JACKSON COUNTY LIBRARY DISTRICT (JCLD)
BOARD MEETING AGENDA
Medford Library
Adams Community Meeting Room
205 S Central Ave
Medford, Oregon
August 9, 2018, at 4:00 p.m.

CALL TO ORDER/ROLL CALL

INTRODUCTIONS & PROCLAMATIONS
1. Introduction: Kari May, Library Director, Jackson County Library Services (JCLS)
2. Proclamation: September 2018 is Library Card Sign Up Month

CONSENT AGENDA (Action)
(1) Memorandum re: Board Priorities/Feedback on Plan to Increase User Base; (2) Board Annual Advance July 12-13, 2018, Ruth Metz Notes; (3) Financial Report 2

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)

NEW BUSINESS

OLD BUSINESS AND UPDATES

COMMITTEE AND BOARD MEMBER REPORTS (Inform)

FUTURE MEETINGS/EVENTS/OBSERVANCES:
September 2018 – Library Card Signup Month
September 13, 2018 – JCLD Regular Board Meeting
September 14, 2018 – Staff Training Day (all branch libraries closed)

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

To: Jennifer Giltrop

From: Lisa Marston

Date: July 25, 2018

Re: Board's Priorities / Feedback re: Increase the User Base

Introduction and Purpose

At the July 12-13, 2018 Board planning Advance, Library Management asked the Board to clarify its priorities. In particular, Library Management asked to know how the various foundational documents and Board and Library Management plans and proposals relate to the Board's initiative to increase the Library's user base.

The purpose of this document is to clarify the Board's priorities. This communique also relates the Board's feedback and direction regarding LS&S's draft *Plan to Increase Active Cardholders*, which LS&S presented to the Board at its July 12, 2018 regular Board meeting.

Background

Expanding the user base has always been a priority of the Board as noted in the contract Amendment 1. One way to quantify the user base is the count of "active cardholders", although we know that people use the library without having a library card. In March 2018, the Board made expanding the user base a top priority because the data about the Jackson County library system reported to the Oregon State Library showed a cardholder rate of only 35%. The Board's intent is that every Jackson County resident benefit directly from the Library.

When the Board requested a 2-year plan to expand the user base, the Board provided written guidance to LS&S. There were two parts to the Board's guidance. The first part expressed and explained the Board's intention to quantify the user base increase by setting this measurable objective: to reach a 75% resident cardholder rate within 5 years.

The second part of the guidance involved the list of existing and "in process" foundational documents, plans, and proposals: 13 in all, ranging from the Strategic Plan to Board plans to management plans and LS&S proposals. The Board asked LS&S to take these into account when developing the 2-year user base increase plan. The intent was for Library Management to review all existing plans and proposals and to take these into account while focusing the Library's resources on measurably increasing the user base.

Board Priorities

Amendment 1

The Board's priorities are contained in contract Amendment 1 and remain its priorities. They are stated in the 13 sub-sections of Section 10. The Board intends for all of the Amendment 1 specifications to be addressed, whether or not they are called out below. Please refer to the Amendment.

Staffing

Of timely importance to the Board, and included in Amendment 1, are staffing compensation and sufficiency of staff for the work ahead. Assume that the number of hours remain the same and focus on

staffing the Library system to achieve the Amendment specifications, starting with getting staffing compensation and the staffing plan that will most efficiently and effectively accomplish the desired results.

The Board looks forward to reviewing the Compensation Proposal from LS&S at the August 9, 2018 Board meeting. Ensuring the Library has the staff and structure in place to execute our strategic goals effectively is of critical importance [Amendment 1, Section 10(l)1]. Staffing levels, beyond what LS&S is adding to support the current contract, should be addressed by the September 13, 2018 Board meeting so we can keep things moving.

Increasing the User Base

Amendment 1, Section 10(m)(iii), speaks to increasing circulation as well as the user base (non-English speakers and residents not currently using the District's libraries). Setting an outcomes-based objective to increase the customer base is a reasonable response to the alarmingly low card-holder rate. Setting the bar at 75% is purposely ambitious. The Board believes it is achievable if intentionality and resources are focused toward that end.

While a 75% cardholder objective is one measure you can quantify, don't let that measure limit your imagination. The goal is to channel resources toward expanding the user base—how will you do that and what if any other quantifiable objectives have you or will you set?

The Board suggested targeting these markets as you develop your plan for increasing the user base. The reference to "X" and "Y" are placeholders, with labels and values to be determined by Library Management. Additional Board comments are included at the end of this document for your reference.

1. **CHILDREN, CHILDREN, CHILDREN**
   Define children by ages
   Today, less than 20% of children in Jackson County are cardholders. In two years, it will be 45%.
   What do we do to make this happen?

2. **HISPANIC COMMUNITY**
   Figure out what X is and come up with Y. *Increase rate of cardholders within the Hispanic community from X to Y in two years.* Determine what those numbers are and act accordingly.

3. **MEDFORD/CENTRAL POINT (Zone)**
   Imagine that the weighted average in this zone is 40%. *Increase cardholders in this zone from 40% to 55% in two years.* How do we get there? Moving the needle on Central Point and Medford seems to make sense. They're in the same zone. Seems to fit the data; a data-driven decision.

Based on this direction, decide what best turns these three knobs. Put the existing plans in these buckets. Be sure to make your decisions based on data. Say to the Board, "We'll get the most bang for our buck by targeting these areas." Be prepared to back up any recommendations with data.

Next Steps / Expected Outcome

Library Management will revise the 2-Year Plan draft, using the direction given by the Board, or will develop and justify alternative strategies and bring that revision back to the September 13, 2018 Board meeting. The new Library Director who will be starting in August can be involved in developing the next draft of the plan. Library Management should review the existing foundational documents, plans, and proposals through the lens of expanding the user base over the next five years and prepare its 2-year plan.

The estimated costs should be replaced with actual additional necessary costs. For example, there is a consensus among Board members that staff training is the responsibility of LS&S. Differentiate between what can be absorbed and what is value-added and warrants additional costs.

Board Member Feedback and Direction on the 2-Year Plan

These are additional notes from the Board discussion of the draft plan. Please let me know if you need clarification or wish to discuss these.

General Comments

The Board really liked the way the plan was formatted and structured and saw merit in virtually all of the strategies and tactics presented. The Board also appreciated the fact that the plan cross-referenced the 2016-2021 Strategic Plan and the OLA Standards.

Gaps / Specific Additions and Revisions to 2-Year Plan

ACTION: Integrate applicable features of the Technology Plan into the 2-Year Plan; specifically, the makerspaces and library of things initiatives.

Bringing younger people into the Library is what drove the makerspaces and library of things initiatives outlined in the Technology Plan. Account for these two initiatives in the 2-Year Plan.

ACTION: Go back and revisit all of the plans. Take any strategies, tactics, and metrics from other existing plans and integrate anything into the 2-Year Plan that effectively contributes to moving the user base needle.

As previously stated, review, integrate as appropriate into the Increase User Base Plan, and reference the other plans of both management and Board. Use this review as an opportunity to identify gaps, if any, or to refine your management, service, and staffing plans. The question is, "That which we developed earlier, does it make sense anymore when viewed through the 75% lens?" Funnel those important tasks that bear on the Plan to Increase the User Base. Are there initiatives that should be put on hold or discontinued?

ACTION: Every strategy should be somehow tied to the 75% goal and worded accordingly. With this in mind, reword the very first section of the draft plan.

The 2-Year Plan needs to be tweaked to show a stronger tie to the Board's big macro goal; it doesn't need a lot of changes; it just needs some rewording. For instance, for the first strategy, "Ensuring that current Library users know and understand what materials and services are available to them through their local public library" doesn't speak to the goal of getting new users; so explain that this tactic for

C.3a is about maintaining the current base. Once you say that, look at all the tactics below that strategy and make sure those tactics support that strategy and that there aren't any gaps.

ACTION: Provide actual costs, where possible, in the next draft of the 2-Year Plan.

The Board understands that the dollar amount listed for digital materials, for instance, is a suggestion— a number LS&S thinks will move the dial. The Board could choose to invest $0, the amount suggested, or some other amount. Other tactics, however, suggest the purchase of outside services or materials. Those costs could be finalized by obtaining quotes from possible vendors.

Lock in the Base

The Board discussion included a reference to "locking in the base" and begged the question of whether or not this notion runs counter to expanding the base. Generally the Board members agreed that keeping users is easier than expanding the user base, but that both require attention.

While discussing the 2-Year Plan, the Board felt that some of the items were ready to be acted on, mostly because they were "no brainers" that involved little to no additional cost and because they could help lock in the base and retain existing cardholders.

Originally, the Board wanted the 2-Year Plan to focus on non-users; however, much of the document is about the user, which led to a discussion about locking in the base first, and then growing the base. The Board feels that it is important to lock in the base, especially when the Gale analytics data is telling us that users and non-users are similar in terms of demographics and behaviors. The Board wants us to keep the customer satisfied and improve services to the existing base.

So, in an effort to lock in the base and retain existing cardholders, the Board would like to see Library Management take action now on the following items:

- **ACTION: Move forward with accommodating the requested adjustments to the hours at Ruch, White City, and Butte Falls – if it doesn't cost money, and it isn't a huge deal, do it.**
- **ACTION: Don't have neighboring branches closed on the same day. If it doesn't make sense, change it, i.e., Talent and Phoenix shouldn't be closed on the same day.**
- **ACTION: Revisit the meeting room policy. Make it easy to use our rooms. Bring a proposal to the Board that would eliminate meeting room fees.**

Active Cardholders

Although the latest State Library Report shows a 35% cardholder rate, the cardholder rate presented in the draft 2-Year Plan is 43%. After discussing the data discrepancy, the Board provided the following direction:

ACTION: Draft a policy for "active cardholders" for the Board to approve.

- Okay to use 2 or 3 years (since the State Library uses 3 years)
- Ensure the time frame and methodology is applied consistently moving forward
- Describe the time frame and methodology in the policy
- JCLS's policy will match the State's policy

- The policy should state that JCLS uses the most current population number from Portland State University's Population Research Bureau. [It has since been confirmed that this is the source used by the State Library - **https://www.pdx.edu/prc/population-reports-estimates**]
- <u>Note</u>: For JCLS's report to the Oregon State Library for FY 16/17, the State Library pulled over the population number that was reflected in PSU's "Certified Population Estimate dated July 1, 2016."

Our User Data

A recurrent theme heard during the discussion of the 2-Year Plan was the need for baseline data, particularly as it relates to making inroads with certain target audiences.

ACTION: Get baseline data; use it to make data-based decisions; and share it with the Board so that the Board can make data-based decisions. Specific data requested by the Board is listed below:

- How many kids live in our service area?
- How many kids have library cards? By branch? (This rate is reportedly < 20%. What is it exactly?)
- How many school age kids are signed up for the summer reading program? Half? Quarter?
- What percentage of children who sign up for summer reading are cardholders? By branch?
- How many people came back after the last fine forgiveness campaign?
- How has our cardholder rate changed since fees were eliminated?
- How many people are using Learning Express?
- How many schools are in our service area?
- How many classrooms did we visit this year? Schools? Grade levels?

ACTION: Instead of surveying, perform market research on non-users. Ask, "What would it take to bring you into the Library and get you a Library card?" How do we get a handle on cardholder attrition? Let's know what we can affect. Conduct segmentation analysis. Perform secondary research. See what others are doing before we launch a survey or a comprehensive needs assessment.

The general feedback from the Board was this: Let's first look at the data we have and work with it before we go out and get more data. What do we need to know to achieve our 75% goal? We need to be more informed about our user base and community profiles before we charge ahead. This is why the Board discussed postponing the non-user survey and suggested instead that we conduct market research on non-users and interview former patrons who are no longer active cardholders.

Data about Online Services

The Board is interested in growing its online resources, as recommended in the 2-Year Plan, but wants to be sure that the resources acquired (Brainfuse, Lynda.com, Gale Courses, BookFlix, Tumblebooks) offer something unique and useful that will attract new users.

ACTION: Need to make sure that school districts and the ESD don't have these programs already so we aren't redundant.

Up our Game on School Partnerships

The Board strongly agrees with Library Management's suggestion to partner with school districts, get cards to the kids through organized programs with schools, and create special JCLS library cards for students.

ACTION: Start implementing your ideas for pursuing reciprocal relationships with local schools and designing a student card with no fines or fees.

ACTION: First focus on school districts that want you to be there. Then go after the districts that could produce the best results with respect to the 75% goal. The Board suggests focusing on Phoenix/Talent, Medford, Central Point, and Eagle Point. Base your decisions on data.

