nearly 3,000 views, with a total of almost 200 hours of viewing throughout the month, indicating a strong online engagement.

January Press Coverage: Ashland.news article on “The Current State of Local/Regional Journalism,” part of the “Big Ideas” series presented by the Association of University Women and Jackson County Library Services. <https://bit.ly/4j76sC1>

Online Engagement Soars (STRATEGY 2)

JCLS's marketing initiatives in January successfully reached a broad audience across multiple platforms.

- **Email Newsletters:** Two new email newsletters were launched: one dedicated to Library Advocacy and another focused on book recommendations. Both newsletters, alongside the standard monthly edition, achieved impressive open rates exceeding 50%, demonstrating strong engagement with our subscribers.
- **Social Media Engagement:**
 - The **JCLS Instagram account** (@jclsoregon) generated over 8,000 views, contributing to the library's online visibility.
 - The **Threads account** (@jclsoregon) had a remarkable 80,000+ views, with the standout post promoting *hoopla* and *Kanopy* reaching over 110,000 views.
- **Advertising Campaigns:**
 - A new advertisement promoting **Rogue Reads** was featured in the *Medford Sneak Preview*, extending our local outreach.
 - Social media ads were also launched for the upcoming **Ross Gay author talk** on February 20th, helping to drive awareness and anticipation for the event.
 - These marketing efforts have successfully increased JCLS's online presence and engagement, positioning the library as a vibrant and active part of the community.

New Windows Basic Course offered in English and Spanish (STRATEGY 3)

The Digital Services department debuted an expanded offering of Windows Basics courses that were also revised and simplified. A milestone for this project was Digital Services Specialist Jordana Cordovi's presentation of *Concéptos básicos de Windows* – the first time the program was presented in Spanish – held at the Phoenix library.

Oregon KOHA Users Group Formed (Strategy 4)

Ashley Johnson, Technical Services Manager, and ILS Administrator Kris Becker attended an Oregon Libraries Koha (virtual) User Group meeting, the first of its kind. There is enthusiasm for future educational and software development collaborations between the dozen or so Oregon libraries in attendance.

Goal 3: Engage the Community More Fully

Increase outreach and community partnerships (STRATEGY 1)

DART has continued to experience success across its regularly visited locations. One notable interaction for DART occurred at OHRA, where a family with a young daughter were thrilled to hear about the Dolly Parton Imagination Library. They enthusiastically signed up for the program, received new library cards, and received some information about the local programs and storytimes available to them at the Ashland Branch..

SO PBS "Free for all: The Public Library" Screening Held at Multiple Libraries (STRATEGY 1)

Southern Oregon PBS partnered with the library to host advance screenings of the upcoming Independent Lens documentary "Free for All: The Public Library." This series of screenings was organized

by Area Manager for Outreach and Programming Carrie Turney Ross. Screenings were held in Applegate, Ashland, Central Point, Gold Hill, Jacksonville, Medford, Ruch, and Talent. The screening was followed by a lively discussion of the value of libraries in our communities. The film showed was a shorter version of the one that will be released in April on SOPBS. It was a great introduction to how libraries are one of the last places where everyone is treated equally, and information is available to all. Viewers were quite taken by it and expressed their excitement about watching the longer version on TV when it airs in late April. They also talked about how they wished there were a longer series about the library as an institution. A reporter and cameraman for SOPBS were on hand to ask attendees questions about what libraries mean to them.

Britt Orchestra Musical Interpretation (STRATEGY 1)



The Britt Orchestra presented an educational, family-friendly string quartet performance that was, as they always are, packed in Jacksonville. The four musicians played a musical interpretation of Allen Say's children's book, *My Grandfather's Journey*, and invited the children in the audience to come up front to try out the violin. Staff got wonderful feedback about the event.

Ashland Branch Participates in Ashland's Annual MLK Day Celebration (STRATEGY 1)

The Ashland Branch participated in Ashland's annual MLK Celebration. A capacity crowd listened to music and speeches, including a keynote from OSF Artistic Director Tim Bond, at the Ashland Armory. An overflow crowd listened in from OSF's Carpenter Hall, while others chose to livestream the event from home. JCLS was recognized as an event sponsor.

Ashland Teen Staff's Partner with Ashland Middle School (STRATEGY 1)

Teen Librarian Kai Fischer was delighted to see that Ashland Middle School's librarian, Debbie Larsen, was using the "Book Tasting" program template that Fischer developed for AMS and was now running Book Tasting events with more classes. Teachers have been giving a lot of great feedback to this program, and it has been fantastic to see the AMS library put on programs that help students engage with books and reading for fun. This is an excellent example of how Ashland staff have been able to work with the Ashland School District during its financial challenges, which have included a reduction in school library staff.

Prospect Class visits resume with avid readers in Prospect (STRATEGY 1)

After a long holiday break, class visits to the library resumed with renewed vigor. Students continue to be interested in familiar series like **I Survived** and **Dog Man**, while also branching out into fresh territory like **Summer Vamp**. A display of joke books in the branch resulted in several eager checkouts and hopefully will kick off the careers of several new class clowns. Young gearheads were also excited that the branch started receiving its **Dirt Wheels** magazine subscription!

Learn Your Dog's Language (STRATEGY 1)



The Butte Falls Branch hosted a presentation from Friends of the Animals, a local nonprofit organization dedicated to improving the quality of life for animals. They facilitate adoptions and provide medical care, education and resources for our community. The local third, fourth, and fifth grade classes joined as the Friends of the Animals staff shared how to know what dogs are saying through body language, and what responsible dog ownership means. Grooming tips, a discussion on spaying or neutering, and the importance of keeping our animal friends healthy were all discussed. The young patrons had many questions and were very engaged. This was a very fun and educational program made better by the inclusion of the Friends of the Animals mascot, Pork Chop, a French Bulldog.

Medford Outreach to Rogue River Estates (STRATEGY 1)

Adult Services Librarians Kayla Samath and Meghan Thompson went to Rogue River Estates for a quarterly outreach event. They facilitated the making of a luminary craft with vinyl stickers, including trees, moons, stars, hearts, and leaves using different colored tissue paper. Patrons created different themes by adding glitter and Mod Podge to the outside of the luminaries. Some patrons were really creative and used the different colors of tissue paper to create a stained-glass effect on the mason jars.

Boys and Girls Club Art Display (STRATEGY 1)



The Talent/Phoenix Boys and Girls Club provided art for a new display in the children's area. The kids used small paper plates and a variety of art materials to illustrate the theme "The World is Your Canvas." Many of them utilized positive phrases like "Love Not Hate" or "You Can Be Anything You Want." while others made beautiful images of things that bring them peace and happiness.

JCLS to be Featured on Local SOPBS Show (STRATEGY 1)

Library Director Kari May and Library Board Member Susan Kiefer were interviewed by Keegan van Hook for an upcoming segment of "Us As We Are," which will air on Southern Oregon PBS in early March. May and Kiefer spoke about the history of library services in Jackson County, the variety of services the library provides, and some things people might not know about the library. Van Hook took a walking tour of the Medford Library with May and Marketing Manager Ryan Bradley.

Foster Grandparents In-Service Day (STRATEGY 1)

Education Services team members Bella Silva and Evelyn Lorence joined May to give a presentation to volunteers in the Foster Grandparent program during their monthly in-service training day in January. May provided an overview of library services in general, while Lorence and Silva highlighted the variety of ways they engage with students and teachers in local schools.

JCLS Present at Medford Chamber Forum (STRATEGY 1)

May and Library Board members Marta Tarantsey and Kevin Keating attended the February Chamber Forum. The topic was a panel discussion about safety in Jackson County and the need for a new jail.

Farewell to Long-Time Friend Swift (STRATEGY 1)

Longtime leader of the Friends of the Medford Library (FOML) and former Library Board member Maureen Swift is moving out of the area, and the FOML held a going away party for her. Several staff and Friends volunteers attended the reception. Swift's leadership and dedication to the library over the past decade are worthy of recognition.

May Shares Library Information with AAUW (STRATEGY 1)

May was invited to give a presentation to the Medford Chapter of the AAUW. She highlighted the variety of services the library offers, major accomplishments over the past year, and the strategic goals of the library.

Bilingual Open House with Outreach to Childcare (STRATEGY 3)

Spanish Services Coordinator Milagros Morales and Outreach to Child Care Bilingual Specialist Amanda Maya Dickson helped facilitate an open house for the daycare *Caminito a la escuela*. Maya Dickson presented a storytime for the children in attendance while Morales shared library resources for parents.

Latino Family Day at SOU (STRATEGY 3)

Dickson and Morales also attended Latino Family Day at Southern Oregon University, where they were able to connect with current and prospective families. Local families were able to sign up for library cards, and prospective families learned about what resources their students would have access to once they began attending SOU.

Community Resources Staff Helps Stranded Patron (STRATEGY 3)

On January 9th, the Medford Library staff watched on as a fire started in a nearby warehouse. When it started, Community Resource Specialists had been trying to assist a woman who had been left behind by her Greyhound bus. The patron was left stranded without any of her belongings, money, or even a phone. While trying to call Greyhound and local resources for assistance, the branch lost power and then closed for the day. Despite all these obstacles, Community Resource Specialist Sara Levasseur stayed with the patron and helped them connect with a local provider and get a new bus ticket. Levasseur went above and beyond to ensure the patron was safe and got the help they needed.

Rogue River's Social Media All-Star Review (STRATEGY 3)

The Rogue River library got some love from South Valley Academy on their social media account. The school visits the branch twice a week and regularly checks out books, as they do not have access to Rogue River school district libraries.



Goal 4: Nurture the Library Infrastructure

New Hire Orientation Revamped (STRATEGY 3)

With the new year came an overhaul of the orientation that the HR Team provides to all new hires. Moving from a one-day to a three-day orientation was a vital move to ensure new hires are set up for success. New hires now have dedicated time to cover compliance training, receive more detailed information, and get to learn at a more relaxed pace on their first few days. The three-day orientation also covers hands-on Koha training (when relevant), intro to digital collections, readers advisory, and shelving.

Digital Services Supervisor Eric Molinsky presented a basic introduction to JCLS digital collections, including Overdrive/Libby/Library2Go, Hoopla, and Kanopy, for the New Hire Presentation. It was hoped that this would increase staff confidence assisting patrons with the services and will continue moving forward.



JCLF Executive Director Report February 2025



Dolly Parton Imagination Library: The United Rotaries of Southern Oregon has an event pending on February 24, the third anniversary of the start of the Ukraine War. Venue: Holly Theatre. This will be a general fundraiser, but their intent is for proceeds to go to DPIL. Chris Briscoe and Paul Huard will present their firsthand work in Ukraine.

The Books Make Brighter Futures Luncheon event is set for March 4 at the Rogue Valley Country Club at noon. Table captains will submit their guest names by February 11. A video is being produced with assistance from JCLS Marketing Specialist Ryan Pheil.



