



CALL TO ORDER/ROLL CALL

INTRODUCTIONS & PROCLAMATIONS

Proclamation of April 8-14, 2018 as National Library Week **(Action)** – Susan Kiefer.....1

CONSENT AGENDA (Action Required).....2

(1) Minutes from February 8, 2018 Regular Board Meeting; (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. Hulburt Bequest Presentation – Adrian Snyder, US Bank
- 2. Library Director Report – Jamar Rahming 10
- 3. JCLF Report – Amy Drake 15
- 4. Edge Assessment – Susan Bloom..... 16

NEW BUSINESS

- 5. Approve FY 2018-2019 Budget Calendar **(Action)** – Susan Kiefer 55
- 6. Appoint FY 2018-2019 Budget Officer **(Action)** – Susan Kiefer
- 7. Appoint Budget Committee Member **(Action)** – Susan Kiefer 56
- 8. JCLS Hours Review – Jamar Rahming **(Discuss)** – Jamar Rahming 59

OLD BUSINESS AND UPDATES

- 9. District Administrator Update **(Inform)** – Susan Kiefer/George Prokop

COMMITTEE AND BOARD MEMBER REPORTS (Inform)

FUTURE MEETINGS/EVENTS/OBSERVANCES:

- March 22–24, 2018 - PLA Conference (Philadelphia, PA)
- April 12, 2018 – JCLD Board Regular Meeting
- April 28–29, 2018 - Medford Comic Con
- April 30–May 5, 2018 - Children’s Book Week
- May 7–8, 2018 - National Library Legislative Day
- May 10, 2018 – JCLD Board Regular Meeting

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.



Administration

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BEFORE THE JACKSON COUNTY LIBRARY DISTRICT BOARD

IN THE MATTER OF PROCLAIMING APRIL 8-14, 2018 AS NATIONAL LIBRARY WEEK

WHEREAS, National Library Week, first sponsored in 1958, is a national observance by the American Library Association (ALA) and libraries across the country each April. It is a time to celebrate the contributions of our nation's libraries and librarians and to promote library use and support;

WHEREAS, libraries create potential and possibilities within their communities; and

WHEREAS, libraries level the playing field for all who seek information and access to technologies, through training and access to downloadable content like e-books;

WHEREAS, libraries continuously grow and evolve in how they provide for the needs of every member of their communities;

WHEREAS, libraries and librarians open up a world of possibilities through programming, job-seeking resources and the power of reading;

WHEREAS, libraries, librarians, library workers, and supporters across America are celebrating National Library Week.

NOW, THEREFORE, be it resolved that the Jackson County Library District Board proclaims April 8-14, 2018 as National Library Week and encourages all residents to visit the library this week to take advantage of the wonderful resources available at your libraries.

DATED this 8th day of March 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 (Executive Administrator), Jamar Rahming (Library Director), Todd Frager, LS&S CFO and COO, Laura Kimberly (Staff), Amy Drake (Executive Director, JCLF), Donovan Edwards (Administrative Assistant)

CALL TO ORDER

President Susan Kiefer called the meeting to order at 4:02 p.m.

INTRODUCTIONS

Rahming introduced both Megan Pinder, Early Literacy Bilingual Specialist and Terra McLeod, Assistant Medford Branch Manager. Pinder is one of the five new positions funded through the Strategic Plan which was authorized by the District. McLeod will primarily deal with the high volume of incident reports but will also assist with a smooth operational flow which will allow Laura Kimberly, Assistant Library Director to serve in a higher administrative capacity.

CONSENT AGENDA

MOTION: Doty moved to pull the minutes from January 11, 2018. Turner moved to approve the Financial Report. Doty seconded the motion. The motion was approved unanimously.

Doty requested adding to the SOHS paragraph “Shaw indicated concerns of staff had been addressed in the agreement.”

Kiefer stated that under JCLD Hours Increase the first sentence in Doty’s motion “is to comply with the OLA Standards for each of the 15 population areas.”

MOTION: Shaw moved to approve the January 11, 2018 minutes as amended. Turner seconded the motion. The motion was approved unanimously.

ORAL REQUESTS AND COMMUNICATIONS FROM THE AUDIENCE

Brenda Rosch addressed the Board regarding the Board's Self-Assessment. She described the District as hard working with active committees and commended the Board for their continued work.

REPORTS AND PRESENTATIONS

Library Director’s Report

Rahming reported about his presentation to the American Association for University Women. He said it was an honor to participate and it was a great networking opportunity.

In addition, Rahming reported that, until recently, the majority of the homeless population was in Medford and Ashland; however, there are more and more patrons who are experiencing homelessness in places like

Talent and Phoenix. Staff is being equipped with the necessary resources to assist and are “putting their heads together” to see what they can do to address this issue.

JCLF Report

Drake announced that Kevin Keating has joined the JCLF Board. She also reported that the Foundation has had some press coverage over the last month which included a television interview regarding Baby’s First Book program. This program is currently on hiatus; however, now with funding being available the goal is to restart that program this Spring. There was also an interview in the Rogue Valley Messenger which went over the Foundation's purpose, what they fund and the library's place within the community. Drake also had the opportunity to attend the Josephine County Library District's reopening celebration.

NEW BUSINESS

Agreement to Participate Letter to RVCOG (ShakeAlert)

Kiefer said that RVCOG has asked its members to participate in the ShakeAlert program. Doty added that Michael Cavallaro, RVCOG Executive Director, has been a tremendous leader in pushing this program forward. Kiefer asked Laura Kimberly, JCLS Assistant Library Director, to weigh in on behalf of the Safety Committee. Kimberly said that participating in ShakeAlert is in line with the Medford Natural Hazard Mitigation Plan, which was put together with FEMA. She added that Eric Dittmer, Professor Emeritus of SOU, had recommended that, as community centers, libraries should participate in this program.

MOTION: Shaw moved to approved JCLD’s participation in ShakeAlert with RVCOG. Turner seconded the motion. The motion was approved unanimously.

Literacy Wall Proposal (Talent)

Rahming explained that typically when requesting funds he would have both quantitative and qualitative data but for this he merely wanted to appeal to the Board to invest in the relationship developing between the library and the City of Talent. The mural will be based on early literacy and it will aesthetically improve the appearance of the City. Kiefer stated that while she was on-board with the proposal, she wondered if other organizations would also be interested in contributing. She mentioned the previous Friends of the Talent Library group that had turned funding over to the Oregon Community Foundation (OCF) prior to dissolving. Todd Frager, LS&S CFO and COO, announced that LS&S would provide matching funds.

MOTION: Turner moved to approved JCLD to pay \$2,000.00, which will be matched by LS&S, leaving the remaining amount of \$1,576.39 to be paid through contributions from the community, Friends of the Library, and the OCF for the mural that will be located on the south facing side of the Dollar General in Talent, Oregon. Doty seconded the motion. The motion was approved unanimously.

JCLD Board Self-Assessment

After briefly reviewing the Board Assessment results, Prokop said that the Board is very much aligned where there are areas of opportunity. One of the lowest ranking sections, which was related to organization, is already being addressed. An example is that the Library Director does not report to the Board. A couple of issues that were raised involve clarifying the expectations of committees and the role of the Board Chair. These issues can be resolved by discussing it as a Board and he believes that Ruth Metz is going to go through the assessment and identify those. The most concerning for him was that underlying trust issues seem to exist within the Board and those need to be dealt with. Based on the results, Metz is proposing that she conduct one-on-one phone calls with Board Members to get a little more background on some of the responses found within the assessment and follow that up with a meeting that she can facilitate. Kiefer added that there were some responses that were ambiguous and Metz would like to clarify those answers or reasons behind the response. Metz would also address the underlying trust issues and how it

would look once those issues are resolved and how would the Board know if they were resolved. Kiefer also said that the District has a Strategic Plan but the Board does not and this might be a good opportunity to see how things are going with the two-prong plan, and how the development of being more of a governing board is going.

Turner recommended a study session that would last about an hour or so be included to give the Board time to consider her findings related to the Oregon Library Association (OLA) standards, which she has been working on through the OLA Evaluation Committee.

Doty expressed that Metz is great at dealing with the OLA Standards but the issues that need to be talked about are interpersonal relations and she wondered if bringing someone else in to work on that would be a good idea. She recommended that the Board meet and decide what it is they want to work on and whether that pertains to OLA Standards or interpersonal relationships.

Shaw said that she believed that it is a little early on the trust issue because the Board is really just starting to work together. Compared to other Boards she has served on, the JCLD Board is a well-functioning Board. There is polite disagreement, which is appropriate, and for the most part everyone has handled directives.

Kiefer stated that she was pleased with the assessment results. While there are some issues, they are small and she wouldn't want to invite Metz down here just to discuss the interpersonal relationships. She would recommend including her to discuss the Board business plan and where the Board wants to go.

Prokop said that bringing Metz in to discuss the strategic plan for the Board, including addressing some of the things highlighted in the self-assessment, along with the items that Turner has within her report, makes perfect sense to him, but the Board should not ignore the pointers on trust issues and not allow them to fester and become worse.

Following some Board discussion, it was decided that the Board would hold a work session on March 16, 2018 with Metz facilitating. Kiefer asked the Board Members if they would be willing to speak with Metz on the phone for the purpose of clarifying their responses to the self-assessment and any other subjects that would assist in setting up the work session. There were no objections.

OLD BUSINESS AND UPDATES

2018 Medford Comic Con Update

Kimberly handed out two posters designed by an RCC intern, which would be printed and distributed to the public. Over 80 vendors are expected, which is 20 more than 2017; and 30 workshop applications have been submitted. Because the event has been extended to two days there are more things involved, such as insuring the event and providing a refundable cleaning deposit.

Prokop asked if there was a document that outlined the goals and successes and how they are established. He provided a couple of examples to explain the importance of having those be measurable, such as having a certain amount of vendors to highlight establishing partnerships. Kimberly responded by explaining that since the event is expected to bring in people who do not normally come to the library and are unfamiliar with the library's collection or services, geo-caching will play an important role. Additionally, a commemorative library card will be available that can be tracked through Polaris after the event to determine if Comic Con participants are continuing to come to the library. Kimberly added that these were things that were mentioned at the Board Retreat and will be used to help measure the event's outcomes based on performance measures. Staff will determine how each of the events ties into the strategic plan.

Prokop said that he would like to see a one page summary of the top objectives and how they will be measured. Rahming said that the summary would be included in the Library Directors Report for the Regular Board Meeting in March.

Southern Oregon Historical Society (SOHS) Contract

MOTION: Shaw moved to approved JCLD entering into contract with SOHS. Turner seconded the motion. There was some discussion on how the contract and future contracts should include an area that legal counsel could sign off on to prove that it had been reviewed for legal sufficiency. Zamudio stated that she would like to work with Kiefer and Marston to establish a consistent format for doing that. The motion was approved unanimously.

Budget Committee Member Extension

Kiefer announced that Pat Ashley's term on the Budget Committee was expiring, but Ms. Ashley is willing to extend her time on the Budget Committee if the Board was in agreement. In addition, she informed the Board there was still one open position on the Budget Committee. Marston confirmed that the position was posted on the District website and has been posted at all libraries via Crystal Stroud, Business Office Manager. Edwards confirmed that the position would be listed in the *Mail Tribune* on Sunday, February 11.

Shaw recommended setting a two-term limit to provide more opportunity for more members of the public to participate. Kiefer stated that the Policy Committee could draft a policy that would also include outlining the process of finding Budget Committee Members and include a two-term limit.

The Board discussed criteria to be used by Board Members to determine Budget Committee Members, such as geographical diversity and having a financial background. Doty volunteered to forward previously used criteria and Kiefer suggested that a draft of criteria could be created for Board Members to review.

COMMITTEE AND BOARD MEMBER REPORTS

Technology Committee

Prokop reported the Technology Committee met recently and will meet again Wednesday, February 21, 2018. Progress continues as they are moving forward with creating a Three Year Plan and Operating Plan for next year.

Prokop thanked Bloom for her work on the Edge Assessment and asked if she would be able to provide a presentation at the Regular Board Meeting in March, to which Bloom agreed.

Facilities Committee

Doty handed out a packet that included budget information from the County regarding major facility maintenance projects, as well as a flier that went out to the Blue Ribbon Committee. Doty also reported that two large projects at the Medford Branch Library, replacing the chiller and sealing the masonry walls, should be completed by July.

Adjourn

Kiefer adjourned the meeting at 5:45 p.m.

