

CALL TO ORDER/ROLL CALL

INTRODUCTIONS & PROCLAMATIONS

None

ELECTION OF OFFICERS

CONSENT AGENDA (Action)

(1) Minutes from June 14, 2018 Regular Board Meeting; (2) Financial Report

ORAL REQUESTS AND COMMUNICATIONS FROM AUDIENCE (Comments will be limited to 3 minutes per individual and shall be limited to comments on non-agenda items or on agenda items that do not otherwise provide for public comment.)

REPORTS AND PRESENTATIONS (Inform)

- 1. Library Director Report – Laura Kimberly.....10
- 2. JCLF Report – Amy Drake17

NEW BUSINESS

- 3. JCLF Library Closure Request for 2019 Centennial Celebration **(Discuss/Action)** – Amy Drake18
- 4. Staff Training Day – September 14, 2018 **(Action)** – Laura Kimberly
- 5. Central Point Branch Library “Spark Space” Library Closure **(Discuss/Action)** – Kristin Anderson22
- 6. Proposed Staff Additions – JCLS **(Inform/Discuss)** – Jennifer Giltrop23
- 7. District Organizational Items for 2018-2019 **(Action)** – Lisa Marston25
- 8. Resolution 2018/2019-01: Authorize Checking Account, Designated Personnel and Signers **(Action)** – Lisa Marston26
- 9. Resolution 2018/2019-02: Authorize LGIP Account, Designated Personnel and Signers **(Action)** – Lisa Marston.....27
- 10. Resolution 2018/2019-03: Authorize Credit Card, Designated Personnel and Signers **(Action)** – Lisa Marston.....28
- 11. Board Committee Appointments; Board Liaisons to Outside Entities **(Discuss/Action)** – Susan Kiefer

OLD BUSINESS AND UPDATES

- 12. Adopt Three Year Technology Plan **(Action)** – George Prokop

COMMITTEE AND BOARD MEMBER REPORTS (Inform)

- 13. 2018 OLA Standards Report – Jill Turner.....29

FUTURE MEETINGS/EVENTS/OBSERVANCES:

August 9, 2018 – JCLD Regular Board Meeting
September 2018 – Library Card Signup Month

MINUTES

ATTENDEES

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

Additional participants/attendees: Lisa Marston (District Administrator), Jackie Bunick, Legal Counsel, Laura Kimberly (Assistant Library Director), Jason Maki (Marketing Coordinator), Amy Drake (Executive Director, JCLF), Donovan Edwards, (JCLD Administrative Assistant), Jennifer Giltrop (Chief Library Officer, LS&S), Todd Frager (CFO/COO, LS&S)

CALL TO ORDER

President Susan Kiefer called the meeting to order at 4:00 p.m.

INTRODUCTIONS & PROCLAMATIONS

Kiefer introduced Jackie Bunick, the new JCLD legal counsel.

CONSENT AGENDA

MOTION: Doty moved to approve the minutes from the May 10, 2018 regular board meeting, May 24, 2018 Budget Committee meeting and financial report. Turner seconded the motion. The motion was approved unanimously.

ORAL REQUESTS AND COMMUNICATIONS FROM THE AUDIENCE

None.

PUBLIC HEARING TO RECEIVE COMMENTS REGARDING FISCAL YEAR 2018-2019 BUDGET

LB-1 Notice of Budget Hearing / Approved Budget for Fiscal Year 2018-2019

Kiefer opened the public hearing to receive comments regarding fiscal year 2018-2019 budget at 4:03 p.m. Hearing no public comments, she closed the public hearing at 4:04 p.m.

Resolution 2017/2018-06: Adopting Fiscal Year 2018-2019 Budget, Making Appropriations, Imposing and Categorizing Taxes

MOTION: Doty moved to approve Resolution 2017/2018-06: Adopting Fiscal Year 2018-2019 Budget, Making Appropriations, Imposing and Categorizing Taxes. Shaw seconded the motion. The motion was approved unanimously by roll call vote.

REPORTS AND PRESENTATIONS

Library Director's Report

Kimberly summarized the Director's Report, highlighting several key points. She passed around the Mayor's Award recently received by the Medford Comic Con Team. Project Community Connect saw 17 new patrons register for Library Cards and 240 books given away. The staff intranet is now available and will be used for internal communication and staff training. The Booktalk Program, over an 11 week period in the fall of 2017 and 12 week period in the spring of 2018, served over 192 classes in 39 schools within Jackson County. This accounts for 78% of all schools having a 4th through 6th grade program. All communities that have a Jackson County Library are being reached.

The Medford Comic Con (MCC) provided an opportunity for three Graphics, Design Interns to manage the designed MCC print collateral including banners, promotional materials and passports. One senior from Phoenix completed their senior project, on MCC Project Management, and ten other students from a local high school learned about project management and event coordination.

MCC had 40 donors and accumulated \$28,000 in donated goods and services. It also had 100 volunteers, 75 vendors, 30 workshops, 10 food trucks and served over 20,000 attendees.

Marston pointed out that the Mayor's Award was given to the Medford Comic Con team which consists of RCC, SOU, JCLS and the Medford Friends of the Library and is shared by all.

JCLF Report

Drake reported that JCLF received from the Oregon Community Foundation \$30,000 to support the Spark Space at the Central Point Branch Library. The JCLS system was established in 1919 which will make 2019 the centennial year. In honor of that, JCLF has decided to have a centennial celebration. A Foundation Events Committee will meet with Drake to begin planning for the event. Preliminary ideas include a soiree at the Medford Branch Library possibly in the fall of 2019 and working with the Friends of the Library groups to hold smaller children focused birthday celebrations at the other branch libraries.

Update on Facilities Plan Objective 1

Doty explained that an updated Facilities Plan Objective 1 would be made available following a little more work by the Facilities Committee. She also stated that an Advocacy Plan has also been drafted and will be provided to the Board when whether or not the time comes to choose to establish an Advocacy Committee.

NEW BUSINESS

JCLS Staff Compensation Proposal

Giltrop announced JCLS has hired Kari May as the new Library Director. She will begin August 6th, 2018 but will be available during the Board Retreat on July 12 – 13, 2018. Prokop asked who would be representing JCLS at the Board Retreat. Giltrop answered that herself and Denise Galarraga would be in attendance and Ms. May will be there as an observer.

Giltrop stated that since LS&S has been involved with the JCLD contract, compensation over time has been provided to include the most recent \$1.00 per hour increase, effective January 1, 2018. This will continue in a natural progression if no decision is made on the presented proposal. Giltrop assured the Board that LS&S would not be financially compensated on any of the proposed compensation increases being proposed.

Shaw noted the turnover rate as 18.05% and asked if exit interviews are ever conducted Giltrop answered yes they do but not for every employee. Shaw stated that the turnover rate was high and that exit interviews could help highlight the reason.

Turner handed out a salary review packet which she created based on the JCLS Staff Compensation Proposal. To provide historical background on the salary schedule Turner's salary review provided data from 2007 to the current schedule. She noted that with the exception of the recent \$1.00 increase in January 2018 the 3% annual increase that is paid by JCLD is not necessarily added to the salary schedule and noted, in particular, the entry-level librarian salary was \$18.00 per hour in 2007 and did not increase to \$19.00 per hour until January 2018. She further explained that without the increase being added to the salary schedule that an employee would receive the annual increase on January 1st.

Turner also reported that Mr. Frager had informed her and other Board Members that, following the previous Library Director's departure, LS&S was committed to changing the salary schedule for the new Library Director. That is the case with recent numbers having been provided. Turner referenced the resource requirements section on page one of the JCLS Staff Compensation proposal saying that the 1.5% that is being described as cost could mean many things such as overhead or indirect costs, none of which will likely remain within Jackson County. She then referred to the 2017 breakdown of LSSI contract pie chart included in the salary review and pointed out that only 48% of the total contract amount is spent on wages.

Frager asked that the Board give him some time to take both the JCLS staff compensation proposal and the salary review back to his office to analyze and research. He asked for clarification on the salary schedule and Turner explained that new employees were being paid previous year wage amounts instead of also benefiting from the 3% annual increase. Frager responded that it didn't make sense to him but pledged to look into it, stating that he would prefer to look at the reality of what was done as opposed to a schedule. He reiterated that he wanted to go back and look at all the information provided stating that it was all fixable and that over the last year he has been aggressive in fixing things. He stated that while this new information is "eye opening" he will react to it appropriately.

Frager said that he would be able to provide the Board with a response by the end of July and have that added to the Board Packet for the August 9th, 2018 Regular Board Meeting. His goal is to look at the history of the wages and benefits compared to where they are at today. He wants to look ahead and see where LS&S and the District's responsibilities are moving forward.

Video Equipment Proposal for Staff Training and Marketing

Kimberly explained that if approved the proposal would provide training equipment for staff to include creating videos to be used multiple times and would cut down costs associated with travel for staff to attend training events. Additionally, public facing videos will also be created to assist with marketing. The total cost would be approximately \$6,000 and would be provided through the Kent Family Trust.

