



CALL TO ORDER/ROLL CALL

INTRODUCTIONS & PROCLAMATIONS

Proclamation: National Friends of the Library Week October 21-27, 2018

CONSENT AGENDA (Action)

(1) Regular Board Minutes September 13, 2018; and (2) Financial Report

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 – Kari May.....10
- 2. JCLF Report – Amy Drake.....18
- 3. Summer Reading Program Report – Laura Kimberly.....19

NEW BUSINESS

- 4. Financial Management Policy (2018 SDIS Best Practices) **(Inform/Discuss/Action)** – Lisa Marston.....20
- 5. Capital Asset Policy **(Inform/Discuss/Action)** – Lisa Marston25
- 6. District Policy Manual **(Inform/Discuss)** – Lisa Marston30

OLD BUSINESS AND UPDATES

- 7. Library Strategies Update **(Inform/Discuss)** – Susan Kiefer
- 8. Budget for 2-Year Plan to Increase Active Cardholders **(Inform/Discuss/Action)** – Kari May33
- 9. Active Cardholders and Registered Borrowers **(Discuss/Action)** – Kari May.....34
- 10. Long Range Financial Plan **(Inform/Discuss/Action)** – Jill Turner/Lisa Marston.....35

COMMITTEE AND BOARD MEMBER REPORTS (Inform)

- 11. Individual Board Member Reports **(Inform)**

FUTURE MEETINGS/EVENTS/OBSERVANCES:

November 8, 2018 – JCLD Regular Board Meeting



BEFORE THE JACKSON COUNTY LIBRARY DISTRICT BOARD

**IN THE MATTER OF PROCLAIMING OCTOBER 21-27, 2018, AS
NATIONAL FRIENDS OF LIBRARIES WEEK**

Whereas, Friends of the 15 branches of the Jackson County Public Library raise money that enables our library to move from good to great—providing the resources for additional programming, much needed equipment, support for children’s summer reading, and special events throughout the year;

Whereas, the work of the Friends highlights on an ongoing basis the fact that our library is the cornerstone of the community providing opportunities for all to engage in the joy of lifelong learning and connect with the thoughts and ideas of others from ages past to the present;

Whereas, the Friends understand the critical importance of well-funded libraries and advocate to ensure that our library gets the resources it needs to provide a wide variety of services to all ages including access to print and electronic materials, along with expert assistance in research, readers’ advisory, and children’s services;

Whereas, the Friends’ gift of their time and commitment to the library sets an example for all in how volunteerism leads to positive civic engagement and the betterment of our community;

Now, therefore, be it resolved that the Jackson County Library District Board proclaims October 21-27, 2018, as Friends of Libraries week in Jackson County, Oregon, and urges everyone to join the Friends of the Library and thank them for all they do to make our library and community so much better.

Dated this 11th day of October 2018.

JACKSON COUNTY LIBRARY DISTRICT BOARD

Susan Kiefer, President

Cathy Shaw, Director

George Prokop, Vice President

Carol Doty, Director

Jill Turner, Director

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 (District Administrator), Jackie Bunick (Legal Counsel), Kari May (Library Director), Laura Kimberly (Assistant Library Director), Crystal Stroud (Operations Manager), Terra McLeod (Medford Branch Manager), Ron Sharp (IT Manager), Mike White (IT Technician), Donovan Edwards (Administrative Assistant), Jennifer Giltrop (Chief Library Officer, LS&S), Denise Galarraga (Regional Library Director, LS&S)

CALL TO ORDER

President Susan Kiefer called the meeting to order at 4:03 p.m.

INTRODUCTIONS & PROCLAMATIONS

None.

CONSENT AGENDA

MOTION: Doty moved to approve the minutes from the July 9, 2018 JCLD Work Session; the July 12, 2018 and August 9, 2018 regular board meetings. Prokop seconded the motion. The motion was approved unanimously.

With regard to the August 9 minutes, where it reads, “Galarraga stated that this was the first full year with the extra hours added in,” Turner pointed out that, while the minutes accurately reflect Galarraga’s statement, the extra hours were added within the first year of the District’s creation and the District is currently in its fourth year of operations, so the content of the statement is incorrect.

Turner also noted that, in the July 12 minutes, under the Board Committee Appointments paragraph on page 6 of the board packet, it reads that she is to chair the OLA Standards Committee; however, at the Board Advance it was determined that the OLA Standards Committee would not be needed at this time.

REPORTS AND PRESENTATIONS

Library Director’s Report

May reported that four Associate positions had been filled and Ryan Bradley was hired as the new Marketing Coordinator and Emily McCarthy as the Associate 3 for the Spark Space in Central Point.

To provide an opportunity for each library to be highlighted but not necessarily reported on monthly, May explained that each month a cluster manager would be invited to speak on behalf of their cluster.

Speaking on behalf of the Medford branch, McLeod announced the new Ukulele program received 31 ukuleles thanks to the Medford Friends and all have been checked out with another 13 holds pending. LUKES, which is the libraries ukulele group, met for the first time and 21 people were in attendance. The Circulation Department recently won a Pizza Party and a \$500 advertising voucher at 101.9 Lite FM from the Woohoo Wednesday’s drawing. McLeod reported that 7 children have completed the “1000 Books Before Kindergarten” program and another 171 children are participating. She added that the program is

wonderful and Kimberly has plans for this program to go District-wide. The Children's Garden has quite a few things available such as beans, tomatoes and carrots, which people are free to gather in small quantities.

JCLF Report

Drake announced the new mission statement for the Foundation is "The Jackson County Library Foundation secures resources and funding to strengthen innovation and literacy in our community." The Spark Space private opening will be held Thursday, September 27, 2018 and the grand opening will be Saturday, September 29, 2018.

The plans for the centennial gala will need to change. The original theme and date of the event coincide with the Chamber of Commerce; therefore, the Centennial Committee will look at other options. RCC is open to closing RCC's library down if asked since that day typically sees low attendance.

NEW BUSINESS

VOIP Proposal

Sharp described the current system as antiquated, stating that it had been in use for twenty years. Marston referenced memo and 10-year cost comparison worksheet that were included in the Board packet, explaining the price savings and features offered by the NEC system.

MOTION: Turner moved to approve entering into an agreement with Touchpoint to procure a VOIP phone system. Doty seconded the motion. The motion was approved unanimously.

Gebhard Bequest

Marston said that JCLD is one of nine public/nonprofit organizations that are set to receive an undisclosed amount of money that will be restricted to the Central Point Library. Per the Will a preliminary distribution had to be agreed upon which Kiefer had already signed. The residue of the estate will be distributed evenly across the nine organizations following the probate process.

State Library Report

May said that she had gone through the previous year's state report and has a good understanding of where the numbers come from and where she believes errors were made and has revised those numbers in this report. A large discrepancy this year is in the digital collection and databases. Last year she said the state required Hoopla and downloadable collections to be listed with Electronic Circulation. This year they will be listed as Electronic Collections. May explained that, based on her experience working for the State of Utah, state libraries try their best to get standard definitions but it only works if everyone uses the same definitions. To that end she said that Registered User and Active Cardholder do not have the same definition. May said that she used the same methodology for this report as was used in last year's report; however, if she were to use the state's definition of Registered User she would need to report over 40,000 more people. May said that the state would prefer using the numbers based off state criteria and use the District's criteria for local purposes. Giltrop said the state report numbers and the numbers the District is looking at within the 2 Year Active Cardholder plan are two separate numbers.

Giltrop added that, based on the paperwork available to her since she only recently arrived, in 2016 the methodology the District began using differed from what the state uses. She said the state is asking for Registered Users which is different than Active Cardholders based on JCLD's methodology.

MOTION: Kiefer moved to report to the state the Registered Users for the State Library Report and as a District to follow the 2 Year Active Cardholder plan separately. Doty seconded the motion. Turner said that she would like to table the discussion until the definitions of Registered User and Active Cardholder

could be provided in writing. Kiefer withdrew her motion based on Turner's request. May said that she would provide definitions of both terms so that a side by side comparison could be made. May asked for clarification on which numbers would be used in the State Library Report. Prokop said it sounded like the 138,000 would be used for the State Library Report and the 93,152 would be used separately. Board members proceeded to question several other sections of the State Library Report to include 3.4 under Library Revenue. Marston explained that Restricted Funds had not been included. After some discussion it was agreed that the Restricted Funds would be included. Turner noted that since Marston became an employee during the period covered in the State Library Report her salary would need to be included in 4.1 and 4.2. There was Board consensus for approval of submitting the State Library Report as amended. May said the state would validate the report, after which she would provide a copy to the Board.

Kaleidoscope Contract

May explained that the contract had been in the works for about eight months stating that staff needed to fully understand the parameters of the program and legal counsel had also reviewed the contract. The contract as it is now written was signed by JCLS and has been forward' to Southern Oregon Educational Services District.

Kimberly said that Nancy Peterson, Megan Pinder and Marne Kapule, the Outreach to Childcare staff, went through the Kaleidoscope training and have shadowed and participated at several sites to better understand how the program works. Medford and Talent have been selected as the location for the program that will provide craft activities, stories, parent resource information, and teach parents how to interact with their children. She added that the families participating in the program are also receiving social interaction which they may not otherwise be able to get.