/s/ Donovan Edwards

Recording Secretary

Jackson County Library District
Statement of Revenues and Expenditures
From 7/1/2017 Through 2/28/2018

	YTD Budget	Current Month Actual	YTD Actual	YTD Budget Remaining	Percentage received or spent to date
Operating Revenue					
Program Revenue					
Current Property Tax Collections	9,600,000.00	59,677.49	9,115,465.26	(484,534.74)	94.95%
Prior Year Property Tax Collections	250,000.00	12,377.31	119,641.61	(130,358.39)	47.85%
Interest Income	80,000.00	17,248.15	95,457.25	15,457.25	119.32%
Interest- Lindberg Note	0.00	1,231.51	1,390.41	1,390.41	0.00%
Other Income	10.00	35,971.87	35,971.87	35,961.87	359,718.70%
E Rate	103,000.00	0.00	62,514.10	(40,485.90)	60.69%
Reimbursements From RCC	25,000.00	2,324.16	22,875.16	(2,124.84)	91.50%
Ready To Read Grant	33,000.00	0.00	34,868.00	1,868.00	105.66%
Conference Room Rental	25,000.00	0.00	18,510.75	(6,489.25)	74.04%
Government Agency Rentals	103,180.00	0.00	105,329.68	2,149.68	102.08%
Inter-library Loan Fees	1,200.00	0.00	474.00	(726.00)	39.50%
Library Card Replacement Fees	1,000.00	0.00	11,178.43	10,178.43	1,117.84%
Late Fee Charges	75,000.00	6,655.22	36,113.11	(38,886.89)	48.15%
Lost/Damaged Materials	10,000.00	0.00	3,139.17	(6,860.83)	31.39%
Photocopy/Fax Sales	13,000.00	0.00	6,269.96	(6,730.04)	48.23%
Patron Refunds	(3,000.00)	0.00	(1,173.77)	1,826.23	39.12%
Printer Sales	13,000.00	0.00	7,761.05	(5,238.95)	59.70%
On Line Fee Collections	10,000.00	301.44	4,575.38	(5,424.62)	45.75%
Hulburt Donation	125,000.00	0.00	0.00	(125,000.00)	0.00%
Library Friends Donations	65,000.00	150.00	31,903.73	(33,096.27)	49.08%
Library Foundation Donations	10,000.00	0.00	4,047.86	(5,952.14)	40.47%
General Public Donations	5,000.00	0.00	2,470.88	(2,529.12)	49.41%
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	0.00	437,603.37	437,603.37	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 Revenue	17,640,490.00	135,937.15	17,821,129.26	180,639.26	101.02%

Jackson County Library District
Statement of Revenues and Expenditures
From 7/1/2017 Through 2/28/2018

	<u>YTD Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual</u>	<u>YTD Budget Remaining</u>	<u>Percentage received or spent to date</u>
Expenditures					
Program Expenses					
Personnel Cost	100,000.00	0.00	0.00	100,000.00	0.00%
Accounting Services	45,000.00	3,156.53	21,799.07	23,200.93	48.44%
Auditing Services	11,000.00	0.00	10,500.92	499.08	95.46%
Administrative Services	110,000.00	8,568.39	52,407.59	57,592.41	47.64%
Bank Fees/Interest Expense	1,000.00	41.17	622.51	377.49	62.25%
Consultant Fees	50,000.00	0.00	7,517.80	42,482.20	15.03%
Insurance	20,000.00	18,779.00	18,779.00	1,221.00	93.89%
Legal Services	30,000.00	0.00	5,710.00	24,290.00	19.03%
Memberships and Dues	2,500.00	0.00	1,644.98	855.02	65.79%
Office Supplies- admin	2,000.00	181.46	648.25	1,351.75	32.41%
Postage	500.00	48.55	498.34	1.66	99.66%
Registration/Tuition/Travel	10,000.00	180.17	2,933.15	7,066.85	29.33%
Special fees and Expenses	0.00	570.14	780.14	(780.14)	0.00%
Advertising/Legal Notices	2,000.00	193.30	323.30	1,676.70	16.16%
Alarm Services	2,500.00	0.00	2,356.40	143.60	94.25%
Building Repair/Maintenance	432,635.00	36,052.92	288,423.36	144,211.64	66.66%
Custodial Services	320,000.00	29,315.66	191,159.44	128,840.56	59.73%
Custodial Supplies	12,000.00	989.16	5,491.55	6,508.45	45.76%
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	5,760.50	39,213.50	35,786.50	52.28%
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%
Fees- Lindberg Note	0.00	6.00	12.00	(12.00)	0.00%
Copier Expense	0.00	0.00	25.50	(25.50)	0.00%
Equipment Repair/Maintenance	30,000.00	501.09	4,638.36	25,361.64	15.46%
Facility Furnishing Expense	25,000.00	0.00	0.00	25,000.00	0.00%
Minor Equipment	50,000.00	1,314.58	5,382.97	44,617.03	10.76%
Minor Equipment-Computers	360,000.00	666.35	54,439.26	305,560.74	15.12%
Supplies and Expenses-Facilities	0.00	0.00	314.54	(314.54)	0.00%
Computer Software and Licensing	0.00	1,598.00	13,966.00	(13,966.00)	0.00%
LS&S Contract	5,065,546.00	422,128.83	3,377,030.64	1,688,515.36	66.66%
Library Materials	848,720.00	103,868.28	442,014.29	406,705.71	52.08%

Jackson County Library District
Statement of Revenues and Expenditures
From 7/1/2017 Through 2/28/2018

	YTD Budget	Current Month Actual	YTD Actual	YTD Budget Remaining	Percentage received or spent to date
City Participation	32,000.00	0.00	2,109.18	29,890.82	6.59%
Strategic Plan Initiative	627,000.00	35.00	70.00	626,930.00	0.01%
E Rate Services	31,827.00	7,956.75	15,913.50	15,913.50	50.00%
Unique Management Services	15,914.00	3,978.50	7,957.00	7,957.00	50.00%
Comic Con	0.00	1,000.00	1,000.00	(1,000.00)	0.00%
Electricity	231,540.00	18,552.99	144,110.97	87,429.03	62.24%
Natural Gas	45,000.00	6,811.88	23,555.40	21,444.60	52.34%
Garbage Service	15,000.00	1,228.12	7,580.83	7,419.17	50.53%
Water and Sewer Service	33,000.00	1,032.29	20,298.12	12,701.88	61.50%
Street and Storm Drain Fees	20,000.00	229.52	11,141.81	8,858.19	55.70%
Telecom-Voice and LD	65,000.00	933.58	31,844.58	33,155.42	48.99%
Telecom-Wide Area Network	130,000.00	0.00	60,514.65	69,485.35	46.54%
Telecom-Internet Services	36,000.00	154.96	16,229.84	19,770.16	45.08%
Municipal Assessments	1,500.00	130.99	989.87	510.13	65.99%
Telecom- Hot Spots	0.00	2,744.73	3,646.17	(3,646.17)	0.00%
Maintenance & Fuel for Vehicles	15,000.00	670.03	9,407.43	5,592.57	62.71%
Hulburt Donation	125,000.00	5,808.15	53,803.93	71,196.07	43.04%
Library Friends Donations	65,000.00	14,876.06	32,140.37	32,859.63	49.44%
Library Foundation Donations	10,000.00	0.00	729.23	9,270.77	7.29%
General Public Donations	5,000.00	492.30	911.37	4,088.63	18.22%
OR Community Foundation-restricted	34,000.00	91.66	836.03	33,163.97	2.45%
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	0.00	15,062.25	17,937.75	45.64%
Kent Family Trust	1,000.00	0.00	4,121.39	(3,121.39)	412.13%
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	0.00	40,436.39	(40,436.39)	0.00%
2018 Ready to Read Grant	0.00	432.43	432.43	(432.43)	0.00%
Subtotal Materials and Supplies	9,482,882.00	701,080.02	5,064,131.15	4,418,750.85	46.60%
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	<u>15,590,490.00</u>	<u>701,080.02</u>	<u>5,064,131.15</u>	<u>10,526,358.85</u>	<u>32.48%</u>
Total Expenditures	<u>15,590,490.00</u>	<u>701,080.02</u>	<u>5,064,131.15</u>	<u>10,526,358.85</u>	<u>32.48%</u>

Transfer to Other Funds

Jackson County Library District
Statement of Revenues and Expenditures
From 7/1/2017 Through 2/28/2018

	YTD Budget	Current Month Actual	YTD Actual	YTD Budget Remaining	Percentage received or spent to date
Transfer to Capital Improvement Fund	<u>2,050,000.00</u>	<u>0.00</u>	<u>2,050,000.00</u>	<u>0.00</u>	<u>100.00%</u>
Total Transfer to Other Funds	2,050,000.00	0.00	2,050,000.00	0.00	100.00%
Net Revenue Over Expenditures	<u>0.00</u>	<u>(565,142.87)</u>	<u>10,706,998.11</u>	<u>10,706,998.11</u>	<u>0.00%</u>

Director's Report
February 2018

Welcome Jason Maki!

Jason Maki has joined our team as the Marketing Coordinator. Jason's degree is in International Business and has significant career experience in digital marketing. Jason's marketing skills have already enabled him to hit the ground running and he will be have a key role in enabling us to meet the objectives of our strategic plan. He is originally from San Jose California, and moved to Grants Pass about 10 years ago. Jason's wife Susan, and their two children Kaitlin and David love living in Southern Oregon. Jason and his family enjoy all the wonderful outdoor activities the area has to offer, and tries to spend as much time as possible at the river. Jason said that he is very excited to be part of the team, and is looking forward to meeting everyone. He feels strongly that there are many opportunities for us to increase the effectiveness and efficiency of our marketing efforts.

Vacancies

Date Vacant	Position	Branch	Hrs/Week	Date Filled	Candidate Type
11/27/2017	Assistant Library Manager	Medford	40	2/16/2018	Internal
12/1/2017	Library Associate 2	Medford	20	3/1/2018	External
12/29/2017	Library Associate 1	Medford	20		
1/2/2018	Marketing Coordinator	Medford	40	2/16/2018	External
1/10/2018	Library Associate 2	White City	25		
		Rogue			
1/16/2018	Library Associate 2	River	24	3/1/2018	Internal
2/3/2018	Library Associate 2	Eagle Point	35		
2/16/2018	Branch Lead	Gold Hill	30		
2/28/2018	Library Associate 1	Ashland	15		
3/1/2018	Library Associate 2-Floater	Systemwide	20		
		Central	20		
3/20/2018	Library Associate 2	Point	40		

Digital Services Team

The Digital Services team is keeping busy and having a large impact on our communities. The Digital Services team has complete 400 appointment since October 2017. By providing one on one assistance the Digital Service team addresses the specific need of each patron. They have provided help with databases, devices, printing, resume support and locating tax forms online. In addition to scheduled appointments the Digital Services team is located at each branch at least once a week and have many walk-in appointments and phone call assistance. The Digital Services team manages a thriving website named the Digital Bridge <http://jcls.org/digitalbridge> where patrons can read blog posts ranging from browser security, effective passwords and how to find the best tools for online publishing. The Digital Bridge also

provides patrons with information on how to connect to the Library's online resources such as Library to Go and Hoopla. The Digital Services team manages the JCLS Connect hotspot lending program and are looking forward to introducing a self-tutored coding station at the Medford branch in March. Many thanks to Eric Molinsky, David Haywood and Bret Fearrien for the good work.

1,000 Books before Kindergarten Program

The Medford Branch Library Children's Department started the 1,000 Books before Kindergarten Program in January 2018. The public library invites parents and children ages newborn to five to join the 1000 Books before Kindergarten program at the Medford Branch Library. Prizes will be given as children pass certain milestones. Once 1,000 books have been reached, each child will get a certificate and a butterfly to add to the 1000 Books before Kindergarten display. Registration is open and can be done at the Medford Branch Library Children's Department. The 1000 Books before Kindergarten program is a nationwide challenge that promotes early literacy by encouraging parents and caregivers to regularly read aloud to their children. Through the sharing of books, the program promotes a lifelong love of books and reading.

Southern Oregon Resource Fair

The Medford Library was invited to table at the Southern Oregon Resource Fair on February 27, which was organized by the Medford School District. The fair was a one-stop shop for connections to valuable community resources in the areas of health care, housing, education, transportation, law enforcement, and more. The event was free to the public and the first 100 people in the door received a \$5 gift certificate to Food4Less. Families has the opportunity to access important, life-changing services. The JCLS table had a raffle, promotional materials about the library resources and programs available, and created new partnerships with other community resources.

CP IdeaLab Project

The Central Point Idea Lab project is in its implementation phase and is on track for a proposed public opening the weekend after Labor Day. The committee that drafted the initial proposal has reconvened. Digital Services and IT representatives, Mike White and Bret Fearrien, are working on ordering the technology component of the project. Central Point Branch Manager, Leigh Blair, is identifying technology learning manipulatives for the Children's area. Ashland Branch Manager/Bear Creek Cluster Manager, Kristin Anderson, is working with Demco to develop a design for the space within budget parameters (see tentative proposed floor plan, attached). She is also in the early stages of drafting the job description for the staff position attached to the original proposal. Facilities Maintenance will be doing some painting and moving of shelves. They are confident that our timeline will give them ample time to work this into their schedule. Jackson County Library Foundation Director, Amy Drake, is involved from a fundraising angle and is exploring additional grant funding sources and working with the implementation team on an opening event that could result in funding for additional Idea Labs at other JCLS locations. Leigh Blair and Kristin Anderson conducted a walkthrough of the CP

branch for the JCLF Board and presented a first draft of the current floorplan proposal). The board asked excellent questions and seem excited about the possibilities presented by having more of these centers throughout JCLS. (Proposed floorplan included, this is tentative and still subject to change...in fact, it has changed since JCLF board viewed the early version and will likely change again before we are done.)



