



**JACKSON COUNTY LIBRARY DISTRICT (JCLD)
REGULAR BOARD MEETING AGENDA**
Large 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>
March 19, 2025, at 4:00 p.m.

CALL TO ORDER/ROLL CALL

LAND ACKNOWLEDGEMENT

INTRODUCTIONS / PROCLAMATIONS

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AGENDA AMENDMENTS AND APPROVAL

CONSENT AGENDA

- 2. February 19, 2025 JCLD Regular Board Meeting Minutes.....2

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)

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UNFINISHED BUSINESS (Discuss/Action)

NEW BUSINESS (Discuss/Action)

- 5. 5.14 Volunteer Policy - Brynn Fogerty15
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ADJOURNMENT

FUTURE MEETINGS/EVENTS/OBSERVANCES:

March 20, 2025 at 8:00 pm “Us as We are” Library Segment airs on SO PBS
April 2, 2025 3:30 – 5:00 pm Regular Work Session
April TBD- Budget Committee Work Session
April 6-12 2025 National Library Week
April 16, 2025 4:00 pm 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.



JACKSON COUNTY LIBRARY SERVICES

205 S. Central Ave.
Medford, OR 97501

National Library Week 2025 Proclamation

WHEREAS, libraries spark creativity, fuel imagination, and inspire lifelong learning, offering a space where individuals of all ages can explore new ideas and be drawn to new possibilities;

WHEREAS, libraries serve as vibrant community hubs, connecting people with knowledge, technology, and resources while fostering civic engagement, critical thinking, and lifelong learning;

WHEREAS, libraries provide free and equitable access to books, digital tools, and innovative programming, ensuring that all individuals—regardless of background—have the support they need to learn, connect, and grow.

WHEREAS, libraries partner with schools, businesses, and organizations, connecting the dots to maximize resources, increase efficiency, and expand access to essential services, strengthening the entire community;

WHEREAS, libraries empower job seekers, entrepreneurs, and lifelong learners by providing access to resources, training, and opportunities that support career growth and economic success;

WHEREAS, libraries nurture young minds through storytimes, STEAM programs, and literacy initiatives, fostering curiosity and a love of learning that lasts a lifetime;

WHEREAS, libraries protect the right to read, think, and explore without censorship, standing as champions of intellectual freedom and free expression;

WHEREAS, dedicated librarians and library workers provide welcoming spaces that inspire discovery, collaboration, and creativity for all; and

WHEREAS, libraries, librarians, and library workers across the country are joining together to celebrate National Library Week under the theme **“Drawn to the Library”**;

NOW, THEREFORE, be it resolved that I, Viki Brown, Jackson County Library District Board Chair, proclaim April 6–12, 2025, as **National Library Week**. During this week, we encourage all residents to visit their library, explore its resources, and celebrate all the ways that the library draws us together as a community.

Vicki Brown, JCLD Board President

Date



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 Yoli Diaz (Executive Assistant).

Absent: Susan Kiefer, Board Member

CALL TO ORDER/ROLL CALL

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

CONSENT AGENDA

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

ORAL REQUESTS AND COMMUNICATIONS FROM AUDIENCE

None

REPORTS

Director's Report

Library Director Kari May discussed the updated Director's Report format, which has been revamped to more effectively align with the library's Strategic Plan by clearly showing how the activities and programs the library offers support it. May also encouraged questions or feedback regarding the new format.

On page 11, Director Brown highlighted a story about an individual stranded due to a fire who expressed appreciation for the helpfulness and praise received from those in the community. Tarantsey inquired about when the PBS show "The Public Library: Free for All" will air. May stated that it will air on April 28th.

Ryan Bradley, the Marketing Manager, gave a presentation about how social media works for the library. He explained the strategy behind posting content tailored to each platform (Facebook, Instagram, Threads, etc.). Every Monday, Marketing Specialist Ryan Pfeil posts events on Facebook that are three weeks out, along with photos from branch events. They also post outreach team content and have a weekly Friday post highlighting the library's database. Job openings are shared on Facebook, and platforms like Twitter/X, Instagram, and Threads feature weekly highlights like a "movie of the week" and music from Hoopla.

The goal is to stay engaged with the community and be timely with content. Bradley shared the current follower counts: Facebook (4,860), X (1,403), Instagram (2,075), and Threads (603), showing steady growth since 2019

(from 5,000 followers combined across all platforms to 9,000 now). This growth reflects the building of a quality audience. Social media is driven by algorithms, meaning that the more people engage with posts, the more others will see them. For example, a post on Threads reached 110,000 people because of interactions. Engagement directly impacts visibility on social media.

Director Brown asked if all ads are paid for by the Library, Ryan noted that the library sometimes pays for limited advertisements to promote events. Director Tarantsey congratulated Ryan for successfully building a social media presence for the library.

Jackson County Library Foundation Report

Ginny Auer, Executive Director of the Foundation, shared excitement for the upcoming Dolly Parton Imagination Library event on March 4th at noon at Rogue Valley Country Club, expecting around 200 attendees and a \$50,000 fundraising goal, with a \$20,000 matching challenge for this year. They are also close to reaching their \$10,000 sponsor goal, having raised \$8,000 so far. Auer extended the invitation for everyone who would like to join and encouraged reaching out to the Foundation to RSVP.

She thanked Bear Creek for their \$375 donation to the Pollinator Garden. Auer expressed excitement about sponsoring the Rogue Reads program this year, including supporting Ross Gay's Author Talk on February 19, 2025. Auer gave a special thanks to this year's sponsors, Pacific Power and Hummingbird Estates. Additionally, the JCLF board has been actively engaging with the community through the Library Cups of Delight initiative, where board members have attended, and Auer has received positive feedback.

Financial Report

Heather Scott, Finance Manager, presented the Financial Report as of December 2024. The finance team has been reviewing all accounts and starting the budgeting process for FY26. Total expenses are at 43%, well within budget, with everything in compliance. Personnel costs are at 50% and library materials on target at 49%. Utilities slightly exceeded the budget due to the weather, and legal fees were slightly over, which may have been due to under-budgeting. Next year, the finance team will budget for more room for legal fees. Capital improvements are well under budget, with significant projects including AV installation in the Large Meeting room in Medford and architectural fees in Phoenix, as well as the purchase of new cargo vans in December.

Director Brown asked about major capital expenses for the rest of the year, and May mentioned maintenance projects, including three roof replacements. Tarantsey inquired about grant funds, Scott and May noting \$104,000 budgeted for facilities and furniture in both the general fund and grant fund, with some outstanding billings. Overall, everything is looking good.

