



CALL TO ORDER/ROLL CALL

INTRODUCTIONS & PROCLAMATIONS

CONSENT AGENDA (Action)

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2. JCLD Monthly Financial Report.....6

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.)

REPORTS (Inform)

3. Library Director Report – Kari May.....11
4. Quarterly Statistics – Kari May & Carey Hunt.....17
5. JCLF Report – Elisabeth Campbell.....24
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7. Transition Roadmap – Kari May & Lisa Marston.....36

UNFINISHED BUSINESS

8. Salary Schedule and Employee Benefits **(Discuss/Action)** – Lisa Marston & Kari May.....38
9. MOU Friends & Foundation **(Discuss/Action)** – Kari May.....53

NEW BUSINESS

10. Appointment of New Budget Committee Member **(Discuss/Action)** – Eric Dziura
11. Approve Budget Officer & Adopt Budget Calendar **(Discuss/Action)** – Lisa Marston.....58
12. JCLS Technology Plan FY20-22 & Technology Committee Quarterly Update **(Inform/Discuss/Action)** – Carey Hunt...59
13. People Counter Proposal **(Discuss/Action)** – Carey Hunt.....69
14. Social Media Policy **(Inform/Discuss/Action)** – Ryan Bradley.....73
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16. Schedule Board Self-Evaluation and Annual Planning Meeting **(Discuss)** – Lisa Marston

COMMITTEE AND BOARD MEMBER REPORTS (Inform)

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19. Individual Board Member Reports

FUTURE MEETINGS/EVENTS/OBSERVANCES:

- PLA Conference (Nashville, TN) – February 25-29, 2020
2020 OLA Conference (Bend, OR) – April 29-May 2, 2020



WORK SESSION MINUTES

ATTENDEES

Board Members Present: Susan Kiefer (President), Cathy Shaw (Vice President), Jill Turner, George Prokop, and Eric Dziura.

Also present: Laurie Grenya, HR Answers; Kari May (Library Director); Lisa Marston (District Administrator); Claudine Taillac (Assistant Director, Public Services); Carey Hunt (Assistant Director, Support Services); Kristin Anderson (Area Manager); Crystal Stroud (Library Operations Manager); Terra McLeod (Area Manager), Ron Sharp (IT Manager), Cathy de Wolfe (JCLD Budget Committee Member); and Ann Magill (JCLS Volunteer).

CALL TO ORDER

Vice President Cathy Shaw called the meeting to order at 4:00 p.m. and introduced Laurie Grenya, co-President of HR Answers.

Referenced throughout the work session were the following materials that were included in the agenda packet:

- Total Compensation Philosophy Statement
- JCLS Service Plan (staffing), including new positions
- Proposed Organizational Structure
- Salary Schedule (hourly, monthly, annually)
- Job placement within the salary structure
- Total compensation options and cost scenarios
- HR Answers Salary and Benefits Survey and Recommendations

First, Ms. Grenya reviewed the policies, plans and goals that were used in developing the salary and benefit recommendations presented in the work session materials. Primary goals included ensuring the organization's financial sustainability, planning for future growth and expanded hours, following the District's total compensation philosophy, and keeping personnel costs at or under \$6 million. When Director Dziura asked how the \$6 million amount was determined, staff stated that \$6 million represents approximately 58% of the District's operating budget for Fiscal Year 2020-2021. Although personnel costs often account for a much larger portion of an organization's budget, JCLS is unique in that it has 15 buildings to maintain, clean, secure, and power. Therefore, the District needs to control personnel costs more diligently than other entities with similar tax revenue but fewer fixed assets.

Included below is a summary of the salary and benefit recommendations, along with key points and the general substance of the Board's discussion.

I. JCLS Service Plan (staffing levels) and Organizational Structure

Questions from Board members prompted a brief discussion about the new positions that had been added to the staffing plan. Library Director May explained the reasons behind each new position. Ms. Grenya emphasized the importance of onsite human resources. When Director Prokop said he expected to see HR report directly to the Library Director, Ms. Grenya said that placement within Administrative Services is what she most commonly sees, adding that there should always be an open line of communication between the Director and HR.

II. Proposed Salary Schedule

As Ms. Grenya explained, the proposed salary schedule uses a base salary of \$12.75 to stay a few years ahead of increases in Oregon's minimum wage. Currently, the jobs are placed within the salary schedule in such a way that the lowest starting wage would be \$14.06/hour.

Referring to the salary schedule included in the packet, Ms. Grenya pointed out where the market reference point falls. Since the reference point is in the middle of the spread, it allows the District to hire and compensate above and below market. Although the 25% spread is lower than normal (normal spread is 32%), Ms. Grenya said it is a good start and, in time, the schedule could grow to that level. The spread between the grades is 5% and the distance between each step within a grade is 1.5%, which allows more flexibility during lean times.

III. Job Placement Within the Salary Structure

Next, Ms. Grenya reviewed the job placement handout that was included in the agenda packet. Because of pay equity, the market is extremely volatile right now. This volatility has made it particularly difficult to determine the average market rate for some positions. Market is not the only factor that is used for job placement. The organization's hierarchy and the relationship between positions also determines where jobs are placed. Ms. Grenya used the Library Associate 1, 2 and 3 positions as an example of a job classification that has a natural progression.

When Director Turner asked whether some employees could wind up making less money under the new salary structure, Ms. Grenya emphasized the fact that information regarding current salaries was not made available to the District. Moreover, under pay equity, the District is an entirely new organization. That said, the District does have some leeway in job placement during the transition.

IV. Salary and Benefits Options and Cost Scenarios

Ms. Grenya asked District Administrator Marston to explain the financial model used to create the various cost scenarios included in the agenda packet. Ms. Marston started by reviewing the assumptions and information included on page 14 of the packet. She then spoke about health insurance being the most expensive employee benefit. The health plan premiums used in the model were based on a quote obtained from Special Districts Insurance Services (SDIS), which became self-insured in 2015. Usually, SDIS has the best rates, but due to some large claims in recent years, the rates have increased dramatically since 2018. Other reasons for the higher-

than-expected rate quote are the census data from LS&S, with 48 being the average age, and the District's lack of claims experience. Providers see this as a huge risk, especially in the first year. Ms. Grenya confirmed that employers are generally blind in the first year when it comes to calculating health insurance costs. Administrator Marston also pointed out that we will not know our real costs until all employees are hired and we can provide true census data and enrollment numbers to SDIS, as well as to our local broker who will be obtaining market quotes from other providers for comparison.

Regarding the actual health plans, SDIS generally allows an employer to offer two plans; with a waiver, three plans. The cost scenarios in the packet were based on three different plans: one high-deductible plan with a \$3,000 deductible; and two with a \$1,500 deductible but varying co-payment percentages. Essentially, we would like to be able to offer more than one plan at different cost points so employees can choose the best plan for them.

A. Cost share split for medical, dental, and vision insurance plan premiums

HR Answers had recommended, during the November 14, 2019 work session, a cost share split of 90%/10% for full-time employees, with the employer paying 90% of the employee's health insurance cost. This recommendation was used to run the various cost scenarios. For part-time employees, it was recommended that the employer cover a smaller share of the cost, prompting a discussion about what that cost share would look like. Since, as Director Turner pointed out, the District wants to encourage employees to be insured, the Board members agreed on two tiers. For employees who work 30 to 40 hours per week, the District will pay 90% of the cost for employee-only health insurance; for employees who work 20 to 29 hours per week, the District's cost share would be 75%. Grenya explained that the amount covered for part time employees needs to be calculated as 75% of the 90% that the District would pay for a full time employee.

Next, the Board members discussed covering the cost of an employee's spouse, children or family added to the employee's health plan. Director Kiefer did not support having the District cover 90% of the employee and his or her family members. It was also noted that this level of cost share could be cost prohibitive for the District. It was also agreed, however, that the District would have difficulty attracting and retaining quality employees without some sort of cost share for employees wanting to provide health insurance coverage for family members. Director Turner suggested that the District cover 90% of the cost of the employee's insurance and a certain portion of the cost of the employee's dependents. In other words, the District would have a buy-up option that would be capped at a certain amount. Based on the costs of the health plans that were included on page 14 of the packet, Ms. Grenya recommended that the ceiling be capped at \$1,100, as a starting point. She arrived at this number by using the "employee + children" plan premium of \$1,086.27 under the high-deductible health plan option. Moreover, to offset the cost of the deductible, the District would offer a Health Savings Account, as depicted in the cost scenarios included in the packet.

B. Long term disability (LTD) insurance

The two options under consideration were LTD commencing at 90 days or at 180 days. As Ms. Grenya described it, LTD is an important benefit that can be provided to employees at a relatively low cost. The Board members agreed, choosing to cover the cost of employees' LTD insurance at 90 days.

C. Life insurance

The four options proposed for life insurance were \$10,000, \$20,000, \$50,000, and 1 X Annual Salary. Although Ms. Grenya spoke in favor of the 1 X Annual Salary option since life insurance is especially valuable for single-parent households, the Board opted to cover the cost of a \$20,000 policy and give employees the option to purchase a richer policy at their own cost.

D. Retirement contributions

As Ms. Grenya recalled from the November 14, 2019 work session, the Board had talked about having the employee contribute 4% in order to get the District's 6% match. Another possibility was having the employee contribute 3%, which the District would match; then, if the employee contributed more, the District would match that additional contribution up to 3% for a total contribution of 6%. However, government employers in our market, Ms. Grenya stated, are contributing the 6% and not requiring employees to contribute. To do anything less could harm the District's employee recruitment and retention efforts. The Board agreed to contribute 6% to employees' retirement accounts.

Director Prokop suggested a way to match what other public employers in our area are doing, while also encouraging employees to save for retirement; namely, for every 1% the employee contributes into the 401(a) plan, the District will match .5%, up to 2%, so employees have the potential of having an 8% employer-paid contribution if they contribute at least 4%. This suggestion was accepted by the rest of the Board. Grenya also recommended providing an allowance of a one-time additional contribution by employees annually.

It was also mentioned that employees could contribute more, up to the maximum, prompting a brief discussion about offering a rollover account to employees who exceed the maximum. Also discussed with Ms. Grenya were different vesting scenarios. She said that what she sees most often is 3 years and 5 years. She also spoke about the importance of what goes into the plan documents and offered to discuss this further with staff.

E. Time off with pay

The recommendations presented to the Board were based on HR Answers' recommendations in the November 14, 2019 work session packet. For sick leave, the recommended 12 days based on government data seemed excessive. Director Prokop suggested the mandated minimum of 8.6 days. The other Board members agreed. For vacation leave, the Board approved what HR Answers' recommendation:

First year following probation – 10 days
1-4 years – 15 days
5-10 years – 20 days
More than 10 years – 25 days

For employees hired by the District as part of the transition, vacation accrual will start on Day 1. In the future, vacation accrual could start on Day 91, assuming a 90-Day probationary period. Ms. Grenya also noted that typically, accrual is based on hours worked, i.e., employees do not accrue while on vacation. She suggested we have a policy regarding how many days of successive leave are allowed. Finally, for paid holidays, the Board approved HR Answers' recommendation of 10 paid holidays, plus 1 floating holiday.

In closing, Ms. Grenya and staff reminded the Board that they will be asked to approve the District's salary schedule and employee benefits at the February 13, 2020 regular Board meeting. The Board members thanked Ms. Grenya for being here to guide the discussion and staff for the excellent Board packet materials.

Adjournment

Vice President Shaw adjourned the work session at 6:17 p.m.

/s/ Lisa Marston
Recording Secretary

Jackson County Library District
Statement of Revenues and Expenditures
From 1/1/2020 Through 1/31/2020

101 - General Administration

	Budget- Current	Current Month			Percentage
	Year	Actual	YTD Actual	Budget Remaining	received or spent to
					date
Operating revenue					
Current Property Tax Collections	10,610,000.00	114,652.70	9,777,878.21	(832,121.79)	92.15%
Prior Year Property Tax Collections	200,000.00	11,491.47	132,261.49	(67,738.51)	66.13%
Interest Income	310,000.00	39,312.57	187,292.14	(122,707.86)	60.41%
Interest- Lindberg Note	13,000.00	1,151.21	7,983.37	(5,016.63)	61.41%
Other Income	5,000.00	0.00	2,597.02	(2,402.98)	51.94%
E Rate	106,000.00	8,840.50	61,883.50	(44,116.50)	58.38%
Reimbursements From RCC	34,100.00	2,064.14	26,587.77	(7,512.23)	77.97%
Ready To Read Grant	35,000.00	0.00	36,353.00	1,353.00	103.86%
Conference Room Rental	0.00	129.10	129.10	129.10	0.00%
Government Agency Rentals	109,420.00	0.00	109,420.14	0.14	100.00%
Inter-library Loan Fees	1,000.00	0.00	0.00	(1,000.00)	0.00%
Late Fee Charges- RCC/UMS	0.00	2,460.39	9,422.75	9,422.75	0.00%
Lost/Damaged Materials	0.00	0.00	5,290.08	5,290.08	0.00%
Photocopy/Fax Sales	9,000.00	0.00	4,795.74	(4,204.26)	53.28%
Patron Refunds	0.00	0.00	(1,587.38)	(1,587.38)	0.00%
Printer Sales	0.00	0.00	9,855.38	9,855.38	0.00%
On Line Fee Collections	0.00	0.00	474.43	474.43	0.00%
Hulburt Donation	130,000.00	0.00	0.00	(130,000.00)	0.00%
Library Friends Donations	65,000.00	(613.15)	16,374.63	(48,625.37)	25.19%
Library Foundation Donations	10,000.00	(2.99)	30,589.12	20,589.12	305.89%
General Public Donations	500.00	0.00	339.01	(160.99)	67.80%
OR Community Foundation- restricted	12,000.00	0.00	2,721.86	(9,278.14)	22.68%
OR Community Foundation- non	2,000.00	0.00	0.00	(2,000.00)	0.00%
EJ Smith Trust-Restricted	85.00	0.00	0.00	(85.00)	0.00%
Ted Gerlock-Restricted	15.00	0.00	0.00	(15.00)	0.00%
Carpenter Foundation-Restricted	3,000.00	0.00	3,000.00	0.00	100.00%
Library Foundation Donations- CP	10,000.00	0.00	0.00	(10,000.00)	0.00%
Oregon Community Foundation-	29,000.00	0.00	0.00	(29,000.00)	0.00%
Kaleidoscope grant	0.00	0.00	928.13	928.13	0.00%
Gebhard Estate	200,000.00	0.00	307,585.63	107,585.63	153.79%
Restricted Grants- Misc.	0.00	0.00	1,600.00	1,600.00	0.00%
Beginning Fund Balance-Unrestricted	7,700,000.00	0.00	7,212,782.85	(487,217.15)	93.67%
Beginning Fund Balance-Restricted	500,000.00	0.00	714,703.50	214,703.50	142.94%
Total Revenue	<u>20,094,120.00</u>	<u>179,485.94</u>	<u>18,661,261.47</u>	<u>(1,432,858.53)</u>	<u>92.87%</u>

Jackson County Library District
Statement of Revenues and Expenditures
From 1/1/2020 Through 1/31/2020

101 - General Administration

	Budget- Current	Current Month			Percentage
	Year	Actual	YTD Actual	Budget Remaining	received or spent to
					date
Expenditures					
Personnel Expenses					
District Administrator Salary	90,825.00	8,014.44	53,792.08	37,032.92	59.22%
FICA and Medicare- payroll taxes	34,500.00	626.23	4,383.60	30,116.40	12.70%
Worker comp- payroll taxes	3,000.00	138.51	170.53	2,829.47	5.68%
Health/Dental Insurance	50,400.00	1,539.23	5,983.71	44,416.29	11.87%
Retirement Contribution	30,686.00	744.18	5,209.26	25,476.74	16.97%
Payroll- SUTA	9,950.00	0.00	0.00	9,950.00	0.00%
Transition team	360,059.00	0.00	0.00	360,059.00	0.00%
Total Personnel Expenses	579,420.00	11,062.59	69,539.18	509,880.82	12.00%
Materials and Services					
Accounting Services	40,000.00	9,028.17	20,059.28	19,940.72	50.14%
Auditing Services	11,300.00	7,550.00	11,050.00	250.00	97.78%
Administrative Services	38,000.00	13,131.80	29,404.24	8,595.76	77.37%
Bank Fees/Interest Expense	1,000.00	29.71	606.52	393.48	60.65%
Consultant Fees	50,000.00	0.00	12,309.24	37,690.76	24.61%
Elections	0.00	0.00	334.00	(334.00)	0.00%
Insurance	30,000.00	21,244.00	21,907.00	8,093.00	73.02%
Legal Services	50,000.00	2,139.00	16,088.50	33,911.50	32.17%
Memberships, Dues and Subscriptions	5,000.00	35.00	2,674.40	2,325.60	53.48%
Office Supplies- admin	5,000.00	1,004.50	2,223.83	2,776.17	44.47%
Postage	3,000.00	134.48	711.47	2,288.53	23.71%
Registration/Tuition/Travel	20,000.00	364.14	2,812.70	17,187.30	14.06%
Special fees and Expenses	1,000.00	0.00	1,017.64	(17.64)	101.76%
Advertising/Legal Notices	3,000.00	0.00	5.00	2,995.00	0.16%
Alarm Services	3,465.00	0.00	1,839.67	1,625.33	53.09%
Building Repair/Maintenance	467,937.00	77,989.50	311,958.00	155,979.00	66.66%
Custodial Services	419,322.00	34,943.57	209,766.42	209,555.58	50.02%
Custodial Supplies	12,600.00	1,355.14	7,029.81	5,570.19	55.79%
Landscape Services	9,072.00	756.03	6,536.18	2,535.82	72.04%
Maintenance Services	2,000.00	0.00	0.00	2,000.00	0.00%
Security Services	84,791.00	5,464.63	38,557.39	46,233.61	45.47%
Signs and Signal Materials	25,000.00	0.00	0.00	25,000.00	0.00%
Building Repair/Maintenance- B-7	245,000.00	0.00	0.00	245,000.00	0.00%
Fees- Lindberg Note	72.00	6.00	42.00	30.00	58.33%
Copier Expense	0.00	810.00	1,715.00	(1,715.00)	0.00%

Jackson County Library District
Statement of Revenues and Expenditures
From 1/1/2020 Through 1/31/2020