JACKSON COUNTY CENTRAL POINT BRANCH

COMPLEMENTARY DESIGN HOURS
DEMCO HAS PROVIDED TO
SUPPORT YOUR PROJECT

16 HRS

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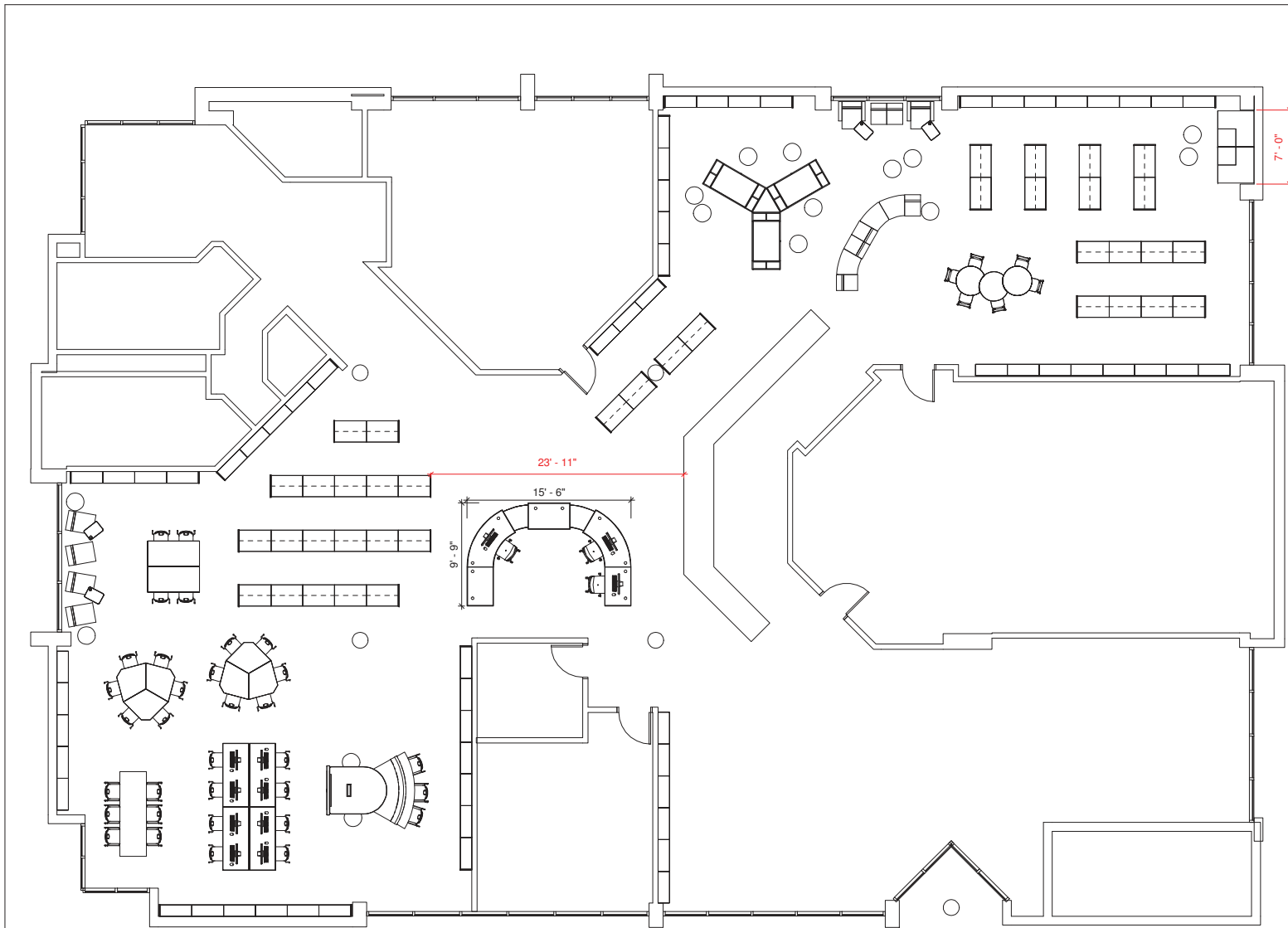
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FLOOR PLAN

PROJECT NUMBER	D8020087-1
DATE	02/20/18
DESIGNER	AL
SALES REP	SL
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Jackson County
Library
Services

— Applegate Library —

Christine Grubb is “delighted to serve as the new manager of the Applegate Library.” While she says she is not a “real local,” she has called Jacksonville home for the last 15½ years. Christine grew up in Pennsylvania and met her husband, married, and had their children in Virginia. Her husband was born in Bend (a “real” Oregonian!). She now considers the family to be Oregonians.

Come in to the library, say hello to Christine, and talk about ideas to further Applegate Library’s presence and attraction to the community. Christine has been working for the library in various capacities for ten years and says she learns something new every day. Look for a notice of an upcoming “meet and greet” with the Friends of Applegate Library to learn more.

Susie Beckham continues to provide her kind and generous service as the assistant librarian. She is also the storytime reader, so bring your preschoolers (ages 3 - 5) every Saturday from 10:30 - 11:00 am to enjoy stories, rhymes, songs, and fun at the library. This is a great opportunity to encourage an interest in books and reading.

Applegate Library has its very own “digital dude,” Bret Fearrien, a member of the Library Digital Services team. Bret can answer your technical questions (computers, laptops, smartphones, e-readers, iPads, etc.) every Tuesday from 2 - 4:30 pm at the library. You can also set

up an appointment—call Bret at 541-734-3921 or email bfearrien@jcls.org.

In case you missed the big announcement, there are *no more late fees for overdue books!* Another reason to love your library! Additionally, patrons will soon be able to check out hotspot devices (for wireless internet connection) for two weeks. Visit jcls.org for details on all the new happenings!

Here’s just a brief list of what Applegate Library offers:

- Hotspot devices to check out
- Audiobooks
- Magazines
- Book advice
- DVDs
- Music CDs (all genres)
- Wi-Fi
- Public computers
- Digital Media Services
- Interlibrary loans
- Copying, faxing, scanning, mobile printing
- Meeting room (for classes, etc.)
- Book clubs/Book Club in a Bag
- Telescope to check out

Applegate Library is located at 18485 North Applegate Road, Applegate, and is open Tuesdays and Fridays from 2 - 6 pm and Wednesdays and Saturdays from 10 am - 2 pm. For more information, contact manager Christine Grubb at 541-846-7346 or cgrubb@jcls.org.

— Ruch Library —

Dog trainer Cary Voorhees is back, just in time for the Chinese Year of the Dog! She will present a program, “Selecting and Training a Rescue Dog,” on Saturday, March 10, from 2 - 3:30 pm at Ruch Library. In her 34-year career, Cary has trained service dogs, pets, and competition dogs for various dog sports. Cary has also worked with rescue dogs and currently has two, whom she adores. Her training tips will benefit any dog owner, so you will not want to miss her presentation!

More little dresses for Africa! On Saturday, March 17, from noon - 3 pm, come to the library to help us create dresses, made from colorful, like-new pillow cases, for girls in Malawi, Africa, who have never had anything new. Bring a sewing machine if you have one, pillow cases (not white), scissors, trim, seam binding, and sturdy fabric ribbon for shoulder straps. We need people willing to sew, iron, pin, draw with fabric paint, thread ribbons into the dresses, etc. Last year we discovered that being part of a busy group creating dresses was so inspirational and rewarding that we all voted to do it again! All ages and skill levels are welcome.

The Stories of Southern Oregon project organized community forums last spring, archiving local stories and photos for Southern Oregon University’s Hannon Library Digital Collection. Join the storytellers for a reception at Ruch Library on Saturday, May 5, from 2 - 4 pm to hear some of the stories and view the videos. For more information about the project, see the article on page 3.



Dresses created out of pillow cases at Ruch Library to send to girls in Malawi, Africa.

Harry Potter comes to Ruch! There’s a Quidditch Tournament going on at Jackson County Libraries through April. You can enter the contest weekly, earning ten points for your favorite house and having a chance to win the monthly drawing for a prize. Ruch will hide a Snitch somewhere in the library from April 3 - 10 and reward the finder with a prize. Come in and try your luck! From April 17 - 24, “Dobby” will be in Ruch, inviting patrons to take a selfie with him and enter it into a countywide contest. Winners’ pictures will be displayed at Harry Potter World during the Medford Comic Con (April 28 - 29).

In addition to our sizzling Hot Off the Press Books, we will now be leasing some additional copies of newly released books, allowing us to put more copies into circulation at the library. Then, when interest wanes, Jackson County Library Services can sell that title back to the company so we can make room for more! Check out the great titles we have now!

We are proud to offer Personalized Tech Services at Ruch Library on Tuesday mornings to help you with your needs regarding Hoopla, Libby Overdrive, etc., on your phone, iPad, or computer. Bret Fearrien is here from 10 am - 12:30 pm making movies, audiobooks, and music readily available to you. You can contact

Josephine
Community
Libraries

**My library
works for me.**

— Josephine Community Libraries —

Chess Club at the library

The Williams branch of Josephine Community Libraries is hosting chess club every Tuesday afternoon from 3 - 5 pm. All ages and skill levels are welcome. Chess boards and pieces are provided. Registration is not required.

Williams branch weekly storytime

Bring the whole family to the weekly children’s storytime and craft at 3:30 pm every Wednesday. Registration is not required.

Farewell note from Evelyn Roether

Please join me in welcoming Ellie Avis, the incoming branch manager at the Williams branch of Josephine Community Library District. What a wonderful little library it is! With our stalwart crew of volunteers, a supportive community, and a stellar staff of colleagues at the newly formed Josephine Community Library District, the Williams branch is poised to continue serving the literary needs of the community.

Now that there is a permanent tax base to fund our libraries, we can begin to envision and implement improvements to library services. More money is available to purchase items for the library collection and all branches are open longer hours and more days.

I look forward to staying connected with the district and the Josephine Community Library Foundation, hopefully working with many of you, to keep our Josephine County library system vibrant and responsive to the community. I will also be focusing my personal efforts on revising the *Williams Area Trail Guide!*

Thank you all for your patronage and please stop by the Williams branch to give a hearty welcome to our new branch manager! —Evelyn Roether

Introductory note from Ellie Avis, new Williams branch manager

Hello Applegate Community! I’d like to take this opportunity to introduce myself as the new Williams branch manager. I’ve lived in Williams for over two years and have been lucky enough to get to know many of you through community events, preschool activities, and my work with the Sugarloaf Community Association.

Before moving to Williams, I lived in the Bay Area for several years, where I attended graduate school at University of California, Berkeley, and worked as a researcher at several university-affiliated institutes and nonprofits. Although I’ve volunteered at libraries in the past, this is my first position as an official employee.

I am so excited to be joining Josephine Community Libraries during this time of transition to a publicly funded library

him directly at bfearrien@jcls.org, call your library to set up an appointment, or just drop in.

The Friends of Ruch Library (FORL) are pleased to have a warm, clean, and expansive space in the “Book Barn” next to the A-Frame Bookstore for sorting books. Please bring donations for FORL to the library during our open hours. Your book donations are tax-deductible.

FORL will be holding a \$5-A-Bag Sale on the first Saturday of each month.

Join us for Babies and Wobblers Storytime for children 0 - 3 years on



New Williams Branch Library manager, Ellie Avis.

district. We have plans to expand hours, add new programming, and recruit new volunteers in the coming months. Most importantly, I hope to continue serving you with the best rural library services around! —Ellie Avis

Williams Branch Library is located at 20695 Williams Highway in Williams. For more information, contact branch manager Ellie Avis at 541-846-7020 or eavis@josephinelibrary.org.

When will the community start seeing changes to the library district?

Some changes will be ongoing, such as the addition of a more robust collection of materials and more programs for all ages. The following changes are happening over the first quarter of 2018:

- January 1—Josephine Community Library District takes over operations of all four library branches and all district employees are hired.
- Mid-February—Illinois Valley, Williams, and Wolf Creek branches open more hours.
- Mid-March—Grants Pass branch library open more hours.
- April 1—Out-of-district patrons will start paying for library cards.

New hours for each rural branch

- Illinois Valley. Thursday, Friday, Saturday: 11 am - 5 pm. Wednesday: 11 am - 6 pm.
- Williams. Tuesday, Wednesday, Saturday: 1 - 6 pm. Friday: 11 am - 4 pm.
- Wolf Creek. Wednesday, Saturday: 1 - 6 pm. Friday: 11 am - 4 pm.

As each branch opens for more hours, more volunteers will be needed in order to operate.

If you would like to get involved or need more information about Josephine Community Libraries, contact Brandace Rojo at 541-476-0571 or email info@josephinelibrary.org.

Tuesdays from 10:15 - 10:45 am. This is not only a great early literacy program, but it is also a great way for families to connect. Preschool Storytime is from 11:30 am - 12:15 pm and includes a simple craft. And Legos are available for all ages, any time.

Ruch Library is located at 7919 Highway 238 in Jacksonville (Ruch) and is open Tuesdays from 10 am - 5 pm, Thursdays from 1 - 7 pm, and Saturdays from 11 am - 4 pm.

For more information, contact branch manager Thalia Truesdell at 541-899-7438 or ttruesdell@jcls.org.

HAPPY MEMORIAL DAY!



Executive Director Report March 2018

1. Board Officer Elections

According to the Foundation's bylaws, Board Officer elections are held every March. The new slate of officers to be voted on is:

- President: Mitch Seidman
- Vice President: Becky Versteeg
- Treasurer: Midge Thierolf
- Secretary: Sharon Kodak
- Past President: Colette Boehmer

The Foundation will also revisit its committee structure at that time. Current committees are Board Development, Finance, and Events.

2. Outreach to Child Care book giveaway

The Foundation is working with Outreach to Child Care to give one book to every program participant in April, using funds raised through the Annual Appeal 2017. April was chosen because four literary/library "holidays" occur then: National Library Week (April 8-14), D.E.A.R. (Drop Everything and Read) (April 12), International Children's Book Day (April 2), and National Tell a Story Day (April 27).

