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
May 21, 2025, at 4:00 p.m.

CALL TO ORDER/ROLL CALL

LAND ACKNOWLEDGEMENT

INTRODUCTIONS / PROCLAMATIONS

AGENDA AMENDMENTS AND APPROVAL

CONSENT AGENDA

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)

UNFINISHED BUSINESS (Discuss/Action)

NEW BUSINESS (Discuss/Action)

COMMITTEE AND BOARD MEMBER REPORTS (Inform)

EXECUTIVE SESSION

Executive Session pursuant to ORS 192.660(2)(h): *To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.*

ADJOURNMENT

FUTURE MEETINGS/EVENTS/OBSERVANCES:
June 4, 2025, 3:30pm JCLD Board Work Session
June 18, 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 the Interim Executive Assistant 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 the Executive Assistant at 541-774-6408. Notification of at least 48 hours prior to the meeting, preferably in writing, will assist us in providing reasonable accommodation.

JACKSON COUNTY LIBRARY DISTRICT (JCLD)
BOARD OF DIRECTORS REGULAR MEETING
Medford Branch Library
Large Meeting Room
205 S Central Ave, Medford, OR
April 16, 2025, 4:00 p.m.

MINUTES

ATTENDEES

Present at the meeting were: Board Members Viki Brown (President), Susan Kiefer (Vice President), Marissa Barrientos Shepherd, and Kevin Keating.

Absent: Board Member Marta Tarantsey

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 Erinn Agne (Finance Assistant)

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 introduced Erinn Agne, who is filling in for Yoli Diaz as Executive Assistant.

CONSENT AGENDA

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

ORAL REQUESTS AND COMMUNICATIONS FROM AUDIENCE

None.

REPORTS

Director's Report

Library Director Kari May presented the Director's Report and noted the seed exchange programs at Ruch and Shady Cove, the AGE+ Computer class at Talent, a White City patron's praise of Library staff, and the Rogue River Library's Ukrainian program. May reported that the advocacy committee has been attending City Council meetings at Medford, Ashland, and Eagle Point. Central Point and Gold Hill are being scheduled for upcoming visits. May relayed an update from the State Librarian about the IMLS funding to states. The State Library of Oregon has received a check to cover their funding through the end of the fiscal year. They have not received a check for the LSTA grants as of last Monday. May reported that the Phoenix Pollinator Garden bid resulted in a non-award of the contract, and the library will be pushing the project out until next winter. Director Brown noted the Ukrainian program and the importance of Regina Mannino's work in the Data & Analytics Coordinator position. Brown reported that she also attended the Friends and Foundation: Into the Future conference that May included in the Director's report.

Volunteer Policy

Library Director Kari May presented the Volunteer Policy with the revisions suggested at the previous board meeting. The board discussed the use of the term "diverse" in the policy, which remains in the policy.

MOTION: Director Kiefer moved to approve the Volunteer Policy, Director Brown second. Directors Kiefer, Brown, and Shepherd voted in favor, Director Keating voted against; the motion passed.

Public Use of Library Grounds Policy

Public Services Assistant Director Joan Vigil presented the updated policy with the revisions suggested at the previous board meeting. Director Kiefer reported that the Policy Committee did review the policy as requested.

MOTION: Director Kiefer moved to approve the Public Use of Library Grounds Policy, Director Shepherd second, the vote was unanimous, and the motion passed.

Personnel FY2026 COLA

Library Director Kari May presented a 3% COLA recommendation and noted the comparative systems and methodology that were used to determine the COLA. Director Keating inquired whether the board could learn which cities and districts were used in the comparison data. Library Director Kari May stated that we were unable to share the specific cities because we do not know if their budgets have been finalized at this time. May stated the comparables are in the Southern Oregon region with similar size and demographics.

The board discussed the option of approving the COLA alongside the budget at the Budget Committee Meeting. It was determined that the decisions were separated in 2023 at the request of JCLD Board. Library Director Kari May and Finance Manager Heather Scott stated that it helpful to have the COLA decision before presenting the budget at the Budget Committee Meeting. The board discussed changing the amount of the COLA and requested current salary numbers.

MOTION: Director Keating moved to table the discussion of the FY2026 COLA until the Budget Committee Meeting, Director Sheperd second. Directors Keating and Shepherd voted in favor, Directors Kiefer and Brown voted against, the motion did not pass.

MOTION: Director Kiefer moved to approve the FY2026 COLA, Director Brown second. Roll call vote.

Director Kiefer – Aye
Director Brown – Aye
Director Keating – Aye
Director Shepherd – No

The motion passed.

Facilities Committee Report

Director Brown reported that the landscaping contract with Pro Lawn has begun, and the committee has received positive reports about Pro Lawn's work. Brown reported that Facilities Manager Crystal Zastera and a Pro Lawn representative visited the thirteen branches under contract to note the landscaping needs of each branch. Director Keating reported that the Phoenix pollinator bids came in over budget and the project will be moved to FY26. Keating reported that Bill's Glass will be replacing the Medford doors in the coming weeks. Keating reported that he attended the Ashland City Council meeting to speak in favor of the Enhanced Law Enforcement Area (ELEA) expansion on behalf of the Library Facilities Committee, but comments ran long on another agenda item and there was not time to discuss the ELEA. May noted that the ELEA would extend to the sidewalk area and lawn in front of the Ashland branch. Brown reported that the Facilities Committee discussed two examples of a stained-glass art installation for the Ashland branch. Brown reported that restricted funds will be used for the installation and that the Facilities Committee will be presenting a proposal for the installation at the May board meeting.

Policy Committee

Director Kiefer reported they will be bringing more policies to the board at the May board meeting. Director Keating requested an updated calendar on which policies will be updated. May stated she would bring that to the next Policy Committee meeting at the end of April.

Personnel Committee

Director Brown reported that the Personnel Committee met with Evaluation Consultant Maura Deedy to work on the tool for the Library Director evaluation. On May 6, the board members and May's direct reports will meet with Maura to go over the evaluation process. The first section of the meeting will be an Executive Session to discuss personnel matters. The Personnel Committee will bring the final evaluation to the Board in an executive session following the conclusion of the June board meeting.

Director Brown adjourned the meeting at 5:00 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

A remarkable piece of library history recently resurfaced when HR Recruitment Coordinator Becca Phoenix inquired about a community-led book brigade during the Medford branch's 2004 move from the Carnegie building. Librarian Jonathan Ulrich took on the research and discovered a local newspaper article documenting this memorable event—where volunteers lined the street to pass books hand-to-hand — highlighting the strong community bond that continues to define JCLS today.

In another stride toward enhanced early learning, Youth Selection Librarian Monica Owens introduced LEAP (Learning, Exploration, and Play) kits during the April All-Hands Meeting. Designed for babies and preschoolers and available in English and Spanish, these kits will include books, early literacy guides, rhymes, and educational toys. They are expected to launch in July and will be an integral resource for both general circulation and the Outreach to Childcare program.

Access to digital resources continues to improve. Starting May 12, the Oregon Digital Library Consortium increased borrowing limits in Libby/Library2Go, allowing patrons to check out up to 10 ebooks or audiobooks at a time.

To support ongoing efforts around local history access, Collection Development Manager Laurin Arnold and Adult Selection Librarian Felishia Jenkins visited the Southern Oregon Historical Society and SOU Hannon Library. Their goal: strengthen relationships and bring insights to the Local Newspaper Task Force, ensuring patrons can better connect with regional history.

Thank you for reading! Let's continue to support and innovate together at JCLD.

Strategy 2: Diversify and Increase Programming and Events

Business Librarian Roslyn Donald engaged young entrepreneurs at Crater High School by giving a presentation on developing creative business plans to students in the Trio program. She also attended the Pitch-It contest at the Phoenix Phoodery, supporting innovation in the local startup community.

A pilot program in Talent, delivered in partnership with AGE+, concluded with a celebration as seven older adults graduated from a 5-week Internet Basics course. Led by Technology Education Specialist Leia Pastizzo, the course covered vital online skills and provided Rocketbook notebooks to each participant.

Meanwhile, Nicole Vukcevic launched a new technology class at Jacksonville Library, introducing patrons to the world of podcasts as a modern form of storytelling.

Across the library system, meaningful events brought people together. In Rogue River, Library Associate Nataliia Gutierrez hosted another Ukrainian Social Hour, this time featuring the intricate art of Pysanky Easter eggs. At the Applegate Library, local author Paul Tipton (pictured left) and The Applegate Poets shared reflections on war and peace, while Jacksonville Branch's "A Story Aloud" event delighted audiences with dramatic readings by professional actors (pictured right).

