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**CALL TO ORDER/ROLL CALL**

**INTRODUCTIONS & PROCLAMATIONS**

None

**CONSENT AGENDA (Action)**

(1) Minutes from May 10, 2018 Regular Board Meeting and May 24, 2018 Budget Committee 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.)

**PUBLIC HEARING TO RECEIVE COMMENTS REGARDING FISCAL YEAR 2018-2019 BUDGET (Action)**

1. LB-1 Notice of Budget Hearing / Approved Budget for Fiscal Year 2018-2019 ..... 11
2. Resolution 2017/2018-06: Adopting Fiscal Year 2018-2019 Budget, Making Appropriations, Imposing and Categorizing Taxes – Lisa Marston..... 31

**REPORTS AND PRESENTATIONS (Inform)**

3. Library Director Report – Laura Kimberly..... 33
4. JCLF Report – Amy Drake ..... 53
5. Update on Facilities Plan Objective 1 – Carol Doty ..... 54

**NEW BUSINESS**

6. JCLS Staff Compensation Proposal (**Discuss**) – Jennifer Giltrop ..... 59
7. Video Equipment Proposal for Staff Training and Marketing (**Discuss/Action**) – Laura Kimberly..... 61
8. Establish Board Meeting Day and Time for Fiscal Year 2018-2019 (**Action**) – Susan Kiefer
9. Planning JCLD Board Retreat (**Discuss**) – Susan Kiefer
10. Ruth Metz Consulting Services Contract (**Discuss/Action**) – Lisa Marston..... 64

**OLD BUSINESS AND UPDATES**

11. Technology Plan Update (**Inform**) – George Prokop..... 72

**COMMITTEE AND BOARD MEMBER REPORTS (Inform)**

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**FUTURE MEETINGS/EVENTS/OBSERVANCES:**

- July 9, 2018 – JCLD Study Session
- July 12, 2018 – JCLD Regular Board Meeting (White City Library)
- July 12 – July 13, 2018 – JCLD Board Retreat (White City Library)

*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](http://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](mailto:dedwards@rvcoq.org)*

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

## MINUTES

### ATTENDEES

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

Additional participants/attendees: Lisa Marston (Executive Administrator), Laura Kimberly (Assistant Library Director), Amy Drake (Executive Director, JCLF), Donovan Edwards, (JCLD Administrative Assistant), Jennifer Giltrop (Chief Library Officer, LS&S), Denise Galarraga (Regional Library Director, LS&S)

### CALL TO ORDER

President Susan Kiefer called the meeting to order at 4:06 p.m.

### INTRODUCTIONS & PROCLAMATIONS

None.

### CONSENT AGENDA

**MOTION:** Doty moved to approve the minutes from the April 12, 2018 Regular Board Meeting and Financial Report. Shaw seconded the motion. The motion was approved unanimously.

### ORAL REQUESTS AND COMMUNICATIONS FROM THE AUDIENCE

None.

### REPORTS AND PRESENTATIONS

#### Library Director's Report

Kimberly covered some of the topics within the Library Director's Report, highlighting that ten staff attended the OLA Conference in Eugene, Oregon, and since October 2017, the Digital Services Staff have doubled the number of appointments originally projected.

Turner asked Kimberly if she could provide the percentage of elementary schools the libraries are involved with for the Booktalk Program.

#### JCLF Report

Drake said JCLF continues to raise funds for the Spark Space at the Central Point Branch Library. JCLF is looking into bringing a renowned author to Jackson County as a signature event but that will not be until at least 2020. She said they are also looking at doing a signature event in 2019 but are not ready to release details yet.

#### System Wide Statistical Trends

The Board had several recommendations for the statistics report, including using a different scale on the Y-axis that would provide a clearer picture of the numerical differences, as well as incorporating Excel's trend analysis tools, when appropriate. Prokop suggested it would be helpful to see not only internal statistics, but also external statistics showing where JCLS performs on key metrics in relation to the national average or comparator libraries.

### **Strategic Plan Update Tracking Tool**

Given the choice Board Members said they preferred the more detailed tracking document provided in the packet, but also recommended a chronological order so that the action items with near-term deadlines would be addressed first, followed by those with later completion dates. The Board was asked to provide Kimberly with feedback on the new tracking tool by May 17, 2018.

### **JCLD OLA Standards Review 2018**

This item was removed from the agenda and will be presented at a future Board meeting.

### **NEW BUSINESS**

#### **Subscription for Gale Courses and Brainfuse**

In response to the staff proposal included in the Board packet, a number of Board members asked what strategic goals staff hoped to achieve and how success would be measured. The impact on the materials budget was also discussed. Doty asked if additional positions would need to be created to handle the new workload. Giltrop explained that, while the Digital Services staff would have to train patrons and existing staff, no additional hiring would be required. Galarraga estimated between 300 and 500 users per month for these online services, many of whom would be repeat users since these tools are often used for ongoing projects. Giltrop stated that marketing will be very important, noting that each patron's need is unique and individualizing the marketing will help promote more programs. Doty asked if these databases were in use in other locations such as schools and employment centers, adding that workforce development is a high priority in this region. Giltrop said that these databases are common in other libraries, and suggested that staff resubmit the proposal so that the items requested by the Board can be addressed.

#### **Amendment to Pathway Contract**

**MOTION:** Shaw moved to approve the amended contract with Pathway Enterprise, Inc. Doty seconded the motion. The motion was approved unanimously.

#### **FY 2018-2019 Accounting Services IGA with RVCOG**

**MOTION:** Turner moved to approve the Intergovernmental Agreement with RVCOG for Accounting Services. Doty seconded the motion. The motion was approved unanimously.

#### **FY 2018-2019 Administrative Services IGA with RVCOG**

**MOTION:** Doty moved to approve the Intergovernmental Agreement with RVCOG for Administrative Services. Turner seconded the motion. The motion was approved unanimously.

### **OLD BUSINESS AND UPDATES**

#### **District Administrator Update**

**MOTION:** Doty moved to approve the employment contract to hire Lisa Marston as the District Administrator. Shaw seconded the motion. The motion was approved unanimously.

#### **JCLD Additional Hours Update**

Giltrop recommended a work session be added to the schedule that would provide an opportunity to study the additional hours issue in depth. After some discussion the Board chose to have the JCLD Additional Hours Work Session at 1:00 p.m. on July 9, 2018.

#### **Library Director Interviews**

**MOTION:** Shaw moved to place the Library Director Interviews on the agenda. Doty seconded the motion. The motion was approved unanimously.

Kiefer proposed June 5<sup>th</sup> and June 6<sup>th</sup>, 2018 as dates to conduct Library Director Interviews. Giltrop agreed with Doty's request that LS&S forward application packets of the approved candidates to the Board in advance of the interviews.

## **COMMITTEE AND BOARD MEMBER REPORTS**

### **RVCOG Board Meeting Brief**

Doty distributed paperwork summarizing recent Facilities Committee and RVCOG Board meetings. Doty recommended that committee reports be placed earlier in the agenda, under Reports or New Business. Kiefer stated that the request would be discussed at the next Agenda Planning Session.

### **Adjourn**

Kiefer adjourned the meeting at 6:05 p.m.

/s/ Donovan Edwards

Recording Secretary

## MINUTES

### ATTENDEES

Present at the meeting were Board Members Susan Kiefer (Board President), Jill Turner, Carol Doty: Budget Committee Members Gerri Davis (Chair), Cathy Prazenica, Cathy de Wolfe

Additional participants/attendees: Lisa Marston (District Administrator), Vicki Robinson (Accountant), Laura Kimberly (Assistant Library Director), Jason Maki (Marketing Coordinator), Crystal Stroud (Library Operations Manager) Donovan Edwards, (Administrative Assistant), Denise Galarraga (Regional Library Director, LS&S)

### CALL TO ORDER/ROLL CALL/WELCOME

President Susan Kiefer called the meeting to order at 4:02 p.m. and asked for a roll call.

### APPROVE PROPOSED AGENDA

**MOTION:** Doty moved to approve the proposed agenda. Turner seconded the motion. The motion was approved unanimously.

### ELECTION OF BUDGET COMMITTEE CHAIR

**MOTION:** Doty moved to nominate Gerri Davis as Budget Committee Chairperson. The nomination was approved unanimously.

### BUDGET MESSAGE

Marston presented the budget message, reviewing the District's 2018-2019 budget priorities and major contracts, as well as the District's current organizational structure and hours of operation.

### PRESENTATION OF PROPOSED BUDGET

Robinson briefed the Budget Committee on tax projections for 2018-2019. In addition, she presented the restricted funds. Turner recommended that staff start spending more out of the Hulburt Trust Funds, which is a restricted endowment that is used to support the Summer Reading Program and Outreach to Older Adults. Marston reported that JCLD just received approximately \$5,000 from the Oregon Community Foundation - Eunice Gray Fund to be used to benefit the sight impaired community.

In discussing the 2018-2023 budget for major building maintenance, De Wolfe asked when the buildings would be transferred to the District to which Doty answered July 1, 2020. Doty also clarified that 7 out of the 15 libraries involve a lease transfer since those buildings will continue to belong to the cities in which the libraries are located. Marston reviewed the major building maintenance projects slated for 2018-2019, noting that two of the projects are major maintenance items identified by Jackson County Facility Maintenance, while the other three items are projects recommended in Objective 1 of the District's Facilities Plan.

Next, Marston reviewed the 2018-2019 Technology Plan priorities, which are tied to the District's Strategic Plan and the Oregon Library Standards, adding that whether or not the full amount is spent depends on finishing the Technology Plan and securing the staff and training required to implement the upgrades and/or new programs and equipment. Turner explained the typical cycle for computer replacement. Prazenica noted that based on the information that Turner had provided there should be funds allocated to replace patron computers in FY 2020-2021. Marston agreed that such an allocation would likely be part of

the FY 2020-2021 budget planning process, adding that the Technology Plan is still in development and subject to change.

Wrapping up the presentation of the proposed budget, Robinson reviewed the 2018-2019 revenues, expenditures, and reserve fund.

### **COMMITTEE DISCUSSION**

Turner asked if interest in the general fund had been allocated. Robinson said interest was not included in the resolution creating the fund, but she would look into it. Additionally, Turner requested taking \$100,000 from line 20 on page 16 (Strategic Plan Initiative) and adding \$100,000 to line 2 on page 15 (Placeholder Employee) in case the District chooses to hire additional staff in FY 2018-2019.

### **PUBLIC INPUT**

Davis asked if there was any input on the proposed budget from members of the public. Hearing none, she invited further discussion from the Budget Committee.

### **ADDITIONAL COMMITTEE DISCUSSION**

Prazenica asked about the process for making changes to the budget following approval. Robinson explained that the Board will adopt the budget by category and changes within a category can be done without an additional request. If funds need to be moved between categories, however, a resolution must be approved by the Board. Turner explained that if a category's budget changes by more than 10% then a public hearing at a Board Meeting must take place. She also explained that the Board cannot levy a tax rate greater than what the Budget Committee approves. Prazenica asked why JCLD is only levying .52 cents per \$1,000 when they could levy .60 cents. Kiefer answered that .52 cents was more agreeable to the Jackson County citizens and that there has not been a need to increase this amount.

### **POSSIBLE ACTION**

**MOTION:** Turner moved that the JCLD Budget Committee approve the budget for Fiscal Year July 1, 2018 through June 30, 2019 in the total amount of \$18,721,041 for the General Fund and \$4,100,000 for the Capital Improvement Fund with an aggregate total of \$22,821,041. This includes \$19,272,495 of appropriated expenditures and \$3,548,546 of unappropriated ending fund balance. Additionally, Turner moved for the JCLD Budget Committee to approve property taxes for Fiscal Year 2018-2019 at a rate of \$.52 cents per \$1,000 of assessed value for the permanent rate. De Wolfe seconded the motion. The motion was approved unanimously by roll call vote.

### **REVIEW NEXT STEPS**

Marston stated that the next step would be to fill out the LB-1 Notice of Budget Hearing and publish it in the paper and on the website. Marston and Robinson said that a quarterly budget report will be provided to Budget Committee members during this fiscal year and that a copy of the budget, as approved by the Budget Committee, would be sent out within the next week. Budget Committee members were also invited to attend the Budget Hearing, which will be held during the Board's regular meeting on June 14, 2018.

### **ADJOURN**

Kiefer adjourned the meeting at 5:25 p.m.

/s/ Donovan Edwards  
Recording Secretary

Jackson County Library District  
Statement of Revenues and Expenditures  
From 7/1/2017 Through 5/31/2018

	<b>YTD Budget</b>	<b>Current Month Actual</b>	<b>YTD Actual</b>	<b>YTD Budget Remaining</b>	<b>percentage received or spent to date</b>
Current Property Tax Collections	9,600,000.00	55,092.44	9,445,393.16	(154,606.84)	98.38%
Prior Year Property Tax Collections	250,000.00	9,107.53	156,869.24	(93,130.76)	62.74%
Interest Income	80,000.00	19,116.19	153,785.04	73,785.04	192.23%
Interest- Lindberg Note	0.00	1,142.61	4,906.43	4,906.43	0.00%
Other Income	10.00	0.00	35,971.87	35,961.87	359,718.70%
E Rate	103,000.00	8,840.50	97,911.90	(5,088.10)	95.06%
Reimbursements From RCC	25,000.00	0.00	25,475.07	475.07	101.90%
Ready To Read Grant	33,000.00	0.00	34,868.00	1,868.00	105.66%
Conference Room Rental	25,000.00	(12.00)	27,462.75	2,462.75	109.85%
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	884.99	(315.01)	73.74%
Library Card Replacement Fees	1,000.00	0.00	2,846.00	1,846.00	284.60%
Late Fee Charges	75,000.00	7,946.46	40,463.72	(34,536.28)	53.95%
Lost/Damaged Materials	10,000.00	0.00	5,755.56	(4,244.44)	57.55%
Photocopy/Fax Sales	13,000.00	0.00	9,488.35	(3,511.65)	72.98%
Patron Refunds	(3,000.00)	0.00	(2,136.52)	863.48	71.21%
Printer Sales	13,000.00	0.00	12,075.44	(924.56)	92.88%
On Line Fee Collections	10,000.00	212.88	5,600.08	(4,399.92)	56.00%
Hulburt Donation	125,000.00	0.00	125,900.00	900.00	100.72%
Library Friends Donations	65,000.00	6,793.64	57,009.28	(7,990.72)	87.70%
Library Foundation Donations	10,000.00	1,000.00	5,047.86	(4,952.14)	50.47%
General Public Donations	5,000.00	0.00	2,624.96	(2,375.04)	52.49%
OR Community Foundation- restricte	12,000.00	4,943.00	12,720.23	720.23	106.00%
OR Community Foundation- non rest	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- App	29,000.00	0.00	0.00	(29,000.00)	0.00%
Lindberg Estate	0.00	2,573.80	440,177.17	440,177.17	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%
<b>Total Revenue</b>	<b>17,640,490.00</b>	<b>116,757.05</b>	<b>18,463,395.03</b>	<b>822,905.03</b>	<b>104.66%</b>

Jackson County Library District  
Statement of Revenues and Expenditures  
From 7/1/2017 Through 5/31/2018

Expenditures	YTD Budget	Current Month		YTD Budget Remaining	percentage
		Actual	YTD Actual		received or spent to date
Worker comp- payroll taxes	0.00	0.00	224.00	(224.00)	0.00%
Personnel Cost	100,000.00	0.00	0.00	100,000.00	0.00%
<b>Subtotal personnel costs</b>	<b>100,000.00</b>	<b>0.00</b>	<b>224.00</b>	<b>99,776.00</b>	<b>0.22%</b>
Accounting Services	45,000.00	3,777.28	34,342.81	10,657.19	76.31%
Auditing Services	11,000.00	0.00	10,500.92	499.08	95.46%
Administrative Services	110,000.00	9,195.06	84,718.83	25,281.17	77.01%
Bank Fees/Interest Expense	1,000.00	97.67	831.35	168.65	83.13%
Consultant Fees	50,000.00	2,470.00	17,128.90	32,871.10	34.25%
Insurance	20,000.00	0.00	18,779.00	1,221.00	93.89%
Legal Services	30,000.00	3,968.00	13,464.00	16,536.00	44.88%
Memberships and Dues	2,500.00	119.00	2,326.98	173.02	93.07%
Office Supplies- admin	2,000.00	42.00	765.25	1,234.75	38.26%
Postage	500.00	98.64	660.34	(160.34)	132.06%
Registration/Tuition/Travel	10,000.00	399.17	6,713.80	3,286.20	67.13%
Special fees and Expenses	0.00	552.00	1,332.14	(1,332.14)	0.00%
Advertising/Legal Notices	2,000.00	0.00	778.39	1,221.61	38.91%
Alarm Services	2,500.00	0.00	2,356.40	143.60	94.25%
Building Repair/Maintenance	432,635.00	36,052.92	432,635.04	(0.04)	100.00%
Custodial Services	320,000.00	29,315.66	249,790.76	70,209.24	78.05%
Custodial Supplies	12,000.00	492.77	9,376.73	2,623.27	78.13%
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	6,316.00	57,193.50	17,806.50	76.25%
Signs and Signal Materials	25,000.00	0.00	0.00	25,000.00	0.00%
Building Repair/Maintenance- B-7	310,000.00	2,622.00	20,112.24	289,887.76	6.48%
Fees- Lindberg Note	0.00	6.00	30.00	(30.00)	0.00%
Equipment Repair/Maintenance	30,000.00	612.73	6,851.01	23,148.99	22.83%
Facility Furnishing Expense	25,000.00	0.00	0.00	25,000.00	0.00%
Minor Equipment	50,000.00	3,050.41	8,802.99	41,197.01	17.60%
Computers and technology	360,000.00	18,378.60	126,590.78	233,409.22	35.16%
Supplies and Expenses-Facilities	0.00	0.00	314.54	(314.54)	0.00%
Computer Software and Licensing	0.00	0.00	25,056.00	(25,056.00)	0.00%
LS&S Contract	5,065,546.00	844,677.66	4,643,837.13	421,708.87	91.67%
Library Materials	848,720.00	131,877.26	670,861.02	177,858.98	79.04%



Jackson County Library District  
Statement of Revenues and Expenditures  
From 7/1/2017 Through 5/31/2018

				percentage	
	YTD Budget	Current Month Actual	YTD Actual	YTD Budget Remaining	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	13,496.00	15,636.00	611,364.00	2.49%
E Rate Services	31,827.00	0.00	15,913.50	15,913.50	50.00%
Unique Management Services	15,914.00	0.00	7,957.00	7,957.00	50.00%
Comic Con	0.00	13,666.19	14,666.19	(14,666.19)	0.00%
LS &S- digital library staff	0.00	59,061.86	68,968.22	(68,968.22)	0.00%
SOHS contract	0.00	3,250.00	9,750.00	(9,750.00)	0.00%
Electricity	231,540.00	16,093.49	195,440.52	36,099.48	84.40%
Natural Gas	45,000.00	3,042.56	38,456.72	6,543.28	85.45%
Garbage Service	15,000.00	1,214.87	11,011.55	3,988.45	73.41%
Water and Sewer Service	33,000.00	1,734.10	24,839.35	8,160.65	75.27%
Street and Storm Drain Fees	20,000.00	1,600.89	17,382.67	2,617.33	86.91%
Telecom-Voice and LD	65,000.00	4,009.43	47,733.58	17,266.42	73.43%
Telecom-Wide Area Network	130,000.00	9,191.05	96,331.85	33,668.15	74.10%
Telecom-Internet Services	36,000.00	2,323.48	24,615.58	11,384.42	68.37%
Municipal Assessments	1,500.00	156.36	1,445.32	54.68	96.35%
Telecom- Hot Spots	0.00	3,399.26	15,411.63	(15,411.63)	0.00%
Maintenance & Fuel for Vehicles	15,000.00	943.27	12,403.46	2,596.54	82.68%
Hulburt Donation	125,000.00	10,423.99	72,478.12	52,521.88	57.98%
Library Friends Donations	65,000.00	10,395.90	48,201.95	16,798.05	74.15%
Library Foundation Donations	10,000.00	6,120.72	7,849.95	2,150.05	78.49%
General Public Donations	5,000.00	320.99	1,670.34	3,329.66	33.40%
OR Community Foundation-	34,000.00	996.74	2,083.15	31,916.85	6.12%
EJ Smith Trust Books	85.00	0.00	0.00	85.00	0.00%
Gerlock Trust Books	15.00	0.00	0.00	15.00	0.00%
Carpenter Foundation Books	0.00	1,282.75	1,515.81	(1,515.81)	0.00%
Ready to Read 2017 Grant	33,000.00	1,745.86	15,141.74	17,858.26	45.88%
Kent Family Trust	1,000.00	1,149.76	5,816.15	(4,816.15)	581.61%
Library Foundation Donations- CP	50,000.00	0.00	0.00	50,000.00	0.00%
OR Community Foundation-	12,000.00	0.00	0.00	12,000.00	0.00%
Lindberg Estate expense	0.00	(318.30)	40,118.09	(40,118.09)	0.00%
2018 Ready to Read Grant	0.00	5,516.67	5,516.67	(5,516.67)	0.00%
<b>Subtotal Materials and Supplies</b>	<b>9,482,882.00</b>	<b>1,264,938.72</b>	<b>7,269,166.82</b>	<b>2,213,715.18</b>	<b>76.66%</b>
Capital Outlay	250,000.00	74,145.13	80,374.13	169,625.87	32.14%
Contingency	750,000.00	0.00	0.00	750,000.00	0.00%
Ending Fund Balance	<u>5,007,608.00</u>	<u>0.00</u>	<u>0.00</u>	<u>5,007,608.00</u>	<u>0.00%</u>
Total Program Expenses	<u>15,590,490.00</u>	<u>1,339,083.85</u>	<u>7,349,764.95</u>	<u>8,240,725.05</u>	<u>47.14%</u>
<b>Total Expenditures</b>	<b><u>15,590,490.00</u></b>	<b><u>1,339,083.85</u></b>	<b><u>7,349,764.95</u></b>	<b><u>8,240,725.05</u></b>	<b><u>47.14%</u></b>

Jackson County Library District  
Statement of Revenues and Expenditures  
From 7/1/2017 Through 5/31/2018

	<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>
Transfer to Other Funds					
Transfer to Capital Improvement	2,050,000.00	0.00	2,050,000.00	0.00	100.00%
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>(1,222,326.80)</u>	<u>9,063,630.08</u>	<u>9,063,630.08</u>	<u>0.00%</u>

A public meeting of the Jackson County Library District will be held on June 14, 2018, at 4:00 p.m. at the Medford Library, 205 South Central Avenue, Medford, Oregon. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2018 as approved by the Jackson County Library District Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at the Business Office, 205 South Central Avenue, Medford, Oregon between the hours of 9:00 a.m. and 4:00 p.m. or online at [jacksoncountylibrarydistrict.org](http://jacksoncountylibrarydistrict.org). This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as the preceding year.