3. Central Point Idea Lab fundraising

The Foundation Board met at the Central Point Library for the February 2018 meeting. Kristin Anderson and Leigh Blair took Foundation board members on a tour of the space and discussed the numerous benefits this project will bring not only to Central Point but the entire library community. We also submitted grant applications to help support the project.



Susan Bloom
*Assistant Library Director,
Administrative Services*

205 South Central Avenue
Medford, Oregon 97501
541-774-6443
sbloom@jcls.org

March 1, 2018

To: Jackson County Library District Board

From: Susan Bloom, Assistant Director Administrative Services

RE: Edge Assessment

Staff completed Phase 1 of the Edge Assessment in January 2018. The next step will be to review results and develop an action plan. This effort is being done in collaboration with the Technology Committee.



Edge Assessment Report for

Jackson County Library Services

Your assessment has been completed! Congratulations on taking this exciting step toward strengthening your library's public access technology and contributing to your community's goals!

The results you find in this report, coupled with the Edge tools and training, will help you strengthen your library as well as shape your story and share the value your library offers to the community.

About this report: The following pages showcase your library's responses and results to the Edge assessment. As you review the results, remember that Edge is designed to help you set a path for continuous improvement. No matter what opportunities or challenges your library faces, Edge is a tool to use for making strategic, informed decisions about your resources and planning.

Understanding results: Results for your library are presented by three areas, and eleven benchmarks. Your results report outlines how many points your library achieved in each area based on your responses, along with a total number of points possible.

Understanding the overall score: The Edge benchmarks represent a comprehensive set of best practices from leading libraries around the country, of all sizes, related to public access technology. They are aspirational in nature, and are designed to encourage libraries to reach new levels of service. These assessment results are provided so that you can set priorities for your library that will improve the technology services you provide to your patrons. Priorities are individual to each library, and so while the maximum number of points available on the assessment is 1,000 no library is expected to achieve this score. We expect to see a wide range of scores. Whether your library scored 250 or 650, use these results to identify improvement opportunities for your library that are anchored in your library's and your community's strategic goals, a framework which may not require achievement in every benchmark.

Results for Jackson County Library Services

Strategic Area	Benchmark	May 2016	Current Jan 2018
Community Value	1. Digital literacy	40/75	65/75
	2. Digital tools and resources	80/105	80/105
	3. Meeting key community needs	100/130	55/130
	Total	220/310	200/310
Engaging the Community	4. Strategy and evaluation	140/155	90/155
	5. Strategic partnerships	70/75	35/75
	6. Sharing best practices	50/65	55/65
	Total	260/295	180/295
Organizational Management	7. Planning and policies	50/50	50/50
	8. Staff expertise	15/80	50/80
	9. Devices and bandwidth	75/135	90/135
	10. Technology management	75/90	90/90
	11. Technology inclusiveness	25/40	35/40
	Total	240/395	315/395

Level 1 attributes are considered foundational for all library types. These resources, activities, or programs are generally simple and low cost to implement.

Level 2 attributes are generally applicable in most library communities, though a community needs assessment may reveal that some of these resources and services may not create as much value to the community as others.

Level 3 attributes are generally more costly or difficult to implement but are at the forefront of innovative activities, resources, and services that will help put the library at the center of digital inclusion in the community.

Your Library Achieved

	May 2016	Current Jan 2018
Level 1 Attributes	70%	67%
Level 2 Attributes	63%	57%
Level 3 Attributes	37%	33%

Benchmark 1

Libraries provide assistance and training with the goal of increasing the level of digital literacy in the community

1.1 The library has curricula for and provides regularly scheduled digital literacy training.

		May 2016		Current Jan 2018	
Level	Attribute	Library response	Points achieved	Library response	Points achieved
1-3	Curricula and in-person classes are available in at least one library location in the following topics: Basic computer skills	Yes	15/15	Yes	15/15
	Office productivity software	Yes		Yes	
	Internet searching	Yes		Yes	
	Privacy and security	Yes		Yes	
	Library resources	Yes		Yes	
	Social media	Yes		Yes	
	Multi-media (e.g. photo, video, audio)	Yes		Yes	
2	In-person training classes are available for patron-owned devices (e.g., eReaders, iPods, tablets, smartphones) in at least one library location	Yes	5/5	Yes	5/5
3	In-person technology classes are available in languages other than English in at least one library location	Yes	5/5	No, but plan to do so in the next year	0/5
Total			25/25		20/25

1.2 The library provides individual assistance for digital literacy at all locations.

		May 2016		Current Jan 2018	
Level	Attribute	Library response	Points achieved	Library response	Points achieved
1	One-on-one technology help for patrons is available on-demand for at least 10 minute sessions at all library locations	No, but plan to do so in the next year	0/20	Yes	20/20
2	One-on-one technology help is available for patrons on-demand or by appointment for at least 30 minute sessions at all library locations	No, but plan to do so in the next year	0/15	Yes	15/15
2	One-on-one help is available on-demand or by appointment for patron-owned devices (e.g., eReaders, tablets, iPods, smartphones) in at least one library location	Yes	10/10	Yes	10/10
3	One-on-one help is available in languages other than English in at least one library location	Yes	5/5	No, but plan to do so in the next year	0/5
Total			15/50		45/50

Benchmark 2

Libraries provide access to relevant digital content and enable community members to create their own digital content

2.1 The library supports the creation of digital content on public access computers.

Level	Attribute	May 2016		Current Jan 2018	
		Library response	Points achieved	Library response	Points achieved
1	Patrons have the ability to retrieve data from and store data to portable devices (e.g., thumb drives, external hard drives, PDAs) while using public computers at all library locations	Yes	10/10	Yes	10/10
1	Office productivity software (e.g., word processing, spreadsheets, presentations) available at all library locations	Yes	10/10	Yes	10/10
2	Photo editing software (e.g., Photoshop, GIMP) is available in at least 50% of library locations	No, but plan to do so in the next year	0/10	No, but plan to do so in the next year	0/10
3	Video/audio recording and editing software is available in at least one library location	No, but plan to do so in the next year	0/5	No, but plan to do so in the next year	0/5
3	Web development software (e.g. Dreamweaver, CoffeeCup) is available in at least one library location	No, but plan to do so in the next year	0/5	No, but plan to do so in the next year	0/5
Total			20/40		20/40

2.2 The library monitors its service delivery of online content.

		May 2016		Current Jan 2018	
Level	Attribute	Library response	Points achieved	Library response	Points achieved
1	Website links are checked and content is updated at least monthly	Yes	10/10	Yes	10/10
2	Library website analytics (number of website visitors, traffic types, popular pages) are reviewed at least quarterly	Yes	10/10	Yes	10/10
2	Subscription content (e.g., Ebsco databases, Freegal, Learning Express, Lynda) usage reports are reviewed at least quarterly	Yes	5/5	Yes	5/5
3	A content inventory of the library's website is performed at least annually	Yes	5/5	Yes	5/5
Total			30/30		30/30

2.3 The library provides access to information resources through its website.

		May 2016		Current Jan 2018	
Level	Attribute	Library response	Points achieved	Library response	Points achieved
1	eBooks can be downloaded through the library's website	Yes	10/10	Yes	10/10
1	Audio books can be downloaded through the library's website	Yes	10/10	Yes	10/10
2	The library selects and organizes online resources to help patrons learn digital literacy skills (e.g., how-to-guides and videos, tutorials, practice activities)	Yes	5/5	Yes	5/5
2	The library offers access to online interactive language learning tools through its website (e.g. Mango, Livemocha) and/or language learning software (e.g. Rosetta Stone, Auralog)	Yes	5/5	Yes	5/5
3	The library provides real-time reference services (through short message services, instant messaging, Skype, Twitter, texting, or other interactive applications)	No, would like to but cannot at this time	0/5	No, but plan to do so in the next year	0/5
Total			30/35		30/35

Benchmark 3

Libraries provide technology resources to help patrons meet important needs related to personal goals and community priorities

3.1 The library supports use of public technology for workforce development and entrepreneurship.

Level	Attribute	May 2016		Current Jan 2018	
		Library response	Points achieved	Library response	Points achieved
1	The library selects and organizes online resources for job seeking, employment skill-building, or professional certification	Yes	10/10	Yes	10/10
1	The library selects and organizes online resources for small business development	Yes	10/10	No, but plan to do so in the next year	0/10
2	The library offers access to online career testing preparation tools through its website and/or through career testing software	Yes	5/5	Yes	5/5
3	A library-organized or -hosted class for patrons on using online job-seeking, career development, and small business development resources is held at least quarterly	No, but plan to do so in the next year	0/5	No, but plan to do so in the next year	0/5
		Total	25/30		15/30

3.2 The library supports use of public technology for eGovernment or legal purposes.

		May 2016		Current Jan 2018	
Level	Attribute	Library response	Points achieved	Library response	Points achieved
1	The library selects and organizes online links to local, state, and federal eGovernment resources	Yes	10/10	Yes	10/10
1	The library selects and organizes online guides and instructions for identifying, finding, and using online eGovernment resources	No, would like to but cannot at this time	0/10	No, but plan to do so in the next year	0/10
2	The library offers access to electronic legal and law-related research information and services through its website	Yes	5/5	Yes	5/5
3	A library-organized or -hosted class for patrons on navigating online government resources is held at least quarterly	No, would like to but cannot at this time	0/5	No, but plan to do so in the next year	0/5
Total			15/30		15/30

3.3 The library supports use of public technology for patrons pursuing educational opportunities.

		May 2016		Current Jan 2018	
Level	Attribute	Library response	Points achieved	Library response	Points achieved
1	Early literacy games, web-based read-along programs, and/or electronic toys or tablets are available at the library and through the library website	Yes	10/10	Yes	10/10
1	The library selects, organizes, and maintains online resources related to homework help, research, and information literacy for students	Yes	10/10	No, but plan to do so in the next year	0/10
2	The library selects, organizes, and maintains online resources about college selection and financial aid	Yes	5/5	No, but plan to do so in the next year	0/5
2	The library offers access to education testing preparation (e.g., SAT, GRE, GMAT, TOEFL) through its website and/or educational testing software	Yes	5/5	Yes	5/5
3	The library provides proctoring of exams for online learners	Yes	5/5	No, but plan to do so in the next year	0/5
3	A library-organized or -hosted class for patrons on using or navigating educational resources is held at least quarterly	No, but plan to do so in the next year	0/5	No, but plan to do so in the next year	0/5
Total			35/40		15/40

3.4 The library supports use of public technology for health and wellness purposes.

		May 2016		Current Jan 2018	
Level	Attribute	Library response	Points achieved	Library response	Points achieved
2	The library selects and organizes online resources for learning about medical conditions, procedures, prescription drugs, and healthcare providers	Yes	10/10	No, but plan to do so in the next year	0/10
2	The library offers access to medical databases through its website	Yes	10/10	Yes	10/10
3	The library is a designated community access point for health and human services information assistance (211 service)	Yes	5/5	No, but plan to do so in the next year	0/5
3	A library-organized or -hosted class for patrons on using or navigating health and wellness resources is held at least quarterly	No, would like to but cannot at this time	0/5	No, but plan to do so in the next year	0/5
Total			25/30		10/30

Benchmark 4

Libraries make strategic decisions based on community priorities for digital inclusion and innovation

4.1 The library has leaders who maintain on-going relationships with community leaders.

Level	Attribute	May 2016		Current Jan 2018	
		Library response	Points achieved	Library response	Points achieved
1	Library leaders attend regular meetings of local elected governing bodies (e.g., city council, county boards of supervisors, town council) that exist within their legal service area at least annually	Yes	10/10	Yes	10/10
1	A list of local media contacts is maintained and updated at least annually	Yes	5/5	Yes	5/5
2	Outreach to local media is conducted at least quarterly through one-on-one meetings, press releases, op-eds, or media events at the library	Yes	5/5	Yes	5/5
2	A presentation about library technology is made to a community group at least annually (e.g., Kiwanis, Chamber of Commerce)	Yes	5/5	Yes	5/5
2	At least one leader from a community-based organization serves on a library committee or governing board	Yes	5/5	Yes	5/5
3	At least one library representative sits on a key community board (e.g., community planning)	Yes	5/5	Yes	5/5
3	The library places information about library technology and/or digital inclusion in local media outlets at least quarterly (e.g., news or feature story, blog post, radio or TV interview)	Yes	5/5	Yes	5/5
3	The library maintains its own or participates in an ongoing community advisory body whose responsibilities include helping to develop community digital inclusion and technology plans	Yes	5/5	No, but plan to do so in the next year	0/5
		Total	45/45		40/45

4.2 The library gathers feedback from the community about its public technology needs.

Level	Attribute	May 2016		Current Jan 2018	
		Library response	Points achieved	Library response	Points achieved
1	An analysis of the social and economic conditions of the community is conducted as part of information gathering for strategic planning and decision making	Yes	10/10	Yes	10/10
2-3	Questions about community technology are included in a library-sponsored needs assessment survey	Yes	10/10	No, but plan to do so in the next year	0/10
	Community technology-related questions are included in a local government survey	Yes		No, but plan to do so in the next year	
2-3	The library conducts community-representative focus groups on the community's technology needs	Yes	10/10	Yes	10/10
	The library holds advertised forums on the community's technology needs	Yes		No, we have no plans to do so at this time	
3	The library conducts a community needs assessment for technology resources in languages other than English	Yes	5/5	No, but plan to do so in the next year	0/5
3	The library conducts a community needs assessment for technology resources for people with disabilities	No, would like to but cannot at this time	0/5	Yes	5/5
Total			35/40		25/40