In Medford, Library Specialist Jackie McGarry coordinated two standout programs featuring Aryeh Frankfurter and Lisa Lynne. Attendees learned to play Celtic harps in a hands-on session and later enjoyed a concert showcasing rare instruments. Community response was overwhelmingly positive.

Talent Library expanded its successful Toddlerobics program, boosting attendance for both the new session and preceding preschool storytime. In Phoenix, a new social hour for seniors—led by Library Associate Parsina Dias—provided a welcoming space for games, coloring, and connection.

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Central Point Library celebrated the beloved children's show "Bluey" with craft stations, costumes, and joyful family engagement. In Ashland, a months-long STEM butterfly project culminated in a release party that captured imaginations and inspired learning.

The Ashland Library hosted its Second Annual Shakespeare Birthday Party, with Renaissance music, improv, crafts, and expert talks bringing patrons of all ages together in celebration. In White City, a partnership with the Audubon Society launched Project FeederWatch, inviting patrons to contribute to citizen science through birdwatching.

Creative expression flourished in Prospect, where Art Lab participants crafted bean mosaics and families enjoyed a festive Easter rock hunt. In Eagle Point, patrons of all ages took part in a spring needle felting workshop, continuing a beloved intergenerational tradition.

At Butte Falls Library, Grace Florjancic led a hands-on plant propagation workshop, equipping attendees with valuable gardening skills. Meanwhile, Shady Cove announced the return of its Babies and Wobblers program, reintroducing a popular early literacy offering to the branch.

And in Eagle Point, families banded together in friendly competition to build the tallest Lego tower, setting a new branch record and creating lasting memories in the process.

Strategy 3: Enliven and Improve Facilities

Facility updates across the District have helped enhance both functionality and ambiance in the branches. At the Central Point Library, a vehicle accident in January caused damage to a window and structural beams. Fortunately, no injuries occurred. The window has since been replaced, and the building has been restored to full integrity. During repairs, a construction worker lightheartedly remarked, "someone must've needed a book really bad," capturing the community's deep enthusiasm for the library.

In Medford, the Teen Department completed a long-awaited decorative project: a hand-crafted pirate ship, designed by Teen Librarian Andrea Leone, was added to the imaginative ocean scene above the fiction collection. Patrons of all ages have enjoyed exploring the whimsical display, which brings new energy and a welcoming atmosphere to the space.

At the Prospect Branch, visibility and storage saw significant upgrades. A new sign, crafted by a local artisan from long-lasting yew wood, now adorns the property and echoes the historic charm of the nearby Prospect Hotel. In addition, a new exterior shed was installed to ease space constraints inside the building. This addition has opened up room in both the staff workroom and the community meeting room, creating a more efficient and organized environment.

In White City, the roof replacement project is nearing completion. Once finalized, similar upgrades are scheduled for the Eagle Point and Talent branches as part of this year's infrastructure improvements, ensuring that facilities remain safe, resilient, and welcoming for everyone.

Strategy 4: Ensure User Technologies Remain Current and Accessible

Keeping technology current and reliable remains a key focus for JCLS. This month, the IT team collaborated with Hunter Communications to successfully replace and upgrade the library system's firewalls. Thanks to careful planning and clear communication from Network Administrator Jason Whyte, the upgrade went smoothly with minimal disruption to service.

Goal 2: Extend Access to the Library

Strategy 1: Expand and Diversity Marketing & Promotion

JCLS's Marketing Department partnered with the Ashland Independent Film Festival and the Ashland Library to launch a vibrant cross-promotional campaign for the 2025 festival. The effort included custom-designed bookmarks and stickers distributed at both the festival and the library, and a coordinated social media campaign to reach broader audiences and build awareness of library services.

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

Through the At Home Services program, staff continue to provide essential library access for patrons unable to visit the library in person. Library Specialists Mackenzie Pollock and Kateri Warnick received several heartfelt notes of appreciation from homebound patrons and their families, expressing gratitude for the care taken in selecting books and the meaningful connection created through monthly visits.

One patron shared, "Your arrival at their [the patron's parents] front door once a month meant the world to them. Keep up the great work in helping our homebound community. It's such an important connection for them."

Another wrote, "You do a great job—we want to thank you and let you know how much we appreciate your help. It really is a big help to get the books delivered."

Enhancements to patron notifications were also met with enthusiasm. A Jacksonville patron expressed appreciation for the updated email format, which now includes images of checked-out items and consolidates all notifications. They described it as "friendly to a non-techie old person," underscoring the importance of accessible and user-friendly communication.

Goal 3: Engage the Community More Fully

Strategy 1: Increase Outreach and Community Partnerships

JCLS continues to foster strong relationships with schools and community partners across the region. Education Services Librarian Evelyn Lorence and Education Services Specialist Bella Silva, joined by Children's Librarian Nancy Nightingale, presented for the second year at the SOESD Library Symposium, highlighting JCLS resources that support student literacy—from curated booklists and class visits to database training and lesson plans.

Silva and Lorence also participated in the ELD Spring Showcase for K–12 students in the Migrant Education Program, where they distributed bilingual resource bags, registered new library users, and gave away Spanish-language books. At Central Point Elementary's Literacy Night, the team celebrated UBOB participants and helped families explore the value of graphic novels for young readers.

In Ruch, partnerships with A Greater Applegate continued to flourish. Local artists filled the library's display cases with their work, inspiring patron interest and connection. Ruch also hosted a planning meeting for the area's Resiliency Hub, which will map local emergency services and strengthen community support.

At Central Point Library, Sarah Lemon of "The Whole Dish" led a popular program on fermenting vegetables, sending patrons home with jars of their own creations. In Medford, the Earth Day celebration included a scavenger hunt, planting activities, and Seed Library giveaways—supported through a new partnership with Southern Oregon Nursery.

Students in Shady Cove shared their spring-themed artwork with the library, proudly contributing bunnies and lambs to the branch's display. In Butte Falls, elementary students participated in a kindness-themed storytime and created colorful artwork to send to senior care facilities.

National Library Week saw a creative collaboration between the Marketing Department and 15 local food trucks, offering exclusive discounts to library cardholders and distributing limited-edition library stickers. The "Draw Your Own Leapy" mascot contest brought in over 100 submissions from community members. The winning design will be featured as a sticker during Library Card Signup Month.

The Beanstack reading challenge continues to grow, with over 200,000 minutes logged by 150+ participants—a 50% increase from last year.

Strategy 2: Create Ongoing Community Processes to Regularly Engage Residents

In Phoenix, a handcrafted mailbox is encouraging patron feedback. Recent notes from children shared their love for the library and even promises of future gifts, bringing smiles to staff. In Shady Cove, Branch Manager Mensing coordinated a special farm field trip to support local gardeners looking to improve soil quality, with help from a local master gardener.

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

Bilingual outreach efforts continue to expand. Outreach to Childcare Bilingual Specialist Amanda Maya Dickson and Spanish Services Coordinator Milagros Morales hosted bilingual Storytimes at the Oregon Childhood Development Coalition's Family Play to Learn event and the Rogue Food Unites No Cost Farmers Market, helping connect families to early literacy resources. New bilingual satellite Storytime kits are launching at three branches, with plans to expand to five more over the summer.

Celebrate Día brought more than 250 people to the Medford Library, with live performances by the Southern Oregon Japanese Association, Sunstone Dance Company (bottom left), and Ballet Folklorico Ritmo Alegre (bottom right). There were hands-on activities, and community resources provided by partners including Únete, BASE, and the Children's Museum of Southern Oregon. The event was made possible through the efforts of the Día planning committee and enthusiastic support from staff and volunteers. During Día, nearly 200 people interacted with the DART, highlighting the digital services and technologies accessible through the van.

Gold Hill Library's new bilingual storytime, led by Library Associate Mariana Horrisberger, is already making an impact, drawing new visitors through targeted community outreach and word-of-mouth referrals.

At Eagle Point, Technology Education staff teamed up to support an unhoused patron in creating a resume, navigating online resources, and accessing printing and job search tools. The collaboration exemplified JCLS's commitment to meeting patrons where they are and providing personalized support.

Technical Services and Outreach to Childcare are repurposing Spanish-language materials to create new bilingual storytime kits. Spanish notification options are now available to patrons who indicate that Spanish is their primary language.