Statistical & Strategic Plan Report

Kelda Vath, Assistant Director of Support Services, and Regina Mannino, Data Analysis Coordinator, presented the Mid-Year FY25 Statistics Report. They highlighted key performance indicators, including total circulation by fiscal year, per capita data, and library visits, which have increased year-over-year due to expanded hours and pandemic recovery. The number of new cardholders this fiscal year has already exceeded 50% of last year's total, suggesting the potential for a record high in the last seven years.

The report also noted that computer usage is on track to match last year's figures. The Spanish collection, particularly the Spanish-language juvenile collection, is the most popular, with 56% of checkouts from this category. Children's circulation in English also saw significant increases, along with the rise in the "Library of Things" circulation. Mannino shared a variety of data, including digital checkouts, physical circulation, incident

reports, and staff training updates.

COMMITTEE AND BOARD MEMBER REPORTS

Advocacy:

Director Brown reported that the Advocacy Committee has been meeting regularly. During the last meeting, Marketing Specialist Mariah Mills went over how to navigate the Advocacy Web page and its tools for engaging people. May also discussed the monthly Library of Champions newsletter, which all board members should have received on February 14th. Advocacy board Member Tarantsey along with Director Brown and May have been working on attending City Council meetings and giving a snapshot of JCLS. Talent, Eagle Point and Jacksonville have all been scheduled, with Jacksonville being the first just yesterday. Director Tarantsey and May presented to Jacksonville City Council. They both shared some data and highlights of the local library.

Director Tarantsey shared that on February 11th, 2025, she and May traveled to Salem to the Capital for the designated Library Day. With the assistance of the Oregon Library Association and their team, Tarantsey and May were able to meet with five of the six legislators who represent Jackson County at the state level. Tarantsey felt like it was very informational.

In addition to meeting with legislators, May testified in support of the budget for the State Library, which includes the Ready to Read Grant program. Last year, JCLS received around \$30,000 dollars; it is a formula-based distribution based on geographical size of the service area as well as the number of children from birth to age 14. For some smaller libraries, they receive as little as \$1,000. May also was really pleased to be at state be at state capital and speak on behalf of that.

May also shared that this past month she was appointed by the Governors office to serve on the Oregon Broadband Advisory Council and attended her first meeting was Feb 11th. She shared her excitement to have that level of visibility for the libraries and Jackson County statewide.

Data and Metrics:

No additional comment on their presentation.

Facilities:

Director Brown attended a recent meeting that included Director Keating, May and a few other Department Managers who all met together with Facilities management of Jackson County for services provided to JCLS for all Library branches. Director Shepherd asked if landscaping services would be separate, Director Brown answered that yes, it is sperate. May chimed in and stated that separate contract for landscaping has been awarded to another company, beginning April 1st. Director Keating brought up that they did discuss the front door issues in Medford and was wondering if it had all been addressed and taken care of. May stated that they are working on it.

Finance Committee:

May stated no minutes for that meeting because it was primarily reviewing the first 5 months of data, the December report was not ready, so they did a preliminary report before this meeting. No additional comments.

Relationship Committee:

Director Shepherd praised Auer for all her hard work and appreciated the update on all things that are going on. Shepherd shared her excitement for the ongoing Pollinator Project. She is very pleased with the work the

Foundation is doing.

Closing statements:

May reminded everyone of the Author talk tomorrow, February 20th with Author Ross Gay. Following that, the social with the Foundation and JCLS will be held at Hummingbird Estates.

There will be a Board Work Session on March 5th at 3:30pm; the focus will be on the budget.

The filing window has opened for running for office on Board. Two people have filed for the two seats, with Director Taransay being one of them. Filing remains open until March 20th.

VP Kiefer adjourned the meeting at 5:17 p.m.

/s/ Yoli Diaz

Recording Secretary



Directors Report

March 2025

This report is designed to align with the strategic goals as outlined in the 2022-2026 Strategic Plan. This report demonstrates how the programs, services, and activities accomplished this month further the library's mission to connect everyone to information, ideas, and each other.

Note: The strategies listed in parentheses refer to the [Strategic Plan document](#).

An early-February snowstorm interrupted library services. All branches were closed for two and a half days as a record-setting foot of snow fell in most parts of the county.

Strategic Plan Goal 1: Energize Library Services & Resources

Diversifying and Advancing Outreach to Childcare (Strategy 2)

Outreach to Childcare (OTC) added several new childcare providers to their portfolio to receive monthly book deliveries and/or storytimes. Three of the new Spanish speaking childcare providers learned about OTC programming from attending outreach events and networking with Spanish Services Coordinator Milagros Morales and Outreach to Childcare Bilingual Specialist Amanda Maya Dickson.

Innovative Programs in Ashland (Strategy 2)

Now in its second year, the Creative Writing Workshop continues to draw a dedicated following. The group meets every other Monday to share samples of their current writing projects and receive constructive and supportive comments from their peers. Several of the regulars have become friends and meet for editing or social purposes outside of the library program.

Local academic and avid library user Michael Jensen presented on a lesser-known part of the Oregon Shakespeare Festival story, "OSF on the Radio." Attendees learned about how the Festival's radio presence drew attention and development to the theater and to the town in the Festival's early years.

Art Lab Clay Projects and Crafts in Prospect (Strategy 2)

February's Art Lab highlighted polymer clay and beading. Participants crafted beads out of polymer clay and selected from a variety of premade beads to create bespoke accessories to take home. Prospect's Art Labs. Skills included measuring, shaping, and planning out a design while the physical act of threading the beads on to a cord or necklace emphasized dexterity.



February's Open Craft Times followed suit, with a new set of young patrons manipulating polymer clay and playdough clay to create jewelry, miniatures (like a teeny tiny fried egg), and continue to explore their creativity together. The spirit of creativity even motivated one young patron to check out *More Curious Jane: Science + Design + Engineering for Inquisitive Girls* for further inspiration.

Eagle Point's Junior Librarian (Strategy 2)

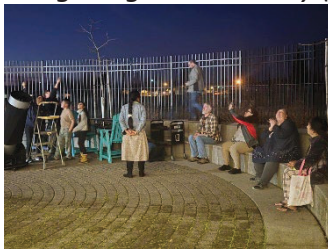


Eagle Point followed in Central Point's footsteps by starting a Junior Librarian program at their branch. Each month Library Associate Grace Anderson randomly chooses an applicant to highlight their book choices for the month. Anderson meets with the child (and their caregivers if they need help) in order to choose a selection of books that they would like to put on display for other kids to try for the month. The first Junior Librarian was Luce, and her favorite book is *Spy x Family*.