101 - General Administration

	Budget- Current	Current Month			Percentage
	Year	Actual	YTD Actual	Budget Remaining	received or spent to
					date
Equipment Repair/Maintenance	30,000.00	345.86	4,875.86	25,124.14	16.25%
Facility Furnishing Expense	25,000.00	0.00	0.00	25,000.00	0.00%
Minor Equipment	50,000.00	704.42	4,894.15	45,105.85	9.78%
Computers and technology	200,000.00	7,600.12	52,317.75	147,682.25	26.15%
Supplies and Expenses-Facilities	500.00	0.00	0.00	500.00	0.00%
Computer Software and Licensing	50,000.00	0.00	0.00	50,000.00	0.00%
Transition expenses	250,000.00	3,168.00	80,141.12	169,858.88	32.05%
LS&S Contract	5,738,291.00	482,006.83	3,299,319.81	2,438,971.19	57.49%
Library Materials	1,314,337.00	144,076.52	646,378.70	667,958.30	49.17%
City Participation	16,700.00	0.00	0.00	16,700.00	0.00%
Strategic Plan Initiative	21,500.00	0.00	0.00	21,500.00	0.00%
E Rate Services	33,765.00	8,441.25	16,882.50	16,882.50	50.00%
Unique Management Services	16,883.00	4,220.75	8,441.50	8,441.50	50.00%
Comic Con	23,100.00	367.25	1,786.48	21,313.52	7.73%
LS &S- digital library staff	178,000.00	11,203.99	61,483.38	116,516.62	34.54%
SOHS contract	39,000.00	6,500.00	26,000.00	13,000.00	66.66%
Marketing	5,000.00	83.16	10,633.74	(5,633.74)	212.67%
JCLF contract	55,000.00	13,750.00	41,250.00	13,750.00	75.00%
Branch Support	15,000.00	0.00	0.00	15,000.00	0.00%
Electricity	241,500.00	17,465.21	92,731.50	148,768.50	38.39%
Natural Gas	31,500.00	6,665.64	12,571.19	18,928.81	39.90%
Garbage Service	15,750.00	1,228.71	8,700.92	7,049.08	55.24%
Water and Sewer Service	32,550.00	1,468.75	17,278.93	15,271.07	53.08%
Street and Storm Drain Fees	18,900.00	1,872.00	11,907.39	6,992.61	63.00%
Telecom-Voice and LD	27,000.00	1,612.08	12,976.32	14,023.68	48.06%
Telecom-Wide Area Network	115,500.00	9,191.05	63,757.35	51,742.65	55.20%
Telecom-Internet Services	25,200.00	2,008.48	14,545.32	10,654.68	57.71%
Municipal Assessments	3,550.00	413.97	2,063.00	1,487.00	58.11%
Telecom- Hot Spots	52,000.00	7,184.98	29,884.08	22,115.92	57.46%
Maintenance & Fuel for Vehicles	16,000.00	928.31	6,576.29	9,423.71	41.10%
Hulburt Donation	125,000.00	4,953.54	37,227.27	87,772.73	29.78%
Library Friends Donations	65,000.00	7,485.98	20,733.58	44,266.42	31.89%
Library Foundation Donations	110,000.00	14,718.53	38,857.77	71,142.23	35.32%
General Public Donations	2,500.00	0.00	0.00	2,500.00	0.00%
OR Community Foundation-restricted	42,000.00	53.36	2,570.54	39,429.46	6.12%
EJ Smith Trust Books	85.00	0.00	0.00	85.00	0.00%
Gerlock Trust Books	15.00	0.00	0.00	15.00	0.00%
Carpenter Foundation Books	3,000.00	0.00	0.00	3,000.00	0.00%

Jackson County Library District
Statement of Revenues and Expenditures
From 1/1/2020 Through 1/31/2020

101 - General Administration

	Budget- Current	Current Month			Percentage
	Year	Actual	YTD Actual	Budget Remaining	received or spent to
					date
Ready to Read Grant	70,000.00	0.00	0.00	70,000.00	0.00%
Kent Family Trust	5,000.00	0.00	433.72	4,566.28	8.67%
Library Foundation Donations- CP	50,000.00	0.00	0.00	50,000.00	0.00%
Lindberg Estate expense	100,000.00	0.00	0.00	100,000.00	0.00%
2018 Ready to Read Grant	0.00	6,612.62	32,393.19	(32,393.19)	0.00%
Kaleidoscope grant expenditures	0.00	291.32	1,804.50	(1,804.50)	0.00%
Gebhard Estate expenditures	200,000.00	0.00	0.00	200,000.00	0.00%
Restricted grants- expenses	<u>0.00</u>	<u>200.00</u>	<u>1,210.00</u>	<u>(1,210.00)</u>	0.00%
Total Materials and Services	10,940,685.00	942,808.35	5,361,276.14	5,579,408.86	49.00%
Other expenditures					
Capital Outlay	250,000.00	0.00	58,401.74	191,598.26	23.36%
Contingency	750,000.00	0.00	0.00	750,000.00	0.00%
Ending Fund Balance	<u>5,524,015.00</u>	<u>0.00</u>	<u>0.00</u>	<u>5,524,015.00</u>	0.00%
Total Other expenditures	6,524,015.00	0.00	58,401.74	6,465,613.26	0.90%
Transfers to CIF					
Transfer to Capital Improvement Fund	<u>2,050,000.00</u>	<u>0.00</u>	<u>2,050,000.00</u>	<u>0.00</u>	100.00%
Total Transfers to CIF	<u>2,050,000.00</u>	<u>0.00</u>	<u>2,050,000.00</u>	<u>0.00</u>	100.00%
Total Expenditures	<u>20,094,120.00</u>	<u>953,870.94</u>	<u>7,539,217.06</u>	<u>12,554,902.94</u>	<u>37.52%</u>
Net Revenue Over Expenditures	<u>0.00</u>	<u>(774,385.00)</u>	<u>11,122,044.41</u>	<u>11,122,044.41</u>	0.00%

Jackson County Library District
Statement of Revenues and Expenditures
From 1/1/2020 Through 1/31/2020

201 - Capital Improvement Fund

	Budget- Current Year	Current Month Actual	YTD Actual	Budget Remaining	Percentage received or spent to date
Operating revenue					
Beginning Fund Balance-Unrestricted	4,016,279.00	0.00	4,068,211.60	51,932.60	101.29%
Transfer from General fund	<u>2,050,000.00</u>	<u>0.00</u>	<u>2,050,000.00</u>	<u>0.00</u>	<u>100.00%</u>
Total Operating Revenue	<u>6,066,279.00</u>	<u>0.00</u>	<u>6,118,211.60</u>	<u>51,932.60</u>	<u>100.86%</u>
Expenditures					
Other expenditures					
Capital Outlay	<u>6,066,279.00</u>	<u>0.00</u>	<u>0.00</u>	<u>6,066,279.00</u>	<u>0.00%</u>
Total Other expenditures	<u>6,066,279.00</u>	<u>0.00</u>	<u>0.00</u>	<u>6,066,279.00</u>	<u>0.00%</u>
Total Expenditures	<u>6,066,279.00</u>	<u>0.00</u>	<u>0.00</u>	<u>6,066,279.00</u>	<u>0.00%</u>
Net Revenue Over Expenditures	<u>0.00</u>	<u>0.00</u>	<u>6,118,211.60</u>	<u>6,118,211.60</u>	<u>0.00%</u>

**Director's Report
February 2020**

Hiring and Vacancy Report

Date Vacant	Vacated by	Position	Location	Hrs/Wk	Status	Date Filled	Name	Type (EXT /INT)
11/1/19	Debra Janes/Andrea Leone	Librarian 1 (Teen)	Medford	40	Filled	2/3/20	Andrea Leone	INT
11/8/19	Golden Rogers	LA2	Eagle Point	30	Filled	2/3/20	Sheila Fortman-Craun	INT
11/27/19	Holly Hertel	Librarian 1 (Reference)	Medford	40	Filled	3/2/20	Danielle Ellis	EXT
12/1/19	Paula Bandy-Hickman	LA3 (Spark Space)	Central Point	20	Filled	1/16/20	Reev Solis	EXT
12/12/19	Temporary Position	Courier (6 months)	Systemwide	40	Filled	1/15/20	David Elsdon	EXT
12/19/19	Julie Dregson	Librarian 1 (Reference)	Medford	40	Under Recruitment			
1/2/20	Kateri Warnick	LA2	Multi-branch	20	Filled	2/3/20	Isabella Trifilo-Miley	EXT
1/2/20	Leia Pastizzo	LA2	Medford	20	Filled	2/3/20	Kevin Sanchez	EXT
1/18/20	Miranda Madro	Librarian 1 (Teen & Adult)	Ashland	40	Filled	2/1/20	Jacqueline Keating	INT
1/18/20	Amber Adamastos	LA2	Central Point	30	Under Recruitment			
1/22/20	Amy Greenwold	Librarian 2 (Head of Adult Services)	Ashland	40	Under Recruitment			
2/1/20	Jacqueline Keating	LA2	Ashland	20	Under Recruitment			
2/3/20	Sheila Fortman-Craun	LA3 (Outreach)	Medford	30	Under Recruitment			
2/3/20	Andrea Leone	Librarian 1 (Adult Services)	Ashland	20	Under Recruitment			

Highlights

Director

Director Kari May attended the quarterly meeting of the Oregon Community Foundation's GoKids steering committee, which is a project focusing on addressing the opportunity gap that kids in Oregon face, which impacts their ability to succeed in the classroom. The committee serves a 4-county region and has chosen to pursue opportunities related to early literacy and kindergarten readiness. The Committee is working to schedule public screenings of the film "No Small Matter," followed by panel discussions with local leaders who provide early learning opportunities in each county.

May attended the first meeting of the Pacific Northwest Region steering committee for the National Network of Libraries of Medicine's advisory group (NNLM PNR). This 6-member committee consists of one representative from each of the 5 states in the region (Alaska, Washington, Montana, Idaho, and Oregon) and one at-large representative. The committee's purpose is to share information about services, programs, and funding opportunities that help advance health literacy services in public libraries; and to provide insight and direction to NNLM PNR to help them understand health information literacy priorities in public libraries. In this first meeting, members shared perspectives about resources that NNLM could provide to assist with some of the top concerns related to health information, including mental illness and opioid addiction

May attended the annual Southern Oregon Business Conference, sponsored by [SOREDI](#). SOREDI launched its "[One Rogue Valley](#)" strategic plan for economic development in Jackson and Josephine Counties. The plan includes five key initiatives, and there are several places where the library is a logical partner. Director May accepted the invitation to serve on the launch committee for One Rogue Valley for the initiative related to Business Development.

RCC is hosting a statewide inventor competition for community college and college students, called "Invent Oregon," or "InventOR." It is the first time the competition will be held in Jackson County, and the first time it has been hosted by a community college. The final presentations and announcement of the winners will be made at the Medford Library. While the competition is not until the end of June, the Library is getting involved in the planning of the event so that the Library can be more of a partner than just a venue to house the final presentations.

Volunteers

In order to recognize the invaluable help library volunteers provide, the Library will be profiling one volunteer each month in the monthly newsletter, the "Volunteer View". Jessica Arenas, the Staff Development & Volunteer Coordinator, would like to feature each volunteer JCLD Board member over the next several months. Be on the lookout for an email from Jessica asking if you would be willing to participate.

As of January 1st, volunteers record their hours online. For many years paper timesheets were the way volunteers and their supervisors tracked the amount of time they served our libraries, and adding up the time spent volunteering was tracked by a volunteer. This change has made timekeeping far more efficient and less time consuming for everyone. Most of the volunteers have cheerfully embraced this new procedure and have been willing to navigate the bumps that inevitably come with change.

Collection Space Revitalization

With the completion of the system-wide weeding project, many libraries spent the past month reconfiguring the way shelving and materials are organized. At some libraries, parts of the collection were relocated to new areas, materials were shifted to create easier access, and shelving units were reduced in some areas to allow for more open browsing and a clearer viewshed of materials.

Ashland Security

The security guard was trained and in place as scheduled on January 15. The first staff survey will be conducted mid-February to evaluate the effectiveness of this addition. Initial feedback from staff has been positive. One regular patron who does not have permanent housing voiced a general objection to security and law enforcement, but understands the Library's perspective. This patron has continued to visit the library.

Oregon Community Foundation Grant

The Community Grant Program Spring Cycle closed on January 15, and the grant application for funding support for a full-time social worker is under review. Notifications will be made in May.

Southern Oregon PBS

Assistant Director of Public Services Claudine Taillac met with representatives of Southern Oregon PBS to discuss involvement with the Community Advisory Board as well as opportunities to collaborate for PBS content screenings at the libraries.

Eagle Point School District

Youth Services Coordinator Brystan Strong and Assistant Director Taillac met with the Eagle Point School District's Instructional Coaches to introduce them to digital library resources for students. A formal presentation of resources will be scheduled for early in the next school year, and JCLS will have a member on the panel of the school district's March meeting about digital literacy.

Point in Time Count

Jackson County held its annual Point in Time Count for people who are experiencing homelessness. The Medford Library was a host site for volunteers conducting the count.

Digital Services

Digital Services launched the movie streaming service Kanopy, which is now accessible from the "Database," "Download Titles," and "Digital Content" pages on the JCLS website. Its initial use looks promising, with 3612 visits and 481 videos played through January 15, less than one month into the service.

The Library of Things (LoT) has received both public and media attention, the latter due to the press release announcing the new "things" available for loan that prompted coverage from

KOBI, KDRV, and the *Mail Tribune*. Overall, the LoT has received a fantastic level of media attention, helping the early success of the expanded collection. Press coverage began with a story by KOBI. The Tribune's coverage has been extensive, including an initial article offering an overview of the program, an editorial, and an additional article that covered the kickoff *Library of Things Mystery Lab* event held at the Medford library on Saturday, February 1. Digital Services team member Laura Irwin planned the event, which saw excellent attendance of sixty-one people who played with the things and participated in a Dewey scavenger hunt. The most popular items were the sewing machine, air fryer, and Instant Pot. Attendees' suggestions for additions to the collection included home improvement items and yard tools. Twenty-six people applied for library cards on the spot. Here is a link to the Mail Tribune coverage of the launch: <https://mailtribune.com/news/happening-now/jackson-county-library-cardholders-check-out-these-things>.



Darrick Bloem gets help with a sewing machine from Cyndy Holder of Medford at the Medford Library Saturday afternoon. Andy Atkinson / Mail Tribune

Adult Services

Music and entertainment were in the air during January adult programming. The Jacksonville Library hosted the Firebird Wind Trio, a group comprised of the talented musicians Lisa Nichols, Lorin Groshong, and Gwen Hutchings. Their eclectic performance featured selections by Beethoven, Tchaikovsky, and local composer Ethan Gans Morse. The acoustics in the Community Room proved to be excellent for showcasing their musicianship on clarinet, flute, oboe, and English horn.

A program at the Ashland Library featured local cellist Daniel Sperry whose unique performance was a combination of poetry and original music. Sperry, a popular musician who has been performing at Lithia Park since 2008, drew an enthusiastic audience of eighty-five.

The *Mighty Medford Improvers* gave their first show to the public at the Medford Library, and fifty people attended. The Improv group meets regularly at the Library, and staff was pleased to be able to host their first performance.

History was also a theme at several libraries, spanning local, cultural, and ecological history. Ashland resident Irving Lubliner gave a talk about his mother's book, *Only Hope: A Survivor's Stories of the Holocaust*, at the Ashland Library. The Windows in Time *Fire History* lecture was presented at both the Ashland and Medford libraries by the City of Ashland's Forest Division Chief Chris Chambers. Phoenix Branch Manager Jody Fleming presented a program about Olive Oatman, the famous Caucasian woman who was captured by and lived with the Mohave and Yavapai tribes before returning to the society of her birth. Details of Olive's life with the tribes, as well as her time spent in Phoenix, Oregon, were presented with a display of pictures of places where she lived and the site of her family's massacre, as well as artistic representations including portraits, live performances, and a song written about her by Phantom of the Black Hills, which was streamed for attendees. Ms. Fleming has been invited to present the Olive Oatman program to the Talent Historical Society.

With the support of the Jackson County Library Foundation, the Library launched the grantseeking database Candid (formerly known as the Foundation Center). Business Librarian Elanna Erhardt's first in a series of workshops was attended by forty-six grantseekers. Community reaction to this new database has been strong and positive; the Ashland Food Coop shared on Facebook that during their spring grant application cycle, they will be referring prospective applicants to workshops at the library.

Youth Services

Community Engagement was the theme for Youth Services throughout January. At the White City Library, *Library Bingo* had the largest participation since the program began in fall 2019, with this "all ages" program bringing in thirty-eight people, including participants from a group home located in Medford.

In Central Point, new Spark Space Coordinator Reev Solis has initiated a partnership with Girls Who Code, a nonprofit organization that supports girls in 3rd – 5th and 6th-12th grades in computer science, to start a coding club.

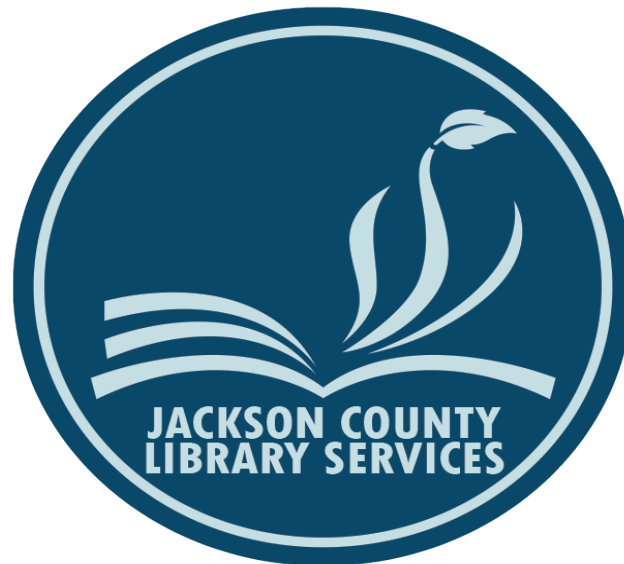
A collaboration between the Ashland Teen Department and Ashland High School art teacher Max Malcom resulted in a temporary art display installed in the teen space from December 18 to January 15. The art installation included fourteen portraits created by the Ashland High School Drawing I class. Mr. Malcomb and the Teen Department will continue to collaborate by periodically featuring temporary student art displays.