Goal 4: Nurture the Library's Infrastructure

Strategy 1: Foster Additional Internal Communication and Engagement Across All Branches

Strengthening internal communication is a priority at JCLS. To support this goal, the Systemwide Circulation Committee partnered with Technical Services to launch a video series that delivers concise guidance on circulation procedures. These weekly videos, each under three minutes, are accompanied by articles on Staff Connect to reinforce learning and consistency across branches.

Strategy 3: Support Professional Development

Professional development remains a cornerstone of JCLS's success. Nineteen employees attended the Oregon Library Association (OLA) Conference held in Eugene from April 23–25, engaging in sessions on leadership, outreach, collection management, and more. Several staff members were selected to present:

- Kari May: Building an Advocacy Toolkit
- Loren Clupny, Brynn Fogerty, Becca Phoenix: HR for Libraries: Adapting with Purpose
- Laurin Arnold, Ashley Johnson, Carrie Turney Ross: Silos Are for Grain, Not People
- Brystan Strong: Poster Presentation on the Oregon Mentor Match Program
- Kari May (Panel Facilitator): Welcoming Communities: Immigration Resources and Legal Advocacy in Oregon Libraries

Library Specialist Noel O'Brien returned from the conference inspired with new programming tools, ranging from felt board puppets and songs to fresh techniques for engaging children. She also became an ambassador for the State Library of Oregon's Talking Book & Braille Library.

Programs Coordinator Brystan Strong connected with 35 attendees interested in mentorship during her poster session. She also gained valuable insights into food safety, leadership, and advocacy.

Laurin Arnold and Ashley Johnson, alongside Outreach Coordinator Carrie Turney Ross, led a well-received session on cross-departmental collaboration, showcasing JCLS's approach to breaking down silos and enhancing teamwork.

These professional development experiences not only strengthen individual growth but also bring back knowledge, tools, and energy that continue to benefit the entire library system.

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

The Library hosted a Friends Appreciation event on April 11. Representatives from several Friends groups gathered in Medford for refreshments and information from staff. Library Director Kari May welcomed Friends and Foundation members and thanked them for their support of library services. Program Coordinator Brystan Strong then provided them with a sneak peak of the upcoming Summer Reading Program and some of the exciting programs that will be offered this summer as we encourage reading and library engagement through the team "Embrace the Wild."

May 2025 Executive Director Report

Having marked my fourth anniversary with JCLF in April, I now feel we are beginning to see enough data to make some comparisons and see the growth from decisions made since the MOU was initially signed in July of 2021. We've seen some exciting growth over the past few years. So far in FY 2025, we've raised close to $450,000, around five times what we brought in back in 2021. That kind of progress reflects not just larger totals, but a much broader base of community support. In 2021, we had just over 200 donors. Today, we're approaching 1,000.

Growth from `2021 ▾` - `2025 ▾`

The aggregate/sum amount of ($) donations or (#) donors in any given year.

Under $100 $100 to $250 $250 to $1,000 $1,000 to $5,000 $5,000 and above

Annual Donor Growth from 2021 - 2025
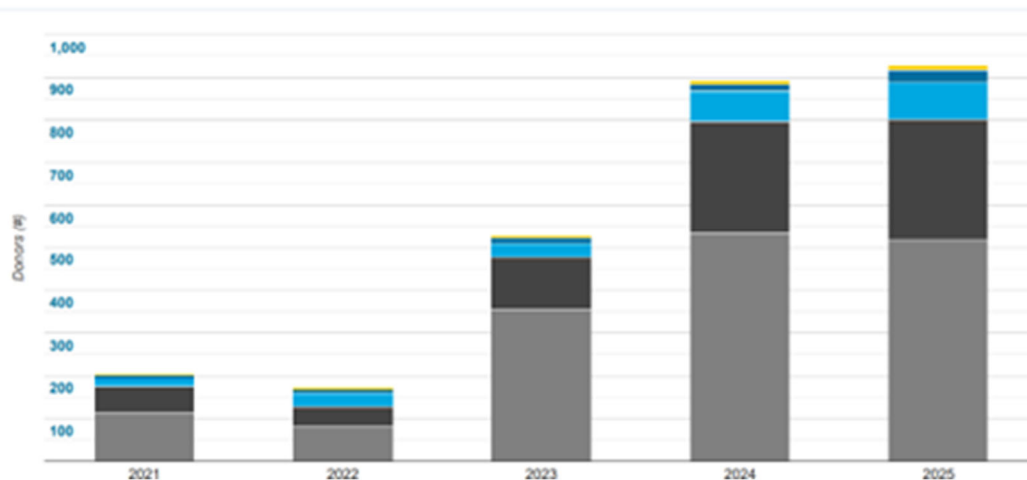
The average gift size spiked in 2022, then dipped a bit as we brought in more first-time donors at smaller amounts, which is exactly what we'd expect when outreach efforts are working. The good news is that in 2025 we're already seeing the average gift size climb again, thanks to some major gifts and steady donor upgrades.

Guests at the inaugural Bookworm Breakfast for Dolly Parton's Imagination Library.

A big part of this momentum comes from our ongoing investment in direct mail campaigns and digital outreach, but we're also seeing real interest due to our community partnerships. The collaboration with local Rotary Clubs around Dolly Parton's Imagination Library has been a standout. It's brought in not just funding, but visibility and trust. People recognize that this is something worth being part of, and they're engaging with us.

It's also worth highlighting the JCLF Board's role in all this. Board members have shown up at public events like Cup of Delights and are preparing for the upcoming Comic Con, working alongside JCLS outreach staff to connect with new audiences and represent the Foundation and our Libraries in a visible and positive way. These kinds of grassroots efforts make a difference, and they help people see the Library and the Foundation as part of something larger.

JCLF Board Member Patty Vanikiotis and Library Associate Sam Caredig for the Rogue Reads Cup of Delights pop up events.

JCLS Library Director Kari May with the *Library Director's Book Club* guest author, Jonathan Evison.

Moving forward, we will keep building on what's working. The combination of professional mailings and personal engagement is helping us grow our donor base, and it's worth continuing. At the same time, we will keep an eye on stewardship. Regular, personal thank you letters from JCLF Board members along with events like the Library Director's Book Club have been a great tool for that. Add a more robust plan for building our planned giving program and we will create an even more sustainable funding source from the Foundation to the Library.

Title: Q3 2024-2025

From: Heather Scott, Finance Manager

Recommendation:

The Finance Committee recommends that the JCLD Board accept the YTD Q3 2024-2025 Finance Report as presented.

Analysis:

The District has adopted a revenue budget of $16,863,761. As of the end of March 2025, $15,638,181 has been received, representing 93% of budgeted revenue. The majority of property tax revenues were received in November, bringing us near total budget at 97% for the year. Prior year tax collections are at 69% of forecast, and interest income is over target at 90% of forecast.

The District has adopted a total expense budget of $19,878,762 of which $12,465,638 or 63% has been expended. Overall, the District's budget is in compliance and in good standing.

101- General Fund: Total expenditures in the General Fund are at 67% of budget.

- **Personnel Costs –** Total personnel costs are at 73% of budget at the end of Q3. Workers comp is over budget as we received a premium adjustment after audit.
- **Library Materials-** Library material purchases are at 68% of budget.
- **Utilities –** Total utilities costs are at 84% of budget. We anticipate that overall this line item will be slightly over budget at year end.
- **Legal Fees –** As we anticipated mid-way through the year, legal fees are over budget, at 176% which represents $7,500 over the budgeted amount of $10,000.
- **In-District Mileage-** Currently at 109% of budget, which has been anticipated since our mid-year analysis. Currently only $2,500 over, and we have budgeted appropriately for FY2026.
- **Building Repair/Maintenance-** 83% of budget at 75% of the year. We received a "true up" billing for fiscal year 23-24 from the county in the amount of $35,817 to account for facilities maintenance costs that exceeded our contract amounts. In previous years, our true up resulted in refunds.

200- Capital Improvement Fund:

- **Capital Outlay –** In Q3 $125,000 was disbursed for improvements. AV installation in the large meeting room in Medford continued, there were architectural fees for Phoenix, and security cameras were installed at the Ruch branch. At end of Q3, CIF expenses are at 25% of budget. Several projects have been pushed into the next fiscal year, so capital outlay will not reach budget this year.

300- Grants: Total receipts for Q3 were $63,597 and total YTD revenues represent 51% of the budget. Total expenses represent 41% of the budget.

- **Friends Funds:** Friends billings received in Q3 were $1,587.
- **Foundation Funds:** Foundation receipts in Q3 were $950.
- **Ready to Read**: Grant was received for $41,498.
- **AGE+**: Grant was received for $1,500

<u>Policies, Plans, and Goals Supported:</u>
The presentation of these financial documents follows Policy 2-1 "Financial Management" which states that the District's Finance Manager is responsible for preparing financial reports for the Board detailing year-to-date revenues and expenditures.