Contact: Lisa Marston, District Administrator

Telephone: 541-774-6508

Email: [lmaston@jacksoncountylibrarydistrict.org](mailto:lmaston@jacksoncountylibrarydistrict.org)

FINANCIAL SUMMARY - RESOURCES			
TOTAL OF ALL FUNDS	Actual Amount 2016-2017	Adopted Budget This Year 2017-2018	Approved Budget Next Year 2018-2019
Beginning Fund Balance/Net Working Capital	5,208,942	7,000,000	9,550,000
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	290,782	273,390	222,541
Federal, State and all Other Grants, Gifts, Allocations and Donations	384,517	437,100	434,100
Revenue from Bonds and Other Debt	0	0	0
Interfund Transfers / Internal Service Reimbursements	0	2,050,000	2,050,000
All Other Resources Except Current Year Property Taxes	313,998	330,000	364,400
Current Year Property Taxes Estimated to be Received	9,262,464	9,600,000	10,200,000
<b>Total Resources</b>	<b>15,460,703</b>	<b>19,690,490</b>	<b>22,821,041</b>

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
Personnel Services	0	100,000	217,000
Materials and Services	7,877,180	9,482,882	11,805,495
Capital Outlay	298,641	2,300,000	4,450,000
Debt Service	0	0	0
Interfund Transfers	0	2,050,000	2,050,000
Contingencies	0	750,000	750,000
Special Payments	0	0	0
Unappropriated Ending Balance and Reserved for Future Expenditure	7,284,882	5,007,608	3,548,546
<b>Total Requirements</b>	<b>15,460,703</b>	<b>19,690,490</b>	<b>22,821,041</b>

FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM			
Name of Organizational Unit or Program FTE for that unit or program			
District Administrator	0	0	117,000
FTE 1.0			
Not Allocated to Organizational Unit or Program	0	100,000	100,000
FTE			
<b>Total Requirements</b>	<b>0</b>	<b>100,000</b>	<b>217,000</b>
<b>Total FTE</b>	<b>0</b>	<b>0</b>	<b>1</b>

**STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING**

On May 24, 2014, the Jackson County voters approved the formation of a special district named Jackson County Library District ("District") with a permanent rate tax cap of \$.60/\$1,000 of assessed value. Until May 21, 2018 the District contracted for all of its services. On May 21, the District hired a District Administrator. This is currently the only employee of the District. All other services are contracted. The major contracts include the following: library operations and library materials (Library Systems & Services, LLC); accounting and administrative services (Rogue Valley Council of Governments); building maintenance and landscaping (Jackson County Facility Maintenance); custodial services and supplies (Pathway Enterprises); security services (Concierge Home and Business Watch); network, internet/wireless access (Hunter Communications) and telephone voice services (InfoStructure). The budget also includes a minimal amount in non-allocated personnel services which would allow the District to hire additional staff if necessary. Additionally, this budget includes \$2,500,000 for implementing initiatives tied to the District's Strategic Plan and OLA Standards, which include increasing staffing and training; increasing and enhancing the library collection; expanding digital literacy and Hispanic outreach and expanding hours of operation. This increase in the budget for implementing these initiatives has resulted in a decrease in the ending fund balance of \$1,459,062. The budget also includes a transfer of \$2,050,000 to a Capital Improvement Fund for future projects, including major building repairs or renovations. This is the second year that the District has included a transfer to this fund.

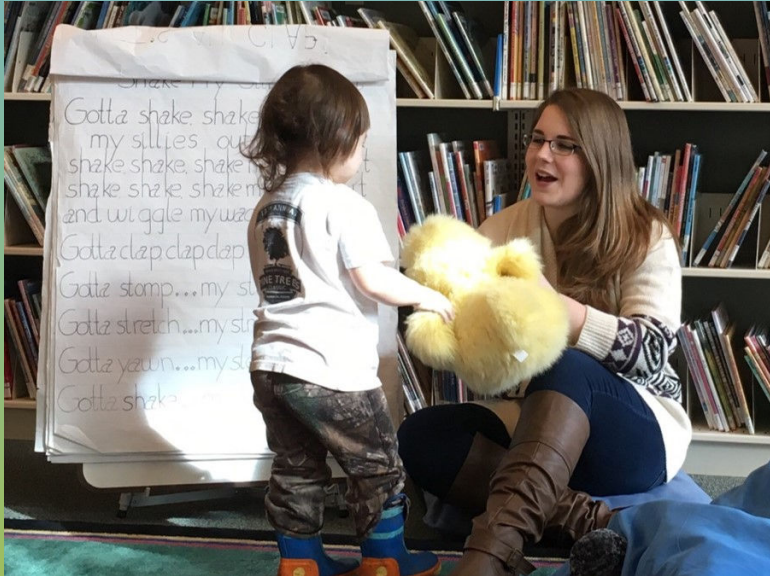
PROPERTY TAX LEVIES			
	Rate or Amount Imposed 2016-2017	Rate or Amount Imposed This Year 2017-2018	Rate or Amount Approved Next Year 2018-2019
Permanent Rate Levy (rate limit <u>.60</u> per \$1,000)	.52	.52	.52
Local Option Levy			
Levy For General Obligation Bonds			

STATEMENT OF INDEBTEDNESS		
LONG TERM DEBT	Estimated Debt Outstanding on July 1.	Estimated Debt Authorized, But Not Incurred on July 1
General Obligation Bonds		
Other Bonds		
Other Borrowings		
<b>Total</b>	none	none <b>11</b>

Jackson County  
Library  
District  
**APPROVED**  
Budget  
2018-2019



Jackson County  
**Library**  
Services



**LEARN**

**CONNECT**

**GROW**

# Jackson County Library District Budget Message



- ❖ The 2018-2019 budget was developed using the 2017-2018 actuals to date and estimating what the remaining expenditures for the year would be. This was then the basis for estimating the expenditures for 2018-2019.
- ❖ The 2016-2021 Strategic Plan and the Oregon Library Association (OLA) Standards also guided the development of this budget. This budget includes \$2,500,000 for implementing initiatives tied to the strategic plan and OLA standards, which include increasing staffing and training; increasing and enhancing the library collection; expanding digital literacy and Hispanic outreach; and expanding hours of operation.
- ❖ Due to the increase in funding for strategic initiatives, there is a decrease in the ending fund balance of \$1,459,062.

# Jackson County Library District 2018-2019 Budget Priorities



- 🔑 Provide monies to fund major projects and strategic plan priorities, including additional staffing, training, and expanded hours of operation
- 🔑 Upgrade and expand the Library's technology services based on the Technology Committee's planning efforts and direction
- 🔑 Preserve and enhance the Library's aging facilities through repairs and renovations, and provide monies to fund Objective 1 of the Facilities Plan
- 🔑 Transfer \$2,050,000 from the ending fund balance to the Capital Improvement Fund
- 🔑 Retain the current cost per thousand to the taxpayers of Jackson County of 52 cents per \$1,000 of assessed value
- 🔑 Provide for a reasonable ending fund balance to cover operational expenses of approximately \$3.5 to \$4 million in the following fiscal year until the first property tax collection in November 2018

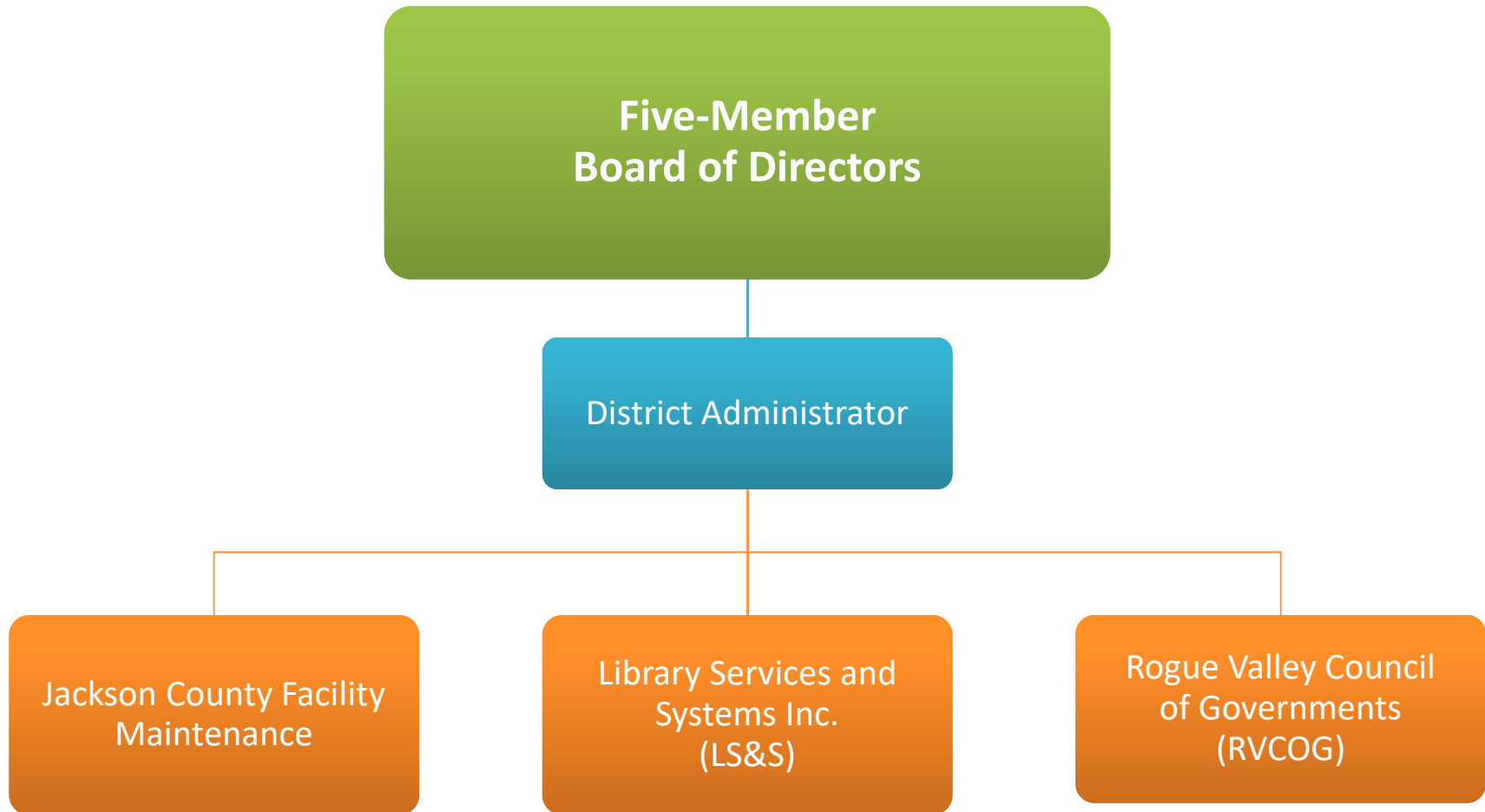
# Jackson County Library District Major Contracts for 2018-2019



- 🔒 Library Services and Systems (LS&S) – library operations
- 🔒 Jackson County – maintenance, landscaping, property insurance; any rents or fees under existing leases
- 🔒 Rogue Valley Council of Governments (RVCOG) – accounting, payroll, and administrative services. On May 21, 2018, the District hired a District Administrator thereby reducing this contract and incurring personnel costs.
- 🔒 Pathway Enterprises – janitorial services and supplies, landscaping
- 🔒 Rogue Community College (RCC) – lease, joint operation, and Integrated Library System (ILS) at Medford Library
- 🔒 Concierge Home and Business Watch – security guards at Medford Library
- 🔒 Hunter Communications – network, internet/wireless access
- 🔒 InfoStructure - voice services



# Jackson County Library District Organizational Chart 2018-2019



# Jackson County Library District Branches and Hours of Operation



BRANCH	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Applegate	Closed	Closed	2pm – 6pm	10am – 2pm	Closed	2pm – 6pm	10am – 2pm
Ashland	12pm – 4pm	10am – 8pm	10am – 6pm	10am – 6pm	12pm – 5pm	Closed	12pm – 5pm
Butte Falls	Closed	Closed	10am – 3pm	Closed	12pm – 5pm	Closed	Closed
Central Point	Closed	Closed	10am – 6pm	10am – 6pm	10am – 6pm	10am – 6pm	12pm – 4pm
Eagle Point	Closed	Closed	10am – 4pm	10am – 4pm	12pm – 6pm	10am – 4pm	12pm – 4pm
Gold Hill	Closed	10am – 4pm	Closed	2pm – 6pm	Closed	1pm – 5pm	12pm – 4pm
Jacksonville	Closed	10am – 5pm	Closed	10am – 5pm	12pm – 6pm	Closed	10am – 2pm
Medford	12pm – 4pm	10am – 7pm	10am – 7pm	10am – 7pm	Closed	12pm – 4pm	11am – 4pm
Phoenix	Closed	Closed	11am – 5pm	1pm – 7pm	11am – 5pm	Closed	12pm – 4pm
Prospect	Closed	Closed	Closed	10am – 2pm	Closed	1pm – 5pm	10am – 2pm
Rogue River	Closed	10am – 4pm	10am – 4pm	Closed	1pm – 7pm	10am – 4pm	10am – 2pm
Ruch	Closed	Closed	10am – 5pm	Closed	1pm – 7pm	Closed	11am – 4pm
Shady Cove	Closed	Closed	12pm – 6pm	2pm – 7pm	Closed	10am – 5pm	Closed
Talent	Closed	Closed	10am – 6pm	12pm – 7pm	12pm – 7pm	10am – 5pm	10am – 5pm
White City	Closed	11am – 6pm	10am – 2pm	12pm – 5pm	Closed	Closed	10am – 4pm
Office	Closed	8am – 5pm	8am – 5pm	8am – 5pm	8am – 5pm	8am – 5pm	Closed

# Jackson County Library District Tax Projections



The following table projects a 4.37% increase in total assessed value for the 2018-2019 fiscal year. Jackson County estimates Net Collection Rate by reviewing budget experience over the past several years.

## Jackson County Library District Operating Levy Projection

	<b>Assessed Value</b>
January 2018 Assessed Value	\$ 19,826,573,272
Growth	4.37%
January 2019 Estimated Assessed Value	\$ 20,692,399,726
Rate	0.52
Gross Levy	\$ 10,761,037
Net Collection Rate	94.50%
<b>Estimated taxes to be received</b>	<b>\$ 10,200,000</b>

# Jackson County Library District Restricted Funds



Restricted Fund	Purpose of Funds	Balance 7/1/2017	Revenues	Expenditures	Balance 5/14/2018
EJ Smith Corpus	Purchase Pacific Northwest related books	8,500	-	-	8,500
EJ Smith #2453		77	-	-	77
Ted Gerlock Corpus	Purchase books about forestry	1,475	-	-	1,475
Hulburt Trust #2575	Enrichment programs for youth and mature readers	151,322	125,900	66,794	210,428
Kent Family Trust	To benefit library operation	14,261	-	5,816	8,445
Ready to Read 2017	Early literacy	15,142	-	15,142	-
Ready to Read 2018	Early literacy	-	34,868	2,410	32,458
Carpenter Foundation	Purchase books for Carpenter collection	452	3,000	613	2,839
OCF - Talent Library Fund	Summer reading program and collection materials	1,203	2,777	-	3,981
OCF - Finstrom Fund	Outreach to Homebound Program	21,960	-	1,224	20,736
OCF - Bixler Fund	Library cards for Applegate School students	-	5,000	-	5,000
OCF - Eunice Gray	Serve the sight impaired community	-	4,943	-	4,943
City Participation - Ashland Levy	Enhance programs at Ashland Library	18,809	-	2,109	16,700
Lindberg Estate	For use by Ashland Library	-	139,630	40,454	99,175
		<b>\$233,203</b>	<b>\$316,118</b>	<b>\$134,563</b>	<b>\$414,758</b>

# Jackson County Library District

## Major Building Maintenance 2018-2023



FISCAL YEAR	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
<b>2018-2019</b>	<b>\$ 250,000</b>	<b>\$ 180,000</b>	<b>\$ 450,000</b>	<b>\$ 110,000</b>	<b>\$ 150,000</b>
Medford Library: Door Controls	50,000				
Medford/Ashland Libraries: HVAC Control Supervisor	50,000				
Reconfigure Layouts/Consultant Services	50,000				
Facilities Survey/Upgrades/Consultant Services	50,000				
Mid-Year B-7 Improvement Requests/Projects	50,000				
	<b>\$ 250,000</b>				
<b>2019-2020</b>					
Rogue River: HVAC		60,000			
White City Library: HVAC		40,000			
Butte Falls Library: Exterior paint		20,000			
Gold Hill Library: Exterior paint		20,000			
Phoenix Library: Exterior paint		20,000			
Prospect Library: Exterior paint		20,000			
		<b>\$ 180,000</b>			
<b>2020-2021</b>					
Branch Libraries: LED Parking Lot Lights			100,000		
Ashland Library: Replace HVAC			300,000		
White City Library: Replace concrete			50,000		
			<b>\$ 450,000</b>		
<b>2021-2022</b>					
Phoenix Library: Replace HVAC				30,000	
Jacksonville Library: Replace HVAC				30,000	
Eagle Point Library: Replace HVAC				50,000	
				<b>\$ 110,000</b>	
<b>2022-2023</b>					
Medford Library: Light Upgrade					150,000
					<b>\$ 150,000</b>