Ginny presented information about the Phoenix pollinator garden project at the **Rotary Club of Bear Creek Valley** on January 13 and received a check for \$375 toward Cultivator-level recognition.

Ginny also spoke about the Dolly Parton Imagination Library at the **Rotary Club of Medford** on January 7.



Library Giving Day is April 1, 2025. Ginny procured a \$20,000 matching donation for the campaign. Letters will go out in March.



Patty Vanikiotis, Jackson County Library Foundation board member, and Sam Caredig, a library associate at Jackson County Library Services in Eagle Point, greet customers at Main Street Coffee in Eagle Point. Board members from JCLF attended several Rogue Reads Cup of Delight pop-up events around Jackson County alongside Outreach staff in January.



The Foundation is pleased to have supported the Jacksonville Library's Chair Yoga program this year.



Date: February 19, 2025

Title: Q2 2024-2025 Financial Report

From: Heather Scott, Finance Manager

Recommendation:

The Finance Committee recommends that the JCLD Board accept the YTD Q2 2024-2025 Finance Report as presented.

Analysis:

The District has adopted a revenue budget of \$16,863,761. As of the end of December 2024, \$14,772,314 has been received, representing 88% of budgeted revenue. The majority of property tax revenues were received in November, bringing us near total budget at 93% for the year. Prior year tax collections are already at 49% of forecast, and interest income is over target at 56% of forecast.

The District has adopted a total expense budget of \$19,878,762 of which \$8,563,862 or 43% has been expended. Overall, the District's budget is in compliance and in good standing.

101- General Fund: Total expenditures in the General Fund are at 46% of budget.

- **Personnel Costs** – Total personnel costs are at 50% of budget at the end of Q2.
- **Library Materials-** Library material purchases are coming in at 49% of budget.
- **Utilities** – Total utilities costs are at 57% of budget. We will monitor the progress of these expenses in Q3 but anticipate that, overall, this line item will be slightly over budget at year end.
- **Legal Fees** – We are already at 100% of budget for legal fees and will be over budget this year. The total budget was low, at only \$10,000, so while the percentage will be over, we do not anticipate the dollar impact to be significant.

200- Capital Improvement Fund:

- **Capital Outlay** – In Q2 \$150,000 was disbursed for improvements. AV installation in the large meeting room in Medford continued; there were architectural fees for Phoenix; and two new cargo vans were purchased. At end of Q2, CIF expenses are at 17% of budget.

300- Grants: Total receipts for Q2 were \$130,788 and total YTD revenues represent 36% of the budget. Total expenses represent 32% of the budget.

- **Friends Funds:** Friends billings received in Q2 were \$33,064.
- **Foundation Funds:** Foundation receipts in Q2 were \$97,724.

Policies, Plans, and Goals Supported:

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

Attachments:

YTD Budget to Actual reports, combined and by fund, as of 12/31/2024.



Current Activity to Budget - % Used

December 2024 Combined Funds

50% of Year

| | 2024-2025 Current Year Activity | 2024-2025 Budget | Variance | Percent Used |
|--|------------------------------------|----------------------|----------------------|--------------|
| Current Property Tax Collections | 14,029,601.84 | 15,046,261.00 | 1,016,659.16 | 93% |
| Prior Year Property Tax Collections | 107,181.86 | 220,000.00 | 112,818.14 | 49% |
| Interest Income | 345,239.17 | 620,000.00 | 274,760.83 | 56% |
| Restricted Grant Revenues | 265,409.60 | 677,500.00 | 412,090.40 | 39% |
| Printing/Copying/Fines | 23,776.12 | 50,000.00 | 26,223.88 | 48% |
| Other Misc Revenues | 1,105.04 | 0 | -1,105.04 | 0% |
| Transfer In from Other Funds | 0 | 250,000.00 | 250,000.00 | 0% |
| Revenue Total | 14,772,313.63 | 16,863,761.00 | 2,091,447.37 | 88% |
| | | | | |
| 5001 - Salaries and Wages | 4,087,641.33 | 8,203,276.49 | 4,115,635.16 | 50% |
| 5002 - FICA and Medicare- payroll taxes | 300,811.71 | 607,042.47 | 306,230.76 | 50% |
| 5003 - Worker comp- payroll taxes | 16,253.69 | 16,406.55 | 152.86 | 99% |
| 5004 - Health/Dental Insurnace | 693,493.83 | 1,442,402.47 | 748,908.64 | 48% |
| 5005 - Retirement Contribution | 267,551.56 | 516,806.41 | 249,254.85 | 52% |
| 5006 - Other Employee Benefits | 8,901.50 | 0 | -8,901.50 | 0% |
| 5008 - Parking permits | 11,257.50 | 23,000.00 | 11,742.50 | 49% |
| 5011 - HSA | 38,240.35 | 98,439.35 | 60,199.00 | 39% |
| 5012 - Unemployment | 8,672.10 | 32,813.13 | 24,141.03 | 26% |
| 5016 - Oregon Paid Family Leave | 10,569.69 | 32,813.13 | 22,243.44 | 32% |
| 6004 - Auditing Services | 30,200.00 | 40,000.00 | 9,800.00 | 76% |
| 6006 - Bank Fees/Interest Expense | 1,547.44 | 5,000.00 | 3,452.56 | 31% |
| 6008 - Consultant Fees | 13,969.00 | 56,000.00 | 42,031.00 | 25% |
| 6009 - Background Checks | 1,155.00 | 3,000.00 | 1,845.00 | 39% |
| 6010 - Elections | 0 | 45,000.00 | 45,000.00 | 0% |
| 6012 - Insurance | 87,522.02 | 185,000.00 | 97,477.98 | 47% |
| 6013 - Legal Services | 10,004.00 | 10,000.00 | -4 | 100% |
| 6014 - Memberships, Dues and Subscriptions | 21,686.20 | 29,100.00 | 7,413.80 | 75% |
| 6015 - Supplies | 102,829.53 | 293,962.00 | 191,132.47 | 35% |
| 6016 - Postage | 8,737.99 | 45,000.00 | 36,262.01 | 19% |
| 6018 - Travel- airfare, lodging,meals etc | 1,432.89 | 5,000.00 | 3,567.11 | 29% |
| 6019 - Special fees and Expenses | 105 | 1,400.00 | 1,295.00 | 8% |
| 6021 - Advertising/Recruitment | 3,409.47 | 8,500.00 | 5,090.53 | 40% |
| 6022 - In District Mileage | 17,530.79 | 25,000.00 | 7,469.21 | 70% |
| 6023 - In District meetings, meals, events | 6,561.87 | 10,000.00 | 3,438.13 | 66% |
| 6024 - Professional Development | 15,475.40 | 50,000.00 | 34,524.60 | 31% |
| 6025 - Volunteer Recognition | 0 | 1,250.00 | 1,250.00 | 0% |
| 6026 - Staff Recognition | 9,931.80 | 14,000.00 | 4,068.20 | 71% |
| 6032 - Building Repair/Maintenance | 304,201.80 | 1,077,400.00 | 773,198.20 | 28% |
| 6033 - Custodial Services | 379,621.68 | 760,000.00 | 380,378.32 | 50% |
| 6034 - Custodial Supplies | 10,428.79 | 25,000.00 | 14,571.21 | 42% |
| 6039 - Security Services | 153,254.54 | 290,000.00 | 136,745.46 | 53% |
| 6040 - Signs and Signal Materials | 0 | 5,000.00 | 5,000.00 | 0% |
| 6070 - A/V Equipment | 1,881.53 | 22,000.00 | 20,118.47 | 9% |
| 6080 - Copier/Fax Expense | 32,671.44 | 74,300.00 | 41,628.56 | 44% |
| 6081 - Equipment Repair/Maintenance | 4,449.46 | 7,100.00 | 2,650.54 | 63% |
| 6082 - Facility Furnishing Expense | 12,905.72 | 220,300.00 | 207,394.28 | 6% |
| 6084 - Minor Equipment | 13,916.45 | 97,000.00 | 83,083.55 | 14% |
| 6085 - Computers and technology | 666.97 | 100,000.00 | 99,333.03 | 1% |
| 6089 - Computer Software and Licensing | 139,035.65 | 300,000.00 | 160,964.35 | 46% |
| 6106 - E Rate Services | 13,616.00 | 42,000.00 | 28,384.00 | 32% |
| 6110 - SOHS contract | 15,000.00 | 30,000.00 | 15,000.00 | 50% |
| 6111 - Advertising | 29,141.53 | 60,000.00 | 30,858.47 | 49% |
| 6130 - Library Materials- physical | 490,854.68 | 1,100,000.00 | 609,145.32 | 45% |
| 6131 - Library materials- digital | 220,386.49 | 450,000.00 | 229,613.51 | 49% |
| 6132 - Library materials- other | 5,746.11 | 30,500.00 | 24,753.89 | 19% |
| 6133 - Library databases | 83,157.28 | 150,000.00 | 66,842.72 | 55% |
| 6134 - Inter-Library Loan Fees | 163.94 | 800 | 636.06 | 20% |
| 6140 - Professional Services | 166,047.66 | 236,700.00 | 70,652.34 | 70% |
| 6145 - Printing Services | 11,337.19 | 25,000.00 | 13,662.81 | 45% |
| 6210 - Utilities | 214,840.62 | 375,000.00 | 160,159.38 | 57% |
| 6213 - Telecom-Voice and LD | 15,903.82 | 29,450.00 | 13,546.18 | 54% |
| 6214 - Telecom-Wide Area Network | 121,400.02 | 250,000.00 | 128,599.98 | 49% |
| 6218 - Telecom- Hot Spots | 34,218.39 | 96,000.00 | 61,781.61 | 36% |
| 6300 - Maintenance & Fuel for Vehicles | 10,522.92 | 25,000.00 | 14,477.08 | 42% |
| 6400 - Capital Outlay | 302,999.77 | 1,450,000.00 | 1,147,000.23 | 21% |
| 6500 - Contingency | 0 | 500,000.00 | 500,000.00 | 0% |
| 7900 - Transfers Out to Other Funds | 0 | 250,000.00 | 250,000.00 | 0% |
| Expense Total | 8,563,862.11 | 19,878,762.00 | 11,314,899.89 | 43% |
| | | | | |
| Net Income (Loss) | 6,208,451.52 | -3,015,001.00 | -9,223,452.52 | -206% |