Ruch Branch Manager Thalia Truesdell has been working with the neighboring elementary school's 4th and 5th grade classes to discuss expressions and storytelling. Working in pairs, the students spend fifteen minutes of their library time familiarizing themselves with a folktale. They then work to memorize the stories and present them to the preschool through 3rd grade classes.

Thanks to the generosity of the Friends of the Medford Library, Outreach to Child Care was able to offer a Winter Reads program for the first time. All participating home childcare providers received an incentive book to share with their group. In total, fourteen English-language and twelve Spanish-language preschool-level, winter-theme books were distributed.

JCLS Youth Services Coordinator Brystan Strong attended two community events during January. On January 23, she participated at the Orchard Hill Elementary Love of Reading Night, a reading-based carnival with games, snacks, crafts, and many giveaway books. Medford Children's Librarian Wallace Clark and Digital Resources team member Laura Irwin accompanied Ms. Strong to this event. The library brought a craft and giveaways and signed eight people up for library cards. Later that same week, Ms. Strong attended an open forum meeting for parents at the Applegate Library. The purpose of the meeting was for parents to discuss homeschooling techniques and approaches for supplementing that curriculum with group-based learning. Ms. Strong shared information about meeting and study rooms, library materials, and materials that parents can check out and use to enhance their homeschool curriculum.

Quarterly Statistical Report July 2019 - December 2020



Narrative

Circulation:

Physical circulation has declined 7.7% compared to last year to date. Most of the decrease can be attributed to the change in library lending policy for DVDs from 1 week to 3 weeks in March 2019. Circulation will continue to see this decline, comparing YTD numbers, until March 2020. To counter this decline, staff is considering increasing the current limit of 10 DVD checkouts per account to 30.

Database Usage:

Mango Languages database has seen a significant increase in usage, in particular with Spanish Language courses. Niche Academy has seen an increase due to Libby, Overdrive, and Hoopla. The Digital Services team has been providing in-library training on these two resources since October, which could explain the increase in Niche usage as follow up training. Novelist decrease could be due to Bibliocommons now offering more readers' advisory or due an upgrade of the Novelist software in July 2019. Software upgrades sometimes have an effect on how transactions are tracked.

Library Visits:

Patron visits have increased 6.27%. The library is just 5% short of mid fiscal year target of 460,000. There has also been an increase in in-library services such as Reference questions and Digital Services appointments (not reported here.)

Patron Count:

New Cardholders have seen a 22% increase overall. Central Point has increased by 40% while White City's cardholders have increased by 29%.

Programs & Outreach:

The "Babies and Toddlers" categories have been renamed Pre-Kindergarten to better reflect the data therein. All Pre-K programming is collected together, including Babies & Wobblers programs. Overall children's and pre-k have both increased. The increase to Outreach programs can mostly be attributed to the new Business Librarian this FY and outreach to the local business community. Also, all of the patrons on the Homebound Services waiting list have moved to the active list. Adult programs will continue to look as if they have decreased until the next fiscal year ends because FY19 numbers included meeting room bookings and attendance, where as FY20 meeting room bookings and attendance are kept separate.

Circulation - Physical & Digital

Hours Open	Population by Service Area	Branch	YTD FY19	YTD FY20	Increase/Decrease	% of Change
12	1,085	Prospect	8,224	7,308	(916)	-11.14%
10	1,288	Butte Falls	3,490	2,748	(742)	-21.26%
16	1,397	Applegate	14,133	12,643	(1,490)	-10.54%
18	3,865	Ruch	16,070	15,970	(100)	-0.62%
18	5,291	Gold Hill	16,528	13,910	(2,618)	-15.84%
24	5,522	Jacksonville	34,515	33,239	(1,276)	-3.70%
18	6,934	Shady Cove	15,350	13,586	(1,764)	-11.49%
36	8,984	Talent	61,772	53,930	(7,842)	-12.70%
28	10,030	Rogue River	48,084	41,595	(6,489)	-13.50%
22	10,529	Phoenix	27,904	23,532	(4,372)	-15.67%
22	11,162	White City	19,677	15,913	(3,764)	-19.13%
28	12,255	Eagle Point	36,066	38,619	2,553	7.08%
40	26,491	Ashland	226,217	205,303	(20,914)	-9.25%
36	27,233	Central Point	79,462	78,741	(721)	-0.91%
40	87,134	Medford	313,931	293,327	(20,604)	-6.56%
368	219,200	Sub Total-Physical	921,423	850,364	(71,059)	-7.71%
		Sub Total-Digital	109,948	137,737	27,789	25.27%
		TOTALS	1,031,371	988,101	(43,270)	-4.20%

Database Usage				
Database Name	YTD FY19	YTD FY20	Increase/ Decrease	% of Change
Ancestry	4,028	8,413	4,385	109%
A-Z Databases	6,872	315,617	308,745	4493%
Brainfuse - HelpNow	124	408	284	229%
Brainfuse - JobNow	42	149	107	255%
Cengage - Chilton Library	447	365	(82)	-18%
EBSCO All Other	1,058	1,903	845	80%
EBSCO Novelist Plus	4,113	2,120	(1,993)	-48%
Gale All Other	925	1,022	97	10%
Heritage Quest	12,460	6,038	(6,422)	-52%
Learning Express	148	115	(33)	-22%
Mango	2,145	4,120	1,975	92%
Niche Academy	175	1,360	1,185	677%
Other	13	2,490	2,477	19054%
Value Line	10,696	7,096	(3,600)	-34%
TOTALS	43,246	351,216	307,970	712%

Library Visits						
Hours Open	Population	Branch	YTD FY19	YTD FY20	Increase/ Decrease	% of Change
12	1,085	Prospect	3,373	3,514	141	4.17%
10	1,288	Butte Falls	2,205	2,262	57	2.56%
16	1,397	Applegate	8,308	6,637	(1,671)	-20.11%
18	3,865	Ruch	10,635	9,157	(1,478)	-13.89%
18	5,291	Gold Hill	9,114	8,059	(1,055)	-11.58%
24	5,522	Jacksonville	15,271	18,118	2,847	18.64%
18	6,934	Shady Cove	9,419	7,738	(1,682)	-17.85%
36	8,984	Talent	33,128	30,427	(2,702)	-8.15%
28	10,030	Rogue River	23,657	23,931	274	1.16%
22	10,529	Phoenix	15,192	14,927	(266)	-1.75%
22	11,162	White City	15,921	16,188	267	1.68%
28	12,255	Eagle Point	17,012	17,761	749	4.40%
40	26,491	Ashland	90,333	100,618	10,285	11.39%
36	27,233	Central Point	27,456	31,511	4,056	14.77%
40	87,134	Medford	132,394	148,513	16,119	12.18%
368	219,200	TOTALS	413,414	439,356	25,942	6.27%

Virtual Visits				
Access Point	YTD FY19	YTD FY20	Increase/ Decrease	% of Change
Catalog	0	170,858	170,858	
Website	311,665	214,177	-97,488	-31%
TOTAL Visits	311,665	385,035	73,370	24%

New Patrons						
Hours Open	Population	Branch	YTD FY19	YTD FY20	Increase/Decrease	% of Change
12	1,085	Prospect	15	28	13	86.67%
10	1,288	Butte Falls	7	20	13	185.71%
16	1,397	Applegate	22	15	(7)	-31.82%
18	3,865	Ruch	102	87	(15)	-14.71%
18	5,291	Gold Hill	62	83	21	33.87%
24	5,522	Jacksonville	149	150	1	0.67%
18	6,934	Shady Cove	70	89	19	27.14%
36	8,984	Talent	186	170	(16)	-8.60%
28	10,030	Rogue River	192	246	54	28.13%
22	10,529	Phoenix	96	111	15	15.63%
22	11,162	White City	114	147	33	28.95%
28	12,255	Eagle Point	234	255	21	8.97%
40	26,491	Ashland	858	1,001	143	16.67%
36	27,233	Central Point	413	580	167	40.44%
40	87,134	Medford	1,714	2,173	459	26.78%
368	219,200	TOTALS	4,234	5,155	921	21.75%

Number of Programs				
In-Library Programs	YTD FY19	YTD FY20	Increase/ Decrease	% of Change
Pre-Kindergarten	495	905	410	83%
Teen	257	230	(27)	-11%
Children	722	532	(190)	-26%
Adult	1,049	379	(670)	-64%
Total Programs	2,523	2,046	(477)	-19%
Outreach Services	YTD FY19	YTD FY20	Increase/ Decrease	% of Change
Activity -Outreach	0	29	29	100%
BookTalk Kids	68	62	(6)	-9%
BookTalk Teens	0	0	0	0%
Branch Outreach	0	22	22	100%
Business Outreach	0	33	33	100%
Homebound-Outreach	240	255	15	6%
OCC Storytimes	286	310	24	8%
Total Outreach	594	711	117	20%
TOTAL Programs & Outreach	3,117	2,757	(360)	-12%

Program Attendance				
In-Library Programs	YTD FY19	YTD FY20	Increase/ Decrease	% of Change
Pre-Kindergarten	5,013	12,231	7,218	144%
Teen	2,323	2,276	(47)	-2%
Children	12,059	11,343	(716)	-6%
Adult	19,399	4,723	(14,676)	-76%
Total Programs	38,794	30,573	(8,221)	-21%
Outreach Services	YTD FY19	YTD FY20	Increase/ Decrease	% of Change
Activity -Outreach	0	1,132	1,132	0%
BookTalk Kids	2,576	2,570	(6)	0%
BookTalk Teens	0	0	0	0%
Branch Outreach	0	1,242	1,242	100%
Business Outreach	0	1,027	1,027	100%
Homebound-Outreach	503	620	117	23%
OCC Storytimes	3,332	4,317	985	30%
Total Outreach	6,411	10,908	4,497	70%
TOTAL Programs & Outreach	45,205	41,481	(3,724)	-8%



Jackson County Library FOUNDATION

Operations Report - February 2020

JCLF Goals and Priorities for 2020:

During this period of reflection and reform the following goals will guide the use of Foundation resources as reflected in the attached budget:

- *We will clarify our vision of change*
- *We will focus on building our board*
- *We will cultivate our donors*
- *We will strengthen our relationship with the library and its affiliated organizations*
- *We will hold ourselves to a high standard of fiduciary responsibility*
- *We will develop our infrastructure*
- *We will update our governance policies and procedures*
- *We will operate within our means*

Board Recruitment:

As of this reporting, two valued members of the community have submitted applications to join the JCLF Board of Directors. JCLF wishes to recognize Kari May, Library Director, and Michal Slate, JCLF Board Member, for their efforts in support of Foundation board development.

Call to Action:

The Jackson County Library Foundation welcomes the input and feedback of the Jackson County Library District Board members and staff. Any board or staff members willing and able to offer help to JCLF is encouraged to do so! Areas of need include:

- Identifying JCLF board recruitment prospects
- Expanding donor backgrounds/history (current or lapsed JCLF donors)
- Connecting with successful foundations/fundraising organizations
- Crafting compelling campaigns that capture donor interest

Please contact Elisabeth Campbell or Mitchell Seidman for more information.

JCLF Operations Update:

Elisabeth Campbell's job description has been updated to include increased hours and increased responsibility.

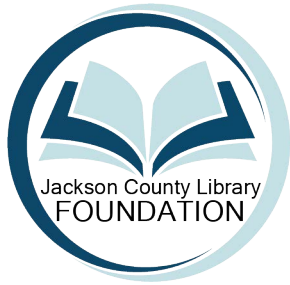
Attachments:

JCLF Operating Budget for FY 2020, JCLF Preliminary Statement of Financial Position, JCLF Preliminary Statement of Activities



Jackson County Library Foundation
Operating Budget Overview 2020
 January 30, 2020

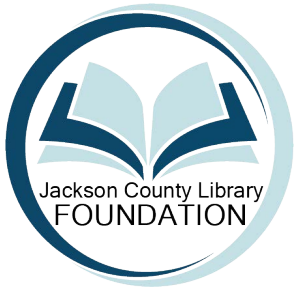
	2019 Actuals	2020 Budget
Income		
Unrestricted Contributions	\$ 27,500.47	\$ 30,000.00
Grants for Operations	52,589.35	52,500.00
Investment Income*	39,393.04	45,500.00
Total Income	119,482.86	128,000.00
 Expenses		
Personnel Expenses	86,959.22	50,000.00
Program Expenses	3,378.70	4,250.00
Grants & Other Assistance	24,467.90	30,000.00
General & Administrative	17,213.54	25,000.00
Fundraising	11,752.69	10,000.00
Total Expenses	143,772.05	119,250.00
 Net Income	 \$ (24,289.19)	 \$ 8,750.00



Statement of Financial Position

As of December 31, 2019

	Without Donor Restrictions	With Donor Restrictions	Total 2019	Total 2018
Assets				
Cash & Cash Equivalents	\$ 362,679.36	\$ 764,994.56	\$ 1,127,673.92	\$ 998,068.97
Prepaid Expenses	1,733.53	-	1,733.53	2,359.20
Grants Receivable		-	-	12,000.00
Endowment	468,611.23	-	468,611.23	427,827.09
Total Assets	833,024.12	764,994.56	1,598,018.68	1,440,255.26
 Liabilities and Net Assets				
Liabilities				
Credit Card	513.68	-	513.68	914.12
Accounts Payable	-	-	-	1,905.76
Disbursements Payable	7,015.00	35,295.08	42,310.08	143,862.32
Total Liabilities	7,528.68	35,295.08	42,823.76	146,682.20
 Net Assets				
With Donor Restrictions	-	729,699.48	729,699.48	437,748.63
Without Donor Restrictions	825,495.44	-	825,495.44	855,824.43
Total Net Assets	825,495.44	729,699.48	1,555,194.92	1,293,573.06
Total Liabilities and Net Assets	\$ 833,024.12	\$ 764,994.56	\$ 1,598,018.68	\$ 1,440,255.26



Statement of Activities
January 1, 2019 - December 31, 2019

	Without Donor Restrictions	With Donor Restrictions	Total 2019	Total 2018
Revenue and Support				
Contributions	\$ 27,500.47	\$ 283,859.60	\$ 311,360.07	\$ 66,288.46
Grants	25,089.35	49,045.00	74,134.35	76,699.04
Investment Earnings/Misc	29,853.11	-	29,853.11	27,333.86
Unrealized Gain (Loss) on Investment	51,788.50	-	51,788.50	(20,406.76)
In-Kind Donations	8,970.00	-	8,970.00	6,000.00
Net Assets Released From Restriction	86,414.28	(86,414.28)	-	-
	229,615.71	246,490.32	476,106.03	155,914.60
Expenses				
Programs and Disbursements				
Program Expense	3,378.70	-	3,378.70	16,797.63
Library Disbursements	83,382.18	-	83,382.18	162,404.84
Total Programs and Disbursements	86,760.88	-	86,760.88	179,202.47
Supporting Services				
Personnel Expenses	86,959.22	-	86,959.22	64,476.49
Management and General	26,041.38	-	26,041.38	28,859.81
Fundraising	14,722.69	-	14,722.69	8,753.97
Total Supporting Services	127,723.29	-	127,723.29	102,090.27
Total Expenses	214,484.17	-	214,484.17	281,292.74
Net Income (Change in Net Assets)	\$ 15,131.54	\$ 246,490.32	261,621.86	(125,378.14)
Net Assets, beginning of period			1,293,573.06	
Net Assets, end of period			1,555,194.92	
Net Assets, end of period per Statement of Financial Position			1,555,194.92	
Net Assets, end of period per Statement of Activities			\$ 1,555,194.92	
Net Asset Variance			-	



SOHS ANNUAL REPORT 2019

Research Library Interactions—2018 vs 2019 Comparisons

Research Library Interactions	2019	2018	% increase
SOHS members conducting research	180	145	31 %
Jackson Co. residents conducting research	371	277	34%
Others conducting research (from outside Jackson Co.)	64	54	18.5%
Online/website requests	24	19	26%
Emails requesting research	200	219	-9%
Phone calls	381	221	72%
Letters	10	3	233%
Visitors, no research needed	343	358	-4%

Total library interactions: 1573 1296 21%

Between 2018 and 2019, the SOHS Research Library increased our researcher foot traffic in every category (SOHS members, non-members who live in Jackson County, and non-members who live outside Jackson County). Particularly striking is the increase in in-person research among non-members, which increased by 94 patrons (or 34%) among Jackson County residents and by 10 patrons (or 18.5%) among non-Jackson County residents. Email requests showed a slight decline, but SOHS suspects that is due to the record-keeping inconsistencies. The number of visitors walking through the doors without any research needs declined slightly. Overall, the SOHS Research Library increased its interaction with patrons across platforms by 21%, a very encouraging number.

Volunteer hours in the Research Library remained relatively steady with 2,108 in 2018 and 2,092 in 2019.

Website Stats

www.sohs.org Southern Oregon Historical Society website

2019

2018

Unique Visitors	54,958	68,245
Unique Visits	116,631	136,717
Pages	2,218,455	816,372
Hits	3,819,336	2,552,451

Ben Truwe's "Southern Oregon History Revised"

www.truwe.sohs.org

Unique Visitors	25,709	26,044
Unique Visits	58,144	43,183
Pages	180,150	107,669
Hits	334,647	255,555

Outreach

- In fall, we piloted a series of educational talks, called "DIY History," that are free and open to the public. Attendance was small, but feedback from attendees was positive. We offered three of the same classes this past January and intend to offer another series in spring. The initial series was geared towards helping people learn research techniques and empower them to pursue more research on their own. Topics included how to research in historical newspapers, using SOHS archival resources, researching your home's history, and online resource for local history. The first series was taught by SOHS Archivist and historian Kira Lesley, former archivist and current webmaster Pat Harper, and local history expert Ben Truwe.
- We have continued our Pub Talks series, which is an informal presentation on a historic topic held monthly at 4 Daughters Irish Pub. The talks have been extremely well attended, so much so that SOHS may need a larger venue. Topics range from restoration of historic buildings to the first European American explorers to see Crater Lake to the sometimes scandalous life of Alice Kane, Ashland boardinghouse owner. These talks provide an opportunity for local residents to engage with history in a less formal, more interactive manner than a traditional lecture provides.
- SOHS continues to provide materials and speakers for the *Windows in Time* series, in partnership with JCLS. Further, SOHS provides research materials for *As it Was* stories on Jefferson Public Radio, as well as photographs for the accompanying texts that run in the *Ashland Daily Tidings*.
- While this is still in early stages, SOHS library and collections staff and volunteers are very interested in creating a mobile museum. Such portable exhibits are in use at organizations such as the Los Angeles Natural History Museum and the New Mexico Department of Cultural Affairs' "Van of Enchantment." A mobile museum, made from a specially retrofitted bus or RV, would allow SOHS to bring small exhibits directly to schools and events. It

would allow us to share some of our vast collection and reach underserved communities, all while promoting visibility of SOHS. Archivist Kira Lesley is in the process of researching and applying for grants for this purpose. There may be a potential for collaboration between the JCLS and SOHS in a mobile museum.