# Jackson County Library District Major Building Maintenance Projects 2018-2019



Fiscal Year 2018-2019 Projects	Amount
Medford Library: Door Controls	\$ 50,000
Medford/Ashland Libraries: HVAC Control Supervisor	\$ 50,000
Reconfigure Layouts/Consultant Services	\$ 50,000
Facilities Survey/Upgrades/Consultant Services	\$ 50,000
Mid-Year Improvement Requests/Projects	\$ 50,000
<b>Total</b>	<b>\$ 250,000</b>

# Jackson County Library District Technology Plan Priorities 2018-2019



- **Launch and Learn**
  - Develop programs and services to foster innovation and creativity
  - Enhance customer service
    - Community meeting room enhancements
    - Investigate material handling solutions
- **Upgrade and Maintain**
  - Upgrade staff PCs and supporting infrastructure
  - Update website platform
- **Critical Success Factors and Process Improvements**
  - Comprehensive technology training for staff
    - Improved training of all staff on everyday tools/services and “cutting edge” patron solutions
  - Build public awareness and engagement
    - Establish strong outreach to the community regarding the effectiveness of library solutions

# Jackson County Library District Technology Plan Budget 2018-2021



Technology	Fiscal Years		
	2018 - 2019	2019 - 2020	2020 - 2021
<b>NEW PROGRAM DEVELOPMENT/CUSTOMER SERVICE</b>			
- STEAM/Maker Space Initiative	41,300	67,200	62,250
- Library of Things (Chromebooks/Laptops/Kindles)	23,580	27,580	29,580
- Meeting Room Enhancements	18,350	24,850	13,000
- Material Handling Systems	-	25,000	25,000
<b>Sub-Total</b>	<b>\$ 83,230</b>	<b>\$ 144,630</b>	<b>\$ 129,830</b>
<b>UPGRADE/MAINTAIN</b>			
- New staff computers	145,000		
- Other	78,655	48,000	47,200
<b>Sub-Total</b>	<b>\$ 223,655</b>	<b>\$ 48,000</b>	<b>\$ 47,200</b>
<b>SOFTWARE/SUBSCRIPTIONS/SYSTEM MAINTENANCE</b>			
- BiblioCore	17,050	17,050	17,050
- BiblioWeb	80,000	40,000	40,000
- Other	22,872	25,000	25,000
<b>Sub-Total</b>	<b>\$ 119,922</b>	<b>\$ 82,050</b>	<b>\$ 82,050</b>
<b>TOTAL</b>	<b>\$ 426,807</b>	<b>\$ 274,680</b>	<b>\$ 259,080</b>



# Jackson County Library District 2018-2019 Revenues



FORM  
LB-20

**RESOURCES**  
**General**  
(Fund)

**Jackson County Library District**  
(Name of Municipal Corporation)

	Historical Data			RESOURCE DESCRIPTION	Budget for Next Year 2018/2019		
	Actual		Adopted Budget This Year 2017-2018		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	Second Preceding Year 2015-2016	First Preceding Year 2016-2017					
1				1 Available cash on hand (cash basis) or			1
2	2,814,196	5,208,942	7,000,000	2 Net working capital (accrual basis)	7,500,000	7,500,000	2
3	170,577	231,259	250,000	3 Previously levied taxes estimated to be received	200,000	200,000	3
4	36,009	82,739	80,000	4 Interest	164,400	164,400	4
5				5			5
6				6 <b>OTHER RESOURCES</b>			6
7	142,053	111,128	120,210	7 Fines and fees	58,000	58,000	7
8	207,114	179,654	153,180	8 Charges for services	164,541	164,541	8
9	447,421	384,517	437,100	9 Grants and donations	434,100	434,100	9
10				10			10
11				11			11
12				12			12
13				13			13
14				14			14
15				15			15
16				16			16
17				17			17
18				18			18
19				19			19
20				20			20
21				21			21
22				22			22
23				23			23
24				24			24
25				25			25
26				26			26
27				27			27
28				28			28
29	3,817,370	6,198,239	8,040,490	29 Total resources, except taxes to be levied	8,521,041	8,521,041	0 29
30			9,600,000	30 Taxes estimated to be received	10,200,000	10,200,000	30
31	8,890,617	9,262,464		31 Taxes collected in year levied			31
<b>32</b>	<b>12,707,987</b>	<b>15,460,703</b>	<b>17,640,490</b>	<b>32 TOTAL RESOURCES</b>	<b>18,721,041</b>	<b>18,721,041</b>	<b>0 32</b>

# Jackson County Library District 2018-19 Expenditures



FORM  
LB-31

## DETAILED EXPENDITURES

General

Jackson County Library District

(Name of Fund)

	Historical Data			Expenditure Description	Budget for Next Year 2018-2019				
	Actual		Adopted Budget This Year 2017-2018		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body		
	Second Preceding Year 2015-2016	First Preceding Year 2016-2017							
<b>1</b>				<b>1</b>	<b>PERSONNEL SERVICES</b>				<b>1</b>
2	-	-	100,000	2	Placeholder employee 1.0 FTE	-	100,000		2
3				3	District Administrator 1.0 FTE	117,000	117,000		3
<b>4</b>	<b>-</b>	<b>-</b>	<b>100,000</b>	<b>4</b>	<b>Total Personnel Services</b>	<b>117,000</b>	<b>217,000</b>		<b>4</b>
5				5					5
6				6					6
<b>7</b>				<b>7</b>	<b>MATERIALS AND SERVICES</b>				<b>7</b>
8				8					8
9	35,578	43,045	45,000	9	Accounting Services	60,000	60,000		9
10	9,800	10,300	11,000	10	Auditing Services	11,025	11,025		10
11	74,058	124,392	110,000	11	Administrative Services	76,000	76,000		11
12	1,207	921	1,000	12	Bank Fees/Interest Expense	1,072	1,072		12
13	29,334	54,573	50,000	13	Consultant Fees	50,000	50,000		13
14	-	24,638	-	14	Elections	30,000	30,000		14
15	12,051	13,405	20,000	15	Insurance	20,000	20,000		15
16	13,620	33,816	30,000	16	Legal Services	20,000	20,000		16
<b>17</b>	<b>175,648</b>	<b>305,090</b>	<b>267,000</b>	<b>17</b>	<b>Subtotal</b>	<b>268,097</b>	<b>268,097</b>		<b>17</b>
18	2,134	2,500	2,500	18	Membership and Dues	3,500	3,500		18
19	1,112	2,080	2,000	19	Office Supplies	2,000	2,000		19
20	654	1,336	500	20	Postage	2,000	2,000		20
21	14,482	9,995	10,000	21	Registration/Tuition/Travel	15,000	15,000		21
23	1,747	1,445	2,000	23	Advertising/Legal Notices	2,500	2,500		23
<b>24</b>	<b>20,129</b>	<b>17,356</b>	<b>17,000</b>	<b>24</b>	<b>Subtotal</b>	<b>25,000</b>	<b>25,000</b>		<b>24</b>
25	1,243	2,351	2,500	25	Alarm Services	2,600	2,600		25
26	417,880	419,502	432,635	26	Building Repair/Maintenance/Landscaping	449,940	449,940		26
27	-	9,290	310,000	27	Building Repair/Maintenance - Major	250,000	250,000		27
28	245,169	327,354	320,000	28	Custodial Services	380,542	380,542		28
29	10,500	11,876	12,000	29	Custodial Supplies	12,000	12,000		29
30				30					30
31				31					31
32				32					32
<b>33</b>	<b>870,569</b>	<b>1,092,819</b>	<b>1,461,135</b>	<b>33</b>	<b>Subtotal this page</b>	<b>1,505,179</b>	<b>1,605,179</b>	<b>-</b>	<b>33</b>

# Jackson County Library District 2018-2019 Expenditures

FORM  
LB-31

## DETAILED EXPENDITURES



**General**  
(Name of Fund)

Jackson County Library District

Historical Data			Expenditure Description	Budget for Next Year 2018-2019					
Actual		Adopted Budget This Year 2017-2018		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body			
Second Preceding Year 2015-2016	First Preceding Year 2016-2017								
1			1				1		
2			2	<b>MATERIALS AND SERVICES (CONTINUED)</b>				2	
3			3					3	
4	3,299	6,020	6,600	4	Landscape Services - Pathway	7,033	7,033		4
5	2,000	2,000	2,000	5	Maintenance Services - Central Point	2,000	2,000		5
6	479	-	-	6	Property Rental/Lease Expense	-	-		6
7	52,544	53,782	75,000	7	Security Services	79,407	79,407		7
8	107	582	25,000	8	Signs and Signal Materials	25,000	25,000		8
9	<b>733,221</b>	<b>832,757</b>	<b>1,185,735</b>	9	<b>Subtotal</b>	<b>1,208,522</b>	<b>1,208,522</b>		9
10	13,935	9,521	30,000	10	Equipment Repair/Maintenance	30,000	30,000		10
11		19,751	25,000	11	Facility Furnishing Expense	25,000	25,000		11
12	15,717	16,048	50,000	12	Minor Equipment	50,000	50,000		12
13	53,984	114,435	360,000	13	Minor Equipment - Computers/Technology	306,885	306,885		13
14	-	-	-	14	Software/Subscriptions/System Maintenance	119,922	119,922		14
15	-	-	-	15	Supplies - Facilities	500	500		15
16	<b>83,636</b>	<b>159,755</b>	<b>465,000</b>	16	<b>Subtotal</b>	<b>532,307</b>	<b>532,307</b>		16
17	4,775,001	4,968,608	5,113,287	17	LS&S (formerly LSSI) Contract	5,337,287	5,337,287		17
18	786,936	772,710	848,720	18	Library Materials	874,182	874,182		18
19	-	-	-	19	Comic Con	22,000	22,000		19
20	-	-	627,000	20	Strategic Plan Initiative	2,600,000	2,500,000		20
21	-	-	-	21	Southern Oregon Historical Society contract	39,000	39,000		21
22	<b>5,561,937</b>	<b>5,741,318</b>	<b>6,589,007</b>	22	<b>Subtotal</b>	<b>8,872,469</b>	<b>8,772,469</b>		22
23	234,096	214,589	231,540	23	Electricity	240,800	240,800		23
24	43,397	45,927	45,000	24	Natural Gas	45,000	45,000		24
25	9,826	11,299	15,000	25	Garbage Services	15,000	15,000		25
26	1,222	1,699	1,500	26	Municipal Assessments	1,500	1,500		26
27	30,543	29,666	33,000	27	Water and Sewer Services	32,000	32,000		27
28	17,713	18,173	20,000	28	Street and Storm Drain Fees	18,000	18,000		28
29	<b>336,797</b>	<b>321,353</b>	<b>346,040</b>	29	<b>Subtotal</b>	<b>352,300</b>	<b>352,300</b>		29
30				30					30
31				31					31
32				32					32
33				33					33
34				34					34
35	<b>6,040,799</b>	<b>6,284,810</b>	<b>7,508,647</b>	35	<b>Subtotal this page</b>	<b>9,870,516</b>	<b>9,770,516</b>		35

# Jackson County Library District 2018-2019 Expenditures



FORM  
LB-31

## DETAILED EXPENDITURES

Jackson County Library District

### General

(Name of Fund)

	Historical Data			Expenditure Description	Budget for Next Year 2018-2019			
	Actual		Adopted Budget This Year Year 2017-2018		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
	Second Preceding Year 2015-2016	First Preceding Year 2016-2017						
1				1				1
2	-			2	<b>MATERIALS AND SERVICES (CONTINUED)</b>			2
3				3				3
4	60,765	54,603	65,000	4	Telecom - Voice and LD	55,000	55,000	4
5	114,262	104,595	130,000	5	Telecom - Wide Area Network	105,000	105,000	5
6	-	-	-	6	Telecom - Hot Spots	52,000	52,000	6
7	34,027	53,550	36,000	7	Telecom - Internet Services	28,000	28,000	7
8	<b>209,054</b>	<b>212,748</b>	<b>231,000</b>	8	<b>Subtotal</b>	<b>240,000</b>	<b>240,000</b>	8
9	<b>11,476</b>	<b>7,864</b>	<b>15,000</b>	9	Maintenace for Vehicles	<b>16,000</b>	<b>16,000</b>	9
10				10				10
11	771	150	-	11	Grant Funded Programs	-	-	11
12	16,702	21,075	32,000	12	City Participation	16,700	16,700	12
13	106,314	138,298	125,000	13	Hulburt Donations	126,000	126,000	13
14	54,611	58,432	65,000	14	Library Friends Donations	65,000	65,000	14
15	10,241	15,516	10,000	15	Library Foundation Donations	6,500	6,500	15
16		1,448	50,000	16	Library Foundation Donations- Central Point	50,000	50,000	16
17	3,836	2,569	5,000	17	General Public Donations	2,500	2,500	17
18	5,143	4,089	46,000	18	Oregon Community Foundation	46,000	46,000	18
19	200	-	85	19	EJ Smith Trust Books	85	85	19
20	50	-	15	20	Gerlock Trust Books	15	15	20
21	37,522	34,390	33,000	21	Ready to Read Grant	70,000	70,000	21
22	242	370	1,000	22	Kent Family Trust	5,000	5,000	22
23	2,946	2,602	-	23	Carpenter Foundation Books	3,000	3,000	23
24	<b>238,578</b>	<b>278,939</b>	<b>367,100</b>	24	<b>Subtotal</b>	<b>390,800</b>	<b>390,800</b>	24
25	<b>7,370,476</b>	<b>7,877,180</b>	<b>9,482,882</b>	25	<b>TOTAL MATERIALS AND SERVICES</b>	<b>11,905,495</b>	<b>11,805,495</b>	25
26				26				26
27				27				27
28				28				28
29				29				29
30				30				30
31				31				31
32				32				32
33				33				33

# Jackson County Library District 2018-2019 Expenditures



FORM  
LB-31

## DETAILED EXPENDITURES

**General**  
(Name of Fund)

Jackson County Library District

	Historical Data			Expenditure Description	Budget for Next Year 2018-2019			
	Actual		Adopted Budget This Year 2017-2018		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
	Second Preceding Year 2015-2016	First Preceding Year 2016-2017						
1				1				1
2	128,569	298,461	250,000	2 CAPITAL OUTLAY	350,000	350,000		2
3				3				3
4	-	-	750,000	4 CONTINGENCY	750,000	750,000		4
5				5				5
6		-	2,050,000	6 TRANSFER TO CAPITAL IMPROVEMENT FUND	2,050,000	2,050,000		6
7				7				7
8				8				8
9				9				9
10				10				10
11				11				11
12				12				12
13				13				13
14				14				14
15				15				15
16				16				16
17				17				17
18				18				18
19				19				19
20				20				20
21				21				21
22				22				22
23				23				23
24				24				24
25				25				25
26				26				26
27				27				27
28				28				28
29				29				29
30				30				30
31	7,499,045	8,175,641		31 TOTAL EXPENDITURES				31
32			5,007,608	32 UNAPPROPRIATED ENDING FUND BALANCE	3,548,546	3,548,546		32
33	7,499,045	8,175,641	17,640,490	33 TOTAL	18,721,041	18,721,041	-	33

# Jackson County Library District 2018-2019 Reserve Fund



**FORM**

**LB-11**

This fund is authorized and established by resolution / ordinance number 2017-01 on June 8, 2017 for the following specified purpose:

Capital Improvements

**RESERVE FUND  
RESOURCES AND REQUIREMENTS**

Year this reserve fund will be reviewed to be continued or abolished.

Date cannot be more than 10 years after establishment.

Review Year: FY 2026-2027

**Capital Improvement Fund  
(Fund)**

**Jackson County Library District  
(Name of Municipal Corporation)**

	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2018-2019			
	Actual		Adopted Budget This Year 2017-2018		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2015-2016	First Preceding Year 2016-2017						
1				1 RESOURCES				1
2				2 Cash on hand (cash basis), or				2
3				3 Working Capital (accrual basis)	2,050,000	2,050,000		3
4				4 Previously levied taxes estimated to be received				4
5				5 Interest				5
6			2,050,000	6 Transferred IN, from other funds	2,050,000	2,050,000		6
7				7				7
8				8				8
9				9				9
10	0	0	2,050,000	10 Total Resources, except taxes to be levied	4,100,000	4,100,000	0	10
11				11 Taxes estimated to be received				11
12				12 Taxes collected in year levied				12
13	0	0	2,050,000	13 TOTAL RESOURCES	4,100,000	4,100,000	0	13
14				14 REQUIREMENTS				14
15				15				15
16			2,050,000	16 Capital Outlay	4,100,000	4,100,000		16
17				17				17
18				18				18
19				19				19
20				20				20
21				21				21
22				22				22
23				23				23
24				24				24
25				25				25
26				26				26
27				27				27
28				28				28
29				29 Ending balance (prior years)				29
30				30 UNAPPROPRIATED ENDING FUND BALANCE				30
31	0	0	2,050,000	31 TOTAL REQUIREMENTS	4,100,000	4,100,000	0	31

**RESOLUTION: 2017/2018-06**

**A RESOLUTION ADOPTING FISCAL YEAR 2018-2019 BUDGET, MAKING APPROPRIATIONS, IMPOSING AND CATEGORIZING TAXES**

WHEREAS, THE BOARD OF THE JACKSON COUNTY LIBRARY DISTRICT FINDS:

1. The Jackson County Library District Budget Committee approved the Fiscal Year 2018-2019 budget on May 24, 2018.
2. The notice of this budget hearing (Form LB-1) was published in the Thursday, June 7, 2018 *Mail Tribune*, and posted on the District’s website on May 29, 2018.

BE IT RESOLVED:

1. Adopting the Budget. That the Board of Directors of the Jackson County Library District hereby adopts the Budget approved for Fiscal Year 2018-2019 in the total of \$22,821,041\* now on file at the Jackson County Library District’s Business Office in Medford, Oregon.

\* Aggregate sum of budget requirements for all funds.

2. Making Appropriations. That the amounts for the Fiscal Year beginning July 1, 2018 and for the purposes shown below are hereby appropriated:

<u>GENERAL FUND</u>		
Personnel Services	\$ 217,000	
Materials & Services	\$ 11,805,495	
Capital Outlay	\$ 350,000	
Interfund Transfers	\$ 2,050,000	
Contingencies	<u>\$ 750,000</u>	
Total Appropriations		\$ 15,172,495
 <u>CAPITAL IMPROVEMENT FUND</u>		
Capital Outlay	\$ 4,100,000	
Total Appropriations		<u>\$ 4,100,000</u>
<b>Total Appropriations – All Funds</b>		<b><u>\$ 19,272,495</u></b>
 Total Unappropriated Ending Fund Balance		
		\$ 3,548,546
 <b>Total Budget</b>		
		<b><u>\$ 22,821,041</u></b>

3. Imposing and Categorizing the Tax. That the Board of Directors of the Jackson County Library District hereby imposes the taxes provided for in the adopted budget at the rate of \$.52 per \$1,000 of assessed value for operations, and that these taxes are hereby imposed for the tax year 2018-2019 upon the assessed value of all taxable property within the District as follows:

	General government	Excluded from
	<u>Limitation</u>	<u>Limitation</u>
General Fund	\$.52/\$1,000	

4. The District Administrator is authorized and directed to certify to the Assessor of Jackson County, Oregon, the tax levy made by this Resolution.

The above resolution was approved by the Board of the Jackson County Library District and declared adopted this \_\_\_\_ day of \_\_\_\_\_, 2018.

By:

Attest:

\_\_\_\_\_

\_\_\_\_\_

Board President

Recording Secretary

**Board Vote:**

Susan Kiefer \_\_\_\_\_  
George Prokop \_\_\_\_\_  
Cathy Shaw \_\_\_\_\_  
Jill B. Turner \_\_\_\_\_  
Carol Doty \_\_\_\_\_



## Director's Report June 2018

### Hiring and Vacancy Report

Date Vacant	Position	Branch	Hrs/Week	Status	Date Filled	Candidate Type
4/1/2018	Library Associate 3-Floater	Systemwide	20	Filled	6/21/2018	External
4/8/2018	Library Associate 2	Ashland	20	Filled	5/16/2018	External
4/10/2018	Library Director	Medford	40	Interviews Scheduled		
4/13/2018	Collection Development Librarian	Medford	40	Filled	6/18/2018	External
4/16/2018	Library Associate 2-Summer Reading Temp	Medford	20	Filled	5/16/2018	External
5/4/2018	Assistant Library Director-Administrative Services	Medford	40	Under Recruitment		
5/11/2018	Library Associate 3-Outreach to Homebound	Medford	30	Under Recruitment		
5/31/2018	Library Associate 2	Shady Cove	22	Under Recruitment		
6/15/2018	Library Associate 3-Digital Services	Medford	40	Under Recruitment		

### Mayor's Award

Standing in for Medford Mayor Gary Wheeler, City Councilor Michael Zarosinski presented the annual Mayor's Award to Jackson County Library Services staff for Medford Comic Con. The award recognizes organizations contributing to local economic activity by drawing people to the region.