Current Activity to Budget - % Used

December 2024 General Fund

50% of Year

| | 2024-2025 Current Year Activity | 2024-2025 Budget | Variance | Percent Used |
|--|------------------------------------|--------------------------|--------------------------|--------------|
| Current Property Tax Collections | 14,029,601.84 | 15,046,261.00 | 1,016,659.16 | 93% |
| Prior Year Property Tax Collections | 107,181.86 | 220,000.00 | 112,818.14 | 49% |
| Interest Income | 199,953.46 | 400,000.00 | 200,046.54 | 50% |
| Restricted Grant Revenues | 94,646.40 | 200,000.00 | 105,353.60 | 47% |
| Printing/Copying/Fines | 23,776.12 | 50,000.00 | 26,223.88 | 48% |
| Other Misc Revenues | 1,105.04 | 0 | -1,105.04 | 0% |
| Revenue Total | 14,456,264.72 | 15,916,261.00 | 1,459,996.28 | 91% |
| 5001 - Salaries and Wages | 4,087,641.33 | 8,203,276.49 | 4,115,635.16 | 50% |
| 5002 - FICA and Medicare- payroll taxes | 300,811.71 | 607,042.47 | 306,230.76 | 50% |
| 5003 - Worker comp- payroll taxes | 16,253.69 | 16,406.55 | 152.86 | 99% |
| 5004 - Health/Dental Insurance | 693,493.83 | 1,442,402.47 | 748,908.64 | 48% |
| 5005 - Retirement Contribution | 267,551.56 | 516,806.41 | 249,254.85 | 52% |
| 5006 - Other Employee Benefits | 8,901.50 | 0 | -8,901.50 | 0% |
| 5008 - Parking permits | 11,257.50 | 23,000.00 | 11,742.50 | 49% |
| 5011 - HSA | 38,240.35 | 98,439.35 | 60,199.00 | 39% |
| 5012 - Unemployment | 8,672.10 | 32,813.13 | 24,141.03 | 26% |
| 5016 - Oregon Paid Family Leave | 10,569.69 | 32,813.13 | 22,243.44 | 32% |
| 6004 - Auditing Services | 30,200.00 | 40,000.00 | 9,800.00 | 76% |
| 6006 - Bank Fees/Interest Expense | 1,547.44 | 5,000.00 | 3,452.56 | 31% |
| 6008 - Consultant Fees | 13,969.00 | 56,000.00 | 42,031.00 | 25% |
| 6009 - Background Checks | 1,155.00 | 3,000.00 | 1,845.00 | 39% |
| 6010 - Elections | 0 | 45,000.00 | 45,000.00 | 0% |
| 6012 - Insurance | 87,522.02 | 185,000.00 | 97,477.98 | 47% |
| 6013 - Legal Services | 10,004.00 | 10,000.00 | -4 | 100% |
| 6014 - Memberships, Dues and Subscriptions | 17,323.34 | 22,600.00 | 5,276.66 | 77% |
| 6015 - Supplies | 62,871.45 | 153,150.00 | 90,278.55 | 41% |
| 6016 - Postage | 8,737.99 | 45,000.00 | 36,262.01 | 19% |
| 6018 - Travel- airfare, lodging, meals etc | 1,432.89 | 5,000.00 | 3,567.11 | 29% |
| 6019 - Special fees and Expenses | 105 | 1,400.00 | 1,295.00 | 8% |
| 6021 - Advertising/Recruitment | 3,409.47 | 8,500.00 | 5,090.53 | 40% |
| 6022 - In District Mileage | 17,530.79 | 25,000.00 | 7,469.21 | 70% |
| 6023 - In District meetings, meals, events | 6,561.87 | 10,000.00 | 3,438.13 | 66% |
| 6024 - Professional Development | 15,475.40 | 50,000.00 | 34,524.60 | 31% |
| 6025 - Volunteer Recognition | 0 | 1,250.00 | 1,250.00 | 0% |
| 6026 - Staff Recognition | 8,490.66 | 10,000.00 | 1,509.34 | 85% |
| 6032 - Building Repair/Maintenance | 296,903.80 | 577,400.00 | 280,496.20 | 51% |
| 6033 - Custodial Services | 379,621.68 | 760,000.00 | 380,378.32 | 50% |
| 6034 - Custodial Supplies | 10,428.79 | 25,000.00 | 14,571.21 | 42% |
| 6039 - Security Services | 153,254.54 | 290,000.00 | 136,745.46 | 53% |
| 6040 - Signs and Signal Materials | 0 | 5,000.00 | 5,000.00 | 0% |
| 6070 - A/V Equipment | 1,881.53 | 22,000.00 | 20,118.47 | 9% |
| 6080 - Copier/Fax Expense | 32,671.44 | 74,300.00 | 41,628.56 | 44% |
| 6081 - Equipment Repair/Maintenance | 4,449.46 | 7,100.00 | 2,650.54 | 63% |
| 6082 - Facility Furnishing Expense | 12,478.02 | 115,500.00 | 103,021.98 | 11% |
| 6084 - Minor Equipment | 13,916.45 | 97,000.00 | 83,083.55 | 14% |
| 6085 - Computers and technology | 666.97 | 100,000.00 | 99,333.03 | 1% |
| 6089 - Computer Software and Licensing | 136,185.65 | 300,000.00 | 163,814.35 | 45% |
| 6106 - E Rate Services | 13,616.00 | 42,000.00 | 28,384.00 | 32% |
| 6110 - SOHS contract | 15,000.00 | 30,000.00 | 15,000.00 | 50% |
| 6111 - Advertising | 29,141.53 | 60,000.00 | 30,858.47 | 49% |
| 6130 - Library Materials- physical | 434,906.01 | 900,000.00 | 465,093.99 | 48% |
| 6131 - Library materials- digital | 220,386.49 | 450,000.00 | 229,613.51 | 49% |
| 6132 - Library materials- other | 5,746.11 | 18,000.00 | 12,253.89 | 32% |
| 6133 - Library databases | 81,659.78 | 150,000.00 | 68,340.22 | 54% |
| 6134 - Inter-Library Loan Fees | 163.94 | 800 | 636.06 | 20% |
| 6140 - Professional Services | 30,123.63 | 73,400.00 | 43,276.37 | 41% |
| 6145 - Printing Services | 11,337.19 | 25,000.00 | 13,662.81 | 45% |
| 6210 - Utilities | 214,840.62 | 375,000.00 | 160,159.38 | 57% |
| 6213 - Telecom-Voice and LD | 15,903.82 | 29,450.00 | 13,546.18 | 54% |
| 6214 - Telecom-Wide Area Network | 121,400.02 | 250,000.00 | 128,599.98 | 49% |
| 6218 - Telecom- Hot Spots | 34,218.39 | 96,000.00 | 61,781.61 | 36% |
| 6300 - Maintenance & Fuel for Vehicles | 10,522.92 | 25,000.00 | 14,477.08 | 42% |
| 6400 - Capital Outlay | 3,514.00 | 150,000.00 | 146,486.00 | 2% |
| 6500 - Contingency | 0 | 500,000.00 | 500,000.00 | 0% |
| 7990 - Transfers Out to Other Funds | 0 | 250,000.00 | 250,000.00 | 0% |
| Expense Total | 8,014,668.36 | 17,446,850.00 | 9,432,181.64 | 46% |
| Net Income (Loss) | \$ 6,441,596.36 | \$ (1,530,589.00) | \$ (7,972,185.36) | -421% |




Current Activity to Budget - % Used December 2024 Capital Improvement Fund 50% of Year

| | 2024-2025 Current Year Activity | 2024-2025 Budget | Variance | Percent Used |
|------------------------------------|------------------------------------|--------------------------|------------------------|--------------|
| Interest Income | 126,883.63 | 200,000.00 | 73,116.37 | 63% |
| Transfer In from Other Funds | 0 | 250,000.00 | 250,000.00 | 0% |
| Revenue Total | 126,883.63 | 450,000.00 | 323,116.37 | 28% |
| 6032 - Building Repair/Maintenance | 7,298.00 | 500,000.00 | 492,702.00 | 1% |
| 6400 - Capital Outlay | 259,485.77 | 1,050,000.00 | 790,514.23 | 25% |
| Expense Total | 266,783.77 | 1,550,000.00 | 1,283,216.23 | 17% |
| Net Income (Loss) | \$ (139,900.14) | \$ (1,100,000.00) | \$ (960,099.86) | 13% |



Current Activity to Budget - % Used December 2024 Grant Funds 50% of Year

| | 2024-2025 Current Year Activity | 2024-2025 Budget | Variance | Percent Used |
|--|------------------------------------|------------------------|------------------------|--------------|
| Interest Income | 18,402.08 | 20,000.00 | 1,597.92 | 92% |
| Restricted Grant Revenues | 170,763.20 | 477,500.00 | 306,736.80 | 36% |
| Revenue Total | 189,165.28 | 497,500.00 | 308,334.72 | 38% |
| 6014 - Memberships, Dues and Subscriptions | 4,362.86 | 6,500.00 | 2,137.14 | 67% |
| 6015 - Supplies | 39,958.08 | 140,812.00 | 100,853.92 | 28% |
| 6026 - Staff Recognition | 1,441.14 | 4,000.00 | 2,558.86 | 36% |
| 6082 - Facility Furnishing Expense | 427.7 | 104,800.00 | 104,372.30 | 0% |
| 6089 - Computer Software and Licensing | 2,850.00 | 0 | -2,850.00 | 0% |
| 6130 - Library Materials- physical | 55,948.67 | 200,000.00 | 144,051.33 | 28% |
| 6132 - Library materials- other | 0 | 12,500.00 | 12,500.00 | 0% |
| 6133 - Library databases | 1,497.50 | 0 | 0.00 | 0% |
| 6140 - Professional Services | 135,924.03 | 163,300.00 | 27,375.97 | 83% |
| 6400 - Capital Outlay | 40,000.00 | 250,000.00 | 210,000.00 | 16% |
| Expense Total | 282,409.98 | 881,912.00 | 600,999.52 | 32% |
| Net Income (Loss) | \$ (93,244.70) | \$ (384,412.00) | \$ (292,664.80) | 24% |