4.3 The library surveys its patrons about technology use in strategic purpose areas.

		May 2016		Current Jan 2018	
Level	Attribute	Library response	Points achieved	Library response	Points achieved
1-3	The library surveys patrons annually about public technology use and outcomes in the following purpose areas: Workforce development	Yes	20/20	No, but plan to do so in the next year	0/20
	eGovernment	Yes		No, but plan to do so in the next year	
	Education	Yes		No, but plan to do so in the next year	
	Health & wellness	Yes		No, but plan to do so in the next year	
Total			20/20		0/20

4.4 The library evaluates its technology programs and services.

		May 2016		Current Jan 2018	
Level	Attribute	Library response	Points achieved	Library response	Points achieved
1	The effectiveness of digital literacy programs and services is evaluated annually	Yes	10/10	No, but plan to do so in the next year	0/10
2	Web analytics are used to evaluate the use of online library resources annually	Yes	5/5	No, but plan to do so in the next year	0/5
3	The effectiveness of outreach activities is evaluated annually	Yes	5/5	No, but plan to do so in the next year	0/5
3	The effectiveness of partnerships is evaluated biennially	Yes	5/5	No, but plan to do so in the next year	0/5
Total			25/25		0/25

4.5 The library makes strategic decisions based on information about community needs and priorities.

		May 2016		Current Jan 2018	
Level	Attribute	Library response	Points achieved	Library response	Points achieved
1	Digital inclusion and technology innovation goals are included in the strategic plan	Yes	10/10	Yes	10/10
2	Technology-related goals in the strategic plan are reviewed and updated annually	Yes	5/5	Yes	5/5
3	Staffing plans reflect community needs related to digital inclusion	No, but plan to do so in the next year	0/5	Yes	5/5
3	Technology resources and services are aligned with community needs	No, but plan to do so in the next year	0/5	Yes	5/5
Total			15/25		25/25

Benchmark 5

Libraries build strategic relationships with community partners to maximize public access technology resources and services provided to the community

- 5.1** The library develops and maintains partnerships that amplify the library's reach, avoid duplication of effort, aid the library in planning or advocacy, or are otherwise mutually beneficial.

Level	Attribute	May 2016		Current Jan 2018	
		Library response	Points achieved	Library response	Points achieved
1	The library has strategies for strengthening existing partnerships and developing new partnerships to advance digital inclusion and innovation goals	Yes	10/10	Yes	10/10
2-3	The library engages in resource-sharing partnerships benefitting the library (with expertise, in-kind contributions, programming, or workspace) with some/all of the following: A workforce development organization	Yes	10/10	Yes	10/10
	A local government or social service organization	Yes		No, but plan to do so in the next year	
	An educational organization (K-12, community college, university)	Yes		Yes	
	A local health & wellness organization, hospital, or other healthcare provider	Yes		Yes	
3	Devices or space are loaned to community organizations for technology-related training classes in the library	Yes	10/10	No, would like to but cannot at this time	0/10
3	Mobile training equipment is maintained to support library-sponsored technology training located in partner facilities	Yes	5/5	Yes	5/5
3	The library collaborates on grant or other funding opportunities with a community organization	Yes	10/10	Yes	10/10
Total			45/45		35/45

5.2 The library engages in technology outreach activities.

		May 2016		Current Jan 2018	
Level	Attribute	Library response	Points achieved	Library response	Points achieved
1	A list of community organizations is maintained to help distribute materials about library technology services	Yes	10/10	No, but plan to do so in the next year	0/10
1	A list of community organizations that offer technology services and resources is maintained to easily refer community members in the event additional services are needed	Yes	10/10	No, but plan to do so in the next year	0/10
2	The library tracks emerging technology trends and applications in the community (e.g., new eGovernment portals, community technology centers, technology programs, etc.)	Yes	5/5	No, but plan to do so in the next year	0/5
3	The library maintains a plan to provide technology services to the community in the event of a disaster or other emergency	No, we have no plans to do so at this time	0/5	No, but plan to do so in the next year	0/5
Total			25/30		0/30

Benchmark 6

Libraries support continuous improvement in public access technology services by sharing expertise & best practices with other digital inclusion organizations

6.1 The library participates in a community of practice and shares public access technology knowledge, resources, and other tools.

		May 2016		Current Jan 2018	
Level	Attribute	Library response	Points achieved	Library response	Points achieved
1	Existing resources are used to help improve library technology management and public services (e.g., TechSoup, WebJunction, Edge)	Yes	10/10	Yes	10/10
1	The library participates in peer learning through technology programs sponsored by a state library, consortium, library association, or other organization	Yes	10/10	Yes	10/10
2-3	Training resources and curricula are shared with other libraries or community-based organizations	No, we have no plans to do so at this time	0/10	No, we have no plans to do so at this time	0/10
	Network management policies and practices are shared with other libraries or community-based organizations	No, we have no plans to do so at this time		No, we have no plans to do so at this time	
3	At least one technology-related presentation is made by library staff at formal professional gatherings (in-services, conferences, webinars) annually	Yes	5/5	Yes	5/5
3	The library participates in or facilitates a technology mentorship program that pairs library staff with more experienced or knowledgeable mentors involved in managing library technology and public technology access	No, but plan to do so in the next year	0/5	Yes	5/5
3	The library has a collection of technology devices that it loans out for staff development and programming purposes	Yes	5/5	Yes	5/5
	The library hosts a dedicated development environment to allow library staff to experiment with new applications and online environments	No, but plan to do so in the next year		Yes	
Total			30/45		35/45

6.2 The library conducts surveys to gather feedback about library technology.

		May 2016		Current Jan 2018	
Level	Attribute	Library response	Points achieved	Library response	Points achieved
1	The following questions are included in an annual survey: Patron satisfaction with library technology	Yes	10/10	Yes	10/10
2	Personal importance of library technology	Yes	5/5	Yes	5/5
3	Importance of library technology to others in the community	Yes	5/5	Yes	5/5
Total			20/20		20/20

Benchmark 7

Libraries integrate public access technology into planning and policies

7.1 The library maintains technology and patron data management policies.

Level	Attribute	May 2016		Current Jan 2018	
		Library response	Points achieved	Library response	Points achieved
1	The library has a hardware replacement plan with a 3-5 year refresh cycle	Yes	10/10	Yes	10/10
1	The library has a software upgrade plan with a 3-5 year refresh cycle	Yes	10/10	Yes	10/10
1	Practices for updating to current versions of Internet browsers, web applications, and plug-ins (e.g., Java, PDF, Flash, Shockwave, Windows Media Player) are included in a technology management plan	Yes	10/10	Yes	10/10
1	Practices to ensure the security of patron data, including at least clearing online session data from public computers and procedures for handling sensitive information, are included in a patron privacy plan	Yes	10/10	Yes	10/10
2	Network security practices for timely application of updates and patches are included in a technology management plan	Yes	5/5	Yes	5/5
2	Processes for system recovery are included in a technology management plan to ensure continuity of services in the event of catastrophic technology failure	Yes	5/5	Yes	5/5
Total			50/50		50/50

Benchmark 8

Libraries have sufficient staff with technology expertise to help patrons achieve their goals

8.1 The library provides staff with work time to engage in technology related learning activities.

Level	Attribute	May 2016		Current Jan 2018	
		Library response	Points achieved	Library response	Points achieved
1	All public services staff are allowed work time to engage in technology-related learning activities such as webinars, online tutorials, or classes	No, but plan to do so in the next year	0/10	Yes	10/10
1	All public services staff are allowed work time for hands-on learning with new devices, software, or other technology	No, but plan to do so in the next year	0/10	Yes	10/10
2-3	All staff are provided the opportunity to attend annual training during work time from experts in the following areas: Workforce development	No, would like to but cannot at this time	0/5	Yes	5/5
	eGovernment	No, would like to but cannot at this time		Yes	
	Education	No, would like to but cannot at this time		Yes	
	Health & wellness	No, would like to but cannot at this time		Yes	
2	Key staff are cross-trained to perform technology-related duties	Yes	5/5	Yes	5/5
3	Key staff are provided the opportunity to attend training in the creation of digital content during work time	Yes	5/5	Yes	5/5
3	Key staff are provided the opportunity to attend training in instructional design and techniques during work time	Yes	5/5	Yes	5/5
Total			15/40		40/40

8.2 Library staff assigned to assist patrons are responsible for maintaining technology competencies.

		May 2016		Current Jan 2018	
Level	Attribute	Library response	Points achieved	Library response	Points achieved
1	Job descriptions for public services staff contain technology competencies and responsibilities	No, but plan to do so in the next year	0/10	No, but plan to do so in the next year	0/10
2	Annual evaluations for public services staff include review of technology related performance	No, but plan to do so in the next year	0/5	No, but plan to do so in the next year	0/5
3	Annual goal setting for public services staff includes expectations for technology performance	No, but plan to do so in the next year	0/5	No, but plan to do so in the next year	0/5
Total			0/20		0/20

8.3 Staff assigned to assist patrons are able to answer patrons' technology questions.

		May 2016		Current Jan 2018	
Level	Attribute	Library response	Points achieved	Library response	Points achieved
1	100% of public services staff are able to assist patrons with basic technology questions	No, but plan to do so in the next year	0/10	No, but plan to do so in the next year	0/10
2	25% of public services staff in each location are able to assist patrons with intermediate technology questions	No, but plan to do so in the next year	0/5	Yes	5/5
3	10% of public services staff in each location are able to assist patrons with advanced technology questions	No, but plan to do so in the next year	0/5	Yes	5/5
Total			0/20		10/20

Benchmark 9

Libraries have sufficient devices and bandwidth to accommodate user demand

9.1 The library has a sufficient number of device hours available on a per capita basis.

		May 2016		Current Jan 2018	
Level	Attribute	Library response	Points achieved	Library response	Points achieved
1-3	Device hours available per capita	1.12 device hours per capita	0/30	1.21 device hours per capita	0/30
Total			0/30		0/30

9.2 The library meets or exceeds the minimum bandwidth capacity necessary to support public user demand.

		May 2016		Current Jan 2018	
Level	Attribute	Library response	Points achieved	Library response	Points achieved
1-3	Bandwidth capacity	Level 3	30/30	Level 3	30/30
Total			30/30		30/30

9.3 The library assures adequate time for patrons to complete tasks.

		May 2016		Current Jan 2018	
Level	Attribute	Library response	Points achieved	Library response	Points achieved
1	Library has session management software	Yes	5/5	Yes	5/5
1	Library staff are empowered to extend public access sessions	Yes	10/10	Yes	10/10
1	The wireless network signal extends to all public areas of the library at all locations	Yes	10/10	Yes	10/10
2-3	Some public access terminals are designated with extended session periods	Yes	5/5	Yes	5/5
	Internet-enabled devices with extended session periods are loaned within the library	No, but plan to do so in the next year		Yes	
3	Internet-enabled devices are loaned for use outside the library	No, we have no plans to do so at this time	0/5	Yes	5/5
Total			30/35		35/35

9.4 The library provides peripheral equipment that enables patrons to complete tasks.

		May 2016		Current Jan 2018	
Level	Attribute	Library response	Points achieved	Library response	Points achieved
1	Headphones are available to loan to patrons	Yes	10/10	Yes	10/10
1-3	Patron needs for privacy while conducting sensitive transactions are accommodated through at least one of the following: Installing privacy screens for computer monitors	No, but plan to do so in the next year	0/5	Yes	5/5
	Placing computer monitors so they can't be viewed by other patrons	No, but plan to do so in the next year		Yes	
	Installing partitions between workstations	No, we have no plans to do so at this time		Yes	
	Having public computers in private rooms	No, we have no plans to do so at this time		Yes	
2	Patrons are able to scan documents into digital formats	Yes	5/5	Yes	5/5
2	Wireless-enabled printers are available for patron owned devices	No, but plan to do so in the next year	0/5	Yes	5/5
3	Video conferencing equipment is available for public use	No, but plan to do so in the next year	0/5	No, but plan to do so in the next year	0/5
3	Presentation equipment (e.g., projector, microphone, etc.) is available for public use	No, but plan to do so in the next year	0/5	No, but plan to do so in the next year	0/5
3	Multimedia production equipment (e.g. digital cameras, audio recorders, video cameras) is available for public use	No, but plan to do so in the next year	0/5	No, but plan to do so in the next year	0/5
Total			15/40		25/40

Benchmark 10

Libraries manage their technology resources to maximize quality

10.1 The library actively manages Internet connectivity.

Level	Attribute	May 2016		Current Jan 2018	
		Library response	Points achieved	Library response	Points achieved
1	The library knows the maximum available bandwidth speed available at each location	Yes	5/5	Yes	5/5
1	Speed tests are performed on public computers to compare advertised and actual bandwidth speed	Yes	5/5	Yes	5/5
1	Alerts about connectivity problems are received in real time	Yes	5/5	Yes	5/5
2	Connectivity (up/down/ping) is continuously monitored at the network level for all locations	Yes	5/5	Yes	5/5
2	Network traffic is monitored by packet type and volume	Yes	5/5	Yes	5/5
3	Library allocates bandwidth for library staff functions and public Internet access through separate data circuits or through hardware/software mechanisms to prioritize network traffic	Yes	5/5	Yes	5/5
3	Network bandwidth is shaped for quality of service	Yes	5/5	Yes	5/5
		Total	35/35		35/35

10.2

The library minimizes out-of-service devices.