### Project Community Connect

Community service providers throughout Jackson County came together on Friday, June 1st at the Medford Armory to help members of the community that may be homeless, or at-risk. The Jackson County Community Services Consortium and Homeless Task Force have held the event since 2009.

This was the first year that JCLS participated in the event, which was attended by hundreds of people. Nancy Peterson and Megan Pinder of Outreach to Child Care, as well as Bret Fearrien of Digital Services provided over 100 people with information about JCLS services and resources. They registered 17 patrons for library cards, and gave away 240 books to children and adults. JCLS also donated a door prize which included some snacks, basic hygiene items, and a \$20 grocery card.



## Summer Reading 2018: Libraries Rock!

Libraries Rock! is the Summer Reading 2018 theme. Our goal is to have something for everyone, from babies and wobblers up! If you like getting your hands dirty, be sure to visit one of our STEM events. If you want to learn about the world around you, well, there'll be something for you. Naturally, we'll also be featuring a selection of live musical programs to keep you jamming through the season. Sign-ups for the Programs will begin Saturday, June 9 through Saturday, August 11, 2018. You can plan your summer entertainment with our Summer Event guide, arriving online and at your local library branch.



## Free Summer Meal and Books for Kids!

Every summer, kids eat for free at sites throughout Jackson County. Library outreach staff will visit select summer lunch sites and bring books, prizes, and information on library resources.

## New Staff Intranet

The month of May saw the launch of our brand new staff intranet site, “Sherlock”. Sherlock was designed by Jessica Arenas and Andrew Molinsky who made accessibility and engagement their primary goal as the site developed. Staff feedback has been positive and “Sherlock” is continuing to grow and adapt to staff needs. Since launching, there has been a remarkable increase of staff interaction with the intranet—statistics are showing that the “Sherlock” home page is receiving nearly three times the “hits” as the old intranet!



## Volunteer Recognition

Outreach to Child Care and Outreach to the Homebound staff threw an “Alice in Wonderland” tea party for their volunteers on May 4. Those attending had a royal time and appreciated the efforts made to honor them. Many thanks were given, and one of the written thank you cards is shown here.



*Dear Nancy & Crew  
Well... you did it again! You ladies get a standing ovation for your "performance" tea. What fun we all had! You not only have important jobs but produce a grand tea party. We all feel loved and appreciated. Thank you all... a million thank yous!  
Love,  
Jean*

## Outreach to Homebound

JCLS staff visited Fountain Plaza on May 11. They registered 1 patron for a library card and shared information about JCLS services and resources. The activities director would like for JCLS to come back in 6 months to do a presentation on services and resources available

## Outreach to Child Care

Some of our sites using the Outreach to Child Care program either close for the summer or significantly change their program. The *Spring Into Summer* reading program addresses those sites with a program designed to foster interest in using the library and to place gift books in the hands of the children. Below are pictures of two of the thank you cards that we received for the program.



## Technical Services: Books! Books! Books!

As the JCLS fiscal year wraps up and Summer Reading begins, the Technical Services acquisitions team has been kept busy creating and submitting purchase orders for all kinds of library materials. Our department has positively been abuzz with activity. Just one week of May saw the delivery of over 100 boxes of materials!

Working closely with JCLS Children's and YA selectors, Rebekah DiBianco and Terra McLeod, Technical Services ordered 2,700 prize books for the system-wide Summer Reading program. To accommodate the sorting and distribution of so many books, we set ourselves to the task of clearing out storage space. When pallets of materials began arriving, staff members, Diana Truly and Jessica Dunn, eagerly rolled up their sleeves to begin the inventorying process. Titles were organized and put onto carts which were then rolled down to Medford Circulation where staff member, Mickey Harvey, applied bookplate stickers acknowledging the donor's financial support. Laura Kimberly will be coordinating with the Couriers to ensure that these books get into the hands of young readers throughout Jackson County.



**SUMMER READING GIVEAWAYS**

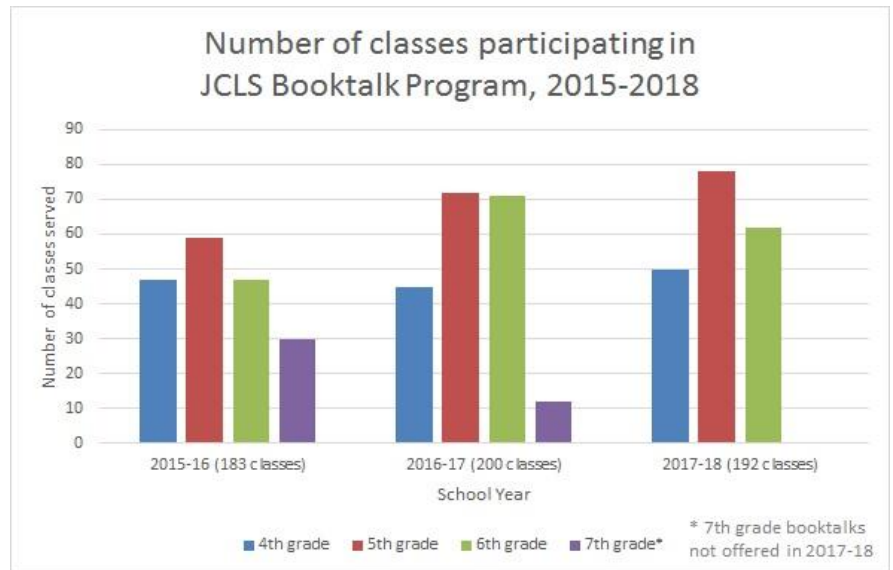
- Friends of the Library groups provided funding for more than 1,000 books
- Funds from the Hulburt Trust were used to purchase nearly 1,700 books



## Booktalk Program

The program reached over 1,000 kids this month, including seven classes of 4<sup>th</sup> and 5<sup>th</sup> graders at Hillside Elementary in Eagle Point, two classes of very enthusiastic 4<sup>th</sup> graders at Roosevelt Elementary in Medford, and two classes with new teachers at Phoenix Elementary. The booktalker also attended the Society of Children's Book Writers and Illustrator's spring conference in Portland, where she learned about upcoming children's titles and connected with regional authors.

Program statistics for the 2017-18 school year look good: The booktalk program ran for 11 weeks in the fall and 12 weeks in the spring, and served 192 classes at 39 schools in Jackson County. The booktalk program reached 78% of eligible schools (there are 50 schools in the county that include 4<sup>th</sup> to 6<sup>th</sup> grade students). During this school year, the program served all 15 communities where library branches are located.



## Library Branch Reports

### Applegate Branch

Applegate Library patrons were treated to a star-filled, moon-lit spectacle! A generous and astronomically knowledgeable local patron donated the telescope we used to gaze upon the night sky on May 17th. Nine students were in attendance on this beautiful clear evening in the Applegate. The open field behind the library provided an unobstructed view of the night sky. The telescope is available for JCLS patrons to check out for two weeks to discover their own celestial sightings.



### Ashland Branch

Ashland is all set to go with an exciting Summer Reading Program: cool things we are doing this year include a program every week in children's on Thursdays for school-agers AND the addition of a book prize for the teen participants (thanks to FOAL)!

Ashland is also partnering with OSF this summer. The library will host events that tie in to OSF's Juneteenth celebration. OSF activities are on Monday, June 18, while the library events will be on the actual day of Juneteenth: Tuesday, June 19. OSF Company members will be supporting a storytime celebrating African American authors in the children's area. There will be an adult panel discussion later in the day, also supported by the OSF Company. In addition, as a part of the monthly movie program FOAL sponsors year round, Ashland will be tying in to the OSF season by showing: *Love's Labour's Lost*, *Henry V*, *Sense and Sensibility*, and *Romeo & Juliet* in the coming months.

A new recurring program, Art Salon, has been getting really good attendance. Local authors come in and present their work on Sunday a month for an hour. It's a low investment, high impact program that has been very well received.

### *Central Point Branch*

Toddlerobics attendance has been steadily increasing and in May the average attendance was 40-45 people (25-27 children and 15-20 adults) each Tuesday.

### *Eagle Point Branch*

Every year in May, the Eagle Point Friends of the Library sponsor the "Big Yellow Library Bus" event at the Eagle Point Branch. These are the first grade visits from the Hillside and Eagle Rock Elementary Schools. There were six classes on three different days and 129 students in attendance. Group photos are taken, followed by a tour of the library, and Sarah's Secret Garden. They then proceed to the meeting room where they are treated to storytime, hear about Summer Reading, and have a sweet treat...ice cream! Students pick out a free book and put it in their book bag along with a glittery pencil, cool bookmark, and information about summer reading and library resources.

Eagle Point also had a special Storytime with Smokey the Bear, presented by a Fire Prevention Officer. The children were enchanted by Smokey, learned about keeping our forests safe, then went home with lots of goodies from Smokey!

### *Gold Hill Branch*

May in Gold Hill included programs for all ages including "Genealogy Basics" and "Wolves in America." The landscaping is completed and looks great. Lorna Hilke, branch manager, attended the Spring Carnival at Sam's Valley School to promote Summer Reading and gave away three prize books to children in attendance.



### *Medford Branch*

It's always Rockin' at the Medford Children's Library, especially with the new display for Summer Reading planned and created by the Library Design Squad. The Young Adult Department has conducted an extensive weeding and re-allocation of their collection to better serve its teen population and improve circulation. Browsing for the perfect book is now a more enjoyable experience.

The Medford Library also gave a tour for the Rogue Valley Manor with the joint effort of Outreach to Homebound and the Medford Children’s Department staff. The tour was followed by refreshments and a simple craft. This brought much joy to those who attended, and weekly shuttle service to the Medford Library is now a regular event for the Rogue Valley Manor residents.



### *Phoenix Branch*

Staff attended Parent's Night at Head Start in Phoenix on Thursday, May 17. Staff was able to distribute the Summer Reading event guides in English and Spanish to the parents and staff, and talk a little about what our branch would be offering families this summer as well as the resources and services available.

We also had a class tour this month for a group of second graders, 27 kids and 2 adults came to hear about Summer Reading, visit the mysterious drop box room, and fold a super colorful little owl. Jody Fleming (branch manager) is sending another letter to the teachers at Phoenix Elementary to remind of class visits opportunities (visits to their classrooms) any time between now and the end of school.

### *Prospect Branch*

Prospect branch has weeded the children's fiction collection, and the adult fiction collection. We made flyers for the Prospect School for summer reading and posted the flyers at various location around town. Smokey Bear visited the library on May 23rd and we had 22 participants attend.



## Rogue River Branch

Becca Sheetz had picture in the local Rogue River Press, along with a great article written by the FOL president, Burt Eikleberry.

We have quilts up in the branch and on display from the Josephine County Piecemakers through Rogue River's annual Rooster Crow weekend. Our Friends of the Rogue River Libraries will also hold their annual book sale the last weekend of June

### Sheetz Takes Over Children's Programs

Rogue River Library has a new young face working with children, Rebecca Sheetz. Before moving from California to Medford, she was the Storytime materials coordinator for six library branches in the Stanislaus County, California. In Jackson County, she started as a substitute for the Jackson County Library System and then was hired to be an LA2 (librarian associate) in Rogue River in charge of children's programs. Taking over the Babies & Wobblers, she has expanded it. This free program is every Tuesday at 10:30 with reading, rhymes, songs, movement, and fun, open to babies, ages 0-36 months and a caring adult. Older siblings are welcome, too. She is also in charge of Storytime for preschoolers, and she says she loves it. This is evident if you observe her with the kids,

See PROGRAMS page 14

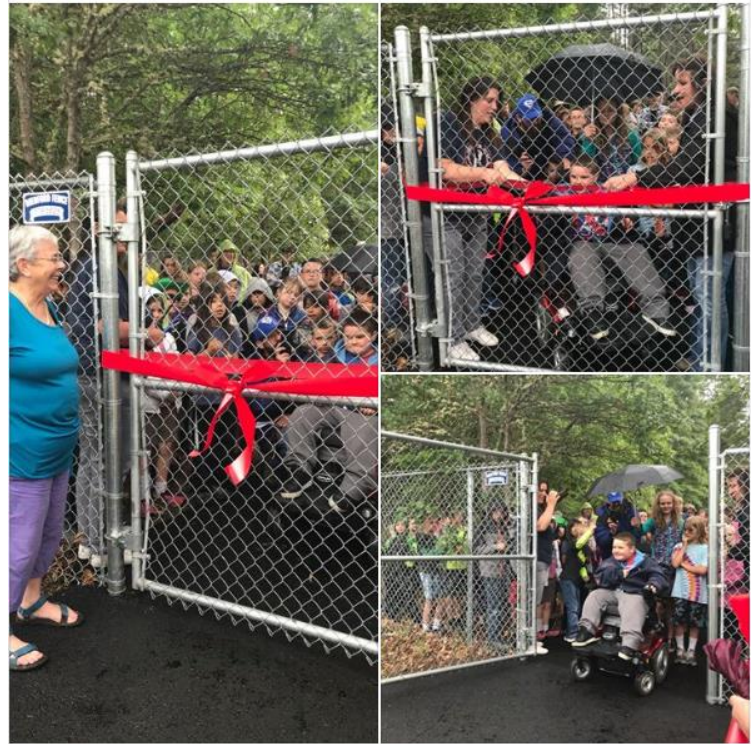
PROGRAMS from page  
Storytime is every Fri. at 10:30 with stories, songs to sing and dance by, a weekly craft, finger plays, handmade flannel boards. Rebecca's energy and enthusiasm is a reflection of her love of card making, crocheting amigurumi (she made a hedgehog for her sister), and working with children. She is also a loyal fan of Totoro, a Japanese spirit of the forest in books and animation. Head Librarian, Terri Kilburn, has praise for Becca, as her friends call her, and would like to remind parents that sign-ups start for the Summer Reading on June 9. This year's theme is "Libraries Rock." Also, the Friends of the Library have their huge yearly book sale during Rooster Crow on June 29 and 30. Call 541-864-8850 for information about all the events at our wonderful library.

Rogue River Press  
May 23, 2018



## Ruch Branch

On Friday, May 25th, there was a ribbon cutting ceremony at the Ruch Library Branch for a new pathway from across the gravel playground at the Ruch School leading to the Ruch Library Branch. A 3rd grade student could not access the library because he is in a wheelchair and there is a short hill to the adjoining gate between the school and the library. This was a combined effort to build a pathway and install a gate between the Jackson County Library Foundation, the Ruch Friends of the Library, Jackson County Library District, the Medford School District, and a private donor. All children will have equal access to the Ruch Library and all the resources offered. The pathway is called, "Library Lane: The Road to Reading!" Ruch Library has had over 175 class visits from the little school next door. (9 classes, preschool through 8th grade). What an amazing year it has been!



## Shady Cove Branch

Staff was present at the Kindergarten Roundup at Shady Cove School on May 2nd. In honor of Mental Health month, we had a Mental Health First aid class on May 11th. Local author, Dennis Ellingson, did a book talk about his book on the "Lost Villages of Lost Creek"

## White City Branch

White City staff has been busy connecting with the community at several school events included Head Start in White City and Spring Show Case at Table Rock Elementary.

# Medford Comic Con Objective Summary

## Mission



Medford Comic Con is dedicated to promoting and fostering lifelong learning, connecting people, and celebrating family and community.



Our mission is to encourage literacy and innovation through popular media, arts, literature, science & technology, fantasy and science fiction, game play & design in the form of workshops, programming, and exhibitions.

## Achievements



Medford Comic Con makes an impact. It is the largest library program in Oregon history.



Medford Comic Con is safe. There were no injuries, nobody was lost, and no incident reports were made.



Medford Comic Con leverages library resources for a high ROI. MCC increases the visibility of the library and creates multiple opportunities for partnership with businesses, not-for-profit, and government agencies.

## Connecting to our Strategic Plan

### Learn

**OBJECTIVE: Provide information and tools needed for academic success of students in public, private, home schools, trade schools, and higher education.**

- Three RCC Graphic Design Interns managed the designed MCC print collateral, including banners, promotional materials, program, and passport.
- Phoenix High School student completed her senior project on "Medford Comic Con: Project Management."
- 10 local high school students learn about project management and event coordination.

**OBJECTIVE: Provide information and tools needed for academic success of students in public, private, home schools, trade schools, and higher education.**

- The workshop, "Elements of Speculative Fiction" provided visitors with an opportunity for professional growth in creative writing and lifelong learning.
- The educational workshop, "Behind the Scenes: The Magic of FX" gave a seminar on how to use everyday objects and simple techniques to make monsters come to life on the big screen.
- Passive programs highlighting graphic novels and speculative fiction genres throughout the JCLS library system.
- Harry Potter World encompassed the Medford Children's Library to engage the community into a world of literary magic.

### Connect

**OBJECTIVE: Build public awareness through strategic marketing.**

- Offer Medford Comic Con attendees a special commemorative library card during the event. Attendees can replace their existing library card and new library cards will be issued. 47 new library cards were issued and 453 existing library cards were exchanged.
- JCLS MCC website traffic had 12,873 page views in April, with 2,315 occurring on Saturday, April 28 and 1,065 on Sunday, April 29. The regular JCLS site had 42,181 visitors in that same time period. MCC social media accounts saw significant increases in engagement.
- MCC was featured in articles in Caminos, Rogue Valley Messenger, Mail Tribune, Rogue River Press, and Mail Tribune's Get Up & Go; radio interviews. PSAs and radio remotes on KSKQ and on all local TV stations.
- Customized Medford Library space, services, and collections to meet community needs. Displays of graphic novels, comics, and speculative fiction were prominently placed.
- 3500 promotional posters and flyers were distributed throughout Jackson County.
- 7,043 MCC programs and passports were distributed.
- Banners were displayed across Central Avenue and outside the Medford Library and Rogue Community College.
- Offer Medford Comic Con commemorative Geocache coin to attendees upon completion of the geocache hunt during the event. This resulted in a permanent Geocache site at the Medford Library. Patrons became more aware of the collection and services JCLS provides.

### Grow

**OBJECTIVE: MCC leverages partnerships to develop and promote job growth and business success.**

- Downtown businesses saw a significant profit increase as MCC brought extra revenue and tourism into the downtown corridor and economy. MCC is having a lasting impact on the local economy.
- 32 after hours Comic Con friendly restaurants and bars in the downtown corridor reported being 25% busier than on a normal Saturday and Sunday.
- Food truck vendors sales were 35% higher than expected and significantly higher than seen on a normal Saturday or Sunday or during MCC 2017.