<u>Attachments:</u>

YTD Budget to Actual reports, combined and by fund, as of March 31, 2025.

Current Activity to Budget - % Used
March 2025 Combined Funds
75% of Year

	2024-2025 Current Year Activity	2024-2025 Budget	Variance	Percent Used
Current Property Tax Collections	14,522,006	15,046,261	524,255	97%
Prior Year Property Tax Collections	152,201	220,000	67,799	69%
Interest Income	558,844	620,000	61,156	90%
Restricted Grant Revenues	368,268	677,500	309,232	54%
Printing/Copying/Fines	35,757	50,000	14,243	72%
Other Misc Revenues	1,105	0	-1,105	0%
Transfer In from Other Funds	0	250,000	250,000	0%
Revenue Total	**15,638,181**	**16,863,761**	**1,225,580**	**93%**
5001 - Salaries and Wages	5,950,839	8,203,276	2,252,438	73%
5002 - FICA and Medicare- payroll taxes	438,057	607,042	168,986	72%
5003 - Worker comp- payroll taxes	16,838	16,407	-432	103%
5004 - Health/Dental Insurnace	1,055,852	1,442,402	386,550	73%
5005 - Retirement Contribution	388,213	516,806	128,594	75%
5006 - Other Employee Benefits	10,473	0	-10,473	0%
5008 - Parking permits	16,886	23,000	6,114	73%
5011 - HSA	55,665	98,439	42,774	57%
5012 - Unemployment	8,672	32,813	24,141	26%
5016 - Oregon Paid Family Leave	16,571	32,813	16,243	50%
6004 - Auditing Services	38,650	40,000	1,350	97%
6006 - Bank Fees/Interest Expense	2,422	5,000	2,578	48%
6008 - Consultant Fees	17,130	56,000	38,870	31%
6009 - Background Checks	1,680	3,000	1,320	56%
6010 - Elections	0	45,000	45,000	0%
6012 - Insurance	136,005	185,000	48,995	74%
6013 - Legal Services	17,554	10,000	-7,554	176%
6014 - Memberships, Dues and Subscriptions	31,922	29,100	-2,822	110%
6015 - Supplies	141,390	293,962	152,572	48%
6016 - Postage	10,437	45,000	34,563	23%
6018 - Travel- airfare, lodging,meals etc	1,562	5,000	3,438	31%
6019 - Special fees and Expenses	105	1,400	1,295	8%
6021 - Advertising/Recruitment	3,213	8,500	5,287	38%
6022 - In District Mileage	27,244	25,000	-2,244	109%
6023 - In District meetings, meals, events	7,429	10,000	2,571	74%
6024 - Professional Development	22,833	50,000	27,167	46%
6025 - Volunteer Recognition	83	1,250	1,167	7%
6026 - Staff Recognition	10,146	14,000	3,854	72%
6031 - Alarm Services	2,708	0	-2,708	0%
6032 - Building Repair/Maintenance	564,041	1,077,400	513,359	52%
6033 - Custodial Services	568,458	760,000	191,542	75%
6034 - Custodial Supplies	16,546	25,000	8,454	66%
6039 - Security Services	213,661	290,000	76,339	74%
6040 - Signs and Signal Materials	137	5,000	4,863	3%
6070 - A/V Equipment	1,882	22,000	20,118	9%
6080 - Copier/Fax Expense	51,161	74,300	23,139	69%
6081 - Equipment Repair/Maintenance	5,412	7,100	1,688	76%
6082 - Facility Furnishing Expense	25,569	220,300	194,731	12%
6084 - Minor Equipment	20,626	97,000	76,374	21%
6085 - Computers and technology	667	100,000	99,333	1%
6089 - Computer Software and Licensing	211,576	300,000	88,424	71%
6106 - E Rate Services	27,232	42,000	14,768	65%
6110 - SOHS contract	22,500	30,000	7,500	75%
6111 - Advertising	42,505	60,000	17,495	71%
6130 - Library Materials- physical	680,540	1,100,000	419,460	62%
6131 - Library materials- digital	334,334	450,000	115,666	74%
6132 - Library materials- other	11,231	30,500	19,269	37%
6133 - Library databases	100,779	150,000	49,221	67%
6134 - Inter-Library Loan Fees	179	800	621	22%
6140 - Professional Services	186,459	236,700	50,241	79%
6145 - Printing Services	13,482	25,000	11,518	54%
6210 - Utilities	316,781	375,000	58,219	84%
6213 - Telecom-Voice and LD	24,879	29,450	4,571	84%
6214 - Telecom-Wide Area Network	182,058	250,000	67,942	73%
6218 - Telecom- Hot Spots	43,098	96,000	52,902	45%
6300 - Maintenance & Fuel for Vehicles	19,219	25,000	5,781	77%
6400 - Capital Outlay	350,048	1,450,000	1,099,952	24%
6500 - Contingency	0	500,000	500,000	0%
7990 - Transfers Out to Other Funds	0	250,000	250,000	0%
Expense Total	**12,465,638**	**19,878,762**	**7,413,124**	**63%**
Net Income (Loss)	**3,172,542**	**-3,015,001**	**-6,187,543**	**-105%**

Budget Category Totals

Personnel	*7,941,180*	*10,950,000*	*3,008,820*	*73%*
Materials & Services	*4,174,410*	*6,728,762*	*2,554,352*	*62%*
Capital Outlay	*350,048*	*1,450,000*	*1,099,952*	*24%*

	2024-2025 Current Year Activity	2024-2025 Budget	Variance	Percent Used
Current Property Tax Collections	14,522,006	15,046,261	524,255	97%
Prior Year Property Tax Collections	152,201	220,000	67,799	69%
Interest Income	350,285	400,000	49,715	88%
Restricted Grant Revenues	141,970	200,000	58,030	71%
Printing/Copying/Fines	35,757	50,000	14,243	72%
Other Misc Revenues	1,105	0	-1,105	0%
Revenue Total	**15,203,323**	**15,916,261**	**712,938**	**96%**
5001 - Salaries and Wages	5,950,839	8,203,276	2,252,438	73%
5002 - FICA and Medicare- payroll taxes	438,057	607,042	168,986	72%
5003 - Worker comp- payroll taxes	16,838	16,407	-432	103%
5004 - Health/Dental Insurnace	1,055,852	1,442,402	386,550	73%
5005 - Retirement Contribution	388,213	516,806	128,594	75%
5006 - Other Employee Benefits	10,473	0	-10,473	0%
5008 - Parking permits	16,886	23,000	6,114	73%
5011 - HSA	55,665	98,439	42,774	57%
5012 - Unemployment	8,672	32,813	24,141	26%
5016 - Oregon Paid Family Leave	16,571	32,813	16,243	50%
6004 - Auditing Services	38,650	40,000	1,350	97%
6006 - Bank Fees/Interest Expense	2,422	5,000	2,578	48%
6008 - Consultant Fees	17,130	56,000	38,870	31%
6009 - Background Checks	1,680	3,000	1,320	56%
6010 - Elections	0	45,000	45,000	0%
6012 - Insurance	136,005	185,000	48,995	74%
6013 - Legal Services	17,554	10,000	-7,554	176%
6014 - Memberships, Dues and Subscriptions	26,760	22,600	-4,160	118%
6015 - Supplies	91,746	153,150	61,404	60%
6016 - Postage	10,437	45,000	34,563	23%
6018 - Travel- airfare, lodging,meals etc	1,562	5,000	3,438	31%
6019 - Special fees and Expenses	105	1,400	1,295	8%
6021 - Advertising/Recruitment	3,213	8,500	5,287	38%
6022 - In District Mileage	27,244	25,000	-2,244	109%
6023 - In District meetings, meals, events	7,429	10,000	2,571	74%
6024 - Professional Development	22,833	50,000	27,167	46%
6025 - Volunteer Recognition	83	1,250	1,167	7%
6026 - Staff Recognition	8,705	10,000	1,295	87%
6031 - Alarm Services	2,708	0	-2,708	0%
6032 - Building Repair/Maintenance	479,208	577,400	98,192	83%
6033 - Custodial Services	568,458	760,000	191,542	75%
6034 - Custodial Supplies	16,546	25,000	8,454	66%
6039 - Security Services	213,661	290,000	76,339	74%
6040 - Signs and Signal Materials	137	5,000	4,863	3%
6070 - A/V Equipment	1,882	22,000	20,118	9%
6080 - Copier/Fax Expense	51,161	74,300	23,139	69%
6081 - Equipment Repair/Maintenance	5,412	7,100	1,688	76%
6082 - Facility Furnishing Expense	16,429	115,500	99,071	14%
6084 - Minor Equipment	20,626	97,000	76,374	21%
6085 - Computers and technology	667	100,000	99,333	1%
6089 - Computer Software and Licensing	207,301	300,000	92,699	69%
6106 - E Rate Services	27,232	42,000	14,768	65%
6110 - SOHS contract	22,500	30,000	7,500	75%
6111 - Advertising	42,505	60,000	17,495	71%
6130 - Library Materials- physical	584,523	900,000	315,477	65%
6131 - Library materials- digital	334,334	450,000	115,666	74%
6132 - Library materials- other	11,231	18,000	6,769	62%
6133 - Library databases	99,281	150,000	50,719	66%
6134 - Inter-Library Loan Fees	179	800	621	22%
6140 - Professional Services	32,252	73,400	41,148	44%
6145 - Printing Services	13,482	25,000	11,518	54%
6210 - Utilities	316,781	375,000	58,219	84%
6213 - Telecom-Voice and LD	24,879	29,450	4,571	84%
6214 - Telecom-Wide Area Network	182,058	250,000	67,942	73%
6218 - Telecom- Hot Spots	43,098	96,000	52,902	45%
6300 - Maintenance & Fuel for Vehicles	19,219	25,000	5,781	77%
6400 - Capital Outlay	3,514	150,000	146,486	2%
6500 - Contingency	0	500,000	500,000	0%
7990 - Transfers Out to Other Funds	0	250,000	250,000	0%
Expense Total	**11,712,887**	**17,446,850**	**5,733,963**	**67%**
Net Income (Loss)	**3,490,436**	**-1,530,589**	**-5,021,025**	**-228%**