MOTION: Turner moved to approve the video equipment proposal for staff training and marketing. Doty seconded the motion for discussion purposes. Prokop said that training is important and so are the tools required to conduct better training. He wasn't sure he would be opposed to it but wanted to hear from other Board Members. Shaw said that the idea of shooting training videos is great; however, with the ability to create videos with less expensive equipment, such as i-Phones setup on tri-pods, she would prefer to see a cost comparison. She would also like to see what it would cost to hire an outside person or company to shoot these videos. Shaw referred to the last line in the summary of the proposal stating that additional staff resources will not be required; however, editing is listed as a cost and it takes time to edit videos. Prokop said that he was looking at it a little differently. Within the Technology Plan the intent is for the Digital Services staff to eventually provide training to patrons on similar equipment, so they will also need to have training. Prokop said that for internal training this feels synergistic but for the public facing videos he would consider hiring an outside source. Shaw said that she would like know how many videos will be needed and asked that staff find out how much that would cost to have done through an outside source compared with the proposed equipment list. Giltrop suggested staff could contact outside companies and ask them to provide a quote on how many hours of video could be provided for the requested \$6,000. Kiefer suggested that the matter be tabled in the interest of time and allow staff to bring back some comparative information. Turner withdrew her original motion and recommended tabling the video equipment proposal for staff training and marketing until the July 12, 2018 regular board meeting. Doty agreed to withdraw her second to the original motion to table the subject. The video equipment proposal for staff training and marketing was tabled unanimously.

Establish Board Meeting Day and Time for Fiscal Year 2018-2019

MOTION: Turner moved to continue the established board meeting day and time for fiscal year 2018-2019 as the second Thursday of each month beginning at 4:00 p.m. unless otherwise posted, such as the July 12, 2018 Board meeting being held in White City, Oregon at 10:00 a.m. Doty seconded the motion. The motion was approved unanimously.

Planning JCLD Board Retreat

Marston said that she has been working with Ruth Metz, Ruth Metz Consulting, who is facilitating the Board retreat and establishing the agenda. She explained the first day would be mainly driven by staff providing information and presenting that to the Board and the second day would be discussing priorities.

Ruth Metz Consulting Services Contract

Marston explained that this covers library consulting services and although there is already an agreement between Ruth Metz and the District, cost for consulting services with Ms. Metz has increased significantly and needed to be brought to the Board.

MOTION: Turner moved to adopt the Ruth Metz consulting services contract. Prokop seconded the motion. The motion was approved 4-0. Doty abstained.

OLD BUSINESS AND UPDATES

Technology Plan Update

Prokop explained that the goal was to come up with a three year plan based on OLA Standards. The plan includes strategic documents and action plans. It has more detail than he had planned but says it is a good starting point.

Doty said that she would like the Board to consider as a policy to adopt these plans as they are created since they will be used as guidance on staffing and resources.

COMMITTEE AND BOARD MEMBER REPORTS

None

Adjourn

Kiefer adjourned the meeting at 6:03 p.m.

/s/ Donovan Edwards

Recording Secretary

Jackson County Library District
Statement of Revenues and Expenditures
General Fund- Preliminary
From 7/1/2017 Through 6/30/2018

	Current Month		YTD Budget Percentage received		
	YTD Budget	Actual	YTD Actual	Remaining	or spent to date
Current Property Tax Collections	9,600,000.00	234,558.78	9,679,951.94	79,951.94	100.83%
Prior Year Property Tax Collections	250,000.00	8,695.09	165,564.33	(84,435.67)	66.22%
Interest Income	80,000.00	(17,562.88)	136,222.16	56,222.16	170.27%
Interest- Lindberg Note	0.00	1,217.80	6,124.23	6,124.23	0.00%
Other Income	10.00	0.00	35,971.87	35,961.87	359,718.70%
E Rate	103,000.00	8,837.75	106,749.65	3,749.65	103.64%
Reimbursements From RCC	25,000.00	3,333.10	29,727.83	4,727.83	118.91%
Ready To Read Grant	33,000.00	0.00	34,868.00	1,868.00	105.66%
Misc. Grants	0.00	5,000.00	5,000.00	5,000.00	0.00%
Conference Room Rental	25,000.00	0.00	30,501.75	5,501.75	122.00%
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	1,027.99	(172.01)	85.66%
Library Card Replacement Fees	1,000.00	0.00	3,222.00	2,222.00	322.20%
Late Fee Charges	75,000.00	5,117.91	38,861.21	(36,138.79)	51.81%
Lost/Damaged Materials	10,000.00	0.00	6,601.62	(3,398.38)	66.01%
Photocopy/Fax Sales	13,000.00	0.00	10,618.12	(2,381.88)	81.67%
Patron Refunds	(3,000.00)	0.00	(2,423.51)	576.49	80.78%
Printer Sales	13,000.00	0.00	13,465.71	465.71	103.58%
On Line Fee Collections	10,000.00	166.59	5,766.67	(4,233.33)	57.66%
Hulburt Donation	125,000.00	0.00	125,900.00	900.00	100.72%
Library Friends Donations	65,000.00	(3,333.10)	53,676.18	(11,323.82)	82.57%
Library Foundation Donations	10,000.00	2,924.01	7,971.87	(2,028.13)	79.71%
General Public Donations	5,000.00	0.00	2,708.27	(2,291.73)	54.16%
OR Community Foundation- restricted	12,000.00	0.00	12,720.23	720.23	106.00%
OR Community Foundation- non restricted	2,000.00	0.00	0.00	(2,000.00)	0.00%
EJ Smith Trust-Restricted	85.00	0.00	0.00	(85.00)	0.00%
Ted Gerlock-Restricted	15.00	0.00	0.00	(15.00)	0.00%
Carpenter Foundation-Restricted	3,000.00	0.00	3,000.00	0.00	100.00%
Library Foundation Donations- CP	50,000.00	0.00	0.00	(50,000.00)	0.00%
Oregon Community Foundation- Applegate	29,000.00	0.00	0.00	(29,000.00)	0.00%
Lindberg Estate	0.00	0.00	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%
Total Revenue	<u>17,640,490.00</u>	<u>248,955.05</u>	<u>18,713,269.74</u>	<u>1,072,779.74</u>	<u>106.08%</u>

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	YTD Budget	Actual	YTD Actual	Remaining	or spent to date
Expenditures					
Personnel Cost	100,000.00	11,171.01	11,171.01	88,828.99	11.17%
Accounting Services	45,000.00	4,732.09	39,074.90	5,925.10	86.83%
Auditing Services	11,000.00	0.00	10,500.92	499.08	95.46%
Administrative Services	110,000.00	8,594.87	93,313.70	16,686.30	84.83%
Bank Fees/Interest Expense	1,000.00	63.17	894.52	105.48	89.45%
Consultant Fees	50,000.00	1,797.50	18,926.40	31,073.60	37.85%
Insurance	20,000.00	0.00	18,779.00	1,221.00	93.89%
Legal Services	30,000.00	2,670.00	16,134.00	13,866.00	53.78%
Memberships and Dues	2,500.00	563.00	2,889.98	(389.98)	115.59%
Office Supplies- admin	2,000.00	25.00	790.25	1,209.75	39.51%
Postage	500.00	164.06	824.40	(324.40)	164.88%
Registration/Tuition/Travel	10,000.00	439.83	7,153.63	2,846.37	71.53%
Special fees and Expenses	0.00	0.00	1,332.14	(1,332.14)	0.00%
Advertising/Legal Notices	2,000.00	1,217.96	1,996.35	3.65	99.81%
Alarm Services	2,500.00	0.00	2,356.40	143.60	94.25%
Building Repair/Maintenance	432,635.00	0.00	432,635.04	(0.04)	100.00%
Custodial Services	320,000.00	29,315.66	279,106.42	40,893.58	87.22%
Custodial Supplies	12,000.00	949.08	10,325.81	1,674.19	86.04%
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	6,360.00	63,553.50	11,446.50	84.73%
Signs and Signal Materials	25,000.00	0.00	0.00	25,000.00	0.00%
Building Repair/Maintenance- B-7	310,000.00	17,383.86	37,496.10	272,503.90	12.09%
Fees- Lindberg Note	0.00	6.00	36.00	(36.00)	0.00%
Equipment Repair/Maintenance	30,000.00	355.22	7,206.23	22,793.77	24.02%
Facility Furnishing Expense	25,000.00	0.00	0.00	25,000.00	0.00%
Minor Equipment	50,000.00	342.40	9,145.39	40,854.61	18.29%
Computers and technology	360,000.00	1,015.92	127,606.70	232,393.30	35.44%
Supplies and Expenses-Facilities	0.00	635.62	950.16	(950.16)	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	422,128.83	5,065,965.96	(419.96)	100.00%