**OBJECTIVE: MCC contributes to the economic vitality of our community.**

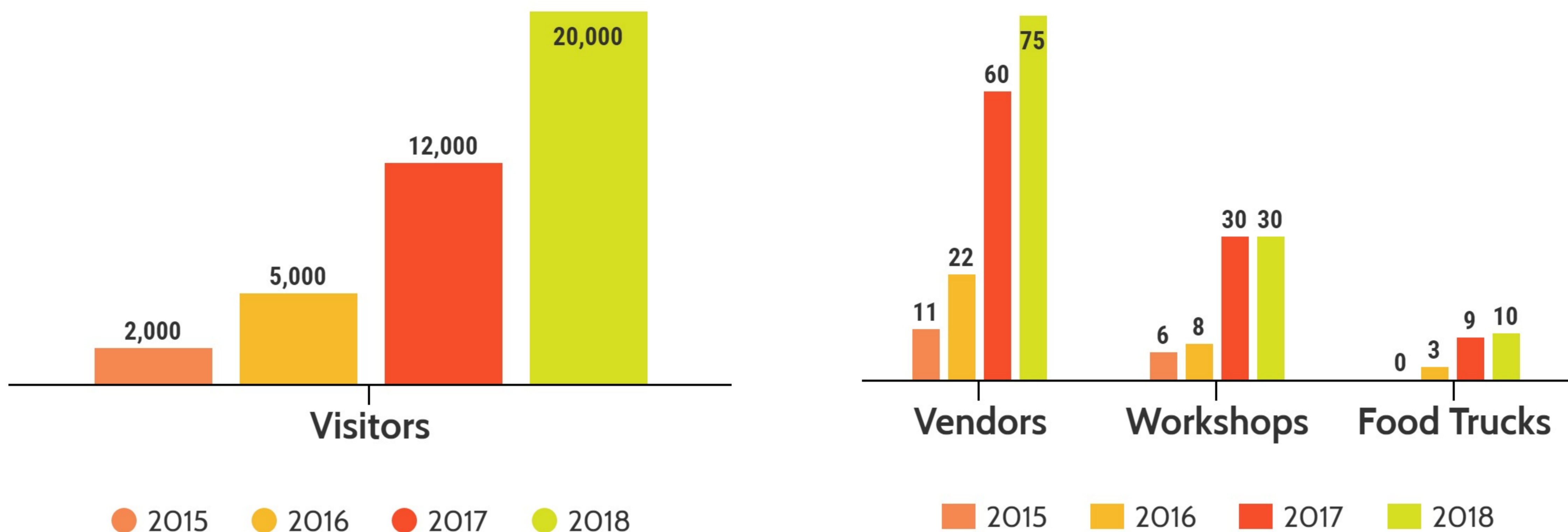
- MCC created a marketplace for more than 80 vendors and microenterprises. Aaron Hassel said, "I love seeing the teenage presence, for two days they had a place to be free, be themselves with no judgement and scolding. They were silly, happy, and they had fun."

**MCC increases public awareness of and engagement with our collection.**

- Patrons created video blogs and posted videos on YouTube highlighting book displays and graphic novel areas of the library.
- Materials in MCC display merchandising checked out quickly.



# Medford Comic Con (MCC) Growth



## Donors and Volunteers

### 40 Donors

Friends of the Medford Library, Jackson County Library Foundation, Rogue Community College, Southern Oregon University, Central Art Supply, Astral Games, What to do in Southern Oregon, Travel Medford, Blum Family Foundation, Yesquen Law, the Rogue Valley Messenger, Oregon Shakespeare Festival, Holiday Inn Express and Suites, Pronto Print, RJS Writing Service, KSKQ, Starbucks, Rogue Disposal, United Way of Jackson County, Southern Oregon Goodwill, Pronto Print, DCast, and many more!

**\$28,000 in donated goods & services**

### 3 Volunteer Orientation Sessions

### 100 Volunteers

Volunteers were recruited from RCC, JCLS, Medford Friends, the Library District board, and the community.



<b>Goal: Learn</b> - Jackson County Library Services advance Jackson County's education priorities.	
<b>Objective 1:</b> Support early learning to promote school readiness.	
<b>Action 1:</b> Establish a baseline by the end of FY 17/18 and improve the effectiveness of our early literacy storytimes by 10% in each successive year. Create an evaluation tool related to the six tips of our Ready to Read program and administer yearly. (OLA E 1.23)	
<b>Update:</b> 6/14/18: Met with Julie Brimble from S.M.A.R.T. to discuss ways her organization measures the effectiveness of their efforts in order to gives us examples we can use. She mentioned it will be difficult to quantify effectiveness and that qualitative measures may be more in line with her efforts, an example would be surveying parents and gleaning insights from anecdotal experiences.	
<b>Status:</b> In Progress	

<b>Goal: Learn</b> - Jackson County Library Services advance Jackson County's education priorities.	
<b>Objective 1:</b> Support early learning to promote school readiness.	
<b>Action 2:</b> Increase annually by 10% the number of day care providers benefiting from our outreach. The baseline is 47 childcare sites serviced as of July 2017. (OLA E 1.23)	
<b>Update:</b> 6/14/18: Outreach to Child Care serves 49 sites, plus we have 2 sites for the Kaleidoscope program and 1 after-school site using the courtesy tub of books for older children, a total of 52 sites each month. 52 from 47 is a 10.6% increase.  In Addition:  We delivered the Spring Into Summer reading program to 497 children. This program reaches children at child care sites that close for the summer, or, drastically change their program.  We delivered the Summer Reading on the Road program to 878 children in 2017. Each child received a new book and a certificate.	
<b>Status:</b> On Track	

<b>Goal: Learn</b> - Jackson County Library Services advance Jackson County's education priorities.	
<b>Objective 1:</b> Support early learning to promote school readiness.	
<b>Action 3:</b> By July 2018 10% of pre-school children in Jackson County will attend an early literacy program at the library and increase by 5% each successive year. The baseline is 12,250 children. This assumes an estimate of 216,527 residents in 2016 with 5.6% of that number being under 5 years of age. (OLA E 1.23)	
<b>Update:</b> 6/14/18: Sum of Programs Jul 17 – Apr 18: 1,188 Sum of Programs Jul 16 – Apr 17: 1,289  Sum of Attendance Jul 17 – Apr 18: 20,728 Sum of Attendance Jul 16 – Apr 17: 23,307	
<b>Status:</b> In Progress	

<b>Goal: Learn</b> - Jackson County Library Services advance Jackson County's education priorities.	
<b>Objective 2:</b> Help people develop the skills to search for, locate, evaluate and effectively use information to meet needs.	
<b>Action 1:</b> Use of non-catalog databases will increase by 10% per year. The library will establish the baseline for this objective by December 2017. (OLA 1.18)	
<b>Update:</b> 6/14/18: We are currently compiling data usage stats for end of the year reporting. The 16/17 fiscal year baseline for non-catalog usage is 18,110 retrievals. We are working to create reporting to determine if we are on track to meet our goal.	
<b>Status:</b> In Progress	

<b>Goal: Learn</b> - Jackson County Library Services advance Jackson County's education priorities.	
<b>Objective 2:</b> Help people develop the skills to search for, locate, evaluate and effectively use information to meet needs.	
<b>Action 2:</b> 75% of respondents in an annual community survey will express that the library provides effective reference and reader's advisory services. (OLA E 1.24)	
<b>Update:</b>	
<b>Status:</b> Not in Progress	

<b>Goal: Learn</b> - Jackson County Library Services advance Jackson County's education priorities.	
<b>Objective 2:</b> Help people develop the skills to search for, locate, evaluate and effectively use information to meet needs.	
<b>Action 3:</b> By 2019 provide options for reference and reader's advisory services in Spanish. (OLA D 1.15 and E 1.25)	
<b>Update:</b>	
<b>Status:</b> Not in progress	

<b>Goal: Learn</b> - Jackson County Library Services advance Jackson County's education priorities.	
<b>Objective 3:</b> Provide information and tools needed for the academic success of students in public, private, home schools, trade schools and higher education.	
<b>Action 1:</b> By July 2019 50% of Jackson County students in grades 1 – 6 have a library card with a 10% increase each successive year. We will establish a baseline this fiscal year for successive year tracking. (OLA E 1.23)	
<b>Update:</b> 6/14/18: 9,503 library card holders are age 6 - 12 as of April 2018. We are in the process of analyzing the data so that we can report whether or not we are on track to meet this goal.	
<b>Status:</b> In Progress	

<b>Goal: Learn</b> - Jackson County Library Services advance Jackson County's education priorities.	
<b>Objective 3:</b> Provide information and tools needed for the academic success of students in public, private, home schools, trade schools and higher education.	
<b>Action 2:</b> By July 2019 establish and implement a system wide homework help model with 10% participation of students in grades 1 – 12 with 5% increase each successive year. (OLA E 1.12)	
<b>Update:</b> 6/14/18: Homework Hub provides free homework help and tutoring for children ages 5 to 12 every Monday, Tuesday, and Wednesday from 3 - 5 p.m. at the Medford Library Children's Department. Children needing help with homework, studying, and comprehension are welcome to drop-in and work in a small group with a qualified and experienced tutor.  Currently there has been 182 attendees for this program.	
<b>Status:</b> In Progress	

<b>Goal: Learn</b> - Jackson County Library Services advance Jackson County's education priorities.	
<b>Objective 4:</b> Support personal growth and lifelong learning through high-quality programs.	
<b>Action 1:</b> By July 2018 report that all library branches deliver consistent cutting edge program across all branches. Cutting edge programming refers to offering programming that is consistent with library trends that engages our community in a prolific manner. For the most part, our locations with affluent Friends groups accomplishes this task; however, our metric compels us to make this a "system wide" reality. (OLA E 1.12 and E 1.24)	
<b>Update:</b> 6/14/18: Continuing to schedule programming.	
<b>Status:</b> In Progress	

<b>Goal: Learn</b> - Jackson County Library Services advance Jackson County's education priorities.	
<b>Objective 4:</b> Support personal growth and lifelong learning through high-quality programs.	
<b>Action 2:</b> By 2019 the library will host a New York Times best-selling author at a Jackson County venue. In 2020, host an event featuring the author of the highest circulation fiction book in our system of 2019. (OLA E 1.24)	

<b>Update:</b>	
<b>Status:</b> On Track	

<b>Goal: Connect</b> - Jackson County Libraries are open, thriving spaces where people link to the universe of possibilities that enrich their lives	
<b>Objective 1:</b> Provide safe and welcoming spaces for people of all ages, cultures and backgrounds to connect with others and to engage in individual pursuits.	
<b>Action 1:</b> By July 2018 updated library signage will reflect the diversity of the community. (OLA E 1.25, and H 1.1)	
<b>Update:</b> 6/14/18: The facilities committee is currently in the process creating a plan that will address interior and exterior signage. A proposal is scheduled to be completed by Nov. 30 <sup>th</sup> .  The deadline for this action item will need to be adjusted.	
<b>Status:</b> Not on Track	

<b>Goal: Connect</b> - Jackson County Libraries are open, thriving spaces where people link to the universe of possibilities that enrich their lives	
<b>Objective 1:</b> Provide safe and welcoming spaces for people of all ages, cultures and backgrounds to connect with others and to engage in individual pursuits.	
<b>Action 2:</b> By July 2018 75% of the Jackson County library users will express in a community survey that Jackson County libraries are welcoming, dynamic and engaging places to use, meet, and engage with others. By July 2019 we expect this number to increase to 85 %, and 95% by July 2020. (OLA E 1.24)	
<b>Update:</b> 6/14/18: We are not on track to meet the July deadline. User and non-user surveys and their content are under discussion with the board.  The deadline for this action item will need to be adjusted.	
<b>Status:</b> Not on Track	

**Goal: Connect** – Jackson County Libraries are open, thriving spaces where people link to the universe of possibilities that enrich their lives

**Objective 1:** Provide safe and welcoming spaces for people of all ages, cultures and backgrounds to connect with others and to engage in individual pursuits.

**Action 3:** By September 2018 the library will have a full-time bilingual and multicultural Community Outreach coordinator focused on developing programs and services for Jackson County's Hispanic community. (OLA C 2.7)

**Update:**

6/14/18:

Megan Pinder - Early Literacy Bilingual Specialist has been hired to focus on Outreach to Childcare Programming for Spanish speakers. She was hired as a Hispanic outreach Coordinator Librarian 3, and her current role is focused on early childhood.

**Status:** Complete

**Goal: Connect** - Jackson County Libraries are open, thriving spaces where people link to the universe of possibilities that enrich their lives

**Objective 2:** Customize hours, spaces, services and collections to meet community needs.

**Action 1:** By July 2018 the library will operate four pop-up events at various venues in Jackson County. Pop-up events refer to us setting up outreach booths/tables and providing satellite service and promotion throughout the community- taking the library to the customers. (OLA E 1.27)

**Update:**

6/14/18:

- Multi Cultural Fair: complete
- Fountain Plaza: complete
- SOU Literary Arts Festival: complete
- Safety Fair: complete
- Harvest Festival: complete
- Festival of Trees: complete
- Children's Festival: complete
- Family Night Out Against Child Abuse: complete

We continue to schedule and attend community events

**Status:** Complete

**Goal: Connect** - Jackson County Libraries are open, thriving spaces where people link to the universe of possibilities that enrich their lives

**Objective 2:** Customize hours, spaces, services and collections to meet community needs.

**Action 2:** By July 2018 the library website and promotional materials will be available in English and Spanish. (OLA E 1.25)

**Update:**

6/14/18:

The website now uses Google translate as an option for users to select a language of choice to use for browsing our website. Primary system wide materials have been translated to Spanish including, Library card registration forms as well as the patron code of conduct and the Library hours' flyer. The April/May Event guide is available in Spanish and appropriate promotional materials are being translated on a real-time basis.

**Status:** Complete

**Goal: Connect** - Jackson County Libraries are open, thriving spaces where people link to the universe of possibilities that enrich their lives

**Objective 2:** Customize hours, spaces, services and collections to meet community needs.

**Action 3:** By July 2018 the library will conduct a survey and at least two focus groups to obtain input from the Spanish speaking community about the library's collection and will use the data to refresh and expand Spanish language materials. (OLA E 1.24)

**Update:**

6/14/18:

We are not on track to meet the July deadline. User and non-user surveys and their content are under discussion with the board.

**Status:** Not on Track

**Goal: Connect** - Jackson County Libraries are open, thriving spaces where people link to the universe of possibilities that enrich their lives

**Objective 3:** Build public awareness through strategic marketing

**Action 1:** Library card registrations will increase 5% per year. Patron registration was 7,407 in FY 16/17. (OLA E 1.21)

**Update:**

6/14/18:

New Registrations Jul 17 – May 18 = 6,810, New Registrations Jul 16 – May 17 = 6,610  
We are trending up year over year, but will need a very ambitious June to be at a 5% increase. A 3% increase would be a more conservative forecast.

**Status:** In Progress



<b>Goal: Connect</b> - Jackson County Libraries are open, thriving spaces where people link to the universe of possibilities that enrich their lives	
<b>Objective 3:</b> Build public awareness through strategic marketing	
<b>Action 2:</b> Attendance at library programs will increase 10% each year. The baseline is 71,300 – attendance at all library programs in FY 16/17 (Does not include attendance at Comic Con). (OLA E 1.24)	
<b>Update:</b> 6/14/18: Attendance in Fiscal YTD 17/18 is approximately 62,000.	
<b>Status:</b> Not on track to meet a 10% increase	

<b>Goal: Connect</b> - Jackson County Libraries are open, thriving spaces where people link to the universe of possibilities that enrich their lives	
<b>Objective 4:</b> Implement new models and collaborate with others to improve information access and delivery.	
<b>Action 1:</b> By January 2018 implement the hot spot lending program across the system. By August 2018 have evaluation complete toward meeting program goals and recommendations for moving forward. (OLA E 1.27)	
<b>Update:</b> 6/14/18: The hot spot program is fully implemented with 100 hotspots in circulation. An evaluation of program success is being compiled and will be ready to present Aug 2018	
<b>Status:</b> On Track	

<b>Goal: Connect</b> - Jackson County Libraries are open, thriving spaces where people link to the universe of possibilities that enrich their lives	
<b>Objective 4:</b> Implement new models and collaborate with others to improve information access and delivery.	
<b>Action 2:</b> By July 2020 have a pop-up library van extending the reach of the library across Jackson County. (OLA E 1.27)	
<b>Update:</b>	
<b>Status:</b> Not in Progress	

**Goal: Connect** - Jackson County Libraries are open, thriving spaces where people link to the universe of possibilities that enrich their lives

**Objective 4:** Implement new models and collaborate with others to improve information access and delivery.

**Action 3:** By July 2018 implement a mobile friendly application for cell phones and tablets. (OLA E 1.27 and F 1.5)

**Update:**  
6/14/18:  
BiblioCommons app is an additional product offering and is in beta from the provider. Deadline needs to be adjusted.

**Status:** Not on track

**Goal: Grow** - Jackson County Library Services contribute to the economic vitality of our communities

**Objective 1:** Emphasize 21st century literacies such as information, finance and health in library programs.

**Action 1:** By July 2018 at least 300 Jackson County residents will attend programs designed to support healthy living and financial acumen. (OLA F 2.1)

**Update:**  
6/14/18:

- Fairy Tales & Finance
- Consumer Credit Counseling
- Toddlerobics
- Health - TED Talks
- Healthy Family Days
- Build a Community Garden

Currently compiling attendance statistics for these programs.

**Status:** Completed

**Goal: Grow** - Jackson County Library Services contribute to the economic vitality of our communities

**Objective 1:** Emphasize 21st century literacies such as information, finance and health in library programs.

**Action 2:** By July 2018 the library will have established at least 5 partnerships with health providers, financial institutions and other relevant organizations to provide programs. (OLA H 5.4)

**Update:**

6/14/18:

- Worksource Oregon:
- La Clinica:
- Rogue Community Health:
- AllCare:
- United Way:
- SOREDI:
- Rogue Credit Union:
- Jackson County Early Learning Hub:
- SOU/RCC Business Center
- Chamber of Commerce - Ashland, Medford, Central Point

**Status:** On Track

**Goal: Grow** - Jackson County Library Services contribute to the economic vitality of our communities

**Objective 2:** Educate for digital literacy and marketable workplace skills to improve prospects for employment.

**Action 1:** By July 2018 usage of Learning Express will increase 10% and increase 10% each successive year. (OLA F 2.1)

**Update:**

6/14/18:

The baseline for Learning Express retrievals is 337 for FY 16/17.

**Status:** In Progress

**Goal: Grow** - Jackson County Library Services contribute to the economic vitality of our communities

**Objective 2:** Educate for digital literacy and marketable workplace skills to improve prospects for employment.

**Action 2:** By July 2018 at least 300 Jackson County residents will receive one-on-one information literacy assistance from library staff annually with a 25% increase annually. (OLA C 1.11 and C 1.12)

**Update:** Digital Services has filled over 600 appointments working with community members to provide help with digital services.

**Status:** Complete for FY 17/18

<b>Goal: Grow</b> - Jackson County Library Services contribute to the economic vitality of our communities	
<b>Objective 2:</b> Educate for digital literacy and marketable workplace skills to improve prospects for employment.	
<b>Action 3:</b> By July 2020 establish and idea lab within the system where people can produce creative content. (OLA C 1.12)	
Update: The furniture expenditure has been approved and ordered. This was the first hurdle to achieving the goal of opening to the public on Tuesday, September 8. At this point, we are on track to achieving this goal. Early marketing communications, including logo and naming conversations have occurred. While in early reports this was called an Idea Lab, we have officially decided to call this area a “Spark Space” moving forward.	
<b>Status:</b> On track	

<b>Goal: Grow</b> - Jackson County Library Services contribute to the economic vitality of our communities	
<b>Objective 3:</b> Leverage partnerships to develop and promote job growth and business success.	
<b>Action 1:</b> By July 2020 the library will partner with at least 6 local organizations to be part of the “Ask the Expert” program. (OLA H 5.4)	
<b>Update:</b>	
<b>Status:</b> Not in Progress	

# Jackson County Library FOUNDATION

## Executive Director Report June 2018

### 1. Central Point Spark Space Fundraising

We received a \$30,000 grant from the Oregon Community Foundation to support this project. This is the largest grant that the Foundation has been awarded in possibly ten years.

### 2. Signature Event Update

We're exploring hosting a Centennial Celebration in Fall 2019. Planning is in the preliminary stages. Beginning brainstorming is envisioning 1) system-wide programs in partnership with the branches and Friends, and 2) a ticketed soiree at the Medford Library to fundraise for either the Foundation's endowment or a District-identified priority.

Background history: The Jackson County Library System was established in 1919. According to research compiled by Julie Dregson, Medford Reference:

*"In 1919 Jackson County and the Medford Library Board signed a contract that made the Medford city library the hub of a "system of branches, deposit stations, and traveling libraries, and individual service" in rural areas. For towns such as Rogue River that already had libraries, the system provided "books and supervision." By the end of 1921 the Medford Library was purchasing and processing books for seven branch libraries in Butte Falls, Central Point, Eagle Point, Gold Hill, Jacksonville, Rogue River and Talent. In 1925 the Phoenix Branch was added."*

Other branches followed:

- Applegate: started as a station in 1940, became branch in 1996
- Ashland: started as a subscription library in 1891, lots of changes, became branch in 1970
- Prospect: developed as station in 1919, upgraded to branch in 1961
- Ruch: opened 1984, incorporated as a branch in 1986
- Shady Cove: established as station in 1940, upgraded to branch in 1966
- White City: was the Table Rock Station in 1957, upgraded to branch in 1965

### 3. International Public Library Fundraising Conference

The most valuable professional development opportunity of the year. Highlights included:

- Keynote from the directors of the Denver, Seattle, and Boston Public Libraries about the partnership between the Library Director and their Foundations
- Opportunity to learn from and network with 100 other library foundation professionals from urban and rural libraries, including Stu Wilson of Library Strategies
- Annual Appeal idea from the DC Public Libraries that incorporates social media, direct mail, library marketing, and the library branches so the fundraiser is a library community effort

Facilities and Temporary Advocacy Committee met Monday, 3/22/18 at RVCOG office. Present were members Carol Doty, Lisa Marston, Pat Ashley, Jason Maki, Denise Gallaraga and Donovan Edwards.