Tracking Bigfoot in Butte Falls (Strategy 2)

It was an honor to host Greg Roberts as he presented his knowledge and experiences, which led to many discussions on all things "Bigfoot." Since 2008, Greg has been a dedicated Bigfoot researcher and investigator and has had dozens of direct encounters. His years of research and investigation have led to several findings that he was the first to call attention to. Many of these were heard directly from him during the presentation. This program turned out to bring a large group of adults into the branch, which has not been an easy task to do.

Stargazing in White City (Strategy 2)



As part of Spark Space, patrons of all ages were able to stargaze seeing many of the night sky wonders, including Venus, Jupiter's rings and their four moons, and Mars.

Applegate Lends Space for Tax Season Assistance (Strategy 2)

A local accountant is meeting with several different patrons in the meeting room to help with taxes. All patrons have expressed appreciation for the space, as there are no other places to meet in the Applegate.

A Grandmother's Appreciation for Programming Jacksonville (Strategy 2)



A grandmother, who brought her grandchildren to Jacksonville's Stuffie Tea Party Storytime, remarked on how grateful she was to have activities for her grandkids to do. "They need to be busy, and I always know the library will provide fun things for them to do. Plus, it's right down the street from us so I don't have to drive them all over!"

Improve Acting for Teens at Rogue River (Strategy 2)



Local and experienced improv actor Madeline DeCoursey, who trained with the Upright Citizen's Brigade, teaches beginning improv acting to local Rogue River youth. This was the first time DeCoursey taught such a class and, as a result of her successful program, has decided to pursue it further in the community.

Exploring Workforce & Economic Development Programs in Rural Applegate (Strategy 2)

Business Librarian Roslyn Donald attended the Applegate Economic Summit where A Greater Applegate (AGA) staff gave an overview of the recently published Applegate Economic Conditions statistical report. Attendees heard remarks from two panels of local business leaders, one for agricultural production and the other for outdoor recreation. Participation in this summit lays vital groundwork for exploring ways JCLS can expand programs for rural communities on topics of workforce and economic development, particularly as it relates to the *Entrepreneur in Residence* grant Donald is managing in collaboration with AGA and Jackson County Library Foundation.

Energizing Programs to Serve Community through Rogue Reads (Strategy 2)

Winter was a time of delight at JCLS. JCLS patrons delighted in the things they loved through fandom collaging or creating their own sensory coaster; in each other through community coloring programs, creature feature movie watching, and tea parties; and of course, in themselves through gratitude journaling, or taking inspiration from the community read title and making their own Book of Delights.

The quarter ended with a *delightful* author talk by Ross Gay, the author of *Book of Delights*. This year marked the first in-person Rogue Reads author talk since the community reading program began in 2020, and the room was packed with 180 community members. Ross read several of his essayettes and engaged in conversation with Area Manager Carrie Turney Ross. Audience members were prepared with a few questions of their own, then lined up to have their copies of Ross' works signed. For those who did not bring a copy of their own, books were generously provided on a first come, first served basis by Rogue Reads sponsors, Jackson County Library Foundation and Pacific Power.

Improving the Environment of the Medford Teen Department (Strategy 3)



The Medford Teen Library has been working to create a more inviting environment for patrons. These changes include decorating the top of the bookshelves with blue and silver garland and paper-folded sea creatures to simulate an ocean. A pirate ship is in process of being created to add to the décor. The department has a lo-fi station running on the television in the gaming center. Seasonal décor adds to the improved environment, the entire library decorated with red and pink lights and hearts for Valentine themed décor. The welcoming environment has quickly seen

increased patron usage with a higher number of Studio Roxander students visiting the department during their breaks, more teens sitting in the gaming center to hang out, and higher staff engagement with staff who enjoyed putting up the decorations and creating a more inviting space.

Adjusting Shelving and Weeding in Shady Cove (Strategy 3)



Shady Cove has lowered all their shelves to better accommodate patrons. This was a large undertaking, but it is well worth the effort. During this process they also weeded books and dusted as they adjusted the shelves. Some shelves also needed to be removed as they would no longer fit. A special thanks to facilities for picking up the excess shelving.

Strategic Goal 2: Extend Access to the Library

Diversify and Increase Programs and Events (Strategy 2)

The Database of the Month for both February and March is Peterson's Test and Career Prep. This new-to-JCLS resource provides a wide range of interactive practice tests and materials, including high school AP exams, college prep (ACT, SAT), graduate (GRE, LSAT), vocational (firefighter, clerical), and licensing. It also offers a robust resume builder tool, as well as college and scholarship information.

Extending Access to the Library through At Home Services (Strategy 3)

At Home Services patrons were thrilled to receive the Rogue Reads Journals of Delights, providing another way for AHS patrons to engage with Rogue Reads. AHS received several thank you notes from patrons expressing their delight in being included despite being unable to attend programming or access the library buildings.

Blind Date with a Book in Jacksonville (Strategy 3)



A Jacksonville patron embraced the concept behind the 'Blind Date with a Book' display. She chose a mystery 'date' not only for herself, but for a homebound friend as well. She loved the few prompts written on the outside and had fun playing matchmaker for her friend.

Removing Barriers for Latinx/Spanish-speaking Communities (Strategy 3)

Spanish Services Coordinator Milagros Morales and Outreach to Childcare Bilingual Specialist Amanda Maya Dickson tabled at Together for Children, an early childhood conference hosted by the Southern Oregon Chapter of the Oregon Association for the Education of Young Children. Morales and Dickson connected with many attendees, highlighting resources for childcare providers.

Overcoming Obstacles with Community Partners (Strategy 3)

DART established a new partnership with ACCESS, bringing DART and essential library services to rural areas of Jackson County, including Sam's Valley and Wimer. The expansion of this partnership provides an opportunity to bring resources and technology to areas where the nearest library is still not necessarily accessible to all.

Going Above and Beyond with Computer Help at Eagle Point (Strategy 3)

This month a patron came into Eagle Point with a great deal of anxiety over their need to print out some documents. Over the course of the afternoon, several staff members helped them learn how to format and print the documents they needed. As the patron was leaving, they remarked that they were "actually having a good day now, because staff helped them get this project done."

Excellent Customer Service in White City Helps Patrons Navigate Technology (Strategy 3)

Recently, Branch Manager Allyson Beck helped a patron as they were applying for a new job. However, the patron speaks Spanish, and Beck does not. While this barrier was there, they used different tools to communicate, review the application, and get everything submitted. The patron came back to let the White City team know that she got the job and is excited about her new journey.