Additional Board Member Comments and Feedback

Some of these comments were "do it"; others were just "thoughts". Some of these were mentioned above, but here they are again:

- Like the format of the plan
- Would like the Technology plan integrated
- Doesn't change the macro lens view, meaning the 75%
- We wanted to focus on the non-user, but a lot of the document was about the user, which led to the comment about locking in the base, and then growing your base
- Revisit charging for meeting rooms
- More outreach, go to where they are
- Target certain age groups; very specific age groups, get them library cards, and do that at every single elementary school, every year, no matter what. If you get to the youth, including Spanish-speaking youth, you can get to their parents. Create a foundation of future Library users.
- Go where we have already made contacts, i.e., during the Strategic planning process
- Incentivize our Friends to bring people in (ideas to pass along)
- Look at the price tag on this; need funding commitment from the Board
- Baseline data (takeaway concept; that's how George came up with the data-driven decision model for the 75% goal)
- Knowing how many children are in our service district; what the age group breakout is; what percentage of those are cardholders; how many are enrolled in the summer reading program; that kind of baseline data; **finding this out is a priority.**
- In the future, use programs like Brainfuse, Lynda.com, but also look at evaluating that software; how are those programs working for people?
- Perform market research on non-users was a concept that was mentioned
- Market segmentation analysis to zero in, knowing more, learning more about our communities
- Simplify library use and remove barriers. **ACTION: Bring back a policy to the Board regarding cardholder requirements.**
- Want to see only major items in a cost proposal, not $500-$3,000 items. Training is the responsibility of LS&S.
- Surveying should be very intentional and strategic. We don't necessarily need to survey, and maybe that's not the best way to get at non-users. Perhaps it could be a stakeholder interview or a focus group instead of a survey.
- As a marketer, you target, which leaves people out. It just means that we focus on kids now if it's about getting as far as we can in the next two years. It's not favoritism. It's what the data is telling us. It's about driving that number. Could shift the focus down the road.

Conclusion

A key takeaway for staff would be that the Board wants them to go back and work really hard on reaching children in particular. When determining which school districts to partner with, make it data driven. In the next iteration of the 2-Year Plan, the Board will be looking for baseline data, measureable objectives, and a cost proposal that can be used to do a contract amendment so we can start to see these things happen. As for items in the draft plan that are related to collections, the Board knows we need to spend more money in those areas, as evidenced by Amendment 1, Section 10(m)1, which speaks to the Board's desire to ensure the materials budget is spent in the most efficient manner to achieve the desired results.

Comments made by Board members when wrapping up the discussion of the 2-Year Plan are included below to provide additional insight and direction to Library Management.

- The Board is okay de-emphasizing the non-user survey.

- The Board members understand that it is their role to give guidance on what they want and Library Management's role to come back to share the action plan that will get us there.

- The Board is comfortable having staff recommend a direction and finalize the approach. If we (the Board) can agree on the higher level items and reach an agreement on what the numbers are, Library Management can take that direction and synthesize the plans.

- Staff should collect data on what they do and suggest the targets.

- Staff should have the flexibility to make the plan better by shifting what staff will work on and where the efforts are targeted.

Again, please let me know if you have questions or wish to discuss the Board's priorities or the Board members' feedback on the draft plan.

Jackson County Library District
Board Annual Advance, July 12-13, 2018
Ruth Metz Notes

Purpose of the Advance

This was the Board's annual planning session. This Advance had two major objectives: (1) to provide feedback to LS&S regarding its draft plan for expanding the Library's user base; and (2) to update the Board's action plans, near-term and long-term and in so doing to clarify its priorities for its own benefit and that of Library Management.

1. Feedback to LS&S Management Plan for Achieving Broad user-base.

The Advance agenda began with a presentation by Jennifer Giltrop, LS&S, of Library Management's draft plan for broadening the user base of the Library, and as a measure of that, getting the Library to 75% card holder rate (Board Advance, March 2018).

The Board member's feedback included the following points:

A. The Board likes the format of the plan in that it provides a point of reference for the other documents that the Board has asked the plan to take into account. The documents should be referenced in the next draft, including:
   o The Library's Strategic Plan
   o the OLA Standards Review
   o Facilities/Capital, Technology, and Advocacy plans developed by Board Committees in concert with Management and staff.
   o LS&S proposals having to do with hours, staff compensation, and staffing levels, should show a clear connection with this over-arching purpose: broadening the user base of the Library.

B. The draft Plan is mostly about <u>improving</u> services to library users but is supposed to be about <u>expanding</u> the user base. While it is important to "lock in the base" of users, the Board was expecting strategies that would expand the user base.

C. The plan should be data-driven. There are suggestions on the table for surveys but what do we need and want to know? What do we need to be asking ourselves and finding out before we survey? Are surveys the way to get there or should we do focus groups, interviews, and does market segmentation analysis have a role in our strategies for expanding the user base? Strategies should take into account data about our non-users; who are they? What do we have or could we offer that appeals to them? What outreach strategies would address what we know about non-users? Our Strategic Plan speaks to increasing users among Hispanics and the disabled…are we doing that? Should we go back to those with whom we already made contacts in the Strategic Planning process? Can our Friends groups be effective in our outreach strategies? Could "incentives" be effective and what would they be? If we beef up our collections, like adding databases, are they data-

driven: e.g. should we beef up job seeker software? When we lose card-holders, what do we know about that? Do we know why? What's the best path to get a handle on that?

D.   We should "up our game" with school partnerships. Strategically, what could we do to make a big impact (youth card-holder rate is low—could we make a big impact with a targeted campaign such as partnering with the schools?)   Do we know our youth demographic, our number of card-holders?

E.   Should we adjust the balance of resources going to maintaining the user base in order to expand the user base? What is that proportion now, what would we want it to be, and what could we accomplish by such an intentional shift?

F.   The plan cost is about $600,000. The Board wants to see that explained in terms of added value versus what is absorbable in current operations.

G.   The Board suggested that Management look at policies that might inhibit use of the Library, such as charging for meeting rooms, though there may be other policies as well. What are card holder, circulation, and other use policies that get in the way of non-users? Looking at this should be part of the plan.

H.   The Board's suggestions for broadening the user base are to focus on:

- Youth (because there are a lot of them in the county and apparently a relatively low percentage that are card holders.) School partnerships.
- Hispanic community
- Location-based expansion—such as Talent/Phoenix/Medford where card holder rates are relatively lower.

2.   Options Going Forward

Preparatory to reviewing its action plans, the Board clarified and evaluated its options for going forward post-2020 when its contract with LS&S concludes. The options include continuing to outsource library operations to LS&S or to operate the system with the District as the Employer. It was the consensus of the Board to prepare for a "Board Employer" model because it will maximize the governing Board's control over the staffing, services, and operations of the entirety of the District.

3.   Segue to 2020

A.   Assumptions of the Board related to the transition include this starter list:

Assumptions of the Board:
1.   In 2020, the model must include that the library director report to the Board
2.   It does not have to be the case that every staff member reports to the Board
3.   It needs to be an efficient model
4.   "Staff" does not have to be an "employee" (i.e. could be a contractor)
5.   Outsourcing is fine if it is efficient and necessary and affordable
6.   Wages are competitive amongst the comparator agencies
7.   Our intention is to transition all employees who want to be transitioned; this is our intent but not a guarantee—we will have new board members by 2020—cannot commit a future board to this.

B. Next Steps relating to this priority include:

1. Board discussions with LS&S will proceed regarding salaries and gap positions. (August and September, 2018 Board meetings)

2. Develop Cost Model(s): Cost out such a model at the baseline level (positions, wages, benefits, hours and services at current levels) for comparability. Present to the Board at an October 2018 work session. (Jill Turner and Lisa Marston)

3. A "what if" cost analysis may also be needed; this is something to discuss further as LS&S proposals (especially wages and positions) in process are addressed over the summer. (Jill Turner and Lisa Marston).

4. Notify LS&S: The consensus of the Board was that the Board President notify LS&S that the District plans to consider at a future Board meeting the question of whether or not to renew its existing contract with LS&S and that LS&S could propose to provide services based on model specifications determined by the Board. (Susan Kiefer and Lisa Marston)

5. Once an official decision has been made, work with LS&S on a joint communique to staff regarding the Board's intentions and issues of staff concern related to this change. (Susan, Lisa)

6. The District will pursue its due-diligence to plan the transition, with the cooperation of LS&S (Amendment 1). (Discussion at September 2018 Board meeting; Susan Kiefer)

7. A Board representative will contact Santa Clarita regarding "lessons learned" in transitioning its library operations from LS&S to the municipality. (Cathy Shaw, Lisa Marston

C. Calendar for the Board

The Board has asked for a calendar or other way of tracking the following:

1. What is going to be on the agenda over the course of the year
2. What is coming up that needs Board member attention
3. What are priorities involving the Board for work products and when will these be needed

D. Priorities of the Board for the Board

1. The Transition to Board as Employer model
2. The Buildings and the County agreements pertaining to them
3. A contract amendment with LS&S may be a priority regarding salaries and position gaps: this is to be determined.
4. As the user base is affected, the addition of operating hours is not a priority of the Board at this time (wait a year)
5. A master calendar such as described above is a priority of the Board
6. A 2019-20 OLA Standards Review is not a priority of the Board

E. Priorities of the Board for Library Management

1. Amendment 1
2. Staffing gap analysis and closure completed
3. Broadening the user base with the measurable objective of 75%: Management Team takes Board feedback under advisement and brings back final draft
4. The focus of "Locking the Base" should be on: technology in the facilities per the Plan, hours tweaking (adjusting hours per the community), fixes, benches etc.

	YTD Budget	Current Month Actual	YTD Actual	YTD Budget Remaining	Percentage received or spent to date
Program Revenue					
Current Property Tax Collections	10,200,000.00	0.00	0.00	(10,200,000.00)	0.00%
Prior Year Property Tax Collections	200,000.00	0.00	0.00	(200,000.00)	0.00%
Interest Income	164,400.00	17,599.46	17,599.46	(146,800.54)	21.99%
Interest- Lindberg Note	0.00	1,214.50	1,214.50	1,214.50	0.00%
Other Income	5,000.00	0.00	0.00	(5,000.00)	0.00%
E Rate	103,000.00	8,858.00	8,858.00	(94,142.00)	8.60%
Reimbursements From RCC	27,000.00	21,167.53	21,167.53	(5,832.47)	84.67%
Ready To Read Grant	35,000.00	0.00	0.00	(35,000.00)	0.00%
Conference Room Rental	30,000.00	0.00	0.00	(30,000.00)	0.00%
Government Agency Rentals	107,541.00	107,610.30	107,610.30	69.30	104.29%
Inter-library Loan Fees	1,000.00	0.00	0.00	(1,000.00)	0.00%
Library Card Replacement Fees	3,000.00	0.00	0.00	(3,000.00)	0.00%
Late Fee Charges	10,000.00	6,707.79	6,707.79	(3,292.21)	8.94%
Lost/Damaged Materials	7,500.00	0.00	0.00	(7,500.00)	0.00%
Photocopy/Fax Sales	12,000.00	0.00	0.00	(12,000.00)	0.00%
Patron Refunds	(2,000.00)	0.00	0.00	2,000.00	0.00%
Printer Sales	14,000.00	0.00	0.00	(14,000.00)	0.00%
On Line Fee Collections	7,500.00	330.43	330.43	(7,169.57)	3.30%
Hulburt Donation	126,000.00	0.00	0.00	(126,000.00)	0.00%
Library Friends Donations	65,000.00	0.00	0.00	(65,000.00)	0.00%
Library Foundation Donations	6,500.00	0.00	0.00	(6,500.00)	0.00%
General Public Donations	2,500.00	0.00	0.00	(2,500.00)	0.00%
OR Community Foundation- restricted	12,000.00	2,750.10	2,750.10	(9,249.90)	22.91%
OR Community Foundation- non restricted	2,000.00	0.00	0.00	(2,000.00)	0.00%
EJ Smith Trust-Restricted	85.00	0.00	0.00	(85.00)	0.00%
Ted Gerlock-Restricted	15.00	0.00	0.00	(15.00)	0.00%
Carpenter Foundation-Restricted	3,000.00	3,000.00	3,000.00	0.00	100.00%
Library Foundation Donations- CP	50,000.00	0.00	0.00	(50,000.00)	0.00%
Oregon Community Foundation- Applegate	29,000.00	0.00	0.00	(29,000.00)	0.00%
Beginning Fund Balance-Unrestricted	7,175,000.00	0.00	7,995,055.10	(7,175,000.00)	0.00%
Beginning Fund Balance-Restricted	325,000.00	0.00	374,614.76	(325,000.00)	0.00%
Total Revenue	18,721,041.00	169,238.11	8,538,907.97	(10,182,133.03)	45.61%

