



CALL TO ORDER/ROLL CALL

INTRODUCTIONS & PROCLAMATIONS

CONSENT AGENDA (Action Required)

(1) Minutes from December 14, 2017 Regular Board Meeting; (2) Financial Report2

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 AND PRESENTATIONS (Inform)

- 1. Library Director Report – Jamar Rahming9
- 2. Quarterly Statistical Report – Susan Bloom11
- 3. JCLF Report – Amy Drake.....17

NEW BUSINESS

- 1. JCLD Hours Increase (**Discuss**) – Carol Doty
- 2. District Administrator – LS&S Recruitment Assistance (**Discuss**) – Jamar Rahming
- 3. Inclement Weather (**Discuss**) – Jamar Rahming

OLD BUSINESS AND UPDATES

COMMITTEE AND BOARD MEMBER REPORTS (Inform)

Technology Committee 18

FUTURE MEETINGS/EVENTS:

- January 19, 2018 – Early Bird Registration Deadline for PLA (Philadelphia, PA)
- February 9 – 11, 2018 – SDAO Annual Conference (Seaside, OR)
- February 9 – 13, 2018 – ALA Midwinter Meeting (Denver, CO)
- February 23, 2018 – Advanced Registration Deadline for PLA (Philadelphia, PA)

The Jackson County Library District Board meets regularly at 4:00 p.m. on the second Thursday of every month at the Medford Library in the Adams Community Meeting Room, unless otherwise noticed. You may find proposed agendas and prior meeting minutes at www.jacksoncountylibrarydistrict.org. If you have further questions or would like to be added to the email notification list, please contact Administrative Assistant, Donovan Edwards at 541-423-1333 or dedwards@rvcoq.org

If a physical accommodation is needed to participate in a Jackson County Library District meeting, please contact Donovan Edwards at 541-423-1333. Notification of at least 48 hours prior to the meeting, preferably in writing, will assist us in providing reasonable accommodation.

MINUTES

ATTENDEES

Present at the meeting were Board Members Susan Kiefer (Board President), George Prokop (Vice President), Jill Turner, Cathy Shaw, Carol Doty

Additional participants/attendees: Lisa Marston (Executive Administrator), Jamar Rahming (Library Director), Susan Bloom (Staff), Amy Drake (Executive Director, JCLF),

INTRODUCTIONS

Eugene Anderson, proposed purchaser of the 489 Allison Street property and Eric Poole, Full Circle Real Estate.

ORAL REQUESTS AND COMMUNICATIONS FROM THE AUDIENCE

None.

CALL TO ORDER

President Susan Kiefer called the meeting to order at 4:07 p.m.

CONSENT AGENDA

MOTION: Shaw moved to pull the minutes from November 9, 2017. Doty seconded the motion. The motion was approved unanimously and Kiefer announced the minutes from November 9, 2017 would be placed under Consent Agenda. Doty moved to approve the Financial Report. Prokop seconded the motion. The motion was approved unanimously.

Shaw recommended the following adjustment to the November 9, 2017 Regular Board Minutes “After placing the SOHS proposal to lease the Carnegie Building from Jackson County Kiefer announced that JCLD was aware of the proposal.”

In addition Doty recommended a change under the JCLF Report to begin the second sentence as “Drake reported.”

MOTION: Shaw moved to approve the November 9, 2017 minutes as amended. Turner seconded the motion. The motion was approved unanimously.

REPORTS AND PRESENTATIONS

Library Director’s Report

Rahming announced that Hoopla is now available on smart televisions. There is concern that this will affect patron usage on their handheld devices but he is grateful that JCLS will be able to offer this feature. Notice of this new feature will be provided in the monthly E-Newsletter, Facebook and word of mouth. In response to concerns that the rural library staff was not as technologically savvy as their Medford counterparts, the Medford Reference Team will begin going out to the rural libraries to conduct training to help refine the staffs reader advisory and reference skills. Rahming has also been asked to participate in Medford’s Martin Luther King celebration.

JCLF Report

Amy Drake, JCLF Executive Director reported that Maryanne Pitcher, Owner/Operator Inform Solutions which is a non-profit consultant business, Interim Director, Butte Creek Mill Foundation and has extensive community connections in the Upper Rogue.

JCLD Audit Report

MOTION: Shaw moved to accept the JCLD Audit Report ending in Fiscal Year 2017. Turner seconded the motion. The motion was accepted unanimously.

NEW BUSINESS

Bibliocommons Demonstration

Prior to Bloom's demonstration Kiefer announced that it had been determined through numerous contractual questions raised by Hilary Zamudio, JCLD's Attorney and due to the fact that it is LS&S who has a partnership with the vendor and not JCLD that the contract is under LS&S and would not require JCLD's review.

Bloom described Bibliocommons as a discovery and exploration product that layers over the Integrated Library System (ILS) program already in use making it easier for patrons to navigate the existing online catalog and accessing files to enhance the overall experience.

With Bloom confirming the information Marston clarified that Bibliocommons is the company providing the service but the program being used is Bibliocore. Marston also clarified that it isn't adding content but rather making it easier to navigate. Through Bloom's demonstration she was able to show the improvements within the search options to include searching for collection items in Spanish and also stated that there is an add-on available to Bibliocore that changes everything on screen to Spanish as well.

Board Meeting Process

Turner suggested adding a one page Action Required cover sheet to items within the Board Packet that require Board action summarizing the key points such as budgetary information. In addition, Doty recommended that when it comes to policies that additional information be included such as location of the policy file and what regulation or rule that policy JCLD is complying with. Key points brought up in the discussion included ensuring that signatures are available on Board Packet submissions such as Attorney, Library Director and Executive Administrator to display all necessary parties have reviewed and approved the document prior to its submission. This prompted Prokop to remind everyone that everyone needs to be mindful of the timeline that needs to be adhered to when it comes to the Board Packet being sent out.