The Committee reviewed and updated Objective 1 of the Long Term Facilities Plan.

It was determined that Edwards and Crystal Stroud (Library Operations Manager) will work together to create an inventory/facilities checklist to use during site visits that will begin following the July 18<sup>th</sup> Facilities Committee Meeting at RVCOG. The checklist will be based on paragraphs 1.A.5 through 1.A.10 and is due to the Library Director no later than November 30<sup>th</sup>, 2018.

The timeline included in Paragraph 1.B was updated from November 30, 2017 to November 30, 2018 and the goal to complete Objective 1 was updated from June 30, 2018 to June 30, 2019.

Maki and Gallaraga will work to have a small list of companies to choose from that can create a survey that is tailored to the Facilities Committee that will target all patrons and non-patrons in Jackson County.

Marston agreed to add \$60,000 to the Facilities Budget for the survey and potentially using an interior consultant.

The Committee reviewed the 2020 Facilities Committee Plan: Preliminary Report (Section A, line items: 1, 2, 3) created by Kristin Anderson, Cluster Manager. The document contains pictures of all libraries highlighting areas of concern for signage, visibility from the parking lots and exterior book drops.

The next Facilities Committee Meeting will be held at RVCOG in the Jefferson Conference Room on July 18<sup>th</sup>, 2018 beginning at 9:00 a.m.

To: JCLD Board of Directors

Date: June 8, 2017

From: JCLD Facilities Committee

Re: Requesting Board approval of JCLD's Long-Term Facilities Plan Objective 1

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## INTRODUCTION

Using the OLA Check List, Section H Facilities in the assessment completed in November 2016 by Ruth Metz & Associates, the Facilities Committee has prepared measurable objectives and budgets that require approval and support of the District Board, the Library Director, and the LS&S Supervisor.

*Note: This document for the June 8, 2017 JCLD Board Regular Meeting packet is an excerpt that includes only Objective 1 of the 2020 Facilities Plan and Budget emailed to the Board on March 10, 2017.*

## OBJECTIVE 1

I. Library Director has proposed reconfiguration of some library interiors to better serve children, teens, and staff needs between 9/30/17-6/30/19. To accommodate his requests for furniture, electrical outlets and power supply (USB and AC outlets), and anticipated technology input from Lucien's report.

A. While reconfigurations are being planned, Facilities Committee requests that by October 30, 2017, Library Director also assess interior and exterior signage, book returns, self-directed use options, furniture inventory, interior and exterior lighting, and off-site storage:

1. Whether entrances are clearly visible from main parking areas of each library, and if signage is located on the side of the building that users approach. (Ex: Feedback is that Central Point Library main access is away from major parking, and that the entrance access is not clearly described from the main parking lot).
2. Whether exterior signage is not present at the time he evaluates each building, and provides description of what he believes is needed.

3. Whether a convenient and safe book return location is provided during hours when each library is closed. Further, Director is asked to determine if depositories are fireproof and also accessible to people with disabilities.
4. Whether interior signage adequately encourages self-directed use of each library. (Ex: Are holds reasonably close to checkout stations and are they evident? Do some libraries need self-checkout stations? If these are not evident to Director and patrons, what signage is needed?) Provide recommendations for other signage needed anywhere to make accessibility easier for patrons?
5. Whether layout changes are needed to facilitate easier self-directed use, and if adequate finances are available to make needed changes.
6. Whether inventory of furniture by facility is up-to-date and dated.
7. Whether off-library site storage being provided is adequate for courier tires, for some technology equipment and bulk supplies.
8. Whether Wi-Fi seating and charging stations exist for patron devices, whether these areas are adequately lighted for evening use, and if they are comfortable for use in inclement weather.
9. Whether interior lighting of each library complies w/standards issued by the Illuminating Engineering Society of North America, and where changes are needed. If special equipment or contract engineer is needed to complete survey, Director will work with Board Administrator to have contract ready for interior lighting approval by Board no later than November 30, 2017.
10. Whether outdoor lighting needs/changes. Committee recommends moving exterior lighting need expenditure from to earlier budget year to assure interior/exterior lighting completion by June 30, 2019.



B. By November 30, 2017, Library Director will provide his findings for 1-10 to Board Administrator, so bids can be prepared for needed signage, and plans made with Facilities Committee for other proposed changes and recommendations. Goal is to complete Objective I no later than June 30, 2018.

C. Staff will deliver a process document with a plan to: 1) understand areas of unmet, facility-related, needs for current and potential patrons and 2) current patron satisfaction levels, with a goal of compliance with OLA standards. The population to be surveyed must also include current and potential customers with disabilities. Process should: include items both internal and external to the buildings, include feedback for all library branches, and recommend specific timing of evaluation for each facility and frequency of ongoing data collection. Data to be collected includes:

1. List the number of users, non-users and customers with disabilities surveyed at each library,
2. Describe with some specificity the geographical areas that were surveyed (Areas in Strategic Plan demographics),
3. List questions asked on the survey(s),
4. Summarize the survey responses,
5. Describe how user responses differed from non-user responses,
6. Provide recommendations to Facilities Committee and the Board for how to better serve library non-users and users.
7. Summarize responses received from disabled persons (include children, teens and adults) for each of the libraries evaluated for ease of access:
  - to entrances,
  - to books & other written materials,
  - to use of computers--whether tables, chairs and lights were built/situated to accommodate disability needs,
  - to various devices that are available to and used by non-disabled patrons, and problems encountered by visually and physically disabled users/non-users.
8. Describe comfort level in interior w/furnishings, w/staff and w/volunteers.
9. Describe comfort level w/exterior access, requests made for each library where relevant.

### **Deliverable Dates:**

Comprehensive plan - completed by October 1, 2017 (overall process document including timing and methodology for soliciting inputs for users, non-users and disabled patrons/non-users for all library branches).

For current users:

- Initial report on one or more facilities (pilot) by February 1, 2018
- Reports completed for “most” branches no later than October 1, 2018  
Note: timing of feedback for some facilities may be delayed until after completion of known reconfiguration changes in 2017-2018
- Reports completed for all facilities by April 1, 2019

For users with disabilities:

- Report with recommendations due no later than March 1, 2018

For non-users:

- Report with recommendations due no later than April 1, 2019  
Note: Survey of non-user needs can be much broader than facilities-specific feedback and may be coordinated with other information gathering needs.

Facilities Committee is available to review process before it is carried out by staff if desired, and to recommend **Board Action** if needed for staff assistance.

D. By April 1, 2019, using survey results, Library Director will provide list of furniture and equipment needed to better meet unique needs of current patrons and non-users.

Note: Customers with disabilities’ need to be included in March 1, 2018 deliverable (section C).

June 12, 2018

**Title:** JCLS Staff Compensation**From:** Jennifer Giltrop, Chief Library Officer, LS&S**Summary:**

The Jackson County Library District Board has expressed interest in ensuring that the Jackson County Library Services Staff are compensated fairly and equitably in the market. Recently, LS&S contracted with an HR Consulting Firm, Helios HR, to perform a market analysis. Based on the market analysis, appropriate salary ranges by classifications were established. LS&S provided at its expense a \$1 per hour increase to every JCLS employee on January 1, 2018, however salaries continue to be below the market rate of pay.

**Actions, Options, or Potential Motions:**

Discussion

Options for Board Consideration:

1. Increase staff salaries ensuring all employees are placed at the minimum of the range = \$112,318.17
2. Increase staff salaries by placing each employee in the pay range based on tenure = \$933,587.39
3. Increase staff salaries by using the Deschutes Public Library pay ranges = \$2,067,623.45

**Recommendation:**

LS&S is recommending the adoption of the newly established pay ranges for the Oregon LS&S operated libraries (attached), with employees placed within the ranges with respect to classification and tenure (Option #2 above).

**Resource Requirements:**

The annual cost at implementation of is \$933,587.39 [Salaries X 1.5%]. This represents fully burdened employee cost with a zero gross profit margin for LS&S. This represents an 17.78% annual increase to LS&S Professional Management Services.

**Policies, Plans, and Goals Supported:**

The goal of the recommendation is to ensure JCLS staff are compensated at market rates which is desirable from a recruitment and retention standpoint. The employee turnover rate over recent years is 18.05% (2018 1<sup>st</sup> quarter rolling year), 13.84% (2017) and 20.25% (2016). The recruitment and retention will help to ensure a staff that can carry out the Strategic Plan's initiatives.

**Background and Additional Information:**

Every employee will receive an increase under this implementation representing between 3% and 50% depending on current pay, classification, and tenure.

Upon implementation, the average pay rates of the employees will be at 108% of the midpoint of the classification ranges related to tenure placement.

**Attachments:**

LS&amp;S OR Libraries Pay Ranges by Classification

LS&S Pay Ranges by Classification - Oregon  
Libraries

<b>Job Title Description</b>	<b>Minimum Annual Salary</b>	<b>Midpoint Annual Salary</b>	<b>Maximum Annual Salary</b>
Administrative Associate	\$26,329.60	\$32,912.00	\$39,494.00
Branch Lead	\$35,045.00	\$43,806.00	\$52,567.00
Branch Manager	\$46,644.00	\$58,306.00	\$69,967.00
Collection Development Librarian	\$42,404.00	\$53,005.00	\$63,606.00
Courier	\$21,760.00	\$27,200.00	\$32,640.00
Custodian	\$21,760.00	\$27,200.00	\$32,640.00
Director	\$88,353.00	\$110,441.00	\$132,530.00
IT Manager	\$78,536.00	\$98,170.00	\$117,804.00
IT Technician	\$28,962.00	\$36,203.00	\$43,443.00
Librarian 1	\$35,045.00	\$43,806.00	\$52,567.00
Librarian 2	\$42,404.00	\$53,005.00	\$63,606.00
Library Associate 1	\$23,936.00	\$29,920.00	\$35,904.00
Library Associate 2	\$26,329.60	\$32,912.00	\$39,494.00
Library Associate 3	\$28,962.00	\$36,203.00	\$43,443.00
Library Operations Manager 1	\$46,644.00	\$58,306.00	\$69,967.00
Marketing Coordinator	\$28,962.00	\$36,203.00	\$43,443.00
Supervisor	\$28,962.00	\$36,203.00	\$43,443.00
Zone Manager Libraries	\$68,292.00	\$85,365.00	\$102,438.00

June 14, 2018

**Title:** Request for Funds: Audio/Video Equipment

**From:** Laura Kimberly, Assistant Director of Branch Operations & Youth Services

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**Summary:**

Staff training is critical to ensure continuous learning in order to meet service expectations. One-way to meet the demand for training without the expense of travel time and mileage reimbursement is to provide online and self-paced training opportunities through the creation of training videos and curriculum (Technical Services, Marketing, and the Digital Services teams are prepared to collaborate with the Staff Development/Volunteer Coordinator to produce such videos). These staff training modules will be accessible from the newly launched JCLS intranet. The requested video equipment will allow for professional looking and effective training tools. The equipment can also be used for public-facing videos, such as for marketing, in the future. Additional staff resources will not be required to complete this project.

**Actions, Options, or Potential Motions:**

Action: Request authorization of District of funds to purchase equipment to support this multi-faceted project.

**Recommendation:**

N/A

**Resource Requirements:**

The cost of the proposed audio and video equipment is approximately \$6,000 (see attachment for the breakdown of costs), which using the Kent Fund is recommended.

**Policies, Plans, and Goals Supported:**

This request is in alignment with a significant portion of the “Connect” section of our JCLS Strategic Plan:

- “Develop a comprehensive staff training and professional development program.” (Strategic Plan 2016-2021. Pg. 7, Section 1c.)
- “Develop and implement comprehensive plans to raise public awareness of the resources and services of the libraries.” (Strategic Plan 2016-2021. Pg. 7, Section 3a.)
- “Implement new models and collaborate with others to improve information access and delivery.” (Strategic Plan 2016-2021. Pg 7. Section 4a-d.)

**Background and Additional Information:**

Sending staff out to repeat the same training curriculum for all branches can be expensive and time-consuming, with varying degrees of effectiveness. Whereas, an engaging, well-composed video can communicate complex ideas quickly, clearly and be repeatedly used.

A key player in this proposal is marketing staff member, Andrew Molinsky. He has had much experience in video production for training purposes and fully supports the making of these training modules. Eric Molinsky of Digital Services and Ashley Johnson of Technical Services have been working together with

Staff Development Coordinator Jessica Arenas to brainstorm training curriculum and practical application.

Once the initial training project has been established, this audio/visual equipment can be repurposed to develop new and innovative ways to engage our patrons with library services. In future, these tools can be used to provide public facing marketing & training videos, Windows in Time lecture video archives, book talk videos, and more.

JCLS has an environment with a large staff working in 15 separate locations. Consistent training will be a key component in bringing us together as a system so that we can better serve our communities as Jackson County Library Services.

**Attachments:**

Video Editing Budget 5.31.18

### Video Editing Tiers

<b>Video Editing</b>	<b>Category</b>	<b>Price</b>
Apple iMac 27"	Computer	\$ 2,499.00
16GB RAM Module	Hardware	\$ 185.00
Audio Technica Mx30	Headphones	\$ 69.00
Apple Final Cut Pro X	Software	\$ 299.99
Apple Compressor	Software	\$ 49.99
	<b>Tier Cost</b>	<b>\$ 3,102.98</b>

### Video Capture

Panasonic LUMIX G85	Camera	\$ 900.00
Rode VideoMic	Microphone	\$ 100.00
SanDisk 64GB SD Card (2x)	Storage	\$ 80.00
Panasonic G Lens 25MM, F1.7	Lens	\$ 150.00
4K Action Camera	Action Cam	\$ 62.00
Cords and cables	Accessories	\$ 50.00
Panasonic BLC12	Battery	\$ 50.00
	<b>Tier Cost</b>	<b>\$ 1,392.00</b>

### Video Production

Lighting Kit	Lights/stands	\$ 150.00
On Camera Light	Light	\$ 25.00
Magnus VT-4000	Tripod	\$ 160.00
	<b>Tier Cost</b>	<b>\$ 335.00</b>

### Post/Workflow

iPad Pro 10.5 256	Monitor/Tablet/	\$ 799.00
Apple Pencil	Stylus	\$ 99.00
External Hard Drive	Hard Drive	\$ 150.00
Apps and Software	Software	\$ 100.00
	<b>Tier Cost</b>	<b>\$ 1,148.00</b>

**Grand Total**      **\$ 5,977.98**

**JACKSON COUNTY LIBRARY DISTRICT  
CONTRACT FOR PERSONAL SERVICES – CONSULTING SERVICES**

This contract is between JACKSON COUNTY LIBRARY DISTRICT, a library district organized under Chapters 198 and 357, hereinafter called “District”, and Ruth Metz Associates, hereinafter called “Contractor”. The parties agree as follows:

**1. CONTRACTOR’S INFORMATION**

NAME: RUTH METZ ASSOCIATES

ADDRESS: 17335 NW LUCY REEDER ROAD, PORTLAND, OR 97231

CITIZENSHIP: US

Non-resident alien:     Yes     No

Federal Tax ID Number: on file

Oregon Business License #: \_\_\_\_\_

This information herein will be reported to the Internal Revenue Services (IRS) under the name and taxpayer ID number submitted. (See IRS 1099 for additional instructions regarding taxpayer ID numbers.) Information not matching IRS records could subject Contractor to 31% backup withholding.
---

**2. DESCRIPTION OF CONTRACTOR’S SERVICES AND DELIVERY SCHEDULE**

**Exhibit A** – Scope of Work

**3. COMPENSATION**

Payment for all work performed under this contract shall be made as set forth below from available and authorized District funds, at the following rates:

- \$150 per hour for off-site consulting services
- \$2,400 for one day of on-site consulting services (includes all travel expenses)
- \$4,000 for two days of on-site consulting services (includes all travel expenses)

Payment for all work performed under this contract SHALL NOT EXCEED THE MAXIMUM SUM of \$22,000.

- a. Interim payments shall be made to Contractor following District’s review and approval of billings submitted by Contractor. Contractor will also submit copies of other billings for work performed under the contract when such bills are to be paid by other parties. These other billings are not subject to the maximum compensation amount of this contract.
- b. Contractor shall not submit billings for, and District will not pay, any amount in excess of the maximum compensation amount of this contract, including any reimbursable and other expenses. If the maximum compensation amount is increased by amendment of this contract, the amendment must be fully effective before Contractor performs work subject to the amendment. Contractor shall notify District’s Executive Administrator or her designee in writing 30 calendar



days before this contract expires of the upcoming expiration of the contract. No payment will be made for any services performed before the beginning date or after the expiration date of this contract. This contract will not be amended after the expiration date.

- c. Contractor shall submit monthly billings for work performed. Billing statements will include fees and costs from the first of the month to the end of the month. The billings shall describe all work performed with particularity, by whom and on the date it was performed, the number of hours spent performing such work, and shall itemize and explain all expenses for which reimbursement is claimed. Billings shall be sent to Jackson County Library District, PO Box 3275, Central Point, OR 97502.
- d. Payment and any protest shall be made within 30 days of receipt of the billing statement.

#### **4. EFFECTIVE DATE AND DURATION**

This Contract shall become effective on 07/01/2018 and approved as required by applicable law. Unless earlier terminated or extended, this contract shall expire on 06/30/2019, or when Contractor's completed performance has been accepted by District, **whichever event occurs first**. However, such expiration shall not extinguish or prejudice District's right to enforce this contract with respect to: (a) any breach of a Contractor warranty; or (b) any default or defect in Contractor's performance that has not been cured.

#### **5. CONTRACT DOCUMENTS**

This contract between the parties consists of this Contract for Services and Scope of Work (**Exhibit A**) which contain all the terms and conditions of the contract.

#### **6. AMENDMENTS**

The terms of this contract shall not be waived, altered, modified, supplemented or amended, in any manner whatsoever, except by written instrument signed by the parties.

#### **7. INDEPENDENT CONTRACTOR; RESPONSIBILITY FOR TAXES AND WITHHOLDING; RETIREMENT SYSTEM STATUS**

- a. Contractor shall perform the work required by this contract as an independent contractor. Although the District reserves the right (i) to determine (and modify) the delivery schedule for the work to be performed and (ii) to evaluate the quality of the completed performance, the District cannot and will not control the means or manner of the Contractor's performance. The Contractor is responsible for determining the appropriate means and manner of performing the work.
- b. Contractor represents and warrants that Contractor (i) is not an employee of Jackson County Library District (ii) is not currently employed by the Federal Government, and (iii) meets the specific independent contractor standards of ORS 670.600, as certified below in paragraph 24.
- c. Contractor shall be responsible for all federal or state taxes applicable to any compensation or payments paid to Contractor under this contract and, unless Contractor is subject to backup withholding, District will not withhold from such compensation or payments any amounts(s) to cover Contractor's federal or state tax obligations. Contractor is not eligible for any federal Social Security, unemployment insurance, or workers' compensation benefits from compensation or payments paid to Contractor under this contract, except as a self-employed individual.

#### **8. SUBCONTRACTS AND ASSIGNMENT**

Contractor shall not enter into any subcontracts for any of the Work required by this Contract or assign or transfer any of its interest in this Contract without District's prior written consent. Any proposed use of a subcontractor which is located outside the United States or use of subcontract labor or facilities

located outside the United States must be called to the specific attention of District. District's consent to any subcontract shall not relieve Contractor of any of its duties or obligations under this Contract.