- Anecdotally, we have seen an increase in student researchers over the past year. Kira Lesley worked with a Medford senior on his senior project, which involved graphic modeling of historic buildings in downtown Medford. Kevin Keating facilitated two sessions for St. Mary's students to learn about reel to reel film digitization from Ben Truwe. A student from Lone Pine elementary recently came in looking for information about the pine for which the school was named and other students have come in to research historical figures for reports. The biggest flurry of student participation comes with the History Scavenger Hunt, but this non-scavenger hunt uptick of student involvement at SOHS is promising.

Notable Acquisitions

The year 2019 brought multiple exciting acquisitions. The following are a few of the more noteworthy accessions.

- Property abstracts from the Jackson County Abstract Company. The company was founded in 1904, but the records contained within date to the 1850s. A property abstract was a precursor to our modern property title, and abstract companies were hired to trace the chain of ownership of land. The Hannon Library at SOU has a much smaller fraction of the same company's records. Contained within the property abstracts are a wide variety of records, including deeds, leases, wills, court cases, even adoption papers.

The abstracts occupy 52 storage bins and any sort of inventorying, processing and cataloging will be a colossal task. SOHS volunteers and staff are currently in the process of developing a database where volunteers can enter key information from the abstracts. It is thought that the collection includes a complete record of every tract in the county from 1850-1930.

- Glass plate negatives from Sawyer's company in Portland. SOHS acquired approximately 3,000 glass plate negatives from scenic postcards of the early-twentieth century. The negatives originally came from Sawyers, which was the United States' largest manufacturer of scenic postcards in the 1920s. The plates have been held in the private collection of Karl Gruber, son of William Gruber, inventor of the View-Master and collaborator with the Sawyer's company. The plates feature scenes from throughout the Western United States, including the Oregon Caves, Crater Lake and the Rogue River. SOHS feels this collection will be of tremendous interest to the public and is currently seeking funding opportunities for appropriate sorting, storing, and digitizing.
- A donation of 22 exhibit display cases from the Oregon Historical Society. It is our hope that the display cases will be used in the coming year to create a public exhibit. This exhibit may be in the existing building or elsewhere, depending on what is done with the History Center building when Kid Time! Moves out at the end of June 2020. The staff and volunteers of SOHS are aware that the demand to see artifacts is high, and we are taking steps toward that end.
- Materials related to Table Rock School, including rosters, photographs, report cards, and materials from teacher and class reunions. This material provides insight into the state of education in the area in the early twentieth century.
- Rare newspapers, including several issues of the *Ashland Lithiagraph* (1980s) and the *Medford Sun* (late 19th century).

Projects

This is a small fraction of the many cataloging, digitizing and inventorying projects that have occurred during the past year. All of these are undertaken with the goal of increasing public access to and awareness of SOHS's resources.

- Volunteer Kyle Stockton has created a YouTube channel for SOHS. So far, the channel has mainly served to showcase a sampling of our digitized film clips. Aside from those posted on YouTube, these clips, converted from KOB's 1960s reel to reel film, are only available for viewing in the Research Library.
- We have revisited significant collections that were only given a cursory cataloging when first accessioned. For example, several boxes of materials that SOHS obtained when the Ashland Railroad Museum closed were not fully inventoried or catalogued until this year. Now, with information about each item entered into our catalog, researchers can much more easily find materials in this donation.
- Volunteers finished a "shelf read" of our vertical files, including updating the index. The vertical files are one of the first stops for researchers coming in, so having an up-to-date index and folders in the correct places is crucial to providing information.
- Two volunteers just started a project matching *Medford Mail Tribune* photos to their appropriate story. Some years ago, the *Medford Mail Tribune* donated a cache of photographs that are identified only by month and year (1950s-1980s). These volunteers are using microfilm at the Medford Public Library to track down the article in which the photo was used. From there they can identify people, places, and events. This is important because once we have photos identified and the information uploaded to our Photos Index, researchers will be able to search by keyword.
- Newspaper access and coordination across the county. SOHS is working with RVGS, JCLS and SOU to assess the current status of local newspapers and their local repositories. As JCLS undergoes physical changes and looks to free up space by removing some of its physical papers, SOHS and the other local organizations are working together to determine the best ways to preserve Southern Oregon's newspaper history, both now and in the future. This includes determining which titles should be stored where and on what format. Newspapers provide an invaluable resource for historic research and therefore SOHS is committed to preserving them and making them as accessible as possible.

	On-site Research Visits			Online Requests	E-MAILS	PHONE	LETTERS	Visitors, no research
	SOHS members	Jackson County residents	Others					
1st Quarter	51	108	17	8	72	118	6	86
January	13	30	6	3	39	29	1	22
February	17	34	3	1	19	39	2	20
March	21	44	8	4	14	50	3	44
2nd	47	100	26	11	37	88	1	85
April	26	39	4	7	7	29	1	29
May	13	36	9	3	15	23	0	25
June	8	25	13	1	15	36	0	31
3rd	51	64	17	3	43	101	1	109
July	17	25	3	2	18	29	1	35
August	14	16	6	1	10	32		28
September	20	23	8		15	40		46
4th	31	99	4	2	48	74	2	63
October	12	32	2		17	28		13
November	6	28	2	1	22	13	1	22
December	13	39		1	9	33	1	28
Annual	180	371	64	24	200	381	10	343

Volunteer

First 357	Second 630	Third 605	Fourth 501	Annual 2092
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Website

Month	Unique	Number of	Pages	Hits	
Jan-19	3,535	9,033	142,436	252,699	
Feb-19	3,789	8,228	109,333	213,235	
Mar-19	3,925	8,204	142,599	276,838	
Apr-19	4,265	8,760	158,915	303,560	
May-19	3,860	8,223	121,137	254,577	
Jun-19	3,199	7,009	123,900	240,939	
Jul-19	3,873	8,037	116,039	243,457	
Aug-19	3754	7893	246794	404,379	
Sep-19	3823	7881	195825	348242	
Oct-19	4228	7815	218092	393534	
Nov-19	6034	9843	300503	416750	
Dec-19	10673	25705	342882	471126	
Total	54,958	116,631	2,218,455	3,819,336	

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Month	Unique	Number of	Pages	Hits	
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Jan-19	1,779	4,355	15,665	26,123
Feb-19	1,645	4,081	13,406	25,588
Mar-19	1,868	4,529	14,316	29,761
Apr-19	2,085	4,813	12,419	26,666
May-19	1,972	4,853	15,501	27,351
Jun-19	1,949	4,491	11,336	22,853
Jul-19	2,325	5,297	12,352	24,283
Aug-19	2220	5396	14236	27168
Sep-19	2102	5373	16283	29011
Oct-19	2269	4502	14272	28302
Nov-19	2790	4915	20891	32111
Dec-19	2705	5539	19473	35430
Total	25,709	58,144	180,150	334,647

2018

	On-site			Online	E-MAILS	PHONE	LETTER	Visitors,
	SOHS	Jackson	Others					
1st Quarter	51	66	7	9	63	49	1	68
January	20	16	6	4	19	15	0	15
February	15	20	0	5	20	15	0	20
March	16	30	1	0	24	19	1	33
2nd	41	68	13	4	54	49	2	76
April	13	32	0	0	19	14	0	31
May	18	12	8	2	24	22	2	20
June	10	24	5	2	11	13	0	25
3rd	31	64	13	4	53	70	0	96
July	10	25	5	2	18	24	0	22
August	15	16	7	2	20	28		24
September	6	23	1		15	18		50
4th	22	79	21	2	49	53	0	118
October	7	17	12	1	18	17		42
November	6	45	2	0	15	10	0	54
December	9	17	7	1	16	26	0	22
Annual	145	277	54	19	219	221	3	358

Volunteer					
First	Second	Third	Fourth	Annual	
408	495	542	663	2108	

Month	Unique	Number of	Pages	Hits
Jan-19	7,511	12,638	30,977	202,286
Feb-19	6,491	11,330	41,664	190,853

Mar-19	9,069	21,334	81,954	229,787	
Apr-19	4,234	8,801	24,253	165,001	
May-19	4,750	9,548	35,063	160,539	
Jun-19	6,063	10,557	67,765	186,979	
Jul-19	6,481	11,895	68,827	198,324	
Aug-19	6,210	11,906	50,767	222,403	
Sep-19	4,830	10,455	43,099	221,162	0
Oct-20	4,780	10,876	93,000	256,252	0
Nov-20	3,956	8,757	124,272	230,552	0
Dec-20	3,870	8,620	154,731	288,313	0
Total	68,245	136,717	816,372	2,552,451	

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Truwe.sohs

Month	Unique	Number of	Pages	Hits	
Jan-19	1,526	2,131	3,389	11,194	
Feb-19	1,785	2,492	5,483	15,325	
Mar-19	2,022	3,129	12,843	23,683	
Apr-19	2,196	3,392	5,130	18,464	
May-19	2,431	3,826	7,044	19,957	
Jun-19	1,973	3,401	8,130	21,059	
Jul-19	2,047	3,600	6,507	19,838	
Aug-19	3,213	4,952	8,830	22,815	
Sep-19	2,277	3,892	7,684	21,954	
Oct-20	2,133	3,819	11,312	23,452	
Nov-20	2,299	4,265	15,638	28,892	
Dec-20	2,142	4,284	15,679	28,922	
Total	26,044	43,183	107,669	255,555	

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Milestones in process or completed within the last month

Jackson County Library District - 2020 Roadmap

Report Date: 2/5/2020

Big Rocks	Key Milestone	Responsible	Scheduled		New	Status	Notes / Task Owners
			Start	Stop	Actual		
Staffing	Hire HR Manager - recruitment by HR Answers	LD, DA	Dec-19	Mar-20	Feb-20	Completed	HR Manager starts February 24, 2020
	Hire Admin Staff	DA, HR	Mar-20	May-20			
	Hire Public Services Staff	AD-PS, HR	Mar-20	May-20			
	Hire Support Services Staff	AD-SS, HR	Mar-20	May-20			
Communication	Provide monthly update to staff	LD, LS&S, Board	Jan-20	Jun-20			Weekly communications to staff
	Draft and approve external communications plan	Advocacy Committee	Mar-20	Jun-20			
Human Resources	Approve salary schedule	Board	Nov-19	Nov-19	Feb-20	Behind schedule	2/13/2020 Board meeting
	Approve employee benefits	Board	Nov-19	Nov-19	Feb-20	Behind schedule	2/13/2020 Board meeting
	Approve personnel policies (Employee Handbook)	Board	Jan-20	Jan-20	Apr-20	Behind schedule	4/9 & 4/23/2020 Board meetings
	Implement Tyler-Incode software (HR)	Tyler, HR	May-20	May-20	Oct-20	Behind schedule	Tyler-Incode implementation delayed
Finance	Update Board on long-range financial plan	Finance Committee	Jan-20	Jan-20	Mar-20	Behind schedule	3/2/2020 Board work session
	Approve alternative payroll solution	Board	Mar-20	Mar-20			Finance Committee
	Tyler-Incode Current Future State Assessment	Tyler, Project Team	Mar-20	Mar-20			Consultant on site March 16-19, 2020
	Implement Tyler-Incode software (Finance/Payroll)	Tyler, Finance/HR	May-20	May-20	Oct-20	Behind schedule	Tyler-Incode implementation delayed
Technology	Install/configure Tyler-Incode servers	IT, Tyler	Jan-20	Jan-20	Feb-20	Completed	February 5, 2020
	Select and migrate over to new email system	IT	Mar-20	May-20			
	Migrate District website to jcls.org	IT, DA, Marketing	Feb-20	May-20			
Facilities	All contracts transferred from LS&S in place	AD-SS, DA, Legal	Feb-20	Jun-20			
	Approve facilities maintenance contract	Board	Feb-20	Mar-20			Facilities committee, legal counsel
Medford Renovation	Approve buildings transfer, lease agreements	Board	Jul-19	Jun-20			Facilities committee, legal counsel
	100% Construction Drawings	ORW, JaCo, LD	Jan-20	Jan-20	Feb-20	Completed	February 7, 2020
	Construction Invitation to Bid (ITB) advertised	Jackson County	Feb-20	Mar-20			
	Medford renovation construction	County, Contractor	Mar-20	Jun-20			
	Furniture installation	County, Vendor	Jun-20	Jun-20			
Collections	Move into new spaces	Staff	Jun-20	Jun-20			June 22-26, 2020
	Evaluate LS&S Collections Mgmt (CM) system	LD	Oct-19	Mar-20			CM system launched in October 2019
	Propose CM solution to Board	LD	Mar-20	Apr-20			

Completed Milestones

Jackson County Library District - 2020 Roadmap

Report Date: 2/5/2020

Big Rocks	Key Milestone	Responsible	Scheduled		New	Status	Completion Dates / Notes
			Start	Stop	Actual		
Staffing	Approve hiring Kari May as JCLS Library Director	Board	Jul-19	Jul-19		Completed	July 12, 2019
	Approve Kari May's employment contract	Board	Dec-19	Dec-19	Jan-20	Completed	January 9, 2020
Communication	Provide initial letter to library staff	LD, LS&S, Board	Jul-19	Jul-19		Completed	July 29, 2019
	Provide update to staff on Staff Training Day	LD, LS&S, Board	Sep-19	Sep-19		Completed	September 18, 2019
	Provide quarterly update to staff	LD, LS&S, Board	Oct-19	Oct-19	Nov-19	Completed	November 7, 2019
Human Resources	Approve contract with HR consultant	Board	Sep-19	Sep-19		Completed	September 12, 2019
	Job market analysis, total compensation survey	HR Consultant	Sep-19	Oct-19	Nov-19	Completed	November 7, 2019
	Present salary/benefits recommendations to Board	HR Consultant	Oct-19	Oct-19	Nov-19	Completed	November 14, 2019
	Present HR staffing recommendations	HR Consultant	Nov-19	Nov-19		Completed	November 14, 2019
	Approve HR staffing recommendations	Board	Nov-19	Nov-19		Completed	November 21, 2019
	Research HR software (HRIS)	Finance Committee	Aug-19	Nov-19		Completed	November 15, 2019
	Approve contract with Tyler Technologies (HRIS)	Board	Nov-19	Nov-19		Completed	November 21, 2019 / Tyler-Incode ERP
Finance	Research accounting software (Finance/Payroll)	Finance Committee	Aug-19	Nov-19		Completed	November 15, 2019
	Approve contract with Tyler Tech. (Finance/Payroll)	Board	Nov-19	Nov-19		Completed	November 21, 2019 / Tyler-Incode ERP
Technology	Receive draft report of IT assessment	Planning Team	Aug-19	Aug-19		Completed	August 20, 2019
	Present IT assessment & recommendations to Board	IT Consultant	Sep-19	Sep-19		Completed	September 12, 2019
	Approve IT assessment & recommendations	Board	Oct-19	Oct-19	Sep-19	Completed	September 12, 2019
	Approve Contract with LS&S for Polaris ILS	Board	Oct-19	Oct-19	Nov-19	Completed	November 21, 2019
Facilities	Approve contract with FFA Architecture	Board	Aug-19	Aug-19		Completed	August 8, 2019 / planning & design
	Begin working on lease assignments, agreements	Legal Counsel, DA	Sep-19	Sep-19	Jul-19	Completed	Negotiations ongoing
Medford Renovation	Approve FFA's design and estimated budget	Board	Dec-19	Dec-19		Completed	December 12, 2019
	Approve B-7 to fund ORW design/architecture	DA	Jan-20	Jan-20		Completed	January 14, 2020

February 13, 2020

Title: Approval of Salary Schedule and Employee Benefits

From: Kari May, Library Director
Lisa Marston, District Administrator

Recommendation:

For the Board to approve the District's salary schedule and employee benefits package as described below under Background/Additional Information, as well as in the attachments.

Budget Impacts:

To support the District's financial sustainability and future growth in library services, the goal for fiscal year 2020-2021 is to keep total personnel costs under \$6,000,000.

Policies, Plans, and Goals Supported:

A. Shared Vision for an Effective Transition by July 1, 2020:

- The transition is seamless for patrons and staff.
- The transition is smooth for staff and we have a high retention rate.
- We operate at our current levy of \$0.52 per \$1,000 through June 30, 2021.
- We make data driven decisions.
- We have appropriate staff and organizational structure to support our operations.

B. These four guiding principles:

1. Better pay.
2. Good benefits.
3. Levy of .52 cents per thousand.
4. More hours.

C. Total Compensation Philosophy Statement

Background and Additional Information:

On January 27, 2020, the Board held a work session facilitated by HR Answers. Included below are conclusions drawn from the Board's discussion and consensus on total compensation, along with proposed refinements developed by staff in consultation with HR Answers:

- 1) JCLS service plan (staffing), including new positions and organizational structure**
 - The Board agreed with the proposed service plan and organizational structure.
- 2) Salary schedule and job placement**
 - The Board agreed with the proposed salary schedule and job placement.



- The Board understands that the Library Director/HR Manager may need to revise the job placements to meet budget and pay equity guidelines. Most staff would be placed below the market reference point within their grade at either Step 1 or Step 3.