	YTD Budget	Current Month Actual	97.00	YTD Budget Remaining	Percentage received or spent to date
Expenditures					
District Administrator Salary	0.00	6,340.67	6,340.67	(6,340.67)	0.00%
FICA and Medicare- payroll taxes	0.00	596.06	596.06	(596.06)	0.00%
Worker comp- payroll taxes	0.00	2.06	2.06	(2.06)	0.00%
Health/Dental Insurnace	0.00	632.09	632.09	(632.09)	0.00%
Retirement Contribution	0.00	708.33	708.33	(708.33)	0.00%
Payroll- SUTA	0.00	187.00	187.00	(187.00)	0.00%
Personnel Cost	217,000.00	0.00	0.00	217,000.00	0.00%
Personnel services subtotal	**217,000.00**	**8,466.21**	**8,466.21**	**208,533.79**	**3.90%**
Accounting Services	60,000.00	0.00	0.00	60,000.00	0.00%
Auditing Services	11,025.00	0.00	0.00	11,025.00	0.00%
Administrative Services	76,000.00	0.00	0.00	76,000.00	0.00%
Bank Fees/Interest Expense	1,000.00	58.51	58.51	941.49	5.85%
Consultant Fees	50,000.00	2,660.00	2,660.00	47,340.00	5.32%
Elections	30,000.00	0.00	0.00	30,000.00	0.00%
Insurance	20,000.00	0.00	0.00	20,000.00	0.00%
Legal Services	20,000.00	0.00	0.00	20,000.00	0.00%
Memberships and Dues	3,500.00	125.00	125.00	3,375.00	5.00%
Office Supplies- admin	2,000.00	365.85	365.85	1,634.15	18.29%
Postage	2,000.00	0.00	0.00	2,000.00	0.00%
Registration/Tuition/Travel	15,000.00	0.00	0.00	15,000.00	0.00%
Advertising/Legal Notices	2,500.00	0.00	0.00	2,500.00	0.00%
Alarm Services	2,600.00	1,492.40	1,492.40	1,107.60	59.69%
Building Repair/Maintenance	449,940.00	37,495.00	37,495.00	412,445.00	8.66%
Custodial Services	380,542.00	0.00	0.00	380,542.00	0.00%
Custodial Supplies	12,000.00	0.00	0.00	12,000.00	0.00%
Landscape Services	7,033.00	2,000.00	2,000.00	5,033.00	30.30%
Maintenance Services	2,000.00	0.00	0.00	2,000.00	0.00%
Security Services	79,407.00	0.00	0.00	79,407.00	0.00%
Signs and Signal Materials	25,000.00	0.00	0.00	25,000.00	0.00%
Building Repair/Maintenance- B-7	250,000.00	491.00	491.00	249,509.00	0.15%
Fees- Lindberg Note	72.00	6.00	6.00	66.00	0.00%
Equipment Repair/Maintenance	30,000.00	174.26	174.26	29,825.74	0.58%
Facility Furnishing Expense	25,000.00	0.00	0.00	25,000.00	0.00%
Minor Equipment	50,000.00	0.00	0.00	50,000.00	0.00%
Computers and technology	306,885.00	3,365.65	3,365.65	303,519.35	0.93%
Supplies and Expenses-Facilities	500.00	0.00	0.00	500.00	0.00%

	YTD Budget	Current Month Actual	YTD Actual	YTD Budget Remaining	Percentage received or spent to date
Computer Software and Licensing	119,922.00	0.00	0.00	119,922.00	0.00%
LS&S Contract	5,228,114.00	445,394.67	445,394.67	4,782,719.33	8.79%
Library Materials	874,182.00	0.00	0.00	874,182.00	0.00%
City Participation	16,700.00	0.00	0.00	16,700.00	0.00%
Strategic Plan Initiative	2,500,000.00	0.00	0.00	2,500,000.00	0.00%
E Rate Services	32,782.00	0.00	0.00	32,782.00	0.00%
Unique Management Services	16,391.00	0.00	0.00	16,391.00	0.00%
Comic Con	22,000.00	0.00	0.00	22,000.00	0.00%
LS &S- digital library staff	60,000.00	0.00	0.00	60,000.00	0.00%
SOHS contract	39,000.00	3,250.00	3,250.00	35,750.00	0.00%
Electricity	240,800.00	0.00	0.00	240,800.00	0.00%
Natural Gas	45,000.00	0.00	0.00	45,000.00	0.00%
Garbage Service	15,000.00	189.53	189.53	14,810.47	1.26%
Water and Sewer Service	32,000.00	1,275.19	1,275.19	30,724.81	3.86%
Street and Storm Drain Fees	18,000.00	1,464.81	1,464.81	16,535.19	7.32%
Telecom-Voice and LD	55,000.00	4,203.35	4,203.35	50,796.65	6.46%
Telecom-Wide Area Network	105,000.00	9,208.55	9,208.55	95,791.45	7.08%
Telecom-Internet Services	28,000.00	2,002.48	2,002.48	25,997.52	5.56%
Municipal Assessments	1,500.00	126.89	126.89	1,373.11	8.45%
Telecom- Hot Spots	52,000.00	3,390.20	3,390.20	48,609.80	0.00%
Maintenance & Fuel for Vehicles	16,000.00	349.93	349.93	15,650.07	2.33%
Hulburt Donation	126,000.00	1,647.00	1,647.00	124,353.00	1.31%
Library Friends Donations	65,000.00	380.00	380.00	64,620.00	0.58%
Library Foundation Donations	6,500.00	0.00	0.00	6,500.00	0.00%
General Public Donations	2,500.00	0.00	0.00	2,500.00	0.00%
OR Community Foundation-restricted	34,000.00	0.00	0.00	34,000.00	0.00%
EJ Smith Trust Books	85.00	0.00	0.00	85.00	0.00%
Gerlock Trust Books	15.00	0.00	0.00	15.00	0.00%
Carpenter Foundation Books	3,000.00	0.00	0.00	3,000.00	0.00%
Ready to Read 2017 Grant	70,000.00	0.00	0.00	70,000.00	0.00%
Kent Family Trust	5,000.00	0.00	0.00	5,000.00	0.00%
Library Foundation Donations- CP	50,000.00	0.00	0.00	50,000.00	0.00%
OR Community Foundation- unrestricted	12,000.00	0.00	0.00	12,000.00	0.00%
Materials and supplies subtotal	**11,805,495.00**	**521,116.27**	**521,116.27**	**11,284,378.73**	**4.41%**
Capital Outlay	350,000.00	(491.00)	(491.00)	350,491.00	(0.19)%
Contingency	750,000.00	0.00	0.00	750,000.00	0.00%
Ending Fund Balance	3,548,546.00	0.00	0.00	3,548,546.00	0.00%

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

	YTD Budget	Current Month Actual	YTD Actual	YTD Budget Remaining	Percentage received or spent to date
Total Expenditures	16,671,041.00	529,091.48	529,091.48	16,141,949.52	3.39%
Transfer to Other Funds					
Transfer to Capital Improvement Fund	2,050,000.00	0.00	0.00	2,050,000.00	0.00%
Total Transfer to Other Funds	2,050,000.00	0.00	0.00	2,050,000.00	0.00%
Net Revenue Over Expenditures	0.00	(359,853.37)	8,009,816.49	8,009,816.49	0.00%

Director's Report
August 2018

Hiring and Vacancy Report

Date Vacant	Position	Branch	Hrs/ Week	Status	Date Filled	Candidate Type
5/4/18	Assistant Library Director-Administrative Services	Medford	40	Interviews Scheduled		
5/11/18	Library Associate 3-Outreach to Homebound	Medford	30	Filled	8/1/18	Internal
6/15/18	Library Associate 3-Digital Services	Medford	40	Filled	8/1/18	External
6/30/18	Library Associate 1	Medford	10	Interviews Scheduled		
6/30/18	Branch Lead	White City	31	Filled	8/16/18	Internal
7/1/18	Library Associate 2	Butte Falls/ Prospect	22	Interviews Scheduled		
7/9/18	Library Associate 2	Medford	20	Interviews Scheduled		
7/9/18	Librarian 2-Youth Services Coordinator	Medford	40	Under Recruitment		
7/9/18	Library Associate 2	Applegate/ Jacksonville/ Ruch	26	Under Recruitment		
7/9/18	Library Associate 2	Gold Hill/ Rogue River/ Shady Cove	25	Under Recruitment		
7/9/18	Library Associate 2	Phoenix/ White City	20	Under Recruitment		
7/19/18	Library Associate 2-Youth Services	Ashland	20	Filled	7/19/18	Resignation Rescinded
7/31/18	Library Associate 3-SparkSpace	Central Point	20	Under Recruitment		
8/1/18	Library Associate 2	White City	20	Interviews Scheduled		
8/3/18	Marketing Coordinator	Medford	40	Under Recruitment		

Children's Festival

The 52nd Annual Children's Festival at The Britt Grounds in Jacksonville took place July 7-9 with the theme, "Telling Tales." This community supported event is welcome to all kids, ages 1 to 100! Sponsored by the Storytelling Guild of Jackson County, this innovative, "just for kids" event has served as an affordable summertime experience in the Rogue Valley for generations. Children can enjoy hours of entertainment with many imagination-themed activities. There are over 35 hands-on art, craft, science projects, and of course, the daily feeding of the litter-eating dragons, Rosabelle and Pebbles! Jackson County Library Services was in charge of the book booth/storytelling tree. Families were able to enjoy a variety of stories with special guests such as Waldo, Rowdy and members of the Rogues baseball team, participate in a community art activity with popsicle sticks and their favorite "tales," and make an animal hat and tail to help listen to the library tales. Families and caretakers were also able to learn about library resources, upcoming programs in their area, and summer reading.

Storytime Training

Storytime training was held on Thursday, July 26. The training was for staff who are involved with storytimes throughout our library system. Stations were set up for storytime basics and each type of storytime (Babies, Wobblers, and Preschool). All participants were actively involved and engaged. Another storytime training will be held in the late fall.

Booktalk Program

The booktalk program continued with outreach to free summer lunch sites in July, visiting Table Rock Elementary (White City), Don Jones Park (Central Point), and Orchard Hill Elementary (Medford), and coordinating book giveaways for these sites and Phoenix High School and Talent Middle School. All youth attending the free meal sites were able to take home a free book (sponsored by Friends of the Medford Library), and families/caretakers learned about library resources, upcoming programs in their area, and sign up for a library card. 168 books were given away at these outreach programs in July (including summer lunch site outreach done by Talent and Phoenix branch staff).

Photograph of summer lunch program at Don Jones Park

Outreach to Childcare

We are staying steady in Outreach to Child Care. We are in the midst of "Summer Reading on the Road" and will wrap up the program at the end of August. Providers have been thrilled with the music sets.

On Tuesday night, July 31, Nancy Peterson, Outreach to Child Care Coordinator, attended a "Spark" meeting for Spanish speaking child care providers. This meeting acquaints new providers with an overview of the child care system and the requirements. Nancy's part in this meeting was to explain why it is important to read to kids and to encourage the providers to use books with children. Part of her program also explained the difference between reading a book, sharing a book, and how to use a book when either one cannot read the book because of a difference in language or one does not have the reading skills. Nancy brought giveaway books so each provider who attended would leave with a book to share with children and handed out the "Six Skills" sheet that is bilingual.

Library Branch Reports

Applegate Branch

On July 14, JCLS was represented at Cantrall Buckley Park's 50th Anniversary Golden Jubilee event. Park-goers were treated to free bookmarks and donated books just for stopping by the booth set up by the Applegate Valley libraries--Applegate, Ruch and Jacksonville. Information about library resources, materials, programs, and how to get a library card were shared with visitors. John Jackson's popular program, "Operation Stem" and Amber Bishop's "Face & Arm Painting" rounded out the month. Little and big kids were "tattooed" with lovely, creative designs.

As the fire season approached and the fire camps assembled, Christine Grubb, Applegate Branch Lead, contacted the fire HQ letting them know the Applegate Library as well as the other 14 branches have Internet, clean bathrooms, courtesy collections, meeting rooms, and other resources available to support them. Bret from Digital Services continues to provide excellent service to our "tech-challenged" and "tech-curious" patrons.

Photograph of Susie Beckham, Library Associate in Applegate, reading with Carmen, Quincy and Lulu

Ashland Branch

We are getting close to the end of summer, but we are still seeing good attendance at our Thursday afternoon kids programs and storytimes. It has been a successful summer. The adult services team represented the library at the July 25 OLLI Open House, where we were able to connect with many new patrons, say "hi" to existing patrons, and show off the Bibliocommons catalog. We were also able to share that we have a training scheduled soon after rollout of the new catalog to help some of our less tech savvy patrons find their way through the transition. The annual OLLI Open House is a big event, it was exciting to hear so much positive feedback from our loyal patrons about how much they love their library!