Turner asked what role Educational Services District (ESD) serves in the program. Peterson said that ESD administers the grant that funds Southern Oregon Early Learning Services (SOELS). Peterson described the program as a way for the parent or guardian to engage with their children while they read, talk, write, sing and play to encourage early literacy skills. The goal is for the families to continue using these skills at home and help their children become better prepared for the learning environment.

MOTION: Doty moved to approve the Kaleidoscope contract. Shaw seconded the motion. The motion was approved unanimously.

Proposal to Consider Funding JCLF Operating Expenses

Kiefer summarized the proposal based on the most recent JCLF Board Retreat requesting that JCLD take over operating expenses for JCLF. Kiefer cited difficulties in raising funds for operating expenses while also trying to raise funds to support library programs. Kiefer added that many organizations supported by a foundation find taking over operating expenses benefits them by allowing the foundations to focus on raising funds for uses that donors are more likely to contribute to. Kiefer said that she was presenting this to the Board for consideration only.

Kiefer then spoke about the other topic in the memo: Library Strategies. As Kiefer explained it, Library Strategies is a successful consulting arm of the Friends of the St Paul Public Library. She suggested we might want Library Strategies to come and look at the complex relationships between the Foundation, Friends Groups, and District.

Among the Board there was a consensus that it would be beneficial to bring an outside entity in to look at the relationships between and among these groups. There was also consensus to authorize Kiefer to speak on behalf of the Board when she is in St Paul and ask Library Strategies to submit a proposal for JCLD to

consider. Doty cautioned against agreeing to take over JCLF operating expenses without running it through the budgeting process and recommended JCLF's Board President and Executive Director make a formal request detailing what they are asking JCLD to pay for.

OLD BUSINESS AND UPDATES

Collection Development and Management Plan

MOTION: Shaw moved to approve the Collection Development and Management Plan. Doty seconded the motion. Marston asked for clarification that the budget contained within the plan was also a part of the approval, and Shaw confirmed it was. The motion was approved unanimously.

2 Year Plan to Increase Active Cardholders

May explained that the 2 Year Plan to Increase Active Cardholders had been revised based on discussions at the Board Advance and the last regular board meeting. Doty asked if Board approval was the goal. May said that she would like to at least gain Board approval for the plan even if extra time was needed to approve the budget, which is why she had submitted them in separate documents.

Board members had multiple questions about the plan. To help move the discussion along, Kiefer suggested that the Board agree in principle to the plan and the Board members could individually submit their comments to May who could then incorporate those ideas.

MOTION: Shaw moved to approve the 2 Year Increase Active Cardholder Plan concept and as money is expended or a contract amendment is called for that it could be brought back to the Board for discussion and/or approval. Prokop seconded the motion. The motion was approved with four Board members voting aye. Doty abstained.

Recommended Budget for the 2 Year Plan to Increase Active Cardholders

Referring to the budget spreadsheet in the Board packet, Marston pointed out that the \$80,000 for Biblioweb is included in the Technology Budget, which has already been approved.

Updated Service Plan

Kiefer referenced the service plan, which describes staffing across the library system, including the number of FTEs, and announced that this topic would be reviewed at a future Board meeting.

COMMITTEE AND BOARD MEMBER REPORTS

Update on Long Range Cost Modeling Assignment

There was Board consensus that Turner and Marston's Long Range Cost Modeling exercise is on track with what the Board had asked of them at the Board Advance in July 2018.

LS&S Meeting

Kiefer announced that she, Prokop, and Marston will be meeting with Todd Frager, LS&S CFO/COO on October 4, 2018. Prokop described it as a planning meeting to prepare for a later meeting that would include the full Board.

Adjourn

Kiefer adjourned the meeting at 6:10 p.m.

/s/ Donovan Edwards

Recording Secretary

Jackson County Library District
Statement of Revenues and Expenditures
From 7/1/2018 Through 9/30/2018

	YTD Budget	Current Month Actual	YTD Actual	YTD Budget Remaining	Percentage received or spent to date
Operating Revenue					
Program Revenue					
Current Property Tax Collections	10,200,000.00	0.00	0.00	(10,200,000.00)	0.00%
Prior Year Property Tax Collections	200,000.00	33,642.13	56,467.21	(143,532.79)	28.23%
Interest Income	164,400.00	14,977.66	49,042.14	(115,357.86)	29.83%
Interest- Lindberg Note	0.00	1,324.57	3,711.19	3,711.19	0.00%
Other Income	5,000.00	0.00	0.00	(5,000.00)	0.00%
E Rate	103,000.00	8,840.50	26,539.00	(76,461.00)	25.76%
Reimbursements From RCC	27,000.00	930.69	22,944.45	(4,055.55)	84.97%
Ready To Read Grant	35,000.00	0.00	0.00	(35,000.00)	0.00%
Conference Room Rental	30,000.00	0.00	3,223.00	(26,777.00)	10.74%
Government Agency Rentals	107,541.00	0.00	107,610.30	69.30	100.06%
Inter-library Loan Fees	1,000.00	0.00	172.00	(828.00)	17.20%
Library Card Replacement Fees	3,000.00	0.00	714.00	(2,286.00)	23.80%
Late Fee Charges	10,000.00	5,048.42	7,329.00	(2,671.00)	73.29%
Lost/Damaged Materials	7,500.00	0.00	1,822.51	(5,677.49)	24.30%
Photocopy/Fax Sales	12,000.00	0.00	1,842.13	(10,157.87)	15.35%
Patron Refunds	(2,000.00)	0.00	(497.17)	1,502.83	24.85%
Printer Sales	14,000.00	0.00	2,796.17	(11,203.83)	19.97%
On Line Fee Collections	7,500.00	(59.16)	516.90	(6,983.10)	6.89%
Hulburt Donation	126,000.00	0.00	0.00	(126,000.00)	0.00%
Library Friends Donations	65,000.00	0.00	0.00	(65,000.00)	0.00%
Library Foundation Donations	6,500.00	0.00	0.00	(6,500.00)	0.00%
General Public Donations	2,500.00	0.00	77.85	(2,422.15)	3.11%
OR Community Foundation- restricted	12,000.00	0.00	2,750.10	(9,249.90)	22.91%
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%
Beginning Fund Balance-Unrestricted	7,175,000.00	0.00	7,947,446.65	772,446.65	100.00%
Beginning Fund Balance-Restricted	325,000.00	0.00	655,050.68	330,050.68	100.00%
Total Revenue	<u>18,721,041.00</u>	<u>64,704.81</u>	<u>8,892,558.11</u>	<u>(9,828,482.89)</u>	<u>47.50%</u>

Jackson County Library District
Statement of Revenues and Expenditures
From 7/1/2018 Through 9/30/2018

		Current Month		Percentage	
	YTD Budget	Actual	YTD Actual	YTD Budget Remaining	received or spent to date
District Administrator Salary	0.00	7,628.55	21,289.80	(21,289.80)	
FICA and Medicare- payroll taxes	0.00	596.06	1,788.19	(1,788.19)	
Worker comp- payroll taxes	0.00	2.32	6.91	(6.91)	
Health/Dental Insurance	0.00	632.09	1,896.27	(1,896.27)	
Retirement Contribution	0.00	708.33	2,124.99	(2,124.99)	
Payroll- SUTA	0.00	187.00	561.00	(561.00)	
Personnel Cost	217,000.00	0.00	0.00		
PERSONNEL SERVICES	217,000.00	9,754.35	27,667.16	(27,667.16)	12.75%
Accounting Services	60,000.00	2,963.12	6,452.77	53,547.23	10.75%
Auditing Services	11,025.00	0.00	0.00	11,025.00	0.00%
Administrative Services	76,000.00	5,126.16	10,784.28	65,215.72	14.18%
Bank Fees/Interest Expense	1,000.00	53.15	152.13	847.87	15.21%
Consultant Fees	50,000.00	0.00	8,010.00	41,990.00	16.02%
Elections	30,000.00	0.00	0.00	30,000.00	0.00%
Insurance	20,000.00	0.00	0.00	20,000.00	0.00%
Legal Services	20,000.00	1,840.00	1,840.00	18,160.00	9.20%
Memberships and Dues	3,500.00	364.00	489.00	3,011.00	13.97%
Office Supplies- admin	2,000.00	188.93	836.01	1,163.99	41.80%
Postage	2,000.00	341.09	487.96	1,512.04	24.39%
Registration/Tuition/Travel	15,000.00	31.33	721.18	14,278.82	4.80%
Special fees and Expenses	0.00	570.14	570.14	(570.14)	0.00%
Advertising/Legal Notices	2,500.00	0.00	0.00	2,500.00	0.00%
Alarm Services	2,600.00	0.00	1,492.40	1,107.60	57.40%
Building Repair/Maintenance	449,940.00	37,495.00	112,485.00	337,455.00	25.00%
Custodial Services	380,542.00	31,599.92	63,953.82	316,588.18	16.80%
Custodial Supplies	12,000.00	1,413.24	1,970.35	10,029.65	16.41%
Landscape Services	7,033.00	753.98	2,753.98	4,279.02	39.15%
Maintenance Services	2,000.00	0.00	0.00	2,000.00	0.00%
Security Services	79,407.00	6,436.30	12,288.50	67,118.50	15.47%
Signs and Signal Materials	25,000.00	0.00	0.00	25,000.00	0.00%
Building Repair/Maintenance- B-7	250,000.00	0.00	0.00	250,000.00	0.00%
Fees- Lindberg Note	72.00	6.00	18.00	54.00	25.00%
Equipment Repair/Maintenance	30,000.00	726.44	1,432.99	28,567.01	4.77%
Facility Furnishing Expense	25,000.00	0.00	0.00	25,000.00	0.00%
Minor Equipment	50,000.00	4,393.87	4,393.87	45,606.13	8.78%
Computers and technology	306,885.00	1,171.68	5,305.61	301,579.39	1.72%