JACKSON COUNTY
LIBRARY SERVICES

FY25 Statistics Report & Strategic Plan Metrics

1

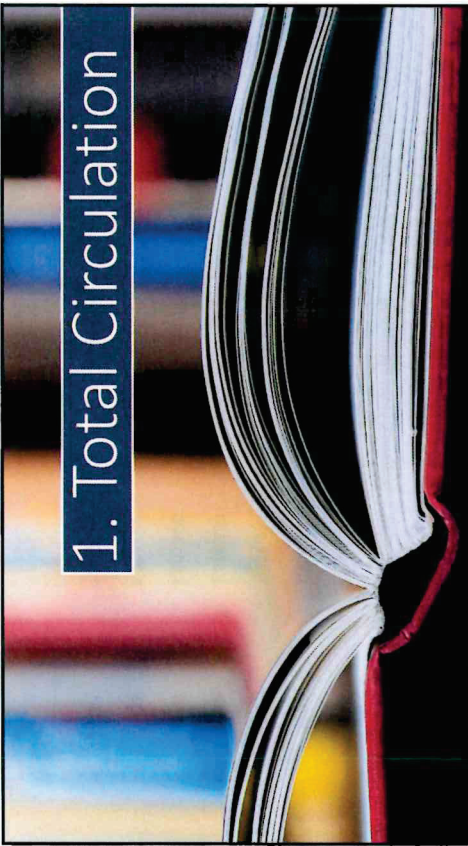
FY25 KPI Statistics Report



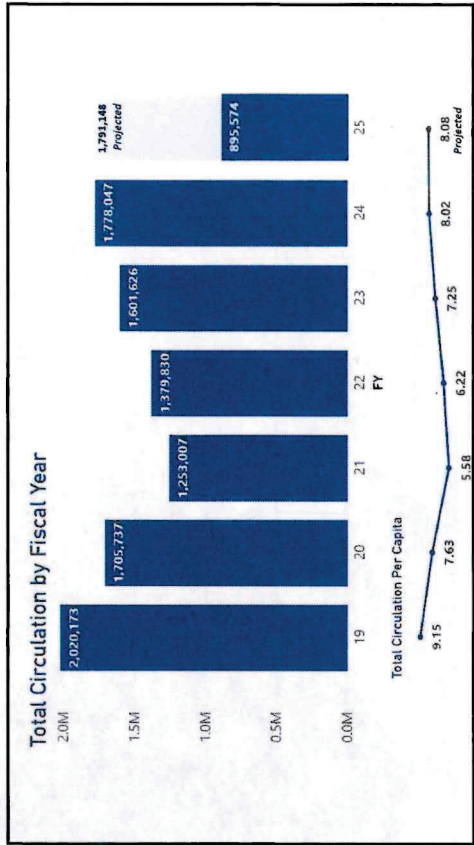
1. Total Circulation
2. Library Visits
3. New Cardholders
4. Branch Computer Usage

2

1. Total Circulation



3

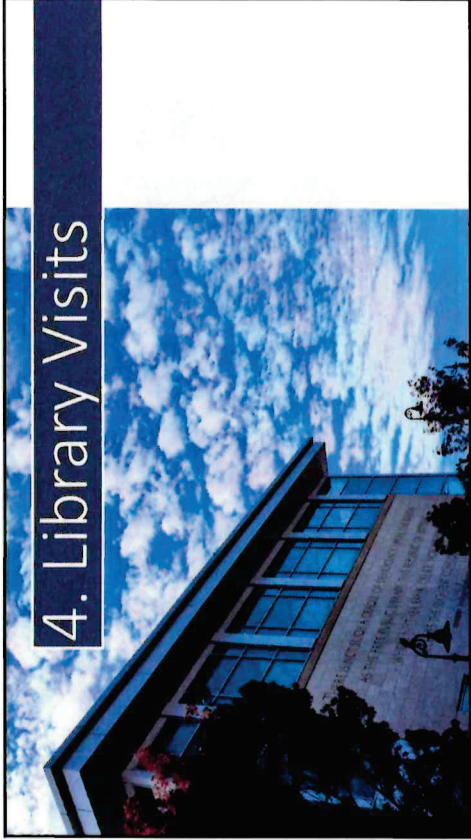


4

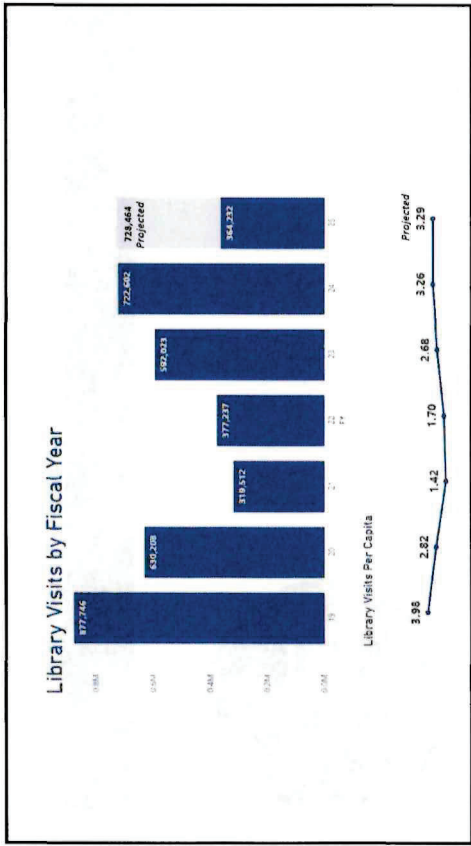
| Fiscal Year | Total Circulation | Jackson County Population | Total Circulation per capita |
|-------------|-------------------|---------------------------|------------------------------|
| FY19 | 2,020,173 | 220,815 | 9.15 |
| FY20 | 1,705,737 | 223,620 | 7.63 |
| FY21 | 1,259,135 | 224,353 | 5.58 |
| FY22 | 1,379,830 | 221,669 | 6.22 |
| FY23 | 1,601,626 | 220,768 | 7.25 |
| FY24 | 1,778,047 | 221,644 | 8.02 |
| FY25* | 1,791,148 | 221,644 | 8.08 |

Per Capita Formula:
Value of Equity of Unsevered
Total Population

5



6



7

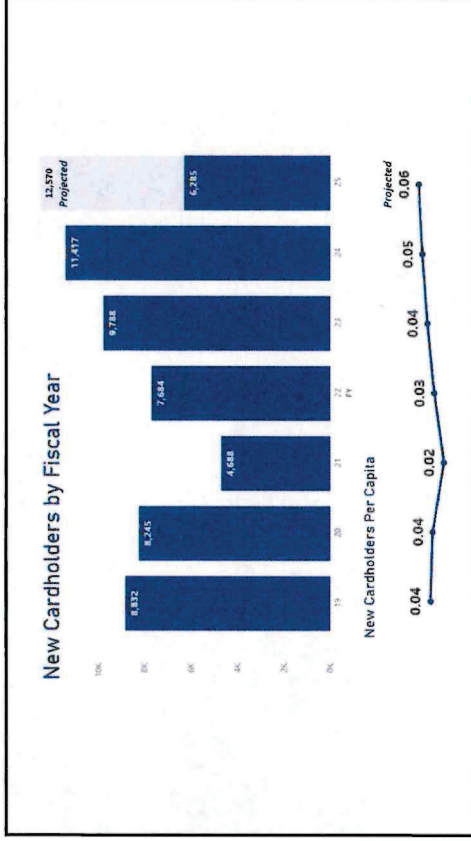
| Fiscal Year | Library Visits | Jackson County Population | Library Visits per capita |
|-------------|----------------|---------------------------|---------------------------|
| FY19 | 877,746 | 220,815 | 3.98 |
| FY20 | 630,208 | 223,620 | 2.82 |
| FY21 | 319,512 | 224,353 | 1.42 |
| FY22 | 377,237 | 221,669 | 1.70 |
| FY23 | 592,023 | 220,768 | 2.68 |
| FY24 | 722,602 | 221,644 | 3.26 |
| FY25* | 728,464 | 221,644 | 3.29 |

Per Capita Formula:
Value of Equity of Unsevered
Total Population

8



9

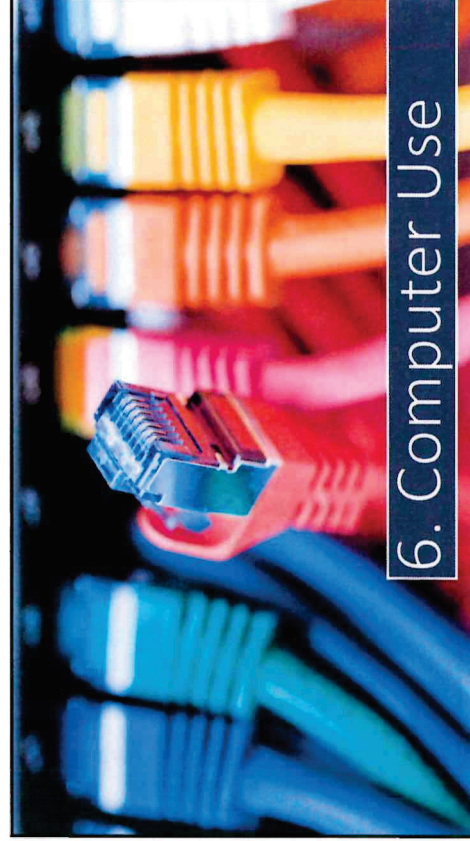


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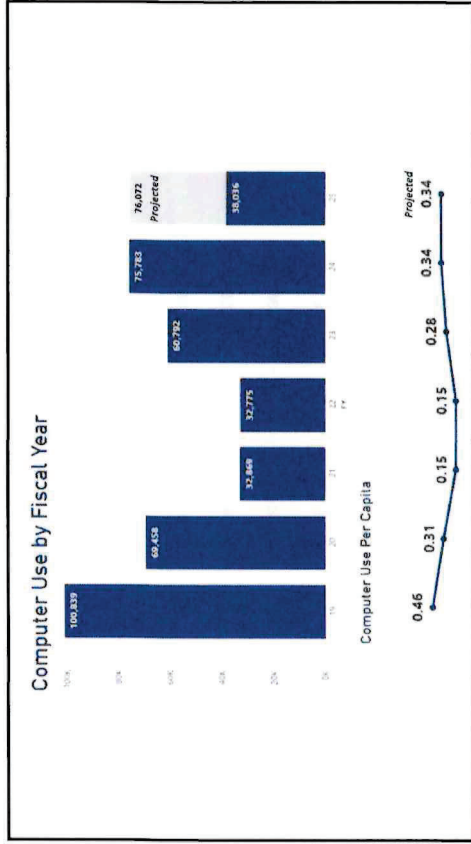
| Fiscal Year | New Cardholders | Jackson County Population | New Cardholders per capita |
|-------------|-----------------|---------------------------|----------------------------|
| FY19 | 8,832 | 220,815 | 0.04 |
| FY20 | 8,245 | 223,620 | 0.04 |
| FY21 | 4,688 | 224,353 | 0.02 |
| FY22 | 7,684 | 221,669 | 0.03 |
| FY23 | 9,788 | 220,768 | 0.04 |
| FY24 | 11,417 | 221,644 | 0.05 |
| FY25* | 12,570 | 221,644 | 0.06 |

Per Capita Formula:
Value of Figure of Interest
Total Population

11



12



13

| Fiscal Year | Computer Usage | Jackson County Population | Computer Usage per capita |
|-------------|----------------|---------------------------|---------------------------|
| FY19 | 100,839 | 220,815 | 0.46 |
| FY20 | 69,458 | 223,620 | 0.31 |
| FY21 | 32,869 | 224,353 | 0.15 |
| FY22 | 32,775 | 221,669 | 0.15 |
| FY23 | 60,792 | 220,768 | 0.28 |
| FY24 | 75,783 | 221,644 | 0.34 |
| FY25* | 76,072 | 221,644 | 0.34 |