Service Plan Update

Based on the recent contract amendment between LS&S and JCLD Rahming provided the Board Members with a Service Plan Update adding that part of that agreement was to include quarterly reporting. The original agreed upon template created previously wasn't quite as intuitive as Rahming felt was needed so he modified that template to satisfy the deliverable metrics highlighted at the 2017 Board Retreat. He also asked that if there are other modifications to please let him know and he would make those changes.

Board Self Evaluation

Based on recommendations from Ruth Metz, Ruth Metz Consultants and Marston the required Board Self Evaluation was created utilizing Survey Monkey. It is an anonymous 67 question survey providing additional comments at the end and is estimated to take about 11 minutes to complete. Marston said she would send the link to the survey out to all Board Members and per Board discussion it was agreed that

January 25, 2018 would be the deadline for completion. It was also recommended by Kiefer and agreed upon by the Board that the results would be discussed at the February 8th, 2018 Regular Board Meeting. A concern Prokop voiced was that graphs do tend to hide individual concerns and that even with a Board majority not being concerned the issue still needs to be addressed, Marston offered that she does have the ability to pull outlying information from the report while still allowing it to remain anonymous.

OLD BUSINESS AND UPDATES

Lindberg Estate

Shaw announced that due to issues with the proposed owner of the Lindberg Estate gaining financing that there is a proposal for JCLD to carry the paper at 5%. The offer is \$100,000.00 down immediately, an agreed to amount monthly payment and a balloon payment at the six year mark.

MOTION: Shaw moved to amend the Earnest Money Agreement, extend the current contract which will be reviewed and supported by Hilary Zamudio, JCLD Attorney. Both Director Shaw and Director Prokop will also be updated. JCLD also included the following in the motion that they accept the offer of \$100,000.00 payment up front, a balloon payment in 6 years with a 5% interest rate. Additionally, Director Prokop has the support of the Board to sign the contract after all stipulations have been met. Prokop seconded the motion. In discussion prior to vote Mr. Poole added that there would be closing costs that would be paid for with the \$100,000.00 payment as a reminder that JCLD would not receive the exact amount which the Board understood. The motion was approved unanimously.

District Administrator Recruitment

Keifer announced that the job notice had been sent to all Board members and encouraged them to distribute it in places that may garner interest. Marston added that the job notice had also gone to several major sites to include OLA, League of Oregon Cities, Indeed and LinkedIn.

RFQ for Legal Services

MOTION: Shaw moved to approve the Legal Services Contract effective December 7, 2017. Doty seconded the motion. The motion was approved unanimously.

Southern Oregon Historical Society (SOHS)

Kiefer announced that she and Shaw had met with Mr. McGreary and Ms. Harper, from SOHS and in that meeting had expressed some concerns on behalf of the library staff regarding costs and other measurables. Which SOHS agreed to address in the contract. Additionally, a concern of operating hours to include expanding to the more patron friendly hours adopted by JCLD/JCLS was also agreed to by SOHS.

Advocacy Committee

The Blue Ribbon Committee (BRC) meeting with the Advocacy Committee will be on January 9, 2018 beginning at noon but the Advocacy Committee has chosen to cancel the other community meetings. The reasons behind this decision were that Advocacy Committee members felt there was not enough new information since the adoption of the Strategic Plan to update the communities, concern over attendance and some of the libraries had already scheduled meetings within their respective communities. Rahming explained that when he speaks with the communities he would prefer to have notable updates like new programs or building upgrades and while there have been many improvements many of them are cosmetic or are considered housekeeping items that really don't need to be addressed directly with each community.

COMMITTEE AND BOARD MEMBER REPORTS

Doty briefed the Board about a topic of conversation at the December 6, 2017 RVCOG Board led by Ian Horlacher, Region 3, District 8 ODOT Representative that distracted driving casualties have increased by 30% over the last year. Additionally, Michael Cavallaro, Executive Director RVCOG has proposed that RVCOG through working with USGS become an umbrella for the ShakeAlert Pilot Program and has listed the Jackson County Libraries as a key piece to that proposal, this is still in the proposal stage so she was not sure how it would affect the libraries or what role they would play.

Prokop discussed the process side of the Technology Committee's three year plan with Lucien Kress, Kress Consulting and more information would be forthcoming.

Doty quickly reminded the Board that the JCLD Facilities Committee would be meeting with Jackson County, Facilities Maintenance on January 9, 2018 and that it would be extremely helpful for the Board members to provide facility updates to the committee prior to that meeting.

Adjourn

Kiefer adjourned the meeting at 5:56 p.m.

/s/ Donovan Edwards

Recording Secretary

Jackson County Library District
Statement of Revenues and Expenditures
From 7/1/2017 to 12/31/2017