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	YTD Budget	Actual	YTD Actual	Remaining	or spent to date
Library Materials	848,720.00	72,574.19	743,435.21	105,284.79	87.59%
City Participation	32,000.00	0.00	2,109.18	29,890.82	6.59%
Strategic Plan Initiative	627,000.00	3,875.00	19,511.00	607,489.00	3.11%
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	12,591.91	27,258.10	(27,258.10)	0.00%
LS &S- digital library staff	0.00	11,734.75	80,702.97	(80,702.97)	0.00%
SOHS contract	0.00	3,250.00	13,000.00	(13,000.00)	0.00%
Electricity	231,540.00	18,855.55	214,296.07	17,243.93	92.55%
Natural Gas	45,000.00	1,224.43	39,681.15	5,318.85	88.18%
Garbage Service	15,000.00	1,212.70	12,224.25	2,775.75	81.49%
Water and Sewer Service	33,000.00	3,939.35	28,778.70	4,221.30	87.20%
Street and Storm Drain Fees	20,000.00	1,618.39	19,001.06	998.94	95.00%
Telecom-Voice and LD	65,000.00	4,194.81	51,928.39	13,071.61	79.88%
Telecom-Wide Area Network	130,000.00	9,188.05	105,519.90	24,480.10	81.16%
Telecom-Internet Services	36,000.00	2,002.48	26,618.06	9,381.94	73.93%
Municipal Assessments	1,500.00	180.29	1,625.61	(125.61)	108.37%
Telecom- Hot Spots	0.00	4,761.21	20,172.84	(20,172.84)	0.00%
Maintenance & Fuel for Vehicles	15,000.00	2,091.56	14,495.02	504.98	96.63%
Hulburt Donation	125,000.00	7,016.18	79,494.30	45,505.70	63.59%
Library Friends Donations	65,000.00	3,569.50	51,771.45	13,228.55	79.64%
Library Foundation Donations	10,000.00	963.94	8,813.89	1,186.11	88.13%
General Public Donations	5,000.00	0.00	1,670.34	3,329.66	33.40%
OR Community Foundation-restricted	34,000.00	90.86	2,174.01	31,825.99	6.39%
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	180.32	1,696.13	(1,696.13)	0.00%
Ready to Read 2017 Grant	33,000.00	0.00	15,141.74	17,858.26	45.88%
Kent Family Trust	1,000.00	144.27	5,960.42	(4,960.42)	596.04%
Library Foundation Donations- CP	50,000.00	0.00	0.00	50,000.00	0.00%
OR Community Foundation- unrestricted	12,000.00	0.00	0.00	12,000.00	0.00%

Jackson County Library District
Statement of Revenues and Expenditures
General Fund- Preliminary
From 7/1/2017 Through 6/30/2018

	Current Month		YTD Actual	YTD Budget Percentage received	
	YTD Budget	Actual		Remaining	or spent to date
Lindberg Estate expense	0.00	0.00	40,118.09	(40,118.09)	0.00%
2018 Ready to Read Grant	0.00	0.00	5,516.67	(5,516.67)	0.00%
Subtotal Materials and Supplies	9,482,882.00	664,019.81	7,933,186.63	1,549,695.37	83.66%
Capital Outlay	250,000.00	131,162.57	211,536.70	38,463.30	84.61%
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 Expenditures	<u>15,590,490.00</u>	<u>802,566.19</u>	<u>8,155,894.34</u>	<u>7,434,595.66</u>	<u>52.31%</u>
Transfer to Other Funds					
Transfer to Capital Improvement Fund	<u>2,050,000.00</u>	<u>0.00</u>	<u>2,050,000.00</u>	<u>0.00</u>	<u>100.00%</u>
Total Transfer to Other Funds	2,050,000.00	0.00	2,050,000.00	0.00	100.00%
Net Revenue Over Expenditures	<u>0.00</u>	<u>(553,611.14)</u>	<u>8,507,375.40</u>	<u>8,507,375.40</u>	<u>0.00%</u>

Director's Report July 2018

Hiring and Vacancy Report

Date Vacant	Position	Branch	Hrs/Week	Status	Date Filled	Candidate Type
4/10/2018	Library Director	Medford	40	Filled	8/6/2018	External
5/4/2018	Assistant Library Director-Administrative Services	Medford	40	Under Recruitment		
5/11/2018	Library Associate 3- Outreach to Homebound	Medford	30	Interviews Scheduled		
5/31/2018	Library Associate 2	Shady Cove	22	Filled	7/2/2018	External
6/15/2018	Library Associate 3- Digital Services	Medford	40	Under Recruitment		
6/13/2018	Library Associate 2	Ashland	20	Filled	7/5/2018	External
6/30/2018	Library Associate 1	Medford	10	Under Recruitment		
7/9/2018	Library Associate 2	Medford	20	Under Recruitment		
6/30/2018	Branch Lead	White City	31	Under Recruitment		
7/19/2018	Library Associate 2- Youth Services	Ashland	20	Under Recruitment		
7/1/2018	Library Associate 2	Butte Falls/Prospect	22	Under Recruitment		

Update on BiblioCommons

We have finished the validation phase of our BiblioCommons project. We have access to the catalog we will be using and a team of our staff has been testing out various aspects of functionality. Leigh Blair, Jason Maki, Patrick Mathewes, Kristin Anderson, Andrew Molinsky, assisted by Ashley Johnson and Eric Molinsky, all focused on different areas of the catalog and provided feedback, which we then submitted to BiblioCommons for review. There are still some things to work out, but the major functionality is working as it should.

We are now in the staff training phase for another three weeks or so. All staff now has access to the catalog to begin to get familiar with how everything works and viewing training webinars provided by BiblioCommons, either live or recorded. A general overview was covered last week, and this week there were trainings on searching in the catalog and using the social features of BiblioCore to engage patrons. There is also an online scavenger hunt for all staff to illustrate how different features will work. Eric presented information at the most recent round of cluster meetings to provide an introduction as well. We should be on track for the soft launch at the end of July, where our patrons will have the option to explore the catalog before the planned hard launch on August 15.

Outreach to Child Care

Megan Pinder and Marne Kapule attended the Kaleidoscope training on Thursday, June 2. Both employees received certificates of accomplishment, which will allow them to oversee Kaleidoscope programs. The 2018 *Spring Into Summer* (SIS) reading program reached 539 children at fourteen sites with approximately 33 classrooms during the 6-week time frame. These sites either close for the summer or significantly change their program for the summer. Each child received a new book and certificate, which generated much excitement for children, teachers, and families.



Photograph from a home child care provider

Summer Reading on the Road is off to a “Clap! Clang! Tap!” start. The Friends of the Medford Library graciously donated the funding to provide our home child care providers with a Band-in-a-Box. This has created excitement at the home facilities!



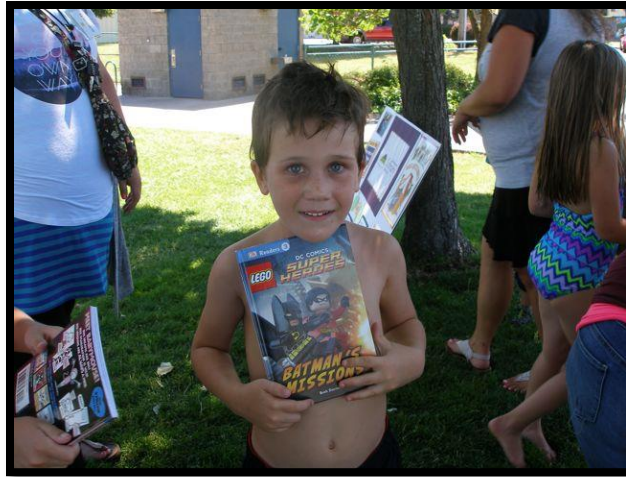
Booktalk Program

We wrapped up the 2017-18 school year program with multiple classes at all three elementary schools in Central Point--including three classes of 5th graders and four classes of 4th graders in one day at Mae Richardson Elementary. With the summer reading program starting so soon, it was a great chance to get kids excited about coming into the library and taking part in the program.

June also saw the launch this year's outreach to free summer lunch sites. Sponsored by the USDA, kids ages 1-18 eat for free at sites throughout the county, and the library is visiting select sites (7 to 10 school or park sites) to connect with an underserved population that may not (yet!) be active library users. Thanks to a generous donation from Friends of the Medford Library, we are able to provide a free book to every child who comes to the lunch site the day of the library's visit -- usually between 30 and 50 kids. Kids love the new books, and caregivers are excited to find out about library activities they didn't know about before. One family left the lunch site saying, "We're on our way to sign up for summer reading now!"

Director's Report-June 2018

Lastly, the booktalk program led a session at all four cluster meetings this month. This was a chance to make sure all staff were familiar with the resources of the program, including the Booktalk Blog, and for them to hear about popular youth titles they can share with patrons at their branches.



Photograph of summer lunch program at Burns Park

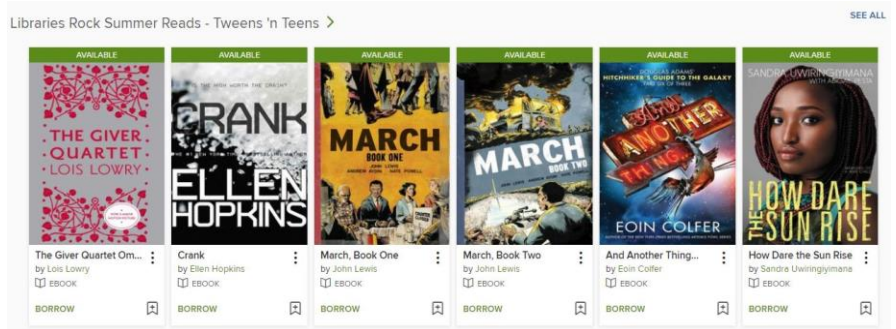


Shelves of giveaway books for this summer's lunch site outreach program

Digital Services

The Digital Services Associates conducted over 100 appointments during the month with patrons needing various kinds of tech help. In addition, Bret devoted time to assisting with the Central Point Spark Space project, which is nearing its completion date in the fall. We also conducted our monthly outreach to the Ashland Senior Center patrons on June 22. This program will be on hiatus for the summer and we will reevaluate in the fall.