Butte Falls Branch

We had John Jackson present, "Reptiles and Amphibians." Participants were able to meet a box turtle, bearded dragon and more.

Central Point Branch

In preparation for upcoming renovations and the opening of Spark Space, Central Point Branch Staff have been working closely with JCLS selectors and the Collection Development Librarian to thin down the crop of outdated and broken down materials. In doing so, the shelves are bright, clean, and still full of essential non-fiction and fiction titles. The door count reveals on an average week day, 300 to 500 people come and go at this branch. All of this while signing up approximately 10% more children for the Summer Reading program. Summer Reading programs and activities have been very well attended, as have the regularly scheduled activities such as Chess Club, and LEGO Builders, Engineers, and Architects. Libraries DO Rock!

Eagle Point Branch

Nine year old Bella, a regular attendee at the Eagle Point "Yarnia" after school program, came home from the Jackson County Fair with three blue ribbons and the Junior Exhibitor Grand Champion Fiber Arts ribbon! Her blue ribbons were for a scarf, a sweater, and her baby duck slippers. Bella's mother tells us this never would have happened without the "Yarnia" program. Bella has found a real passion. "Yarnia" is a year round afterschool program on Wednesdays, teaching knitting and crochet at no cost to participants. It started as a teen program, but others wanted to join so now it is tweens through adults. This program is sponsored by the Eagle Point Friends who happily provide yarn, needles, and snacks. Barbara Young, an EP-FOL member, creates a very warm and friendly teaching atmosphere, even showing videos of knitting techniques. Everyone has fun while learning and enjoying each other's company.

Gold Hill Branch

It has been a busy month in Gold Hill with Summer Reading programs and crafts. Programs for the month included African Drumming and Folktales, and John Jackson's Rocks and Fossil program. Children and adults alike enjoyed making decoupage bottles, CD art, and musical instruments; rainbow sticks and jingle sticks.

Jacksonville Branch

We had a three part program for tweens, "Mindfulness Training for Tweens." Tweens learned to calm their body and mind with breathing and movement during this three part program.

Medford Branch

July brought more participants for summer reading for all ages, including programs, "Groovin' & Roarin' Ice Cream Preschool Storytime," which brought over 70 children and 60 adults to listen to *Groovy Joe: Ice Cream & Dinosaurs* by Eric Litwin, make drums out of empty cartons, then eat ice cream served by a friendly, life-sized dinosaur. The teen programs, "Slime Time!" and "Guitar Pick Jewelry" brought an overwhelming number of teens for these fun, free, maker-like projects. The Friends of the Medford Library assisted in a dual display for the upcoming "Monarchs & Milkweed" talk in August.
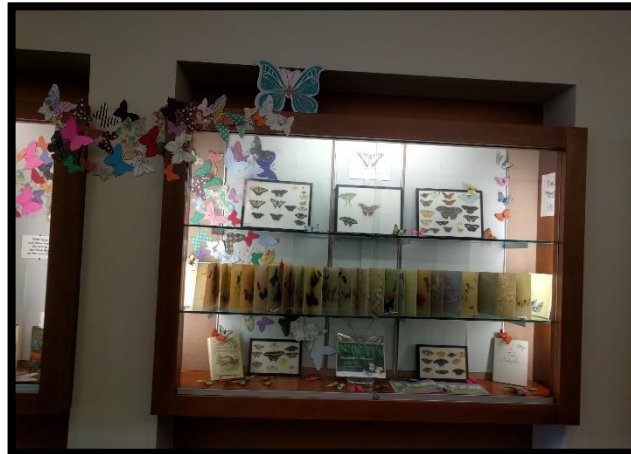
Phoenix Branch

Jody Fleming, Phoenix Branch Lead, was inspired by a webinar about innovative library programming. The branch had a special event, "Potato Chip Tasting Event" on Thursday, July 12. The results of the event according to our "seasoned" judges for the best tasting potato chip is… Ruffles Loaded Bacon and Cheddar Potato Skins Potato Chips. The second most loved was the Garden of Eatin' Pumpkin Corn Chips. The judges also voted the least favorite of the offerings was Sun Chips Basil, Tomato and Cheese chips. The second least loved was the Garden of Eatin' Pumpkin Corn Chips! The event was a hit, easy, and fun for all involved.

Rogue River Branch

We had an Oregon Humanities Conversation program, "Stone Soup: How Recipes Preserve History and Nourish Community" this month. Scholar Jennifer Roberts explored how recipes connect us across time and culture. Participants were encouraged to bring their treasured recipes to share with the group.

Ruch Branch

Participants were able to learn more about local fish species, how gills work, life cycles, and more during John Jackson's Fish program. We had another great summer reading program, "African Shaker." Families had the opportunity to make an African rattle with a gourd and beads or buttons. We concluded the program with a mini-concert.

Photographed is a library puzzle put together by community members

Shady Cove Branch

The community had the opportunity to learn more about Hawaii, then enjoy a Tongan, Tahitian and Moari dance performance during a program called, "Hawaii!" Sculpture Kaki Shields hosted a program, "Altered Books Presentation," where participants were able to learn her techniques for creating art from discarded books and try it themselves.

Talent Branch

The maker movement made its way to the library in the month of July. John Jackson's Operation STEM program had participants build and play their own Operation game. During "Sheet Music Art Crafternoon," patrons created unique pieces of art using sheet music.

Prospect Branch

Our summer reading is in full swing with guessing jars and prizes displayed. This year, we have grand prize of an RCA tablet, fishing pole and tackle box, camping tent, chairs, a hammock, inflatable boat, and a swimming board. Prizes were proudly sponsored by the Prospect and Butte Falls Friends. We had John Jackson present, "Natural History of the Oregon Trail" this month. The community was able to learn about the animals, plants and geology of the Oregon Trail.

White City

Staff went out to Table Rock Elementary on July 3 with Anna Monders, JCLS Booktalker. Staff chatted to 23 kids and nine adults about books, the summer reading program, resources and services available, how to get a library card, and more. We had a program, "Libraries Rock Crafts." Families were able to create a rain stick instrument and take them home.

Southern Oregon Historical Society Library Quarterly Report

April – June, 2018

The Southern Oregon Historical Society and the Jackson County Library District signed a contract effective March 1, 2018, to provide financial support for SOHS Library operations. As a result, SOHS increased staffing and open hours. The SOHS Library increased its hours in March, 2018, and is now open Tuesday – Saturday, Noon-4:00 p.m.

STAFFING

From March 2018 through June, the SOHS Archivist has worked 22 hours per week to assure that library patrons and SOHS volunteers are given professional assistance and support.

SOHS's new Assistant Archivist, Kira Lesley, began work on June 19th. Ms. Lesley has a master's degree in public history plus experience that includes working at SHPO (State Historic Preservation Office); Portland State University; Portland Parks and Recreation, and Museum of the city (Portland). Ms. Lesley will work Tuesdays and Wednesdays in the Library. The Archivist, Pat Harper, continues to work Thursdays-Saturdays. The two will fill in for one another to assure that the Library has staff continuity and oversight.

PROGRAMS

The SOHS Library hosted a book signing event on June 23rd for Bill Miller, former SOHS employee and author of History Snoopin'. SOHS volunteers are now creating a keyword index for the book that will be added to SOHS's online Mega Index.

Larry Mullaly, SOHS Volunteer and Board Member, presented Rhythms of a Summer Day at the White City Library on May 16th.

Windows In Time presenter Paul Christy (The Civil War Comes to Southern Oregon) shared research he had done in the SOHS Archives. Presenter Patsy Charley Edwards provided the Archives with an electronic copy of her father's book, "And a Good Time was had by All."

Pat Harper attended the May meeting of Jackson County Library Services Branch Managers to share signage and information with them. She encouraged the Branch Managers to contact SOHS for any history-related question and assured them their patrons would receive assistance without user fees.

SELECTED NEW ACCESSIONS

2018.8 -- Thirty Medford street photos, 1957 and earlier

2018.12 – 15 A. C. Allen glass plate negatives taken in Rogue Valley, 1910-1915

Not yet cataloged:

- Deuel, Vilas and Hayes family documents and photos
- 45 photos from Ginger Rogers ephemera, including 12 aerial photos taken by Miller photography, Gold Hill

PROJECTS

- Photos of Frank Clark homes and buildings cataloged and added to online Photo Index
- Thomas Collection of photos identified and made accessible
- Roger Roberts maps records uploaded to SOHS Mega Index (maps remain available through Jackson County Genealogical Society)

PLANS FOR OUTREACH
- SOHS has commissioned signage for the History Center lobby windows to draw attention the Library
- New signage modeled on the above will be delivered to JCLS libraries by end of July
- SOHS volunteers are making plans for an essay contest to give a purpose for outreach to teachers; promote SOHS's Saturday hours; and draw high school students into the SOHS Library and also JCLS libraries. At least one scholarship will be provided as an award.
- Additional outreach to local historians is under discussion. This could be monthly meetings, a blog site, or both.

	On-site Research Visits							
	SOHS members	Jackson County residents	Others	Online Requests	E-MAILS	PHONE	LETTERS	Visitors, no research needed
Jan	20	16	6	4	19	15		15
Feb (estimated)	15	20		5	20	15		20
Mar	16	30	1		24	19	1	33
SUBTOTAL	51	66	7	9	63	49	1	68
Apr	13	32			19	14		31
May	18	12	8	2	24	22	2	20
June	10	24	5	2	11	13		25
SUBTOTAL	41	68	13	4	54	49	2	76
TOTAL	621							

SOHS Library Volunteer hours for 2018: 1st quarter 408 2nd quarter 495

Website use for Southern Oregon Historical Society website (sohs.org)

	Unique visitors	Number of visits	Pages	Hits	
January	7,511	12,638	30,977	203,286	Statistics for 1/1/18-6/30/18
		(1.68 visits /visitor)	(2.45 Pages/Visit)	(16.08 Hits /Visit)	New website entries 29189
Feb	6,491	11,330	41,664	190,853	
		(1.74 visits /visitor)	(3.67 Pages/Visit)	(16.84 Hits /Visit)	Web pages updated 982
MAR	9,069	21,334	81,954	229,787	
		(2.35 visits /visitor)	(3.84 Pages/Visit)	(10.77 Hits /Visit)	Photos scanned 411
Apr	4,234	8,801	24,253	164,001	
		(2.07 visits /visitor)	(2.75 Pages/Visit)	(18.63 Hits /Visit)	
May	4,750	9,548	35,063	160,539	
		(2.01 visits /visitor)	(3.67 Pages/Visit)	(16.81 Hits /Visit)	
June	6,063	10,557	67,765	186,979	
		(1.74 visits /visitor)	(6.41 Pages/Visit)	(17.71 Hits /Visit)	

Website use for Southern Oregon History Revised (truwe.sohs.org)

Month	Unique visitors	Number of visits	Pages	Hits
Jan-18	1,562	2,131	3,389	11,194
Feb-18	1,785	2,492	5,483	15,325
Mar-18	2,022	3,129	12,843	23,683
Apr-18	2,196	3,392	5,130	18,464
May-18	2,431	3,826	7,044	19,957
Jun-18	1,973	3,401	8,130	21,059

Annual Statistics July 2017 to June 2018
Jackson County Library Services
Highlights

Overall final performance statistics for Jackson County Library Services for Fiscal Year 17/18 show that performance on most usage indicators is generally flat, with slight upticks and decreases in key indicators, such as circulation, programming and attendance, and computer usage. Important milestones during the year include the fact that in both Medford and Central Point schedules were changed at the very end of Fiscal Year 16/17, so this Fiscal Year is the first full year of these changes. The Medford Library schedule was changed to include some earlier hours and the Central Point schedule was changed to include Saturdays.

Below are some observations that will be used to guide activities in the coming fiscal year.

- Circulation was generally flat when comparing FY2016/17 to FY2017/18, with a 2% overall decrease. Notable are significant increases in use of electronic resources, including Library2Go (a 14.26% increase in circulation) and Hoopla (a 38.99% increase in circulation). Overall, these two resources accounted for 186,010 of total circulations (1,927,680). While this is a little less than 10% of circulation, the increase shows growing awareness and use of these collections.

- Also notable are large increases in percentages of circulation and patron registrations in Butte Falls and Prospect. While the total numbers for these libraries are small since the populations are small and hours limited, the growth in use indicates that these rural areas are responding to changes in services provided and will thrive with increased focus. Addition of staff in Prospect allowed more youth-focused programming. Both libraries benefitted by more thoughtful, targeted programming which was introduced to support objectives in the strategic plan.

