



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>
April 16, 2025, at 4:00 p.m.

CALL TO ORDER/ROLL CALL

LAND ACKNOWLEDGEMENT

INTRODUCTIONS / PROCLAMATIONS

AGENDA AMENDMENTS AND APPROVAL

CONSENT AGENDA

1. March 19, 2025 JCLD Regular Board Meeting Minutes1

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)

2. Library Director – Kari May5

UNFINISHED BUSINESS (Discuss/Action)

3. 5.14 Volunteer Policy – Kari May13
4. 5.16 Public Use of Library Grounds – Joan Vigil17

NEW BUSINESS (Discuss/Action)

5. Personnel FY2026 COLA – Kari May20

COMMITTEE AND BOARD MEMBER REPORTS (Inform)

6. Facilities Committee
7. Policy Committee
8. Personnel Committee22

ADJOURNMENT

FUTURE MEETINGS/EVENTS/OBSERVANCES:

April 23-25, 2025, Eugene, OR OLA Conference
May 6, 2025, 4:00pm Library Director Evaluation Process Meeting
May 7, 2025, 4:00pm Budget Committee Meeting
May 15, 2025, 4:00pm Budget Committee Meeting, if needed
May 21, 2025, 4:00pm Regular Board Meeting

The Jackson County Library District Board meets regularly at 4:00 p.m. on the third Wednesday of every month at the Medford Library in the Board Conference Room, unless otherwise noticed. You may find proposed agendas and prior meeting minutes at www.jcls.org. If you have further questions or would like to be added to the email notification list, please contact Erinn Agne at 541-774-6408 or director@jcls.org.

If a physical accommodation is needed to participate in a Jackson County Library District meeting, please contact Erinn Agne at 541-774-6408. 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), Brynn Fogerty (Human Resources Manager), Heather Scott (Finance Manager), Ryan Bradley (Marketing Manager), Jacquelyn Bunick (Legal Counsel), and Loren Clupny (Staff Development Coordinator)

CALL TO ORDER/ROLL CALL

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

INTRODUCTIONS/PROCLAMATIONS

Director Brown read the National Library Week proclamation in which she proclaimed April 6 – 12 National Library Week.

AGENDA AMENDMENTS

Director Brown would like to add a brief update from the Personnel Committee.

Director Keating would like an update on the Ashland Art Exhibit. Director Brown included the question under Reports.

CONSENT AGENDA

Director Keating noted a typo on page 4 of the February minutes.

MOTION: Director Tarantsey moved to approve the consent agenda with the correction of the minutes, Director Keifer second, the vote was unanimous, and the motion passed.

ORAL REQUESTS AND COMMUNICATIONS FROM AUDIENCE

Two people spoke during public comment. One spoke in appreciation of the library and thanked the board and the library staff for their work. The second individual made public comment about the proposed Volunteer Policy, which was on the agenda for approval this evening.

REPORTS

Director's Report

Library Director Kari May highlighted the success of the Rogue Reads author Ross Gay event. The Medford Large Meeting Room was filled with attendees. She reported that many attendees said they found out about the event through the ValPak ads for the library as well as flyers in the branches. Director Keating asked whether the Eagle

Point Jr. librarian program was at other branches as well. May responded that the program is also at the Central Point branch.

Library Director Kari May was contacted by KOBI TV for a news story on the recent Executive Order that affects IMLS. The impact to local libraries is unknown at this time. IMLS helps fund statewide databases as well as the Talking Book Library. May will send the link to the board for the KOBI interview. Director Brown asked if there was a timeline for the Executive Order. May responded that the E.O. required the departments to report what is statutorily required and what is not by the end of the week. The understanding is that the current year funding is still being allocated. Director Tarantsey thanked May for the email she sent which included information about the E.O.

Director Tarantsey asked for an update on hiring a Community Engagement Manager. Director May responded that interviews will be held this week, and final interviews will be held next week.

Director May reminded the board that the Southern Oregon PBS will be airing the “Us As We Are” show, featuring the Jackson and Josephine County libraries, tomorrow night at 8:00pm. It will be available on Passport and OnDemand.