	Current Month		YTD Budget		Percentage received
	YTD Budget	Actual	YTD Actual	Remaining	or spent to date
Operating Revenue					
Current Property Tax Collections	9,600,000.00	116,520.00	8,934,999.16	(665,000.84)	93.07%
Prior Year Property Tax Collections	250,000.00	3,368.30	93,650.25	(156,349.75)	37.46%
Interest Income	80,000.00	18,509.01	59,710.09	(20,289.91)	74.63%
Other Income	10.00	0.00	0.00	(10.00)	0.00%
E Rate	103,000.00	8,858.40	53,655.70	(49,344.30)	52.09%
Reimbursements From RCC	25,000.00	0.00	20,551.00	(4,449.00)	82.20%
Ready To Read Grant	33,000.00	34,868.00	34,868.00	1,868.00	105.66%
Conference Room Rental	25,000.00	3,252.50	13,408.75	(11,591.25)	53.63%
Government Agency Rentals	103,180.00	0.00	105,329.68	2,149.68	102.08%
Inter-library Loan Fees	1,200.00	144.00	374.00	(826.00)	31.16%
Library Card Replacement Fees	1,000.00	266.00	10,674.43	9,674.43	1,067.44%
Late Fee Charges	75,000.00	4,990.60	34,868.78	(40,131.22)	46.49%
Lost/Damaged Materials	10,000.00	385.10	1,879.61	(8,120.39)	18.79%
Photocopy/Fax Sales	13,000.00	1,163.09	4,699.66	(8,300.34)	36.15%
Patron Refunds	(3,000.00)	(304.38)	(875.54)	2,124.46	29.18%
Printer Sales	13,000.00	1,364.12	5,737.95	(7,262.05)	44.13%
On Line Fee Collections	10,000.00	575.02	3,942.47	(6,057.53)	39.42%
Hulburt Donation	125,000.00	0.00	0.00	(125,000.00)	0.00%
Library Friends Donations	65,000.00	3,333.10	22,912.39	(42,087.61)	35.24%
Library Foundation Donations	10,000.00	0.00	4,019.01	(5,980.99)	40.19%
General Public Donations	5,000.00	37.05	165.06	(4,834.94)	3.30%
OR Community Foundation- restricted	12,000.00	0.00	7,777.23	(4,222.77)	64.81%
OR Community Foundation- non restricted	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	50,000.00	0.00	0.00	(50,000.00)	0.00%
Oregon Community Foundation- Applegate	29,000.00	0.00	0.00	(29,000.00)	0.00%
Lindberg Estate	0.00	81,317.46	128,920.83	128,920.83	0.00%
Beginning Fund Balance-Unrestricted	6,700,000.00	0.00	7,420,761.78	720,761.78	110.75%
Beginning Fund Balance-Restricted	300,000.00	0.00	233,202.99	(66,797.01)	77.73%
Total Operating Revenue	17,640,490.00	278,647.37	17,198,233.28	(442,256.72)	97.49%

Jackson County Library District
Statement of Revenues and Expenditures
From 7/1/2017 to 12/31/2017

	Current Month		YTD Budget Percentage received		
	YTD Budget	Actual	YTD Actual	Remaining	or spent to date
Expenditures					
Personnel Cost	100,000.00	0.00	0.00	100,000.00	0.00%
Accounting Services	45,000.00	7,236.30	18,642.54	26,357.46	41.42%
Auditing Services	11,000.00	4,300.00	6,050.92	4,949.08	55.00%
Administrative Services	110,000.00	16,822.11	43,839.20	66,160.80	39.85%
Bank Fees/Interest Expense	1,000.00	72.79	510.65	489.35	51.06%
Consultant Fees	50,000.00	0.00	6,177.80	43,822.20	12.35%
Insurance	20,000.00	0.00	0.00	20,000.00	0.00%
Legal Services	30,000.00	0.00	2,720.00	27,280.00	9.06%
Memberships and Dues	2,500.00	0.00	1,644.98	855.02	65.79%
Office Supplies- admin	2,000.00	67.00	449.79	1,550.21	22.48%
Postage	500.00	64.19	449.79	50.21	89.95%
Registration/Tuition/Travel	10,000.00	755.11	2,752.98	7,247.02	27.52%
Special fees and Expenses	0.00	0.00	94.00	(94.00)	0.00%
Advertising/Legal Notices	2,000.00	0.00	0.00	2,000.00	0.00%
Alarm Services	2,500.00	0.00	2,356.40	143.60	94.25%
Building Repair/Maintenance	432,635.00	72,105.84	216,317.52	216,317.48	50.00%
Custodial Services	320,000.00	27,065.91	134,777.87	185,222.13	42.11%
Custodial Supplies	12,000.00	0.00	4,134.32	7,865.68	34.45%
Landscape Services	6,600.00	0.00	2,551.68	4,048.32	38.66%
Maintenance Services	2,000.00	0.00	0.00	2,000.00	0.00%
Security Services	75,000.00	5,819.00	23,712.50	51,287.50	31.61%
Signs and Signal Materials	25,000.00	0.00	0.00	25,000.00	0.00%
Building Repair/Maintenance- B-7	310,000.00	0.00	7,870.81	302,129.19	2.53%
Copier Expense	0.00	0.00	25.50	(25.50)	0.00%
Equipment Repair/Maintenance	30,000.00	411.47	3,780.46	26,219.54	12.60%
Facility Furnishing Expense	25,000.00	0.00	0.00	25,000.00	0.00%
Minor Equipment	50,000.00	1,207.42	4,042.47	45,957.53	8.08%
Minor Equipment-Computers	360,000.00	2,529.85	53,772.91	306,227.09	14.93%
Supplies and Expenses-Facilities	0.00	0.00	314.54	(314.54)	0.00%
Computer Software and Licensing	0.00	0.00	12,368.00	(12,368.00)	0.00%
LS&S Contract	5,065,546.00	422,128.83	2,532,772.98	2,532,773.02	49.99%
Library Materials	848,720.00	63,567.66	237,404.84	611,315.16	27.97%
City Participation	32,000.00	89.97	2,109.18	29,890.82	6.59%
Strategic Plan Initiative	627,000.00	0.00	0.00	627,000.00	0.00%
E Rate Services	31,827.00	0.00	7,956.75	23,870.25	25.00%

Jackson County Library District
Statement of Revenues and Expenditures
From 7/1/2017 to 12/31/2017