Jackson County Library District
Statement of Revenues and Expenditures
From 7/1/2018 Through 9/30/2018

	YTD Budget	Current Month		Percentage	
		Actual	YTD Actual	YTD Budget Remaining	received or spent to date
Supplies and Expenses-Facilities	500.00	0.00	0.00	500.00	0.00%
Computer Software and Licensing	119,922.00	0.00	0.00	119,922.00	0.00%
LS&S Contract	5,228,114.00	434,792.67	1,315,244.30	3,912,869.70	25.15%
Library Materials	874,182.00	66,162.11	98,487.19	775,694.81	11.26%
City Participation	16,700.00	0.00	0.00	16,700.00	0.00%
Strategic Plan Initiative	2,500,000.00	5,014.00	9,004.20	2,490,995.80	0.36%
E Rate Services	32,782.00	0.00	15,913.50	16,868.50	48.54%
Unique Management Services	16,391.00	0.00	7,957.00	8,434.00	48.54%
Comic Con	22,000.00	0.00	0.00	22,000.00	0.00%
LS &S- digital library staff	60,000.00	11,850.34	19,806.24	40,193.76	33.01%
SOHS contract	39,000.00	3,250.00	9,750.00	29,250.00	25.00%
Electricity	240,800.00	24,761.08	43,575.25	197,224.75	18.09%
Natural Gas	45,000.00	343.45	674.42	44,325.58	1.49%
Garbage Service	15,000.00	930.27	2,214.50	12,785.50	14.76%
Water and Sewer Service	32,000.00	5,312.19	8,216.40	23,783.60	25.67%
Street and Storm Drain Fees	18,000.00	1,700.06	4,582.61	13,417.39	25.45%
Telecom-Voice and LD	55,000.00	4,055.77	12,437.20	42,562.80	22.61%
Telecom-Wide Area Network	105,000.00	9,191.05	27,590.65	77,409.35	26.27%
Telecom-Internet Services	28,000.00	2,122.48	6,127.44	21,872.56	21.88%
Municipal Assessments	1,500.00	396.45	553.59	946.41	36.90%
Telecom- Hot Spots	52,000.00	3,790.75	10,841.69	41,158.31	20.84%
Maintenance & Fuel for Vehicles	16,000.00	1,148.03	2,240.25	13,759.75	14.00%
Hulburt Donation	126,000.00	6,313.29	18,549.43	107,450.57	14.72%
Library Friends Donations	65,000.00	3,548.90	4,628.90	60,371.10	7.12%
Library Foundation Donations	6,500.00	5,331.28	6,013.84	486.16	92.52%
General Public Donations	2,500.00	0.00	0.00	2,500.00	0.00%
OR Community Foundation-restricted	34,000.00	337.50	337.50	33,662.50	0.99%
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%
Kent Family Trust	5,000.00	0.00	99.99	4,900.01	1.99%
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%
2018 Ready to Read Grant	70,000.00	2,410.81	5,612.27	64,387.73	8.01%
Materials and supplies subtotal	11,805,495.00	688,236.83	1,866,896.35	9,938,598.65	15.81%
Capital Outlay	350,000.00	28,945.50	28,945.50	321,054.50	8.27%
Contingency	750,000.00	0.00	0.00	750,000.00	0.00%

Jackson County Library District
Statement of Revenues and Expenditures
From 7/1/2018 Through 9/30/2018

	YTD Budget	Current Month Actual	YTD Actual	YTD Budget Remaining	Percentage received or spent to date
Ending Fund Balance	<u>3,548,546.00</u>	<u>0.00</u>	<u>0.00</u>	<u>3,548,546.00</u>	<u>0.00%</u>
Total Program Expenses	<u>16,671,041.00</u>	<u>726,936.68</u>	<u>1,923,509.01</u>	<u>14,747,531.99</u>	<u>11.54%</u>
Total Expenditures	<u>16,671,041.00</u>	<u>726,936.68</u>	<u>1,923,509.01</u>	<u>14,747,531.99</u>	<u>11.54%</u>
Transfer to Other Funds					
Transfer to Capital Improvement Fund	<u>2,050,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,050,000.00</u>	<u>0.00%</u>
Total Transfer to Other Funds	2,050,000.00	0.00	0.00	2,050,000.00	0.00%
Net Revenue Over Expenditures	<u>0.00</u>	<u>(662,231.87)</u>	<u>6,969,049.10</u>	<u>6,969,049.10</u>	<u>0.00%</u>



Director's Report

October 2018

Hiring and Vacancy Report

Date Vacant	Vacated by	Position	Location	Hrs/Wk	Status	Date Filled	Name	Type (EXT/INT)
5/4/18	Susan Bloom	Assistant Library Director-Admin Services	MED	40	Interviewing			
7/9/18	New Position	Librarian 2-Youth Services Coordinator	MED	40	Under Recruitment	10/16/18	Brystan Strong	INT
7/9/18	New Position	Library Associate 2	APP/JV/RU	26	Filled	10/16/18	Michele Moir	EXT
7/9/18	New Position	Library Associate 2	GH/RR/SC	25	Filled	9/17/18	Kateri Warnick	EXT
7/9/18	New Position	Library Associate 2	PH/WC	20	Filled	10/1/18	Leia Pastizzo	EXT
7/31/18	New Position	Library Associate 3-SparkSpace	CP	20	Filled	9/17/18	Ellen McCarthy	EXT
8/16/18	Patti Proctor	Library Associate 2	EP	30	Under Recruitment			
8/16/18	Brenda Tavarez	Library Associate 2-Floater	Systemwide	20	Filled	10/1/18	Romina Ramos Tapia	EXT
10/16/18	Brystan Strong	Library Associate 2	TA	30	Under Recruitment			

Marketing Coordinator

Ryan Bradley has joined JCLS staff as the new Marketing Coordinator. He jumped right in to help finalize the marketing materials for the Spark Space and will work with Amy to help promote the Annual Fund campaign. As JCLS develops a logo and brand for the 100th Anniversary celebration, we will work with the Foundation to create a consistent look between JCLS and JCLF.

Rebranding Proposal

The role of libraries is changing as quickly as our community's demographics. In order to stand out and be noticed by our community it is vital that we present a modern image. Rebranding is the core step to altering the perception of the library. As we work so hard to craft better looking spaces and materials for patrons, we can only truly support those efforts by doing the same for our logo. By creating a new, modern logo we afford ourselves the opportunity to build our future efforts (and our 2- and 5-year plans) around a fresh image.

Staff Day

JCLS Staff Day 2018: Ready to Rock! was held on Friday, September 14th and was a huge success! Our staff had the opportunity to learn healthy ways to navigate change in their personal and professional lives through the "Champions of Change" workshop led by local educator Margie McNabb. After lunch we gave staff the chance to experience patron programming offered in our libraries. Our goal was to raise staff awareness of these programs and to generate excitement in the branches when we promote them to our patrons. Staff members made books and prints in "Make it Art," created works of art and architecture in "Color Me Happy," and ran around like crazy kids in the Children's Garden at "Recess". The big hit of the day however was John Jackson's "Bugs 'R Us presentation. We had staff who held bugs...and ate them. It was a wonderful day full of fun, camaraderie and learning for our wonderful staff!



Latino Health Fair





Josh Commander (Digital Services) and Megan Pinder (Outreach to Child Care) hosted a table at the Latino Community Health Resource Fair on September 29, 2018. The event was held in the cafeteria of the Medford School District Education Center (Central Medford High School) from 10am-3pm. About 20 agencies were present, offering information and services, mostly from the health field, as well as the Mexican Consulate. Several Spanish-language presentations were offered throughout the day, and there was a steady flow of attendees, most of whom

had appointments with the Consulate.

Megan and Josh engaged directly with about 60 attendees, the majority of whom spoke Spanish as their preferred language. They issued 19 new library cards and gave away 29 “Baby’s First Book” packets (information and a board book courtesy of the Foundation) to new or expecting parents and caretakers.

This was a great event for reaching the Latinx community, in particular first and second-generation immigrants. Issuing so many new library cards was possible since most people had identification with them in preparation for their appointment with the Consulate.