		May 2016		Current Jan 2018	
Level	Attribute	Library response	Points achieved	Library response	Points achieved
1	Library staff have access to a troubleshooting guide for network devices and peripherals, including call numbers and service provider information	Yes	5/5	Yes	5/5
1	A lockdown software program (e.g. Deepfreeze) is installed on public computers	Yes	5/5	Yes	5/5
1	The library uses a master image deployment and recovery (e.g. Clonezilla, Ghost) system for public computers	Yes	5/5	Yes	5/5
2	Cold spares are available to switch out downed devices with fresh hardware within a business day	Yes	5/5	Yes	5/5
2	The library has access to personnel with sufficient IT expertise to maintain the library's network and public technology systems	Yes	5/5	Yes	5/5
3	The library has at least one staff member located onsite with sufficient IT expertise to maintain the library's network and public technology systems	Yes	5/5	Yes	5/5
Total			30/30		30/30

10.3

The library tracks key measures about public technology services for planning purposes.

		May 2016		Current Jan 2018	
Level	Attribute	Library response	Points achieved	Library response	Points achieved
1	The following metrics are tracked on an on-going basis: Number of hours public devices are in use by patrons	Yes	5/5	Yes	5/5
1	Number of attendees in technology classes	Yes	5/5	Yes	5/5
1	Average wait times for public devices	No, but plan to do so in the next year	0/5	Yes	5/5
2	Number of wireless sessions	No, but plan to do so in the next year	0/5	Yes	5/5
3	Number of requests for one-on-one technology help	No, but plan to do so in the next year	0/5	Yes	5/5
Total			10/25		25/25

Benchmark 11

Libraries ensure participation in digital technology for people with disabilities

11.1 The library accommodates users with disabilities.

Level	Attribute	May 2016		Current Jan 2018	
		Library response	Points achieved	Library response	Points achieved
1	At least one public terminal with assistive technology that enable use by persons with visual impairments (e.g., screen readers, magnification, high contrast keyboards and displays) is available at all locations	No, but plan to do so in the next year	0/10	Yes	10/10
1	At least one public terminal that can be converted with assistive technology to facilitate usage by people with motor and dexterity impairments (e.g., touch screens, trackballs, switches, voice-recognition software) is available at all locations	No, but plan to do so in the next year	0/5	Yes	5/5
1	The library has at least one workstation in each location that can accommodate a wheelchair or mobility vehicle	Yes	10/10	Yes	10/10
2	The library website is compliant with World Wide Web Consortium (W3C) disability standards as evidenced by the use of an online validation service	Yes	5/5	Yes	5/5
3	Specific accessibility goals are included in the strategic plan	Yes	5/5	Yes	5/5
3	Staff are provided with training at least annually for recognizing and serving patrons with disabilities	Yes	5/5	No, but plan to do so in the next year	0/5
		Total	25/40		35/40

LOCATION DETAILS

This section provides details about your library’s results for Benchmark 9.1 and Benchmark 9.2. It contains calculations based on the information you provided for each of your library locations in the assessment.

Benchmark 9.1: Device Hours Per Capita, was calculated using the number of hours and public computers or laptops available at each location and the total population of your legal service area. This article provides more detail about how [device hours per capita](#) are calculated.

Benchmark 9.2: Bandwidth, was calculated using the number of public computers or laptops available and wireless availability. Scores for each location were rolled up into an overall score for the library system. This article provides more detail about how [bandwidth calculations](#) are made.

This report also provides the results from the speed tests you performed at each location as part of the assessment. As recommended in Benchmark 10.1, you should carefully compare the advertised vs. actual download and upload speeds in this report. If the two measures differ drastically, you may want to contact your ISP to discuss ways in which they can improve your connectivity and reduce the difference between promised and actual download and upload speeds.

* Values are calculated using ISP advertised speeds only.

Location	Hours Open	Public Computers		Internet	Bandwidth (Mbps)		Calculated Device Hours & Bandwidth		
Location	Weekdays / Weekend	Desktops	Laptops / Tablets	Is Wireless Available?	Download / Upload Speed (ISP)	Download / Upload Speed (Speedtest)	Device Hours	Bandwidth Level*	Kbps / user*
APPLEGATE BRANCH LIBRARY	12.00 / 4.00	8	0	Yes	100.00 / 100.00 Mbps	48.00 / 47.00 Mbps	6,656	3	9 846
ASHLAND BRANCH LIBRARY	31.00 / 9.00	20	0	Yes	1000.00 / 1000.00 Mbps	48.00 / 47.00 Mbps	41,600	3	39 385
BUTTE FALLS BRANCH LIBRARY	10.00 / 0.00	4	0	Yes	100.00 / 100.00 Mbps	48.00 / 47.00 Mbps	2,080	3	19 692
CENTRAL POINT BRANCH LIBRARY	32.00 / 4.00	12	0	Yes	100.00 / 100.00 Mbps	48.00 / 47.00 Mbps	22,464	3	6 564
EAGLE POINT BRANCH LIBRARY	24.00 / 4.00	8	0	Yes	100.00 / 100.00 Mbps	48.00 / 47.00 Mbps	11,648	3	9 846
GOLD HILL BRANCH LIBRARY	14.00 / 4.00	7	0	Yes	100.00 / 100.00 Mbps	48.00 / 47.00 Mbps	6,552	3	11 253
JACKSONVILLE BRANCH LIBRARY	20.00 / 4.00	7	0	Yes	100.00 / 100.00 Mbps	48.00 / 47.00 Mbps	8,736	3	11 253
PHOENIX BRANCH LIBRARY	18.00 / 4.00	9	0	Yes	100.00 / 100.00 Mbps	48.00 / 47.00 Mbps	10,296	3	8 752
PROSPECT BRANCH LIBRARY	8.00 / 4.00	6	0	Yes	100.00 / 100.00 Mbps	48.00 / 47.00 Mbps	3,744	3	13 128
ROGUE RIVER BRANCH LIBRARY	24.00 / 4.00	13	0	Yes	100.00 / 100.00 Mbps	48.00 / 47.00 Mbps	18,928	3	6 059

* Values are calculated using ISP advertised speeds only.

Location	Hours Open	Public Computers		Internet	Bandwidth (Mbps)		Calculated Device Hours & Bandwidth		
Location	Weekdays / Weekend	Desktops	Laptops / Tablets	Is Wireless Available?	Download / Upload Speed (ISP)	Download / Upload Speed (Speedtest)	Device Hours	Bandwidth Level*	Kbps / user*
RUCH BRANCH LIBRARY	13.00 / 5.00	7	0	Yes	100.00 / 100.00 Mbps	48.00 / 47.00 Mbps	6,552	3	11 253
SHADY COVE BRANCH LIBRARY	18.00 / 0.00	8	0	Yes	100.00 / 100.00 Mbps	48.00 / 47.00 Mbps	7,488	3	9 846
TALENT BRANCH LIBRARY	29.00 / 7.00	9	0	Yes	100.00 / 100.00 Mbps	48.00 / 47.00 Mbps	16,848	3	8 752
WHITE CITY BRANCH LIBRARY	16.00 / 6.00	13	0	Yes	1000.00 / 1000.00 Mbps	48.00 / 47.00 Mbps	14,872	3	60 592
JACKSON COUNTY LIBRARY SERVICES	31.00 / 9.00	36	0	Yes	1000.00 / 1000.00 Mbps	46.30 / 48.35 Mbps	74,880	3	21 880

Total Device Hours: 253,344

9.1 Device Hours per Capita: 1.21 / Level 0
9.2 Bandwidth: Level 3



Edge Recommendations Report

Jackson County Library Services

Feb 21, 2018

Recommendations

Filtered By:

Strategic Area: All

Benchmark: All

Level: All

Showing **all** of your 49 recommendations

Community Value

Benchmark 1

Libraries provide assistance and training with the goal of increasing the level of digital literacy in the community

1.1 The library has curricula for and provides regularly scheduled digital literacy training.

Provide technology training classes in languages other than English to support the development of digital literacy skills in ESL populations within your community.

Level: 3

1.2 The library provides individual assistance for digital literacy at all locations.

Provide individual technology assistance in languages other than English to support the development of digital literacy skills in ESL populations within your community.

Level: 3

Benchmark 2

Libraries provide access to relevant digital content and enable community members to create their own digital content

2.1 The library supports the creation of digital content on public access computers.

Ensure photo editing software is available in at least 50% of locations.

Level: 2

Ensure video/audio recording and editing software is available in at least one location.

Level: 3

Ensure web development software is available on at least one public computer in at least one location.

Level: 3

2.3 The library provides access to information resources through its website.

Provide real-time reference services (through short message services, instant messaging, Skype, Twitter, texting, or other interactive applications).

Level: 3

Benchmark 3

Libraries provide technology resources to help patrons meet important needs related to personal goals and community priorities

3.1 The library supports use of public technology for workforce development and entrepreneurship.

Provide a collection of online resources for small business development to promote entrepreneurial start-ups.

Level: 1

Host group instruction at least quarterly on using online job-seeking, career development, and small business development resources to promote workforce development and entrepreneurship.

Level: 3

3.2 The library supports use of public technology for eGovernment or legal purposes.

Provide online guides and instructions for identifying, finding, and using online eGovernment resources to support the use of public technology for

eGovernment services.

Level: 1

Host group instruction at least quarterly for patrons on navigating online government resources to support the use of public technology for eGovernment purposes.

Level: 3

3.3 The library supports use of public technology for patrons pursuing educational opportunities.

Provide and maintain a collection of online resources related to homework help, research, and information literacy for students to promote the use of public technology to enhance the education of your community.

Level: 1

Provide and maintain online resources about college selection and financial aid to support the use of public technology for patrons pursuing educational opportunities.

Level: 2

Provide proctoring of exams for online learners to support the use of public technology for patrons pursuing educational opportunities.

Level: 3

Host group instruction at least quarterly on using or navigating educational resources to support the use of public technology for patrons pursuing educational opportunities.

Level: 3

3.4 The library supports use of public technology for health and wellness purposes.

Provide online resources on medical conditions, procedures, prescription drugs, and healthcare providers to support the use of public technology for health and wellness purposes.

Level: 1

Volunteer to become a designated community access point for health and human services information assistance (211 service) to promote the library as a resource for health and wellness information.

Level: 3

Host group instruction at least quarterly on using or navigating health and wellness resources to promote the use of the library and its publicly accessible technologies for health and wellness purposes.

Level: 3

**Engaging the
Community**

Benchmark 4

Libraries make strategic decisions based on community priorities for digital inclusion and innovation

4.1 The library has leaders who maintain on-going relationships with community leaders.

Participate in an on-going advisory body with key stakeholders that contributes to community digital inclusion and technology plans.

Level: 3

4.2 The library gathers feedback from the community about its public technology needs.

Include questions about community technology in a library-sponsored needs assessment survey to help your library determine your community's public technology needs.

Level: 2

Include community technology-related questions in a local government survey to help your library determine your community's public technology needs.

Level: 2

Hold advertised forums on the community's technology needs to help gather feedback from your community on its public technology needs.

Level: 2

Conduct an assessment of community needs for technology resources in languages other than English to help gather feedback from diverse members of your community on their public technology needs.

Level: 3

4.3 The library surveys its patrons about technology use in strategic purpose areas.

Survey patrons annually about public technology use and outcomes in workforce development

Level: 1

Survey patrons annually about public technology use and outcomes in eGovernment

Level: 1

Survey patrons annually about public technology use and outcomes in Education

Level: 1

Survey patrons annually about public technology use and outcomes in Health & Wellness

Level: 1

4.4 The library evaluates its technology programs and services.

Conduct an evaluation of the effectiveness of digital literacy programs and services annually to ensure you are meeting your community's technology needs.

Level: 1

Use Web analytics to evaluate the use of online library resources annually to assess and improve the effectiveness of your website.

Level: 2

Conduct an evaluation of the effectiveness of outreach activities annually to ensure you are connecting with your community and reflecting their technology needs in your digital literacy programs and services.

Level: 3

Conduct a biennial evaluation of the effectiveness of the library's partnerships to ensure partners remain fully engaged and are aware of and support the library's technology programs and services.

Level: 3

Engaging the Community

Benchmark 5

Libraries build strategic relationships with community partners to maximize public access technology resources and services provided to the community

5.1 The library develops and maintains partnerships that amplify the library's reach, avoid duplication of effort, aid the library in planning or advocacy, or are otherwise mutually beneficial.

Develop mutually beneficial partnerships that expand the library's assets in social services and local government.

Level: 2

Support the technology needs of local community organizations by providing devices or spaces in the library.

Level: 3

5.2 The library engages in technology outreach activities.

Provide and maintain a roster of community organization to help distribute materials about library technology services

Level: 1

Provide and maintain a roster of community organizations that offer technology services and resources to easily refer community members in the event additional services are needed

Level: 1

Keep abreast of emerging technology trends to inform the library's technology outreach activities in the community

Level: 2

Develop and maintain a plan that ensures the assessment and recovery of technology services in the event of an emergency.

Level: 3

Engaging the Community

Benchmark 6

Libraries support continuous improvement in public access technology services by sharing expertise & best practices with other digital inclusion organizations

6.1 The library participates in a community of practice and shares public access technology knowledge, resources, and other tools.

Share technology training and curricula with other libraries or community-based organizations.

Level: 2

Share network management policies and practices with other libraries or community-based organizations.