	Current Month			YTD Budget Percentage received	
	YTD Budget	Actual	YTD Actual	Remaining	or spent to date
Unique Management Services	15,914.00	0.00	3,978.50	11,935.50	25.00%
Electricity	231,540.00	18,106.61	106,428.12	125,111.88	45.96%
Natural Gas	45,000.00	4,349.61	8,429.64	36,570.36	18.73%
Garbage Service	15,000.00	989.74	5,583.15	9,416.85	37.22%
Water and Sewer Service	33,000.00	1,418.57	18,118.47	14,881.53	54.90%
Street and Storm Drain Fees	20,000.00	1,600.89	9,366.60	10,633.40	46.83%
Telecom-Voice and LD	65,000.00	4,420.34	26,561.74	38,438.26	40.86%
Telecom-Wide Area Network	130,000.00	8,644.95	51,869.70	78,130.30	39.89%
Telecom-Internet Services	36,000.00	2,002.48	14,149.88	21,850.12	39.30%
Municipal Assessments	1,500.00	139.74	752.14	747.86	50.14%
Maintenance & Fuel for Vehicles	15,000.00	2,341.27	7,500.74	7,499.26	50.00%
Hulburt Donation	125,000.00	9,712.92	38,755.37	86,244.63	31.00%
Library Friends Donations	65,000.00	2,944.38	16,662.62	48,337.38	25.63%
Library Foundation Donations	10,000.00	28.85	729.23	9,270.77	7.29%
General Public Donations	5,000.00	43.27	419.07	4,580.93	8.38%
OR Community Foundation-restricted	34,000.00	0.00	420.21	33,579.79	1.23%
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	0.00	0.00	233.06	(233.06)	0.00%
Ready to Read 2017 Grant	33,000.00	4,694.12	15,141.74	17,858.26	45.88%
Kent Family Trust	1,000.00	1,078.07	4,121.39	(3,121.39)	412.13%
Ready to Read 2016 Grant	0.00	(3,233.17)	0.00	0.00	0.00%
Library Foundation Donations- CP	50,000.00	0.00	0.00	50,000.00	0.00%
OR Community Foundation- unrestricted	12,000.00	0.00	0.00	12,000.00	0.00%
Lindberg Estate expense	0.00	388.78	21,599.56	(21,599.56)	0.00%
2018 Ready to Read Grant	0.00	3,800.82	3,800.82	(3,800.82)	0.00%
Subtotal Materials and Supplies	9,482,882.00	687,715.69	3,684,223.13	5,798,658.87	38.85%
Capital Outlay	250,000.00	0.00	0.00	250,000.00	0.00%
Contingency	750,000.00	0.00	0.00	750,000.00	0.00%
Ending Fund Balance	5,007,608.00	0.00	0.00	5,007,608.00	0.00%
Total Program Expenses	15,590,490.00	687,715.69	3,684,223.13	11,906,266.87	23.63%
Total Expenditures	15,590,490.00	687,715.69	3,684,223.13	11,906,266.87	23.63%
Transfer to Other Funds					
Transfer to Capital Improvement Fund	2,050,000.00	2,050,000.00	2,050,000.00	0.00	100.00%
Total Transfer to Other Funds	2,050,000.00	2,050,000.00	2,050,000.00	0.00	100.00%
Net Revenue Over Expenditures	0.00	(2,459,068.32)	11,464,010.15	11,464,010.15	0.00%

Director's Report
December 2017

Summary

The efficiency and dedication of the library district board, and the company's new leadership and commitment to staff development has increased organizational morale significantly. Staff are happy with the pay increases that take effect January 1, 2018, and continue to implement the strategic plan with fervor and professionalism. 2018 is going to be a revolutionary year for our library system as we are moving from status quo to innovation and cutting-edge services for our constituents via strategic plan developments. Our strategic plan is migrating from a "paper" document to a "living" document. This is our year!

Our very own Marne Kapule, Eric Molinsky and Susan Bloom had a chance to share some of our wonderful services with the media:

<http://www.mailtribune.com/news/20171221/library-challenge-1000-books-before-kindergarten>

<http://www.mailtribune.com/news/20171226/jackson-county-libraries-say-goodbye-to-late-fees>

<https://kobi5.com/news/changes-store-jackson-county-library-services-67744/>

<http://ktvl.com/news/local/portable-internet-hot-spots-soon-available-at-jackson-county-libraries>

Our digital services team continues to enhance our efforts in responding to our customer's needs in a prolific manner. A customer sent me the following email this past week remarking her experience with one of our experts:

"Hello Jamar,

It was a pleasure to meet you the other day. I am writing to tell you how pleased I am that the Library is providing one-on-one technical assistance to patrons. I was at a loss with my iPhone and MacBook Air—well, maybe at a loss is an exaggeration. I could do the basics but got stumped and frustrated when I tried to use Overdrive and iTunes! I was prepared to pay someone \$75 an hour when I decided to check the Library website for assistance. At that time (September) the Library website offered instruction with PC's so I called and expressed hope that support for Apple products would be forthcoming and a few weeks later I got a call from David.

This support is invaluable and the instruction is superb. I hope the Library will keep this support available. I am now enjoying listening to audio books on Libby and look forward to becoming efficient with both my phone, laptop and iPad.