Director Keating asked about the process of finding an artist for the Ashland art installation. May responded that the staff in Ashland have formed a committee to discuss the installation. The consensus from the Committee was to look at stained glass as a medium to pursue further. They are in the exploratory phase to determine the look and size of the piece. They will make recommendations to the Facilities Committee who will then make a recommendation to the JCLD Board. Keating asked if the installation would have an emphasis on representing the LGBTQ+ community and whether that was the committee’s decision or if it was the task they were given. May responded that the committee was tasked with finding artwork that is representative of the Ashland Community, including LGBTQ+.

Director Shepherd stated that she appreciated the new format of the Director’s report. She complimented the staff for their success in Goal 3 – Engaging the Community More Fully.

Director Brown attended the digital literacy event highlighted in the Director’s report and said it was very well done. It generated more 1:1 appointments with Technical Education specialists.

Jackson County Library Foundation Report

JCLF Executive Director Ginny Auer, reported on the Dolly Parton Imagination Library event on March 4 that was co-sponsored with the United Rotary Clubs of Southern Oregon. There were 175 guests at the Rogue Valley Country Club. JCLF raised over \$21,000 that day, meeting the \$20,000 challenge match. Several attendees committed to a five-year pledge for donations, and the Foundation is still receiving pledges from previous years. The local DPIL program received a \$25,000 grant from the Arthur Dubs Foundation this year and sponsorships for the event were over \$20,000. Auer expressed excitement about the variety of ways the Foundation has been receiving funds for DPIL. In the first three years of the program, over 75,000 books have been mailed to kids in Jackson County and over 4,300 kids are registered. All the money raised will be matched by the State, which pays for half of the cost of the children enrolled. Auer also reported that Library Giving Day is coming up on April 1. The Foundation has a \$20,000 match for Library Giving Day as well.

Director Tarantsey thanks the Foundation for the handwritten thank you cards after the event and thanked both the JCLF and JCLD boards for their participation at the event.

Volunteer Policy

Human Resources Manager Brynn Fogerty presented the updated Volunteer policy. Director Kiefer asked if staff

would consider accepting Pat Gordon's suggestions from public comment as friendly amendments. Tarantsey asked if the Policy Committee has looked at this policy and the Use the Library Grounds policy. The Committee received the policies and had the opportunity to review them and did not have further recommendations to the policies as presented. Fogerty and May emphasized that policies use stronger language in case there is a problem in the future and ensure that the policy is clear. Director Brown asked Attorney Bunick whether she thought the word "strictly" was necessary to include. Bunick agreed with Fogerty and May that the strength of the language is appropriate for a policy. May noted that there is a separate Volunteer Handbook that sets expectations for active volunteers.

Director Keating requested to hear what the other members of the policy committee thought of the language. Director Kiefer mostly agreed with the public comments but does not believe the language would stop people from volunteering. Director Shepherd said she was fine with the policy as written but is also willing to take it back to the Policy Committee.

MOTION: Director Keating moved to table the discussion and take the Volunteer Policy back to the Policy Committee for revision, Director Tarantsey second, the vote was unanimous, and the motion passed.

Public Use of Library Grounds Policy

Public Services Director Joan Vigil presented the Public Use of Library Grounds Policy to the board.

Board members made several comments on definitions included in the policy and suggested changes. They also had questions about where demonstrators are permitted to gather on library property, the logistics of notifying staff if someone is petitioning or demonstrating outside the library, and the language in the electioneering section.

Brown called for a motion.

MOTION: Director Kiefer moved to table this discussion and refer it back to the policy committee for further review, Director Keating second, the vote was unanimous, and the motion passed.

Landscaping Contract

Assistant Director of Support Services Kelda Vath presented the landscaping contract to service thirteen of the fifteen branches. Director Kiefer asked about additional landscaping for the branches. Vath explained that with this contract, staff will have the option to request additional services. Tarantsey asked about the timeline of awarding the contract, noting that the RFP was issued in October. Vath responded that April was the earliest the District could amend the current contract with Jackson County Facility Maintenance to remove landscaping services.