## **9. SUCCESSORS AND ASSIGNS**

Neither party shall subcontract, assign or transfer its interest in this Contract without the express written consent of the other party, and such consent shall not be unreasonably withheld. In addition to any other provisions, Contractor shall include in any permitted subcontract under this Contract a requirement that the subcontractor be bound to the same provisions herein as if the subcontractor were the Contractor. The provisions of this Contract shall be binding upon and shall inure to the benefit of the parties hereto, and their respective successors and assigns. Consent of District given to a subcontractor does not relieve the Contractor of any obligations and responsibilities under this Contract, including Contractor's responsibility for any goods and services to be provided by any subcontractor.

## **10. NO THIRD-PARTY BENEFICIARIES**

District and Contractor are the only parties to this contract and are the only parties entitled to enforce its terms. Nothing in this contract gives, is intended to give, or shall be construed to give or provide, any benefit or right, whether directly, indirectly or otherwise, to third persons unless such third persons are individually identified by name herein and expressly described as intended beneficiaries of the terms of this contract.

## **11. FUNDS AVAILABLE AND AUTHORIZED**

District has sufficient funds currently available and authorized for expenditure to finance the costs of this contract within the District's fiscal year budget. Contractor understands and agrees that District's payment of amounts under this contract attributable to work performed after the last day of the current fiscal year is contingent on District appropriations, or other expenditure authority sufficient to allow District, in the exercise of its reasonable administrative discretion, to continue to make payments under this contract. In the event the District has insufficient appropriations, limitations or other expenditure authority, District may terminate this contract without penalty or liability to the District, effective upon the delivery of written notice to Contractor, with no further liability to Contractor.

## **12. TERMINATION**

- a. Mutual Consent or No-Cause. This contract may be terminated at any time by mutual consent of both parties or upon 30 days' written notice by either party.
- b. For Cause. District may terminate or modify this contract, in whole or in part, effective upon delivery of written notice to Contractor, or at such later date as may be established by District, under any of the following conditions:
  - i. If District funding from federal, state, or other sources is not obtained and continued at levels sufficient to allow for the purchase of the indicated quantity of services;
  - ii. If federal or state regulations or guidelines are modified, changed, or interpreted in such a way that the services are no longer allowable or appropriate for purchase under this contract or are no longer eligible for the funding proposed for payments authorized by this contract; or
  - iii. If any license or certificate required by law or regulation to be held by Contractor to provide the services required by this contract is for any reason denied, revoked, suspended, or not renewed.
- c. For Default or Breach.
  - i. Either District or Contractor may terminate this contract in the event of a breach of the contract by the other. Prior to such termination the party seeking termination shall give to the other party written notice of the breach and intent to terminate. If the party committing

the breach has not entirely cured the breach within 15 days of the date of the notice, or within such other period as the party giving the notice may authorize or require, then the contract may be terminated at any time thereafter by a written notice of termination by the party giving notice.

- ii. The rights and remedies of District provided in this subsection c are not exclusive and are in addition to any other rights and remedies provided by law or under this contract.
- d. Obligation/Liability of Parties. Termination or modification of this contract pursuant to subsections a or b above shall be without prejudice to any obligations or liabilities of either party already accrued prior to such termination or modification. However, upon receiving a notice of termination, Contractor shall immediately cease all activities under this contract, unless expressly directed otherwise by District in the notice of termination. Further, upon termination and District's request, Contractor shall deliver to District all contract documents, information, works-in-progress and other property that are or would be deliverables had the contract been completed. District shall pay Contractor for work performed prior to the termination date if such work was performed in accordance with the Contract.

### **13. RECORDS MAINTENANCE; ACCESS; OWNERSHIP OF WORK PRODUCT; LICENSE**

- a. Records Maintenance; Access. Contractor shall maintain all fiscal records relating to this contract in accordance with generally accepted accounting principles, and federal circulars (as applicable). In addition, Contractor shall maintain any other records pertinent to this contract in such a manner as to clearly document Contractor's performance hereunder. Contractor acknowledges and agrees that District and its duly authorized representatives shall have access to such fiscal records and to all other books, documents, electronic files, papers, plans and writings of Contractor that are pertinent to this contract for the purpose of performing examinations and audits, and making excerpts and transcripts. Contractor further acknowledges records generated as a result of this Contract may be subject to disclosure pursuant to the Oregon Public Records Act.
- b. Ownership of Work Product; License. All work products of the Contractor that result from this contract ("the work products") are the exclusive property of the District. In addition, if any of the work products contain intellectual property of the Contractor that is or could be protected by federal copyright, patent, or trademark laws, or state trade secret laws, Contractor hereby grants District a perpetual, royalty-free, fully paid-up, nonexclusive and irrevocable license to copy, reproduce, deliver, publish, perform, dispose of, use and re-use, in whole or in part, and to authorize others to do so, all such work products, including but not limited to any information, designs, plans or works provided or delivered to the District or produced by the Contractor under this contract.

### **14. COMPLIANCE WITH APPLICABLE LAW**

Contractor shall comply with all federal, state and local laws and ordinances as applicable to the work under this contract. Failure to comply with such requirements shall constitute a breach of Contract and shall be grounds for Contract termination. Without limiting the generality of the foregoing, Contractor expressly agrees to comply with the following as applicable: (i) Title VI and VII of Civil Rights Act of 1964, as amended; (ii) Section 503 and 504 of the Rehabilitation Act of 1973, as amended; (iii) The Health Insurance Portability and Accountability Act of 1996; (iv) The Americans with Disabilities Act of 1990, as amended; (v) ORS Chapter 659A; as amended (vi) All regulations and administrative rules established pursuant to the foregoing laws; and (vii) All other applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations.

## **15. GOVERNING LAW; JURISDICTION; VENUE**

This contract shall be governed and construed in accordance with the laws of the State of Oregon without resort to any jurisdiction's conflict of laws, rules or doctrines. Any claim, action, suit or proceeding (collectively, "the claim") between the District (and/or any other entity or department of the State of Oregon) and the Contractor that arises from or relates to this contract shall be brought and conducted solely and exclusively within the Circuit Court of Jackson County for the State of Oregon. If, however, the claim must be brought in a federal forum, then it shall be brought and conducted solely and exclusively within the United States District Court for the District of Oregon filed in Jackson County, Oregon. Contractor, by the signature herein of its authorized representative, hereby consents to the *in personam* jurisdiction of said courts. In no event shall this section be construed as a waiver by District of any form of defense or immunity, based on the Eleventh Amendment to the United States Constitution, or otherwise, from any claim or from the jurisdiction.

## **16. INSURANCE**

Contractor shall at its own expense provide the following insurance:

- a. Worker's Compensation insurance in compliance with ORS 656.017.
- b. Professional Liability insurance with a combined single limit, or the equivalent, of not less than \$1,000,000 for each claim, incident or occurrence. This is to cover damages caused by error, omission or negligent acts related to the professional services to be provided under this contract.
- c. General Liability insurance including Products & Completed Operations coverage with a combined single limit, or the equivalent, of not less than \$1,000,000/\$3,000,000 Aggregate for Bodily Injury and Property Damage.
- d. Automobile Liability insurance with a combined single limit, or the equivalent, of not less than \$1,000,000 for each accident for Bodily Injury and Property Damage, including coverage for owned, hired or non-owned vehicles, as applicable.

Notice of cancellation or change. There shall be no cancellation, reduction of limits, or intent not to renew the insurance coverage(s) without 30 days' written notice from the Contractor or its insurer(s) to the District.

## **17. FORCE MAJEURE**

Neither District nor Contractor shall be held responsible for delay or default caused by fire, riot, acts of God, or war where such cause was beyond, respectively, District's or Contractor's reasonable control. Contractor shall, however, make all reasonable efforts to remove or eliminate such a cause of delay or default and shall, upon the cessation of the cause, diligently pursue performance of its obligations under this contract.

## **18. SEVERABILITY**

The parties agree that if any term or provision of this contract is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the contract did not contain the particular term or provision held to be invalid.

## **19. WAIVER**

The failure of District to enforce any provision of this contract shall not constitute a waiver by District of that or any other provision.

## **20. EXECUTION AND COUNTERPARTS**

This contract may be exercised in several counterparts, each of which shall be an original, all of which shall constitute but one and the same instrument.

**21. PRIOR APPROVAL REQUIRED**

Approval by the Jackson County Library District’s Board of Directors is required before any work may begin under this contract.

**22. NOTICE**

Notices required by this contract must be given in writing by personal delivery or mail, at the following addresses, unless some other means or method of notice is required by law.

Jackson County Library District  
PO Box 3275  
Central Point, OR 97502

Ruth Metz Associates  
17335 NW Lucy Reeder Road  
Portland, OR 97231

Each party will notify the other of any change of address.

**23. MERGER CLAUSE**

THIS CONTRACT AND ATTACHED EXHIBITS CONSTITUTE THE ENTIRE AGREEMENT BETWEEN THE PARTIES. NO WAIVER, CONSENT, MODIFICATION OR CHANGE OF TERMS OF THIS CONTRACT SHALL BIND EITHER PARTY UNLESS IN WRITING AND SIGNED BY BOTH PARTIES. SUCH WAIVER, CONSENT, MODIFICATION OR CHANGE, IF MADE, SHALL BE EFFECTIVE ONLY IN THE SPECIFIC INSTANCE AND FOR THE SPECIFIC PURPOSE GIVEN. THERE ARE NO UNDERSTANDINGS, AGREEMENTS, OR REPRESENTATIONS, ORAL OR WRITTEN, NOT SPECIFIED HEREIN REGARDING THIS CONTRACT. CONTRACTOR, BY SIGNATURE OF ITS AUTHORIZED REPRESENTATIVE, HEREBY ACKNOWLEDGES THAT HE/SHE HAS READ THIS CONTRACT, UNDERSTANDS IT, AND AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS.

**24. CERTIFICATIONS/REPRESENTATIONS:**

Contractor, under penalty of perjury, certifies that (a) the number shown on this form is its correct taxpayer ID and (b) Contractor is not subject to backup withholding because (i) it is exempt from backup withholding or (ii) it has not been notified by the Internal Revenue Service (IRS) that it is subject to backup withholding as a result of a failure to report all interest or dividends, or (iii) the IRS has notified it that it is no longer subject to backup withholding. Contractor further represents and warrants to District that (a) it has the power and authority to enter into and perform the work, (b) the Contract, when executed and delivered, shall be a valid and binding obligation of Contractor enforceable in accordance with its terms, (c) the work under the Contract shall be performed in accordance with professional standards, and (d) Contractor is qualified, professionally competent and duly licensed to perform the work. Contractor also certifies under penalty of perjury that its business is not in violation of any Oregon tax laws, it is an independent contractor as defined in the contract documents, and has checked four or more of the following criteria:

- (1) I carry out the labor or services at a location separate from my residence or in a specific portion of my residence, set aside as the location of the business.
- (2) Commercial advertising or business cards or a trade association membership are purchased for the business.
- (3) Telephone listing is used for the business separate from the personal residence listing.
- (4) Labor or services are performed only pursuant to written contracts.
- (5) Labor or services are performed for two or more different persons within a period of one year.
- (6) I assume financial responsibility for defective workmanship or for service not provided as evidenced by the ownership of performance bonds, warranties, errors and omission insurance or liability insurance relating to the labor or services to be provided.

\_\_\_\_\_  
Contractor (Date)

**IN WITNESS WHEREOF, THE PARTIES OR THEIR DULY AUTHORIZED REPRESENTATIVES HAVE SIGNED THIS CONTRACT:**

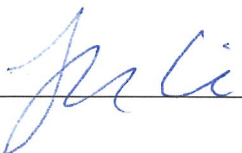
\_\_\_\_\_  
Contractor (Date)

Title: \_\_\_\_\_

\_\_\_\_\_  
Jackson County Library District (Date)

Title: \_\_\_\_\_

*Approved as to legal sufficiency*

  
\_\_\_\_\_

**Exhibit A**    **SCOPE OF WORK**

Description of Contractor's Services and Delivery Schedule:

CONSULTING SERVICES FOR LIBRARY DISTRICT

## **Technology Committee Update**

**06/14/18**

### Objective:

Update/inform the board of the three-year technology plan

- agree OLA Standard has been met

Provide implementation plan for review, iteration and completion by LS&S library staff

- need alignment on deliverables for FY 18-19
- need development of critical success factors

### Background:

Scope/content is consistent with the update provided to the board in the April board meeting

Budget detail and totals tie to content included in FY18-19 budget

### What this update is not intended to provide:

- Finalized action plans with dates, owners and objectives





**JACKSON COUNTY LIBRARY DISTRICT  
THREE-YEAR TECHNOLOGY PLAN**

**July 1, 2018 – June 30, 2021**

## Table of Contents

1. Technology committee
2. Document purpose/scope
3. Library mission, vision and technology objective
4. Process outline
5. Process inputs
6. Priorities
  - a. Year 1
  - b. Years 2 and 3
7. Solution outline
  - a. Year 1
  - b. Years 2 and 3
8. Implementation framework
  - a. Note: Dates, deliverables and success metrics to be finalized by staff
9. Budget estimates

## **Technology Committee**

George Prokop, JCLD Board of Directors  
Mark Decker, Jackson County CIO/IT Director  
Lucien Kress, Kress Consulting  
Lisa Marston, JCLD District Administrator  
Gary Smith, LS&S Technology Director  
Greg Voigt, Shasta Library Systems Operations Manager, LS&S  
Jamar Rahming, JCLS Library Director  
Susan Bloom, Assistant Library Director  
Ron Sharp, IT Manager

### **Document Purpose/Scope**

Develop and maintain a three-year plan that leverages technological advances to:

- 1) improve customer satisfaction,
- 2) enable our staff to be more productive, and
- 3) supports the JCLD mission and supporting strategies

Deliverable:

- 1) Three-year plan complete by end of April
- 2) Year 1 of plan is direct input into budget process for upcoming year including costs estimates
- 3) Implementation plan with solutions and recommended implementation milestones

### **Library mission, vision and technology objective**

#### Mission Statement

The mission of the Jackson County Library District is to connect everyone to information, ideas, and each other.

#### Strategic Vision Statement

Through the Jackson County Libraries individuals reach their potential and our communities thrive.

#### JCLD Technology Objective

To be among the leaders among Oregon library systems in delivering technology solutions and training to our patrons and staff.

## Process Outline

What	How	When
<b>Current technology status</b>	New - Edge assessment, staff survey	Jan/Feb
	Patron survey ('16 Lucien)	
	OLA Technology review ('16 Metz)	
	Asset inventory (Ron S)	
	Upgrade/Maintenance Schedule	
<b>Brainstorm aspirational solutions</b>		Jan 5
<b>Gap assessment</b>		Jan 31 / Feb 21
<b>Prioritize needs/opportunities</b>	Leverage strategic plan/Advance meeting goals Gap assessment	Mar 7
<b>Identify solutions and cost estimates (timeframe dependent)</b>		Mar 21
<b>Map to a 3-year window</b>		April 11
<b>Outline '18-19 deliverables and associated budget with detailed action plan to be developed by LS&amp;S staff by early July.</b>		May 16th

## Process Inputs

Strategic Plan Reference		Source	Need/Gap
Connect 1b	Provide library services and programs for culturally diverse populations.	Edge Assessment	Do not currently have a Spanish speaking technology instructor
Connect 1c	Develop a comprehensive staff training and professional development program.	Edge Assessment  Technology survey	<p>Potential gap in alignment of resources to support <u>existing</u> and <u>potential future technology</u> solutions.</p> <p>1) Staff need improved training in order to be more productive, efficient and provide better customer service.</p> <ul style="list-style-type: none"> <li>– 31% disagreed or strongly disagreed that they received training for the computers and software they used in their jobs.</li> </ul> <p>2) Staff need improved and timelier communication about new technologies, system upgrades, and system outages.</p> <ul style="list-style-type: none"> <li>– 34% disagreed or disagreed strongly that they received such communications on a timely basis.</li> </ul>
Connect 4b  in-person	Provide enhanced customer service (in-person and remote) by reviewing current methods and models of delivery.	Technology survey   Brainstorming session	<p>1) Meeting rooms are inconsistently and often inadequately equipped.</p> <ul style="list-style-type: none"> <li>– Meeting room equipment (projectors, smart whiteboards, etc.) received the lowest satisfaction level of all categories of library technology, with 33% of staff describing themselves as dissatisfied or very dissatisfied.</li> </ul> <p>2) Community meeting room usage is evolving and changing, and our meeting rooms are not.</p>
Connect 4b  remote	Provide enhanced customer service (in-person and remote) by reviewing current methods and models of delivery.	Edge Assessment  Brainstorming session	<p>1) Missing real-time reference services</p> <p>2) Do we meet the current needs of our customers regarding solutions for consuming accessing and consuming digital content? Do they know the solutions we offer? Can they afford it?</p>
Connect 4c	Implement methods to enable patrons to access materials in the collection 24/7	Edge Assessment  Brainstorming session	<p>1) Availability of public access for devices/PCs/e-readers both personal and library owned.</p> <p>2) Are there technology solutions that will help us to better provide content access to branches with less hours? Or to locations within Jackson county currently w/out a branch?</p>

## Process Inputs (continued)

Strategic Plan Reference		Source	Need/Gap
Connect 2d	Expand the library experience to include things such as makerspaces, learning commons and non-traditional materials.	Edge Assessment	<ol style="list-style-type: none"> <li>1) We do not offer “enhanced content creation” software or solutions</li> <li>2) Lack of cutting edge technology resources and resources and other tools</li> <li>3) Lack capability for real-time video conferencing or podcasting.</li> <li>4) Multi-media production room – audio and video recording.</li> </ol>
Grow 1d	Develop programs and services to foster innovation and creativity to support science, technology, engineering, arts and math (STEAM) skills.	Technology survey	<ol style="list-style-type: none"> <li>1) Patrons who do not typically borrow books, but might be interested in borrowing other things, do not currently have enough reason to visit the library.</li> <li>2) Patrons would like to borrow a variety of "things" for short-term use, rather than purchase things that they might only need to use once or twice. Once inside the library, these patrons may become interested in borrowing books or using electronic resources connected to the non-print items they are borrowing.</li> <li>3) The libraries need to provide appealing activities for teens and young adults, while providing access to technologies that members of local communities may not be able to afford to buy.</li> </ol>
		Brainstorming session	<ol style="list-style-type: none"> <li>1) The library system doesn’t have a good physical location equipped with the right equipment to offer broader training classes.</li> <li>2) Decreasing visits to the library(?)               <ul style="list-style-type: none"> <li>– Improved solutions to younger demo</li> </ul> </li> <li>3) Lack of training on coding classes/HW</li> </ol>
Connect 3	Build public awareness and engagement	Edge Assessment	Limited outreach to the community regarding the effectiveness of library solutions and partnering opportunities.
Connect 2	Customize hours, spaces, services and collections to meet community needs.	Brainstorming session	<p>Improve Materials handling</p> <ul style="list-style-type: none"> <li>– improve self-check-out</li> </ul>

## 2018 – 2021 Technology Plan Priorities

### 2018 -2019 Priorities

#### Launch and Learn

- Develop programs and services to foster innovation and creativity.
  - Makerspace
  - Library of Things
- Enhanced customer service
  - Community meeting room enhancements
  - Investigate material handling solutions

#### Upgrade/Maintain

- Upgrade staff PCs and supporting infrastructure
- Improve LPT1/remote check out experience
- Update website platform

#### Critical Success Factors and Process Improvements

- Comprehensive technology training for staff
  - Improved training of all staff on everyday tools/services and “cutting edge” patron solutions
- Build public awareness and engagement
  - Establish strong outreach to the community regarding the effectiveness of library solutions.

### 2019 -2021 Priorities

- Expand programs and services to foster innovation and creativity.
  - Dedicated innovation/creative space
- Enhance Customer Service
  - Expand community meeting room enhancements
  - Launch virtual meeting room for patrons
  - Launch materials handling improvements
- Investigate/implement methods to enable patrons to access materials in the collection 24/7

## 2018 -2019 Solution Outline

### Develop programs and services to foster innovation and creativity.

#### STEAM/ Makerspaces

- Launch 3 makerspace workstations (1 portable)
- Deliver portfolio of solutions (3-4 solutions) potentially including:
  - 3D printing, DSLR, virtual reality, audio-loop station

#### Library of Things

- Launch Kindle program w/preloaded content from Amazon Prime

Note: Launch coordinated by technology team, program management by collections team

- Laptop and/or chrome books for checkout (trial at 1 – 2 branches)

### Enhanced customer service

- Community meeting room enhancements (2-3 rooms)

Note: Will need to coordinate with facilities planning on support

### Upgrade/Maintain

- Upgrade staff PCs and supporting infrastructure (145 PCs, 5 servers)
- Improve LPT1/remote check-out experience
- Updated website platform (Biblio web)

### Critical Success Factors and Process Improvements

- Comprehensive technology training plan for staff

Note: Equipment/solutions, training objectives, specific dates/objectives, measurement of success

- Build public awareness and engagement

Note: Need coordinated plan with marketing with aligned objectives.