A core collection of tweens/teens and junior eBooks was created and featured on our Library2Go homepage.



Library Branch Reports

Ashland Branch

Ashland’s Art Salon program was featured prominently in *The Daily Tidings* in June. It is a popular program, relatively easy to plan, with a great hook. Kudos to Esther for orchestrating this. At our June session, we had 48 attendees.

Ashland collaborated with OSF for the first time for their Juneteenth Celebration. Through cross promotion and shared resources, we were able to create an engaging conversation about race in Ashland, as well as a storytime in the children’s space. OSF Company Members participated in both events. Lessons were learned that will help build attendance in future years and relationships were built that will lead to further library/OSF collaborations.



Pictured Niani Feelings reading to children, & Alma Rosa Alvarez of Racial Equity Coalition presenting during the conversation

Summer Reading Club is off to a great start. The children’s area looks fantastic and kids can’t wait to get past the “velvet rope” to get their free book (courtesy of the Friends of the Ashland Library).



Eagle Point Branch

The Eagle Point Branch is going full steam with Summer Reading. We have had a steady stream of sign-ups and all of our programs have been well attended. There is also a beautiful display of rocks and minerals in our display case, courtesy of the Crater Rock Museum in Central Point. Security cameras have been successfully installed on the interior and exterior of the Eagle Point Branch.

Gold Hill Branch

On June 8, 1st through 4th graders from Hanley School came to the library for a visit. The kids enjoyed hearing about Summer Reading, checking out books, estimating jelly beans, making pinwheels, and learning more about the library. We kicked off the Summer Reading Program with a hot dog and chips cookout on June 13th during the “Board Games for Kids & Teens” program.

Medford Branch

People have been able to enjoy regular scheduled programs like Tai Chi, as well as the summer-themed programs such as Traveling Lantern’s Life of Mozart, Rich Glauber’s Music in Action, and Music Trivia Monday! The circulation staff continues to produce creative and amazing book displays around the branch for the community to enjoy.



The Children’s Department held “Rock Painting & Stacking Preschool Storytime” as part of summer reading. Children enjoyed a rock-themed storytime then painted and stacked rocks in the Children’s Garden.



The work of local artist, Allen Smith, is displayed in the main stairwell and south wedge.



Phoenix Branch

For the last 3 years, Jody Fleming has visited the summer school program for the children of migrant workers at Phoenix Elementary. The age range is from first graders to fifth graders. Jody visits once a week, reads books, brings a simple craft, and information about summer reading and library resources. This has been a wonderful outreach program for the Phoenix Library. Jody introduces the Summer Reading program, and makes sure the kids read at least ten books, earn incentive prizes, and are entered to win one of the grand prizes. TWO kids from the last two years have each won one of our grand prizes! Jody also provides a schedule of events and emphasizes all of the events are FREE--all the materials are provided--and they don't need a library card to participate. They can just come in and have fun.

Rogue River Branch

Summer Reading started off with a 'loud noise', lots of sign-ups, and Laura Rich with "African Drumming and Folktales." John Jackson presented, "Rocks, Minerals and Fossils" with many happy children leaving with their own small bag containing a fossil or rock. The Rogue River Friends had their annual Rooster Crow weekend book sale and it was a very huge success. Rooster Crow weekend is always like a reunion for the town of Rogue River. People come from all over and you see friends you have not seen in a very long time, and the library is always hopping with friends meeting up here.

Ruch Branch

The branch celebrated the end of the school year with "Author Talks" by K-8 classes from Ruch School over a two day period. Many of the students at Ruch School wrote and published a book this spring. Four of the classes had their talks and receptions at the Ruch Library. Each class divided into four groups spread throughout the library. The children in each group were joined by parents, grandparents, and siblings as they took turns reading their books, or excerpts, to the audiences. Afterwards, the students got a chance to share their experiences of being scared to read, or forgetting to show the illustrations, as they had cookies and lemonade. This is a thrill for the kids, and coming to the library for the reading and reception makes it even more special to them.

Shady Cove

We had a Kindergarten visit on June 8th for the “Raising a Reader” program. Marion read the class a story, passed out goodie bags, bookmarks, and information about summer reading and library resources. On June 13, we had a program, “Spain and Andorra,” which included travel stories and history with Dan and Carol Nielson. We had 52 people attend John Jackson’s “Reptiles and Amphibians” program.

One of the regular teens at the branch, Haley, commented that since she has been coming to the library on a regular basis, her grades have gone up in reading. Her grade in reading has steadily improved from a F to an A. She loves graphic novels, and says they have helped her develop an interest and passion in reading.

Talent Branch

On Saturday, June 23, there was an unveiling mural ceremony with Mayor Ayers-Flood featuring artist Cathy Dorris at the Talent Dollar General. It was a celebration of local art and literacy. The mural is based on early literacy and aesthetically improves the appearance of the city on the south facing side of the Dollar General. Festivities included free ice cream and drinks, a ball toss game, and the library tabled at the celebration. We handed out information about summer reading and library resources had a rock estimation jar, craft, and handed out incentive books. This beautiful literary mural was made possibly from contributions from Dollar General, Jackson County Library District, Library Systems and Services, Oregon Community Foundation, Talent Maker City, The Sign Dude, and contributions from the community.



White City

White City has been busy with Summer Reading programs and crafts. Participants were able to be a musician for a day when Flutist Lisa Nichols presented, “Learn to Play the Recorder.” Participants were introduced to reading music, playing the recorder, and were provided with a recorder they get to keep. Teens made bath bombs during the program, “Rocking Bath Bombs.” Participants were able to take home the bath bomb in a gift box decorated they decorated with washi tape and a yellow ducky.

Jackson County Library FOUNDATION

Executive Director Report July 2018

1. Baby's First Book

We're proud to share that Baby's First Book is up and running again.

Volunteers from the Friends Presidents' Forum and from Kohl's helped assemble the 2,500 packets. These are now being distributed to newborns through Providence, Asante, and Healthy Families of Southern Oregon. This program is supported by the Oregon Cultural Trust, Jackson County Cultural Coalition, and community members dedicated to early childhood literacy.

Thanks to Marion Mensing, Shady Cove Branch Manager, for connecting me with the Kohl's opportunity. Kohl's has a volunteer program where if 5 employees volunteer for 3 hours, Kohl's will donate \$500 to the nonprofit. Marion and I are exploring options for utilizing this opportunity next in Shady Cove and then hopefully throughout JCLS.



2. Board Retreat

We're having a board retreat in August, led by Lana Tolls of Changemakers. At this session, we'll tackle two big topics: 1) effective organization functioning and 2) our mission statement.

The Foundation's current mission statement is: "The Jackson County Library Foundation is committed to building a vibrant library system that is recognized for the excellence of its services, facilities, and staff". We believe this statement was adopted during the Capital Campaign in the early 2000s. It functions as more of a vision than a mission, defining our desire for end results instead of how we want to achieve them. We aim to adopt a mission that states the role we want to play in helping achieve those results.

To: JCLD Board of Directors

Date: July 5, 2018

From: Jackson County Library Foundation



Title: Centennial Celebration Request: Gala at Medford Library and closure

Summary

The Jackson County Library System was founded in 1919 and celebrates its centennial in 2019. The Jackson County Library Foundation is planning a year of programming and events around this theme, with the overall goal that all Jackson County residents will learn of this momentous anniversary. The centennial is an opportunity for our communities to celebrate our library system's history, resiliency and triumphs.

Request

JCLF is hosting a gala to bring together influential community members in support of this occasion. **We are requesting to host the gala at the Medford Library and to close the library on both Saturday, September 14, 2019 and Sunday, September 15, 2019.**

Background Information

The gala is in the beginning planning stages. We are forming a Centennial Celebration Committee to organize the event. As of July 5, 2018, committee members include Amy Drake (JCLF ED), Maryanne Pitcher (JCLF board member), Midge Thierolf (JCLF board member), Sharon Kodak (JCLF board member), Ashley Cates (Marketing and Sales Manager for Agate Ridge Winery), and Sean Hidey (new community member, former conference organizer).

Using the Medford Library as a venue would give us the opportunity to showcase our beautiful central library to influential community members. It's a unique opportunity to highlight the library system's success in a library setting, with a clear connection between the event and the cause it benefits. Since no other local galas take place in a library, it would be a memorable, truly once in a century, event.

The committee will market this gala as the Party of the Century. We must have a date and venue secured to move forward with planning. We are developing a preliminary budget, guest list, and timeline, as well as securing the logistics, however all components are ultimately dependent on the venue. All party elements will be focused around a speakeasy theme, to tie in with prohibition's Oregon passage in 1916 - just prior to the library system's founding in 1919.