MOTION: Director Keating moved to approve the landscaping contract, Director Kiefer second, the vote was unanimous, and the motion passed.

Advocacy Committee Report

Director Brown noted the report in the board packet and asked if there were any questions. Brown stated that May, Tarantsey and herself will be attending more city council meetings in the coming weeks - Medford, Ashland, and Central Point. May noted that one of the Jacksonville council members gave a shout out to the Jacksonville library. In Talent, they asked about the Technology Education team and the 1:1 appointments with the Specialists. May let the Talent City Council know about the AGE+ partnership to provide a five-week class on technology. The City Manager also followed up with her after the meeting to discuss AGE+ and the Library Champion Newsletter. Tarantsey and May will present at the Medford City Council meeting tonight.

Tarantsey said the Advocacy Committee continues to solicit testimonials through Library's advocacy page on the JCLS website. In February they called the testimonials a love letter to your library. At the Talent City Council, Tarantsey read two reviews, one from Yelp and one from Trip Advisor. One of the reviews emphasized how valuable the library was during the pandemic. Tarantsey also found that the Talent library is one of the top 13 things to do in Talent according to Trip Advisor. The Advocacy Committee will continue to present testimonials to each City Council meeting they attend.

Personnel Committee

Brown met with the consultant, Maura Deedy, to go over the timeline for Library Director Kari May's evaluation schedule. She noted a there is a meeting scheduled for April 11 to review the evaluation tool. In May, the board members and May's direct reports will meet to learn how the evaluation tool will be used.

Director Brown adjourned the meeting at 5:15 p.m.

/s/ Erinn Agne

Recording Secretary



DIRECTOR'S REPORT

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.

Goal 1: Energize Library Services & Resources

Strategy 1: Improve and Enhance the Collections

The Ruch Seed Library launched for the season on February 13, and it is already flourishing. More than 400 seed packets have been shared with more than 100 patrons in just the first few weeks. With continued donations and growing interest, staff anticipate exceeding last year's circulation total of 1,000 packets. Patrons have shared that access to a wide variety of free seeds has inspired them to try growing new crops and even explore seed saving for the first time. Educational handouts, curated book displays, and hands-on programs like Seed to Sprout have helped support community members in learning how to grow healthy food and cultivate resilient, locally adapted gardens.



Shady Cove's annual seed giveaway returned with enthusiastic support, drawing more than 200 attendees and distributing over 4,000 seed packets. The program was so well-received that staff scheduled an additional day to restock and continue meeting community demand. In addition to seed sharing, the event featured an educational presentation by Kristina Lefever of Pollinator Project of Rogue Valley. Her talk emphasized the critical

role of pollinators in local food systems and offered practical advice for creating pollinator-friendly gardens.

At the White City Branch, a patron seeking support in talking to her son about his autism was introduced to books featuring neurodivergent characters. One title especially resonated, mirroring her son's experiences with sensory sensitivity. She left feeling empowered, grateful for the tools to help her son see himself in a story and to open up meaningful conversations at home.

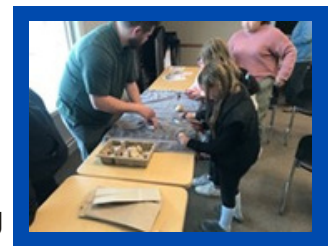
Behind the scenes, Collection Development and Technical Services have launched a new pilot to deliver popular titles to patrons more quickly. Starting in June, the team will use McNaughton-leased books to supplement initial orders of bestsellers, allowing for larger quantities up front. This approach will particularly benefit rural “Outpost” branches such as Applegate, Butte Falls, Gold Hill, Prospect, and Ruch by boosting in-branch browsing opportunities.

The Library of Things continues to grow in both popularity and depth. As more “Things” circulate, shelf space has opened up in Medford to welcome new additions, including replacements for well-loved and worn-out items. In March, new items were added to support learning and everyday life, including a photo printer, laser level, and an OBD2 car diagnostic tool. The Technical Services team is preparing these items for circulation, and they will be available soon.