- Patron registrations grew by a little more than 3%, with the last quarter showing the greatest increase (more than 17%) in comparison to other quarters. Much of that increase happened in Medford, but there were also appreciable gains in Ashland, Central Point, and Shady Cove. Several strategies appear to have had an effect in the last quarter, including tabling at summer lunch sites and outreach at parks (Don Jones in Central Point) and general outreach in the community. It will be important to continue and expand these efforts.

- While numbers of programs increased by about 3%, attendance at programs increased more than 13%. A total of 65,487 children and teens attended programs, storytimes, and other events or outreaches during the year, as did 33,012 adults. The largest increases in attendance were realized in the last quarter, which includes both Comic Con and the Summer Reading Program. Programming attendance for this quarter rose to nearly 40% above the attendance for the comparable quarter in 2016/17.

These attendance gains are likely due in part to greater outreach efforts and to the introduction of the Event Guide, which provides a system-wide promotional tool. Because of its publishing schedule, the Event Guide requires more advanced planning. There has also been focus on more equitable programming across branches during the year.

- An average of 8,613 persons used JCLS patron computers each month, bringing total use to 103,360. This is a decrease from 115,838 reported in FY2016/17 and probably reflects the trend towards using personal devices.

- Wi-Fi sessions for the year averaged over 105,000 sessions monthly, conducted by over 8,000 persons a month.

Fiscal Year
Statistical
Report

July 2017 - June 2018

Circulation

Period	Total FY Jul 16 - Jun 17	Total FY Jul 17 - Jun 18	Increase Decrease	% of Change
Applegate	28,653	27,343	(1,310)	-4.57%
Ashland	458,996	431,519	(27,477)	-5.99%
Butte Falls	5,740	6,902	1,162	20.24%
Central Point	163,864	159,592	(4,272)	-2.61%
Eagle Point	63,592	64,579	987	1.55%
Gold Hill	42,699	37,946	(4,753)	-11.13%
Jacksonville	65,618	65,196	(422)	-0.64%
Medford	595,407	565,306	(30,101)	-5.06%
Phoenix	59,024	54,190	(4,834)	-8.19%
Prospect	16,138	21,110	4,972	30.81%
Rogue River	88,754	88,893	139	0.16%
Ruch	35,783	34,025	(1,758)	-4.91%
Shady Cove	32,357	29,691	(2,666)	-8.24%
Talent	118,839	117,279	(1,560)	-1.31%
White City	36,663	38,099	1,436	3.92%
Library2Go	119,949	137,051	17,102	14.26%
Hoopla	35,226	48,959	13,733	38.99%
Total	**1,967,302**	**1,927,680**	**(39,622)**	**-2.01%**

Period	Q1 Jul 16 - Sept 16	Q1 Jul 17 - Sept 17	Increase Decrease	% of Change
Applegate	7,197	7,080	(117)	-1.63%
Ashland	116,122	112,117	(4,005)	-3.45%
Butte Falls	1,166	1,608	442	37.91%
Central Point	46,810	44,757	(2,053)	-4.39%
Eagle Point	17,580	16,722	(858)	-4.88%
Gold Hill	10,698	10,371	(327)	-3.06%
Jacksonville	17,397	17,788	391	2.25%
Medford	160,137	157,388	(2,749)	-1.72%
Phoenix	14,939	14,501	(438)	-2.93%
Prospect	4,750	5,540	790	16.63%
Rogue River	22,653	23,931	1,278	5.64%
Ruch	9,433	8,419	(1,014)	-10.75%
Shady Cove	9,571	7,688	(1,883)	-19.67%
Talent	30,453	30,060	(393)	-1.29%
White City	10,647	10,825	178	1.67%
Library2Go	29,574	34,358	4,784	16.18%
Hoopla	7,298	10,305	3,007	41.20%
Total	**516,425**	**513,458**	**(2,967)**	**-0.57%**

Period	Q2 Oct 16 - Dec 16	Q2 Oct 17 - Dec 17	Increase Decrease	% of Change
Applegate	7,336	6,182	(1,154)	-15.73%
Ashland	116,607	108,357	(8,250)	-7.08%
Butte Falls	1,276	1,595	319	25.00%
Central Point	39,608	36,649	(2,959)	-7.47%
Eagle Point	15,031	15,191	160	1.06%
Gold Hill	10,784	10,186	(598)	-5.55%
Jacksonville	16,752	15,708	(1,044)	-6.23%

Period			Increase Decrease	% of Change
Medford	143,701	135,425	(8,276)	-5.76%
Phoenix	14,748	12,744	(2,004)	-13.59%
Prospect	3,674	4,757	1,083	29.48%
Rogue River	21,838	20,692	(1,146)	-5.25%
Ruch	8,988	8,240	(748)	-8.32%
Shady Cove	6,704	6,941	237	3.54%
Talent	29,308	28,282	(1,026)	-3.50%
White City	8,349	8,679	330	3.95%
Library2Go	29545	32,497	2,952	9.99%
Hoopla	8,793	12,229	3,436	39.08%
Total	**483,042**	**464,354**	**(18,688)**	**-3.87%**

Period	Q3 Jan 17 - Mar 17	Q3 Jan 18- Mar 18	Increase Decrease	% of Change
Applegate	7,450	7,445	(5)	-0.07%
Ashland	116,607	106,718	(9,889)	-8.48%
Butte Falls	1,768	2,023	255	14.42%
Central Point	38,924	39,502	578	1.48%
Eagle Point	15,510	15,788	278	1.79%
Gold Hill	10,866	9,418	(1,448)	-13.33%
Jacksonville	15,524	15,730	206	1.33%
Medford	146,250	135,849	(10,401)	-7.11%
Phoenix	15,640	13,772	(1,868)	-11.94%
Prospect	3,671	5,639	1,968	53.61%
Rogue River	22,915	21,269	(1,646)	-7.18%
Ruch	9,165	9,340	175	1.91%
Shady Cove	8,244	7,985	(259)	-3.14%
Talent	30,460	30,296	(164)	-0.54%
White City	8,705	8,885	180	2.07%
Library2Go	30,099	34,051	3,952	13.13%
Hoopla	9,572	13,212	3,640	38.03%
Total	**491,370**	**476,922**	**(14,448)**	**-2.94%**

Period	Q4 Apr 17 - Jun 17	Q4 Apr 18 - Jun 18	Increase Decrease	% of Change
Applegate	6,670	6,636	(34)	-0.51%
Ashland	109,660	104,327	(5,333)	-4.86%
Butte Falls	1,530	1,676	146	9.54%
Central Point	38,522	38,684	162	0.42%
Eagle Point	15,471	16,878	1,407	9.09%
Gold Hill	10,351	7,971	(2,380)	-22.99%
Jacksonville	15,945	15,970	25	0.16%
Medford	145,319	136,644	(8,675)	-5.97%
Phoenix	13,697	13,173	(524)	-3.83%
Prospect	4,043	5,174	1,131	27.97%
Rogue River	21,348	23,001	1,653	7.74%
Ruch	8,197	8,026	(171)	-2.09%
Shady Cove	7,838	7,077	(761)	-9.71%
Talent	28,618	28,641	23	0.08%
White City	8,962	9,710	748	8.35%
Library2Go	30,731	36,145	5,414	17.62%
Hoopla	9,563	13,213	3,650	38.17%
Total	**476,465**	**472,946**	**(3,519)**	**-0.74%**

Programs and Attendance

# of Programs: Total FY	Total FY Jul 16 - Jun 17	Total FY Jul 17 - Jun 18	Increase Decrease	% of Change	Program Attendance: Total FY	Total FY Jul 16 - Jun 17	Total FY Jul 17 - Jun 18	Increase Decrease	% of Change
Adult	1,116	1,180	64	5.73%	Adult	29,487	33,012	3,525	11.95%
Babies/Toddlers	764	747	(17)	-2.23%	Babies/Toddlers	16,462	15,057	(1,405)	-8.53%
Children	633	907	274	43.29%	Children	12,894	24,765	11,871	92.07%
Class Tours/School Visits	412	385	(27)	-6.55%	Class Tours/School Visits	13,360	12,683	(677)	-5.07%
Storytime	757	668	(89)	-11.76%	Storytime	11,132	9,774	(1,358)	-12.20%
Teen	355	282	(73)	-20.56%	Teen	3,153	3,208	55	1.74%
Total	**4,037**	**4,169**	**132**	**3.27%**	**Total**	**86,488**	**98,499**	**12,011**	**13.89%**

# of Programs: Q1	Q1 Jul 16 - Sept 16	Q1 Jul 17 - Sept 17	Increase Decrease	% of Change	Program Attendance: Q1	Q1 Jul 16 - Sept 16	Q1 Jul 17 - Sept 17	Increase Decrease	% of Change
Adult	243	259	16	6.58%	Adult	3,654	3,384	(270)	-7.39%
Babies/Toddlers	182	188	6	3.30%	Babies/Toddlers	3,846	3,670	(176)	-4.58%
Children	191	195	4	2.09%	Children	3,733	3,594	(139)	-3.72%
Class Tours/School Visits	46	65	19	41.30%	Class Tours/School Visits	1,696	2,296	600	35.38%
Storytime	187	184	(3)	-1.60%	Storytime	2,869	2,791	(78)	-2.72%
Teen	122	62	(60)	-49.18%	Teen	921	627	(294)	-31.92%
Total	**971**	**953**	**(18)**	**-1.85%**	**Total**	**16,719**	**16,362**	**(357)**	**-2.14%**

# of Programs: Q2	Q2 Oct 16 - Dec 16	Q2 Oct 17 - Dec 17	Increase Decrease	% of Change	Program Attendance: Q2	Q2 Oct 16 - Dec 16	Q2 Oct 17 - Dec 17	Increase Decrease	% of Change
Adult	261	262	1	0.38%	Adult	4,351	2,557	(1,794)	-41.23%
Babies/Toddlers	188	185	(3)	-1.60%	Babies/Toddlers	3,956	3,917	(39)	-0.99%
Children	150	174	24	16.00%	Children	3,357	3,626	269	8.01%
Class Tours/School Visits	88	95	7	7.95%	Class Tours/School Visits	2,860	2,892	32	1.12%
Storytime	196	166	(30)	-15.31%	Storytime	2,769	1,916	(853)	-30.81%
Teen	76	58	(18)	-23.68%	Teen	675	592	(83)	-12.30%
Total	**959**	**940**	**(19)**	**-1.98%**	**Total**	**17,968**	**15,500**	**(2,468)**	**-13.74%**

# of Programs: Q3	Q3 Jan 17 - Mar 17	Q3 Jan 18 - Mar 18	Increase Decrease	% of Change	Program Attendance: Q3	Q3 Jan 17 - Mar 17	Q3 Jan 18 - Mar 18	Increase Decrease	% of Change
Adult	331	327	(4)	-1.21%	Adult	3,869	3,854	(15)	-0.39%
Babies/Toddlers	215	198	(17)	-7.91%	Babies/Toddlers	4,748	3,960	(788)	-16.60%
Children	140	222	82	58.57%	Children	2,186	4,250	2,064	94.42%
Class Tours/School Visits	125	158	33	26.40%	Class Tours/School Visits	3,706	4,328	622	16.78%
Storytime	195	161	(34)	-17.44%	Storytime	2,631	2,533	(98)	-3.72%
Teen	79	57	(22)	-27.85%	Teen	825	492	(333)	-40.36%
Total	**1,085**	**1,123**	**38**	**3.50%**	**Total**	**17,965**	**19,417**	**1,452**	**8.08%**

# of Programs: Q4	Q4 Apr 17 - Jun 17	Q4 Apr 18 - Jun 18	Increase Decrease	% of Change	Program Attendance: Q4	Q4 Apr 17 - Jun 17	Q4 Apr 18 - Jun 18	Increase Decrease	% of Change
Adult	281	332	51	18.15%	Adult	17,613	23,217	5,604	31.82%
Babies/Toddlers	179	176	(3)	-1.68%	Babies/Toddlers	3,912	3,510	(402)	-10.28%
Children	152	316	164	107.89%	Children	3,618	13,295	9,677	267.47%
Class Tours/School Visits	153	67	(86)	-56.21%	Class Tours/School Visits	5,098	3,167	(1,931)	-37.88%
Storytime	179	157	(22)	-12.29%	Storytime	2,863	2,534	(329)	-11.49%
Teen	78	105	27	34.62%	Teen	732	1,497	765	104.51%
Total	**1,022**	**1,153**	**131**	**12.82%**	**Total**	**33,836**	**47,220**	**13,384**	**39.56%**