Ashland Book Lockers (Strategy 3)

The Ashland Book Lockers are still in an early phase of use. During the month of January, 45 patrons picked up an average of 5 items each over the course of the month. In February, 58 unique patrons picked up 3.6 items each on average. This increase occurred despite it being a shorter month and a snowstorm that made the lockers difficult to access for several days. JCLS is working with the YMCA on the next steps for site preparation in order to provide a book drop for patrons on the Y property.

Goal 3: Engage the Community More Fully

Advancement of Partnership with the Pollinator Project Rogue Valley (Strategy 1)



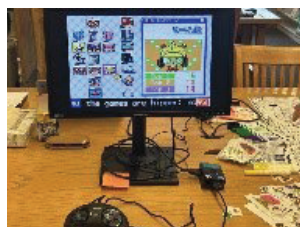
Medford Adult Services collaborated with Pollinator Project Rogue Valley (PPRV) to provide a presentation and workshop focused on designing native garden spaces. The first half of the program featured speakers from PPRV highlighting different considerations for designing gardens and suggestions for local plants, and the second half was a hands-on workshop where patrons had the opportunity to create a template map for their own garden spaces.

Central Point Partners with Local Beekeepers (Strategy 1)



Central Point Library partnered with the Southern Oregon Beekeepers Association for a Beginning Beekeeping program. Their new education coordinator came out and talked to folks about how to get started with backyard beekeeping. He presented information about honeybees, their hives, equipment needed, cost, and where to go for help and information. The participants also got to sample some delicious honey.

Prospect's Partnership with Prospect Charter School (Strategy 1)



In February, Prospect Branch continued its partnership with Prospect Charter School, including continued library visits from the 2nd-5th grades and Story Time visits to Pre-K-1st Grade classes. February's library visits included encounters with new library services and collections. This included Technology Education Specialist Jacob Spillman bringing in a Raspberry Pi preprogrammed with retro video games and introducing the students to this tiny and powerful computing device.



Students were also introduced to the Library of Things robotic cat, which opened pathways of new discussion with more than one student about their own cats, including one interaction between a normally silent student and Branch Manager April Bozada-Armstrong that lasted outside of the branch to the gate that connects the library and school.

A Visit from Lakecreek Learning Center in Eagle Point (Strategy 1)



Eagle Point Library hosted the entire Lakecreek Learning Center (1st- 5th grade) for a library visit. This short but busy visit included storytimes, coloring, interactive play, and a library tour. Staff was also able to talk with the teachers who accompanied the kids about the benefits of Organizational Library Cards, the UBOB program, and what the Education Services Team can do for them in their classrooms.

Engaging Communities through Digital Literacy (Strategy 1)

The Technology Education Department (formerly Digital Services) held classes, both in the libraries and with outreach partners, with very successful attendance, including a full house at the Cybersecurity Basics class held at the Rogue Valley Country Club for the Eagle Point Women’s Club.

Increasing Early Literacy Outreach and Partnerships (Strategy 1)

JCLS participated in the “Winter in Candyland” community event, hosted by the Family Nurturing Center and Medford Rogue Rotary Club early in the month. During this two-day event, Library Specialists Amanda Maya Dickson, Bethany Peabody, Maddy Tuttle, Noel O’Brien, Area Manager Carrie Turney Ross, and Library Director Kari May dressed up as “Grandma Nutt” and read stories to children and families waiting in line to enter the magical world of *Candyland*. Hundreds of community members engaged with the readers, even if they did not have time to sit for an entire story.

K-12 Partnerships with Education Services (Strategy 1)

Education Services Librarian Evelyn Lorence and Education Services Specialist Bella Silva promoted Rogue Reads titles for K-12 students across the valley, with programs developed to further literacy skills that additionally align with state standards and this year’s theme of delight. Beyond in-person visits, the team had many students complete the Winter Bingo designed to keep students’ minds engaged over weekends and long holidays through tasks centered around using library resources or making others’ days.

Silva and Lorence attended literacy nights at Applegate School and Orchard Hill Elementary School. Applegate School’s visit allowed nonresident students to receive JCLS cards free of charge through the generosity Bixler Fund and offered rural populations further opportunities to interact with the public library.

Phoenix in the Community (Strategy 1)

Branch Manager Jody Fleming attended the Heart of Phoenix Community & Economic Development Fair at the Phoenix Civic Center on Wednesday, February 19. Fleming met with several community leaders, frequent patrons and Phoenixians, giving them information about the library and how its resources can assist local businesses. Several patrons told her how much they love their library.

Fleming also welcomed three fourth grade classes to the library with her “Rock Talk.” With funding from the Friends of the Phoenix Library, she displayed more than a dozen examples of rocks such as jasper, labradorite, crazy lace agate, malachite, and flower agate. She also showed them on a world map where the samples came from. The kids loved seeing how some rocks glowed under a UV flashlight. Fleming encouraged them to start rock collections and told them the library had lots of books on rocks and minerals because they are such a popular subject for kids.

Director May Presents to Medford AAUW (Strategy 1)

Library Director Kari May gave a presentation about library services to the Medford Chapter of AAUW. Several women spoke with May after her presentation, and she has since connected them with the appropriate departments for services. The AAUW put together a table of attendees for the Dolly Parton Imagination Library Luncheon in March.

May Joins Oregon Broadband Advisory Council (Strategy 1)

May was appointed by the Governor's office to the Oregon Broadband Advisory Council (OBAC). May will represent libraries and education on the Council. The first OBAC meeting of the year was held in early February. OBAC focuses on Broadband connectivity, digital equity, and digital inclusion.

Satisfied Patron in Talent (Strategy 3)

A Talent Library patron remarked to Branch Manager Patrick Mathewes as she left the self-check station with a small handful of books: "I just wanted to comment that this is the most welcoming place that I come to, and that sort of attitude from staff cannot be taught. You hire good people."

Inclusive Engagement through Outreach (Strategy 3)

Technology Education Specialist Maddy Tuttle played a key role in coordinating JCLS' participation in the Southern Oregon Chinese Cultural Association's Lunar New Year Celebration in Jacksonville. On-Call Sub Irelynn Chantelle Borja and Library Associate Sam Scampone joined Tuttle for this community event where folks could learn about the Lunar New Year and participate in a craftivity at the Library's booth.

Partnership Increases Inclusivity in the Ruch Community (Strategy 3)



Over the last two years, Kaleidoscope Play & Learn (KPL) has had a tremendous impact on the community of Ruch. Many families with young children already felt isolated living rurally. Then came COVID-19. For many, the start of the Ruch KPL was the first time their kids had had a chance to socialize or meet anyone outside their immediate family. Caregivers found themselves in desperate need of community, and suddenly they had it! Last year, one of the local parents took over facilitation

of the group, and this has only strengthened the network of families. They even have a group chat that keeps them all connected and allows for get-togethers outside the library, such as a walking group that utilizes the neighboring school's track. Having the benefit of seamlessly moving into the library when the group ends has been invaluable for the participants, who often stay to learn more about what JCLS offers, browse the shelves, or just play and socialize in the Children's area.