Strategy 2: Diversify and Increase Programming and Events

At the Medford Library, families on Spring Break were welcomed with a week of daily programs focused on art, science, and hands-on fun. Each day offered a unique opportunity for exploration and creativity, turning time off from school into meaningful library experiences.

In White City, young learners gathered for the Spark Space program, where they explored the world of rocks and minerals. Led by local expert Cindy Voetsch and Resource Specialist Austin Woodall, the program gave children a chance to examine rock samples, craft geode replicas, and even crack open real geodes to take home – a memorable, tactile learning experience.

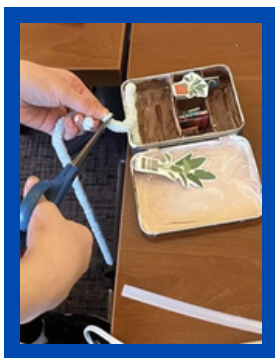


At the Prospect Branch, March’s Art Lab theme celebrated the tradition of kite-making through the lens of Japanese Koinobori-inspired streamers. Participants decorated carp-style windsocks and other local marine life. The branch paired the program with a thoughtful book display highlighting Asian kite traditions and sky-themed stories, encouraging patrons to explore culture and creativity together.

At the Women Entrepreneurs of Southern Oregon Grow It!

Conference, Business Librarian Roslyn Donald connected with aspiring and established business owners to share how the library can be a vital partner in their success. Between sessions on networking and risk management, Donald engaged attendees at the library’s resource table, highlighting tools and services that help entrepreneurs save time and money.





Other branches also introduced joyful, hands-on programs. In Eagle Point, patrons decorated miniature bookshelves using tin boxes and tiny handcrafted books. In Talent, strong attendance for Toddlerobics led to the addition of a second weekly session—giving more families a chance to participate and encouraging crossover with the Tuesday Preschool Storytime. Looking ahead, Phoenix will launch bilingual storytimes for pre-K children in June, led by Spanish Services Coordinator Milagros Morales.

Strategy 3: Enliven and Improve Facilities

In Phoenix, plans for a new pollinator garden encountered a temporary delay when the Invitation to Bid (ITB) process resulted in a non-award of the contract. Staff will repost the ITB, working with the landscape architect to adjust timelines and revise the project plan.

Small facility updates continue to make meaningful improvements to patron experiences. At the Central Point Branch, the addition of bean bag chairs has transformed the teen area into a more inviting, comfortable place for reading, relaxing, and connecting. Teens now have a space that truly feels like their own, encouraging a sense of belonging and ownership within the library.



Strategy 4: Ensure User Technologies Remain Current and Accessible

Technology programming this month highlighted the library's role in making complex tools accessible and fun. At the Medford Branch, Technology Education Specialists Jacob Spilman and Ryan Murphy hosted A Slice of Pi: Intro to DIY Computing on March 14 in celebration of Pi Day. The program introduced patrons to the Raspberry Pi minicomputer – a versatile, compact device that can be used for everything from learning code to building media centers and retro gaming consoles. Participants were invited to explore different applications, ask questions, and get hands-on with the technology. The event ended on a high note with a prize drawing, where one excited patron took home a Raspberry Pi 400 Personal Computer kit of their own. Just days later, staff saw the winner back in the library, eagerly researching how to use their new tech tool.

Goal 2: Extend Access to the Library

Strategy 3: Work to Remove Barriers to Use of the Library

A Jacksonville patron shared her appreciation for the Ashland YMCA locker system, describing the joy of arriving to find her holds ready and waiting, calling it “magic.” The convenience of these alternate pickup locations extends the library's reach beyond traditional walls.

In Gold Hill, staff provided deeply personalized service to a regular patron who visits the library early in the day while caring for her husband with dementia. Before moving on to her new role in White City, Library Associate Amy Fann created a custom document tracking the series this patron had read, along with personalized reading recommendations. When the patron returned, staff had the list ready for her—an act of continuity that moved her to tears. She shared how much the library had become a lifeline during a challenging season of life.