33

Patron Registration

Period	Total FY Jul 16 - Jun 17	Total FY Jul 17 - Jun 18	Increase Decrease	% of Change
Applegate	45	51	6	13.33%
Ashland	1,536	1,476	(60)	-3.91%
Butte Falls	17	89	72	423.53%
Central Point	764	815	51	6.68%
Eagle Point	355	377	22	6.20%
Gold Hill	103	144	41	39.81%
Jacksonville	259	253	(6)	-2.32%
Medford	2,957	3,041	84	2.84%
Phoenix	213	210	(3)	-1.41%
Prospect	31	40	9	29.03%
Rogue River	348	316	(32)	-9.20%
Ruch	85	121	36	42.35%
Shady Cove	119	144	25	21.01%
Talent	298	280	(18)	-6.04%
White City	274	275	1	0.36%
Total	**7,404**	**7,632**	**228**	**3.08%**

Period	Q1 Jul 16 - Sept 16	Q1 Jul 17 - Sept 17	Increase Decrease	% of Change
Applegate	9	11	2	22.22%
Ashland	450	412	(38)	-8.44%
Butte Falls	1	5	4	400.00%
Central Point	206	187	(19)	-9.22%
Eagle Point	97	115	18	18.56%
Gold Hill	30	36	6	20.00%
Jacksonville	74	80	6	8.11%
Medford	774	768	(6)	-0.78%
Phoenix	67	71	4	5.97%
Prospect	9	15	6	66.67%
Rogue River	82	81	(1)	-1.22%
Ruch	38	34	(4)	-10.53%
Shady Cove	42	36	(6)	-14.29%
Talent	82	85	3	3.66%
White City	66	81	15	22.73%
Total	**2,027**	**2,017**	**(10)**	**-0.49%**

Period	Q2 Oct 16 - Dec 16	Q2 Oct 17 - Dec 17	Increase Decrease	% of Change
Applegate	13	20	7	53.85%
Ashland	403	350	(53)	-13.15%
Butte Falls	5	2	(3)	-60.00%
Central Point	165	171	6	3.64%
Eagle Point	91	73	(18)	-19.78%
Gold Hill	31	29	(2)	-6.45%
Jacksonville	51	45	(6)	-11.76%

Medford	659	609	(50)	-7.59%
Phoenix	43	41	(2)	-4.65%
Prospect	7	5	(2)	-28.57%
Rogue River	85	71	(14)	-16.47%
Ruch	14	42	28	200.00%
Shady Cove	29	27	(2)	-6.90%
Talent	66	63	(3)	-4.55%
White City	58	43	(15)	-25.86%
Total	**1,720**	**1,591**	**(129)**	**-7.50%**

	Q3	Q3	Increase	
Period	Jan 17 - Mar 17	Jan 18 - Mar 18	Decrease	% of Change
Applegate	14	8	(6)	-42.86%
Ashland	467	321	(146)	-31.26%
Butte Falls	3	81	78	2600.00%
Central Point	206	149	(57)	-27.67%
Eagle Point	79	66	(13)	-16.46%
Gold Hill	33	43	10	30.30%
Jacksonville	62	39	(23)	-37.10%
Medford	795	776	(19)	-2.39%
Phoenix	47	47	0	0.00%
Prospect	5	6	1	20.00%
Rogue River	88	74	(14)	-15.91%
Ruch	43	22	(21)	-48.84%
Shady Cove	32	29	(3)	-9.38%
Talent	83	61	(22)	-26.51%
White City	72	40	(32)	-44.44%
Total	**2,029**	**1,762**	**(267)**	**-13.16%**

	Q4	Q4	Increase	
Period	Apr 17 - Jun 17	Apr 18 - Jun 18	Decrease	% of Change
Applegate	12	12	0	0.00%
Ashland	336	393	57	16.96%
Butte Falls	7	1	(6)	-85.71%
Central Point	255	308	53	20.78%
Eagle Point	87	123	36	41.38%
Gold Hill	20	36	16	80.00%
Jacksonville	69	89	20	28.99%
Medford	759	888	129	17.00%
Phoenix	68	51	(17)	-25.00%
Prospect	11	14	3	27.27%
Rogue River	79	90	11	13.92%
Ruch	20	23	3	15.00%
Shady Cove	23	52	29	126.09%
Talent	83	71	(12)	-14.46%
White City	93	111	18	19.35%
Total	**1,922**	**2,262**	**340**	**17.69%**

Outreach Statistics

Fiscal Year Comparison	FY 16/17	FY 17/18	Increase Decrease	% of Change
Number of Homebound Sites	658	566	(92.00)	-14%
Homebound Patrons Served	1090	1010	(80.00)	-7%
Number of Active Homebound Patrons	1224	1114	(110.00)	-9%
Number of Child Care Sites	600	609	9.00	2%
Number of sites delivered by volunteers	260	210	(50.00)	-19%
Number of sites delivered by staff	139	194	55.00	40%
Number of Storytimes by Volunteers	326	301	(25.00)	-8%
Number of Storytimes by Staff	225	219	(6.00)	-3%
Outreach to Childcare Storytime Attendance	4522	4223	(299.00)	-7%

Fiscal Year: 17/18	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Total
Number of Homebound Sites	53	51	51	49	48	48	51	45	38	38	47	47	566
Homebound Patrons Served	85	87	85	84	85	84	92	82	78	80	84	84	1,010
Number of Active Homebound Patrons	102	102	91	92	91	97	93	90	85	85	93	93	1,114
Number of Child Care Sites	50	48	51	51	51	51	50	50	51	52	52	52	609
Number of sites delivered by volunteers	26	22	15	22	24	23	16	16	16	10	16	4	210
Number of sites delivered by staff	3	10	20	13	11	10	17	20	18	23	20	29	194
Number of Storytimes by Volunteers	22	20	23	28	33	24	27	20	23	28	32	21	301
Number of Storytimes by Staff	17	18	12	14	17	11	19	18	18	22	28	25	219
Outreach to Childcare Storytime Attendance	358	358	348	353	360	348	365	341	327	338	740	606	4,223

Fiscal Year: 16/17	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Total
Number of Homebound Sites	62	60	57	57	57	57	53	47	49	52	53	54	658
Homebound Patrons Served	95	97	93	93	93	93	93	87	84	86	88	88	1,090
Number of Active Homebound Patrons	105	106	104	104	104	104	103	93	97	100	101	103	1,224
Number of Child Care Sites	48	43	51	51	51	51	52	50	51	51	50	51	600
Number of sites delivered by volunteers	14	14	21	21	21	21	26	25	27	21	26	23	260
Number of sites delivered by staff	16	17	13	13	13	13	8	8	8	13	8	9	139
Number of Storytimes by Volunteers	25	23	24	24	24	24	26	29	30	36	28	33	326
Number of Storytimes by Staff	24	22	19	19	19	19	15	14	17	18	18	21	225
Outreach to Childcare Storytime Attendance	389	382	382	382	382	382	376	353	363	377	372	382	4,522

36

WIFI Usage

Fiscal Year: 17/18	July-17*	Aug - 17*	Sept - 17*	Oct - 17*	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18
Clients	5000*	7500*	7000*	7100*	7,388	7,147	7,798	7,775	7,495	8,883	8,741	8,729
Sessions	30690*	109320*	96210*	83460*	91,420	86,347	102,666	96,970	86,382	138,091	125,825	118,962

PC Reservation Sessions 2017-2018

Fiscal Year: 17/18	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Total
Applegate	69	91	105	65	55	78	72	62	65	67	83	102	914
Ashland	2,229	2,415	2,090	2,163	2,073	2,021	2,322	2,067	2,351	2,226	1,984	1,996	25,937
Butte Falls	39	44	34	22	26	37	53	39	37	24	46	31	432
Central Point	544	761	556	555	516	573	643	626	664	521	583	549	7,091
Eagle Point	291	392	389	319	311	340	348	357	334	348	409	322	4,160
Gold Hill	171	148	143	144	178	191	192	169	208	162	139	175	2,020
Jacksonville	340	348	361	340	305	311	376	283	343	343	309	324	3,983
Medford	3,195	3,196	2,835	2,677	2,602	2,558	2,978	2,525	2,720	2,593	2,416	2,762	33,057
Phoenix	320	397	296	281	229	244	321	290	319	289	332	363	3,681
Prospect	67	49	41	18	38	35	79	33	68	63	50	77	618
Rogue River	552	643	528	481	463	484	496	434	404	461	444	523	5,913
Ruch	92	88	100	81	76	107	105	110	122	89	76	73	1,119
Shady Cove	220	189	169	177	163	138	160	176	189	152	178	205	2,116
Talent	674	634	577	625	618	671	736	682	790	633	709	706	8,055
White City	457	451	299	265	257	297	356	325	397	349	367	444	4,264
Totals	**9,260**	**9,846**	**8,523**	**8,213**	**7,910**	**8,085**	**9,237**	**8,178**	**9,011**	**8,320**	**8,125**	**8,652**	**103,360**

# of Meeting Room Reservations FY 17/18

Fiscal Year: 17/18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Total
Applegate	28	11	11	19	20	24	18	24	24	24	25	24	23	275
Ashland	57	62	50	89	80	73	94	91	78	73	92	63	64	966
Central Point	19	49	72	75	78	98	127	96	123	122	126	89	77	1151
Eagle Point	5	1	5	5	5	5	5	6	6	4	5	11	11	74
Gold Hill	7	9	10	10	10	11	18	7	14	18	17	25	24	180
Jacksonville	34	24	21	21	38	18	31	32	37	36	38	26	31	387
Medford	78	62	103	57	115	92	101	101	105	112	107	97	109	1239
Phoenix	13	7	8	25	25	36	31	50	39	39	28	22	19	342
Prospect	0	0	0	0	0	0	0	0	0	0	2	0	2	4
Rogue River	20	19	15	12	21	7	12	15	16	17	15	18	20	207
Ruch	17	17	21	28	25	17	20	24	23	16	20	19	18	265
Shady Cove	0	2	6	20	31	18	25	33	30	10	20	16	6	217
Talent	41	47	53	44	51	38	63	79	94	102	106	72	58	848
White City	2	4	3	4	5	3	7	6	4	8	4	5	4	59
Grand Total	321	314	378	409	504	440	552	564	593	581	605	487	466	2965

39

Interlibrary Loan Statistics

Fiscal Year Comparison

	FY 16/17	FY 17/18	Increase Decrease	% of Change
Borrowed from in-state libraries	129	74	(55)	-43%
Borrowed from out-of-state libraries	198	109	(89)	-45%
Loaned to in-state libraries	251	262	11	4%
Loaned to out-of-state libraries	284	472	188	66%
Total	**862**	**917**	**55**	**6%**

Fiscal Year: 17/18

	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Total
Borrowed from in-state libraries	9	5	8	9	7	4	8	8	3	3	3	7	74
Borrowed from out-of-state libraries	8	6	8	8	5	5	5	9	24	7	9	15	109
Loaned to in-state libraries	20	23	25	29	21	26	19	24	14	24	23	14	262
Loaned to out-of-state libraries	33	31	40	56	29	36	52	41	43	30	42	39	472
Total	**70**	**65**	**81**	**102**	**62**	**71**	**84**	**82**	**84**	**64**	**77**	**75**	**917**

Fiscal Year: 16/17

	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Total
Borrowed from in-state libraries	11	3	5	12	9	8	5	22	35	7	7	5	129
Borrowed from out-of-state libraries	21	13	8	10	6	10	14	31	55	14	5	11	198
Loaned to in-state libraries	23	18	22	39	27	22	19	9	8	20	24	20	251
Loaned to out-of-state libraries	30	20	18	29	19	25	30	11	9	33	37	23	284
Total	**85**	**54**	**53**	**90**	**61**	**65**	**68**	**73**	**107**	**74**	**73**	**59**	**862**

Outreach Booktalks

Fiscal Year: 17/18	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Total
Number of Programs	5	-	2	24	26	15	4	3	7	25	25	20	156
Adults/Teens Attendance	51	-	2	39	38	27	5	45	47	38	54	167	513
Children Attendance	172	-	54	1,018	888	567	101	112	197	696	1,034	743	5,582
Total Attendance	**223**	**-**	**56**	**1,057**	**926**	**594**	**106**	**157**	**244**	**734**	**1,088**	**910**	**6,095**

41

DRAFT Board Annual Plan / Master Calendar - FY18/19

Date of report: 8/3/2018

Legend: I = Inform; D = Discuss; A = Action; M = Meeting

Tasks and Work Products	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19
LS&S Contract / Amendment 1											
Collection Development and Management Plan; Board approval	I/D		A								
Compensation analysis; Board approval/funding commitment	I/D		A								
Staffing gap analysis; Board approval/funding commitment		I/D		A							
Plan to broaden user base; Board approval/funding commitment		I/D		A							
Steps to "lock the base"; Board approval/funding commitment		I/D		A							
Report to Oregon State Library; Board approval		I/D/A									
Quarterly progress meetings per Amendment 1			M			M			M		
Provide input on Library Director's goals and evaluation criterion		M									
Provide comments to LS&S on Library Director's performance							M				
Transition Plan											
Cost models, assumptions developed; study session; next steps			I/D/A								
Buildings Transfer											
Meet with legal counsel; start drafting work plan		M									
Work plan for buildings transfer agreement; Board approval				I/D		A					
Board Committees											
Submit FY18/19 committee plans, scopes of work; Board approval		I/D	A								
Board Policies and Governance											
Financial management policy; Board approval			I/D	A							
2018 SDIS Best Practices checklist due by Nov 16, 2018			I/D	A							
MOUs with Foundation and Friends groups; Board approval			I/D	A							
Board Development											
Schedule and conduct Board self-evaluation		I/D			A						
District Personnel											
District personnel policies; Board approval/next steps		I/D		A							
District employee benefit plan options; Board approval/next steps			I/D		A						
Establish District Administrator's evaluation criterion and methods				I/D/A							
Conduct District Administrator's evaluation in executive session					A						

Page 1 of 1

27

AMENDMENT TO AGREEMENT FOR SHARED INTEGRATED LIBRARY SYSTEMS

1. This is Amendment No. 1 to the Intergovernmental Agreement for Shared Integrated Library System (hereinafter, "Shared ILS Agreement") effective July 1, 2015, between the Jackson County Library District (hereinafter referred to as "District"), and Rogue Community College (hereinafter referred to as "RCC"), collectively referred to as the "parties".