Budget Category Totals

Personnel	*7,941,180*	*10,950,000*	*3,008,820*	*73%*
Materials & Services	*3,768,193*	*5,596,850*	*1,828,657*	*67%*
Capital Outlay	*3,514*	*150,000*	*146,486*	*2%*

	2024-2025 Current Year Activity	2024-2025 Budget	Variance	Percent Used
Interest Income	182,096	200,000	17,904	91%
Transfer In from Other Funds	0	250,000	250,000	0%
Revenue Total	**182,096**	**450,000**	**267,904**	**40%**
6032 - Building Repair/Maintenance	84,834	500,000	415,166	17%
6400 - Capital Outlay	306,534	1,050,000	743,466	29%
Expense Total	**391,367**	**1,550,000**	**1,158,633**	**25%**
Net Income (Loss)	**-209,272**	**-1,100,000**	**-890,728**	**19%**

Budget Category Totals

Materials & Services	*84,834*	*500,000*	*415,166*	*17%*
Capital Outlay	*306,357*	*1,050,000*	*743,643*	*29%*

	2024-2025 Current Year Activity	2024-2025 Budget	Variance	Percent Used
Interest Income	26,464	20,000	-6,464	132%
Restricted Grant Revenues	226,298	477,500	251,202	47%
Revenue Total	**252,762**	**497,500**	**244,738**	**51%**
6014 - Memberships, Dues and Subscriptions	5,162	6,500	1,338	79%
6015 - Supplies	49,644	140,812	91,168	35%
6026 - Staff Recognition	1,441	4,000	2,559	36%
6082 - Facility Furnishing Expense	9,140	104,800	95,660	9%
6089 - Computer Software and Licensing	4,275	0	-4,275	0%
6130 - Library Materials- physical	96,017	200,000	103,983	48%
6132 - Library materials- other	0	12,500	12,500	0%
6133 - Library databases	1,498	0	-1,498	0%
6140 - Professional Services	154,208	163,300	9,092	94%
6400 - Capital Outlay	40,000	250,000	210,000	16%
Expense Total	**361,384**	**881,912**	**520,528**	**41%**
Net Income (Loss)	**-108,622**	**-384,412**	**-275,790**	**28%**

Budget Category Totals

Materials & Services	*321,384*	*631,912*	*310,528*	*51%*
Capital Outlay	*40,000*	*250,000*	*210,000*	*16%*

Date: May 21, 2025

Title: WiFi Hotspot Collection Retirement

From: Kelda Vath, Assistant Director of Support Services

Summary:

After thorough analysis of the circulating WiFi Hotspot collection usage and the resources required to maintain it, staff have concluded that the collection is not sustainable for JCLS to continue to offer and will be retired by September 30, 2025. Although the significant need for internet access in Jackson County has not diminished, the information gathered made it clear that JCLS is not equipped to continue to meet that need. JCLS will continue to support the community by providing access to the internet and WiFi at all of its locations and providing information about other ways to access free or reduced-cost access to the internet in the county.

Resource Requirements:

In FY2024-2025 JCLS budgeted $96,000 to support the WiFi hotspot program. Actual costs are projected to be approximately $60,000 for FY25, when both the initial increase in the number of units available and the device loss rate are taken into account. Additionally, the staff hours necessary to process, monitor, manage, and troubleshoot this collection represent significant labor.

Policies, Plans, and Goals Supported:

JCLS' commitment to the value of Stewardship and being responsible and honest stewards of public resources, as well as Strategic Plan Goal 4 to nurture the library infrastructure through effective and efficient services both support the retirement of the WiFi hotspot collection.

Background and Additional Information:

JCLS was on the forefront of providing digital access when it launched a circulating WiFi hotspot collection back in January 2018. The service grew over the years and was an important offering, particularly during the Covid 19 pandemic. In July 2024, the service re-launched with many changes to workflows and procedures intended to streamline processes, increase access and availability of the collection for patrons, and included new tracking and management capabilities. As the fiscal year progressed, the enhanced monitoring and workflows began to reveal troublesome realities of the very popular service. The substantial loss rate, continual troubleshooting, and labor and time-intensive management of the WiFi hotspots paired with the ongoing monthly service costs, have led to the decision to retire the collection on September 30, 2025. Staff have prepared a communication plan for staff, the community, and hotspot users.

JCLD Board Meeting	Agenda Item Memo

Title: Ashland Art Installation

From: Kari May, Library Director, and Facilities Committee

<u>**Summary:**</u>
After the removal of the Pride banner at the Ashland Library in July 2024, a staff committee was formed to explore opportunities to commission artwork that is reflective and inclusive of the community served. The committee considered several options and determined that a stained-glass installation in the stairwell would be the most ideal commission. After meeting with a local stained-glass artist and exploring several possibilities, the Committee brought forward two options for the Facilities Committee to consider.

<u>**Recommendation:**</u>
The Facilities Committee recommends issuing a call for quotes to award the creation of a stained-glass art installation in the stairwell at the Ashland Library with a budget not to exceed $25,000.

<u>**Resource Requirements:**</u>
The budget for the stained-glass installation is $25,000 and would be paid through restricted grant funds.

<u>**Policies, Plans, and Goals Supported:**</u>
This project supports Goal 1 Strategy 3 to enliven and improve facilities through making the public area more vibrant and welcoming for all.

Background and Additional Information:

A local artist provided conceptual designs for two different-sized installations in the space identified by the Ashland Art Committee. Staff discussed the pros and cons of both designs, including the space allocation for the piece, its impact on lighting and lines of sight, the weight of the piece, and potential cost. Both options were brought to the Facilities Committee for their input and recommendation. It is important to note that the conceptual designs cannot be shared as it is the intellectual property of the artist. The artwork would be installed in no more than two of the six window panels.

Date: May 21, 2025

Title: Animals in the Library Policy

From: Assistant Director of Public Service and the Public Services Leadership Team

Summary:
The Animals in the Library Policy defines the parameters by which animals may be allowed on library premises.

Recommendation:
The policy committee met on April 28th to discuss the policy. The committee recommends the policy 5-1 be approved as presented.

Policies, Plans, and Goals Supported:
The policy had been inconsistently titled as both a Service Animal Policy and Animals in the Library Policy. The revised policy will be named Animals in the Library. The last revision was April 14, 2022.

Background and Additional Information:
The Public Services Leadership Team met and made minor revisions to the policy to improve clarity and consistency. Key updates include:

- Renaming the policy to "Animals in the Library."
- Adding a clarification that service animals will not be denied access due to other patrons' allergies or discomfort with animals.
- Including a new section that prohibits animal endangerment, specifically by not allowing patrons to tether animals on library property.