At Rogue River, Library Associate Jax Gordon received a heartfelt thank-you note from two patrons who were assisted in completing their housing applications just before a deadline. The note expressed deep gratitude for the above-and-beyond support they received.



Meanwhile, the At Home Services team visited Rogue River Estates for their monthly community day, offering library information and a fun craft activity and helping residents stay connected with library offerings without needing to travel.

In support of bilingual early literacy and removing barriers for Spanish speakers, Spanish Services Coordinator Milagros Morales and Outreach to Childcare Bilingual Specialist Amanda Maya Dickson hosted SOESD's Migrant Preschool Program at the Medford Library for their monthly literacy night. Families received a warm welcome and a tour of the branch, with special attention given to the Spanish-language collections. Dickson led a Bilingual Storytime, while Morales assisted parents in registering for library cards, ensuring families left not only with stories but also with access to ongoing library services tailored to their needs.

Strategy 4: Advocate for More Resource Sharing with Other Oregon Libraries

In an effort to strengthen collaboration and expand access to regional resources, staff from Collection Development and Adult Services visited the Rogue Valley Genealogical Society's library. During the visit, staff toured the facility and learned about the history and scope of the society's work from its president, Anne Billeter. In addition to discovering rich local history resources, staff learned about training opportunities that can enhance their ability to support patrons with genealogy and historical research.

Goal 3: Engage the Community More Fully

Strategy 1: Increase Outreach and Community Partnerships

JCLS staff were out in full force this month, building meaningful connections with students, families, and community partners. At Hedrick Middle School, Teen Librarian Andrea Leone and Education Services Librarian Evelyn Lorence engaged students across all three lunch periods. While Lorence signed up new cardholders and shared information about the library's teen programs and Oregon Battle of the Books (OBOB), Leone captivated students by teaching Morse code through a bracelet-making activity.

Meanwhile, the Medford Children's Department hosted a class from Little Acorns Preschool. Librarian Nancy Nightingale and Children's Specialists Natalie Kelly, Melvie Koshgarian, and Jamie Leach led the children through a lively storytime and a tour of the Children's department. Students left with information about upcoming events and regular programming for families.



New collaborations are also expanding adult programming in Ashland. In March, JCLS partnered with Play On Shakespeare to host a public talk by Executive Director Lue Douthit in support of the Oregon Shakespeare Festival's production of *Julius Caesar*. The well-attended event sparked great discussion and set the stage for a continuing series through the spring and into the fall.

Ashland Adult Services joined forces with local yarn and fiber arts store, The Websters, to host a community yarn swap. Patrons donated materials throughout the week, and on the day of the event, they browsed and picked up new supplies for free. The event was such a success that plans are already in place to offer it again next year.

Teens in Ashland are shaping the future of library services. Library staff partnered with teen volunteers to begin creating a community map highlighting youth-friendly spaces and resources. The project will inform future programming and identify new opportunities for partnership across the region.

Ashland Children's Services staff met with representatives from the Southern Oregon Forest Restoration Collaborative (SOFRC) to plan future events focused on fire resiliency and emotional recovery for children. These upcoming programs aim to combine the efforts of libraries and fire departments to create healing and empowering experiences for families who have experienced wildfire-related trauma.

The partnership between JCLS and AGE+ continued to grow this month with the launch of the first Tech Basics class for adults aged 55 and over. Held at the Talent Library, the five-week course was led by Technology Education Specialist Leia Pastizzo. Each participant received a tablet, provided by AGE+, to use throughout the course. The first class was filled with enthusiasm, as learners began exploring internet essentials in a supportive, hands-on environment.

At Table Rock Elementary's literacy night, titled "Seuss on the Loose," the White City team partnered with Spanish Services and the Education Services Department to offer games, library card sign-ups, and a chance for families to share their favorite Dr. Seuss books. Children delighted in activities like guessing how many fish were in a jar or matching characters to books—fun, engaging ways to strengthen literacy connections.