## Implementation Framework

Initiative: Develop programs and services to foster innovation and creativity.

Solution: STEAM Makerspaces

<b>2018 - 2019</b>	<b>Objective</b>	“Launch and Learn”. Introduce robust makerspace solutions in two+ branches to attract new patrons to the library while developing a solid foundation (solution content, associated processes to manage the tools, staff training) for library staff to build on for future expansion.
	<b>Goal</b>	Launch 3 makerspace workstations (2 stationary/1 portable) that are operational by 3/31/19
	<b>Solution/Scope</b>	Deliver portfolio of solutions potentially including: - 3D printing, DSLR, virtual reality, audio-loop station - 3 supporting solutions launched by 3/31, fourth by 6/30
<b>2019 - 2021</b>	<b>Objective</b>	<u>Expand</u> programs and services to foster innovation and creativity and attract new users to the library.
	<b>Goals</b>	<ul style="list-style-type: none"> <li>• Establish a dedicated STEAM/Makerspace location with multiple workstations at 1 branch ‘19/20</li> <li>• Add 6 new workstations to support the effort in both 19/20 and 20/21</li> <li>• Add at least 1 new technology solution to portfolio each year and enhance existing solutions</li> </ul>

Key Milestones		
What	Who	When
Branches/equipment locations determined for Makerspace	Library Director	07/30/18
Dedicated Makerspace location determined for ‘19-20	Library Director	10/30/18
First Makerspace operational with at least three supporting solutions	Digital services team	11/30/18
Dedicated Makerspace plan developed and vetted with Facilities committee	District Administrator	01/30/19
Three Makerspaces operational	Digital services team	3/31/19
Implementation plan complete for adding 6 new workstations for ‘19-21	JCLD IT Lead	4/30/19
Fourth solution launched on all three workstations	Digital services team	6/30/19
Dedicated makerspace up and running	JCLD IT Lead	3/30/20
Six new workstations operational	Digital services team	6/30/20

**Success metric suggestions (to be developed by library staff):** % of users that are new patrons, portable solution road show to multiple high schools, increasing Makerspace usage over time

## Implementation Framework (cont.)

Initiative: Develop programs and services to foster innovation and creativity.

Solution: Library of Things – Kindle Program

<b>2018 - 2019</b>	<b>Objective</b>	“Launch and Learn”. Launch Kindle program to stimulate the use of digital content, assist in collection management, and provide easy access to new tools to our patrons.
	<b>Goal</b>	Launch Kindle program w/preloaded content with one primary location by 9/30/18 and two secondary branches 1/15.
	<b>Solution/ Scope</b>	<ul style="list-style-type: none"> <li>• All Kindles can be distributed to patrons at any branch.</li> <li>• Set-up/Launch coordinated by technology team, ongoing program management by collections team</li> <li>• Amazon Prime content provider</li> </ul>
<b>2019 - 2021</b>	<b>Objective</b>	Expand Kindle program based on customer usage.
	<b>Goals</b>	Current assumption is: <ul style="list-style-type: none"> <li>• 24 total Kindles at the EOY 18/19</li> <li>• 48 by EOY 19/20</li> <li>• 72 by EOY 20/21</li> </ul>

Key Milestones		
What	Who	When
Initial launch of 6-12 Kindles at one primary branch	JCLD IT Lead	09/30/18
Two additional locations added with 24 total pre-loaded Kindles available for circulation (12 at primary location and 6 each at secondary locations)	JCLD IT Lead	1/15/19
Kindle program management handed off to Collections department	Collections team	1/15/19
Kindle usage reporting and program evaluation	Collections Manager	04/30/19
Recommendation for expanding Kindle program for 2019-20 based on usage	Collections Manager	06/30/19

**Success metric suggestions (to be developed by library staff):** # of Kindle classes, % of NY Times Best sellers available on Kindle solution, Increasing Kindle demand

## Implementation Framework (cont.)

Initiative: Develop programs and services to foster innovation and creativity

Solution: Library of Things – Laptops and Chromebooks

<b>2018 - 2019</b>	<b>Objective</b>	<p>“Launch and Learn” - Provide more flexibility for patrons – device choices, work where you want, and deliver customized experience (Chromebooks).</p> <ul style="list-style-type: none"> <li>• Provide laptops and Chromebooks for patron usage in the library.</li> <li>• Customers would have the ability to use these devices at tables while doing research, looking things up in the makerspace, enjoying entertainment in comfortable surroundings within the library.</li> <li>• Chromebooks are recommended as users can have a consistent experience when logging in.</li> </ul>
	<b>Goal</b>	Laptop and/or chrome books for checkout (trial at 1 - 2 branches) by 01/31/19.
	<b>Solution/ Scope</b>	<ul style="list-style-type: none"> <li>• Suggested EOY inventory of 18 Chromebooks and 12 laptops</li> <li>• Provide laptops and Chromebooks for patron usage <u>in</u> the library only in year 1.</li> </ul>
<b>2019 - 2021</b>	<b>Objective</b>	<p>Expand program:</p> <ul style="list-style-type: none"> <li>• Explore adding additional units at already launched branches.</li> <li>• Expand program to new branches.</li> <li>• Examine allowing checkout of devices outside of the library.</li> </ul>
	<b>Goals</b>	<p>Current assumption is:</p> <ul style="list-style-type: none"> <li>• Expanding the number of branches supporting in years 2 &amp; 3</li> <li>• 16 additional Chromebooks and 12 additional laptops each for year 19/20 and 20/21</li> </ul>

Key Milestones		
What	Who	When
Initial launch	JCLD IT Lead	01/31/18
Fully deployed at 2 libraries	JCLD IT Lead	3/31/19
Recommendation for expanded Kindle plan (location and quantity) for 2019-20 based on learnings and usage	JCLD IT Lead	06/30/19
Chromebooks/Laptops in 3-4 branches (assumption)	JCLD IT Lead	12/31/19

**Success metrics (to be developed by library staff):**

## Implementation Framework (cont.)

Initiative: Enhanced Customer Service

Solution: Meeting room enhancements

<b>2018 - 2019</b>	<b>Objective</b>	Improve customer meeting rooms to better meet evolving customer expectations and to provide a location for larger training class size. Focus solution on customer/staff ease-of-use to minimize support needs.
	<b>Goal</b>	One large, one medium conference room and staff meeting room (Medford) updated by 06/30/19
	<b>Solution/Scope</b>	<ul style="list-style-type: none"> <li>• Standardized solutions for larger conference rooms (e.g. projector, drop down screens, PA system, w/microphones) and medium/smaller meeting rooms (e.g. LCD screens)</li> <li>• Wireless connectivity where feasible.</li> </ul>
<b>2019 - 2021</b>	<b>Objective</b>	Expand enhanced meeting room capabilities and explore adding LCD screen in appropriate study room(s) for better sharing.
	<b>Goals</b>	Expand the number of enhanced meeting rooms by 4-5 each year as appropriate.

<b>Key Milestones</b>		
<b>What</b>	<b>Who</b>	<b>When</b>
Staff conference room in Medford upgraded.	IT Manager	08/31/18
Large meeting room upgraded	IT Manager	11/15/19
One small/medium meeting room updated	IT Manager	03/30/19
Branches/conference rooms identified/prioritized for upgrading for '19 '21	IT Manager	12/31/19

**Success metrics (to be developed by library staff):**

## Implementation Framework (cont.)

Initiative: Upgrade and maintain.

Solutions: Upgrade staff PCs, improve LPT1/remote check-out experience and update the website platform (Biblio web).

<b>2018 - 2019</b>	<b>Objective</b>	Ongoing upgrades of staff tools and solutions
	<b>Goal</b>	All staff PCs purchased, operational and staff trained by 10/30/18. Biblio web operational with staff trained by 02/31/18
	<b>Solution/ Scope</b>	<ul style="list-style-type: none"> <li>• New staff domain servers (5)</li> <li>• New staff computers (145)</li> <li>• Touch screens (37)</li> <li>• LPT1 Coin boxes (4)</li> <li>• New public color printers (9)</li> <li>• Staff tablets, receipt printers and bar code readers (6)</li> </ul>
<b>2019 - 2020</b>	<b>Objective</b>	Ongoing upgrades of staff tools and solutions
	<b>Goals</b>	Staff printer replacements (60) Staff tablets, receipt printers and bar code readers (15)

<b>Key Milestones</b>		
<b>What</b>	<b>Who</b>	<b>When</b>
New staff domain servers operational	IT Manager	7/31/18
Touch screens and LPT1 coin boxes	IT Manager	8/30/18
Biblio web installation schedule complete	JCLD IT Lead	08/15/18
All staff PCs operational	IT Manager	11/15/18
Biblio web operational and staff trained	JCLD IT Lead	02/28/19

**Success metrics (to be developed by library staff):** Increased patron usage/repeat visits to library web solution,

## Implementation Framework (cont.)

Initiative: Training

Solutions:

<b>2018 - 2019</b>	<b>Objectives</b>	Staff appropriately trained on internal tools to be effective in their jobs. Staff trained on use and benefits of customer-facing technologies to be able to successfully promote, encourage and provide basic support for new technology solutions.
	<b>Goal</b>	<ul style="list-style-type: none"> <li>• 15% or less of staff “disagree or strongly disagree that they received training for the computers and software they used in their jobs” (31% in Feb '18)</li> <li>• 15% or less of staff “disagree or disagree strongly that they received such communications on a timely basis” (34% in Feb '18)</li> </ul>
	<b>Solution/ Scope</b>	Technology training – content, delivery method and frequency to be determined by staff.
<b>2019 - 2020</b>	<b>Goals</b>	<ul style="list-style-type: none"> <li>• 10% or less of staff “disagree or strongly disagree that they received training for the computers and software they used in their jobs”</li> <li>• 10% or less of staff “disagree or disagree strongly that they received such communications on a timely basis”</li> </ul>

Key Milestones		
What	Who	When
Technology training plan for all library staff developed		7/15/18
Technology survey administered to staff to measure progress		1/15/19

**Success metrics (to be developed by library staff):**

## Budget Estimate – Summary

Jackson County Library District - Technology Budget				
2018 - 2021				
What	Year			Notes
	2018 - 2019	2019 - 2020	2020 - 2021	
<b>NEW PROGRAM DEVELOPMENT/CUSTOMER SERVICE</b>				
STEAM/MakerSpaces Initiative	41300	67200	62250	Hardware
Library of Things (Chromebooks/Laptops)	23580	27580	29580	Hardware (Yr 1)
Meeting Room Enhancements	18350	24850	13000	Hardware
Material Handling Systems	0	25,000	25000	
	\$ 83,230	\$ 144,630	\$ 129,830	
<b>UPGRADE/MAINTAIN HARDWARE</b>				
- New staff computers	145000			Hardware
- Other HW	78655	48000	47200	Hardware
HW TTI	\$ 223,655	\$ 48,000	\$ 47,200	
<b>SOFTWARE/SUBSCRIPTIONS/SYSTEM MAINTENANCE</b>				
- BiblioComm	17050	17050	17050	Software
- Biblio Webb	80,000	40000	40000	Software
- Other	22872	25000	25000	Software
	\$ 119,922	\$ 82,050	\$ 82,050	
Sub-Total HW/SW	\$ 343,577	\$ 130,050	\$ 129,250	
<b>TOTAL</b>	<b>\$ 426,807</b>	<b>\$ 274,680</b>	<b>\$ 259,080</b>	
<b>Ancillary Costs</b>				
- Furniture	3000	6000	6000	Minimal
- Facilities - Electrical/Wiring	1500	1200	1200	To be coordinated with Facilities
- Facilities - Reconfiguration	5000	30000	30000	team
- 1/2 Project Coordinator (ppl)	37500	37500	37500	For discussion w/Board and LS&S
- Additional Staffing (1) (ppl)	75,000	75,000	150,000	
Sub-total	\$ 122,000	\$ 149,700	\$ 224,700	NOT INCLUDED IN BUDGET
Total Impact to JCLS Budget	\$ 548,807	\$ 424,380	\$ 483,780	

<b>Jackson County Library District - Technology Budget</b>			
2018 - 2020	2018 - 2019		
What	Cost	Quantity	Total
<b>STEAM/MakerSpaces</b>			
- Workstation	2200	3	6600
- Software	3000	3	9000
- Ancillary Hardware	800	3	2400
STEAM TTL			18000
- Furniture	1000	3	3000
- Facilities - dedicated space			5000
<b>Maker Space Solutions</b>			
- 3D Printers			
- Hardware	2800	3	8400
- Supplies	2000	3	6000
- Audio Loop Station			
- HW/Ancillary HW	800	3	2400
- Virtual Reality			
- Computers	1200	2	2400
- VR Set-up	600	2	1200
- VR games/extensions	400	3	1200
- DLSR			
- Camera	500	3	1500
- Green Screen	200	1	200
			23300
<b>Library of Things</b>			
- Chromebooks	275	16	4400
- Laptops	700	12	8400
- Software	300	12	3600
- Cases	100	28	2800
- Charging cabinet	550	2	1100
- Kindles and Cases	120	24	2880
- Prime memberships (6 per account)	100	4	400
- Other			
			23580
<b>Meeting Room Upgrades</b>			
- Large Meeting Room	11850	1	11850
- Medium Meeting Room	1500	1	1500
- Wireless conference room set-up	3000	1	3000
- Staff Meeting Room	1000	1	1000
- Patron small meeting room	1000	1	1000
			18350
- Power/installation	1500	3	4500



<b>Jackson County Library Distirct - Technology Budget</b>			
2018 - 2020	2018 - 2019		
What	Cost	Quantity	Total
<b>UPGRADE/MAINTAIN</b>			
<b>Project</b>	<b>Each</b>	<b>QTY</b>	<b>Total</b>
Computers - Staff	\$1,000	145	\$145,000
Servers - Staff Domain	\$4,000	5	\$20,000
Touch Screens	\$350	37	\$12,950
Self Serve LPTOne (Coin Box)	\$3,000	4	\$12,000
Public color printing (Other branches)	\$500	9	\$4,500
Computers - Mounts	\$75	160	\$12,000
Office 2016 - Staff (From 2017-18)	\$69	145	\$10,005
Staff - Tablets	\$300	6	\$1,800
Barcode scanner	\$400	6	\$2,400
Reciept Printer	\$500	6	\$3,000
			\$78,655
<b>SOFTWARE/SUBSCRIPTIONS/MAINTENANCE</b>			
Faronics			2064
Envisionware - LPT1			5685
Envisionware - Mobile Printing Services			10875
SolarWinds			248
Scannx			400
Scannx			3600
Avg Total (excldg Biblio)			
BiblioCore - annual subscription			17050
Biblio Web - \$40k one time; \$40k annual subscription			80000
			\$119,922

Jackson County Library District - Technology Budget			
2018 - 2020	2019 - 2020		
What	Cost	Quantity	Total
<b>STEAM/MakerSpaces</b>			
- Workstation	2200	6	13200
- Software	3000	6	18000
- Ancillary Hardware	800	6	4800
STEAM TTL			36000
- Furniture	1000	6	6000
- Facilities - dedicated space			30000
<b>Maker Space Solutions</b>			
- 3D Printers			
- Hardware	2800	3	8400
- Supplies	2000	6	12000
- Audio Loop Station			
- HW/Ancillary HW	800	3	2400
- Virtual Reality			
- Computers	1200	2	2400
- VR Set-up	600	2	1200
- VR games/extensions	400	9	3600
- DLSR			
- Camera	500	2	1000
- Green Screen	200	1	200
New Technologies 1 TBD	2025	3	6075
New Technologies 2 TBD			
			31200
<b>Library of Things</b>			
- Chromebooks	275	16	4400
- Laptops	700	12	8400
- Software	300	12	3600
- Cases	100	28	2800
- Charging cabinet	550	2	1100
- Kindles and Cases	120	24	2880
- Prime memberships (6 per account)	100	4	400
- Other	1000	4	4000
			27580
<b>Meeting Room Upgrades</b>			
- Large Meeting Room	11850	1	11850
- Medium Meeting Room	1500	4	6000
- Wireless conference room set-up	3000	2	6000
- Staff Meeting Room	1000	0	0
- Patron small meeting room	1000	1	1000
			24850
- Power/installation	1200	4	4800
			25,000

<b>Jackson County Library Distirct - Technology Budget</b>			
2018 - 2020	2019 - 2020		
What	Cost	Quantity	Total
<b>UPGRADE/MAINTAIN</b>			
<b>Project</b>			
Computers - Staff			
Servers - Staff Domain			
Touch Screens			
Self Serve LPTOne (Coin Box)			
Public color printing (Other branches)			
Computers - Mounts			
Office 2016 - Staff (From 2017-18)			
Staff - Tablets	\$300	15	\$4,500
Barcode scanner	\$400	15	\$6,000
Reciept Printer	\$500	15	\$7,500
			\$48,000
<b>SOFTWARE/SUBSCRIPTIONS/MAINTENANCE</b>			
Faronics			
Envisionware - LPT1			
Envisionware - Mobile Printing Services			
SolarWinds			
Scannx			
Scannx			
Avg Total (excldg Biblio)	25000	1	25000
BiblioCore - annual subscription	17050	1	17050
Biblio Web - \$40k one time; \$40k annual subscription	40000	1	40000
			\$82,050

Jackson County Library District - Technology Budget			
2018 - 2020	2020 - 2021		
What	Cost	Quantity	Total
<b>STEAM/MakerSpaces</b>			
- Workstation	2200	6	13200
- Software	3000	6	18000
- Ancillary Hardware	800	6	4800
STEAM TTL			36000
- Furniture	1000	6	6000
- Facilities - dedicated space			30000
<b>Maker Space Solutions</b>			
- 3D Printers			
- Hardware			
- Supplies			
- Audio Loop Station			
- HW/Ancillary HW			
- Virtual Reality			
- Computers	1200	2	2400
- VR Set-up	600	2	1200
- VR games/extensions	400	15	6000
- DLSR			
- Camera			
- Green Screen			
New Technologies 1 TBD	2025	6	12150
New Technologies 2 TBD	1500	3	4500
			26250
<b>Library of Things</b>			
- Chromebooks	275	16	4400
- Laptops	700	12	8400
- Software	300	12	3600
- Cases	100	28	2800
- Charging cabinet	550	2	1100
- Kindles and Cases	120	24	2880
- Prime memberships (6 per account)	100	4	400
- Other	750	8	6000
			29580
<b>Meeting Room Upgrades</b>			
- Large Meeting Room	11850	0	0
- Medium Meeting Room	1500	4	6000
- Wireless conference room set-up	3000	2	6000
- Staff Meeting Room	1000	0	0
- Patron small meeting room	1000	1	1000
			13000
- Power/installation	1200	4	4800
			25000

<b>Jackson County Library Distirct - Technology Budget</b>			
2018 - 2020	2020 - 2021		
What	Cost	Quantity	Total
<b>UPGRADE/MAINTAIN</b>			
<b>Project</b>			
Computers - Staff			
Servers - Staff Domain			
Touch Screens			
Self Serve LPTOne (Coin Box)			
Public color printing (Other branches)			
Computers - Mounts			
Office 2016 - Staff (From 2017-18)			
Staff - Tablets			
Barcode scanner			
Reciept Printer			
			\$47,200
<b>SOFTWARE/SUBSCRIPTIONS/MAINTENANCE</b>			
Faronics			
Envisionware - LPT1			
Envisionware - Mobile Printing Services			
SolarWinds			
Scannx			
Scannx			
Avg Total (exclgd Biblio)	25000	1	25000
BiblioCore - annual subscription	17050	1	17050
Biblio Web - \$40k one time; \$40k annual subscription	40000	1	40000
			\$82,050