Attachments:

Policy 5-1 Animals in the Library-Clean

Policy 5-1 Animals in the Library-Redlined

Policy 5-1	**Animals in the Library**	**Created**: 11/12/2015 **Revised:** 4/28/2025 **Approved:**

I.   PURPOSE

This policy ensures that patrons protected by the Americans with Disabilities Act (ADA) and ORS 346.680 to 346.690, regarding service animals for physically impaired persons, are able to use library spaces fully and ensures Jackson County Library Service's compliance with the same. It also establishes rules that define appropriate behavior of service animals in order to prevent injury to patrons and/or property by animals that are visiting Jackson County Library Services (JCLS).

II.   INTRODUCTION

In accordance with the Americans with Disabilities Act (ADA), service animals are welcomed and permitted in all JCLS branches. Per ADA, service animals are dogs or miniature horses individually trained to do work or perform tasks for an individual with a disability. For details, please see ADA requirements for service animals. No other animals are permitted unless they are featured in library sponsored programs and have been pre-approved by the Library Director.

III.   RULES AND REGULATIONS

To ensure JCLS compliance with the ADA and ORS 346.680 to 346.690 regarding service animals for physically impaired persons, and to help maintain a pleasant, productive, and safe environment for all Library users and staff, the following behavioral guidelines for service animals are to be observed:

- Service animals may only be brought into JCLS facilities by the person who requires assistance by the service animal or who are the service animal's trainer.
- Service animals must be in physical proximity with their handler and under handler control at all times. Service animals must attend to their handler at all times.
- Service animals must be on a leash or harness at all times unless the use of a leash or harness interferes with the animal's effective performance of its designated task(s). If an animal cannot be leashed or harnessed, that animal must be under the handler's control via voice, signals, or other effective means at all times.
- Service animals must not display disruptive behavior such as barking or growling and must conform to applicable points in the Rules of Conduct Policy.
- Service animals must be housebroken and their handler is responsible for any upkeep or clean-up of the animal.
- Emotional support animals are not covered by the ADA, and therefore are not allowed in the library.

If a service animal's behaviors or actions pose an unreasonable or direct threat to the health or safety of others, or do not conform to library policy, they may not remain in a Library facility. In accordance with ADA guidelines, non-compliance can be grounds for a request to remove a service animal from a Library facility. If the service animal is excluded from a Library facility, the individual with the disability is welcomed to stay and will be reasonably accommodated by Library staff.

Fear of allergies, animals, presumed outcomes, or annoyance on the part of other patrons or employees are not permissible reasons for denying access or refusing service to people with service animals.

Animal Endangerment

Animals may not be left outside the library in a way that may endanger the animal or library patrons (for example, tied up on library property and left alone while the owner enters the library). Library staff cannot be responsible for caring for an animal outside while the owner visits the library. The Library reserves the right to contact the police regarding any unattended animals on its premises. The Library also reserves the right to suspend patrons who endanger animals.

Policy 5-1	~~Service~~ Animals in the Library	**Created**: 11/12/2015 **Revised:** 4/14/2022 **Approved:** 4/20/2022

I.   PURPOSE

This policy ensures that patrons protected by the Americans with Disabilities Act (ADA) and ORS 346.680 to 346.690, regarding service animals for physically impaired persons, are able to use library spaces fully and ensures Jackson County Library Service's compliance with the same. It also establishes rules that define appropriate behavior of service animals in order to prevent injury to patrons and/or property by animals that are visiting Jackson County Library Services (JCLS).

II.   INTRODUCTION

In accordance with the Americans with Disabilities Act (ADA), service animals are welcomed and permitted in all JCLS branches. Per ADA, service animals are dogs or miniature horses individually trained to do work or perform tasks for an individual with a disability. For details, please see ADA requirements for service animals. No other animals are permitted unless they are featured in library sponsored programs and have been pre-approved by the Library Director.

III.   RULES AND REGULATIONS

To ensure JCLS compliance with the ADA and ORS 346.680 to 346.690 regarding service animals for physically impaired persons, and to help maintain a pleasant, productive, and safe environment for all Library users and staff, the following behavioral guidelines for service animals are to be observed:

- Service animals may only be brought into JCLS facilities by the person who requires assistance by the service animal or who are the service animal's trainer.
- Service animals must be in physical proximity with their handler and under handler control at all times. Service animals must attend to their handler at all times.
- Service animals must be on a leash or harness at all times unless the use of a leash or harness interferes with the animal's effective performance of its designated task(s). If an animal cannot be leashed or harnessed, that animal must be under the handler's control via voice, signals, or other effective means at all times.
- Service animals must not display disruptive behavior such as barking or growling and must conform to ~~the~~ applicable points in the Rules of Conduct Policy.
- Service animals must be housebroken and their handler is responsible for any upkeep or clean-up of the animal.
- Emotional support animals are not covered by the ADA, and therefore are not allowed in the library.

If a service animal's behaviors or actions pose an unreasonable or direct threat to the health or safety of others, or do not conform to library policy, they may not remain in a Library facility. In accordance with ADA guidelines, non-compliance can be grounds for a request to remove a service animal from a Library facility. If the service animal is excluded from a Library facility, the individual with the disability is welcomed to stay and will be reasonably accommodated by Library staff.

Fear of allergies, animals, presumed outcomes, or annoyance on the part of other patrons or employees are not permissible reasons for denying access or refusing service to people with service animals.

Animal Endangerment

Animal Endangerment Non-service animals may not be left outside the library in a way that may endanger the animal or library patrons (for example, tied up on library property and left alone while the owner enters the library). Library staff cannot be responsible for caring for an animal outside while the owner visits the library. The library reserves the right to contact the police regarding any unattended animals on its premises. The library also reserves the right to suspend patrons who endanger animals.

JCLD Board Meeting	Agenda Item Memo

Title: Meeting Room Policy

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

Summary:

The Meeting Room Policy outlines the rules and conditions for patrons to reserve meeting rooms at JCLS.

Recommendation:

The policy committee met on April 28th to discuss the policy. The committee recommends the policy 5-13 be approved as presented.

Policies, Plans, and Goals Supported:

The policy was last updated on February 4, 2022. Meeting rooms at JCLS serve as important community spaces and support the Library's mission.

Background and Additional Information:

The Public Services Leadership Team met to revise the Meeting Room Policy with the goal of reinforcing the purpose of meeting rooms while improving clarity and consistency. Key updates include:

- Standardized meeting room hours across all locations: daily from 8:00 a.m. to 9:00 p.m.
- A new section encouraging meeting room users to promote their events held at the Library.
- A list of prohibited items in meeting rooms.
- A special exception allowing closed meetings and events for youth-focused events.
- A new section placing responsibility for arranging security for meeting room users if deemed necessary by Library management.
- A separate section for study room users, reflecting differences in rules between study rooms and meeting rooms.

Attachments:

Policy 5-1 Meeting Room Policy-Clean

Policy 5-1 Meeting Room Policy-Redlined

Policy 5-13	**Meeting Room Use**	**Created**: 10/8/2015 **Revised:** 04/28/2025 **Approved:**

I.   Purpose

This policy explains the guidelines for public use of meeting and study rooms within Jackson County Library District facilities (Herein referred to as the "District" or "Library").

II.   Introduction

As the information center for its communities, Jackson County Library Services (JCLS) encourages the free expression of ideas essential to an informed citizenry. The offering of meeting room space in library facilities is one of the many methods used to provide access to ideas representing all points of view on all subjects.

The expressed viewpoint of any group wishing to use the room shall not be the determinant of whether a reservation is approved by the library. *No group may list JCLS as a host, partner or sponsor without prior express written permission from the Library Director or designee.*

Unauthorized reproduction or public display of any recorded audio, video, or other intellectual property in our meeting rooms is prohibited if such reproduction is not covered by our or your public performance licenses or for which a written waiver of the applicable rights has not first been obtained.

Library programs, library partners, and library sponsored events have priority in the use of meeting and study room spaces. JCLS reserves the right to reschedule confirmed room reservations to accommodate library meetings or events. JCLS will strive to avoid such conflicts and work to provide an alternate solution.

III.   Room Scheduling and Access

JCLS meeting rooms are available at no charge to any member of the public with a JCLS Full Service library card in good standing. A library card is required to book a meeting room. If a group is from out of the area, a JCLS non-resident library card may be purchased. See Policy 5-6, Fee Schedule, for current charges.

Rooms are available to the public on a first-come, first-served basis and may be reserved up to three months in advance. The number of reservations is limited to 5 per month per library card. Refer to the JCLS Meeting Room website for branch-specific information and instructions on how to reserve a room.