Level: 2

Organizational Management

Benchmark 8

Libraries have sufficient staff with technology expertise to help patrons achieve their goals

8.2 Library staff assigned to assist patrons are responsible for maintaining technology competencies.

Add technology competencies and responsibilities to job descriptions for public services staff.

Level: 1

Review technology related performance as part of annual employee evaluations.

Level: 2

Include expectations for technology performance in annual goal setting for public services staff.

Level: 3

8.3 Staff assigned to assist patrons are able to answer patrons' technology questions.

Ensure all public services staff are trained to answer 100% basic patron technology questions.

Level: 1

Organizational Management

Benchmark 9

Libraries have sufficient devices and bandwidth to accommodate user demand

9.1 The library has a sufficient number of device hours available on a per capita basis.

Improve patron computer access during peak demand times by increasing the number of devices and/or the number of hours your location is open.

Level: 1

Improve patron computer access during peak demand times by increasing the number of devices and/or the number of hours your location is open.

Level: 2

Improve patron computer access during peak demand times by increasing the number of devices and/or the number of hours your location is open.

Level: 3

9.4 The library provides peripheral equipment that enables patrons to complete tasks.

Provide video conferencing equipment and private spaces that can be booked for individual and group video conferences.

Level: 3

Provide presentation equipment (e.g., projector, microphone, etc.) for in-library public use.

Level: 3

Provide multimedia production equipment (e.g. digital cameras, audio recorders, video cameras) for in-library public use.

Level: 3

**Organizational
Management**

Benchmark 11

Libraries ensure participation in digital technology for people with disabilities

11.1

The library accommodates users with disabilities.

Provide library staff with training at least annually on how to recognize and serve patrons with disabilities.

Level: 3

**JACKSON COUNTY LIBRARY DISTRICT
PROPOSED 2018-2019 BUDGET CALENDAR**

Adopt budget calendar	Thursday, March 8, 2018
Appoint budget officer	Thursday, March 8, 2018
Appoint new budget committee (BC) members	Thursday, March 8, 2018
Publish notice of 1st and 2nd BC meetings on District Website	April 25-May 15
Publish notice of 1st and 2nd BC meetings in Mail Tribune	April 25-May 20
BC meets - receives budget message and proposed budget	Thursday, May 24, 2018
BC meets again, if needed	Thursday, May 31, 2018
Publish notice of budget hearing on District website	June 1-June 10
Public notice of budget hearing in Mail Tribune	June 1-June 10
Hold budget hearing at Board's regular June meeting	Thursday, June 14, 2018
Enact resolutions to adopt budget, make appropriations, etc.	Thursday, June 14, 2018
Submit tax certification documents	by July 15
Send copy of all budget documents to county clerk	by September 30

**JACKSON COUNTY LIBRARY DISTRICT BUDGET COMMITTEE
APPLICATION & CANDIDATE INFORMATION SHEET**

NAME: Gerri Davis

HOME ADDRESS: 1881 Inglewood Dr Medford, Or 97504

TELEPHONE: 541 840-7438

OCCUPATION OR TITLE: CPA

EMAIL ADDRESS: gerridavis744@gmail.com

NOTE: The applicant must be a resident of Jackson County and a registered voter.

Why do you wish to serve on the Budget Committee?

I'm a supporter and user of the library, an avid reader and would like to gain experience in a hands on capacity of the budget process.

Please list qualifications and skills you have which would be valuable if you are appointed to this position. You may attach a resume.

I have worked in public accounting since 2001 and became a licensed CPA in Oregon in 2003. I'm also an Oregon licensed municipal auditor and have governmental, special districts, and non-profit accounting and auditing experience.

Please list personal and/or professional interests relevant to this committee

I'm interested in the continued operational success of the library and hope it maintains its ability to remain opened well into the future.

Please list any previous or present civic involvement, such as city council, board or commission member, citizens committee, etc:

Committee member - Southern Oregon Chapter Oregon Society of Certified Public Accountants since 2013

Are you available to attend daytime or evening meetings? either, but prefer daytime

Date: 2/28/18

Signature: *Gerri Davis CPA*

**SEND APPLICATION TO: Jackson County Library District
ATTN: Admin
205 S Central Ave
Medford OR 97501**

EMAIL APPLICATION TO: Imarston@jacksoncountylibrarydistrict.org or

Submit Form

Volunteer positions are open to all persons without regard to race, sex, age, handicap, religion, ethnic background, or national origin

**JACKSON COUNTY LIBRARY DISTRICT SBUDGET COMMITTEE
APPLICATION & CANDIDATE INFORMATION SHEET**

NAME: Catherine Prazenica
HOME ADDRESS: 3338 Creek View Drive Medford OR 97504
HOME TELEPHONE: 562-666-9936
OCCUPATION OR TITLE: Retired
EMAIL ADDRESS: ccprazenica@earthlink.net
NOTE: The applicant must be a resident of Jackson County and a registered voter.

Why do you wish to be on the budget committee?

My experience as the current Treasurer of the Ashland Friends will benefit the committee's mission and I will learn about the District's financials which in turn will enhance my abilities as FOAL Treasurer.

Please list qualifications and skills you have which would be valuable if you are appointed to this position. You may attach a resume.

I have experience creating budgets in the corporate world and as a volunteer. I have a good understanding of financial statements and of financial policy and procedures for non-profits. I am retired and have the time to dedicate to the district's budget committee.

Please list personal and/or professional interests relevant to this committee.

During my tenure as Treasurer of the Ashland Friends of the Library, I've learned about the financials of the Friends and 501c accounting practices. I would like to expand my knowledge and usefulness to the Friends by serving on the district's budget committee. My career and volunteer experience would be beneficial to the district and serving on the district's budget committee will benefit my role as FOAL treasurer. 40 years in the corporate arena adhering to and complying with rules and regulations, policies and procedures, budgets. I'm not an accountant but I am knowledgeable in bookkeeping practices and processes. I am very detail oriented and organized and I love spreadsheets.

Please list any previous or present civic involvement, such as city council, board or commission member, citizens committee, etc.

- Peninsula Family YMCA (SF Bay Area): board member, committee member, committee chairperson, board president; extensive participation on finance and fundraising committees.
- Friends of the Foster City (SF Bay Area): board member, book sale manager, newsletter editor, board president.
- Foster City (SF Bay Area) Lions' Club: treasurer.
- Ashland Friends of the Library: board member, treasurer; during my tenure as treasurer I created a finance committee, introduced annual budgeting and regular financial reports to the board, authored financial procedures for library staff, streamlined and documented the treasurer process.

Are you available to attend daytime or evening meetings? Yes.

Date: 2/27/18

Signature:



SEND APPLICATION TO: Jackson County Library District
ATTN: Amin
205 S Central Ave
Medford, OR 97501

EMAIL APPLICATION TO: lmaston@jacksoncountylibrarydistrict.org

Volunteer positions are open to all persons without regard to race, sex, age, handicap, religion, ethnic background, or national origin.

JACKSON COUNTY LIBRARY DISTRICT BUDGET COMMITTEE
APPLICATION & CANDIDATE INFORMATION SHEET

NAME: Robert D. Mumby

HOME ADDRESS: 300 Meadowview Drive, Phoenix, OR 97535

TELEPHONE: 541-535-2934

OCCUPATION OR TITLE: Retired

EMAIL ADDRESS: wsjaybird@icloud.com

NOTE: The applicant must be a resident of Jackson County and a registered voter.

Why do you wish to serve on the Budget Committee?

I would like to assist the District to provide the community with the maximum benefits using the best fiscal efficiency.

Please list qualifications and skills you have which would be valuable if you are appointed to this position.

Before retiring from the Customer Services Dept., City & County of Honolulu, for several years I was assigned to compile the department's budget.

You may attach a resume.

Please list personal and/or professional interests relevant to this committee

I have been a member or officer of the Friends of the Phoenix Library for over ten years.

Please list any previous or present civic involvement, such as city council, board or commission member, citizens committee, etc:

For nearly ten years I have been a member of the City of Phoenix Budget Committee.

Are you available to attend daytime or evening meetings? Yes

Date: 2/22/2018

Signature: Robert D. Mumby

SEND APPLICATION TO: Jackson County Library District

ATTN: Admin

205 S Central Ave

Medford OR 97501

EMAIL APPLICATION TO: lmarston@jacksoncountylibrarydistrict.org

Volunteer positions are open to all persons without regard to race, sex, age, handicap, religion, ethnic background, or national origin



March 1, 2018

To: Jackson County Library District Board

From: Susan Bloom, Assistant Director Administrative Services

RE: Library Hours

Background

The Library District Board requested staff to prepare relevant data and make recommendations to increase library hours during fiscal year 2018-2019 to comply with the 15 population areas identified through the strategic plan.

This report provides staff recommendations and addresses the key points requested by the Library District Board which are:

- The requested increase in hours at each library
- The cost of each increase and the total amount needed
- Potential staffing required to meet the standards
- How staff proposes to phase in changes through the next fiscal year and beyond

Methodology

Staff reviewed several data points to help us understand the current state and develop a solution for a future state.

Patron Survey

On February 16th, 2018 a survey was sent to 35 thousand email recipients asking them for feedback and thoughts about the Library District considering to increase hours. The survey consisted of 13 questions which were written to get a broad sense of what branches people frequented most often, if current library hours were convenient, and what days of the week they preferred for both child and adult programming. The survey also asked an open ended question which allowed patrons to write feedback, which has been mostly constructive and provides us with insight into what patrons are hoping for from Library hours.

The response to the survey has been significant, and has provided us with a large sample size of data to pull from. Over 3 thousand responses have been collected from multiple marketing channels including email, the website, social media, and print.



Some basic reporting from responses include:

- Over 1/3 of Library Patrons feel Library hours are not convenient.
- Saturdays are the day of the week patrons are most likely to visit the Library, Sundays are the least likely.
- 45% of respondents are between the ages of 50 – 69.
- 1% of respondents identified Spanish as their native language.

Two key takeaways and insights from patron written responses:

- *Patrons are wanting more evening hours for both adult programming for adults who work during the day, and also for children’s programming for parents who work during the day but want the opportunity to take their children to the Library.*
- *More consistent hours was a common request. More standardized opening and closing times.*

Marketing Analytics

Staff engaged Gale Analytics to use the Analytics on Demand tool to create a report to assess the potential demand for library use focusing on the populations who are not current library users. The *Marketing Analytics were in line with the strategy to increase hours, strive for consistent times and focus on evening availability.* Following is a summary of the findings:

SYSTEM WIDE ANALYSIS:

Jackson County has an estimated population of 210,073, we have identified 96,874 cardholders who have had activity in the last 3 years. With almost 97,000 card holders Jackson County has a saturation rate of 46%. With roughly 113,000 county residents who are not active library patrons, the Library District has the potential to grow its user base by more than 100%.

The demographic data for our current patrons compared to the demographic data of non-patrons indicates that there is still room for growth within our most prominent patron demographic segments. This presents an opportunity, a commonly used marketing strategy is to leverage success. Because there is significant overlap between the most prominent demographic segments for both patrons and non-patrons, prioritizing the activities and interests of our current patron demographic segments would be beneficial for attracting new patrons as well as engaging with current patrons.



BRANCH LEVEL ANALYSIS:

Visits

Visits per capita is a good way to measure library engagement. Because Library cards can stay valid for an extended time, visits per capita can give a better sense of Library usage. When estimated annual visits to the service area population were compared by location, per capita visits varied widely. Applegate had the highest per capita visits at 8, the lowest being Butte Falls with less than 1 visit per capita. Medford and Ashland have a visit per capita at 3 and 5.

Visits per open hour also varied widely, from 1 visit per hour at Butte Falls to 132 visits per hour at Medford. The 5 branches with the fewest visits per hour (Butte Falls, Prospect, White City, Applegate, and Gold Hill) do not currently have evening hours.

Circulation

System wide, the circulation per capita was 8, though there were 5 branches that saw circulation per capita over 12. The 4 other top locations were Applegate (20 circs per capita), Ashland (18), Prospect (18), Talent (14), and Jacksonville (13)

Circulation per open hour did also vary between locations. Four of the five locations with the lowest circulation per open hour currently do not have evening hours (evening hours are defined as after 6pm).

Circulation Relative to Visits

The system wide ratio of circulation to visits is relatively high at 2.6, although there are some variation between branches. On the lower end of the spectrum, the circulation to visits ratio is 2 at many branches. On the higher end, Butte Falls had a ratio of 11. This shows that visits to Butte Falls are highly circulation driven.

Turnover

The turnover rate relates circulation to the number of items held at each location. This can be helpful in understanding use of our collections. System wide, the turnover rate is 3.09, meaning that the average item in our collection was circulated 3 times last year. Across locations, the turnover rate ranges from 0.79 at Butte Falls to 4.1 at Ashland.

By industry standard, turnover rates under 4 are considered low. The turnover rate can be influenced by many factors, one of which is open hours. As circulation is the main driver of this calculation, the turnover rate would increase if patrons had more hours during which they could checkout items.



OLA Standards

Staff considered the recommendation for total unduplicated hours recommended by the Oregon Library Association – Public Library Division (2015 Revision) to help develop the hours proposal.

Bottoms up Process

Staff did not use existing library hours as a template and looked at each branch with fresh eyes. This means we did not add hours or delete hours to an existing schedule. Rather considered replacing the existing schedule with a forward looking model designed to meet community needs now and in the future.

Staff Input

We surveyed staff to gain insight on their view of the community needs.

Conclusion

Staff recommends library hours be increased from 368 hours to 556 hours. The revised schedules focus on adding evening hours across all branches and striving for a consistent schedule within a week.