Best regards,

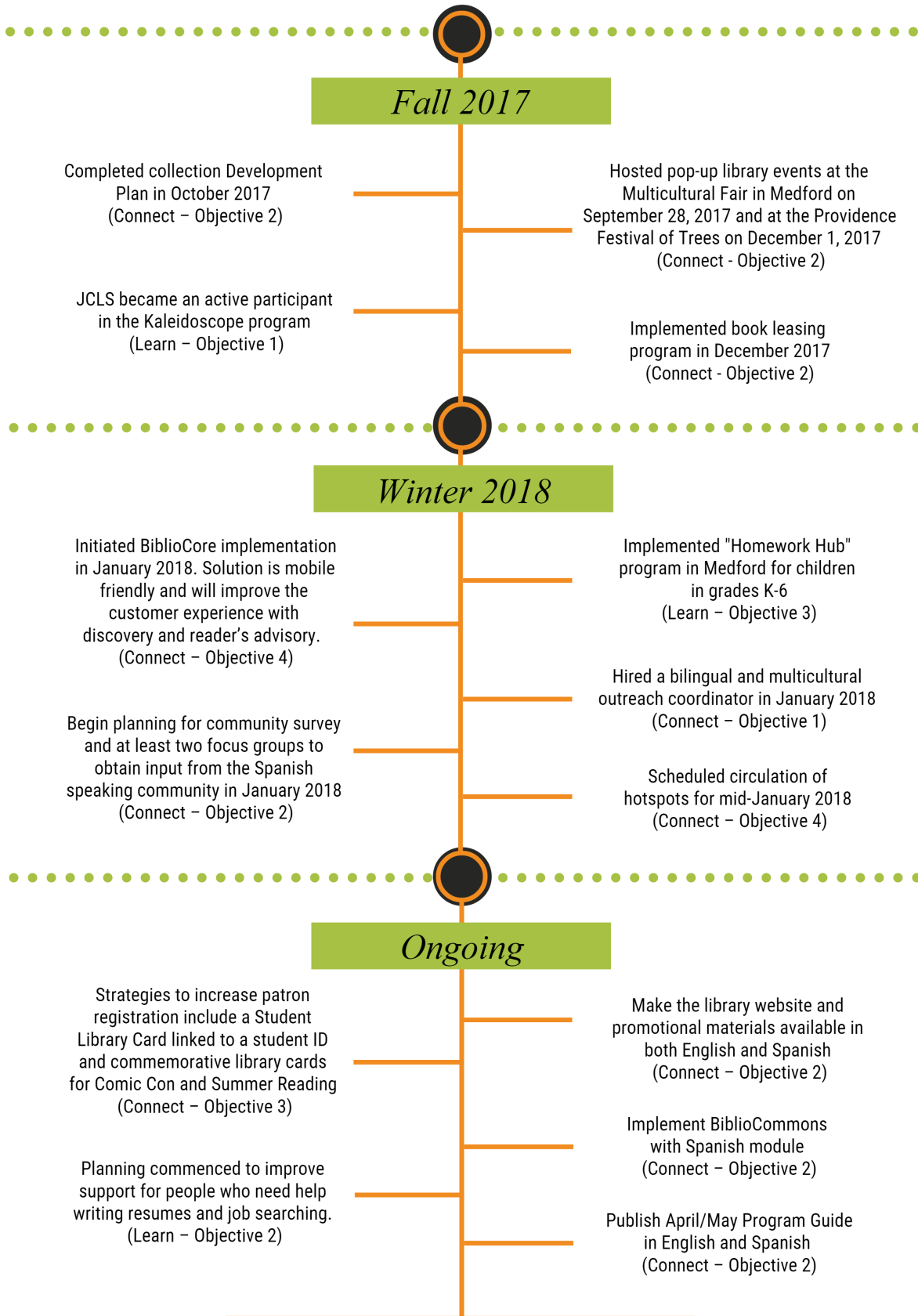
"

	Position	Branch	Hrs/Week	Date Filled
9/22/2017	Librarian 1 (Bilingual Youth Services)	Medford	40	1/2/2018
10/14/2017	Library Associate 1	Ashland	15	12/20/2017
10/26/2017	Librarian 1 (Reference/Children's) On-Call	Systemwide	On-Call	1/2/2018
10/30/2017	Branch Lead	Applegate	20	12/1/2017
11/27/2017	Assistant Library Manager	Medford	40	
11/27/2017	Library Associate 2 (Floater)	Systemwide	20	1/2/2018
12/1/2017	Library Associate 2	Medford	20	
		Central		
12/14/2017	Library Associate 2	Point	34	1/16/2018
1/16/2018	Library Associate 2	Rogue River	24	
1/16/2018	Library Associate 2	White City	25	
1/2/2018	Marketing Coordinator	Medford	40	

Human Resources

PROGRESS REPORT FOR STRATEGIC GOALS

JACKSON COUNTY LIBRARY SERVICES - JANUARY 2018





Susan Bloom
*Assistant Library Director,
Administrative Services*

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January 5, 2018

To: Jackson County Library District Board

From: Susan Bloom, Assistant Director Administrative Services

RE: FY 17/18 Second Quarter Statistics

Highlights

- Circulation of physical Items decreased 3.95% and circulation of eResources increased 18.79% compared to the same time period in FY 16/17. This is consistent with the shift toward digital resources within libraries.
- Use of Community Meeting Rooms increased 17.11% compared to the same period in FY 16/17.
- Patron Registrations decreased 4.98% compared to FY 16/17. Staff issued library cards at several off-site events but did not find this strategy expanded our patron base. Staff will introduce commemorative library cards for Comic-con and focus on Student registration to increase total registration by 10% in this fiscal year.