Engage the Community More Fully (Strategy 3)

Social Media Engagement

The JCLS Threads account has successfully surpassed 600 followers, achieving over 13,000 views in February. This growth highlights the increasing engagement and interest in the Library's social media presence.

Swag

For Valentine's Day, the Marketing team released Leapy-themed stickers and bookmarks, which generated a significant spike in social media engagement. These items not only set monthly highs in post

views but also garnered positive feedback from both the community and staff, further enhancing the Library's brand presence.

Advertising Campaigns

Targeted advertising efforts have proven effective in driving awareness and attendance. A Facebook ad promoting the Ross Gay author talk reached over 12,000 views, while a complementary ValPak ad expanded reach to 50,000 households. These campaigns collectively contributed to a strong turnout at the event, demonstrating the value of cross-platform promotional strategies. Several people who attended the author talk specifically mentioned Facebook and ValPak were where they learned about the program, along with flyers posted in the branches.

Rogue Reads

The Rogue Reads challenge in Beanstack concluded at the end of February. Over the span of three months, Beanstack participants recorded a total of 2,339 books read. Notably, 57% of participants were adults.

Goal 4: Nurture the Library Infrastructure

Troubleshooting Tips for Staff (Strategy 1)

Collection Development Manager and Digital Services Supervisor Eric Molinsky presented the new Digital Collection and Database Troubleshooting Procedures to staff at the February All Hands meeting. These procedures were created to assist staff when faced with a patron who is having an issue with one of the library's digital collections or databases. The goal was to help staff know when to escalate the patron's issue to another staff member, and to identify who that should be. A procedure for staff has been developed, which includes information about common account issues that could prevent a patron from accessing resources and which databases cannot be accessed remotely.

New Community Engagement Department Formed (Strategy 2)

With a couple position vacancies in the Outreach, Programming, and Digital Services Department, Admin took the opportunity to restructure the department and create a new management level position. The newly-created Community Engagement Department will be led by a Community Engagement Manager. The Department will include Outreach, Technology Education (formerly Digital Services), Marketing, and Spanish Services. Programs will move to Public Services, and the DART van will become a part of the Tech Ed team. Recruitment for the Community Engagement Manager is underway.

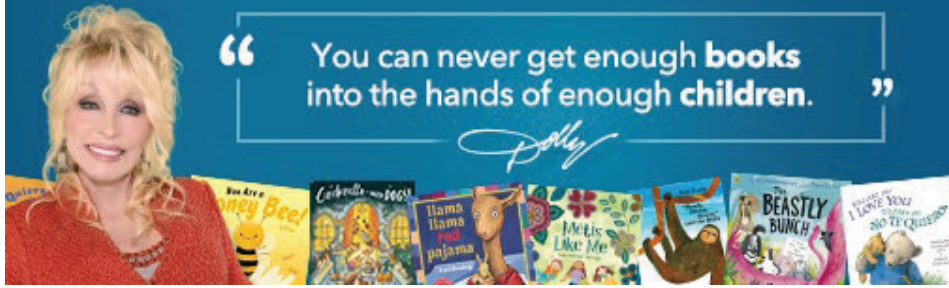
Increasing Cross-Departmental Training with Medford Teen Services (Strategy 3)

Medford Teen Librarian Andrea Leone saw an increase in requests for Teen Services Sub Training during the month of February, with five training sessions having been completed. Two of those employees were internal Medford library staff. This allows for more flexibility in break and lunch coverage, and in the case of call outs. The other three trainees were on-call substitutes, two of whom have already claimed sub shifts in the department.

Strengthening Engagement with Friends in Shady Cove (Strategy 4)



The Friends of the SC library hosted a Community Tea Party, and it was a welcoming event for the community. Patrons were seated at a beautifully decorated table and served cucumber sandwiches, assorted cookies and different kinds of tea to choose from. It was a wonderful time to momentarily forget the problems of the world and connect with each other.



March 2025 Report from JCLF

The **Books Make Better Futures Luncheon** was a tremendous success! The event was filled with energy and support for Dolly Parton Imagination Library, a cause that is more vital than ever.

Hedrick Middle school's choir performance was simply beautiful, and Medford School Superintendent Bret Champion's infectious enthusiasm truly brought the spirit of the event to life. Our guest speakers included Kaylee Chrystal, Community Engagement Coordinator for DPIL Oregon and Laurie McNichols, the Executive Director of DPIL Oregon. We thank them for making the trip to southern Oregon and helping promote our local program!

Events like this don't happen in a vacuum and its success is due to all the hard work by special people. **HUGE Thank YOU** to--

Co-Chairs Ginny Auer, Breann Wright, & Asst Beverly Maston

DPIL Steering Committee Kari May, Brystan Strong, Tim Chesley, Sue Szott, Marcee Champion, Carrie Turney Ross, LeAnn Mobley, Ginny Auer, Breann Wright

JCL Foundation Board: Phil Meyer, Sue Collins, Nate Galvin, Joann Cleckner, Meghann Walk, Patty Vanikiotis, Chloe Bostwick, Alex Luther

Table Captains: Susan Kiefer, Phil Meyer, Kari May, Sue Collins, Joann Cleckner, Patty Vanikiotis, Liz Walton, Brian Barr, Carrie Hanson, Juli DiChiro, Lyn Boening, Pat Pfremer, Meghann Walk, Sandy Winters, Monica Weyhe, Jennifer Jennings, Cam McCandles, Rachel Torres, Alex Batzer, Ron Taylor, Breann Wright, Carrie Turney Ross, Kelda Vath

Rotary DPIL Champions: Brian Barr, Joni Parsons, Cam McCandless, Lyn Boening, Rich Whitley, Jerry Price

AV tech: John VanSickle

BY THE NUMBERS

On March 4th, United Rotary Clubs of Southern Oregon, Jackson County Library Foundation, and Jackson County Library Services hosted our annual Dolly Parton Imagination Library fundraiser at RV Country Club. By all the numbers, it was a great success!

- 175 guests attended
- \$41,640 Individual donations
- \$25,000 Arthur Dubs grant
- \$20,450 Sponsorships

Total of \$87,090 for DPIL of Jackson County and our kids!