Per Capita Formula:
Value of Interest
Total Population

14

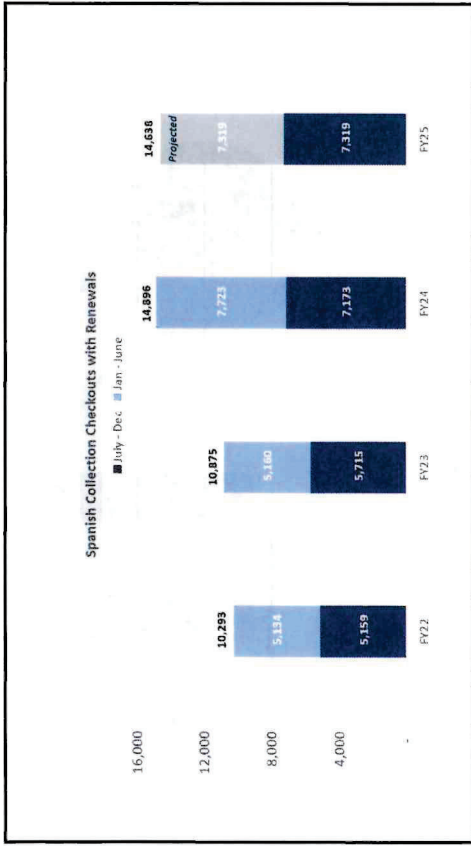
FY25 Strategic Plan Metrics

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

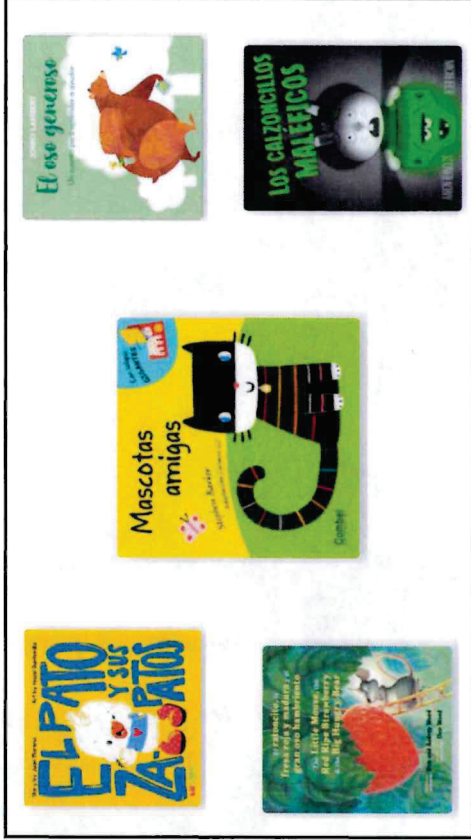
15

1. Spanish Collection

16



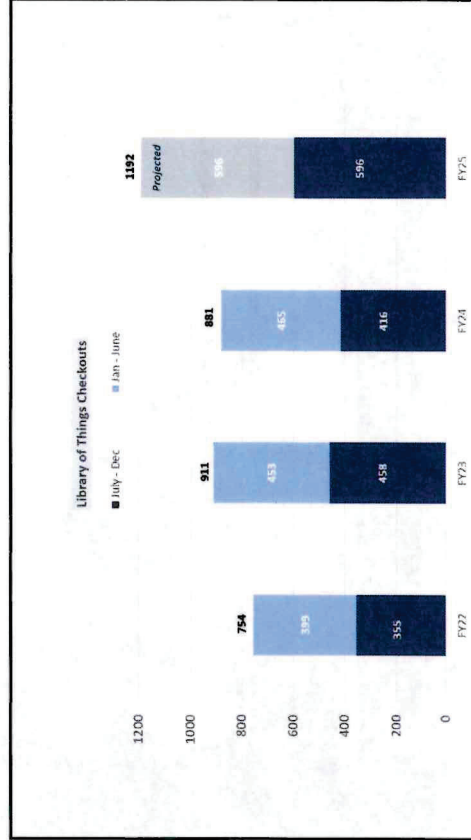
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18



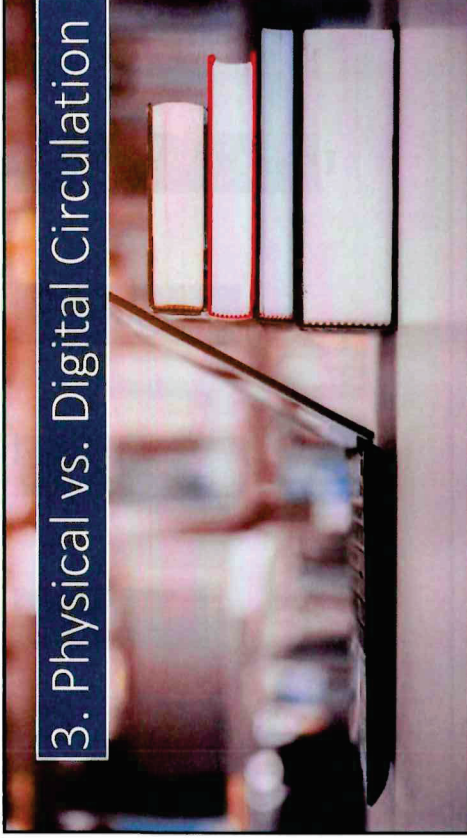
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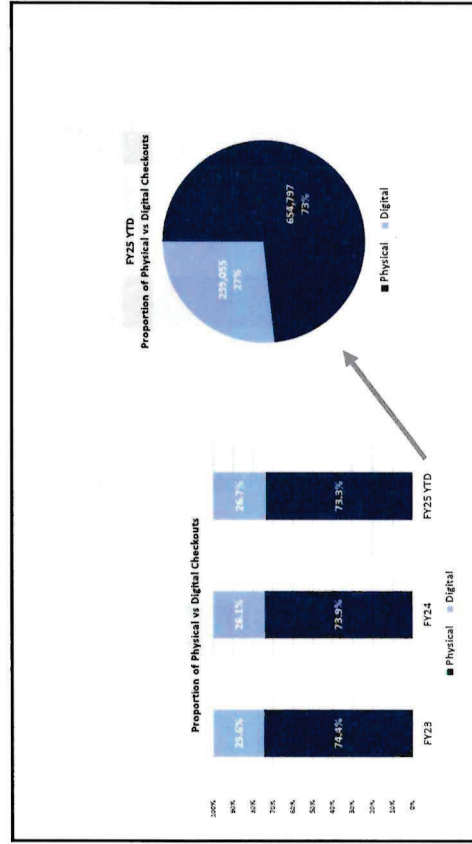
20

| FY24 (myTurn) | | FY25 YTD (myTurn + Koha) | |
|---------------------------------|-----------|--------------------------|-----------|
| Item | Checkouts | Item | Checkouts |
| Jenga Giant Tower Stacking Game | 30 | Ukuleles | 40 |
| Food Dehydrator | 28 | Film and Slide Scanner | 28 |
| Sewing Machines | 27 | Air Quality Monitors | 20 |
| Air Fryers | 27 | Food Dehydrator | 20 |
| Metal Detectors | 24 | Photo Scanner | 19 |

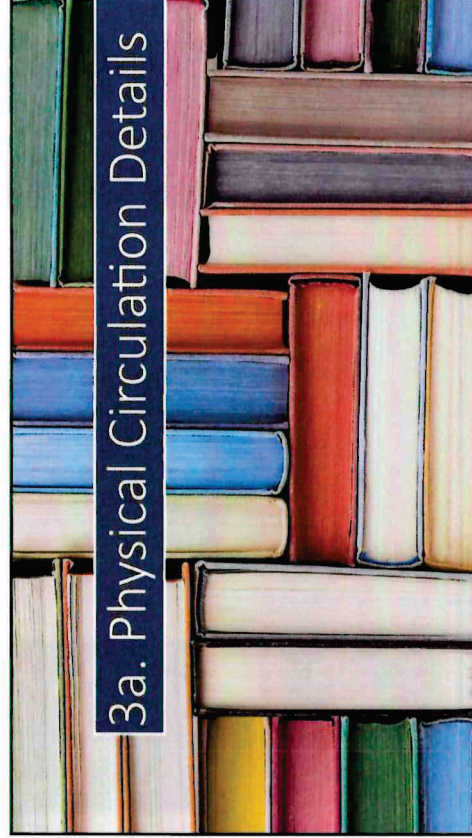
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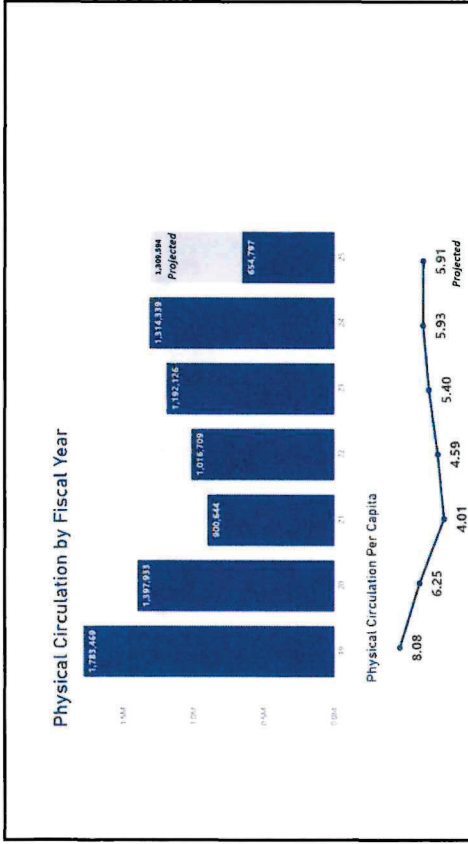
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23