JACKSON COUNTY LIBRARY SERVICES

MONTHLY SERVICES STATISTICS

FY 17/18

Q2 Statistics

October 1, 2017 - January 30, 2017

Jackson County Library Services Monthly Report
Summary

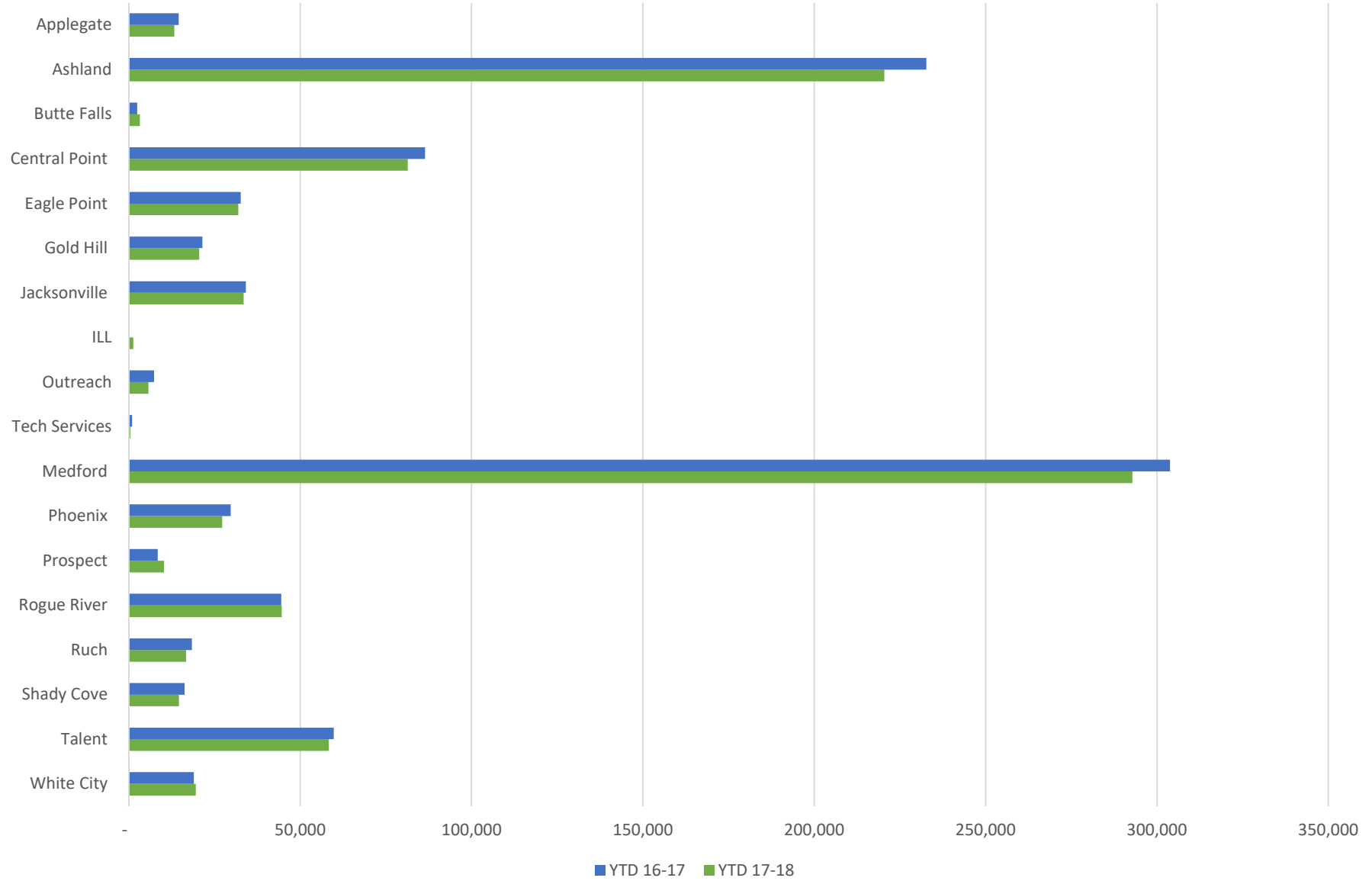
September-17

	Dec 2016	Dec 2017	Change		YTD 2016	YTD 2017	Change	
			V	%			V	%
<u>Customers & Circulation</u>								
Physical Items Circulated	146,380	139,710	(6,670)	-4.56%	932,721	895,894	(36,827)	-3.95%
eResources - Library2Go and Hoopla	12,720	15,122	2,402	18.88%	75,210	89,339	14,129	18.79%
<u>Interlibrary Loan</u>								
Loaned to in-state libraries	22	26	4	18.18%	151	144	(7)	-4.64%
Loaned to out-of-state libraries	25	36	11	44.00%	141	225	84	59.57%
Borrowed from in-state libraries	8	4	(4)	-50.00%	48	42	(6)	-12.50%
Borrowed from out-of-state libraries	10	5	(5)	-50.00%	68	40	(28)	-41.18%
New Patrons Registered	482	431	(51)	-10.58%	3,437	3,608	171	4.98%
<u>Library Visitors</u>						335,721		
Community Meeting Room Reservations	375	422	47	12.53%	1,999	2,341	342	17.11%
<u>Programs (in-library)</u>								
Total Programs	282	354	72	25.53%	1,931	1,893	(38)	-1.97%
Total Attendance	5,755	6,688	933	16.21%	34,705	31,862	(2,843)	-8.19%
Adult Programs	79	85	6	7.59%	514	521	7	1.36%
Adult Program Attendance	1,791	992	(799)	-44.61%	8,160	5,941	(2,219)	-27.19%
Babies/Toddler Programs	37	63	26	70.27%	365	357	(8)	-2.19%
Babies/Toddler Program Attendance	728	1,236	508	69.78%	7,496	7,300	(196)	-2.61%
Childrens Programs	62	107	45	72.58%	351	391	40	11.40%
Childrens Program Attendance	1,788	2,840	1,052	58.84%	7,272	7,845	573	7.88%
School Visits	17	10	(7)	-41.18%	96	115	19	19.79%
School Visits Attendance	607	250	(357)	-58.81%	3,146	2,970	(176)	-5.59%
Preschool Storytime Programs	66	52	(14)	-21.21%	388	357	(31)	-7.99%
Preschool Storytime Program Attendance	689	488	(201)	-29.17%	5,944	4,638	(1,306)	-21.97%
Teen Programs	21	37	16	76.19%	217	152	(65)	-29.95%
Teen Program Attendance	152	882	730	480.26%	2,687	3,168	481	17.90%
<u>Outreach</u>								
Number of Homebound Sites	57	48	(9)	-15.79%	350	300	(50)	-14.29%
Homebound Patrons Served	93	84	(9)	-9.68%	564	510	(54)	-9.57%
Number of Active Homebound Patrons	104	97	(7)	-6.73%	627	575	(52)	-8.29%
Number of Child Care Sites	51	51	0	0.00%	295	302	7	2.37%
Number of sites delivered by Volunteers	21	23	2	9.52%	112	132	20	17.86%
Number of sites delivered by Staff	13	10	(3)	-23.08%	85	67	(18)	-21.18%
Number of Storytimes by Volunteers	24	24	0	0.00%	144	150	6	4.17%
Number of Storytimes by Staff	19	11	(8)	-42.11%	122	89	(33)	-27.05%
Outreach to Childcare Storytime Attendance	405	374	(31)	-7.65%	2,759	1,614	(1,145)	-41.50%