National Parking Day

National Park(ing) Day occurred on the Friday, September 21 organized in collaboration with the City of Medford’s Planning Department. This fun event allowed 12 organizations to use parking spots in downtown Medford to host engaging, interactive activities. The Medford Library partnered with local businesses, Astral Games and Southern Oregon Geocaching, to reach a broader audience during this event, connecting with over 70 people about our services while giving out books during the evening.



Multicultural Fair

The 25th Annual Multicultural Fair took place on Saturday, September 29 at Pear Blossom Park. The Jackson County Library Services booth had an overwhelming response of over 170 participants for Digital Services’ Makey-Makey video games, and almost 100 participants in the Medford Children’s national animals of the world paper puppets activity. The hourly book



drawings for all ages had almost 180 participants and we signed up 20 new cards during the event!



Kids Fun Day

The Family Connection's 2nd Annual Kids Fun Day took place on Saturday, September 8. Megan Pinder (Outreach to Child Care) and Chantel Ullrich (library staff) attended the event. The event was held in Hawthorne Park and open to the public. There were 25 agencies offering information and services, learning about local resources, and an opportunity for a fun parent-child interactive day.



Latino Interagency Committee (LIInC)

Megan Pinder, JCLS Early Literacy Bilingual Specialist, attends LIInC meetings each month. At the September meeting, she distributed Fall Event Guides, gave an overview of the Central Point Spark Space and promoted its grand opening on September 29. Patty Gutierrez, LISTO Family Literacy Program Manager, announced that their classes will begin on September 24. Outreach to Child Care plans to provide book bags and storytimes for the children while parents attend classes at both the Medford and Phoenix sites.

Booktalk Program

September was the month to finish preparations, start scheduling class visits, and launch the Fall 2018 booktalk season. Twenty-two books have been selected for the program's 5th/6th grade book list, including a retelling of Snow White from the perspective of the youngest dwarf (GRUMP) and a true-life survival story of a plane crash in the Pacific (LOST IN THE PACIFIC, 1942). School visits took place at Kennedy Elementary, Howard Elementary, Ashland Middle School, and -- for the first time -- Rogue Valley Adventist Academy.

Director's Report-October 2018

Collection Development Report

All the selectors participated in the weeding of the Central Point Library in preparation for the Spark Space remodel. The Shady Cove weeding is scheduled for October 11th and 18th, and Talent has a tentative date on the calendar for November.

Most branches have weeded materials that have not circulated since before 2001, and are working on the items that have not circulated since before 2005. The team is also working on lists of items that have never circulated and high circulation items that need to be replaced.

Removing items that have not checked out for years has improved our turnover rate. A turnover rate is a mathematical formula of the number of items circulated divided by the number of physical items held. It is a measure of the usage of the collection. The Metz Report noted the JCLS turnover rate at 2.8, but with our weeding efforts we are now at 2.98. It is a small uptick, but on the way to the first goal of a turnover rate of 4.

Special orders were placed for the titles included in the PBS Great American Read list and have started to arrive. Each branch received signage and reading checklists to go along with this program. This was a nice start toward updating the JCLS collection's classics, which will be an ongoing project.

Library2Go Advantage titles have been ordered to reduce the JCLS patron holds, and Wende is working with vendors regarding the new databases with a start date of December 1, 2018 so the kinks will be worked out and promotion will start on January 1, 2019.

Digital Services

In September Digital Services provided outreach support for three different events: the Latino Health Fair, the Multicultural Fair, and Spark Space grand opening. Josh Commander and Eric Molinsky assisted with the Multicultural Fair with a Makey-Makey station that was a big hit with kids and adults as well, allowing them to play various retro video games like Tetris and Pac Man using their body's natural conductivity and bananas and oranges connected to laptops serving as directional keys. We also used this event to advertise for the Grand Opening of Spark Space and were able to explain the concept and what is available to most who came by, several of whom said they wanted to go see it that afternoon.

Bret Fearrien was on hand in Central Point for Spark Space Grand Opening, as he was "loaned out" for the project and has been instrumental in helping to envision and bring it to fruition.

Beginning with appointments in September, the team included help with BiblioCore in our "curriculum," and helped several patrons who needed assistance with navigating the change. Since beginning about a year ago, the team has logged over 1200 appointments and help sessions of significant length, which will probably continue as we look at adding help for the senior centers back into the mix.

Along with Elanna Erhardt (Ashland Reference) and Carrie Tannehill (Medford Reference), Eric presented two catalog workshops, one in each library, for those interested in learning more about our new library catalog. Those who attended were enthusiastic about finding out more and many were intrigued by the new features in the catalog.

Outreach to Child Care

Marne Kapule and Nancy Peterson attended an open house at Kids Unlimited Academy on Tuesday, September 18. The school is a charter school in the Medford School district. They signed up 13 new cards, updated several other cards, interacted with many attendees, offered a choice of crafts, handed out library information, and made many new acquaintances. The two tables nearby were amazed at the activity at the library table, and the table hosts commented that "you were slammed." JCLS library card holders are important--so those who showed a card received "100 GRAND," as did those who signed up for a card. Staff shared a short spiel about the importance of the library card as they gave out the 100 GRAND candy bars. They also had "Smarties," because it is smart to be a library user.

Outreach to the Homebound

The Brookdale book group met on September 19. Four people showed up to discuss *The Help* by Kathryn Stockett. They were very appreciative and had a lively discussion. Sheila Fortman-Craun was able to visit Brookdale and Skylark with one of the wonderful JCLS volunteers. Sheila will be doing the delivery in October so it was nice to put faces to names. All patrons love the service and the attention staff gives them when choosing books. A new patron Outreach to Homebound patron commented, "This is the only way I get to talk to someone about what I love – reading. Thank you."

Regional Library Report

Bear Creek Region (Ashland, Talent, Phoenix, Central Point)

Central Point patrons are thrilled with the transformation to their local branch. Comments have been plentiful regarding how it could be possible that the branch changed so much in such a brief period of being closed. The browsers of Adult Fiction express their delight at having their own wing to take their time in choosing their books and the users of the new Tech Bar are delighted to have built in charging stations. Families with small children are surprised and awed by the new combination LEGO, Light, and Train track tables; they also express thanks for having access to more open space and the bright and beautiful new furnishings. The new service desk at the center of the entrance is functioning so well that staff issues numerous sighs of relief. Having a clear view into all parts of the library is very helpful in being able to anticipate the needs of the patrons. All of this in addition to the success of the Grand Opening day of Spark Space and the busy open days since has been a testament to the completion of an amazing project and presages the ongoing successful use of Sandra Marks' gift to the Central Point Branch Library and the community it serves.





Ashland department heads Alyssa Drake, Amy Greenwold, Lyn Hereema, and Esther Mortensen did an excellent job of holding down the fort while Branch Manager, Kristin Anderson, was away working on Spark Space at Central Point during the weeks leading up to the opening. The branch is excited to once again participate in the city's Pride celebration, this time offering a program to kick off the week on 10/6 led by new reference librarian, Elanna Erhardt. The program will feature a panel of local older LGBTQ+ individuals and offer an opportunity for an open dialog on how growing up LGBTQ+ has changed. The Pride Parade will be the following week and starts immediately outside the library. Some staff will be participating on their own time in a non-library-organized capacity.

Lower Rogue Region (Rogue River, Applegate, Jacksonville, Ruch, Gold Hill)

We started off the month in Gold Hill with a school visit to Sam's Valley Elementary for their Back to School Night. Many families attended and picked up flyers for our programs and entered the drawing to win a free book. On September 22, Jackson County Search and Rescue presented a well-attended program to parents and children entitled, "Lost But Found." The presenters shared information and knowledge with the attendees about what to do if you are lost in the wilderness and why. We also welcomed Kateri Warnick to the branch as a part-time shared library associate. Kateri's presence is already allowing us to get out into the community weekly to distribute information on our story-time and all of our programs at the local schools and businesses. Kateri also facilitated our new Lego program during her second week on the job.

The beginning of the school year has really brought families back into Rogue River for the Friday morning storytime and weekly craft. Rebecca Sheets has planted a paper tree in the children's department. This ongoing passive tree craft will allow children to create and decorate their own leaf and hang it on the tree. The kids will also be making bats to hang for Halloween from the branches on the tree. We had two well-attended adult programs with Maureen Battistella presenting, "Stories of Southern Oregon: Fields, Farms, Forest, Mills and Mines," and Mark Prchal presented a program on "Geology of Southern Oregon."



Upper Rogue Region (Eagle Point, Shady Cove, Prospect, Butte Falls, White City)

In September, the Eagle Point Branch had a well-attended program, “Bridging the Divide: How Do We Get Beyond Left and Right?” Attendees were able to participate in a conversation with Marla Estes and Rob Schlapfer to explore how we became so divided and how we move toward effective political change based on cooperation. The series will continue in October and November.

Medford Cluster (Medford)

September at the Medford Library brought in new patrons to our programs, including one child to the weekly Tai Chi class, and a flourishing Make-It-Art Monday that occurs monthly. Medford staff participated in outreach events at local schools, including Kids Unlimited Academy and Jackson Elementary. The Alice in Wonderland themed month engaged the public in a fun way, both in person and through reading lists on BiblioCommons. The Teen department’s Mad Hatter’s Party was a hit that may be repeated in the future!