2. The purpose of this Amendment is to renew the agreement for another 3-year term and make provisions for payment.

3. The Shared ILS Agreement is hereby amended as follows (new language is indicated by underlining and deleted language is indicated by strikethrough):

SECTION 2. RESPONSIBILITIES OF RCC:

A. RCC will pay District as follows:
    a. The sum of ~~$19,371 (nineteen thousand three hundred seventy-one dollars)~~ $21,167.53 for services rendered for the period of July 1, ~~2015~~ 2018, through June 30, ~~2016~~ 2019; due and payable in full on September 30, ~~2015~~ 2018.
    b. The sum of ~~$19,952 (nineteen thousand nine hundred fifty-two dollars)~~ $21,802.56 for services rendered for the period July 1, ~~2016~~ 2019 through June 30, ~~2017~~ 2020; due and payable in full on July 31, ~~2016~~ 2019.
    c. The sum of ~~$20,551 (twenty thousand five hundred fifty-one dollars)~~ $22,456.63 for services rendered for the period July 1, ~~2017~~ 2020 through June 30, ~~2018~~ 2021; due and payable in full on July 31, ~~2017~~ 2020.
    (Cost figures include a 3% increase July 1 of each year this agreement is in effect.)

SECTION 8. TERM OF AGREEMENT; RENEWAL AND TERMINATION

This Agreement expires on June 30, 2020. This agreement may only be renewed in writing by both parties. [Section 8 continues in the original Agreement.]
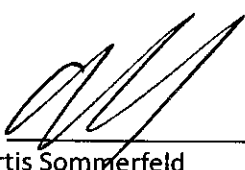
Except as expressly amended above, all other terms and conditions of the original Agreement are still in full force and effect.

The parties agree that this Amendment shall become effective on July 1, 2018.

JACKSON COUNTY LIBRARY DISTRICT   ROGUE COMMUNITY COLLEGE

By: _____   By: _____
Susan Kiefer   Curtis Sommerfeld
Board President   Vice President of College Services

42

JCLS Collection Development Plan
2018-2020

Statement of Purpose

The Jackson County Library Services (JCLS) Collection Development (the Collection Plan) serves as a guide and plan for developing and managing the JCLS collection. This document supports but does not replace the Collection Development Policy that can be accessed at http://jcls.org/ld.php?content_id=31444926. The Collection Plan identifies actions and priorities to meet short- and long-term goals. Ongoing assessments of use, activity, augmentation and weeding needs will inform adjustments to the collection.

While the Collection Plan does not replace staff expertise, it provides the following basis for decisions:

- Framework for planning, building, selecting and maintaining the library's collection in a cost-effective and user-relevant manner.
- Priorities and boundaries for choosing, maintaining and evaluating the collection to best meet the needs of the community while maintaining budgetary responsibility.
- Description of how materials are selected, evaluated and deselected.
- Information for the public about the principles of material selection and criteria for selection and removal of materials

Contents

About Jackson County Library Services

Jackson County Library Services serves a population of over 200,000 through fifteen branch libraries. The collection consists of printed materials, audiobooks, digital eBooks, digital eAudiobooks, magazines, newspapers, DVDs, databases and digital materials. Budget constraints and space limitations prevent JCLS from duplicating specialized and comprehensive collections in all locations. Access to the collection is provided through an online catalog through which titles can be reserved and delivered to patrons' home branches. This ensures cost-effective, efficient, and equitable access to materials from any location. JCLS shares the online catalog and materials with Rogue Community College and provides interlibrary loan services.

Collection Vision

The purpose of the collection is to provide books and other materials to enrich the lives of Jackson County citizens. JCLS strives to create and maintain a broad collection that reflects all communities and encompasses both popular and lasting works.

In support of the Strategic Plan the collection development team will focus on the following areas:

- Materials to support early learning and encourage parents and caregivers to engage with children and talk, sing, read, write and play together. (Learn 1.a) In the Children's area examples are Music CDs that include sing-alongs, children's dance movement, and lullabies. DVD examples would include Children's yoga and exercise, and PBS series that feature social issues.
- Materials to help students achieve academic success in public, private and home schools, trade schools and higher education. (Learn 3) Examples are Children's Easy Readers, books that promote STEAM, biography, history and science for all age groups, and materials that support GED and SAT learners. Classic fiction titles also fall into this category that are found on high school required reading lists.
- Materials that support reading for pleasure for all ages. (Learn 4.a) Bestsellers lists for all age groups are considered for purchase along with patron requests.
- Apply data analytics to ensure more relevant collections. (Connect 2.a)
- Evaluate the collection's condition and implement a comprehensive collection maintenance program. (Connect 2.c)
- Add non-traditional items to expand the library experience. (Connect 2.d)
- Add materials to assist business owners and entrepreneurs with emphasis on emerging agricultural markets. (Grow 1.a)
- Deliver career and employment resources for job seekers and use data analytics to determine the needs at each branch. (Grow 2.c&d)
- Adjust spending levels and materials to reflect Jackson County's 12 percent Spanish speaking population.

1

- Enhance materials that support library programs (Learn 4.a) Materials will be ordered to support current programs in the library.

Collection Development

Responsibility for Selection

Final responsibility for library materials selection rests with the Library Director. Under the Director's guidance, the Collection Development Librarian and materials selectors are responsible for selecting materials. Training will occur regularly to insure best practices. All staff members and the general public are encouraged to recommend materials for consideration. The library collection will be a diverse and unbiased source of information, representing as many viewpoints as possible.

Selection

JCLS selectors choose materials for all ages and rely extensively on professional review sources. Material is not excluded because of the race, nationality, religion, gender, sexual orientation, or political and social views of the author. Inclusion of materials does not imply agreement with or endorsement of content.

General criteria for selecting material of all formats includes, but is not limited to:
- Alignment with current strategic plan with focus on Spanish language materials, Children's materials and digital services
- Patron interest and demand
- Historical significance of author or subject
- Timeliness
- Local emphasis
- Diversity of viewpoint
- Budgetary considerations
- Authority and accuracy
- Literary and artistic merit
- Cultural influence

These criteria apply to purchased and donated materials.

Determining Budget for Selection

The Collection Development Librarian and selectors with expertise in Children's, Teen, Adult Fiction and Nonfiction, and in Music and Video will select materials throughout the year. The result will be consistent availability of high quality items. Selection and purchases will be made according to a budget determined at the beginning of each fiscal year and modified as necessary. Table 1 provides information on the Budget for Fiscal Year 2018-2019 with comparative information from Fiscal Year 2017-2018 and will be reviewed and modified annually. *Column 3 of the Table includes optional costs for material for initiatives outlined in the 2-Year Plan to Increase Active Cardholders pending Board approval. This final column represents uncommitted funds that may not be available in part or in whole.*

Ongoing Collection Analysis and Modification

The Collection Development Librarian will use regular reports to evaluate collection performance. These will include quarterly reports on turnover and use and regular visits to each branch to review and assess items on the shelves. Criteria including appearance, age, attractiveness, genre variety, duplication of titles, shelf space and other factors. The Collection Development Librarian will gain insight into collection use through observation and conversations with branch staff. Branch staff will report recommendations and concerns (including patron suggestions and format requests) directly to the Collection Development Librarian.

In-depth reports (to the title level) on items that circulate most, least and what is popular in retail will be generated. Turnover Reports generated by Simply Reports, Circulation Reports and other tools provided Library Systems &Services (LS&S) generate content for the reports.

Languages

JCLS provides educational and recreational material in languages other than English for adults and juveniles to meet the needs of a diverse population. More than 12 percent of Jackson County residents speak Spanish.

Learning Express, a digital tool with a Spanish component that includes GED support and United States citizen test study aids is currently part of the collection. Other resources include Mango Languages English as a Second Language instruction, and Digitalia language learning, downloadable music, computer courses, and eBooks in Spanish.

The chart below proposes budget allocations for materials by format and audience for Spanish language purchases and compares with the previous fiscal year. Budgeted amounts for Spanish materials in all categories will increase in Fiscal Year 2018-2019 fiscal year. *The table also includes proposed additional expenditures, pending Board approval, to correspond with the 2-Year Plan to Increase Active Cardholders.*

Spanish language materials proposed budget

Category	Approximate amount spent in FY 17-18	FY 18-19 Proposed allocations	*Proposed additional expenditures
Adult print materials	$5900	$8500	$30,000
Music CDs	$1500	$2000	$5,000
Children's materials	$1350	$2700	$30,000
Teen materials	$400	$1000	$15,000
Database Digitalia	$1900	$1900	$5000
DVDs	$0	$8900	$15,000
TOTAL	**$11,050**	**$25,000**	**$100,000**

In addition to Spanish-language materials, JCLS has a small collection of materials in other languages, acquired primarily through donations, including Chinese, Czech, Japanese,

3

French, German, Italian, Latin, Polish, and Portuguese. It is not anticipated that resources will be directed at those or other languages during Fiscal Year 2018-2019.

Patron Driven Acquisitions

Jackson County Library Services welcomes suggestions from the community for possible purchase of materials. Titles are considered using the same criteria as all other materials and all suggestions are given serious consideration. Purchase suggestions can be made on the JCLS website, and in August 2018 will move to the online discovery layer (Bibliocore) catalog and will empower patrons to submit purchase suggestions, track the suggestions throughout the process and place their hold on the item when it has been added to the catalog.

Local Authors and Self-Publishing

Authors who live within the boundaries of Jackson County may donate their books to the collection. JCLS accepts donated copies of self-published books but does not guarantee inclusion in the collection. Items donated by local authors will be evaluated and withdrawn using deselection guidelines.

DVD and Music Collection Guidelines

JCLS maintains a broad selection of entertainment, informational, and instructional DVDs. Popular materials are balanced with classic films, independent films, foreign films and documentaries. Music CDs are collected across all styles and genres.

Digital Resources

Digital resources, including eBooks, eAudiobooks, streaming video, streaming music and databases are subject to the same selection criteria as other materials. Digital resources extend the reach of the Library because they are available online and when libraries are closed. Among its digital resources are the 22 databases provided by Gale/Cengage and available through the Oregon Statewide Database Licensing Program. JCLS is also part of a consortium of libraries in Oregon that purchase membership in Library2Go which provides access to downloadable eBooks, eAudiobooks, and videos through a partnership with Overdrive. JCLS also purchases separate titles to add to Library2Go through the Overdrive Advantage program. These separately purchased titles are available through the Overdrive platform, but only to JCLS cardholders.

Because of Jackson County's large geography with many citizens who live far from libraries, JCLS will increase the budget for digital materials during the coming fiscal year, with emphasis on building the Overdrive Advantage Program and Hoopla, if use grows along with investment.