3) Employee Benefits

- Employees working 20 or more hours per week are eligible to receive benefits.
- **Cost share split for medical/dental/vision insurance plan premiums**
 1. For employees who work 30 to 40 hours per week, the District will cover 90% of the insurance cost for the employee only, which sets a floor, with a “buy up” option to add a spouse, children or family, up to a certain dollar amount, which sets a ceiling. In other words, the District will contribute toward the employee’s costs for additional insureds, but not at the same 90%.
 2. For employees who work 20 to 29 hours per week, the District will cover 75%* of the insurance cost for the employee only, with the same “buy up” option as described above. *Staff proposes 80% since the cost share is multiplied by 90%.
 3. Proposed floor is employee’s cost share. Proposed ceiling is \$1,100/mo.
- **Health Savings Account (HSA)**
 1. The District will help employees cover expenses until their deductible is met by contributing money to a Health Savings Account (HSA).
 2. The District will contribute \$1,000/yr. to an HSA for employees working 30-40 hours per week (\$750/yr. for employees working 20 to 29 hours per week).
- **401(a) Retirement Plan**
The District will contribute 6% into the employee’s 401(a). For every 1% an employee contributes to the 401(a), the District will match .5%, up to 2%, for a total possible employer contribution of 8%.
- **Long-term Disability (LTD) Insurance at 90 days**
The District will cover the cost of LTD insurance for employees.
- **Life Insurance**
The District will cover the cost of a \$20,000 employee-only life insurance policy.
- **Paid Time Off (PTO) – leave accruals are prorated based on FTE**
 1. Sick Leave: 8.6 days annually
 2. Holidays: 10 paid holidays, plus 1 floating holiday
 3. Vacation days accrue annually, as follows (based on full-time, 40 hours per week):
 - 1-1 years – 10 days 5-10 years – 20 days
 - 2-4 years – 15 days > 10 years – 25 days

Attachments:

- Total Compensation Philosophy Statement
- JCLS Service Plan (staffing), including new positions
- JCLS Organizational Structure
- JCLS Salary Schedule (hourly, monthly, annually)
- Job placement within the salary structure
- HR Answers’ PTO Recommendations





Total Compensation Philosophy Statement

The Jackson County Library District will provide a total compensation package, considering both internal and external equity. Internal equity will measure five characteristics of each job: knowledge, skill, effort, responsibility, and working conditions. External equity will measure the components of our total compensation package against organizations in our region with comparable size, operating budget, and structure as well as our market. Market is defined as where we get our employees from and where we lose them to, which may be different than comparable organizations. We will reward continued commitment to the organization, professional growth, and consistent contributions in the assigned area of work. The total compensation package will include wages and benefits, which include leaves, insurances, and retirement appropriate to be competitive in our geographic region and industry. Decisions regarding individual factors of compensation will be made in consideration of the total compensation package, financial sustainability, and current and future strategic goals of the organization.

JCLS Service Plan - Updated January 2020

	Branch	Job Title	Job Title Description	FTE	Hours Per Week
1	Applegate	Branch Manager	Branch Lead	0.750	30
2	Applegate	Library Associate 2 (Library Associate)	Library Associate 2	0.400	16
3	Ashland	Area Manager	Branch Manager/Cluster Manager	1.000	40
4	Ashland	Librarian 2	Librarian 2 (Head of Reference)	1.000	40
5	Ashland	Librarian 1	Librarian 1 (Head of Children's)	0.750	30
6	Ashland	Librarian 1	Librarian 1 (Reference)	0.500	20
7	Ashland	Librarian 1	Librarian 1 (Reference)	1.000	40
8	Ashland	Librarian 1	Librarian 1 (Reference)	0.750	30
9	Ashland	Librarian 1	Librarian 1 (Teen Librarian) / LA3	0.500	20
10	Ashland	Library Associate 1 (Library Clerk)	Library Associate 1	0.500	20
11	Ashland	Library Associate 1 (Library Clerk)	Library Associate 1	0.500	20
12	Ashland	Library Associate 1 (Library Clerk)	Library Associate 1	0.500	20
13	Ashland	Library Associate 1 (Library Clerk)	Library Associate 1	0.375	15
14	Ashland	Library Associate 2 (Library Associate)	Library Associate 2	0.500	20
15	Ashland	Library Associate 2 (Library Associate)	Library Associate 2	0.500	20
16	Ashland	Library Associate 2 (Library Associate)	Library Associate 2	0.500	20
17	Ashland	Library Associate 2 (Library Associate)	Library Associate 2	0.500	20
18	Ashland	Library Associate 2 (Library Associate)	Library Associate 2	0.500	20
19	Ashland	Library Associate 2 (Library Associate)	Library Associate 2	0.750	30
20	Ashland	Library Associate 2 (Library Associate)	Library Associate 2	0.125	5
21	Ashland	Library Associate 3 (Library Specialist)	Library Associate 3	0.500	20
22	Ashland	Library Associate 3 (Library Specialist)	Library Associate 3	0.575	23
23	Ashland	Circulation Supervisor	Supervisor (Circulation)	1.000	40
24	Butte Falls/Prospect	Branch Manager	Branch Lead - BF (.30); PR (.5)	0.800	32
25	Butte Falls/Prospect	Library Associate 2 (Library Associate)	Library Associate 2 - BF (.25); PR (.30)	0.550	22
26	Central Point	Branch Manager	Branch Lead	1.000	40
27	Central Point	Library Associate 2 (Library Associate)	Library Associate 2	0.250	10
28	Central Point	Library Associate 2 (Library Associate)	Library Associate 2	0.500	20
29	Central Point	Library Associate 2 (Library Associate)	Library Associate 2	0.750	30
30	Central Point	Library Associate 2 (Library Associate)	Library Associate 2	0.750	30
31	Central Point	Library Associate 3 (Library Specialist)	Library Associate 3	0.500	20

	Branch	Job Title	Job Title Description	FTE	Hours Per Week
32	Eagle Point	Area Manager	Branch Manager	1.000	40
33	Eagle Point	Library Associate 2 (Library Associate)	Library Associate 2	0.875	35
34	Eagle Point	Library Associate 2 (Library Associate)	Library Associate 2	0.750	30
35	Gold Hill	Branch Manager	Branch Lead	0.750	30
36	Gold Hill	Library Associate 2 (Library Associate)	Library Associate 2	0.500	20
37	Gold Hill	Library Associate 2 (Library Associate)	Library Associate 2 - GH (.25); SC (.25); RR (.13)	0.630	25
38	Jacksonville	Branch Manager	Branch Lead	0.750	30
39	Jacksonville	Library Associate 2 (Library Associate)	Library Associate 2 - JV (.6); RU (.15)	0.750	30
40	Jacksonville	Library Associate 2 (Library Associate)	Library Associate 2 - JV (.25); RU (.25)	0.500	20
41	Medford	Area Manager	Branch Manager	1.000	40
42	Medford	Library Associate 1 (Library Clerk)	Custodian	1.000	40
43	Medford	Librarian 2	Librarian 2 (Head of Children's)	1.000	40
44	Medford	Librarian 2	Librarian 2 (Reference)	1.000	40
45	Medford	Librarian 1	Librarian 1 (Reference)	1.000	40
46	Medford	Librarian 1	Librarian 1 (Reference)	1.000	40
47	Medford	Librarian 1	Librarian 1 (Teen Services)	1.000	40
48	Medford	Library Associate 1 (Library Clerk)	Library Associate 1	0.500	20
49	Medford	Library Associate 1 (Library Clerk)	Library Associate 1	0.500	20
50	Medford	Library Associate 1 (Library Clerk)	Library Associate 1	0.500	20
51	Medford	Library Associate 1 (Library Clerk)	Library Associate 1	0.500	20
52	Medford	Library Associate 1 (Library Clerk)	Library Associate 1	0.500	20
53	Medford	Library Associate 1 (Library Clerk)	Library Associate 1	0.250	10
54	Medford	Library Associate 2 (Library Associate)	Library Associate 2	1.000	40
55	Medford	Library Associate 2 (Library Associate)	Library Associate 2	1.000	40
56	Medford	Library Associate 2 (Library Associate)	Library Associate 2	0.800	32
57	Medford	Library Associate 2 (Library Associate)	Library Associate 2	0.500	20
58	Medford	Library Associate 2 (Library Associate)	Library Associate 2	0.500	20
59	Medford	Library Associate 2 (Library Associate)	Library Associate 2	0.500	20
60	Medford	Library Associate 3 (Library Specialist)	Library Associate 3	0.500	20
61	Medford	Library Associate 3 (Library Specialist)	Library Associate 3	0.500	20
62	Medford	Circulation Supervisor	Supervisor (Circulation)	1.000	40
63	Phoenix	Branch Manager	Branch Lead	0.750	30
64	Phoenix	Library Associate 2 (Library Associate)	Library Associate 2	0.675	27
65	Phoenix	Library Associate 2 (Library Associate)	Library Associate 2 - PH (.25); TA (.15); WC (.25)	0.650	26

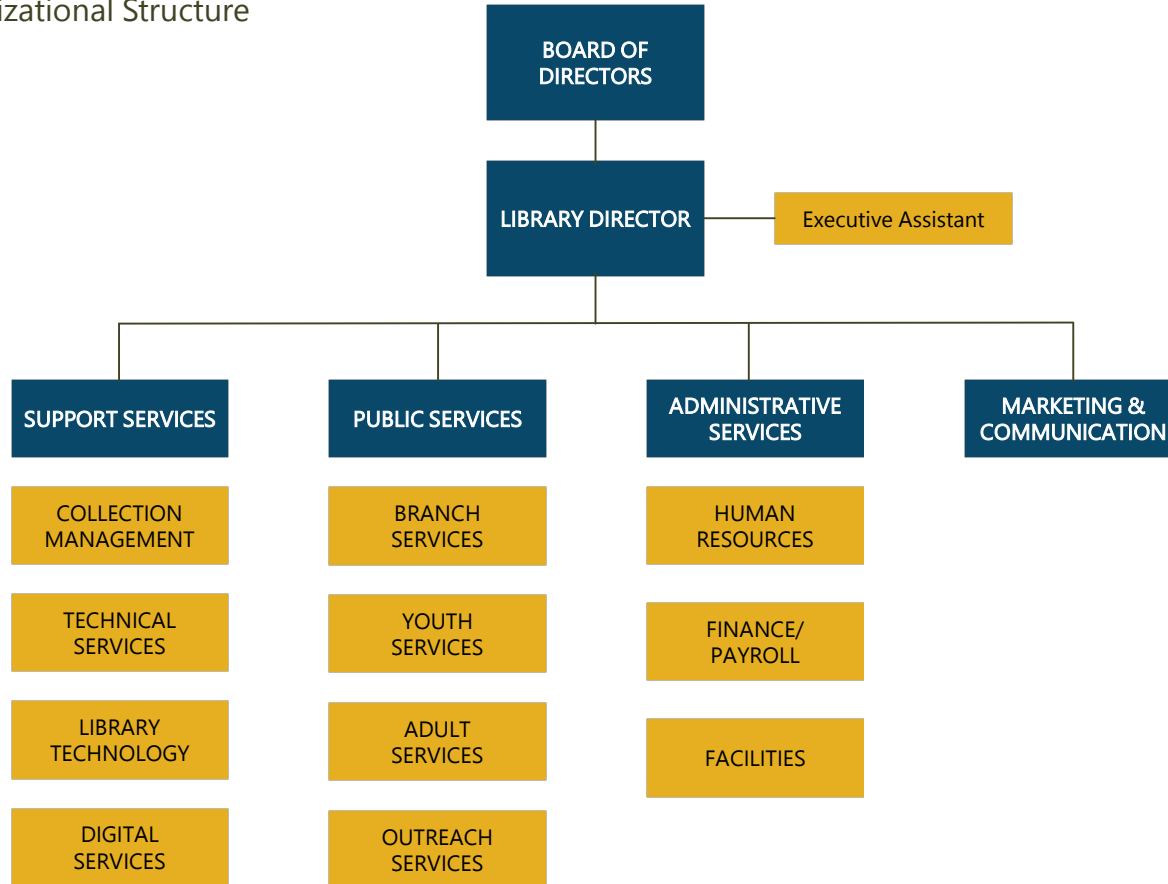
	Branch	Job Title	Job Title Description	FTE	Hours Per Week
66	Rogue River	Branch Manager	Branch Manager	1.000	40
67	Rogue River	Library Associate 2 (Library Associate)	Library Associate 2	0.750	30
68	Rogue River	Library Associate 2 (Library Associate)	Library Associate 2	0.750	30
69	Ruch	Branch Manager	Branch Lead	0.750	30
70	Ruch	Library Associate 2 (Library Associate)	Library Associate 2	0.375	15
71	Shady Cove	Branch Manager	Branch Lead	0.750	30
72	Shady Cove	Library Associate 2 (Library Associate)	Library Associate 2	0.550	22
73	Talent	Branch Manager	Branch Lead	1.000	40
74	Talent	Library Associate 3 (Library Specialist)	Library Associate 3	0.750	30
75	Talent	Library Associate 2 (Library Associate)	Library Associate 2	0.500	20
76	Talent	Library Associate 2 (Library Associate)	Library Associate 2	0.500	20
77	White City	Branch Manager	Branch Lead	0.775	31
78	White City	Library Associate 2 (Library Associate)	Library Associate 2	0.630	25
79	White City	Library Associate 2 (Library Associate)	Library Associate 2	0.500	20
80	Floater	Library Associate 3 (Library Specialist)	Library Associate 3	0.500	20
81	Floater	Library Associate 3 (Library Specialist)	Library Associate 3	0.500	20
82	Floater	Library Associate 2 (Library Associate)	Library Associate 2	0.500	20
83	Floater	Library Associate 2 (Library Associate)	Library Associate 2	0.500	20
84	Floater	Library Associate 2 (Library Associate)	Library Associate 2	0.500	20
85	Management	Library Director	Library Director	1.000	40
86	Management	Assistant Director, Public Services	Assistant Director	1.000	40
87	Management	Assistant Director, Support Services	Assistant Director	1.000	40
88	Management	Assistant Director, Administrative Services	District Administrator	1.000	40
89	Management	Operations Coordinator	Library Operations (Business Office Manager)	1.000	40
90	Grant Funded	Library Associate 3 (Library Specialist)	Library Associate 3 (R2R)	0.630	25
91	Grant Funded	Library Associate 3 (Library Specialist)	Library Associate 3 (Book Talker)	0.150	6
92	Support Services	Marketing Coordinator	Marketing Coordinator	1.000	40
93	Support Services	Marketing Specialist	Library Associate 3 (Marketing)	0.500	20
94	Support Services	Webmaster	Library Associate 3 (Webmaster)	0.500	20
95	Support Services	Administrative Assistant	Administrative Assistant	1.000	40
96	Support Services	Courier	Courier	1.000	40
97	Support Services	Courier	Courier	1.000	40
98	Support Services	Volunteer & Staff Development Coordinator	Library Associate 3 (Volunteer & Staff Dev Coordinator)	1.000	40
99	Support Services	Youth Services Coordinator	Librarian 2 (Youth Services Coordinator)	1.000	40

	Branch	Job Title	Job Title Description	FTE	Hours Per Week
100	Support Services	Adult Services Coordinator	Librarian 2 (Adult Services Coordinator)	1.000	40
101	Support Services	Librarian (Specialist)	Librarian 2 (Business Outreach)	1.000	40
102	Support Services	Library Associate 3 (Library Specialist)	Library Associate 3 (Bilingual Outreach - Childcare)	1.000	40
103	Support Services	Library Associate 3 (Library Specialist)	Library Associate 3 (Outreach)	1.000	40
104	Support Services	Library Associate 3 (Library Specialist)	Library Associate 3 (Outreach to CC)	0.750	30
105	Support Services	Library Associate 3 (Library Specialist)	Library Associate 3 (Outreach)	0.750	30
106	Support Services	Librarian (Specialist)	Librarian 1 (Collection Development Librarian)	1.000	40
107	Support Services	Support Services Supervisor	Supervisor 2 (Technical Services Supervisor)	1.000	40
108	Support Services	Library Associate 2 (Library Associate)	Library Associate 2 (Technical Services)	0.800	32
109	Support Services	Library Associate 2 (Library Associate)	Library Associate 2 (Technical Services)	0.630	25
110	Support Services	Support Services Supervisor	Digital Services Supervisor	1.000	40
111	Support Services	Digital Services Specialist	Library Associate 3 (Digital Services)	1.000	40
112	Support Services	Digital Services Specialist	Library Associate 3 (Digital Services)	1.000	40
113	Support Services	Digital Services Specialist	Library Associate 3 (Digital Services)	1.000	40
114	Support Services	Digital Services Specialist	Library Associate 3 (Digital Services)	1.000	40
115	Technology Services	IT Manager	IT Manager	1.000	40
116	Technology Services	IT Network Administrator	IT Network Administrator	1.000	40
				84.50	3380
NEW POSITIONS					
117	Technology Services	IT Technician	IT Technician	1.000	40
118	Administrative Services	Executive Assistant	Executive Assistant	1.000	40
119	Administrative Services	Human Resources Manager	Human Resources Manager	1.000	40
120	Administrative Services	Human Resources Assistant	Human Resources Assistant	1.000	40
121	Administrative Services	Senior Accountant	Senior Accountant	0.500	20
122	Administrative Services	Accounting Specialist	Accounting Specialist	1.000	40
123	Administrative Services	Payroll Specialist	Payroll Specialist	1.000	40
				6.500	260