Jackson County Library FOUNDATION

Executive Director Report October 2018

1. Spark Space

It's open! This is the first major improvement to a JCLS library since they were rebuilt in the early 2000s. (Central Point reopened in 2005, and JCLS staff Marissa Holman created a scrapbook showing the history of the CP Library since its first opening in 1920.)

Approximately 75 people attended the Private Opening on Thursday, September 27. Remarks were delivered by Kristin Anderson, Project Manager; Kari May, Library Director; and myself, with a special thank you to our funders: the Sandra Marks Bequest at the JCLF; the Campagna Family Fund, Olsrud Family Fund, and William and Florence Fund at The Oregon Community Foundation; and the Central Point Friends of the Library. Ryan Bradley, JCLS Marketing Coordinator, took photos:



During Saturday's Grand Opening, JCLF staff and board members were again present to give remarks and distribute the JCLS goody bags containing bristle bots to kids and teens.

2. Centennial Celebration

Gala development continues:

- Pending approval from the JCLF board and the JCLD board, we're anticipating a Saturday, October 5, 2019 event at the Medford Library. (RCC has approved the date and a Saturday closure during their term.)
- Theme will focus on the library of the future, with a possible tagline of "Imagine. Inspire. Innovate."

3. Annual Appeal 2018

Prep work has begun for this fundraising campaign. We aim to have the letter hit mailboxes after the election (and next District board meeting) but before Thanksgiving. I'm working with JCLS staff on how to better integrate this campaign throughout the library system.

2018 SUMMER READING BRIEF



Jackson County Library Services provides a free voluntary summer reading program with activities that link stories to real-world experiences and special performances to engage and motivate young readers. Librarians help children and teens select reading materials that match their reading ability and, most importantly, their personal interests.

During the 2018 summer reading program:

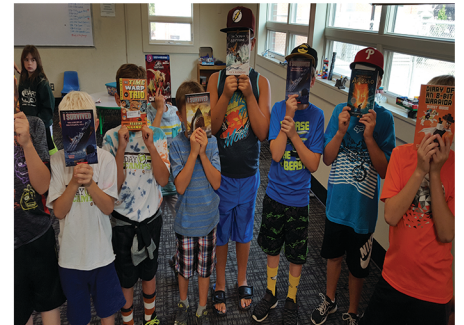
- **4,589** children and teens participated in Jackson County Library Services' summer reading program.
- **3,686** children and teens reached their reading goals and finished the program.
- **6,142** people attended **259** summer reading activities and events.
- **83%** of children ages 0-12 who participated read at least ten books for a total of **87,320** books.
- **270** teens turned in **1,584** reviews of books, audiobooks and library programs.
- **326** adults participated and read **3,760** books this summer.
- Our booktalk specialist visited 9 summer food sites and shared information about books and the library with **410** children and adults.
- Our Outreach to Homebound program reach was greater this year with **852** books read this summer, but participation was down with **17** adults participating.
- Outreach to Child Care had **877** children participated and read **24,470** books this summer.

This year's summer reading program was supported by the Kenneth A. and Lucille D. Hulburt Family Trust, the Hannum Memorial Fund at the Jackson County Library Foundation, the Kent Family Trust and Friends of the Library groups as well as many local businesses and organizations throughout Jackson County.

The Medford Teen Library has worked with Jackson Co. Juvenile Dept. for many years. For the past six years, teens in Juvenile Detention have been able to participate in our Summer Reading Program, thanks to the dedication of one of their case managers. She brings the teens' SRP completed book reviews over to the Teen Library once a week to be entered and registered on our sign-up sheet. When one of the teens earns a free new or gently used book, she calls them up and tells them their choice of books to choose from. Between 8 and 15 teens in Juvenile Detention have participated each summer for the past 6 years.

New This Year...

Summer Reading had more systemwide programs with John Jackson's plethora of programs, Lori Wilson's Rocking Bath Bombs, Lisa Nichol's Learn to Play a Recorder program, and Laura Rich's African Drumming and Folktales.



Book faces with Summer Reading winners at the Santos Center



John Jackson at Prospect



Playing recorders with Lisa Nichols in Jacksonville!

October 11, 2018

Title: Financial Management Policy (2018 SDIS Best Practices Program)

From: Lisa Marston, District Administrator

Summary:

The Special District Insurance Services (SDIS) Best Practices Program was designed to assist districts with implementing best practices to mitigate risk in areas of high exposure. This year's program offers each district up to a 10% credit on 2019 general liability, auto liability, and property insurance contributions by completing the following requirements in the five credit categories:

- ✓ Affiliate Organization Membership – Credit: 2% - OLA Membership
- ✓ Internal Control Checklist – Credit 2% - Internal Control Checklist (Best Practices Survey)
- ✓ Online Training – Credit: 2% - For Board Members/Staff responsible for handling district funds
- ✓ SDAO/SDIS Training – Credit: 2% - Regional HR Training, 8/6/18; Risk Management, 10/24/18
- ✓ Policy – Credit 2% - District must have or adopt a *Financial Management Policy*

The Board originally adopted a *Financial Management Policy* at its March 5, 2015 regular meeting.

Actions, Options, or Potential Motions:

The Board is asked to review and approve the attached Financial Management Policy. The policy outlines the District's administrative rules for conducting financial control and transactions. Note that several topics addressed in this policy are covered in more detail in separate fiscal policy statements approved by the Board of Directors.

Recommended Revisions:

"Financial Management Contractor" is replaced with "Accounting Services Contractor" to more accurately reflect the services being provided. The first two paragraphs in the Purpose section are new, emphasizing the importance of financial management. Lastly, since the District now has an administrator, "Board President" is replaced with "District Administrator" in the Audits/Auditors section.

Resource Requirements:

This policy will be revised by the District, as needed, and reviewed annually in accordance with the District's policy review schedule.

Policies, Plans, and Goals Supported:

Adopting and regularly reviewing financial management policies supports the District's values of fiscal responsibility and transparency in governance. This action also supports the District's efforts to achieve the full 10% credit available through this year's SDIS Best Practices Program.

Background and Additional Information:

The District currently outsources accounting services to an independent contractor, and the policy specifically references this contractual relationship. When the policy refers to the "District's accountant," the reference is to the District's contract accountant.

Attachments:

1. Financial Management Policy

Policy 2-1	Financial Management	Created: 3/5/2015 Revised: 10/5/2018 Approved:
-------------------	-----------------------------	---

I. Purpose

Financial management is necessary for the control of District financial affairs. The purpose of this policy is to set forth administrative rules for conducting all aspects of financial control and transactions.

Taxpayers entrust resources to the Jackson County Library District (the “District”) for the specific purpose of providing library services. It is not enough simply to ensure that assets are safeguarded; they also must be used efficiently and effectively to achieve their intended purpose. Thus, the District has established the following financial management objectives:

1. To ensure that all financial systems, functions, and controls meet generally accepted auditing standards;
2. To preserve capital through prudent banking and cash management activities;
3. To achieve the most productive use of cash, minimize operating costs, and to control receipts and disbursements;
4. To maintain competitive and good working relations with financial institutions;
5. To provide safety to assigned personnel.

II. Accounting Services Contractor

The District currently contracts with the Rogue Valley Council of Governments to provide accounting services. The contract is reviewed annually and can be a three-year contract at the discretion of the Board of Directors. As used in this policy, “District’s accountant” refers to the District’s contract accountant.

III. Banking Services

- A. Banking services shall be solicited at least every five years on a competitive basis, and banks submitting proposals must meet the following minimum criteria:
 1. Verify that the bank is on the list of qualified depositories on the State Treasurer’s website at <http://www.oregon.gov/treasury/Divisions/Finance/LocalGov/Pages/Qualified-Depositories.aspx>.
 2. Be insured by the Federal Deposit Insurance Corporation.

3. Be able to facilitate transfers to and from the Local Government Investment Pool managed by the Oregon State Treasurer.
 4. Provide annual audited financial statements.
- B. All District bank accounts must be authorized and approved by the Board of Directors at the recommendation of the District's accountant.

IV. Billing and Receipts

- A. The District will invoice all vendors for amounts due on a current basis. An accounts receivable age schedule will be prepared and monitored to ensure amounts due the District. Invoices are due within 30 days of billing date.
- B. State Funds/State Grants. If state agency/grantor is willing and it is feasible, funds will be received via the Local Government Investment Pool.

V. Accounts Payable

- A. The District will maintain a system to age accounts payable. Invoices will be analyzed to take advantage of any discounts available.
- B. All obligations paid by the District will be reviewed to ensure proper documentation is attached and that all District requirements are met.

VI. Cash Forecasting

- A. Each fiscal year, the District's accountant will provide assistance in the preparation of an annual general fund cash flow budget to be approved by the Board of Directors.
- B. Each month the cash flow statement will be adjusted to reflect the current month's actual cash flow and revise the remaining estimated cash flow schedule.