Jackson County Library Services Monthly Report
Circulation

December-17				
	YTD	YTD	Change	
	2016	2017	V	%
Branch				
Applegate Library Branch	14,533	13,262	(1,271)	-8.75%
Ashland Library	232,729	220,474	(12,255)	-5.27%
Butte Falls Library Branch	2,442	3,203	761	31.16%
Central Point Library Branch	86,418	81,406	(5,012)	-5.80%
Eagle Point Library Branch	32,611	31,913	(698)	-2.14%
Gold Hill Library Branch	21,482	20,557	(925)	-4.31%
Jacksonville Library Branch	34,149	33,496	(653)	-1.91%
JCL - ILL	175	1,297	1,122	641.14%
JCL - Outreach	7,340	5,734	(1,606)	-21.88%
JCL - Tech Services	949	440	(509)	-53.64%
Medford Library Branch	303,838	292,813	(11,025)	-3.63%
Phoenix Library Branch	29,687	27,245	(2,442)	-8.23%
Prospect Library Branch	8,424	10,297	1,873	22.23%
Rogue River Library Branch	44,491	44,623	132	0.30%
Ruch Library Branch	18,421	16,659	(1,762)	-9.57%
Shady Cove Library Branch	16,275	14,629	(1,646)	-10.11%
Talent Library Branch	59,761	58,342	(1,419)	-2.37%
White City Library Branch	18,996	19,504	508	2.67%
	932,721	895,894	(36,827)	-3.95%

Jackson County Library Services Circulation Comparison - December 2017





**Executive Director Report
January 2017**

1. Annual Appeal

We had a very successful Annual Appeal. As of January 5, 2018:

- \$18,747 raised total
- \$6,992 for Outreach to Child Care / Hannum Fund
- \$9,705 unrestricted
- \$2,050 miscellaneous (branch libraries, Baby's First Book, collections)

Total cost was \$7,387.92 as of January 5, 2018

223 respondents of 15,500 mailed and received (1.4% return rate)

The Outreach to Child Care funds have been added to the Hannum Fund in honor of Lou and Carolyn Hannum and their contributions to the library and the community.

These funds will be used to purchase one book for every child in Jackson County who benefits from the program. Donors will be mailed, and a press release will be distributed.

Projects 2017 - 2018

Item	Project	QTY	Each	Total	Project Total	End Date	On Track	Status
1	Servers - Staff Domain	4	\$4,000	\$16,000		JUN		
	Servers - Public Domain	3	\$4,000	\$12,000		NOV		Ordering
	Server software	7	\$64	\$448	\$28,448	NOV		
2	Public Scanning - Scannx	10						Purchased in 2016/17 - Installing
	Faxing - yearly (50 pgs x .60) x 10) x 12)	500	\$0.60	\$3,600		DEC		Estimated annual expense
3	Privacy Screens	130	\$55	\$7,150	\$7,150	JAN		As needed
	Pilot Programs							
4.1	ecommerce							
4.2	Video Security System							
4.3	Mobile Hot Spots - Verizon	60		\$22,835		JAN		
4.3	Mobile Hot Spots - US Cellular	40		\$18,839				
	Total				\$41,674			
5	Assistance Technology				\$15,000			As needed
6.1	Microsoft Office Pro Plus (Public)	235	\$40	\$9,400	\$9,400	DEC		Need to check on availability
6.2	Microsoft Office Pro Plus (Staff)	125	\$40	\$5,000	\$5,000	Next FY?		May not be able to be purchased this FY
7	Copier for Business Office	1	\$4,500	\$4,500		DEC		
8	Color Laser for Business Office	1	\$3,500	\$3,500	\$8,000	DEC		Combined with 7 - Completed
9	Public color printing (ASH)	1	\$700	\$700		JAN		In house
	Public color printing (CPT, TAL, RRV, WTC)	4	\$450	\$1,800	\$2,500			In house - WTC Installed
	Public color printing (Other branches)	9	\$450	\$4,050	\$4,050			Evaluate need
10	Mobile Lab - Notebooks	11	\$1,000	\$11,000		NOV		In house - Configuring
	Mobile Lab - Projector	1	\$600	\$600		NOV		
	Mobile Lab -Case Divider	2	\$220	\$440	\$12,040	DEC		
11	Admin Meeting Room Projector	1	\$3,000	\$3,000		DEC		Ordering
	Notebook	1	\$1,000	\$1,000	\$4,000	DEC		In house - Configuring
12	Branch\Meeting Room Projectors	17	\$3,000	\$51,000	\$51,000	APR		Ordering
13	All branch signage	13	\$1,500	\$19,500	\$19,500	FEB		Evaluating use of slide show solution
14	BiblioCommons - BiblioCore - Installation	1	\$10,450.35	\$10,450.35		JUN		
	BiblioCommons - BiblioCore - Annual	1	\$20,900.70	\$20,900.70				
	BiblioCommons - BiblioApps - Annual	1	\$5,225.18	\$5,225.18				
	BiblioCommons - Langauges - Annual	1	\$2,000.00	\$2,000.00				
	BiblioCommons - BiblioSuggest - Annual	1	\$4,200.00	\$4,200.00	\$42,776.23			
	BiblioCommons - Server	1	\$4,000	\$4,000				Ordering
	BiblioCommons - Server software	1	\$64	\$64	\$4,064.00			
Projects Total					\$254,603			
Maintenance Total					\$22,872			
					\$277,475			
Technology total					\$360,000			
Discretionary Funds					\$82,525			