TOTAL: FTE HRS/WK
91 3,640



Future Organizational Structure



JCLS Compensation Structure - Job Placement

Job Title	Market Data		Grade Letter	Structure Placement		
	Weighted Average			Minimum	Market Ref.	Maximum
Library Associate 1 (Library Clerk)			C	\$ 29,238	\$ 32,996	\$ 36,621
Administrative Assistant			F	\$ 33,847	\$ 38,197	\$ 42,393
Courier			F	\$ 33,847	\$ 38,197	\$ 42,393
Library Associate 2 (Library Associate)	\$ 40,292		F	\$ 33,847	\$ 38,197	\$ 42,393
Technical Services Acquisition Specialist			F	\$ 33,847	\$ 38,197	\$ 42,393
Technical Services Collection Development Specialist			F	\$ 33,847	\$ 38,197	\$ 42,393
Accounts Payable Specialist	\$ 42,978		G	\$ 35,540	\$ 40,107	\$ 44,513
Accounting Specialist	\$ 45,393		H	\$ 37,317	\$ 42,113	\$ 46,738
Digital Services Specialist			I	\$ 39,182	\$ 44,218	\$ 49,075
HR Assistant	\$ 45,324		I	\$ 39,182	\$ 44,218	\$ 49,075
Library Associate 3 (Library Specialist/T.S. Specialist)	\$ 50,150		I	\$ 39,182	\$ 44,218	\$ 49,075
Marketing Specialist			I	\$ 39,182	\$ 44,218	\$ 49,075
Payroll Specialist	\$ 47,058		I	\$ 39,182	\$ 44,218	\$ 49,075
Circulation Supervisor			J	\$ 41,141	\$ 46,429	\$ 51,529
Executive Assistant	\$ 48,977		J	\$ 41,141	\$ 46,429	\$ 51,529
IT Technician	\$ 49,398		J	\$ 41,141	\$ 46,429	\$ 51,529
Supervisor (Support Services Supervisor)			J	\$ 41,141	\$ 46,429	\$ 51,529
Marketing Coordinator	\$ 52,329		K	\$ 43,199	\$ 48,750	\$ 54,105
Volunteer Coordinator	\$ 52,045		K	\$ 43,199	\$ 48,750	\$ 54,105
Branch Manager			L	\$ 45,358	\$ 51,188	\$ 56,811
Facilities Coordinator			L	\$ 45,358	\$ 51,188	\$ 56,811
Staff Development Coordinator			L	\$ 45,358	\$ 51,188	\$ 56,811
Librarian (1), Adult, Teen or Children Services			M	\$ 47,626	\$ 53,747	\$ 59,651
Operations Coordinator (Business Office Manager)	\$ 58,897		M	\$ 47,626	\$ 53,747	\$ 59,651
Webmaster	\$ 59,087		M	\$ 47,626	\$ 53,747	\$ 59,651
Collection Development/Business Librarian (Specialists)			N	\$ 50,008	\$ 56,435	\$ 62,634
Human Resources Generalist	\$ 62,970		O	\$ 52,508	\$ 59,257	\$ 65,766
Librarian (2), Children's/Adult Services Supervisor	\$ 59,010		O	\$ 52,508	\$ 59,257	\$ 65,766
Adult Services Coordinator			P	\$ 55,133	\$ 62,219	\$ 69,054
IT Applications Analyst	\$ 66,473		P	\$ 55,133	\$ 62,219	\$ 69,054
Youth Services Coordinator	\$ 61,227		P	\$ 55,133	\$ 62,219	\$ 69,054
Accountant	\$ 64,404		Q	\$ 57,890	\$ 65,330	\$ 72,507

JCLS Compensation Structure - Job Placement

Job Title	Market Data	Grade Letter	Structure Placement		
	Weighted Average		Minimum	Market Ref.	Maximum
Area Manager	\$ 64,212	R	\$ 60,785	\$ 68,597	\$ 76,132
IT Network Administrator		S	\$ 63,824	\$ 72,027	\$ 79,938
IT Manager	\$ 82,432	U	\$ 70,366	\$ 79,409	\$ 88,132
Human Resources Manager	\$ 85,931	V	\$ 73,884	\$ 83,380	\$ 92,539
Accountant , Senior (CPA Required)	\$ 84,756	X	\$ 81,457	\$ 91,926	\$ 102,024
Assistant Director, Public Services		Z	\$ 89,807	\$ 101,349	\$ 112,481
Assistant Director, Support Services		Z	\$ 89,807	\$ 101,349	\$ 112,481
Assistant Director, Administrative Services	\$ 89,976	Z	\$ 89,807	\$ 101,349	\$ 112,481
Library Director	Contract	ZF	\$ 120,349	\$ 135,817	\$ 150,736

HR ANSWERS' PTO RECOMMENDATIONS:

Time off with Pay

Time off with pay is a blend of discretionary and mandated offerings. Oregon requires an organization of this size to provide Paid Sick Time. Since the implementation of Oregon Sick Time, we have found employers either combining all leaves together into one “Paid Time Off” bucket or separating each of the different leave types into separate leave banks (or buckets).

We recommend JCLS utilize separate leave banks for Paid Sick Time and Paid Vacation Time since the organization intends to invest in information systems that will support tracking multiple leave banks. Any of today’s Human Resource Management and Payroll Management systems will meet these needs.

We also recommend the organization consider accrual of these leaves based on hours worked, rather than front-loading a set number of hours at a single point during each year. This allows for employees to have continual availability of some amount of leave.

Of course, in each area the organization will need to determine “how much” time off is appropriate.

Vacation: This discretionary paid leave is typically tied to seniority with the organization. This could also be tied to prior experience for the purpose of transition from the former employer. Following is the minimum that should be considered for a competitive benefit. We recommend the organization consider a cap on the accrual of vacation. We recommend a cap of 40 hours more than their seniority could accrue.

We recommend payment of the unused vacation upon separation when the employee resigns, with notice, or is laid off by the organization. If the employee is terminated or fails to provide notice *and* work their notice period, payment should not be made.

Seniority	Potential Annual Vacation Leave (FT employee)	Hourly accrual rate
First year, following probation.	10 days	.03846 per hour worked
1-4 years	15 days	.05769 per hour worked
5-10 years	20 days	.07692 per hour worked
More than 10 years	25 days	.09615 per hour worked

Sick Time: This is a mandated benefit in Oregon. The minimum allowable accrual is one hour for every 30 hours worked (1 per 30) which equates to .03333 per hour worked and a potential of 69.3 hours per year (assuming full time hours are worked). However, we find most government organizations provide up to 8 hours per month (again, assuming full time hours are worked.) This totals 96 hours per year (a

little more than two weeks) or an accrual rate of .04615 per hour worked. This accrual cannot be capped by Oregon Administrative Rule. However, the usage of accrued leave can be capped. If the organization is supplying Short-Term Disability insurance, we recommend the organization cap usage of sick leave at 80 hours per year; otherwise, annual usage of sick leave should not be capped.

	Potential Annual Sick Leave (FT employee)	Hourly accrual rate
Mandated minimum	8.6 days	.03333 per hour worked
Government data	12 days	.04615 per hour worked

Holidays: This is a discretionary benefit. According to Oregon government survey results, 9-10 defined paid holidays are typical, as well as 1-3 floating holidays. A floating holiday is defined as a day that will be paid and is chosen by the employee. In some cases, the floating holidays are to be used at a certain time during the year; and in all cases, these are “use-it-or-lose-it” days, meaning they do not carry forward into the next year. We recommend the organization provide 10 defined holidays and one (1) floating holiday.

While we are recommending the organization use separate banks (or buckets) for each leave type, the decisions about paid leave should be made with the combined paid leave potential in mind. In other words, how much time could be used by each employee that would not be used to operate the libraries? This means we do not count the time that the libraries would be closed (most holidays). Below is a chart showing the total potential paid leave for full time employees impacting operations during open hours, by seniority.

Seniority	Potential Annual Paid Leave for full time employees; including vacation, sick time, and floating holiday
First year, following probation	23 days
1-4 years	28 days
5-10 years	33 days
More than 10 years	38 days

Policy Statement for Unused Leave: We also recommend the organization draft a policy statement related to what happens to unused leave upon separation. As mentioned above, we recommend payment of any unused vacation upon separation when the employee resigns, with notice, or is laid off by the organization. On the other hand, we do not recommend payment of unused sick leave or floating holidays to employees upon separation, as few organizations have adopted this practice.



February 13, 2020

Title: MOU with Friends, Jackson County Library Foundation, and Jackson County Library District

From: Kari May, Library Director

Summary:

Director May has been working with a committee with representatives from several Friends groups to draft the attached MOU, which has been discussed at a Friends’ Presidents Forum meeting. The meeting had representation from thirteen out of the fifteen Friends organizations as well as the Foundation.

The MOU outlines the basic responsibilities towards each other that the 16 involved entities have. Each Friends group will sign a copy of the MOU, and there will be 16 separate signed agreements. The MOU includes a provision that it will be reviewed every three years.

The Friends, through the Presidents’ Forum, have reached consensus on this document, and 6 have returned signed copies. The Foundation Board has also approved the agreement.

Actions, Options, or Potential Motions:

Director May recommends the Board approve the MOU as presented.

Policies, Plans, and Goals Supported:

This MOU will help clarify each organization’s understanding of the relationship and responsibilities of each entity as each of them help to strengthen and support the mission of the Jackson County Library District.

Attachments:

Memorandum of Understanding between Jackson County Library District, Friends of the Libraries, and the Jackson County Library Foundation

MEMORANDUM OF UNDERSTANDING

among and between the
Jackson County Library District, Friends of the Libraries,
and the Jackson County Library Foundation

The following will constitute an operating agreement between the Friends of the Jackson County Library System's individual branch libraries (Friends), the Jackson County Library Foundation (Foundation) and the Jackson County Library District (Library). Once approved by all interested parties, it will stand until and unless it is modified by mutual agreement of all of the organizations. The boards of all organizations agree to review this memorandum three years from date of execution.

The missions of the Friends and Foundation are to raise funds and public awareness in the community, and provide other resources, to support the services and programs of the Library. As non-profit, however, both the Friends and Foundation are legally separate and distinct entities, and not a part of the Library.

The Friends and Foundation are also legally distinct organizations, governed by separate boards. With parallel missions in support of the Library, all groups are committed to supporting and sustaining the work of both organizations.

Section 1: The Library

1. **The Library** agrees to involve the Friends and Foundation in long-term planning processes to ensure that all organizations are included and aware of the goals and direction of the Library, as set by the elected Library Board.
2. **The Library** annually agrees to share with the Friends and Foundation the Library's strategic initiatives and discuss how their resources and support might help forward these initiatives.
3. **The Library** agrees to supply the Friends and Foundation with a request each year that indicates the anticipated Library initiatives and related budget needing their support.
4. **The Library** agrees to provide the Friends and Foundation with modest, reasonable support to assist them with book sales, meeting coordination, promotions and publicity, special events, and other activities. The appropriate level of staff support, which will not reduce or alter public library service, will be determined by the Library Director, in consultation with the Friends and Foundation boards.
5. **The Library** agrees to provide the Friends with appropriate, mutually-agreed upon space in the Library for membership, fundraising, and promotional materials, as well as book storage and sorting, book sales, and office needs. The Library agrees to communicate with the Friends about any reallocation of space. The Library agrees to allow both the Friends and Foundation with access to meeting room space. In all cases, the use of Library space by the Friends and Foundation will not take precedence over Library operations or regular use of the spaces by the public.

6. **The Library** acknowledges that both the Friends and Foundation are independent organizations, and as such, donations to the Library from either organization will be determined by their respective boards.
 7. **The Library** agrees to encourage all private donors to make their gifts to either the Friends or Foundation as is appropriate.
 8. **The Library Board** agrees to allow room on their meeting agendas for a report from either the Friends or Foundation, if requested by a Friends or Foundation board's president at least one week prior to the meeting.
-

Section 2: Friends and Foundation

1. **The Friends and Foundation** agree to publicly support the Library and its policies.
2. **The Friends and Foundation** agree to respect the privacy of Library patrons.
3. **The Friends and Foundation** agree to include a member from the library's administration (i.e. branch manager or library director) as a non-voting presence at all board and membership meetings and to allow room on the agenda for a Library report if requested in advance.
4. **The Friends and Foundation** agree that any and all monies raised will be spent for Library programs, services, and other needs defined by the Library, or for their own operations, unless otherwise agreed to by the Friends, the Foundation, and the Library.
5. **The Friends and Foundation** agree to coordinate activities, especially fundraising activities, with each other and maintain a master calendar of events. The Friends and Foundation will support each other, including publicizing major activities to each organization's donor or membership base as appropriate.
6. **The Friends and Foundation** agree that the Library Board has the final say in accepting or declining any and all gifts made to the Library. If a donor to either the Friends or Foundation makes a gift with a restricted purpose at the Library, and the Library Board accepts such gift, the Library will abide by the restrictions set forth by the donor or the support organizations. When possible, the Friends and Foundation will consult with the Library Director before accepting any restricted gifts on behalf of the Library.
7. **The Friends and Foundation** agree to create and maintain appropriate policies and procedures to assure strong financial stewardship of their resources, the privacy of their donors, appropriate acceptance of donated gifts, and other matters as required by law or that are standard non-profit best practices. Additionally, all organizations agree to submit annual reports as required by local, state or federal law, and to make their financial records available to the Library.
8. **The Friends and Foundation** agree that if the Friends ceases to actively fundraise and promote the Library, the Friends will disband. If the Friends disbands or dissolves, any assets they hold will be transferred to the Foundation in a branch-restricted fund. Should the Friends reorganize in

the future, any or all of the funds remaining in the branch-restricted fund shall be made available to the Friends, if requested.

Section 3: Friends

1. **The Friends'** primary roles and responsibilities will be to raise funds to support their branch library. The Friends may develop additional activities that support its mission statement or the Library, in consultation with the Library Director.
 2. **The Friends** will encourage donors wishing to set up endowments or permanent funds in support of the Library to make their contributions to the Foundation.
 3. **The Friends** will provide an annual written report, including budget information and highlights from the year, to the Library.
-

Section 4: The Foundation

1. **The Foundation's** primary roles and responsibilities will be to raise funds through annual campaigns; work with major donors, corporations and foundations; planned giving; for capital projects; and major special events. The Foundation may develop additional activities, such as advocacy, public awareness, and programming, in consultation with the Library Director.
 2. **The Foundation** agrees to oversee any endowments or permanent funds that are created to support the Library.
 3. **The Foundation** will allow the Chair of the Friends President's Forum or a designee to attend Board meetings as appropriate.
-

JACKSON COUNTY LIBRARY DISTRICT

Authorized Official: _____

Printed Name and Title: _____

Address: 205 S Central Ave, Medford, OR 97501

Date: _____

FRIENDS OF THE _____ LIBRARY

Authorized Official: _____

Printed Name and Title: _____

Address: _____

Date: _____

JACKSON COUNTY LIBRARY FOUNDATION

Authorized Official: _____

Printed Name and Title: _____

Address: 205 S Central Ave, Medford, OR 97501

Date: _____

**Jackson County Library District
FY 2020–2021 Budget Calendar**

Dates

Appoint budget officer	February 13
Adopt budget calendar.....	February 13
Hold Board/Budget Committee work session.....	March 2
Publish notice of 1 st and 2 nd BC meetings on District Website	April 11-May 6*
Publish notice of 1 st and 2 nd BC meetings in <i>Mail Tribune</i>	April 11-May 6*
Budget Committee meets (receives budget message and proposed budget)	May 11
Budget Committee meets again (if needed).....	May 18
Publish notice of budget hearing on District website.....	May 23-June 3
Public notice of budget hearing in <i>Mail Tribune</i>	May 23-June 8
Hold budget hearing at Board’s regular June meeting	June 11
Enact resolutions to adopt budget, make appropriations, etc.....	June 11
Submit tax certification documents.....	by July 15
Send copy of all budget documents to county clerk.....	by September 30

*Public notice of all budget committee meetings and the budget hearing shall be printed once in the *Mail Tribune* 5 to 30 days prior to the meetings. Additional public notice will be posted at each of the Library branches, as well as on the District’s website at least 10 days prior to the meetings.

Note: All budget committee meetings will begin at 4:00 p.m. at the following locations:

- March 2, 2020 – Large Meeting Room at the Medford Library
- May 11, 2020 – Adams Meeting Room at the Medford Library
- May 18, 2020 (if needed) – Community Meeting Room at the Talent Library

Prepared on February 4, 2020



Date: February 13, 2020

Title: Technology Plan Quarterly Update

From: Technology Committee

Summary:

The Technology Committee is committed to moving JCLS forward as a leader among Oregon libraries in technology services to the public and management of library services in general. The plan is a rolling three-year plan from the current fiscal year FY20, out to FY22. The Committee is providing an update to the format and design of the plan to follow other Library Plans (Collection Development, Marketing), as well as a budget and summary of goals and objectives for the current year, to the Library District Board.

Actions, Options, or Potential Motions:

Review, discuss, and move to approve changes to the Technology Plan FY20 – FY22. Discuss and provide feedback on the Technology Plan Quarterly Update and its format.

Recommendation:

It is recommended that the Board approve the new Technology Plan.

Policies, Plans, and Goals Supported:

The Technology Plan provides a framework for staff and board to maintain ongoing support and expansion of library technologies in order to facilitate unimpeded library services and ease of use for patrons. The Technology Plan supports the Strategic Plan’s value of accessibility, “championing free and open access to ideas, information and content,” and to the Strategic Goal to connect people by implementing new models and collaborate with others to improve information access and delivery.

Attachments:

Technology Plan FY20-FY22
Summary of Goals and Objectives



Adopted by the Jackson County Library District Board on <date>

GENERAL STATEMENT

Jackson County Library Services (JCLS) is the second largest public library jurisdiction by population in Oregon, serving over 219,000 residents through fifteen branch libraries located throughout the county. Technology services include Spark Spaces at select branches, Digital Services at all branches, digital devices for reading, downloading books and magazines, and for accessing the internet at home. The Library also provides in-library user computers, color and black & white printing, document scanning, and faxing services at most branches, for Jackson County residents and visitors. Further, residents and visitors have access to 24/7 Wi-Fi services in and around its 15 branches, and to free meeting room spaces with presentation tools.

MISSION and VISION

The mission of the Jackson County Library District (JCLD) is to connect everyone to information, ideas and each other. The Technology Plan supports the strategic direction, goals and objectives of the Library as expressed in the Jackson County Library District *Strategic Plan 2016 -2021*. Further, it supports the Library's *2-Year Plan to Increase Card Holders*. The vision is, that through Jackson County Libraries, individuals reach their potential and our communities thrive. The Technology Plan's specific vision is that JCLS becomes a leader among Oregon Libraries and to foster and bridge the digital divide for all Jackson County residents.

SCOPE

JCLD Technology Plan serves as a guide for developing and managing the technology tools and services which JCLS provides for its users and staff. The plan will be a rolling three-year blueprint that leverages technological advances to improve customer service and enable staff to be more productive, while supporting the JCLD mission and the strategic priorities of the organization. The Library's aim is to provide the latest available technologies for Jackson County residents and visitors while adhering to budgetary requirements.

To accomplish this, the Library participates in state and national technology surveys from the library industry that help keep it abreast of current trends. Review of such trends also take place with the community in mind through focus groups and feedback requests such as surveys and database trials.