VII. Debt

- A. The District may enter into long-term lease obligations or issue bonds to finance capital acquisitions upon approval of the Board of Directors.
- B. Before issuing any debt, the District will consult with appropriate internal and/or external financial advisors.
- C. All leases, as reported in the District's annual financial report, will be limited as follows:

1. Annual leases will be limited to the economic life of the equipment or facilities to be purchased, and in no case, shall be extended beyond 20 years or as otherwise authorized by Oregon Revised Statutes (ORS).
2. Lease purchases of equipment and facilities will be limited to fit within the District's stated mission, goal or government role.
3. All lease-purchase payments must be included in the District's approved budget.

VIII. Internal Controls

- A. All accounting computer records must be kept secure. Persons authorized to edit or review the records must be given passwords which only enable them to access the system. More than one person should be trained on the system. Accounting records should be backed-up on a regular basis.
- B. Duties will be assigned to individuals in such a manner that no one individual can control all phases of collecting cash, recording cash, and processing transactions in a way that permits errors or omissions to go undetected.
- C. Deposits should be received by a person other than the depositor of the funds to ensure that funds are placed in the proper District accounts.
- D. Cash transactions should always involve more than one individual to ensure that cash is properly recorded and deposited.
- E. All large purchases should be authorized by the Board of Directors in accordance with ORS 279A, 279B and 279C.
- F. Supporting documentation of purchases should always be verified prior to paying an invoice. Procedures should be developed for assuring adequate review and approval to determine that merchandise or services have been properly received before payment is made.
- G. More than one staff member or Board member should be required to sign checks. ORS 198.220 requires that any officer or staff member of the District who is charged with the possession or control of District funds and properties be bonded or have an irrevocable letter of credit issued by a commercial bank.
- H. The person that does the reconciliation of District accounts should not be the same person that writes the checks. If it is not possible to have separate functions, then the books must at least be reviewed regularly by the Board of Directors or someone who does not write the checks.
- I. Petty cash funds should require full documentation, including the purpose of the expenditure and who received the petty cash funds.

- J. Authorization for writing off bad debt shall be given to the Board of Directors. The District's financial management contractor will prepare a listing annually in May for Board review and approval.

IX. Authorized Personnel/Security

- A. The District's accountant is authorized to open demand deposit accounts as may be required by the District. These accounts will be reviewed by the Board of Directors prior to opening.
- B. Checking accounts require two manual signatures.
- C. Checkbooks are to be in a secure place at all times during business hours and locked in a filing cabinet during non-business hours.
- D. The District's accountant is responsible for maintaining a current signature card with the appropriate financial institution.

X. Investments

- A. The District will have a written investment policy adopted annually by the Board of Directors.

XI. Audits/Auditors

- A. The District will conduct an audit annually.
- B. Assigned personnel are to cooperate with all auditors, external and internal, regarding any records maintained for or by the District.
- C. All external and internal audit reports are to be sent to the Board of Directors, District auditor, and the District's accountant.
- D. The District's accountant together with the District Administrator shall respond in writing to all external audit reports stating what actions have been taken to address the findings contained in the audit.

October 11, 2018

Title: Capital Assets Policy

From: Lisa Marston, District Administrator

Summary:

Capital assets purchased or constructed by the Jackson County Library District represent a major investment by the taxpayers.

Actions, Options, or Potential Motions:

The Board is asked to approve the proposed Capital Assets Policy, which sets forth how capital assets are to be accounted for and reported.

Recommendation:

The primary goal of this policy is to establish criteria for the identification, depreciation, inventory, protection, and disposition of fixed (capital) assets and to ensure that the District's contract accountant is consistently applying the District's established criteria. If the Board supports the criteria outlined in the policy, the Board should approve the policy for inclusion in the District's policy manual.

Resource Requirements:

This policy will be revised by the District, as needed, and reviewed annually in accordance with the District's policy review schedule. No additional budget resources are required.

Policies, Plans, and Goals Supported:

Adopting and regularly reviewing its financial management policies reflects on our integrity and fiscal responsibility, while supporting the District's efforts to fulfill its role as a trusted steward of public assets.

Background and Additional Information:

The criteria included in the proposed Capital Assets Policy were developed in collaboration with the District's contract accountant.

Attachments:

1. Capital Assets Policy

Policy 2-3	Capital Assets	Created: 10/5/2018 Approved:
-------------------	-----------------------	---

I. Purpose

Capital assets purchased or constructed by the Jackson County Library District (“District”) represent a major investment by the taxpayers. The purpose of this policy is to set forth the accounting policy as to how capital assets are to be accounted for and reported.

II. Accounting Services Contractor

The District currently outsources accounting services to the Rogue Valley Council of Government. As used in this policy, “District’s accountant” refers to the District’s contract accountant.

III. Capital asset definition

Capital assets, also referred to herein as fixed assets, are major assets that benefit more than a single accounting period. They include such items as land, buildings, furnishings and equipment, and vehicles.

IV. Capital asset categories

The District will use the following capital asset categories when accounting for capital assets:

- a) Land
- b) Buildings and building improvements
- c) Leasehold improvements
- d) Equipment and furniture
- e) Vehicles
- f) Artwork, and
- g) Construction in progress

Items that are not considered capital (fixed) assets including the following:

- Cash and securities
- Merchandise held for resale
- Materials to be consumed in operations and maintenance
- Routine maintenance
- Works of art and historical treasures held for public exhibition rather than financial gain

V. Capitalization thresholds

The District will capitalize all assets with an estimated useful life in excess of one year and an individual unit cost of \$5,000 or more, including accessories, freight and installation, and other ancillary costs. Replace of components of a system which meet the \$5,000 shall be treated as fixed assets. Any item that is donated and has a current market value of \$5,000 or more shall be considered a fixed asset.

The only exceptions will be assets acquired by grant funds from other governmental agencies. Assets purchased using grant funds will be identified based on the requirements of the grantor. The District Administrator is responsible for meeting all requirements of grantors and bond covenants in regard to the purchase, use and disposition of assets purchased with these funding sources.

The capitalization thresholds may be measured at the following levels at the District’s discretion:

- 1. Individual assets
- 2. Similar types of assets grouped together in a class
- 3. A subsystem of assets, which make up a segment of a network
- 4. A network of assets
- 5. Expensed minor equipment, computer software, or intangible assets
- 6. Capital Projects – Construction in progress assets

VI. Estimated useful lives

"Estimated useful life" means the estimated number of years that an asset will be able to be used for the purpose for which it was intended when purchased. Estimated useful life is used to allocate the cost of the asset over the period of time in which the District is expected to receive benefit from the asset. The periodic charge of the benefit is called depreciation expense, and is reported in the District’s financial statements. The following table sets forth the useful life of each category of capital asset that is depreciated.

Capital asset classification	Assumed useful life (in years)
Buildings and improvements	40
Leasehold improvements	7 to 10
Furniture	10 to 20
Equipment	5 to 10
Vehicles	Up to 8 (subject to mileage thresholds)

VII. Recording capital assets

Capital assets are to be reported and depreciated in the District's financial statements. The District's accountant will assign the value of capital assets as follows:

1. By recording the actual purchase cost;
2. When actual costs are not available, by estimating the fair market value as of the date received;
3. Upon disposal of a capital asset, by removing the cost or estimated historical cost of the item from the value of fixed assets;
4. By recording any revenue from the disposition of surplus property in the same fund that was used to purchase the capital asset.

The District's accountant will work with the external auditor to prepare an annual report that establishes the value of all fixed assets at historical cost, and depreciated over their useful lives. In the case of a donated asset, it shall be recorded at its estimated fair value at the time of acquisition. The following parameters further refine the recording of capital assets.

- a) Land is recorded at historical cost and is not depreciated.
- b) Artwork is recorded at historical cost and is not depreciated.
- c) Expenditures classified as construction in progress will be recorded at historical cost, and will not begin to be depreciated until the construction is complete and the expenditure is reclassified to another capital asset classification.

VIII. Inventorying capital assets

It is the responsibility of the District's accountant to:

1. Design an inventory system to track fixed assets and to update the inventory of fixed assets by:
 - a. Adding assets which meet the definition of capital or fixed assets;
 - b. Tracking the transfer of any fixed asset;
 - c. Removing fixed assets from the inventory that are declared surplus and disposed of by the District;
2. Presenting a report to the District Administrator which
 - a. Summarizes current fixed assets;
 - b. Clearly identifies and explains any exceptions or irregularities.

It is the responsibility of the District Administrator to:

1. Organize and supervise the annual inventory of fixed assets;
2. Annually review theft and casualty insurance coverage with the Insurance Agent of Record to ensure that insurance levels for fixed assets conform to regulatory requirements and best practices;

3. Work with Jackson County Facility Maintenance and the District's Facilities Committee to develop and implement a multi-year maintenance plan which is updated annually to ensure that facilities and equipment are properly maintained;
4. Establish procedures for disposition of surplus property that are consistent with this policy.

IX. Inventorying capital assets

Assets subject to depreciation will be depreciated using a straight-line method of recognizing one-half year's depreciation in the year of acquisition.