- The requested increase in hours at each library – Attachment 1
- The cost of each increase and the total amount needed – Attachment 2
- Potential staffing required to meet the standards – Attachment 3
- How staff proposes to phase in changes through the next fiscal year and beyond -

Staff recommends the increased hours take effect January 1, 2019. New staff hiring and planning would start no later than October 1, 2018.

Proposed Hours Increase – Attachment 1

Branch	Day	Open	Closed	Hours	Total Hours
Applegate	Sun	Closed	Closed	-	
Applegate	Mon	Closed	Closed	-	
Applegate	Tue	1:00 PM	7:00 PM	6.00	
Applegate	Wed	10:00 AM	2:00 PM	4.00	
Applegate	Thu	Closed	Closed	-	
Applegate	Fri	1:00 PM	7:00 PM	6.00	
Applegate	Sat	10:00 AM	2:00 PM	4.00	20.00
Ashland	Sun	12:00 PM	4:00 PM	4.00	
Ashland	Mon	10:00 AM	8:00 PM	10.00	
Ashland	Tue	10:00 AM	8:00 PM	10.00	
Ashland	Wed	10:00 AM	8:00 PM	10.00	
Ashland	Thu	10:00 AM	8:00 PM	10.00	
Ashland	Fri	10:00 AM	6:00 PM	8.00	
Ashland	Sat	10:00 AM	6:00 PM	8.00	60.00
Butte Falls	Sun	Closed	Closed	-	
Butte Falls	Mon	2:00 PM	6:00 PM	4.00	
Butte Falls	Tue	Closed	Closed	-	
Butte Falls	Wed	Closed	Closed	-	
Butte Falls	Thu	10:00 AM	2:00 PM	4.00	
Butte Falls	Fri	2:00 PM	6:00 PM	4.00	
Butte Falls	Sat	10:00 AM	2:00 PM	4.00	16.00
Central Point	Sun	12:00 PM	5:00 PM	5.00	
Central Point	Mon	1:00 PM	6:00 PM	5.00	
Central Point	Tue	10:00 AM	7:00 PM	9.00	
Central Point	Wed	10:00 AM	6:00 PM	8.00	
Central Point	Thu	10:00 AM	8:00 PM	10.00	
Central Point	Fri	1:00 PM	6:00 PM	5.00	
Central Point	Sat	10:00 AM	6:00 PM	8.00	50.00
Eagle Point	Sun	Closed	Closed	-	
Eagle Point	Mon	Closed	Closed	-	
Eagle Point	Tue	12:00 PM	8:00 PM	8.00	
Eagle Point	Wed	10:00 AM	6:00 PM	8.00	
Eagle Point	Thu	11:00 AM	7:00 PM	8.00	
Eagle Point	Fri	10:00 AM	6:00 PM	8.00	
Eagle Point	Sat	10:00 AM	6:00 PM	8.00	40.00
Gold Hill	Sun	Closed	Closed	-	
Gold Hill	Mon	Closed	Closed	-	
Gold Hill	Tue	1:00 PM	7:00 PM	6.00	
Gold Hill	Wed	10:00 AM	4:00 PM	6.00	
Gold Hill	Thu	10:00 AM	4:00 PM	6.00	
Gold Hill	Fri	1:00 PM	7:00 PM	6.00	
Gold Hill	Sat	10:00 AM	4:00 PM	6.00	30.00

Proposed Hours Increase – Attachment 1

Branch	Day	Open	Closed	Hours	Total Hours
Jacksonville	Sun	Closed	Closed	-	
Jacksonville	Mon	Closed	Closed	-	
Jacksonville	Tue	1:00 PM	7:00 PM	6.00	
Jacksonville	Wed	10:00 AM	4:00 PM	6.00	
Jacksonville	Thu	10:00 AM	4:00 PM	6.00	
Jacksonville	Fri	1:00 PM	7:00 PM	6.00	
Jacksonville	Sat	10:00 AM	4:00 PM	6.00	30.00
Medford	Sun	12:00 PM	4:00 PM	4.00	
Medford	Mon	10:00 AM	8:00 PM	10.00	
Medford	Tue	10:00 AM	8:00 PM	10.00	
Medford	Wed	10:00 AM	8:00 PM	10.00	
Medford	Thu	10:00 AM	8:00 PM	10.00	
Medford	Fri	10:00 AM	6:00 PM	8.00	
Medford	Sat	10:00 AM	6:00 PM	8.00	60.00
Phoenix	Sun	Closed	Closed	-	
Phoenix	Mon	Closed	Closed	-	
Phoenix	Tue	12:00 PM	8:00 PM	8.00	
Phoenix	Wed	10:00 AM	6:00 PM	8.00	
Phoenix	Thu	11:00 AM	7:00 PM	8.00	
Phoenix	Fri	10:00 AM	6:00 PM	8.00	
Phoenix	Sat	10:00 AM	6:00 PM	8.00	40.00
Prospect	Sun	Closed	Closed	-	
Prospect	Mon	Closed	Closed	-	
Prospect	Tue	1:00 PM	7:00 PM	6.00	
Prospect	Wed	10:00 AM	2:00 PM	4.00	
Prospect	Thu	Closed	Closed	-	
Prospect	Fri	12:00 PM	6:00 PM	6.00	
Prospect	Sat	10:00 AM	2:00 PM	4.00	20.00
Rogue River	Sun	Closed	Closed	-	
Rogue River	Mon	Closed	Closed	-	
Rogue River	Tue	12:00 PM	8:00 PM	8.00	
Rogue River	Wed	10:00 AM	6:00 PM	8.00	
Rogue River	Thu	11:00 AM	7:00 PM	8.00	
Rogue River	Fri	10:00 AM	6:00 PM	8.00	
Rogue River	Sat	10:00 AM	6:00 PM	8.00	40.00
Ruch	Sun	Closed	Closed	-	
Ruch	Mon	Closed	Closed	-	
Ruch	Tue	1:00 PM	7:00 PM	6.00	
Ruch	Wed	10:00 AM	4:00 PM	6.00	
Ruch	Thu	10:00 AM	4:00 PM	6.00	
Ruch	Fri	1:00 PM	7:00 PM	6.00	
Ruch	Sat	10:00 AM	4:00 PM	6.00	30.00

Proposed Hours Increase – Attachment 1

Branch	Day	Open	Closed	Hours	Total Hours
Shady Cove	Sun	Closed	Closed	-	
Shady Cove	Mon	Closed	Closed	-	
Shady Cove	Tue	1:00 PM	7:00 PM	6.00	
Shady Cove	Wed	10:00 AM	4:00 PM	6.00	
Shady Cove	Thu	10:00 AM	4:00 PM	6.00	
Shady Cove	Fri	1:00 PM	7:00 PM	6.00	
Shady Cove	Sat	10:00 AM	4:00 PM	6.00	30.00
Talent	Sun	12:00 PM	5:00 PM	5.00	
Talent	Mon	1:00 PM	6:00 PM	5.00	
Talent	Tue	10:00 AM	7:00 PM	9.00	
Talent	Wed	10:00 AM	6:00 PM	8.00	
Talent	Thu	10:00 AM	8:00 PM	10.00	
Talent	Fri	1:00 PM	6:00 PM	5.00	
Talent	Sat	10:00 AM	6:00 PM	8.00	50.00
White City	Sun	Closed	Closed	-	
White City	Mon	Closed	Closed	-	
White City	Tue	12:00 PM	8:00 PM	8.00	
White City	Wed	10:00 AM	6:00 PM	8.00	
White City	Thu	11:00 AM	7:00 PM	8.00	
White City	Fri	10:00 AM	6:00 PM	8.00	
White City	Sat	10:00 AM	6:00 PM	8.00	40.00
Total Hours					556.00
Prior Hours					368.00
Increase					188.00
% Increase					51%

The cost of each increase and the total amount needed – Attachment 2

Branch	Hours	Weekly Cost	Yearly Cost
Applegate	12.50	218	11,320
Ashland	365.00	8,407	437,184
Butte Falls	3.00	69	3,594
Central Point	44.00	785	40,841
Eagle Point	5.00	94	4,875
Gold Hill	20.50	389	20,229
Jacksonville	12.50	369	19,188
Medford	200.00	4,896	254,592
Phoenix	53.00	1,087	56,523
Prospect	28.00	515	26,760
Rogue River	16.00	462	23,999
Ruch	1.50	27	1,408
Shady Cove	13.00	238	12,393
White City	54.00	1,034	53,759
Total	828.00	18,590	966,664

Notes:

Additions to System wide staff required to support new hours is under development

Further analysis is required to determine mix of full-time vs part-time positions

Staffing model for branches does not assume a librarian in the role of Branch Lead. This may change over time and require an adjustment to the model.

Potential staffing required to meet the standards – Attachment 3

Branch	Job Code	Current Hours	New Hours	Additional Hours
Applegate	Branch Lead	30.0	30.0	0.0
Applegate	Library Associate 2	12.0	24.5	12.5
Ashland	Branch Manager/Zone Manager	40.0	40.0	0.0
Ashland	Circulation Supervisor	40.0	40.0	0.0
Ashland	Librarian 1 (Childrens)	30.0	40.0	10.0
Ashland	Librarian 1 (Reference)	40.0	40.0	0.0
Ashland	Librarian 1 (Reference)	25.0	40.0	15.0
Ashland	Librarian 1 (Reference)	20.0	40.0	20.0
Ashland	Librarian 1 (Reference)	0.0	0.0	0.0
Ashland	Librarian 1 (Teens)	25.0	40.0	15.0
Ashland	Library Associate 2 (Childrens)	20.0	40.0	20.0
Ashland	Library Associate 2 (Childrens)	20.0	40.0	20.0
Ashland	Library Associate 2 (Childrens)	5.0	40.0	35.0
Ashland	Library Associate 3 PIC (Circ)	0.0	40.0	40.0
Ashland	Library Associate 1 (Circ - page)	70.0	148.0	78.0
Ashland	Library Associate 2 (Circ)	80.0	152.0	72.0
Ashland	Library Associate 2 (Teen Services)	0.0	40.0	40.0
Butte Falls	Branch Lead	12.0	15.0	3.0
Central Point	Branch Lead	40.0	40.0	0.0
Central Point	Library Associate 2	20.0	20.0	0.0
Central Point	Library Associate 2	34.0	36.0	2.0
Central Point	Library Associate 1	10.0	20.0	10.0
Central Point	Library Associate 2 (PIC)	28.0	40.0	12.0
Central Point	Library Associate 2	0.0	20.0	20.0
Eagle Point	Branch Lead	40.0	40.0	0.0
Eagle Point	Library Associate 2	30.0	35.0	5.0
Eagle Point	Library Associate 2 (PIC)	35.0	39.0	4.0
Gold Hill	Branch Lead	30.0	40.0	10.0
Gold Hill	Library Associate 2	22.0	32.5	10.5
Jacksonville	Library Associate 2	30.0	32.5	2.5
Jacksonville	Branch Lead	30.0	40.0	10.0
Medford	Assistant Branch Manager	40.0	40.0	0.0
Medford	Circulation Supervisor	40.0	40.0	0.0
Medford	Librarian 1 (Children's Librarian)	40.0	40.0	0.0
Medford	Librarian 1 (Reference)	40.0	40.0	0.0
Medford	Librarian 1 (Reference)	40.0	40.0	0.0
Medford	Librarian 1 (Reference)	40.0	40.0	0.0
Medford	Library Associate 1 (Circ - page)	148.0	148.0	0.0
Medford	Library Associate 2 (Circ)	152.0	152.0	0.0
Medford	Librarian 1 (Teen Services)	20.0	40.0	20.0
Medford	Library Associate 2 (Children's)	20.0	40.0	20.0

Potential staffing required to meet the standards – Attachment 3

Branch	Job Code	Current Hours	New Hours	Additional Hours
Medford	Library Associate 2 (Children's)	20.0	40.0	20.0
Medford	Library Associate 2 (Teen Services)	20.0	40.0	20.0
Medford	Librarian 1 (Reference)	0.0	40.0	40.0
Medford	Library Associate 2 (Children's)	0.0	40.0	40.0
Medford	Library Associate 3 PIC (Circ)	0.0	40.0	40.0
Phoenix	Branch Lead	30.0	40.0	10.0
Phoenix	Library Associate 2 (PIC)	27.0	39.0	12.0
Phoenix	Library Associate 2	0.0	31.0	31.0
Prospect	Branch Lead	30.0	30.0	0.0
Prospect	Library Associate 2	0.0	24.0	24.0
Rogue River	Branch Lead	40.0	40.0	0.0
Rogue River	Library Associate 2	24.0	31.0	7.0
Rogue River	Library Associate 2 (PIC)	30.0	39.0	9.0
Ruch	Library Associate 2	30.0	30.0	0.0
Ruch	Branch Lead	21.0	22.5	1.5
Shady Cove	Branch Lead	30.0	32.5	2.5
Shady Cove	Library Associate 2	22.0	32.5	10.5
White City	Branch Lead	31.0	40.0	9.0
White City	Library Associate 2 (PIC)	25.0	39.0	14.0
White City	Library Associate 2	0.0	31.0	31.0
		1778.0	2606.0	828.0
Notes:	Additions to System wide staff required to support new hours is unde development			
	Further analysis is required to determine mix of full-time vs part-time positions			
	Staffing model for branches does not assume a librarian in the role of Branch Lead. This may change over time and require an adjustment to the model.			