JCLS strives to meet or exceed the designation set forth by the State of Oregon Libraries' initiatives such as the Edge Assessment, which provide the following benchmarks:

- **COMMUNITY VALUE**

Using the Edge Assessment tool, JCLS can compare itself to other libraries in Oregon, which helps provide direction for growth and measurement on current library



technologies. The Library reviews its current services against the Edge Assessment to ensure that it can meet the technology needs of the residents and visitors of Jackson County Libraries. Included in this assessment tool is a measure of how the Library uses services, programs, technologies and staff expertise to serve the community, with a focus on digital inclusion.

- **ENGAGING THE COMMUNITY AND DECISION MAKERS**

Through a variety of programs and services, the Library engages the community and measures its position as a community partner & leader – emphasizing the Library’s local outreach efforts to advance digital inclusion, thus bridging the digital divide.

- **ORGANIZATIONAL MANAGEMENT**

The tools within the Edge Assessment measure how the Library’s management practices relate to its digital services and programs, focusing on staff participation, thought leadership and competencies.

RESPONSIBILITY FOR PLAN PROGRESS

Final responsibility for library technology services rests with the Library Director. Under the Director’s guidance, the Assistant Director of Support Services and IT Manager are responsible for implementing, evaluating and expanding all library technology services for the 15 branches. The Plan is also guided by the JCLD Technology Committee.

TECHNOLOGY GOALS AND INITIATIVES

GOAL 1: Develop programs and services to foster innovation and creativity

OBJECTIVE 1

Initiatives for this goal include Makerspaces aimed at children and teens that support school STEM (Science, Technology Engineering, Mathematics) programs. Central Point and White City Branches provide after school activities for students to inspire science and technology studies. A mobile Makerspace, which contains a variety of STEM tools, allows these services to be extended to all branches.

OBJECTIVE 2

The Library technology tools aimed at adults and families are seen in the Library of Things (LoT). The LoT allows for “try before you buy” or “one-time need” options with tools such as small appliances, content creation items (podcasts, goPro videos, etc), metal detectors and more. The LoT is a means to engage users in new activities or interests that may otherwise be out of their reach.

OBJECTIVE 3



With these initiatives and tools come training needs for patrons. The Library developed a “Digital Services Team” that provides one-on-one training for the public on personal digital tools such as iPhones, eReaders and more. This training allows users to take advantage of the Library’s technology related resources. Moreover, the Library provides programs incorporating technology and digital tools to encourage group learning.

GOAL 2: Enhance Customer Technology Experience at the Library

OBJECTIVE 1

Jackson County Library Services continually strives to enhance and improve library services. To this end, meeting room technologies are available for residents and visitors. Smart technologies, presentation tools, fresh and friendly spaces may be reserved during and after library hours at most branches.

OBJECTIVE 2

Along with meeting room technologies, the Library is working towards meeting the needs of persons with accessibility constraints to technology. Text to Talk, Talk to Text devices along with Assisted Listening tools are available at some branch locations, with plans to expand these services to all branches.

OBJECTIVE 3

Ensuring that these tools are used effectively and that library users are given every opportunity to learn, JCLS is focusing on increasing and developing new skills for library staff. Skilled staff provide excellent customer service and engage users in all the library has to offer.

GOAL 3: Maintain and Enhance a Robust Technology Environment

OBJECTIVE 1

It is not enough to strive for the latest in library technology and meet the digital needs of the community, planning for maintenance and future upgrades are crucial to provide consistent services to the community. Library technology equipment used by the public will be replaced on a regular schedule of at least four (4) to five (5) years, depending on usage and growth of the system and community.

OBJECTIVE 2

Budgetary considerations would require that the replacement cycle for public equipment, such as computers, be replaced or upgraded on an opposing schedule from that of staff equipment. Upgraded equipment will either be repurposed to other areas of the library or recycled, as appropriate. Library technology equipment used by staff will be replaced on a regular schedule



between four (4) and ten (10) year cycles, depending on the equipment type and its usage and the growth of the system and community.

CONCLUSION

As JCLS looks to the future and works to execute the goals of the *Strategic Plan 2016 -2021* and the *2-Year Plan to Increase Active Cardholders*, developing a plan that is quantifiable and measurable is critical. Technology efforts not only include equipment available to patrons and staff, but also best use practices and training. By evaluating and meeting the needs of existing customers and card holders, the Library can reach out to non-library users so they too may benefit from all the Library has to offer, further resulting in JCLS becoming a leader among Oregon libraries.



Current FY Goals, Objectives and Budget Update

The Technology Plan contains three main goals which will remain steadfast through the rolling three-year cycle. The Objectives, however, provide the opportunity for change as library trends evolve and are updated regularly.

GOAL 1: Develop programs and services to foster innovation and creativity

The first goal aims to provide in-library services to attract new users and keep current users active. Through learning, as in STEM programming, and introducing new ways of expanding circulation via the Library of Things, the Technology Plan's main focus is innovation and creativity. Objective 2 has milestones that have not yet been realized due to demand vs supply, as with the kindle program, and a revising of the laptop initiative that was first tested at the Medford Branch. Laptop theft at Medford led to a revised plan, including the launch laptops at smaller branches where the chance of theft may be reduced. Staff training is an ongoing challenge with regard to schedules. Training opportunities are always being introduced (i.e. Excel, Polaris Leap). Online sources are currently being evaluated for inclusion.

GOAL 2: Enhance Customer Technology Experience at the Library

The second Goal is specifically meant to address those technologies that are exclusively utilized in the library building itself. Meeting rooms are being upgraded; Talent, White City and Central Point are scheduled and will have changes incorporated from experiences seen in the Admin Conference and Medford Adams rooms implementations. Equipment includes sound bars and physical cables along with a casting option, separate W-Fi routers, etc. Ashland meeting rooms are awaiting building renovations. A variety of accessibility tools have been purchased and now awaiting installation.

GOAL 3: Maintain & Enhance a Robust Technology Environment

Goal three holds two objectives (2 and 3) that are mainly future driven; planning for replacement cycles for public and for staff equipment. The first objective, however, is aimed at major technology projects that follow library trends as discovered through networking with both the technology and library industries partners and associates, such as through conferences (Computers In Libraries, Library Futures, Public Libraries Association, etc.). Vendors can also be valuable partners in learning about current and future trends. RFP plans for an ILS would fall under this goal for FY21, along with an RFID project for FY22. The only milestone to fall off this goal is the Point of Sale (POS) at front desks. Our current ILS vendor does not support this functionality.



GOAL 1: Develop programs and services to foster innovation and creativity		
Objective 1: Makerspaces	Expand programs and services to foster innovation and creativity and attract new users to the library	
Milestones	STEM kits for outreach services	8/30/2019
	3-D Printer	10/01/2019
	Develop Game Lab Plan	12/31/2019
Objective 2: Library of Things (LoT)	“Launch & Learn” – provide more flexibility for patrons – device choices, work where you want, and deliver customized experience	
Milestones	Add multi-media (content creation) tools	8/30/2019
	Increase Kindle readers by 24	9/30/2019
	Increase laptops for internal checkout	10/31/2019
	MyTurn implementation	01/15/2020
Objective 3: Public Training	Expand Services & Programs	
Milestones	Develop curriculum for public on library resources and digital tools	7/30/2019
	Compile list of databases that will be the focus for the first iteration of training curriculum	7/30/2019
	Complete training on tools and setup for all branch leads & reference staff	9/30/2019
	Start new public training curriculum	1/30/2020



GOAL 2: Enhance Customer Technology Experience at the Library		
Objective 1: Meeting Room Enhancements	Improve meeting rooms to provide optimal meeting space for the community	
Milestones	Have at least 8 branches using online meeting room booking	11/30/2019
	Add new technologies to two smaller branches	12/31/2019
	Ashland Guanajuato complete	10/01/2019
	Create business meeting room in Medford Study Room	12/21/2019
	Large meeting room @ Medford complete	5/1/2020
Objective 2: Accessibility	Meet benchmark set in Edge Assessment	
Milestones	Review and select ADA compliance tools for the public	8/30/2019
	Purchase & implement Assisted Listening devices at Talent	12/30/2019
	Add Talk to Text, Text to Talk tools to ADA compliant computer at Medford	1/31/2020
Objective 3: Staff Training	Expand Services & Programs	
Milestones	Provide multiple training sessions for LibCal	9/30/2019
	Technology training plan for all library staff developed	10/15/2019
	**Provide documentation & training for all staff on VoIP telephones & features	2/20/2020
	Send out Kress Technology Survey to staff each year (May)	5/01/2020



GOAL 3: Upgrade & Maintain Library Tools & Equipment		
Objective 1: Major Upgrades at Service Points	Improve upon current & add new technologies	
Milestones	Review options, get quotes, for people counters	8/31/2019
	Review POS options such as: SquareUp	9/30/2019
	Select B&W and Color Printer & Copier solutions and replacement where needed (Public & Staff)	1/1/2020
	Upgrade all branches to latest version of PC Res & moved to centralized	1/15/2020
	Consider RFID project for system	5/1/2020
Objective 2: Public Equipment Replacement Cycles		Next Replacement
Milestones	Copiers/Printers/Scanners – 5 years	2020
	Computers – 4 years	2021
	Monitors – 8 years	2023
	LoT Laptops & Chromebooks – 4 years	2023
	Digital Displays & TVs – 7 years	2025
Objective 3: Staff Equipment Replacement Cycles		Next Replacement
Milestones	Copiers/Printers/Scanners – 5 years	2020
	WiFi hubs – 5 years	2021
	Switches – 6 years	2021
	Computers – 4 years	2023
	Monitors – 8 years	2024
	UPS – 8-10 years	2025
	Servers – 6 years	2028
	Telephones – 10 years	2028
Peripherals – 7 years	Various	



Budget Current FY20

1/20/2020 Project	2019-2020 Proposed			Encumbered		
	Cost	QTY	Total	Cost	QTY	Total
Maker Space						
3D Printer				\$ 1,784.56	1	\$ 1,784.56
Virtual Reality				\$ 350.00	3	\$ 1,050.00
STEM kits				\$ 1,900.00	1	\$ 1,900.00
Project Total			\$ 25,000.00			\$ 4,734.56
Library of Things						
Charging cabinet	\$ 700.00	1	\$ 700.00	\$ 690.00	1	\$ 690.00
Tablets for Flipster	\$ 300.00	30	\$ 9,000.00	\$ 324.84	17	\$ 5,522.28
Other			\$ 10,000.00	\$ 305.00	2	\$ 610.00
Project Total			\$ 19,700.00			\$ 6,822.28
Meeting Room Upgrades						
Meeting Room Upgrade	\$ 5,000.00	5	\$ 25,000.00			\$ 3,273.54
Study Room Upgrade	\$ 5,000.00	1	\$ 5,000.00			\$ 587.23
Project Total			\$ 30,000.00			\$ 3,860.77
Upgrade and Maintain						
Printers\Copiers			\$ 18,360.00		17	\$ 18,360.00
Staff Mobile Solution	\$ 1,200.00	12	\$ 14,400.00			\$ 2,800.66
People Counters & Install	\$ 30,000.00	1	\$ 30,000.00			
Cabling for People Counters	\$ 23,000.00	1	\$ 23,000.00			
Centralize Envisionware			\$ 2,000.00			\$ 1,771.85
Project Total			\$ 87,760.00			\$ 22,932.51
Staff Technology Training						
Excel & Textbook	\$ 55.50	30	\$ 1,665.00	\$ 55.50	30	\$ 1,665.00
Other			\$ 3,500.00			
Training Total			\$ 5,165.00			\$ 1,665.00
SW/System Maintenance						
Faronics			\$ 2,064.00			\$ 2,064.00
Envisionware - LPT1/PC Res			\$ 9,712.15			\$ 9,712.15
Envisionware - Mobile Print			\$ 10,875.00			\$ 10,875.00
SolarWinds			\$ 248.00			\$ 248.00
Scannx - Hardware			\$ 4,455.00	\$ 4,956.00	1	\$ 4,956.00
Scannx - Public Faxing			\$ 6,480.00			\$ 6,480.00
BiblioCore			\$ 17,192.60			\$ 17,192.60
Maintenance Total			\$ 51,026.75			\$ 51,527.75
All Project Totals			\$ 218,651.75			\$ 91,542.87



February 13, 2020

Title: People Counter Proposal

From: Technology Committee

Recommendation:

The Technology Committee recommends that the Board contract with SenSource Incorporated for thermal imaging people counter sensors and installation for 18 entrances at all 15 branches.

Budget Impacts:

Initial cost for SenSource will be \$29,505 which includes parts, installation, analytic software and hosting for one year. Ongoing hosting cost will be \$4,140/year. The total 5-year cost for SenSource would be \$44,865. An additional maximum estimate of \$23,000, for necessary wiring was provided by Allen Electric, who was the vendor who completed the Library's wiring for the Wi-Fi hubs installed throughout the branches.

Total first year cost of project is \$52,505. Other projects have moved out of the current fiscal year's plan, allowing for funding to be reallocated. The cost of this project is within the current allocation for technology projects in the FY2019-2020 budget.

Policies, Plans, and Goals Supported:

This project supports the Technology Plan Goal 3: Maintain and enhance a robust technology environment.

Background and Additional Information:

Assistant Director of Support Services Carey Hung, IT Manager Ron Sharp, and IT Technician Michael White served as the evaluation committee, scoring and ranking the proposals based on three weighted criteria:

1. Financial criteria (overall pricing; ongoing costs) – 30%
2. Technical criteria (qualifications and experience; overall methodology) – 30%
3. Deliverables (ability to meet stated requirements within the specified timeframe) – 40%

Each respondent's combined weighted score, ranking and quoted cost are included below:

1. SenSource (4.8 pts.)
 - Implementation Cost: \$26,055, plus Annual Cost: \$4,140
 - Full 5 Year Quote Cost: \$44,865

2. TrafSys (4.1 pts.)
 - Implementation Cost: \$26,370, plus Annual Cost: \$2,700.
 - Full 5 Year Quote Cost: \$38,370
3. D-Tech (2.3 pts.)
 - Implementation: \$29,568, plus Annual Cost: \$7,128
 - Full 5 Year Quote Cost: \$58,080

The Technology Committee met to discuss the evaluation process and the merits of each proposal. The committee agreed to recommend that the Board approve the SenSource proposal. The recommendation is based on the inclusion of a 5-year warranty, a more thorough demonstration of how the sensors provide accurate data, impressive analytic tools and responsiveness.

Attachments:

SenSource Quote





3890 Oakwood Ave., Youngstown, OH 44515
 Phone # 800-239-1226 Fax # 877-517-2586

Quotation

12101

Date
9/12/2019
Terms
Net 30
FOB
Factory

THIS IS NOT AN INVOICE

Bill To:

Jackson County Library District
 205 S Central Avenue
 Medford, OR 97501

Ship To

Jackson County Library District
 Attn: Carey Hunt
 205 S Central Avenue
 Medford, OR 97501

Rep Contact: Chris Listorti x124

Item	Description	Qty	Price/Ea.	Total
	9/12/2019: Updated original quote date from 7/22/19 Removed cable runs from quote			
	*** HARDWARE***			
-/PC-VIDX-S	ClearCount 3D Stereo Video Sensor with A.I, Mounting Height Range: 8.2'-18' Coverage Range: 7.4'x4.8' – 23'x16.4' White	18	895.00	16,110.00
Notes	PoE Ports will be available at each location		0.00	0.00
SS-BRKT-MOUNT-ADJ-22-40	RRV Main (1) & RCH Main (1) Camera Mount 22 to 40 Inch Adjustable w/ Cabling Channel for ClearCount Series, Silver Subtotal =====>	2	45.00	90.00 16,200.00
	*** CLOUD REPORTING & EXTENDED HARDWARE WARRANTY***			
SRVC-VEACLOUD-YEAR	Annual Data Hosting Service Fee w/ VeaCloud Platform - Traffic	15	240.00	3,600.00
SRVC-VEACLOUD-YEAR-ADD	Annual Data Hosting Service Fee w/ VeaCloud Platform, Additional Sensor at Same Facility - Traffic	3	180.00	540.00
WSP-HDW-5YR	5 Year Hardware Warranty (1 yr warranty is included with sensors, option to extend for an additional 5 years) Subtotal =====>	18	125.00	2,250.00 6,390.00
	*** INSTALLATION ESTIMATE***			
Self-install Cable Run	Customer will run Ethernet cable from their network switch to each designated mounting placement at their entrances.	18	0.00	0.00
Quote only valid for 90 days. Sales tax will be added where applicable. Shipping charges will be applied at current UPS rates upon shipping.		Sales Tax (0.0%)		
		Total		



3890 Oakwood Ave., Youngstown, OH 44515
 Phone # 800-239-1226 Fax # 877-517-2586

Quotation

12101

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Ship To

Jackson County Library District
 Attn: Carey Hunt
 205 S Central Avenue
 Medford, OR 97501

THIS IS NOT AN INVOICE

Rep Contact: Chris Listorti x124

Item	Description	Qty	Price/Ea.	Total
Installation	Installation for the 1st sensor @ the location. *All installation service is subject to the terms and conditions in SenSource "Installation & Service Terms"	15	300.00	4,500.00
Installation Sensor	Installation for an additional sensor. *All installation service is subject to the terms and conditions in SenSource "Installation & Service Terms"	3	150.00	450.00
Installation Hourly	Additional hour billed in 15 minute increments *All installation service is subject to the terms and conditions in SenSource "Installation & Service Terms" (If lifts are not available onsite rentals will be needed at RRV Main & RCH Main)	2	120.00	240.00
Installation Lift Rental	Lift Rental Fee	2	600.00	1,200.00
	Subtotal =====>			6,390.00
Shipping & Handling	Drop ship to each location	15	35.00	525.00
Quote only valid for 90 days. Sales tax will be added where applicable. Shipping charges will be applied at current UPS rates upon shipping.			Sales Tax (0.0%) USD 0.00	
			Total USD 29,505.00	



February 7, 2020

Title: Social Media Policy

From: Kari May, Library Director

Summary:

This policy is an update to the current Social Media Policy. The revised policy provides patrons with guidelines for acceptable engagement with JCLS on the Library's social media platforms. The previous policy was internally directed, whereas this update re-directs the objective to focus on patron's interaction with the Library.

Recommendation:

Library staff recommends the policy be approved as presented.

Policies, Plans, and Goals Supported:

To maintain ongoing expansion of policies in order to facilitate unimpeded library services and ease of use for patrons.

Background and Additional Information:

Policy last updated November 2017.