Vision for the Medford Library as a Venue

Imagine: it's the evening of Saturday, September 14, 2019. You and your guest are wearing 1920s themed costumes, and you arrive at the Medford Library. You stop at the Central Ave. entrance, where you're greeted by a valet who whisks your car away to a nearby parking lot.

You enter the building on a red carpet that leads you into the hallway. A photo booth is set up so you and your guest can have your photo taken, show off your costumes, and maybe even win the costume contest. You enter the circulation lobby and order a 1920s themed cocktail from the first bar. You decide to take the stairs rather than the elevator up to the second floor, and LED tealights illuminate the way as you're escorted up the stairs.

At the top of the stairs, you're ushered to the South Wing for the VIP reception. The other VIPs are already there, and you mingle, enjoy some appetizers, and maybe have another drink. A special prize is announced just for the VIP attendees.

After cocktail hour, you and the other VIPs are led over to the Reading Area. The other guests are already seated, and you find your table, which is decorated to fit the Speakeasy theme. A plated dinner with wine is served, and you eat while watching the sunset over Medford. A band is playing soft 1920s music.

The Foundation Director speaks, maybe other library staff/board/volunteers speak, and a big name keynote speaker is introduced. The keynote speaker, among other topics, talks about how important libraries are to them, the impact libraries make on their community, and their hoped for vision of libraries through the 21st century. There may be awards and recognition given, such as Volunteer of the Century, Employee of the Century, and so on.

An auctioneer leads a live auction that includes a paddle raise. Maybe you bid on a vacation package or a special wine release. During the paddle raise, you and the other guests donate to support the Jackson County Library Foundation and the ways in which JCLF supports the Jackson County Library System during its second century.

After dinner, you and the other guests enjoy dancing (and perhaps more cocktails!). When the evening ends, you're escorted down the tealight lit stairs and you wait for the valet to bring your car. You leave feeling confident and excited about the future of our Jackson County Libraries.

Logistics

Several important components must be considered in relation to a Medford Library closure and hosting a gala. We have consulted with key JCLS staff to identify and troubleshoot potential challenges, including Terra McLeod, Medford Library Branch Manager; Crystal Stroud, Operations Manager; Ron Sharp and Mike White, IT; and Johnny Spalliero, Facilities Maintenance.

Please see the included draft floorplan on p.4 for the proposed layout.

While some of these logistics may seem challenging, we believe that all necessary questions can be addressed through careful advance planning to the full satisfaction of the District board, LS&S, JCLS staff, and the County. These include:

1. Medford Library capacity
 - a. In process, confirming with Medford branch manager and fire marshal
 - b. Guest list would be determined based on this factor
 - c. All public areas not in use would be closed/roped off and possibly monitored based on Concierge's recommendation.
 - d. Please see attached layouts for more information on which portions of the Medford Library would be available to gala guests.

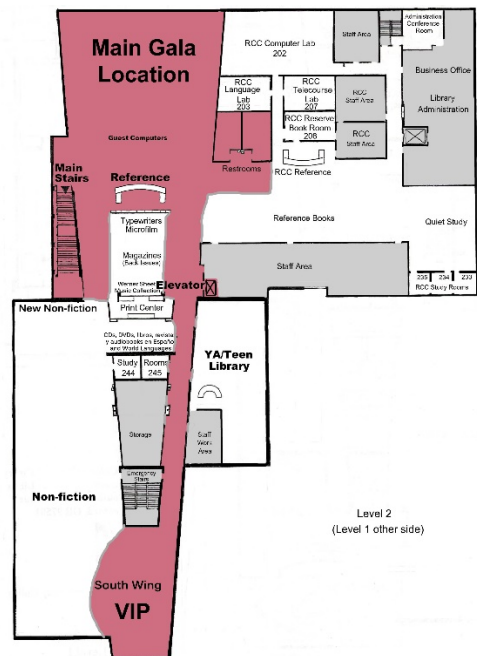
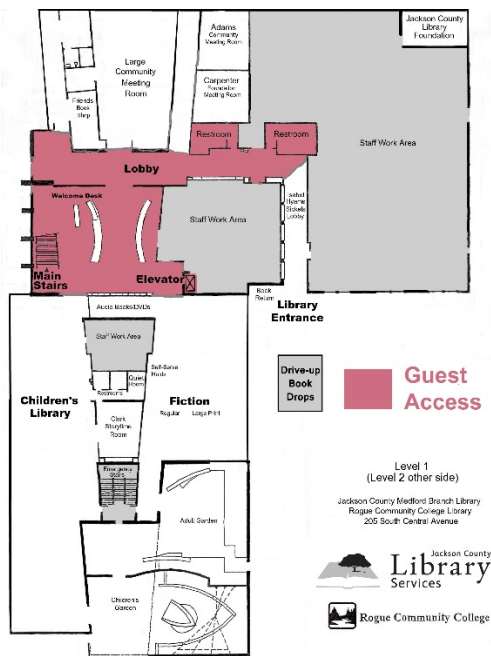
2. Availability
 - a. There are no known annual Medford Library events for September.
 - b. JCLS Staff Day may be a concern. This year, it's on September 14, 2018. A date for 2019 has not yet been established.
 - c. RCC staff shared that the Fall 2019 term begins on September 30. They project that the RCC Library would open the week before on September 23, 2019.

3. Moving library technology/computers and furniture
 - a. All IT would need to be removed first
 - i. Ron Sharp and Mike White estimate that technology removal would take one day.
 - ii. Storage: to be determined, dependent on when removed
 - iii. Options for removal include: Thursday and Friday morning removal, Friday after 4 pm removal
 - iv. Options for re-installation include: Sunday
 - b. Furniture would need to be moved and stored
 - i. Johnny Spalliero, Facilities Maintenance, estimates it would take his team half a day to get the furniture moved, but movers would speed up the process
 1. All furniture would be moved except the three tables against the pillars
 - ii. Storage options include RCC Quiet Study area and non-fiction area
 - iii. Options for removal include: Saturday morning
 - iv. Options for re-installation include: Sunday morning
 - c. Will need to explore working with an experienced moving company, possibly as a committee member and/or event sponsor

4. Special event considerations
 - a. Application forms
 - i. Serving alcohol, catering
 - ii. Any necessary permitting for alcohol
 - b. City of Medford noise ordinance
 - i. Would confirm with City Manager about granting exception if needed
 - c. Escorts for gala guests on stairs
 - d. Parking
 - i. Possibly a valet
 - ii. Saturday night parking in downtown Medford is free

5. Event insurance costs

6. Concierge/security needs for Saturday night
 - a. Number of security guards would be determined based on Concierge's recommendation
7. Clean-up/Pathways
 - a. Would contract with Pathways for clean-up, based on their recommendation of how many staff needed
 - b. Possibility of additional carpet cleaning post-gala
8. Staff hours for JCLS Medford staff who normally work weekends
 - a. Would need to be discussed with LS&S and the Library Director
 - b. As of July 5, 2018:
 - i. 9 employees work Saturday in public facing positions (4 circ, 2 ref, 2 children's, 1 YA)
 - ii. 6 on Sunday (3 circ, 1 ref, 1 children's, 1 YA)
 - iii. Terra McLeod suggests keeping 2-3 staff in Circulation each day to maintain the flow of returned items and avoid a backlog
9. Decorations
 - a. Speakeasy theme
 - i. Specifics to be determined
 - ii. Would be in line with all County and JCLD requirements
 - b. Display cabinets
 - i. Would remain in place
 - ii. Partner with Medford Friends on theme for their usual display case
 - iii. Remaining two display cases content to be determined



July 5, 2018

Title: Request for Facility Closure and Opening Date: Central Point SparkSpace Conversion and Opening

From: Kristin Anderson, Ashland Branch and Bear Creek Cluster Manager

Summary:

The SparkSpace Project at Central Point is progressing as planned. Furniture/equipment is on order and project implementation timelines have been agreed upon with the County facilities staff and the vendor. The branch will be ready for a grand opening on Saturday, September 29, 2018. Also, a request for all board members to save the date for an exclusive opening event on the evening of Thursday September 27, 2018 hosted by the Jackson County Library Foundation.

Actions, Options, or Potential Motions:

Action: JCLS seeks Board approval to temporarily close the Central Point Branch for the implementation of SparkSpace from Tuesday, September 25 – Friday, September 28, 2018.

Recommendation:

N/A

Resource Requirements:

All resources have already been approved. Only board action required is approval of dates.

Policies, Plans, and Goals Supported:

As discussed at inception, this project integrates many elements of LEARN, CONNECT, and GROW. This current request is in alignment with our JCLS Strategic Plan under the “Connect” focus which states that JCLS will, “provide safe and welcoming spaces.” (Strategic Plan 2016-2021. Pg. 7, Section 1.)

Background and Additional Information:

An initial attempt was made to craft this plan without the need to close the building. Because over 50% of the building will be reset as the result of this plan, it has become clear that this is not advisable. In order to maximize staff resources during the busy build-out phase of this plan, and to ensure safety, we are recommending this closure. All of the computers will need to be moved and will be offline for a significant portion of this phase. A significant portion of the materials and furniture will be unavailable during a significant portion of this phase.