DPIL in Jackson County currently has 4311 children enrolled & has mailed out 76,216 books to families since our launch in January 2023. Help us get the word out to families in Jackson County and enroll more children. Our target goal is 8000, which matches the State's goal of 66% of all children ages 0-5 receiving books each month !



United Rotary Clubs of Southern Oregon





Date: March 19, 2025

Title: Volunteer Policy

From: Brynn Fogerty, HR Manager

Summary:

The Volunteer Policy explains the volunteer program parameters for Jackson County Library Services.

Recommendation:

The Policy Committee recommends that Policy 5-14 Volunteer Policy be adopted as presented.

Policies, Plans, and Goals Supported:

The Volunteer Policy was last revised in September 2021.

Background and Additional Information:

HR Manager Brynn Fogerty and Volunteer Coordinator Sarah Divine reviewed the Volunteer Policy.

Divine reviewed Volunteer Policies from the following library systems:

- Hillsboro Public Library
- Multnomah County Library
- Siuslaw Public Library District
- Deschutes Public Library
- Clatskanie Library District

After her review, she concluded that our policy was in line with the comparison systems. There are no substantive content changes to this policy. It has been edited for clarity, conciseness, and accuracy.

Attachments:

Policy 5-14 Volunteer Policy Redlined

Policy 5-14 Volunteer Policy Clean

<p>Policy 5-14</p>	<p>Volunteer Policy</p>	<p>Created: 9/10/2015 Revised: 9/28/2021 <u>12/3/2024</u> Approved: 10/20/2021 <u>3/19/2025</u></p>
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I. Purpose

This policy explains the volunteer program parameters for Jackson County Library Services (herein referred to as the “Library” or JCLS).

II. Introduction

The volunteer program exists to create a strong link to JCLS communities by engaging a diverse group of citizens to provide support for Library programs and services. The Library regards the active participation of its volunteers as a valuable resource and asset, and is dedicated to training and effectively utilizing their time.

III. Recruitment & Eligibility

Volunteer recruitment is conducted without regard to age (see Minimum Age Requirement below), race, creed, color, national origin, religion, marital status, sexual orientation, gender, physical appearance, socioeconomic level, education level, or any other legally protected characteristic. Volunteers assist in enriching programs and expanding services. Volunteers are not used to replace paid employees, and volunteers receive no compensation or benefits from JCLS. Volunteers support the Library in a variety of ways, including but not limited to:

- a. Shelving and shelf-reading
- b. Assisting staff with regular and special programs and projects
- c. Preparing books for circulation/Book mending
- d. Providing patrons with friendly, prompt library service
- e. Assisting with Outreach services, such as Storytime or driving & delivering books to local schools

Individuals interested in volunteering at the Library must fill out an application. Candidates will be accepted based on the Library’s project and programmatic needs matched with the candidates’ qualifications to meet those requirements as determined during the selection process. The Library may not accept every volunteer application. All volunteers must submit to an interview, and volunteers age 18 and over will also complete a background check. This process, at a minimum, includes a criminal background

check and a sex offender registry check. Volunteer Orientation will occur after the selection process, and volunteers will receive hands-on training from their supervisor within their primary branch.

IV. Confidentiality

All transactions between library users and staff or volunteers are strictly confidential. Volunteers are not permitted to work at the circulation desk or to have access to patron information. Volunteers are not permitted access to non-public areas when not volunteering. All patron transactions are strictly confidential. This includes information regarding what a patron has looked at, asked for, and checked out, as well as any questions asked by patrons at the reference or information desks.

V. Harassment & Conflict Resolution

All volunteers, employees, and patrons are strictly prohibited from sexually harassing or making improper advances towards other volunteers, employees, and patrons. Sexual harassment includes unwelcome or unsolicited verbal, physical, or sexual conduct that is made a term for the condition of service or employment, or has the effect of unreasonably interfering with work or creating an intimidating, hostile, or offensive environment.

Harassment on the basis of any protected characteristics or class is strictly prohibited. This includes verbal abuse, inappropriate physical conduct, or showing an aversion to an individual because of their race, color, religion, gender, sexual orientation, age, disability, citizenship or national origin.

Any incident of harassment must be reported to the volunteer's supervisor and/or the Volunteer Coordinator as soon as possible. Problems will be solved using guidelines put forth in the Volunteer Handbook. Retaliation for reporting sexual harassment or discrimination ~~is not be~~ is not permitted.

VI. Drug-Free Workplace

No volunteer shall report for their volunteer shift under the influence of any controlled substance, whether legal or illegal. This policy does not include the proper use or possession of prescribed medications, but volunteers should consult their physician about the medication's effect on their ability to work safely. ~~It is the policy of the Library that smoking is prohibited at all library branches and properties.~~

VII. Minimum Age Requirement

The minimum age to be an independent volunteer with the Library is 12 years old. Youth aged 11 years or younger may volunteer only if accompanied at all times by a parent or guardian who has completed the applicable background checks and is themselves a registered and active volunteer.

VIII. Safety

It is the responsibility of each volunteer to be alert at all times and to report unsafe acts and conditions to their supervisor. Each volunteer will receive safety training from their supervisor and shall adhere to this training. Volunteers must report any accidents or injuries, whether minor or serious, to their supervisor immediately.

IX. Leaving the Volunteer Program

Nothing in this policy or in the volunteer's service to the Library constitutes a contract or employment relationship between the volunteer and the Library. Both the volunteer and the Library have the right to end the volunteer's association with the Library at any time, with or without cause.

Additional information about the volunteer services program can be accessed at <https://jcls.org/about/volunteer/>.

Policy 5-14	Volunteer Policy	Created: 9/10/2015 Revised: 12/3/2024 Approved: 3/19/2025
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- a. Shelving and shelf-reading
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Additional information about the volunteer services program can be accessed at <https://jcls.org/about/volunteer/>.



Date: March 19, 2025

Title: Public Use of Library Grounds Policy

From: Joan Vigil, Assistant Director of Public Services, and the Public Services Leadership Team

Summary:

The Public Use of Library Grounds Policy defines the regulations and standards of conduct in regard to the public utilization of library premises.

Recommendation:

The Policy Committee recommends that Policy 5-16 be approved as presented.

Policies, Plans, and Goals Supported:

The proposed Public Use of Library Grounds Policy was formerly titled the Solicitation and Petitioning. It was last revised on 09/16/2019.

Background and Additional Information:

The Public Services Leadership team met and discussed the Solicitation and Petitioning Policy and what changes may be needed to make it a stronger policy. The team really liked the [Jefferson County Public Library's Public Use of Library Grounds](#) and similar policies that address the library's interior and exterior in detail regarding soliciting and petitioning. Here are few changes the group felt strongly about.