24

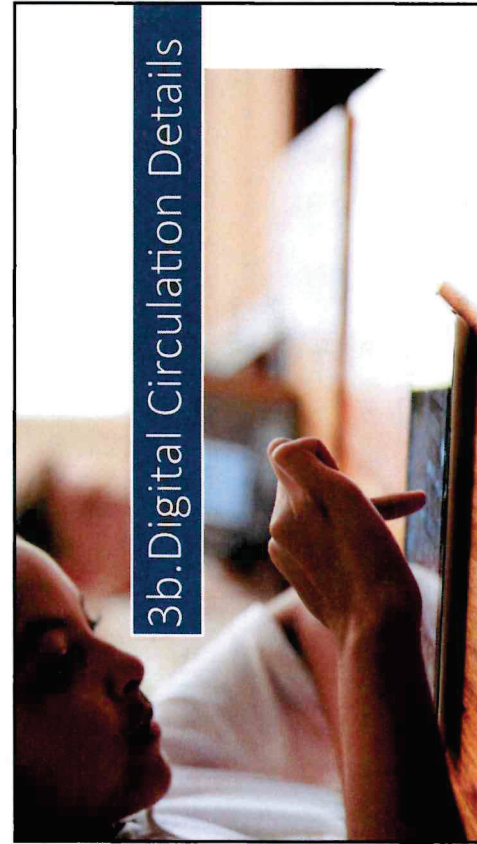


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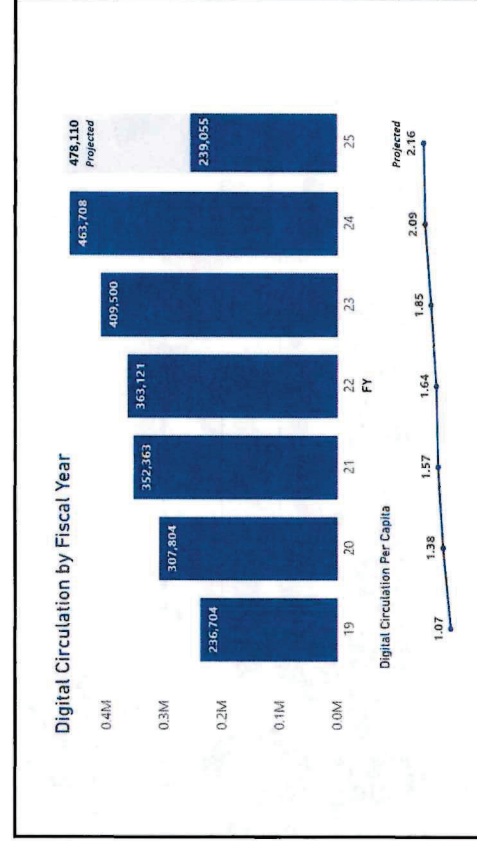
| Fiscal Year | Physical Circulation | Jackson County Population | Physical Circulation per capita |
|-------------|----------------------|---------------------------|---------------------------------|
| FY19 | 1,783,469 | 220,815 | 8.08 |
| FY20 | 1,397,933 | 223,620 | 6.25 |
| FY21 | 900,644 | 224,353 | 4.01 |
| FY22 | 1,016,709 | 221,669 | 4.59 |
| FY23 | 1,192,126 | 220,768 | 5.40 |
| FY24 | 1,314,839 | 221,644 | 5.93 |
| FY25* | 1,309,594 | 221,644 | 5.91 |

Per Capita Reminder: Value is based on latest total population

26



27



28

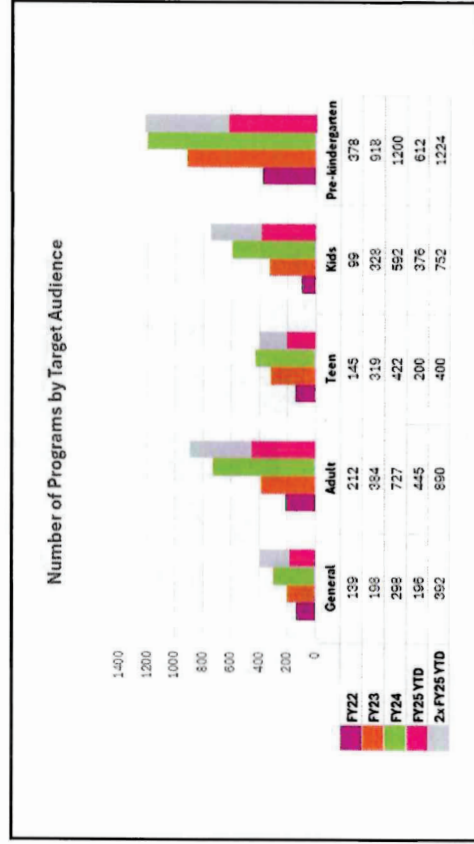
| Fiscal Year | Digital Circulation | Jackson County Population | Digital Circulation per capita |
|-------------|---------------------|---------------------------|--------------------------------|
| FY19 | 236,704 | 220,815 | 1.07 |
| FY20 | 307,804 | 223,620 | 1.38 |
| FY21 | 352,363 | 224,353 | 1.57 |
| FY22 | 363,121 | 221,669 | 1.64 |
| FY23 | 409,500 | 220,768 | 1.85 |
| FY24 | 463,708 | 221,644 | 2.09 |
| FY25* | 478,110 | 221,644 | 2.16 |

Per Capita Formula:
Value for Square of Interest
Total Population

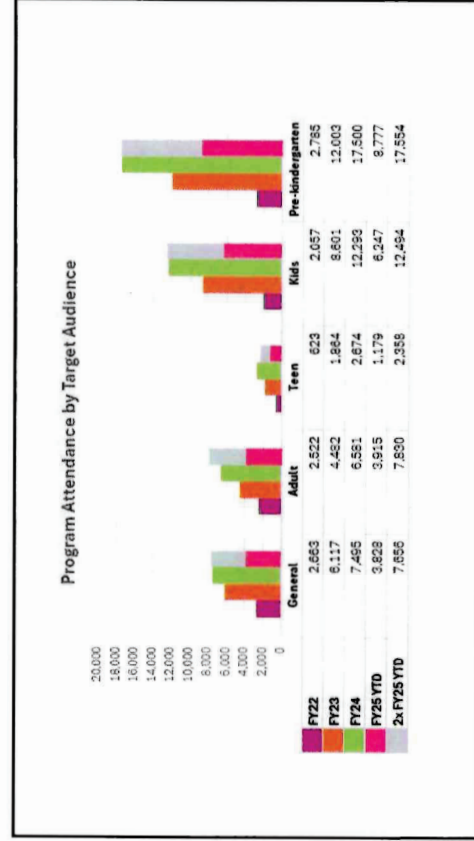
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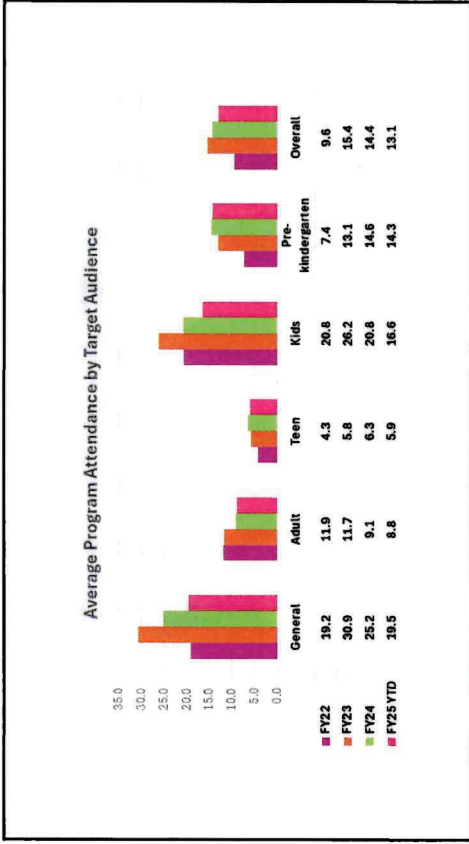
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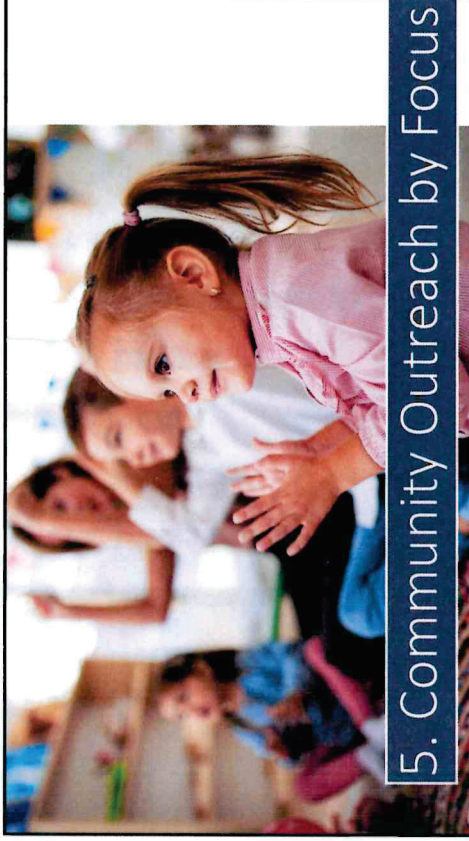
31



32

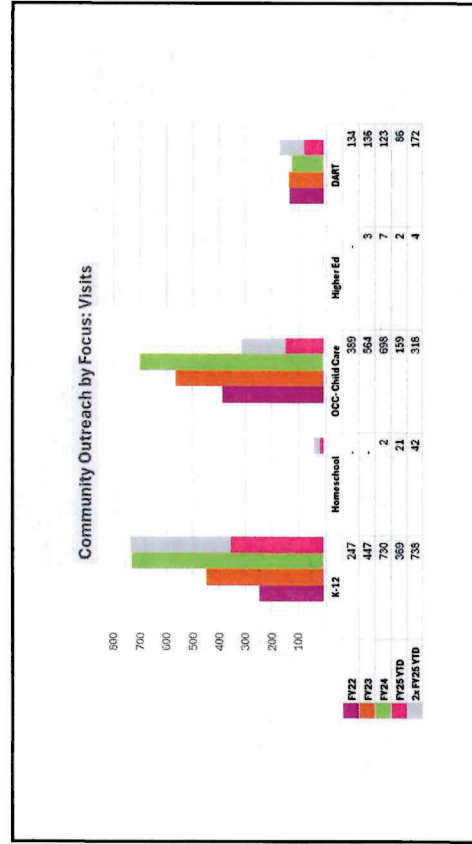


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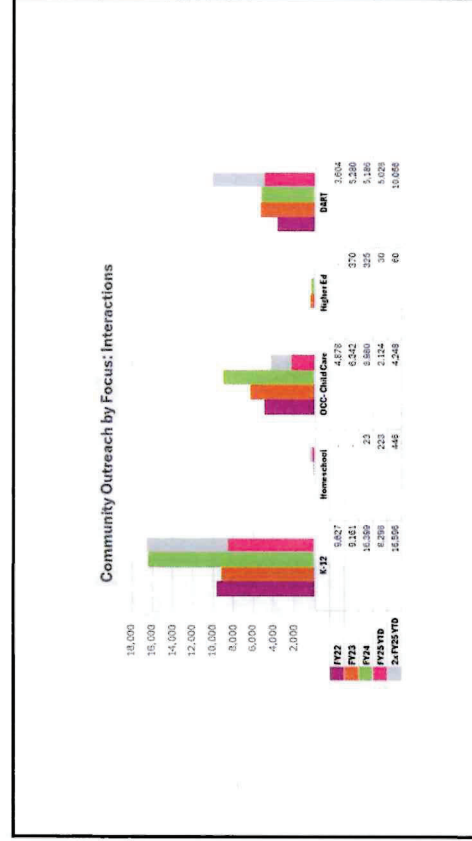