Current digital resources include:
- Library2Go: eBook and eAudiobook service with connecting records in the library catalog supporting popular reading and low vision patrons

- Hoopla: Digital web or mobile streaming service including eBooks, audiobooks, music and movies serving popular reading and low vision patrons
- Mango Languages: Instruction in over 70 languages including English as a Second Language
- Heritage Quest (remote) and Ancestry (in-house): Genealogical research
- Value Line: Professional investment information
- Novelist Plus: Information about authors, books and series for all ages
- Chilton's Automotive: Vehicle repair and maintenance information
- ABC Mouse (in-house): Online curriculum for young learners
- A-Z Databases: Nationwide database for job search, reference and mailing lists
- Digitalia: Spanish language content including eBooks, feature films, and learning modules

The following Digital services are under consideration for Fiscal Year 2018-2019. They provide homework assistance for students and job market skills for adults:
- Brainfuse: Online homework help and resume/career builder
- Gale Courses: Lifelong learning courses in professional development, technology skills, and personal enrichment
- Lynda.com: Business, tech and creative skills from industry experts
- Cypress Resume

Library of Things
JCLS has begun a Library of Things collection, beginning with 80 circulating MiFi Hotspots. The Rogue River Library has a telescope available for check out and the Outreach to Homebound Department has LED reading lights and magnifiers available to patrons. Additional items include 30 ukuleles, with padded cases, music book and tuner that will be available for checkout in Fall 2018 to support ukulele classes at the library.

The Technology Plan calls for the addition of Chrome Books and Kindles with pre-loaded content. This will begin in Fall 2018 with 12 devices at one or two branches, expanding to 24 across the system. Research and analysis of other technologies will take place during Fiscal Year 2018-2019.

Holds Ratios
Current hold ratios are checked monthly and include:
- Print books, audiobooks, and music CDS (items with 3 week check out): 5 holds per 1 copy
- DVDs (items with 1 week check out): 8 holds per 1 copy
- Library2Go electronic eBooks and eAudiobooks (optional 1, 2, or 3 week check out): 5 holds per 1 Advantage copy.

The Library Director along with the Collection Development Librarian will review the holds policy for these collections regularly to determine whether adjustments are warranted.

Cataloging – Extra considerations

Items are cataloged by library vendors to national cataloging standards. Research will be conducted to determine the best method to regularly update JCLS holdings, with emphasis on the following:

1. Work with OCLC to update current holdings
2. Work with Technical Services to develop a process to update new items in OCLC as they are received or to determine if this can be done by vendors, and also removing holdings in OCLC when items have been deselected from JCLS.

Deselection and Collection Maintenance Criteria

Withdrawal of material from the circulating collections is a vital part of successful collection maintenance. Continuous evaluation is necessary and materials need to be regularly removed to maintain a current, accurate and appealing collection. Items may be deselected for several reasons, including:

- Out of date information
- Wear or damage
- Item no longer responds to current needs or interests
- Materials in the format are no longer collected
- Insufficient use or lack of customer demand

Deselected items may be given to the Friends of the Library to sell or may be recycled at the discretion of JCLS.

Selectors will meet monthly and receive training in some function of the ordering or deselecting process. This includes Polaris reports, Simply Reports, Bibz (JCLS primary ordering system) and future analytics systems.

Deselection Plan Details

JCLS has not had a comprehensive deselection plan and the collection is bloated with items that would be deselected when criteria is applied. Deschutes County started a deselection plan and process in 2008 and stated the catch up process took approximately three years after deselection plan implementation.

The first year we will work through items that haven't circulated since 2008 and earlier. The second year we will continue to withdraw items that haven't checked out until we reach an acceptable threshold. Deschutes County works on a two year model, although it is expected that JCLS will be more conservative with an item sitting on the shelf without check out for three or four year period since an item was last checked out.

The following estimated schedule is based on discussions with the Deschutes Collection Librarian and a preliminary evaluation of the JCLS Collection. Table 3 provides an overview of steps (with corresponding dates) JCLS will take to accomplish ongoing deselection resulting in vibrant collection that meets patrons' needs and interests. Below are outlined initial and

ongoing activities the Collection Development Librarian and selectors (under the guidance of the Collection Development Librarian and guided by the Library Director) will take to shape the JCLS Collection.

1. **Immediate actions**
   a. Survey branches regarding shelf space
   b. Collection Development Librarian visits each branch to get a full picture of branch needs, space usage and displays
   c. Using Polaris reports, identify items for withdrawal and determine a withdrawal schedule based on last circulation date, publication date, and type of material, with items in areas such as health and technology on a more aggressive withdrawal schedule due to rapid changes in those fields. Some items, such as local history, will be exceptions to the withdrawal schedule and evaluated separately.
   d. Target items for replacement with high circulation numbers
      i. Books with over 50 circs
      ii. Audiobooks with over 100 circs
      iii. DVDs with over 200 circs
      iv. Music with over 75 circs
   e. Review retention rates for magazines

2. **Year one**
   Year one will include activities to gain knowledge of the collection accompanied by initial weeding as described above.

   Visit each branch library and meet with branch manager (starting Fall 2018 after summer reading)
      i. Learn where collection is housed, and look at current turnover rate per collection
      ii. Identify problem areas and strengths in collection
      iii. Assess Reference collection
         1. Move selected items to circulating collection
         2. Withdraw outdated materials
         3. Order replacements as needed
      iv. Work with all selectors to withdraw identified items
      v. Selectors will order new materials for weeded branch using information gained from branch manager, reports, deselection activities and patron survey
      vi. Tentative schedule for branch deselection – determined by July 2018 branch manager survey regarding space on shelf issues

Branch	Projected Month for Deselection
Shady Cove	September 2018
Talent	October 2018
Prospect	November 2018

7

Ashland	December 2018
Gold Hill	January 2019
Jacksonville	February 2019
White City	March 2019
Butte Falls and Applegate	April 2019
Phoenix	May 2019
Rogue River	June 2019
Ruch	July 2019
Central Point	August 2019
Eagle Point	September 2019
Medford	October 2019

3. **Year two**

Implement ongoing deselection plan. Exact plan to be determined; possibilities include CREW plan which can be accessed at https://www.tsl.texas.gov/ld/pubs/crew/index.html or Deschutes County plan.

Preservation

The JCLS collection focus is on current materials, therefore only limited number of items need archival storage, and mending needs are minimal. Few books, usually out of print or of local importance, need to be sent out for binding.

Special Collections

Each JCLS branch houses a local history collection, each of which includes highly local materials, Southern Oregon history, yearbooks and local historical magazines. These local collections are with reference materials in most cases and are not circulated unless multiple copies are available throughout the JCLS system. The Ashland branch also has an "Oregon Cabinet" collection which is housed in locked, glass fronted cabinets near the reference department. The Medford Library houses the Werner Sheet Music collection (stored in acid-free containers). The Werner collection is not cataloged; selectors need to assess this collection and decide if and when, it should be added to the JCLS catalog. Presently, a card catalog helps Medford patrons access the Werner collection.

Intellectual Freedom, Censorship and the Law

The mission of JCLS is to connect everyone to information, ideas, and each other. The Library will uphold freedom to read as expressed in the Library Bill of Rights, the Freedom to Read Statement and the Freedom to View Statement adopted by the American Library Association.

These can be accessed at:
- Library Bill of Rights: http://www.ala.org/advocacy/intfreedom/librarybill
- Freedom to Read Statement: http://www.ala.org/advocacy/intfreedom/freedomreadstatement
- Freedom to View Statement: http://www.ala.org/rt/vrt/professionalresources/vrtresources/freedomtoview

While anyone is free to select or reject materials for themselves or their own minor children, the freedom of others to read or inquire will not be restricted. JCLS does not stand in loco parentis (in the place of parents). Parents and guardians, not the Library or staff, have the responsibility to guide and direct the reading, listening and viewing choices of their own minor children.

Cooperative Agreements

JCLS recognizes that it cannot provide every item requested by patrons. JCLS is committed to the cooperation and sharing of resources among libraries and other agencies that provide information and materials. JCLS supports cooperative agreements and has an active agreement with Rogue Community College, sharing both catalog and materials freely.

An agreement also exists between the Southern Oregon Historical Society (SOHS) and JCLS to provide Jackson County residents assess to SOHS's rich historical records.

JCLS offers Interlibrary Loan as a means of providing access to specialized, out-of-print, and other materials not available in the collection. Requests for materials are considered and may be purchased if they align with JCLS's mission and fall within budget constraints.

In Library Displays Plan

This plan will identify what is most helpful for branches, including, for example, a monthly schedule of broad themes like July: The Great Outdoors. Bookmarks, posters, and other helpful support materials can be created with marketing team support. Action items should be simple to accomplish, creative and fun.

TABLE 1

Materials Budget Proposed Expenditures for FY2018/19

Category	Budgeted In FY17/18	Category	Budget Allocations in FY18/19	Proposed Additions to 18/19 Budget proposed in 2-Year Library Cardholder Plan
Adult Audiobook	$39,000	Adult Audiobook	$38,500	
eResources	$204,038	eResources	$223,038	$250,000 ebooks, audiobooks, emagazines $23,725 Brainfuse – live online tutoring $16,000 Lynda.com – Business resource $18,720 Gale Courses – for adult learners $9,000-$18,000 for children's database
Adult Fiction	$93,000	Adult Fiction	$92,000	
Adult Foreign Language print	$5,760	Adult Foreign Language	$8,500	$100,000 total for Spanish-language materials
McNaughton	$42,400	McNaughton	$42,400	
Adult Large Print	$25,000	Adult Large Print	$25,000	
Newspapers	$15,000	Newspapers	$12,000	
Adult Nonfiction	$70,000	Nonfiction	$69,500	
Magazines	$29,000	Magazines	$27,500	
Reference	$15,000	Reference	$12,500	
Supplies	$0	Supplies	$0	
DVDs	$73,386	DVDs	$82,286	
Music CDs	$21,000	Music CDs	$21,500	
Children's Audiobook	$7,200	Children's Audiobook	$7,200	
Children's Print (including Spanish)	$114,000	Children's Print	$115,350	
Children's Storymobile	$5,000	Children's Storymobile	$4,000	
Children's TIOR	$500	Children's TIOR	$2,000	
YA Audiobook	$7,000	YA Audiobook	$6,500	
YA Print (including Spanish)	$40,000	YA Print	$40,600	
TOTAL	$806,284		$830,374	Additional resources up to $425,445

TABLE 2

Collection Development Annual Action Items

Action Item	Produce report and Analyze	Report Schedule	Notes
Collection Age Report	August	Annually	
Turnover Rate Report Total	Jan., April, July, Oct.	Quarterly	
Turnover Rate Report by Branch	Jan., April, July, Oct.	Quarterly	
Circulation Rate Report Total	Jan., April, July, Oct.	Quarterly	
Jan., April, July, Oct.	Jan., April, July, Oct.	Quarterly	
Per Capita Circulation Rate Report Total for Fiscal Year	June	Annually	
Per Capita Circulation Rate Report per Branch for Fiscal Year	June	Annually	
Fiscal Year Material Budget Recommendations	May	Annually	
Fiscal Year Materials Budget	June	Annually	
Special analysis of Spanish Language collection	June	Annually	Must tie to marketing of materials to Latinx population
Special analysis of collection for patrons with special needs	August	Annually	Research needed to best practices and OLA standards
Review Collection Development Plan	July 31, 2019	Next year then update every three years	
Meetings with Collection Development Librarian and selectors	Third Thursday of the month	Monthly	
Review local special collections: local history, Ashland "Oregon Cabinet", and Werner Music Collection	November	Annually	Review with Reference team against OLA Standards
Update current holdings in OCLC	December 31, 2018	Once	
Work with Vendors or Technical Services to update holdings in OCLC as part of the import process for new materials	December 31, 2018	Ongoing	

TABLE 3
Deselection Action Items

Action Item	Initial Completion Date	Report Schedule	Notes
Survey Branch Managers regarding current shelf space conditions	July 31, 2018	Annually	Completed for FY 2018/19
General Collection Analysis	September 30, 2018	Once	Get baseline info to assist in weeding
Determine initial collection-wide withdrawal schedule to include three to four staged projects based on last circ and other parameters	October 15, 2018	Once	
Complete withdrawals for no circ since before 2000	October 31, 2018		
Complete withdrawal for no circ since before 2002	December 15, 2018		
Complete withdrawals for no circ since before 2005	January 15, 2019		
Complete withdrawals for no circ since before 2008	February 15, 2019		
Evaluate high circulation items to reorder	February 15, 2019	Annually	
Determine ongoing deselection process	October 31, 2019	Annually	
Ongoing deselection by branch to begin annually in March and completed in September	Initiate March 2019 and complete September 2019	Annually	
Complete initial deselection by branch	October 31, 2019	Annually	
Detailed Collection Analysis	October 1, 2019	Annually	