X. Selling or disposing of capital assets

The District will attempt to retain capital assets until the end of their expected useful life, or they become obsolete or unrepairable. There is a separate fiscal policy statement approved by the District Board of Directors covering the process of selling or disposing of District capital assets.

XI. Computer and office equipment inventory

This policy is intended to address those capital assets that must be tracked for external financial reporting purposes. There are other assets that do not need to be included in external financial statements, but do need to be inventoried and controlled for internal control purposes. Although most computer equipment and office equipment will fall below the dollar threshold for capitalization, the District is to maintain a separate inventory of all computer equipment and office equipment to improve internal control and safeguard these assets due to their relatively small size and the ease in which they could be lost or stolen.

October 11, 2018

Title: District Policy Manual

From: Lisa Marston, District Administrator

Summary:

The District's Policy Manual has both internal and external policies. Internal policies address District administrative topics, such as board governance and management of the District's finances, assets, and risks. The primary audience for internal policies is the Board and Budget Committee, other Board committees, taxpayers, partners, and staff. External policies address Library operations and focus mainly on areas related to using the library, such as hours, intellectual freedom, library cards, meeting rooms, and rules of conduct. The primary audience for external policies is Library patrons, volunteers, and other stakeholders interested in using the Library's public assets and services.

Actions, Options, or Potential Motions:

The District is in need of some additional, written policies related to financial, risk, and asset management. A substantive review of the governance policy is also necessary. The attached table lists the District's current policies. The policies in **bold** are the policies that need to be written. The Board is asked to accept the attached table of District policies with the understanding that the document is a work in progress.

Recommendation:

It is recommended that the Board review at least two new internal policies each month for the rest of 2018-2019. The policies to be reviewed will be included in the Board's Annual Plan. In January, the Board will begin reviewing the Library's external policies. The order of review will be established by the Library Director, with the priority being any policies connected to the 2-Year Plan to Increase Active Cardholders.

Resource Requirements:

Writing, reviewing and adopting policies is an iterative work process and an integral part of administering and operating a public library system; hence, no additional budget resources are required.

Policies, Plans, and Goals Supported:

The District's Policy Manual supports the District's strategic objectives by outlining the specific authority and responsibility of individuals, thus providing the essential foundation needed for establishing accountability. The District's internal policies communicate the design and objective of the District's internal control structure, which supports our ability to be responsible, honest stewards of public resources and trust. The Library's external policies provide the public with important information and guidelines that support our mission of connecting everyone to information, ideas and each other.

Background and Additional Information:

N/A

Attachments:

1. District Policy Manual – Table of Contents



District Policies

Table of Contents

Number	Policy Title	Adopted or Revised	Review Frequency
Governance Policies			
1-1	Board Governance*	01/08/2015	Annually - February
1-2	Public Records	11/12/2015	Annually - December
1-3	Oregon Government Ethics Law	10/13/2016	Annually - November
1-4	ALA Code of Ethics	12/08/2016	Annually - January
1-5	ALA Library Bill of Rights	12/08/2018	Annually - January
1-6	Board Member Orientation	2018-2019	
Financial Management Policies			
2-1	Financial Management	10/05/2018	Annually - October
2-2	Public Contracting and Surplus Property**	04/02/2015	Annually - May
2-3	Capital Assets	<i>In process</i>	Annually - October
2-4	Investments	2018-2019	
2-5	Accounting	2018-2019	
2-6	Control Policies and Procedures	2018-2019	
2-7	Cash and Purchasing	2018-2019	
2-8	Credit Cards	2018-2019	
2-9	Expense Reimbursement	2018-2019	
2-10	Budgeting	2018-2019	
2-11	Fund Balance	2018-2019	
Asset Management Policies			
3-1	Fleet Management	2018-2019	
3-2	Facility Maintenance	2018-2019	
3-3	Capital Improvements	2018-2019	
Other Risk Management Policies			
4-1	Cyber Liability Policy	11/9/2017	Annually - December
4-2	District Safety Rules and Procedures	2018-2019	
Library Operations Policies			
5-1	Animals in the Library	11/12/2015	
5-2	Circulation	11/09/2017	
5-3	Collection Development	04/13/2017	
5-4	Community Information Areas in the Library	09/08/2016	
5-5	Display and Exhibit Guidelines	09/08/2016	

Number	Policy Title	Adopted or Revised	Review Frequency
5-6	Fee Schedule	11/09/2017	
5-7	Intellectual Freedom	12/18/2016	
5-8	Internet Use and Safety	12/10/2015	
5-9	Patron Confidentiality	11/12/2015	
5-10	Rules of Conduct	09/08/2016	
5-11	Social Media	11/09/2017	
5-12	Unattended Children in the Library	09/08/2016	
5-13	Use of Meeting Rooms	10/08/2015	
5-14	Volunteers	09/10/2015	
5-15	Website Terms of Use	01/14/2016	

Table last revised on October 5, 2018

**Board Governance Policy covers Board Membership, Board Officers/Duties, Board Responsibilities, Public Meetings, and Board Committees – suggest parsing these topics into separate policies*

***Suggest parsing out Surplus Property as a separate policy*

*The policies in **bold** are scheduled to be drafted during Fiscal Year 2018-2019.*

JCLS 2-YEAR PLAN TO INCREASE ACTIVE CARDHOLDERS --COSTS ABOVE CONTRACT W/O Technology and Collection Components			
Strategy/Tactic	FY 2018/19	Subsequent Years	
Maximizing Impact With Customers			
1.1b Awareness Campaign materials & support	\$20,000	\$10,000	Includes marketing across media platforms, options including TV spots, radio spots, direct mail campaign, and purchase of giveaways and other promotional materials and printing, including some materials in Spanish. Possible consulting fees.
2.3 Fee-forgiveness campaign promotional materials	\$2,000	\$2,000	Includes marketing in appropriate media, and print promotional materials in Spanish and English
Leveraging Existing Resources and Services			
5.1 Incentives for JCLS cardholders during Comicon	\$5,000	\$5,000	Items for a drawing such as gift cards; Kindles;etc. Additional items will be donated
7.1 Advocacy training for Library Foundation, Board and Friends	\$2,500	\$2,500	Annual consultant fee and travel/lodging
Developing New Customers			
11.1 Perform market research on nonusers, including focus groups and one-on-one interviews with former users	\$5,000		Possible consulting fees; event costs such as refreshments; printing materials for focus groups.
11.5 Develop and promote Business Collection with resources and Business Outreach Librarian	\$66,000	\$65,000	Staffing for a Business Outreach Librarian
12.2 Develop Outreach Kit for each Library	\$15,000	\$1,500	\$1,000 per library for basic kit materials and traveling roller bags or other carts
13.1 Offer option to communicate in Spanish at the library	\$10,000	\$5,500	Purchase of service to assist in Spanish via phone or laptop when Spanish-speaking staff unavailable
Expanding Current Partnerships			
14.1 Launch collaborative program with schools to provide fine-free, no-parent-signature-required JCLS library card tied to their school ID \$100,000 for collection	\$10,000		Includes product modification costs to map school student profile information to Polaris patron information. Parameters may vary for each school system.
TOTALS	\$135,500	\$91,500	

Oct. 11, 2018

Title: Definition of Active Cardholder and Registered Borrower

From: Kari May, Director

Summary:

This memo provides a definition of an Active Cardholder, as determined by staff, and of a Registered Borrower, as defined in the Oregon Public Library Statistical Survey for the State Library of Oregon.

Actions, Options, or Potential Motions:

In order to compare the same data year to year, we are asking the Board to accept the definitions as presented.

Recommendation:

I recommend approval of the definitions as presented, and that the definitions become a part of the Library Card Registration Policy, last amended November 9, 2017. This policy is under further review and will be brought to the Board for approval at a future meeting.

I am working with staff to clearly outline the parameters for the reports run to determine the number of active cardholders in the system, as well as the number of registered borrowers reported in the State statistical report.

Resource Requirements:

N/A

Policies, Plans, and Goals Supported:

Having clear definitions for Active Cardholders and Registered Borrowers will help staff and Board work successfully on the strategies and tactics outlined in the 2018 2-Year Plan to Increase Active Cardholders.

Background and Additional Information:

The definitions are as follows.

Active Cardholder: A customer who has used their library card within the last three years.

Registered Borrower: A library user who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials and gain access to other library resources.

October 11, 2018

Title: Long Range Financial Plan

From: Jill Turner, Board Member, and Lisa Marston, District Administrator

Background

At the July 12-13, 2018 Annual Board Advance, this committee was tasked with modeling what it would cost for the District to operate the libraries in house starting in 2020. Today, we are reporting on our results. We are trying to answer the question, “Can the District operate the libraries independent of LS&S starting in July 2020, while providing essential open hours with competitive salary and benefits.” The goal of this scenario is to move our library forward to the next level of service. To be the best that we can be. The financial plan is based on the following assumptions:

Hours of Library Operation

This model uses the OLA Standards’ essential hours at all branches except for Talent and Rogue River, which are moved to the next level. The OLA Standards’ essential level of operations is based on population. Both of these two branches are close to the 10,000 population and may even exceed that level prior to Fiscal Year 20/21. Talent hours of operation were increased by 4 hours and Rogue River by twelve. Both of these branches have more circulation than the other libraries in their new grouping. All five libraries in this group are close in population. In this scenario all branches are given additional hours.