Attachments:

To: JCLD Board of Directors
From: Jennifer Giltrop, LS&S Chief Library Officer
Date: July 3, 2018
Re: Proposed Staff Additions - JCLS

Summary:

The Jackson County Library Services is a system with 15 services outlets operated with budgeted 73 FTE (full time equivalents), which does not include grant funded positions. JCLS utilizes “on-call” substitutes regularly to cover for vacancies and gaps in providing service needs. Positions were added in 2017 related to the strategic initiatives which have been extremely successful additions. The majority of the staff positions are direct patron facing (85%), with the remaining staff providing behind-the scenes support such as marketing and business office functions. In addition, LS&S provides support services through its corporate office. Staffing models must change over time in order to respond to strategic priorities and service demands. Through observation and review, talking with staff and others, and reviewing the strategic plan and related documents, LS&S has determined it will fund 4.075 FTE within the current LS&S Contract. These additions will allow JCLS to maintain the expected service levels and ensure equity in coverage and programming. The study and decision to add positions and hours as attached is based on the current operating conditions (hours, use, etc.) only.

Actions, Options, or Potential Motions:

Discussion. The list of staff positions/hours to be added are attached.

Recommendation:

Beyond the addition of the staff positions/hours attached that LS&S will add at its cost, LS&S is proposing to work with the new Library Director and the Board to assess the staffing needs to fully implement all of the new initiatives (Strategic, card holder, facilities, collection and technology plans). The new plans and initiatives were not in place until after the last contract was implemented, and most have been framed after the contract amendment 2017. This assessment is intended to result in recommendations that will ensure that the library system is staffed to meet the increased expectations for desired deliverables and service levels.

Resource Requirements:

The annual cost to implement these changes is \$240,038.76 and LS&S will absorb fully through the current contract. The positions/hours will be added as soon as possible.

Policies, Plans, and Goals Supported:

OLA Standards C1.3: ‘The library maintains sufficient staff to provide the services central to the library’s mission and goals.’”

This expansion of staff will support the goal of equity of service across all 15 locations, including enhancing programming/outreach efforts at the small locations. The Youth Services Coordinator is essential to the delivery of developmentally appropriate programming across the system and in developing relationships with the school districts served by JCLS.

Attachments:

Proposed Staff Additions



Staff Additions – JCLS

CURRENT HOURS ASSIGNED, BUT NOT BUDGETED						
Priority	Last Name	First Name	Title	Hours	FTE	Notes
1	Mortensen	Esther	Librarian I - Ashland	15	0.375	cover hours currently being used
1	Prinsen	Charlene	Branch Manager-Eagle PT	8	0.2	cover hours currently being used
1	Moser	Kyna	Library Assoc 3-Marketing	20	0.5	cover hours currently being used
	Subtotal			43	1.075	
ADDITIONAL POSTIONS NEEDED						
	Description			Hours	FTE	Notes
2	YOUTH COORD., LIBRARIAN 2			40	1	YOUTH SERVICES
4	LIBRARY ASSOCIATE 2-APPLEGATE			10	0.25	2-person coverage/Programming
4	LIBRARY ASSOCIATE 2 -JACKSONVILLE			10	0.25	2-person coverage/Programming
4	LIBRARY ASSOCIATE 2 - PHEONIX			10	0.25	2-person coverage/Programming
4	LIBRARY ASSOCIATE 2- WHITE CITY			10	0.25	2-person coverage/Programming
4	LIBRARY ASSOCIATE 2 - SHADY COVE			10	0.25	2-person coverage/Programming
4	LIBRARY ASSOCIATE 2 - RUCHE			10	0.25	2-person coverage/Programming
4	LIBRARY ASSOCIATE 2 - GOLD HILL			10	0.25	2-person coverage/Programming
4	LIBRARY ASSOCIATE 2 - ROGUE RIVER			10	0.25	2-person coverage/Programming
	Subtotal			120	3	
	Total			163	4.075	
	Total Cost				\$ 240,038.76	



District Organizational Items for 2018-2019

The district administrator will address the items listed below:

1. Meeting Day & Time – As approved at the June 14, 2018 regular meeting, the Board meets on the second Thursday of each month at 4:00 p.m. in the Adams Room at the Medford Library, unless otherwise specified on the agenda.
2. Newspaper of Record – It is recommended that the *Mail Tribune* be named the District's newspaper of record.
3. Mileage Reimbursement Rate for Board and Staff – It has been Board practice to pay the IRS-approved rate, currently .545 per mile. Continuation of this practice is recommended.
4. Authorization to Submit Grant and Contract Proposals – It is necessary to respond quickly to grant and contract opportunities. It is requested that the Board authorize the district administrator to submit proposals for grants and contracts during the 2018-2019 fiscal year. The Board retains final authority to accept or reject an award.
5. Board Attorney – It is recommended that the Board continue to contract for legal services with Huycke O'Connor Jarvis, LLP, with Jacqueline Bunick as the District's primary attorney and Sydnee Dryer as backup attorney. It is requested that you authorize the Board President and district administrator to seek specialized legal counsel, when necessary, from Ms. Bunick, and authorize Carol Doty to seek specialized legal counsel from Ms. Bunick related to the anticipated transfer of the Library buildings in 2020.
6. Auditor – It is recommended that Isler Medford serve as the District's auditor for 2018-2019.
7. Authorized Depositories of Funds – Two depositories of funds are recommended: Banner Bank for general operation, and the Oregon State Treasury Local Government Investment Pool (LGIP). *[See Resolutions 2018/2019-01 and 2018/2019-01 reauthorizing the District's bank accounts, designated personnel and signers.]*
8. Local Contract Review – It is recommended that the Jackson County Library District Board of Directors continue to act as the District's Local Contract Review Board (LCRB).
9. Identifying Purchasing Practices – It is recommended that the Jackson County Library District continue its practice of following the Public Contracting Rules and Procedures adopted by the Board at its regular meeting on April 4, 2015, which essentially follow the Oregon Attorney General's Model Public Contracting Rules and ORS 279 pertaining to public contracting.
10. Insurance Agent of Record – JCLD's Insurance Agent of Record is Sandy Orr, CISR, Branch Supervisor, Brown & Brown Northwest Insurance.

Proposed Action: Move to accept the district administrator's recommendations as presented for organizational items 1 through 10. *A roll call vote will be conducted.*

RESOLUTION: 2018/2019-01

A RESOLUTION DESIGNATING BANNER BANK, LOCATED IN MEDFORD, OREGON, AS A DEPOSITORY OF FUNDS FOR THE JACKSON COUNTY LIBRARY DISTRICT AND DESIGNATING AUTHORIZED PERSONNEL AND SIGNERS FOR THE BANNER BANK CHECKING ACCOUNT

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

- A. At its regular meeting on June 4, 2015, the Board approved Resolution 2015-06, authorizing the opening of a checking account at AmericanWest Bank (now Banner Bank) and designating authorized personnel to transact business with Banner Bank and sign checks or authorize withdrawals from the account with Banner Bank.
- B. It is the District’s practice to reauthorize its bank accounts and designated personnel and signers at its annual organizational meeting in July.
- C. Jackson County Library District has an Intergovernmental Agreement with the Rogue Valley Council of Governments (RVCOG) to provide professional accounting services to the District.
- D. It is recommended that three Library District directors, the Library District’s administrator, and two RVCOG employees are designated as authorized personnel and signers on the Banner Bank checking account.
- E. It is the District’s practice to designate its District Administrator, Board President, Board Vice President, and Board Finance Liaison as authorized signers on the Banner Bank checking account.

BE IT RESOLVED:

- 1. That RVCOG Accountants, Vicki Robinson and Cindy Shindell, are hereby authorized to transact business with Banner Bank on behalf of the Jackson County Library District.
- 2. The following persons are authorized to sign checks or authorize withdrawals from the checking account with Banner Bank on behalf of the Jackson County Library District: District Administrator, Lisa Marston; and Board President _____, Board Vice President _____, and Board Finance Liaison _____, Directors of the Jackson County Library District; Michael Cavallaro, RVCOG Executive Director; Ann Marie Alfrey, RVCOG Internal Services Director.

The above resolution statement 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:

- Cathy Shaw _____
- Susan Kiefer _____
- George Prokop _____
- Jill Turner _____
- Carol Doty _____

RESOLUTION: 2018/2019-02

A RESOLUTION DESIGNATING THE OREGON STATE TREASURY LOCAL GOVERNMENT INVESTMENT POOL (LGIP) AS A DEPOSITORY OF FUNDS FOR THE JACKSON COUNTY LIBRARY DISTRICT AND DESIGNATING AUTHORIZED PERSONNEL AND SIGNERS FOR THE LGIP ACCOUNT

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

- A. At its regular meeting on June 4, 2015, the Board approved Resolution 2015-07, authorizing the opening of an investment pool account through the Oregon State Treasury Local Government Investment Pool (LGIP) and designating authorized personnel to transact business with the LGIP and sign or initiate bank account information changes on behalf of the Jackson County Library District.
- B. It is the District’s practice to reauthorize its bank accounts and designated personnel and signers at its annual organizational meeting in July.
- C. Jackson County Library District has an Intergovernmental Agreement with the Rogue Valley Council of Governments (RVCOG) to provide professional accounting services to the District.
- D. It is recommended that two Library District directors and two RVCOG employees are designated as authorized signers on the LGIP account.
- E. It is the District’s practice to designate its Board President and Board Vice President as authorized signers on the LGIP account.