- Defining what the parameters are to what petitioners can do and how many feet they must be from library property
- All petitioners, demonstrators and protestors must abide by our Rules of Conduct
- The Library will not provide material or support for their efforts (tables, paper, sharpies)
- Since many branches have ballot drops, defining what electioneering is and the rules of that nature that conform to Oregon State Law
- Separating out exactly what is prohibited.

The revised policy extends its scope beyond solicitation and petitioning to encompass the ways the public may utilize Library grounds. It establishes clear rules for petitioning, protesting, demonstrating and electioneering while defining prohibited activities. This revision provides clearer guidelines on acceptable and unacceptable uses of library grounds.

Attachments:

Policy 5-16 Solicitation and Petitioning Policy-Redlined
Policy 5-16 Public Use of Library Grounds-Clean

Policy 5-16	Public Use of Library Grounds Solicitation and Petitioning Policy	Created: 7/28/2019 Revised: Approved: 9/12/2019
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I. Purpose

The purpose of this policy is to establish the rules and standard of conduct regarding ~~the public use of library grounds, soliciting and persons gathering petition signatures on Library property.~~

II. Introduction

~~The public areas of the Jackson County Library Services (the “Library”), including both facilities and grounds, are a limited public forum. As such, the Library may create reasonable rules and regulations to maintain the proper use of its property, yet must do so within lawful boundaries. Public sidewalks, near or around Library property, are traditional public forums and as such may be subject to content-neutral and reasonable time, place, and manner restrictions. The following policy is for the express purpose of maintaining orderly management and control of all Library grounds to create safe, respectful, and appropriate environment for all patrons. The Library is a community hub and strives to provide access to and discussion of information, including opposing viewpoints, that serve the needs of everyone in the community. This quasi-open forum structure should protect the overriding function of the Library as a public space for investigation, inquiry, and gathering of information on an individual level. Occasionally, an open forum may be a part of this process, such as at a Library sponsored program or in a Meeting Room that has been reserved by an organization for a program independent of the Library.~~

~~Solicitation and petitioning are separate and different from the Library’s function in the community as a forum for information and discussion.~~

Programs that are sponsored or co-sponsored by the Library, Friends of the Library, or the Jackson County Library Foundation are exempt from this policy.

~~Those exercising their free speech rights irrespective of content may not engage in activities that violate the Library’s Rules of Conduct.~~

~~**III. Solicitation Policy**~~

~~Solicitation means activities that include asking for donations of any kind (monetary or goods).~~

~~Solicitation inside the Library (excluding scheduled programs in Meeting Rooms) and outside the Library on Library grounds, including sidewalks, walkways, and parking lots is prohibited. Any persons soliciting on Library property will be immediately asked to leave and will be subject to the consequences set forth in the Library’s Rules of Conduct Policy.~~

~~**IV.III. Petitioning, Protesting, and Demonstrating Policy**~~

- ~~• Petitioning is in the form of requesting or collecting signatures on petitions, on publicly accessible Library property is permitted.~~

- Protesting is a public act of an objection, disapproval, or dissent of a decision, idea or opinion.
- Demonstrating is a group of people who take part in a public gathering, meeting or march.
 - ~~Petitioning inside the Library is prohibited. Petitioning is permitted exterior to the library building so as not to impede movement via the walkway to and from the Library, and subject to the following conditions. Petitioning is prohibited inside the Library.~~

Persons wishing to request or collect signatures, protest, or demonstrate on Library property must adhere to these rules and standard of conduct:

- Petitioning, protesting, or demonstrating inside the Library is prohibited.
 - Petitioning, protesting or demonstrating is permitted 20 feet away from the exterior of the library building so as not to impede movement via the walkway to and from the Library, and subject to the following conditions.
- Branch Management and/or Library Security must be informed. Petitioners must inform appropriate Library Branch Management staff or Library Security of their intentions to petition on Library grounds upon arrival and prior to commencing activity.
- Petitioners, protestors, and demonstrators must stay in designated areas for such activity, as assigned by Library staff/Management.
- ~~Petitioners shall not cause interference to patrons entering or leaving the Library. Petitioners, protestors and demonstrators shall not physically or verbally interfere with patrons entering or leaving the Library physically or verbally.~~
- All signage used for the purposes of petitioning, protesting, and demonstrating must follow the Library's Rules of Conduct.
- ~~Petitioners shall not block the Library entrance and shall afford patrons reasonable space to exit and enter the building~~
- The Library cannot provide materials or other support for petitioning, demonstrating or protesting efforts.
- ~~Petitioners shall not utilize the parking lot or any parking spaces for petitioning~~
- ~~Petitioners shall not display offensive picket signs or posters~~
- ~~Petitioners shall not harass, intimidate, or otherwise behave in any manner which violates the Rules of Conduct~~

~~Petitioners who are in violation of this policy will be immediately asked to leave and will be subject to the consequences set forth in the Library's Rules of Conduct Policy.~~

Electioneering

- Electioneering is the act of campaigning to influence the result of an election in favor of a particular candidate or party.

Electioneering may not relate to the current election.

- Certain libraries within Jackson Jefferson County serve as temporary polling places and are designated as such. During the election season all state and local statutes regarding electioneering and polling locations apply to all designated Library locations. During the period of which the public are able drop off ballots On the day of the public election, the ballot box is considered a polling place. Therefore, electioneering may not take place within 100 feet of the ballot box. This area may be marked at those sites.

•
Prohibited

- ~~Solicitation means activities that include asking for donations of any kind (monetary or goods).~~
- Solicitation on Library grounds is prohibited. ~~inside the Library (excluding scheduled programs in Meeting Rooms) and outside the Library on Library grounds, including sidewalks, walkways, and parking lots is prohibited.~~Solicitation means activities that include asking for donations of any kind (monetary or goods).
- Overnight camping or parking on Library grounds.
- Parking or gathering in designated staff areas is prohibited.
- Patrons entering or occupying staff areas.
- Applying art media on library property unless sponsored or produced by the library. ~~any~~ Any messaging shall be considered graffiti and removed as soon as possible.
- Signs other than those produced or approved by the library are prohibited on Library property. Unapproved signs posted on Library grounds will be removed and disposed of by Library Staff. Approved signs cannot block access.



Policy 5-16	Public Use of Library Grounds	Created: 09/16/2019 Revised: 01/30/2025 Approved:
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I. Purpose

The purpose of this policy is to establish the rules and standard of conduct regarding the public use of library grounds.