The Butte Falls Library continues its strong partnership with the local charter school, hosting bi-monthly classroom visits and Storytimes. This month, they celebrated the accomplishments of a group of 4th grade students who competed in the 2025 OBOB competition – a project they had been preparing for since September.



In Eagle Point, the Douglas Education Service District began hosting early childhood learning and play sessions in the library meeting room on Monday mornings. Previously held only in Medford, this program now brings valuable developmental resources closer to rural families. The ESD team welcomed new families and encouraged caregivers to build relationships and support one another.

The Advocacy Committee continued their presentations to City Councils. Library Director Kari May and Board member Marta Tarantsey attended the Medford and Ashland City Council meetings, while Board member Viki Brown joined May at the Eagle Point City Council meeting. They received positive comments at each meeting. A Medford City Council member gave a shout out to the Dolly Parton Imagination Library program. One of the Ashland City Council members thanked May and Tarantsey for the presentation and the reminder that libraries are an essential service. At the Eagle Point meeting, a potential opportunity to partner with local law enforcement to provide a class on cybersecurity came up.

Strategy 2: Create Ongoing Community Processes to Regularly Engage Residents

This month's ValPak campaign delivered library news directly to 50,000 households across Jackson County. The ad highlighted National Library Week and encouraged families to stop by their local branches to receive a limited-edition sticker – a small gesture that sparked curiosity and brought new visitors through the doors.

Online engagement also saw continued growth. The JCLS Threads account passed 700 followers and generated more than 28,000 views in March. On YouTube, the library's video content accumulated over 170 viewing hours, along with 24 new subscribers

Meanwhile, participation in the March Beanstack challenge reached an all-time high. Readers logged an impressive 530 books and nearly 49,000 minutes of reading, marking the highest level of monthly engagement to date.

Strategy 3: Advance Ongoing Work to Foster a Welcoming and Inclusive Environment



At the Rogue River Branch, Library Associate Natalia Gutierrez-Zaiets organized a heartfelt cultural gathering for local Ukrainians to share stories, songs, and experiences from their home regions. The event offered attendees a chance to learn about the richness and diversity within Ukraine and brought together both Ukrainian and American families. Patrons expressed deep appreciation for the warmth and openness of the library, and many meaningful cross-cultural conversations were sparked.

In Eagle Point, staff continued to seek out feedback from teens. One young patron's comment stood out: "It's a safe space where I can have peace after a hard day or when I just want to walk somewhere to read." For staff, these words were a reminder that small choices—like how a space feels, how a question is answered, or how a teen is greeted—can have profound emotional impact.

Ashland's Children's team hosted a bilingual kindergarten class from Phoenix Elementary, creating an uplifting, multilingual storytime experience. Librarian Lyn Heerema and Library Specialist Cody Walburn read books in English and Spanish before turning the tables and learning new songs from the students.



Goal 4: Nurture the Library's Infrastructure

Strategy 3: Support Professional Development

Ashland Teen Specialist Miki Hocker continued participating in a national training cohort focused on teen mental health, hosted by the New York Public Library. The program has sparked thoughtful conversations among staff and inspired a project to develop a sensory calming kit for the Teen Area.

In Technical Services, Manager Ashley Johnson worked closely with the systemwide Circulation Committee to identify gaps in staff training and improve consistency. As a result, Johnson created an updated training workbook covering everything from Koha procedures and shelving guides to real-life scenarios that help staff apply policy in practical ways.

In support of organizational data tracking, Regina Mannino recorded step-by-step documentation for compiling key performance indicators related to both physical and digital circulation. These process guides will streamline monthly reporting and help ensure reliable, transparent data sharing.

As part of the Outreach team's transition into Community Engagement Services, DART operations shifted to the Technology Education department. Mobile Services Specialist Maddy Tuttle is now officially part of the Tech Ed team and has been introducing her new colleagues to the functions of DART, as well as shadowing one on one Tech Ed appointments.