Staffing Levels

We staffed similar branch operations equally across the District. If a branch houses a cluster manager then the hours were adjusted for that particular branch. The Medford, Ashland and Central Point branches are the most uniquely staffed branches based on past operations and physical size of the buildings. For example, Central Point does not have a reference librarian program and the space is small compared to its comparators, thus the branch requires less staffing. Library Associates 1 or pages are used for staffing at Medford and Ashland because of their much larger circulation, which is not the case at Central Point.

For the larger libraries with hours beyond 40 hours a week we made sure that circulation supervision was available for those hours. We added administrative positions that are currently handled by LS&S. Again, this is just a scenario and staffing will change.

Personnel Costs

We used an 8-step salary schedule with a minimum starting salary for an entry-level position of \$14.11 per hour. For modeling purposes we assumed that all employees would be at the average of the pay range. Decisions on the pay range, employee benefits, and how we move employees to

our pay scale are decisions for the future. Under this model the average cost per employee does increase by approximately \$15,000. We are estimating a staff of 106 FTE. We are a service organization and this plan shows a larger commitment to the employees who provide public services and the patrons who benefit from those services.

Library Systems & Services

We took the LS&S contracted amount and broke it into sub-components. In other words, the historical salary and benefits are shown as personnel costs and not contracted services. We used state library data and our best estimates to parse out the components of the contract into Personnel, Polaris/technology, local materials and supplies, and the remainder of profit, overhead and central support.

Assumptions

At the last meeting, we shared the plethora of assumptions that we used to make the model. Key assumptions regarding hours, tax revenues, staffing levels, personnel costs, and expenditures are reflected in the attached model.

The data we are showing is a financial look back and then an estimated financial look ahead. Our objective was to see if proposed revenues could support operations on an annual basis so fund balances are not shown in the attached summary worksheet.

Based on our assumptions, line 29 of the attached spreadsheet shows that revenues mostly exceed expenditures (business calls this net profit). The last two estimated years show a small loss although the amounts are not as big as the contingency amounts for each of those years. Even with these negative numbers, we are confident that the District will have the financial wherewithal to move forward and provide this expanded level of service.

Actions, Options, or Potential Motions:

The committee on long range financial planning considers their work complete and asks for your acceptance of their work product.

Recommendation:

The committee can run different scenarios, but this scenario, which moves us ahead in hours, pay, and strategic library operations is adequately supported by the existing tax rate of .52 per thousand. We believe it is time to take the next steps forward.

Resource Requirements:

This plan is similar to a feasibility study. No additional budget resources will be needed in fiscal year 2018-19.

Policies, Plans, and Goals Supported:

Taxpayers entrust resources to the Jackson County Library District for the specific purpose of providing library services. Long-range financial forecasting assists the District in planning how to use those assets efficiently and effectively to achieve their intended purpose.

The attached plan, which is based on essential open hours, increased staffing levels, and more competitive compensation also supports the Library's ability to meet the goals and objectives outlined in the District's strategic plan, as well as the Board's strategic vision related to technology, facilities, collections, and expanding our active card holder base to better serve the community.

Additional Information:

The attached financial plan was prepared by analysts in consultation with two professional librarians. The plan will need further review and revisions by a library director and/or other professional librarians.

Attachments:

1. Long Range Financial Plan – Excel worksheet

PAGE INTENTIONALLY LEFT BLANK

JCLD Long Term Plan Summary

	A	B	C	D	E	F	H	I	J	K	L	M	N	O
1			Historical				Future Estimates				%			
2			14-15 Actual	15-16 Actual	16-17 Actual	17-18 Actual	18-19 ESTIMATE	19-20 ESTIMATE	20-21 ESTIMATE	21-22 ESTIMATE				
3		Revenues												
4		Current Property Tax Collections	8,571,557	9,061,194	9,493,725	10,003,006	10,475,000	10,824,000	11,265,000	11,727,000	93%			
5		Interest Income	34,190	36,009	82,739	172,103	230,000	250,000	250,000	250,000				
6		Subtotal Fees and Charges	387,583	481,767	414,620	388,206	354,000	336,000	318,000	325,000				
7		Donations/Grants and all other	492,248	314,821	256,423	722,165	685,500	285,500	311,600	311,600				
8		Total Revenues	9,485,578	9,893,791	10,247,507	11,285,480	11,744,500	11,695,500	12,144,600	12,613,600				
10		<i>Percent Change</i>		<i>4.3%</i>	<i>3.6%</i>	<i>10.1%</i>	<i>4.1%</i>	<i>-0.4%</i>	<i>3.8%</i>	<i>3.9%</i>				
12														
13		Expenditures												
14		Personnel	0	2,934,181	3,209,142	3,771,453	4,031,145	4,211,100	6,940,000	7,287,000	58%			
15		Administration	6,896,372	300,692	439,296	369,698	412,000	628,000	712,500	502,500				
16		Building	0	733,263	832,756	896,622	1,175,000	1,200,000	1,226,000	1,253,000				
17		Utility	0	545,852	534,107	543,725	589,000	604,000	628,000	653,000				
18		Tech	0	153,984	214,435	252,662	527,000	375,000	522,000	522,000				
19		Donations and Programs	0	238,578	278,937	335,692	1,001,000	373,000	396,000	397,000				
20		Library Materials/Books/Digital	0	786,936	772,709	813,500	1,195,600	1,231,000	1,400,000	1,500,000	12%			
21		LS&S Administration, profit and OH	0	1,700,364	1,626,300	1,613,410	1,715,367	1,766,828	0	0				
22		Transfer to Capital Imp Fund	0	0	0	2,000,000	2,050,000	1,300,000	250,000	250,000				
23		Contingency	0	0	0	0	0	0	607,000	631,000	5%			
24		Total Expenditures	6,896,372	7,393,849	7,907,682	10,596,762	12,696,111	11,688,927	12,681,499	12,995,499				
26		<i>Percent Change</i>		<i>7.2%</i>	<i>6.9%</i>	<i>34.0%</i>	<i>19.8%</i>	<i>-7.9%</i>	<i>8.5%</i>	<i>2.5%</i>				
28														
29		Revenues less expenditures	2,589,206	2,499,942	2,339,825	688,718	-951,611	6,573	-536,899	-381,899				
30														
31														

JCLD Long Term Plan Summary

	A	B	C	D	E	F	H	I	J	K	L	M	N	O
			14-15 Actual	15-16 Actual	16-17 Actual	17-18 Actual		18-19 ESTIMATE	19-20 ESTIMATE	20-21 ESTIMATE	21-22 ESTIMATE			
2														
32		Tax Rate	0.52	0.52	0.52	0.52		0.52	0.52	0.52	0.52			
33														
34		Operator	DISTRICT COUNTY/ LS&S	DISTRICT LS&S	DISTRICT LS&S	DISTRICT LS&S		DISTRICT LS&S	DISTRICT LS&S	DISTRICT	DISTRICT			
35														
36		FTE	68	68	70	78		79	79	106	106			
37		Average wages and benefits	42,538	42,281	44,083	46,894		47,681	49,112	65,720	69,006			
38		First Step Library Associate 1	10.00	10.00	10.50	11.85		12.21	12.57	14.11	14.53			
39		First Step Librarian 1	18.00	18.00	18.00	19.04		19.61	20.20	22.72	23.40			
40		Total Print Circulation	1,611,543	1,860,124	1,829,339	1,758,326								
41		Electronic Circulation	89,290	125,638	155,157	137,055								
42													2017-2018	
43		Hours of Operation											Circulation	Population
44		Applegate	12	16	16	16		16	16	20	20		27,343	1,389
45		Butte Falls	8	10	10	10		10	10	20	20		6,902	1,327
46		Prospect	8	12	12	12		12	12	20	20		21,110	1,028
47		Ruch	16	18	18	18		18	18	20	20		34,025	3,905
48														
49		Gold Hill	16	18	18	18		18	18	30	30		37,946	5,235
50		Jacksonville	20	24	24	24		24	24	30	30		65,196	5,507
51		Shady Cove	16	18	18	18		18	18	30	30		29,691	6,511
52														
53		Eagle Point	24	28	28	28		28	28	40	40		64,579	12,181
54		Phoenix	16	22	22	22		22	22	40	40		54,190	10,430
55		Rogue River	28	28	28	28		28	28	40	40		88,893	9,798
56		Talent	36	36	36	36		36	36	40	40		117,279	8,833
57		White City	22	22	22	22		22	22	40	40		38,099	10,779
58														
59		Ashland	40	40	40	40		40	40	50	50		431,519	25,405
60		Central Point	24	36	36	36		36	36	50	50		159,592	27,153
61		Medford	24	40	40	40		40	40	50	50		565,306	85,577
62		Digital (includes Hoopla)											186,010	0
63		Totals	310	368	368	368		368	368	520	520		1,927,680	215,058
64		Percent Change		18.7%	0.0%	0.0%		0.0%	0.0%	41.3%	0.0%			