II. Introduction

The public areas of the Jackson County Library Services (the “Library”), including both facilities and grounds, are a limited public forum. As such, the Library may create reasonable rules and regulations to maintain the proper use of its property yet must do so within lawful boundaries. Public sidewalks, near or around Library property, are traditional public forums and as such may be subject to content-neutral and reasonable time, place, and manner restrictions. The following policy is for the express purpose of maintaining orderly management and control of all Library grounds to create a safe, respectful, and appropriate environment for all patrons. Programs that are sponsored or co-sponsored by the Library, Friends of the Library, or the Jackson County Library Foundation are exempt from this policy.

III. Petitioning, Protesting, and Demonstrating

Petitioning is the form of requesting or collecting signatures on petitions.

Protesting is a public act of an objection, disapproval, or dissent of a decision, idea or opinion.

Demonstrating is a group of people who take part in a public gathering, meeting, or march.

Persons wishing to request or collect signatures, protest, or demonstrate on Library property must adhere to these rules and standard of conduct:

- Petitioning, protesting, or demonstrating inside the Library is prohibited.
- Petitioning, protesting or demonstrating is permitted 20 feet away from the exterior of the library building so as not to impede movement via the walkway to and from the Library.
- Branch Management and/or Library Security must be informed of intentions to petition on Library grounds upon arrival and prior to commencing activity.
- Petitioners, protestors, and demonstrators must stay in designated areas for such activity, as assigned by Library Management.
- Petitioners, protestors, demonstrators shall not physically or verbally interfere with patrons entering or leaving the Library physically or verbally.

- All signage used for the purposes of petitioning, protesting, and demonstrating must follow the Library's Rules of Conduct.
- The Library cannot provide material or other support for petitioning, demonstrating or protesting efforts.

Electioneering

- Electioneering is the act of campaigning to influence the result of an election in favor of a particular candidate or party.

Electioneering may not relate to the current election.

- Certain libraries within Jackson County serve as temporary polling places and are designated as such. During the election season, all state and local statutes regarding electioneering and polling locations apply to all designated Library locations. During the period of which the public are able drop off ballots the ballot box is considered a polling place. Therefore, electioneering may not take place within 100 feet of the ballot box. This area may be marked at those sites.

Prohibited Activities

- Solicitation on Library grounds is prohibited. Solicitation means activities that include asking for donations of any kind (monetary or goods).
- Overnight camping or parking on Library grounds.
- Parking or gathering in designated staff areas is prohibited.
- Patrons entering or occupying staff areas.
- Applying art media on library property unless sponsored or produced by the library. Any messaging shall be considered graffiti and removed as soon as possible.
- Signs other than those produced or approved by the library are prohibited on Library property. Unapproved signs posted on Library grounds will be removed and disposed of by Library Staff. Approved signs cannot block access.



Date: March 19, 2025

Title: Landscaping Contract

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

Summary:

Staff have followed the Procurement Policy to identify a contractor for landscaping services. The winning bidder, as notified in the Intent to Award Contract that was posted on October 28, 2024, is ProLawn Services. The start date is April 1, 2025.

Recommendation:

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

Resource Requirements:

The total annual cost for the ProLawn contract for landscaping services at 13 of the 15 JCLD branches is \$145,645. This annual cost is approximately \$26,000 more per year than the FY25 budgeted amount for landscaping, estimated at \$119,474.

Policies, Plans, and Goals Supported:

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

Background and Additional Information:

More than a year ago, the Facilities Committee began exploring the idea of consolidating landscaping services across the District. The complexity of managing landscaping arrangements that are split between Pathway Enterprises and County Facilities Maintenance, who then sub-contract the work with multiple service entities, was a challenge. Additionally, some of the sub-contracts managed by Jackson County Facilities Maintenance were due to expire, and the County asked the District to consider taking over those contracts directly. Central Point (maintained by the City) and Phoenix Library (part of the Garden project) are excluded from this contract. The Facilities Committee was kept apprised of the procurement process and supports the recommendation to enter contract with ProLawn Services. The contract has been reviewed by legal counsel and is now in the execution phase and awaiting signatures from both parties.

Attachments:

- Notice of Intent to Award



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

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

RFP Title: Landscape and Groundskeeping Services

Project Manager: Crystal Zastera

Contract Amount: \$145,645.00

Bid Date: October 11, 2024

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

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

Project Manager: *Crystal Zastera*

Date: 10/25/2024



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 2:10 p.m.

NEW BUSINESS

City Council Presentations

The first City Council presentations for Eagle Point, Talent, Medford, and Jacksonville have been scheduled, with Jacksonville already completed. Tarantsey, Brown, and May plan to do two more presentations in April and May and would like to invite branch managers to join them if they are available. May will check with Lorna Hilke or Chief Ivens to see if they can provide a brief testimonial for us to share at the Medford City Council. Tentative dates for Ashland on April 1st and Central Point for either April 10th or May 8th.

Library Legislative Day – Feb 11 in Salem

Kari and Marta attended Library Legislative Day in Salem on February 11 and reported back to the Committee. The Oregon Library Association (OLA) structured the event well for first timers, allowing attendees to meet key representatives. The day included an orientation, and topics discussed included the Ready to Read grant program and the School Librarian position. They met with 4 out of 6 legislators, had 15-minute appointments, and sent thank-you notes afterward.

A new Senate Bill for school libraries was introduced, focusing on preventing the exclusion of books from school libraries and classrooms. The Senate Bill would prevent districts from banning textbooks or library books because they include stories about protected groups. The hearing is scheduled for Monday, and since Senator Fredrick chairs the committee where it is being heard, it only needs one hearing. Kari will confirm the timing.

Law libraries are requesting an increased funding formula, and hearings are taking place for that bill.

Due to weather, Kari and Marta decided not to attend the SDAO Annual Conference.

Library Champions newsletter

Mariah shared a draft for the March newsletter with the theme "Spring into Action." In the newsletter, a new section of "Why do you love JCLS" will be included. Kari and Marta took pictures at OLA, which will be sent to Mariah for inclusion in the newsletter. In the Advocacy Toolkit, the statistics have been updated with the most current data. When comparing this year's numbers to last year's, the difference is clearly noticeable. Mariah will also include this in the newsletter.

Advocacy Committee Purpose Statement

The Advocacy Committee will develop talking points to articulate the impact of library services in Jackson County to the community at large. The Committee will stay abreast of local, state, and national legislation that might impact library services.

Newsletter subscriptions have gone up from 17 to 37 subscribers since the last meeting.

ADJOURNMENT

Kari adjourned the meeting at 3:02p.m.

FUTURE MEETINGS/EVENTS/OBSERVANCES:

Next Committee Meeting **May 29, 2025 at 2:00pm**