For meeting room access when the library is closed, the meeting organizer must pick up a key before the event. Arrangements are to be made at each branch location. Failure to return the key immediately after the event may result in additional charges including rekeying the branch.

JCLS meeting rooms are available seven days a week from 8 am until 9 pm. If a meeting room is desired before or after those hours, a special use permission form must be filled out. Please see Section V for more details.

IV. Advertising Events in Meeting Rooms

Any printed or electronic advertisement or notification of a meeting to take place at the Library must include the disclaimer: ***This meeting or event is not sponsored nor endorsed by the Library.*** Failure to include the disclaimer will result in cancelation of the meeting room reservation.

If the event booked in the meeting room(s) is not sponsored by the library, inquiries from the public about the meeting will be directed to the person who made the meeting room(s) reservation. The information that JCLS will share with the public is contact name, phone number, and email address.

V. Special Use

With special permission, JCLS may make its facilities available for nonstandard usage, that is, usage that goes beyond standard meetings, trainings, receptions, and other such events.

   a. **Special Use permission must be requested no later than 30 days prior to the event by submitting the permission form.**
   b. Prohibited items include but are not limited: to inflatable play structures (bouncy houses), open flames of any kind, and loud sound systems.

Requestors should be aware that purchase of an insurance rider may be required for nonstandard usage. Information on how to purchase insurance can be found on the JCLS Meeting Room website.

VI. Meeting Room Rules

 The following rules apply to all JCLS Community Meeting Rooms.

   a. Users of the meeting rooms are subject to the JCLS Rules of Conduct during and after library open hours. Meeting room privileges may be revoked for non-compliance with JCLS policies and all posted library rules.
   b. Meetings and programs held in library meeting rooms must be free and open to the public, an exception may be made for events intended for minors (under age 18). Such events and gatherings may be made private at the event organizer's request.
   c. The meeting rooms may not be used for selling, soliciting business, or any other for – profit reason, except in the case presenters who are selling merchandise in connection with an event sponsored by the library or a library-affiliated group or other approved

organization. The meeting rooms may not be used for fundraising except in the case of events held by library affiliated groups with the intent of raising funds for the benefit of JCLS.

d. A designated representative of the group reserving the meeting room must remain on the premises throughout the period for which it is reserved, or until the meeting ends. At least one adult must be present at any meeting of youth under 18 years old.

e. Individuals and organizations using meeting rooms are responsible for room set-up and returning the room to its original configuration. Library meeting rooms must be restored to their original clean condition, including layout of tables and chairs, and users of library meeting rooms agree to pay for any damages to library property, facilities, technology equipment, or other library equipment. Food is permitted in meeting rooms, but alcoholic beverages are not allowed in or on library property unless a special use request has been approved (see section V, above). The Library will not store personal belongings after the meeting room booking.

f. Use of the premises may be revoked at any time if the conduct of the group interferes with staff work or patron use of the library, is disruptive to library service or patrons, or is abusive or dangerous to the building, library materials, technology equipment, exhibits, furnishings, or individuals in the building.

g. **The responsible party agrees to exercise reasonable care in the use of JCLS property and indemnify and hold harmless JCLS from and against any loss, damage, liability, claim, or demand caused in whole or in part by the negligent acts or omissions of the group using the Meeting Room.**

h. If additional security is needed for meeting room usage, it is the responsibility of the group using the facility, including the expense, and may be required if deemed necessary by JCLS management. The booking party must arrange extra security with JCLS contracted security. Choosing not to pay for security when deemed necessary by JCLS management will forfeit the use of the meeting room space.

i. If the library closes due to a building emergency or inclement weather, meeting rooms will not be available for use.

j. Use of the meeting and study room(s) constitutes agreement to the terms and conditions set forth in this policy.

VII.   Study Rooms

a. Study Rooms are available "first come, first served" if there are no reservations at that time. Patrons may need to check in at the circulation desk to gain admission. During open hours only.

b. An individual is limited to ten bookings per month, and library staff have the ability to authorize more on a case-by-case basis.

c. Use of the premises may be revoked at any time if the conduct of the group interferes with staff work or patron use of the library, is disruptive to library service or patrons, or is abusive or dangerous to the building, library materials, technology equipment, exhibits, furnishings, or individuals in the building.

d. Users of the study rooms are subject to the JCLS Rules of Conduct during library open hours. Future study room privileges may be revoked for non-compliance with JCLS policies and all posted library rules.

Policy 5-13	**Meeting Room Use**	**Created**: 10/8/2015 **Revised:** 02/04/2022 **Approved:** 02/16/2022 **Implemented**:02/17/2022

I.   Purpose

This policy explains the guidelines for public use of meeting and study rooms within Jackson County Library District facilities (Herein referred to as the "District" or "Library").

II.   Introduction

As the information center for its communities, Jackson County Library Services (JCLS) encourages the free expression of ideas essential to an informed citizenry. The offering of meeting room space in library facilities is one of the many methods used to provide access to ideas representing all points of view on all subjects.

The expressed viewpoint of any group wishing to use the room shall not be the determinant of whether a reservation is approved by the library. ~~Permission granted to meet in a library meeting room or study room in no way constitutes endorsement by the Library of the policies or beliefs of any group or organization.~~ *No group may list JCLS as a host, partner or sponsor without prior express written permission from the Library Director or designee.*

Unauthorized reproduction or public display of any recorded audio, video, or other intellectual property in our meeting rooms is prohibited if such reproduction is not covered by our or your public performance licenses or for which a written waiver of the applicable rights has not first been obtained*.*

Library programs, ~~community~~ library partners, ~~related organizations~~ and library sponsored events have priority in the use of meeting and study room spaces. JCLS reserves the right to reschedule confirmed room reservations to accommodate library meetings or events. JCLS will strive to avoid such conflicts and work to provide an alternate solution.

III.   Room Scheduling and Access

JCLS meeting rooms are available at no charge to any member of the public with a JCLS Full Service library card in good standing. A library card is required to book a meeting room. If a group is from out of the area, a JCLS non-resident library card may be purchased. See Policy 5-6, Fee Schedule, for current charges.

~~Space is~~Rooms are available to the public on a first-come, first-served basis and may be reserved up to three months in advance. The number of reservations is limited to 5 per month

per library card. Refer to the ~~JCLS Meeting Room~~JCLS Meeting Room website ~~site~~ for branch-specific information and instructions on how to reserve a room.

For meeting room access when the library is closed, the meeting organizer must pick up a key before the event. Arrangements are to be made at each branch location. Failure to return the key immediately after the event may result in additional charges including rekeying the branch.

JCLS m~~M~~eeting rooms are available at all locations seven days a week from 8 am until 9pm. If a meeting room is desired before or after those hours, a special use permission form must be filled out. Please see section IV. for more details.

IV.   **Advertising Events in Meeting Rooms**

Any printed or electronic advertisement or notification of a meeting to take place at the Library must include the disclaimer: ***This meeting or event is not sponsored nor endorsed by the Library.*** Failure to include the disclaimer will result in cancelation of the meeting room reservation.

If the event booked in the meeting room(s) is ~~open to the public and is~~ not sponsored by the library, inquiries from the public about the meeting will be directed to the person who made the meeting room(s) reservation. The information that JCLS will share with the public is contact name, phone number, and email address.

~~IV.~~V.   **Special Use**

With special permission, JCLS may make its facilities available for nonstandard usage, that is, usage that goes beyond standard meetings, trainings, receptions, and other such events.

a. Special Use permission must be requested no later than 30 days prior to the event by submitting the permission form.
b. Prohibited items include but are not limited: to inflatable play structures (bouncy houses), open flames of any kind, and loud sound systems.

Requestors should be aware that purchase of an insurance rider may be required for nonstandard usage. Information on how to purchase insurance can be found on the JCLS Meeting Room website.

~~V.~~VI.   **Meeting ~~and Study~~ Room Rules**

The following rules apply to all JCLS Community Meeting ~~and Study~~ Rooms.

a. Users of the meeting ~~and study~~ rooms are subject to the JCLS Rules of Conduct during and after library open hours. Meeting and study room privileges may be revoked for non-compliance with JCLS policies and all posted library rules.

b. b. ~~Meetings and programs held in library meeting rooms must be free and open to the public except for youth specific events and gatherings. Youth specific events and gatherings can be closed to the public according to the event organizers' wishes.~~
~~Meetings and programs held in library meeting rooms must be free and open to the public.~~ Meetings and programs held in library meeting rooms must be free and open to the public, an exception may be made for events intended for minors (under age 18). Such events and gatherings may be made private at the event organizer's request.