Attachments:

5-15 Social Media Policy proposed
Current Social Media Policy



Policy 5-15	Social Media Policy	Created: 11/9/2017 Revised: 1/27/2020 Approved:
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I. Purpose/Introduction

Social media provides a valuable and timely way for the Library to disseminate information and promote library news, events, projects and services. It also serves to inspire conversation and expand the Library’s connection with the community. The Library is a central figure in the community and aims to bring the community together through social media, mirroring the interactions in its physical space.

II. Social Media Usage/Engagement

The Library welcomes the comments, posts, and messages of the community, including staff, and recognizes and respects differences in opinion. However, all engagement will be periodically reviewed and the Library reserves the right to, but is not required to, remove any comment, post, or message that it deems inappropriate or off-topic.

The Library is not responsible or liable for any content posted by any participant in a Library social media forum who is not a member of the Library’s staff.

Users should have no expectation of privacy in postings on Library sponsored social media sites; by using such sites, you consent to the Library’s right to access, monitor, and read any postings on those sites. Users must understand that social media is permanent, retrievable, and public. Messages can potentially be read by anyone once posted, regardless of status on Friends, Follower, or Subscriber List. The Library recommends that users do not post their personal information or contact information on social media sites.

The Library reserves the right to reproduce comments, posts, and messages in other public venues; such reproduction may be edited for space or content while retaining the original intent of the post.

Content containing any of the following will be removed immediately from any Library social media forum:



- Obscene content or hate speech
- Personal attacks, insults, or threatening language
- Private or personal information, including phone numbers and addresses, or requests for personal information
- Potentially libelous statements
- Falsification of identity
- Plagiarized material
- Comments, links, or information unrelated to the purpose of the forum
- Spam or other commercial, political, or religious messages unrelated to the Library or its social media postings
- Solicitation of funds
- Any images, links, or other content that falls into the above categories

The Library reserves the right to ban or block users who have posted in violation of this policy.

In addition, users are expected to abide by the terms and conditions set by third party social media platforms as well as follow appropriate Federal and State Law.

The Library asks that individual user complaints be addressed directly to the Library Administration so they can be addressed quickly and specifically. Social Media is not the mechanism used by the Library to document or address Library user problems and concerns, or influence Library policy, procedures, or programs.

By choosing to engage with Library social media accounts you agree to these rules.

III. Public Records

JCLS social media accounts are subject to Oregon State public records laws and maintained in accordance with those laws.



Adopted by the Jackson County Library District Board on November 9, 2017

Jackson County Library Services (JCLS) utilizes social media to provide the community information, resources, and opportunities for engagement. Recognizing that residents increasingly obtain information and communicate online, our goal is to meet library users where they are. JCLS also utilizes social media to increase brand awareness, drive website traffic, and increase the use of library resources and services. JCLS's accounts are publicly-accessible, in keeping with its commitment to openness.

JCLS has an overriding interest and expectation in deciding what is "spoken" on behalf of the Library on social media sites. This policy establishes guidelines for the use of social media.

All JCLS social media accounts are subject to approval by the JCLS Marketing Department.

The Library's website (jcls.org) will remain its primary and predominant internet presence.

- When possible, content posted to JCLS social media sites will also be available on the JCLS website.
- When possible, content posted to JCLS social media sites should contain links directing users back to the JCLS website or library catalog for in-depth information or access to materials from the collection.

The best, most appropriate JCLS use of social media tools fall generally into three categories:

- As channels for announcing news or disseminating time-sensitive information as quickly as possible (example: event promotion or cancellation).
- As marketing/promotional channels which increase JCLS's ability to broadcast its value to the widest possible audience.
- To solicit feedback from the community.

Marketing staff are primarily responsible for managing the content and upkeep of JCLS social media sites.

- Additional JCLS staff may contribute content as part of the social media administrative team, with approval from their supervisor(s), the Marketing Department, and the Director.
- JCLS social media administrators represent JCLS as an official "voice" and shall use sound judgment in selecting items to post, choosing words, and responding to comments.

JCLS social media sites shall comply with all appropriate JCLS policies and standards, including but not limited to:



- Patron Confidentiality Policy. JCLS, in its use of social media, is committed to patron privacy and transparency. Unless patrons volunteer the information, staff will never give out personally-identifiable information about patrons or their use of library services. (Use of equipment, internet access, email, etc.)
- Code of Conduct
- Internet and Computer Use Policy

Additional policies may be added as appropriate. Any exceptions must be approved by the Marketing Department.

JCLS social media sites are subject to Oregon State public records laws. Any content maintained in a social media format that is related to Jackson County Library District business, including a list of subscribers and posted communication, is a public record. JCLS is responsible for responding completely and accurately to any public records request for public records on social media. Content related to JCLS business shall be maintained in an accessible format and so that it can be produced in response to a request. Wherever possible, such sites shall clearly indicate that any articles and any other content posted are subject to public disclosure.

Oregon state law and relevant JCLD and JCLS records retention schedules apply to social media formats and social media content. Unless otherwise addressed in a specific social media standards document, JCLS shall preserve records required to be maintained pursuant to a relevant records retention schedule for the required retention period on a JCLS server in a format that preserves the integrity of the original record and is easily accessible. Appropriate retention formats for specific social media tools will be detailed in the JCLS social media standards.

JCLS social media site articles and comments containing any of the following forms of content shall not be allowed:

- Profane language or content;
- Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation;
- Commercial material, spam, and solicitations of commerce;
- Conduct or encouragement of illegal activity;
- Pornography and graphically violent images
- Information that may tend to compromise the safety or security of the public or public systems; or
- Intellectual property violations or plagiarized items



These guidelines must be displayed to users or made available by hyperlink. Any content removed based on these guidelines must be retained, including the time, date and identity of the poster when available.

JCLS reserves the right to restrict or remove any content that is deemed in violation of this social media policy or any applicable law.

JCLS will approach the use of social media tools as consistently as possible, system-wide.

All new social media tools proposed for JCLS use must be approved by the Marketing Department.

Administration of JCLS social media sites.

The Marketing Department will maintain a list of social media tools which are approved for official use by JCLS departments and staff.

- The Marketing Department will maintain a list of all JCLS social media sites, including login and password information.
- The Marketing Department will maintain a list of all approved administrators for all JCLS social media sites.
- JCLS must be able to immediately edit or remove content and revoke administrative privileges from social media sites.

For each social media tool approved for use by JCLS, standards will be developed and adopted, to include:

- Operational and use guidelines
- Standards and processes for managing accounts on social media sites
- JCLS branding standards
- System-wide design standards
- Standards for the administration of social media sites

Social Media Standards

JCLS will develop and approve standards for the following social media applications:

- Video – Video Posting Standard
- Twitter - Twitter Standard
- Facebook - Facebook Standard
- Instagram – Instagram Standard
- LinkedIn – LinkedIn Standard
- Snapchat – Snapchat Standard



Community use of JCLS's Social Media

JCLS encourages everyone in the community, including staff, to interact with JCLS through social media, in accordance with this policy. This includes commenting on posts, sharing content, and tagging the library in relevant posts or photos. Posts from the personal social media accounts of library staff do not necessarily represent JCLS's official positions or opinions. JCLS reserves the right to block users who are in violation of this policy from viewing and interacting with JCLS social media accounts.

Use by Minors

JCLS treats social media like any other resource in that it affirms the right and responsibility of parents and legal guardians to determine and monitor their own children's use of library services. JCLS does not act in place of a parent or guardian. As such, JCLS is not responsible for enforcing restrictions which a parent or guardian may place on a minor's use of social media.



February 13, 2020

Title: Wi-Fi Recommendations from Safety Committee

From: Kari May, Library Director

Summary:

The Jackson County Library Wi-Fi usage policy has been to provide 24/7 access to the system by all residents and visitors of Jackson County. Whether that be for checking email, reviewing travel arrangements or finding their way, Wi-Fi access is no longer a luxury. This policy was brought before the Safety Committee for review due to comments from local law enforcement that 24/7 access to Wi-Fi encourages loitering around library buildings.

Actions, Options, or Potential Motions:

These are the options available in modifying Wi-Fi access at the branches that the Safety Committee considered:

1. Turn off the Wi-Fi in the evening: 11:00 pm to 5:00 am
2. Limit the bandwidth after hours to reduce higher bandwidth access such as streaming movies but still allow users access to lower bandwidth usage such as emails.
 - a. This option is more complex, involving firewall rules to be set up and it would incur set up costs.
3. Lower the signal strength to decrease coverage
 - a. The Library had strategically placed the Wi Fi devices in order to offer access to sitting/parking areas, so this would mean the Library may have to move the Wi-Fi devices. It was noted that some access was by neighbors (via Roku type devices) of some of the branches, which skews the data in the study.
4. Require a password or Acceptable Use Policy acknowledgement to control access
 - a. The Library’s goal is to provide unfettered access to library services wherever possible. Requiring a password for Wi-Fi access would go against that goal.
 - b. By instituting an “Acceptable Use Policy” splash page on devices, users would be required to actively access the Wi-Fi, as opposed to the current method which automatically connects them to the Wi-Fi, whether or not they intend to use it.
 - c. Although this does not respond to the question of how to reduce loitering, but it does indicate to the user that there are parameters that constitutes accessible use.

Recommendation:

- The Wi-Fi access should remain 24/7.

- Change the range of signal coverage and reduce radius so that it does not extend beyond the appropriate boundaries of the library, where applicable.
- Continue to build a strong partnership between local authorities and the library system to demonstrate the positive reasons why 24/7 Wi-Fi access continues to be provided.
- Continue to monitor and research strategies to increase safety and address community concerns.

Resource Requirements:

N/A

Policies, Plans, and Goals Supported:

To maintain ongoing expansion of policies in order to facilitate unimpeded access to library services and ease of use for patrons.

Background and Additional Information:

Local law enforcement officers have expressed their concern with 24/7 access, stating that it encourages loitering into the late evening and early morning hours. While staff acknowledges the concerns of law enforcement, they have not noted extensive malicious incidents that could be directly attributable to the Wi-Fi access. The Library has received a complaint from a neighbor of the Butte Falls library stating that kids loiter there at night.

The Library retrieved a sample of Wi-Fi usage on a day each branch was closed and found between 4 and 479 users accessed the Wi-Fi throughout the day. Seven branches had usage stop by 10:00 pm although 4 of those - Gold Hill, Phoenix, Shady Cove and Talent – have some activity begin as early as 1:00 am. The following branches saw the lowest amounts of activity: Applegate, Eagle Point, Jacksonville, Ruch and Prospect. Medford and White City had activity throughout the 24-hour period.

JCFM-JCLD FC Meeting Minutes
(Jackson County Facility Maintenance-Jackson County Library District Facilities Committee)
January 21, 2020, 2:00 p.m. – 4:00 p.m.

In attendance: Ryan DeSautel, Eric Dziura, Susan Kiefer, Lisa Marston, Kari May, Crystal Stroud, Chris Robinson, Armando Pedroza, and Adam Trautman

Introduction

Much of this most recent meeting covered topics that are routine to each such meeting including status of current (2019-2020) Preventative and Corrective Yearly Maintenance, and Capital Projects schedule. Additional topics included the budget for 2020-2021 PCYM, as well as the new IGA, 20-21 Capital Projects schedule, and the Medford Renovation Project.

I. Preventive, Corrective, Yearly Maintenance Budget for 20-21

Charges increased year over year from \$467,937 to \$504,366. Cost increase factors include west coast CPI, and increases in the minimum wage and PERS. Note also that beginning July 1, 2020, JCLD will assume responsibility for the purchase of property insurance. Landscape maintenance was also discussed. Discussion of other items under this topic were deferred until later in the meeting as they are covered by the IGA currently being negotiated.

II. Preventive, Corrective, Yearly Maintenance – Current Fiscal Year

JCFM’s Budget versus Actuals indicated that spending overall is a little ahead of projections (Materials and Services 55.33% and Personnel Services 44.05%). JCFM indicated that the rate of spending is anticipated to decline during the final two quarters.

It was noted that the maintenance ticket backlog level is low. JCFM also emphasized that tickets involving safety issues receive priority.

III. Capital Projects – Current Fiscal Year

JCFM is planning to contract for all painting projects over the next two quarters in one bundle. Competitive bidding is not required. Various HVAC projects will be done this spring. JCFM has been collecting information on a number of lighting projects throughout the district. The required scope of these projects is greater than anticipated and so will take longer to complete. Specific components of the lighting projects were discussed.

IV. Medford Renovation

JCFM and JCLS staff have met with ORW. ORW will provide the documents necessary for the project to be bid out. JCLS outlined a tentative schedule for project completion as follows:

100% construction drawings from ORW – Jan 30, 2020
Invitation to bid – Feb 3-March 7, 2020
Construction – March 23 to June 12, 2020
Furniture installation – June 15-19, 2020
Move in date – June 22-26, 2020

JCFM agreed that this is not an unreasonable goal. After bids are received, we will have a clearer picture. JCLS staff indicated that they have a contingency plan ready should the move-in date be delayed.

V. Capital Projects for 20-21

As discussed during the previous meeting, it continues to be the case that some projects are being pushed into the future as some equipment is holding up better than anticipated (Ashland HVAC). Conversely, replacing carpet in the Medford branch (2 phases over 2 years) has been moved up sooner, partly due to the renovation. The Eagle Point HVAC project will be undertaken during 21-22 and the White City fencing project will be done next year.

JCFM reiterated its recommendation that WiFi be turned off at night, so as to discourage transients from remaining in branch parking lots. It was noted that on occasion transients remain overnight. Kari May indicated that a recommendation concerning this issue would be brought to the Board at the February meeting.

JCFM reported that an inspection of the White City branch roof will need to be conducted as there is no documentation concerning the existing roof.

VI. Maintenance Agreement IGA

The latest copy of the draft JCFM-JCLD IGA was circulated. The process being used to draft the document was discussed and it was noted that the complexity of the document has necessitated a number of changes.

Specific areas discussed at the meeting included project management language, maintenance workflow, after hours emergency response and compensation.



MINUTES

Attendees:

Jill Turner, Kari May, Vicki Robinson and Lisa Marston.

Agenda Topics:

I. Tyler-Incode ERP Implementation

- Servers have been shipped by Dell; expected to arrive by February 3, 2020
- A Current Future State Assessment (CFSA) is scheduled for March 16-19, 2020. The CFSA will be led by an on-site consultant who will be advising the District on best practices. Together, we will determine how to set up and configure the software in a way that gets us where we need to be in terms of our financial and personnel management systems, policies and procedures.
- Bi-weekly meetings with Tyler started January 21, 2020.
- Tentative implementation schedule estimated at 30-35 weeks (8 months)
- Payroll alternatives:
 - I. RVCOG processes payroll in Abila MIP
 - II. LS&S processes payroll in ADP
 - III. District contracts directly with ADP or another payroll provider

Discussion: Based on a tentative schedule provided by Tyler Technologies, the finance committee has concluded that the ERP software will not be installed, tested and launched by June 30th. While the system could be ready to go live by September, we need to accept the possibility of not being able to switch over to the new system until possibly October or even November. While disappointed by the news, the committee members agreed that to ensure a seamless transition, we need to start deciding now which back-up plan identified as part of the project's risk assessment to pursue. Of the three options, the committee is considering two.

The committee's first choice would be to add payroll processing for all District staff to our current accounting services contract with RVCOG for a limited duration, i.e., 3 to 6 months. The District would pay for access to a software module that would allow staff to enter their timesheets online. Since RVCOG does not currently have the staffing needed to process our payroll, the idea is to rent space at RVCOG so the District's payroll specialist could process payroll onsite. While employee training and oversight would be the responsibility of the District, RVCOG has two staff members available to provide as-needed support and training. Vicki could provide direct supervision, and Lisa and the District's HR Manager could offer managerial oversight. By the time we are ready to convert to the District's new system, the payroll specialist would be well into the onboarding process. Another advantage to using RVCOG is that our financial records are already stored in RVCOG's accounting system. Since our payroll specialist will have entered our employees' payroll, benefits and other HR information, when the time comes to migrate the data, we will be able to bring all of that data over to the new system already formatted to match Incode's database schema.

The committee's second choice would be to contract with LS&S for payroll for 3 to 6 months beyond June 30, 2020. The advantages of this option are that the current library employees are accustomed to using ADP software and the District could delay hiring a payroll specialist for a few months. We would need to find out if LS&S can provide us with a data file from ADP that could be easily imported into Incode. One concern is that the District would not have the same level of oversight or trouble-shooting ability that the local option affords; however, the committee members agreed that having LS&S run payroll for the District is a better option than contracting directly with ADP. Certainly it is worthwhile to compare the costs of each option.

Action items due by February 14, 2020:

- Vicki will obtain a cost proposal from RVCOG.
- Kari will request a cost proposal from LS&S, while making sure they are amenable to the idea and we would be able to migrate District employees' payroll data from their system to ours.

II. Fiscal Year 2020-2021 Budget Planning

- Transfer to Capital Improvement Fund (CIP)

Discussion: Jill emphasized the importance of monitoring our ending fund balance as we implement the transition. For this fiscal year's budget, the Board approved transferring \$2,050,000 from the General Fund to the Capital Improvement Fund (CIP). Approximately the same amount was transferred in FY17/18 and FY18/19. In the audited annual financial statement for the year ending June 30, 2019, there is a \$(90,414) change in fund balance. While the decrease is not significant and our fund balance remains strong, we need to watch the fund balance closely this year as we purchase materials and services related to the transition to ensure the fund balance does not drop below the threshold established in the District's Financial Management Policy. The committee members agreed that we should consider decreasing the budgeted amount for transfer to the CIP in the FY 20/21 budget as a precautionary measure to ensure we maintain a healthy ending fund balance moving forward.

Action items:

- Vicki will monitor the fund balance closely over the next few months. By the beginning of May, if it looks like year-to-date expenditures are eroding the District's fund balance, Vicki will notify the committee. The committee will consider backing out some of the monies transferred into the CIP this year and, if necessary, will bring a recommendation to the Board.
- The Finance Committee will bring this topic to the Joint Board/Budget Committee Work Session in March. The suggested transfer-to-CIP amount is \$500,000, but will be subject to change as we incur actual expenses and finalize the District's proposed budget for next year.

Next Meeting: The next meeting will be held on Monday, March 30, 2020, at 10:00 a.m. in the Business Office at the Medford Library.

Adjournment: The meeting was adjourned at 11:30 a.m.