The HR Team coordinated a district-wide gesture of thanks for staff in honor of National Employee Appreciation Day on March 7. With help from the Courier Team, healthy snacks –complete with cheerful messages like "you rock" and "you're appreciated" – were delivered to every branch. Supervisors took a moment to thank their teams in person, reinforcing the culture of recognition and gratitude that keeps JCLS strong.

Leadership development was another bright spot this month, as the fourth cohort of the Library Leadership League completed their training. Seven JCLS staff members graduated from the program, which blends group discussion, interactive learning, and practical tools to prepare employees for future supervisory roles.



The League continues to cultivate talent and confidence across departments, helping to build a sustainable leadership pipeline from within.

Strategy 4: Strengthen support and engagement with Friends Groups and the Library Foundation

May attended a half-day virtual workshop provided by United for Libraries, the American Library Association's chapter for Friends and Foundations. The theme of the workshop was "Shaping the Future of Your Friends of the Library" and included sessions on member recruitment, succession planning, and advocacy.



Date: April 16, 2025

Title: Volunteer Policy

From: Brynn Fogerty, HR Manager

Summary:

The Volunteer Policy explains the volunteer program parameters for Jackson County Library Services. The Policy Committee met to review the additional edits suggested at the March 19, 2025, Regular Board meeting.

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:

The Policy Committee discussed the policy in late March. Additional changes were made as a result, including wording at the end of the first page that describes the volunteer candidate experience. Minor phrasing was changed in Section V regarding the reporting of harassment. Wording such as "diverse groups" and "strictly" were left in after further discussion because the committee agreed they were appropriately used.

Attachments:

Policy 5-14 Volunteer Policy

Policy 5-14	Volunteer Policy	Created: 9/10/2015 Revised: 12/3/2024 Approved: 4/16/2025
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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 and 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 selected candidates must agree to an interview, and selected candidates 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.

V. Harassment

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.

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.

Anyone who witnesses or experiences any incident of harassment must be reported to the volunteer's supervisor and/or the Volunteer Coordinator as soon as possible. Incidents will be resolved using guidelines put forth in the Volunteer Handbook. Retaliation for reporting harassment 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.

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/> .



Date: April 16, 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 Policy Committee met on March 24, 2025, to discuss the draft of the policy that was presented to the board meeting on March 19th. The key suggestions and changes are as follows:

- Director Kiefer noted that the definition of the term “demonstrating” in the policy referred to a group of people. She suggested that we may want to include that an individual could also be demonstrating.
- Director Shepherd asked for clarification on the demonstrators permitted twenty feet away from the exterior of the library building and whether it is from any exterior point. May suggested adding 20 feet from the entrance instead of from the exterior.
- Director Tarantsey brought notice of a duplication of text in the policy. She also asked whether the portion that “electioneering may not relate to the current election” is needed.
- Director Keating and Director Tarantsey suggested grammar editing to clarify that electioneering near the ballot box cannot take place during the election period.
- Director Brown asks for clarification on the need for the petitioners to notify the branch if it is a rural branch with less hours. May explained that one of the reasons for the notification is so that the petitioning does not obstruct the flow of traffic into the building.

Attachments:

Policy 5-16 Public Use of Library Grounds



Policy 5-16	Public Use of Library Grounds	Created: 09/16/2019 Revised: 04/19/2025 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 may be exempt from this policy.

III. Petitioning and Demonstrating

Petitioning is requesting or collecting signatures on petitions.

Demonstrating is participating in a public gathering, protest, 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 must be at least 20 feet away from the entrance 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, protest or demonstrate on library grounds upon arrival and prior to commencing activity if during Library business hours. If events occur after or prior to library business hours, a phone call to the Library during business hours will suffice prior to petitioning activities.
- 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.