BE IT RESOLVED:

- 1. That RVCOG Accountants, Vicki Robinson and Cindy Shindell, are hereby authorized to transact business with the Local Government Investment Pool (LGIP) through the Oregon State Treasury on behalf of the Jackson County Library District.
- 2. That the following persons are hereby authorized to sign documents or initiate bank account information changes for the Oregon State Treasury LGIP account on behalf of the Jackson County Library District: President _____ and Vice President _____, Directors of the Jackson County Library District; Michael Cavallaro, RVCOG Executive Director, and Ann Marie Alfrey, RVCOG Internal Services Director.

The above resolution statement 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:

- Cathy Shaw _____
- Susan Kiefer _____
- George Prokop _____
- Jill Turner _____
- Carol Doty _____

RESOLUTION: 2018/2019-03

A RESOLUTION AUTHORIZING JACKSON COUNTY LIBRARY DISTRICT'S BANNER BANK COMMERCIAL MASTERCARD®, SETTING LIMIT(S), AND DESIGNATING AUTHORIZED CARDHOLDERS(S)

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

- A. While most of the District's expenditures can be paid for with a check, some purchases are done more efficiently and cost-effectively with a credit card, including online purchases and other purchases that require payment at the point of sale. For situations like these, the District requires a credit card.
- B. On July 13, 2017, the District passed Resolution 2017-05, authorizing the District to apply for a credit card, establish an initial credit limit(s), and identify the District's authorized cardholder(s).
- C. It is the District's practice to reauthorize its commercial credit card, set limit(s), and identify the District's authorized cardholder(s) at its annual organizational meeting in July.
- D. It is recommended that the District Administrator, Board President, and Board Vice President be designated as authorized cardholders on the District's Banner Bank Commercial MasterCard account.

BE IT RESOLVED:

- 1. The limit on the District's credit card shall be \$10,000.
- 2. The following person(s) shall be an authorized cardholder(s): Lisa Marston, District Administrator; President _____; Vice President _____, Directors of the Jackson County Library District

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:

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



Jackson County Library District (OR) OLA Standards Review 2018

Jill Turner and Ruth Metz, OLA Standards
Committee May 23, 2018

Introduction and Methodology

This is a 2018 review of Jackson County Library performance and quality using the OLA Standards and quantitative measures in the Oregon State Library Annual Statistics. The Board authorized an OLA Standards Committee of the Board in August of 2017, chiefly because the Board's Contract Amendment #1 with LS&S calls for improved compliance with the OLA Standards. State Library public library annual report statistics 2014-2015 were part of the 2016 assessment. For consistency, the Committee studied the State Library public library annual report statistics 2016-2017 for this review as well. The State Library statistics provide quantitative measures that are useful in assessing the OLA Standard specifications.

The 2018 review was conducted in February through April 2018 by Jill Turner, Library Board and Ruth Metz, Consultant, with information obtained through interviews with Jamar Rahming, Library Director, Susan Bloom, Assistant Library Director, and Board members Carol Doty for Library Facilities and Advocacy categories, George Prokop for Technology and Susan Kiefer, Library Board Chair, for governance categories.

The baseline for OLA Standards compliance is the 2016 Jackson County Library Services Performance Review and Quality Assessment and its supporting documents.¹ The reviewers' notations for 2018 are in a Word document (JCLD Library Standards Compliance Master - April 2018 FINALrmApril122018, pages 41-67) and an excel file (evaluation2017finalMay23; see tab titled OLASTandardsreptcard2017mod and related tabs). A preliminary report to the Board was presented by the Committee on March 16, 2018 and featured many of the graphs and charts from the State Library Annual Report comparisons. These three documents are in the District Office and are available from Lisa Marston, Executive Administrator for the District, for anyone wishing the detailed information for this review.

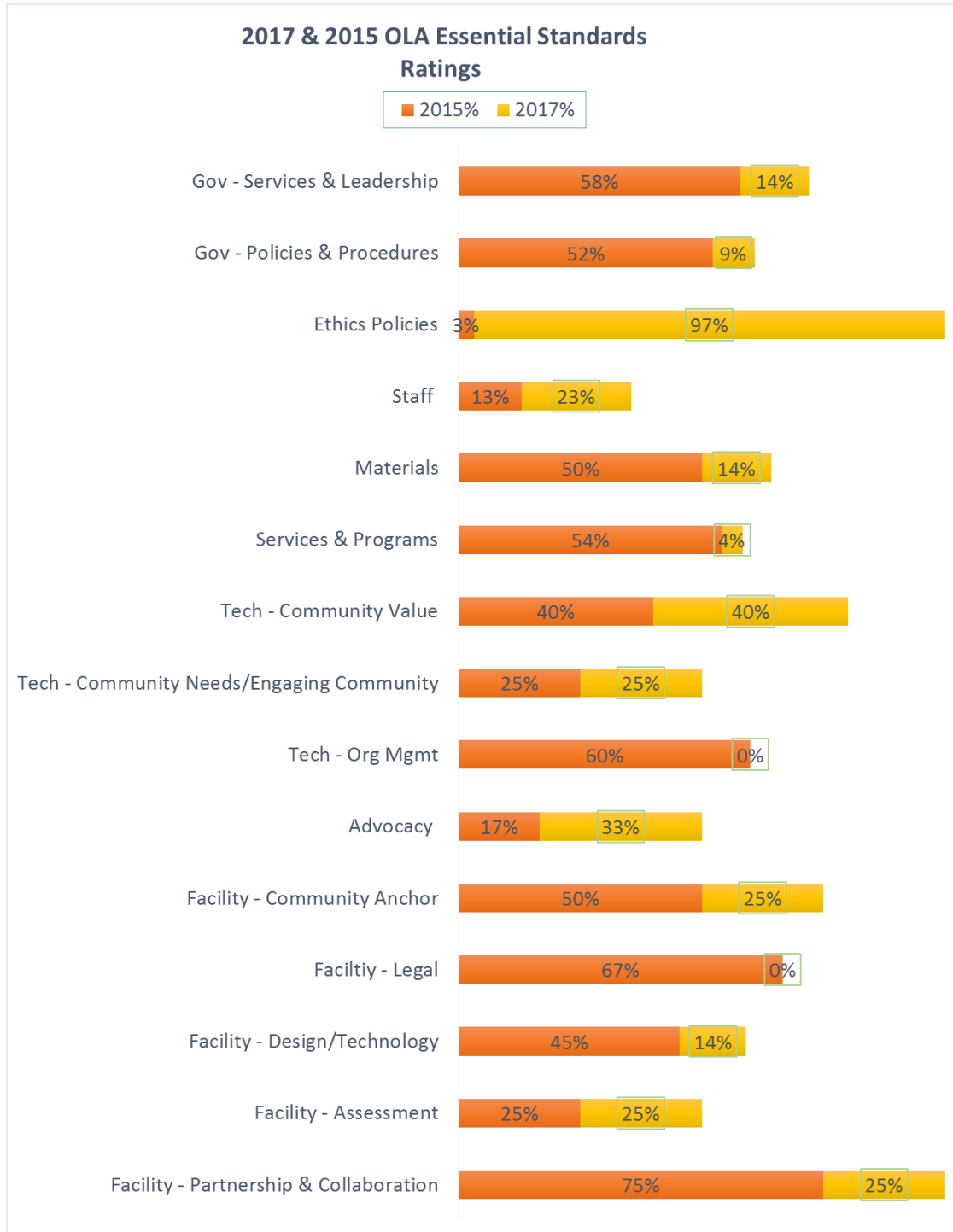
Reviewers' Process Recommendations

1. The 2018 study addressed each OLA Standard specification with attention to the notations from the 2016 study. Subsequent reviews should follow this process in the near term. That way, the Board has a consistent methodology and basis for evaluating progress in standards attainment which is relevant to Appendix 1 of its contract with LSS. The breakout of specification categories and subcategories should be revisited in future reviews for consistency of presentation.
2. The optimum time for review of the comparator libraries (data/graphs from the Oregon State Library Annual Statistics) should be undertaken in January 2019 after the annual public library statistical reports have been compiled by the State Library. The State Library compilation is for the preceding fiscal year and the compilation of the annual reports which are submitted by each library to the State in October for the preceding fiscal year can take the State Library 6 or more months.
3. For the 2019 review, include the Executive Administrator on the Standards Review Committee, as well as Jill Turner (for continuity and to help with the data analysis) one other board member (knowledge transfer) and Ruth Metz (for continuity and industry knowledge) until such time as the responsibility for Standards Review transfers to a permanent manager. In addition, the Committee should strive to add a local professional librarian (practical, experiential knowledge).

¹ The Nov. 2016 study was done by Ruth Metz Associates as part of a library services assessment commissioned by the Library District Board.

- Change the name of the Committee to Performance and Quality Assessment Committee: this broadens the scope of the Committee to add other measures besides or in addition to the OLA Standards and State Statistical data.

Findings and Conclusions: Standards Compliance Report Card



Findings and Conclusions: High Level

As the foregoing overview chart shows, the District's compliance with OLA Standards has improved in each category, more in some than in others. Most of the improvements have been board-driven. For example, the Board has adopted ethics policies, hired staff for the district, chaired committees to advance standards, facilities, and technology. LS&S-dependent categories—staff, materials, and services and programs—shows less material progress. The chief improvement in the staffing category is the board-driven wage increase for all staff.