Updated

1/2/2018 RS

ITEM	COMPANY	RESP	PRODUCT	TYPE	USE	QTY	EA.	TOTAL	Due	Next Due
1	Faronics	LS & S	Deepfreeze	SW	Public Security	258	\$8.00	\$2,064.00	PAID	10/10/2018
2	Envisionware Gold	Both	LPT:One - 1 Building Bundle	SW	Public Services	1	\$339.15	\$339.15		
			LPT:One - 15 Building Bundle	SW		14	\$118.15	\$1,654.10		
			LPT:One - Client	SW		205	\$8.26	\$1,693.30		
			Jamex Coin Box	HW		1	\$311.40	\$311.40		
			15" LDS	HW		1	\$455.40	\$455.40		
			Adjustment to sync expiration date			1	\$37.95	\$37.95		
			Jamex Coin Box	HW		1	\$307.80	\$307.80		
			Adjustment to sync expiration date			1	\$25.65	\$25.65		
			LDS Scanner	HW		5	\$59.40	\$297.00		
			Adjustment to sync expiration date			1	\$173.25	\$173.25		
			LDS Computer			4	\$390.00	\$1,560.00		
			Sub-Total					\$6,855.00		
			Discount			1	\$1,170.00	\$1,170.00		
TOTAL								\$5,685.00	PAID	9/30/2018
3	Envisionware	JCLD	Mobile Printing service	HW	Mobile Printing	15	\$725.00	\$10,875.00	5/28/2018	
4	SolarWinds	LS & S	Dameware	SW	Network utility	4	\$62.00	\$248.00	PAID	
5	Scannx	JCLD	Flexi Lite	SW	Public Scanning	1	\$400.00	\$400.00	5/19/2018	
6	Scannx	JCLD	Scannx	SW/HW	Public Scanning	9	\$400.00	\$3,600.00	6/29/2018	
Total								\$22,872.00		

Projects 2017 - 2018

Item	Project	QTY	Each	Total	Project Total	End Date	On Track	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	Changes - January	
1	Servers - Staff Domain	4	\$4,000	\$16,000		JUN						EV	PU	CON	CON	IN		Increased cost from 8 to 64 ea.	
	Servers - Public Domain	3	\$4,000	\$12,000		NOV		PU	IN										
	Server software	7	\$64	\$448	\$28,448	NOV		PU											
2	Public Scanning - Scannx	10				Dec			CO	IN	IN								
3	Privacy Screens	130	\$55	\$7,150	\$7,150	JAN			EV	PU	IN	IN							
	Pilot Programs																		
4.1	ecommerce																		
4.2	Video																		
4.3	Mobile Hot Spots - Verizon	60		\$22,835		JAN		EV	PU	IN	IN								
4.3	Mobile Hot Spots - US Cellular	40		\$18,839		JAN		EV	PU	IN	IN								
	Total				\$41,674														Added 2nd vendor
5	Assistance Technology				\$15,000														
6.1	Microsoft Office Pro Plus (Public)	235	\$40	\$9,400	\$9,400	DEC		EV	PU	IN	IN								
6.2	Microsoft Office Pro Plus (Staff)	125	\$40	\$5,000	\$5,000	Next FY?		EV									PU		Moving to next FY
7	Copier for Business Office	1	\$4,500	\$4,500		DEC		EV	PU	IN									
8	Color Laser for Business Office	1	\$3,500	\$3,500	\$8,000	DEC		EV	PU	IN									Combined into single device
9	Public color printing (ASH)	1	\$700	\$700		JAN			PU		IN								
	Public color printing	4	\$450	\$1,800	\$2,500					IN	IN								
	Public color printing (Other)	9	\$450	\$4,050	\$4,050			EV											
10	Mobile Lab - Notebooks	11	\$1,000	\$11,000		NOV		EV	PU	IN	IN								
	Mobile Lab - Projector	1	\$600	\$600		NOV		EV	PU	IN	IN								
	Mobile Lab -Case Divider	2	\$220	\$440	\$12,040	OCT		PU			IN								
11	Admin Meeting Room Projector	1	\$3,000	\$3,000		DEC		EV	PU	IN									
	Notebook	1	\$1,000	\$1,000	\$4,000	DEC		EV	PU	CO									
12	Branch\Meeting Room Projectors	17	\$3,000	\$51,000	\$51,000	APR		EV	PU	IN	IN	IN	IN	IN					
13	All branch signage	13	\$1,500	\$19,500	\$19,500	FEB		EV	EV	PU	IN	IN							
14	BiblioCommons - BiblioCore - Installati	1	\$10,450.35	\$10,450.35		JUN			PU	CO	CO	CO	CO	CO	IN	IN			Moved end date from APR to JUN
	BiblioCommons - BiblioCore - Annual	1	\$20,900.70	\$20,900.70															
	BiblioCommons - BiblioApps - Annual	1	\$5,225.18	\$5,225.18															
	BiblioCommons - Langauges - Annual	1	\$2,000.00	\$2,000.00															
	BiblioCommons - BiblioSuggest - Annu	1	\$4,200.00	\$4,200.00	\$42,776.23														
	BiblioCommons - Server	1	\$4,000	\$4,000					PU	CO	CO	CO	CO	IN					
	BiblioCommons - Server software	1	\$64	\$64	\$4,064.00				PU	CO	CO	CO	CO	IN					
Projects Total					\$254,603			\$440	\$162,760	\$26,650			\$16,000				\$9,400		
Maintenance Total					\$22,872														
					\$277,475														
Technology total					\$360,000			PU	EV	CON	IN								
Discretionary Funds					\$82,525			Purchase	Evaluate	Configure	Install								