5. Community Outreach by Focus

34



35



36

6. Community Resource Referrals



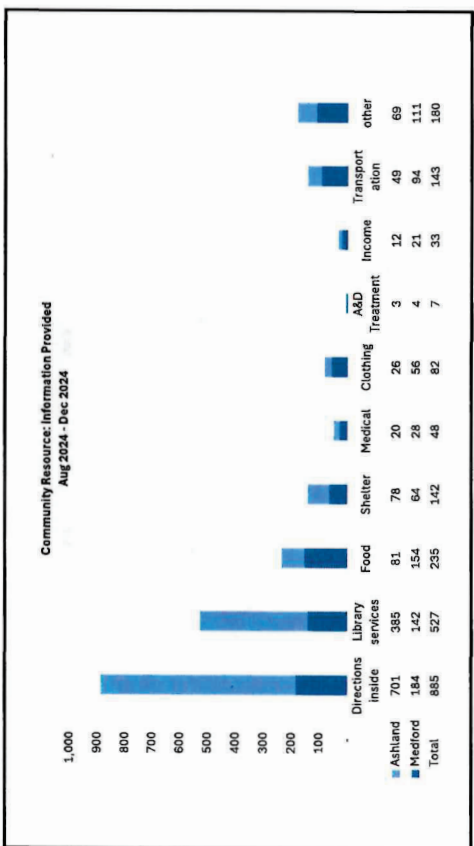
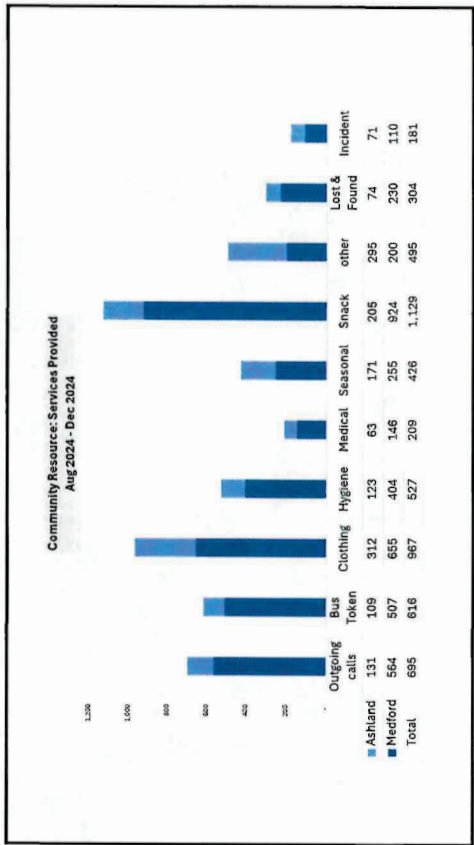
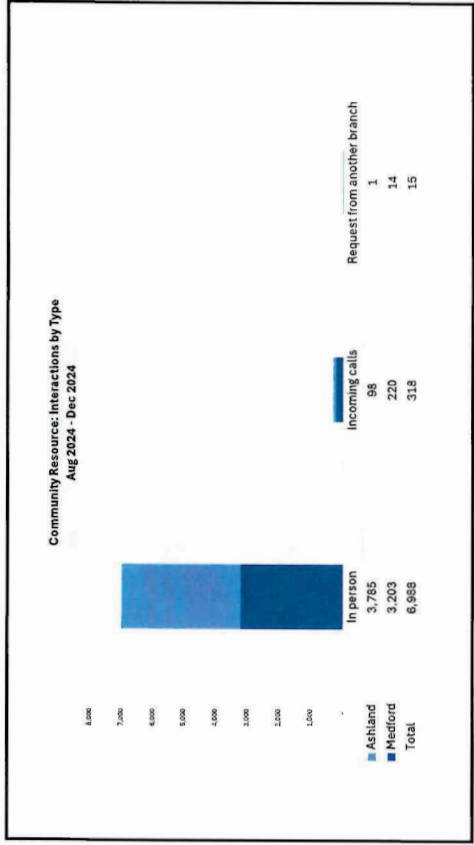
LIBRARY SERVICES

The library is pleased to offer referrals for help with the following services:

- Affordable Housing Applications
- Shelter/ Temporary Housing
- OHP/ Healthcare/Marriage Assistance
- Substance Use Treatment/Information
- Assistance filing for Unemployment
- SNAP Assistance

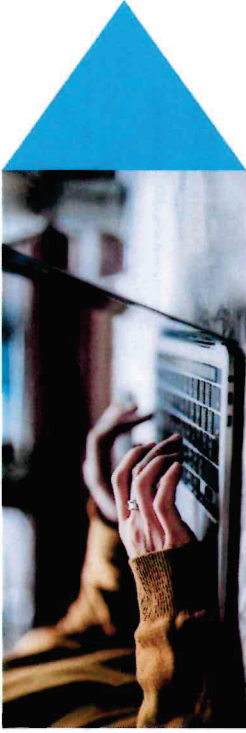


Learn about OHP benefits



6a. Incident Reports

JCLS Incident Report Data Summary



41

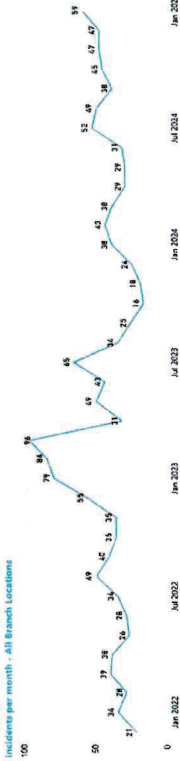
The following data summary outlines available data regarding incident reports at Jackson County Library Services. As of the Summer 2024, JCLS began using OrangeBoy Savannah software to track incident reports, and redesigned incident reporting forms to contain more detail, including selecting specifically which rule or rules were violated. Also, two additional form types were developed: Observation Reports and Medical Incident Reports.

- Observation reports allow documentation concerning interactions or observations that do not specifically violate any JCLS rules
- The Medical Incident Report form is for medical incidents where no JCLS rule was violated

As we review this data, it is important to keep in mind that Northwest Security has a separate incident tracking system.

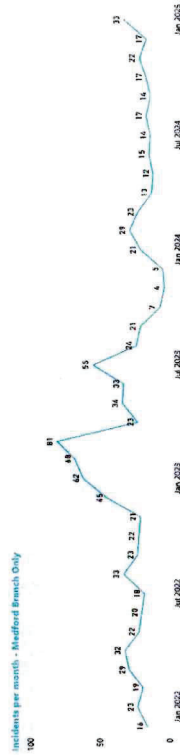
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The Incident reports per month chart below counts incidents by month for all JCLS locations. In this chart, the new form types of Medical Incident and Observation report are included for the months starting in June of 2024.

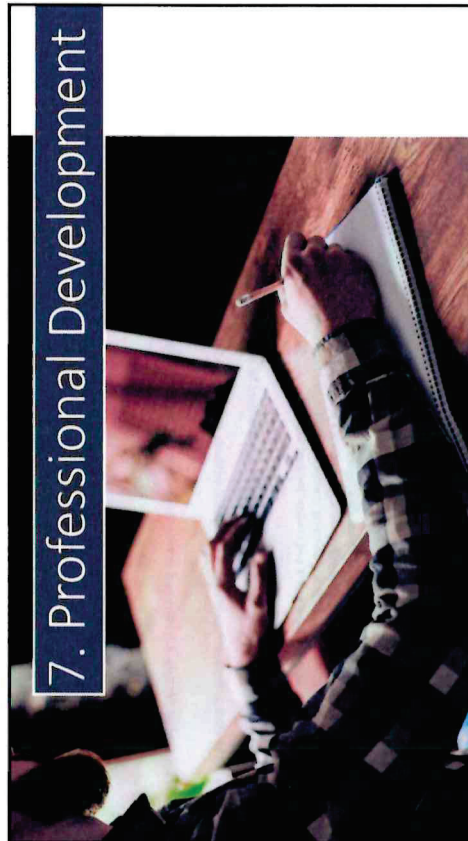
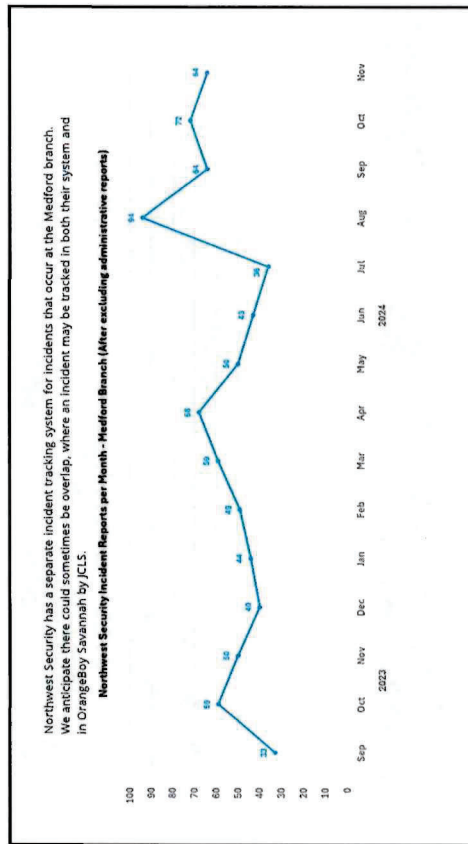
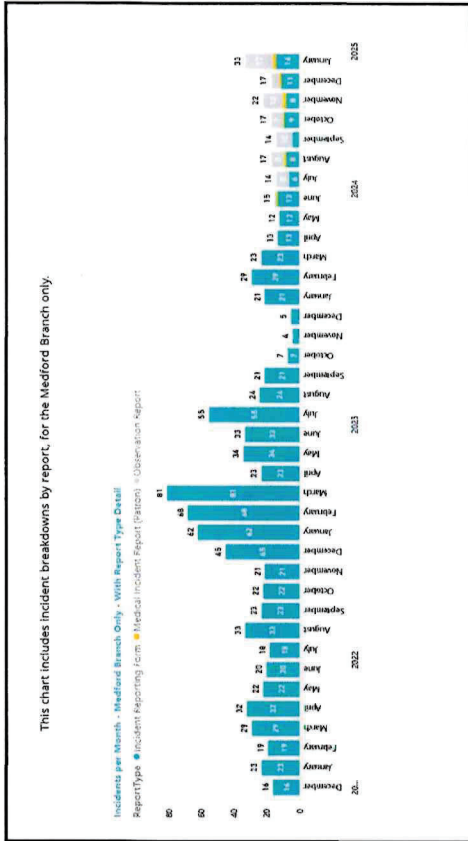
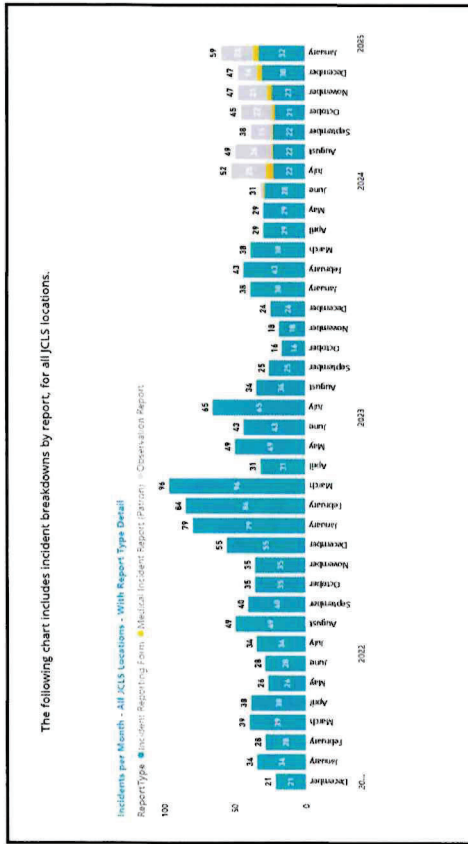