We found, the Library Director was cordial and cooperative in going through the review process, it was difficult to get time with him. We found that the substance of his information was lacking in specifics and as a result we had doubts about some of his conclusions. For example, though we gave credit on a particular specification (because staffing has increased over 2016), the Director had no other basis for concluding that "The library maintains sufficient staff to provide the services central to the library's mission and goals." A serious and sustained effort by the Library Director to improve and measure the Standards and other quality and performance indicators should be required of LS&S.

High-level findings and conclusions from the 2016 assessment regarding the roles and relationship of the Board and the Library Director continue to impede the effectiveness of the Library. That the Library Director does not report to the Board continues to be problematic. LS&S is unwilling to change this at this time.

Occupancy of key management positions is and has been greatly lacking with excessive turnover and delays in filling positions, and apparent inexperience in achieving essential specifications, such as collection development and management. The library director position is again vacant as is the assistant director position. The long-awaited, recently appointed collection development manager has been on sick leave for several months. The staff follow-through to provide work plan documents and to meet specifications have failed to materialize. These conditions impact the ability of the library system to capably sustain operations, much less move forward as agreed.

Findings and Conclusions: Essential Specifications by Category

The following outline refers to discreet specifications in each of seven OLA Standards categories.

Governance services and leadership, policies and procedures, and ethics

Shows Improvement

1. Library has adopted ALA Code of Ethics.
2. Library has adopted the ALA Statement on the Confidentiality of Library Records.
3. Library Director or designee submits an annual statistical report, filed with the state library.
4. The public has easy access to all written policies and by-laws, both in print and online.
5. Policy: Patron Suggestions
6. Policy: Social Media
7. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests

8. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
9. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
10. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
11. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
12. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
13. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
14. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

Needs Improvement

1. Library has adopted the ALA Free Access to Libraries for Minors Statement.
2. Governing body with board involvement hires the director according to local, state and federal regulations and delegates the day-to-day management of the library to the director.
3. Appropriate authority evaluates the performance of the director annually.
4. Policy: Collection Management
5. Policy: Emergencies and Safety
6. Policy: Human Resources
7. Policy: Interlibrary and Interagency Cooperation
8. Policy: Programming
9. Policy: Strategic Plan
10. Policy: Technology Plan

Staff

Shows Improvement

1. Volunteers enhance the general level of library service but do not replace the services provided by paid library staff.
2. The library provides and adequately funds advanced professional levels of library support services; this includes but is not limited to information technology support and collection management.
3. Volunteers are selected through a defined hiring process which may include a background check.
4. The library maintains sufficient staff to provide the services central to the library's mission and goals.
5. The library maintains contemporary, written job descriptions for all classifications and provides regular job performance evaluations for all staff members.
6. Policies and procedures address the work and contributions of non-employees and volunteers.
7. The library maintains and follows a written plan for recognizing outstanding achievement by library staff and volunteers.
8. The library provides the resources and technological tools required for professional education and development.

Needs Improvement

1. The library maintains sufficient staff to provide the services central to the library's mission and goals.
2. Written job descriptions must include a defined salary range and benefits package for each job description that is comparable to the average for all library services staff in each category for similarly sized entities.
3. The library provides a salary and benefits package at or above the median for that of all library services staff in each category for similar positions in the same jurisdiction or in other local government bodies.
4. The library maintains, supports, and funds an annual staff development plan.
5. All written personnel policies related to effective personnel management are correlated with policies of the governing body.
6. The library provides and adequately funds advanced professional levels of library support services; this includes but is not limited to information technology support and collection management.
7. The library provides sufficiently trained staff to facilitate an advanced, professional level of public library services to all ages, in four or more of the following areas: reference services, youth services, reader's advisory, community outreach, event programming, services in languages other than English, and technology support during all library service hours.
8. The library's strategic plan includes specific goals for surveying community diversity.
9. The library's strategic plan articulates a method for reflecting the demographic, ethnic, and social diversity of its community.

10. The library provides diversity training to all staff.
11. Diversity training is reflected in staff development plans.
12. As part of its regular strategic plan review process, the library evaluates the linguistic, ethnic, and cultural diversity of its community.
13. The library utilizes diversity assessment in developing library services and programs to meet the needs of minority populations.
14. If more than 10% of the community speaks a language other than English in the home, the library responds by adding staff or volunteers capable of speaking with and culturally engaging with those patrons in their primary language.
15. To advocate for the library, Friends and Foundation groups, boards, volunteers, non-employees, and library partners are well trained in the mission, goals, and strategic plan of the library.
16. Staff participation in community organizations and groups is encouraged and supported by the library as outlined in the staff development plan.
17. Professional librarians oversee the collections, programs, outreach, and services for children, teens, and adults. Professionals are defined as holding a Master of Library Science degree from an American Library Association accredited institution or its equivalent in education and experience.
18. Formally trained, qualified staff oversee technical matters such as (but not limited to) information technology, cataloging, and finances. These staff member(s) may be employed by the library directly or work closely with the library through a parent agency (e.g. local government).
19. The library supports staff participation in continuing education programs and self-education. This support is provided in the form of time allotted for training, learning, teaching, and in the form of financial support for education opportunities that require fees, travel expenses, etc.

Materials

Shows Improvement

1. The library maintains material records formatted to facilitate access while complying with existing national cataloging standards and schema to facilitate resource sharing.
2. Processing procedures provide expeditious access to new materials.

Needs Improvement

1. The library adopts a Collection Management Plan which includes policies and procedures for selection, de-selection, reconsideration, conservation, preservation, gifts, donations, and special collection items.
2. The library provides a dynamic collection which reflects the community's needs, interests, local standards, and diversity and is available in formats appropriate for all users.
3. Funds are allocated for purchasing materials and are expended based on the Collection Management Plan and other policies directing library activities.
4. The library regularly evaluates the items in the collection for retention, replacement, or withdrawal according to the Collection Management Plan.
5. The library tracks annual circulation statistics per capita with consideration for provision of access measured by service area and turnover rates.

Services and Programs

Shows Improvement

1. The library invites patrons to provide written feedback on the library and its services.

Needs Improvement

1. The library provides reference and reader's advisory services to patrons of all ages and levels of literacy in person, by telephone, and by text telephone (TTY) or chat services all hours the library is open to the public.
2. The library provides reference and reader's advisory services to patrons with physical disabilities in formats they can utilize.
3. The library provides trained staff members, who offer assistance to the public during all hours the library is open, in the use of technology, circulation, and access to materials.
4. Essential level total unduplicated open hours

Technology

Shows Improvement

1. Library provides training and one-on-one assistance
2. Library provides free public access to the internet through dedicated high speed connections.

Needs Improvement

1. The library provides trained staff members, who offer assistance to the public during all hours the library is open, in the use of technology, circulation, and access to materials.
2. Essential level total unduplicated open hours
3. The Library adopts a technology plan.

Advocacy

Shows Improvement

1. Collaborate with regional libraries for advocacy events when able.
2. Be informed of OLA and ALA legislative issues and promote those issues whenever possible.
3. Staff and supporters are dedicated to the marketing and advocacy initiatives of the library.
4. Staff and supporters serve as representatives on behalf of the library, promoting its use, encouraging its development, and enhancing communication between the library and the public.

Needs Improvement

1. Participate in statewide campaigns that focus on public awareness of libraries in order to garner support and funding.
2. Participate when critical legislative issues arise that affect the future of libraries.
3. Provide information and training to all library staff regarding the impact of customer service and marketing on the library's image and community relations.
4. Staff and supporters develop and nurture community stakeholders and educate with the goal of being advocates.
5. Library provides legal and state election law training to staff and supporters.
6. Library provides support and resources to staff and supporters to ensure that they can be successful advocates.

Facility

Shows Improvement

1. Community and cultural activities take place in the library.
2. The library includes space for patrons to access library resources via various and multiple formats and devices.
3. Lighting levels comply with standards issued by the Illuminating Engineering Society of North America.
4. The library provides separate areas for staff workspace(s) and breaks and a private area for breast-feeding staff
5. The library's facilities plan is reviewed and analyzed every three years using community input and analysis.
6. Provide meeting rooms and other spaces for community events.

Needs Improvement

1. Library services are readily available to all residents of the service jurisdiction.
2. The Library adopts an Emergency Plan.
3. The library ensures access to its resources and services for patrons with disabilities through the provision of assistive technology and alternative formats, in compliance with the Americans with Disabilities Act.
4. The library recognizes multiple audiences and accordingly provides equipment and furniture for their unique needs: Adults, Teens, Children, and People with disabilities.
5. The library provides a convenient, safe book return location during the hours the library is closed. Material depositories are fireproof and are accessible to people with disabilities.
6. The library provides a well-designed interior that encourages self-directed use of the library through appropriate layout and signage
7. Allow easy access to electrical outlets and power supply to support current technology.
8. Wifi seating areas and charging stations exist for the use of patron supported devices.
9. The library's facilities plan is reviewed and analyzed every three years using community input and analysis.