~~b.~~c. The meeting rooms may not be used for selling, soliciting business, or any other for – profit reason, except in the case presenters who are selling merchandise in connection with an event sponsored by the library or a library-affiliated group or other approved organization. The meeting rooms may not be used for fundraising except in the case of events held by library affiliated groups with the intent of raising funds for the benefit of JCLS.

~~c.~~d. An ~~authorized~~ designated representative of the group reserving the meeting room must remain on the premises throughout the period for which it is reserved, or until the meeting ends. At least one adult must be present at any meeting of youth under 18 years old.

~~d.~~e. Individuals and organizations using meeting rooms are responsible for room set-up and returning the room to its original configuration. Library meeting rooms must be restored to their original clean condition, including layout of tables and chairs, and users of library meeting rooms agree to pay for any damages to library property. Food is permitted in meeting rooms, but alcoholic beverages are not allowed in or on library property unless a special use request has been approved (see section IV, above). The Library will not store personal belongings after the meeting room booking.

~~e.~~f. Use of the premises may be prohibited or terminated at any time if the conduct of the group interferes with staff work or patron use of the library, is disruptive to library service or patrons, or is abusive or dangerous to the building, library materials, exhibits, furnishings, or individuals in the building.

~~f.~~g. **The responsible party agrees to exercise reasonable care in the use of JCLS property and indemnify and hold harmless JCLS from and against any loss, damage, liability, claim, or demand caused in whole or in part by the negligent acts or omissions of the group using the Meeting Room.**

h. If additional ~~s~~Security is needed for meeting room usage ~~s held outside normal library hours~~ it is the responsibility of the group using the facility, including the expense, and may be required if deemed necessary by JCLS management.~~staff. If it is deemed necessary, extra security should be arranged with JCLS contracted security.~~ The booking party must arrange extra security with JCLS contracted security. Choosing not to pay for security when deemed necessary by JCLS management will forfeit the use of the meeting room space.

~~g.~~i. the library closes due to a building emergency or inclement weather, meeting rooms will not be available for use.

Use of the meeting and study room(s) constitutes agreement to the terms and conditions set forth in this policy.

VII.   **Study Rooms**

    a.   Study Rooms are available "first come, first served" if there are no reservations at that time. Patrons may need to check in at the circulation desk to gain admission. During open hours only.

    b.   ~~Study rooms are~~An individual is limited to ten bookings per month and library staff have the ability to authorize more on a case-by-case basis. ~~Study rooms are not available outside library hours.~~

    c.   Use of the premises may be prohibited or terminated at any time if the conduct of the group interferes with staff work or patron use of the library, is disruptive to library service or patrons, or is abusive or dangerous to the building, library materials, exhibits, furnishings, or individuals in the building.

    ~~a.~~**d.**   **Users of the ~~meeting and~~ study rooms are subject to the JCLS Rules of Conduct during ~~and after~~ library open hours. ~~Meeting and~~ study Future study room privileges may be revoked for non-compliance with JCLS policies and all posted library rules.**

    ~~b.~~

JACKSON COUNTY LIBRARY DISTRICT (JCLD)
FACILITIES COMMITTEE MEETING
Medford Branch Library
Board Conference Room
205 S Central Ave, Medford, OR
April 14, 2025, at 3:45 pm.

MINUTES

ATTENDEES AND NOTE TAKER
Viki Brown, Kevin Keating, Kari May (Note taker), Kelda Vath, Joan Vigil, and Crystal Zastera

REVIEW OF PREVIOUS MINUTES

Minutes of the January 21, 2025, Committee meeting were reviewed and accepted.

REPORTS

The landscaping contract with ProLawn commenced on April 1 and is off to a good start. Facilities Manager Crystal Zastera and a Pro Lawn representative visited the thirteen branches under contract to note the landscaping needs of each branch.

UNFINISHED BUSINESS

- Capital Projects – Kelda Vath provided a copy of the 5-year capital projects that the County shared during the January meeting, with additional projects in the proposed FY26 budget.
- Phoenix Pollinator Garden – We received two bids for this project. They both came in over budget and resulted in a failed bid. Because of seasonality of landscaping work, the recommendation is to put the project out to bid in January/February 2026. There is a possibility that parts of the project could be completed prior to the next ITB.
- Medford Doors – The County is giving Bills Glass one more opportunity to fix the doors. The doors are on order and should arrive in a few weeks.

NEW BUSINESS

- Ashland ELEA – Ashland is proposing an expansion of the ELEA boundaries to include the sidewalk area and lawn in front of the Ashland Library. Kari provided background information, including the meeting that she and Kristin Anderson had with city leadership, and her recommendation to support the expansion of the ELEA to include the Library grounds as proposed. She said that she would submit written testimony in support of the expansion and asked if Viki or Kevin, as Board representatives, would be willing to attend the April 15 Ashland City Council meeting where this proposal would be considered for further discussion. Kevin volunteered to attend the meeting.
- Ashland Art Commission – Kari provided a summary of the discussions around the commissioning of artwork in Ashland in response to the removal of the Pride Banner that had hung in the stairwell for many years. A staff committee was formed to explore opportunities to commission artwork that is reflective and inclusive of the community served, including the LGBTQ+. The committee considered several options and determined that a stained-glass installation in the stairwell would be the most ideal commission. After meeting with a local stained-glass artist and exploring several possibilities, the Committee brought forward two options for the Facilities Committee to consider. Kari shared those two options with the Committee today. The Committee discussed the pros and cons of both designs, including the space allocation for the piece, its impact on lighting and line of sight, the weight of the piece, and potential cost. It is important to note that the conceptual designs cannot be shared as it is the intellectual property of the artist. The Committee agreed that either piece would be a nice addition to the library and would follow through on the promise made to the Ashland community after the banner

was removed. Their recommendation to the Board will be for the commissioning of the smaller piece.

NEXT MEETING DATE

ADJOURNMENT

JACKSON COUNTY LIBRARY DISTRICT (JCLD)
POLICY COMMITTEE MEETING AGENDA
Medford Branch Library
Board Conference Room
205 S Central Ave, Medford, OR
April 28, 2025, at 4:00 p.m.

ATTENDEES AND NOTE TAKER
Board members Susan Kiefer and Kevin Keating, Kari May (Library Director), Kelda Vath (Assistant Director of Support Services), Joan Vigil (Assistant Director of Public Services), Brynn Fogerty (Human Resource Manager), Erinn Agne (Finance Assistant/Note Taker)

REVIEW OF PREVIOUS MINUTES
N/A

NEW BUSINESS

Service Animal Policy
Assistant Director of Public Services Joan Vigil presented the revised Service Animal Policy to the committee. The committee discussed the change of the policy name to Animals in the Library and the additions to the policy regarding allergies and animal endangerment.

Meeting Room Policy
Assistant Director of Public Services Joan Vigil presented the revised Meeting Room Policy to the committee. The committee reviewed the additions and discussed alterations to the wording of the policy. Revisions were incorporated into the final proposal.

Employee Handbook Revision
Human Resource Manager Brynn Fogerty presented the revised Employee Handbook and reported the specific changes to the committee. The committee looked at one revision of the handbook and will revisit the rest of the revisions in future meetings.

Policy Review Schedule
The committee discussed the order of the policies on the schedule for review.

ADJOURNMENT

ATTENDEES AND NOTE TAKER
Board members Susan Kiefer and Marissa Shepherd, Kari May (Library Director), Heather Scott (Finance Manager), Erinn Agne (Finance Assistant/Note Taker)

REVIEW OF PREVIOUS MINUTES
N/A

REPORTS

Quarterly Report
Finance Manager Heather Scott presented the Q3 report. The committee discussed categories; legal, workers compensation, mileage that were over budget and noted that the upcoming budget has been adjusted accordingly. Technology and Capital Improvement were under budget.

NEW BUSINESS

FY26 Budget
Finance Manager Heather Scott presented the FY26 budget and the five-year forecast. Scott noted the breakdown into categories according to Oregon Law: Public Services, Support Services, Community Engagement, and Administration. Scott noted the transfer from the Interest Fund. The committee reviewed the LB Forms that will be published with the Budget Narrative. Scott informed the committee that the Budget Narrative will be posted publicly tomorrow, May 1, 2025, and sent to the Budget Committee.

NEXT MEETING DATE
- Wednesday, July 30, 2025, at 4:00pm
- Wednesday, October 29, 2025, at 4:00pm

ADJOURNMENT