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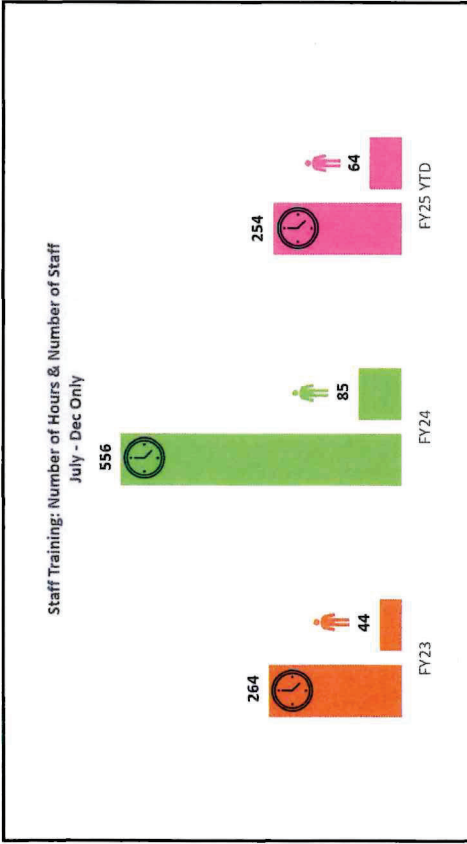
The following chart is like the previous chart, except that the monthly counts are for the Medford Branch Location exclusively.



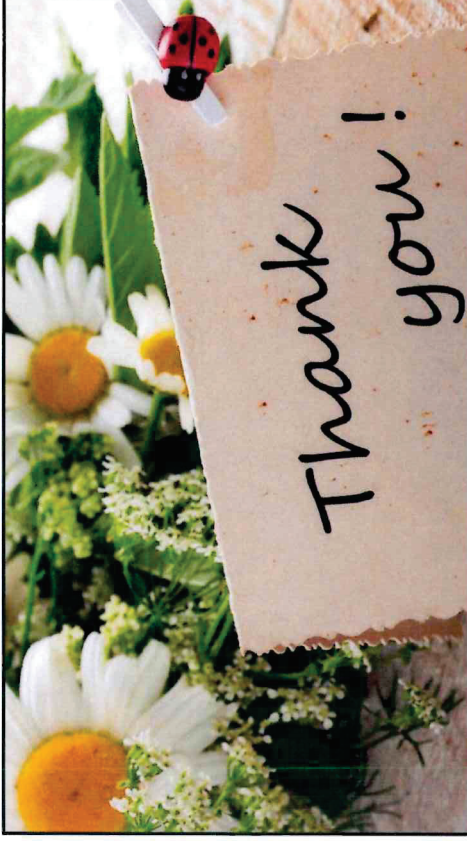
44



7. Professional Development



49



50



MINUTES

ATTENDEES AND NOTE TAKER

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

The meeting was called to order at 3:30 p.m.

NEW BUSINESS

Library Champions newsletter

The first test newsletter was sent out to 17 subscribers. Viki Brown will mention it during the next President Forum to encourage more people to subscribe. Additionally, Marta successfully recruited a member of the Medford City Council to sign up for the newsletter.

Review Library Advocacy website - <https://jcls.org/about/advocacy-for-jcls/>

Mariah shared the live Advocacy website page, guiding us through the sign-up process for newsletters. It is simple: just provide your name and email address, and you can select which newsletters you would like to receive. A few minor punctuation adjustments will be made, but it is all up and running smoothly.

Review City Council Meetings Spreadsheet

Yoli Diaz compiled a list of City Council meeting dates and is working on who to work with to get on their agendas. The goal is to make a presentation at every city council and the County Commissioners' meeting by the end of 2025 calendar year. Marta will reach out to the following for presentations; Jacksonville City Council for February 4th, Talent March 5th, and Medford City Council March 19th. Viki will reach out to Eagle Point for either a February or March presentation.

Library Legislative Day – Feb 11 in Salem

Kari and Marta will attend Legislative Day and report back to the Committee.

REPORTS

ADJOURNMENT

Kari adjourned the meeting at 4:20 p.m.

FUTURE MEETINGS/EVENTS/OBSERVANCES:

Next Committee Meeting February 27, 2025 at 2:00pm



MINUTES

ATTENDEES AND NOTE TAKER

Committee members Marissa Shepherd, Marta Tarantsey, Kari May (note taker), Kelda Vath, Joan Vigil, Regina Mannino, Carrie Turney Ross.

The meeting was called to order at 4:05 pm. A roll call was taken.

Review of previous meeting minutes from January 3, 2025, with no corrections noted.

NEW BUSINESS

Review 6-month Data & Metrics Presentation

The Committee reviewed the presentation that Data Analytics Coordinator Regina Manino created. It includes Key Performance Indicators and Strategic Objective Metrics. The Committee agreed that the full presentation, including notes slides, should be shared with the Board on their SharePoint, and that a shorter, more focused version highlighting specific sections would be included in the Board packet and presented at the February regular Board meeting.

Overall, the Committee agreed that it is a nice presentation, and they had no questions about the content.

KPI Systemwide Dashboard

As mentioned in the January meeting minutes, Kelda was going to share the systemwide snapshots that are shared with Committee members. She will start doing so monthly.

Meeting adjourned at 5:10 pm.

NEXT MEETING DATE

April 2025



MINUTES

ATTENDEES AND NOTE TAKER

Present: Board members Kevin Keating and Viki Brown; Library staff Kari May, Joan Vigil, Kelda Vath, and Crystal Zastera; County staff Ryan DeSautel, Chris Robinson, Adam Troutman, and Marsha Holstrom.

IGA/Contract Amendment

JCLS Legal Counsel will work with County Counsel to finalize the amendment to current IGA. The Amendment will extend the contract through June 30, 2026, with the removal of provision of landscaping services.

Review of Current Year

The Committee reviewed a report of the number of tickets in the County's system by branch and by type of maintenance or repair done. Staff agreed that workflow and communication is generally satisfactory, but managing ticketing updates between systems remains a challenge. Efforts are ongoing to fix the doors in Medford properly, a project that has taken longer than expected.

At midway through this Fiscal year, expenditures are at 40%. Marsha is working with the Finance Department on the true-up for FY23/24. Currently, they are showing to be at 106%, with an estimated amount owed by the Library to the County between \$20-37k. This year will be the first time the JCLS has owed money. Marsha will have the final number to the Library within the new couple weeks.

25/26 Budget

The contract amount for FY25/26 is \$516,270. This amount reflects a 5% increase over FY25 year, and excludes landscaping services.

5-Year Capital Projects

The committee reviewed the next five years of projected capital projects.

Capital projects for FY 25/26 include:

- Ashland Library Interior Lighting Upgrade: \$150,000
- Medford Library Lighting Controls: \$100,000
- Total: \$250,000

Crystal said that we want to keep carpet replacement on a regular schedule and asked that Carpet Replacement at Jacksonville and Rogue River be added to the project list.

NEXT MEETING DATE: April 21, 3:30 pm.

ADJOURNMENT

The meeting adjourned at 4:10 pm.



MINUTES

ATTENDEES AND NOTE TAKER

Sue Collins, Phil Meyer, Susan Keifer, Marissa Shepherd, Ginny Auer, Kari May (note taker)

REVIEW OF PREVIOUS MINUTES

Minutes of the November Joint Work Session and September 30, 2024, meeting were reviewed, with no corrections noted.

UNFINISHED BUSINESS

Recap of November Joint Work Session

Committee members noted that they would like to see more time for socializing at future meetings – maybe some reception or gathering time. They thought that the presentation that Kari and Ginny gave was very good, showing the importance of the roles and relationship between the two organizations. New board members really appreciated it. The information about future facilities funding was great. Kari noted that this year’s agenda was a little heavier on lecturing, but Phil pointed out that now the Boards know that Ginny and Kari are viewed as experts in the field. The committee appreciated going to different branches and suggested that next year the joint work session be held in Phoenix, where we can admire the garden project.

February 20 – Author talk and board social

The author talk with Rogue Reads author Ross Gay will be held at the Medford Library at 5:00 pm. A social and reception for both Boards will be held afterwards at Hummingbird Estates, beginning at 7:00 pm.

MOU – extension of agreement for another year

The Committee briefly discussed the next year of the agreement, noting that the agreement allows for an annual 5% escalation of costs, which for Fiscal Year 2025-2026 would be estimated at \$157,500. Assessment of staff work hours may impact additional funds requests.

JCLF Fundraising Priorities

Kari made note that she will present the Library’s top funding priorities at the Foundation Board’s April meeting.

Phoenix Pollinator Garden

Ginny reported that this project is moving forward nicely. The next meeting is scheduled for the day after this meeting. They have received two cost estimates for the project, one that seemed high, and one that was a little lower, but still more than what the project committee had expected going into this project. The committee prioritized the scope of the project, what might get completed this year, and what might get pushed out. The RFP will be issued with a phased approach to the project.

Ginny has identified more grants for this project and estimates up to an additional \$75,000 may be secured through grants. Grant sources identified are T-Mobile, Ford Family Foundation, and the Beer Creek Valley (BCV) Rotary Club. Ginny will meet with the BCV Rotary Club on January 13. Home Depot may contribute up to \$5,000 in in-kind donations, including volunteers who may be able to help build the garden.

Marissa offered to bring in some local STEM programs to draw people in and do a friend raiser. Sue offered to volunteer to assist with such a program. Ginny will follow up with both Marissa and Sue to see what they might be able to plan. Marissa also suggested contacting local people who might allow us to sell honey as a fundraiser.

DPIL

The second-annual fundraiser for DPIL will be a luncheon on Tuesday, March 4, at noon at the Rogue Valley Country Club. We are looking for 20 table captains. The format will be the same as the breakfast last year. Speakers will include the staff from the State's DPIL Office; Medford School District Superintendent Brett Champion; and a performance by the Hedrick Middle School Choir. Ginny is working with Ryan Pheil from the JCLS Marketing department to develop a video and is looking for a couple impact stories from local community members who have benefited from this program. Ginny noted that the cost per child has increased from \$26 to \$31 per year as of January 2025.

COMMENTS AND ANNOUNCEMENTS

Just a general observation that we've come a long way over the past several years, and it is fun to see plans come to fruition.

NEXT MEETING DATE

The next Committee meeting is tentatively scheduled for April 17, 2025, 4:00pm.