- All signage used for the purposes of petitioning, protesting, and demonstrating must follow the Library's Rules of Conduct.
- The Library will not 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.
- 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 means activities that include selling goods or asking for donations of any kind (monetary or goods). Solicitation on library grounds is prohibited.
- 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: April 16, 2025

Title: 2026 COLA Recommendation

From: Brynn Fogerty, HR Manager, and Kari May, Library Director

Summary:

As part of the annual budget process, the HR Manager conducts a study to determine Cost of Living Adjustments (COLA). A COLA is an increase in wages to counteract inflation. Based on the Board-approved COLA methodology, the HR Manager recommends a 3% COLA for FY26.

Recommendation:

The HR Manager recommends the Board adopt a COLA of 3% FY26.

Resource Requirements:

A 3% COLA will be incorporated into the salary schedule and budget for FY26. The estimated total cost of the increase is \$340,000.

Policies, Plans, and Goals Supported:

Fair and competitive compensation is a pillar of Goal 4 in JCLS' Strategic Plan: Nurture the Library's infrastructure.

Background and Additional Information

Analyzing and adjusting wages on an annual basis is part of the efforts of JCLS to retain employees and maintain a competitive compensation package. The study has concluded and used the COLA methodology presented to the Board in March 2023, which is as follows:

A cost-of-living adjustment, or COLA, is an increase in wages to counteract inflation. Analyzing and adjusting wages on an annual basis is part of the efforts of JCLS to retain employees, and keep a competitive compensation package.

In an effort to achieve a fair and comparable COLA, JCLS has adopted the following methodology: Library systems which are similar in size, structure and serve communities with comparable demographics and cost of living, are surveyed on a yearly basis. Amongst these systems, are other Special Districts within the State of Oregon, and local government organizations. These organizations have been identified as "comparables" for the Jackson County Library District.

Each year, in the early spring, the list of comparables are surveyed. They are asked about benefits, compensation and the COLA that is planned for their staff. In addition to the comparables, the Social Security Administration publishes a Consumer Price Index, or CPI, each January, which is added to the data. The survey results are captured and an average is taken. The average COLA is recommended to the JCLS Budget Committee during the budgeting process, for adoption.

Based on this methodology, the HR Manager conducted an analysis, a summary of which is provided here.

2026 COLA Comparisons			
Local Governments		SSA CPI	2.80%
City	2.50%		
City	3.00%	Libraries	
District	3.00%	Library	3.00%
District	3.00%	Library	5.50%
District	3.00%	Library	3.00%
Regional	2.40%	Library	3.50%
Regional	3.00%	Library	
Local Average	2.84%	Library	
			3.75%
Average			3%

JCLD Library Director Evaluation Schedule

	DATE / DATE RANGE	MEETING OR TASK	DURATION	DELIVERABLES	STAFF / STAKEHOLDERS
X	3/1/2025	Maura to schedule meetings + project management			
X	3/12/2025	Call with Viki Brown: Agenda: Folder for materials Evaluation form Pain points to be aware of Who else needs to fill out the calendly?	1	Agenda and Minutes	Viki Brown
	4/10/2025	Develop the Evaluation Tool		Draft Evaluation Tool	
	4/15/2025	Virtually meet with the Board Evaluation Committee to finalize the evaluation format. Agenda: Intros, process overview, review evaluation format and supporting materials	1.5	Agenda and Minutes	Susan Kiefer, Viki Brown, Kari May,
	4/29/2025	Finalize the Evaluation Performance Evaluation key JCLD		Finalized Evaluation Tool	
	5/3/2025	Form Finalized			
	5/6/2025	Virtual meeting to start evaluation process with Board Members and Direct Reports, with a two week turnaround time.	1.5	Slides + Finalized Evaluation Packet	Full Board + Direct Reports
	5/8/2025	Evaluation Packet Finalized (with key and materials)		Finalized Evaluation Packet	
	5/8/2025	Evaluation Period Starts			
	5/21/2025	Evaluation Period Closes (will monitor responses, remind as needed)			
	5/22 to 5/30	Aggregate Data from Elements and Goals.			
	week of June 2	Virtual Meeting to establish consensus on Elements and Goals			
	6/10/2025	Final Report delivered to Board Evaluation Committee			
	6/18/2025	Evaluation delivered during board meeting			
	6/19/2025	Invoice sent for project			