

**CALL TO ORDER/ROLL CALL**

**INTRODUCTIONS & PROCLAMATIONS**

**CONSENT AGENDA (Action)**

(1) Regular Board Minutes January 10, 2019; (2) Work Session Minutes January 25, 2019; (3) Financial Report

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

**REPORTS AND PRESENTATIONS (Inform)**

1. Library Director Report – Kari May
2. Quarterly Statistical Report – Kari May
3. SOHS Quarterly Report – Douglas McGeary/Kira Lesley
4. JCLF Report – Elisabeth Campbell/Susan Kiefer

**OLD BUSINESS AND UPDATES (Inform/Discuss)**

5. LS&S Compensation Proposal – Lisa Marston

**NEW BUSINESS (Inform/Discuss/Action)**

6. Approve Budget Officer / Adopt Budget Calendar (Action) – Lisa Marston
7. Amendment to Extend SOHS Agreement (Inform/Discuss/Action) – Lisa Marston
8. Staffing Assessment (Inform/Discuss) – Kari May
9. Public Meetings Policy (Inform/Discuss/Action) – Lisa Marston
10. Board Member Orientation Policy (Inform/Discuss/Action) – Lisa Marston
11. Engagement of Legal Services (Inform/Discuss/Action) – Lisa Marston

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

12. SDAO Annual Conference Debrief – Conference Attendees
13. Individual Board Member Reports

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**FUTURE 2019 MEETINGS/EVENTS/OBSERVANCES:**

February 11 – Candidate filing begins	April 2019 – School Library Month
February 12 – OLA Legislative Day	April 7-13 – National Library Week
February 14 – Regular Board Meeting	May 3 – Budget Committee Meeting
March 1 – Board/Budget Committee Work Session	May 9 – Regular Board Meeting
March 3-9 – Teen Tech Week	May 10 – Budget Committee Meeting (if needed)
March 21 – Candidate filing/withdrawal deadline	May 21 – Election Day (Special Election)
March 25 – Voters' pamphlet filing deadline	

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

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

## MINUTES

### ATTENDEES

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

Additional participants/attendees: Kari May (Library Director), Laura Kimberly (Assistant Library Director), Carey Hunt (Assistant Director of Support Services), Crystal Stroud (Operations Manager), Nancy Peterson (Outreach Coordinator), Denise Galarraga (Regional Library Director, LS&S), Amy Drake (Executive Director, JCLF), Kevin Keating (JCLF Board member), Douglas McGeary (Executive Director, SOHS), Lisa Marston (District Administrator), Donovan Edwards (Administrative Assistant)

### CALL TO ORDER

Vice President George Prokop called the meeting to order at 4:02 p.m.

### INTRODUCTIONS & PROCLAMATIONS

Prokop introduced Carolyn Ryder, Isler Medford and Vicki Robinson, JCLD Accountant.

### CONSENT AGENDA

**MOTION:** Doty moved to approve the minutes of the December 13, 2018 regular board meeting and financial report. Shaw seconded the motion for discussion.

- Shaw recommended changes to the first sentence under the Library Director's Report. The sentence will now read "May reported that JCLS has been fully staffed for a couple weeks which she says in an organization of this size was unusual."
- Shaw asked that as a courtesy and for clarity the full name of an individual be provided when they are mentioned within the board minutes.
- May noted under the RCC Oral Report that Cessa Vichi's name had been misspelled.
- Turner noted under the Financial Report errors. On page 9 Transfer to Other Funds should not be a negative number. On page 10 the budget numbers are missing. These changes will be made.

Doty moved to approve the minutes of the December 13, 2018 regular board meeting and financial report as amended. Shaw seconded the motion as amended. The motion was approved unanimously.

### ORAL REQUESTS AND WRITTEN COMMUNICATIONS FROM AUDIENCE

Susan Moulder introduced herself and explained that as an educator she feels that it is just as important to have works of art and historical material available as it is to have the books. Ms. Moulder has provided programs in the past and offered to hold those in the libraries.

Prokop thanked Ms. Moulder and added that he had seen an email regarding the topic that had been addressed by Marston. He said that the Board does not control the materials in the collection but there is a process and they can certainly look into it and speak with the Collection Development team.

## **REPORTS AND PRESENTATIONS**

### **Auditor's Report (FY 17/18 Annual Financial Report)**

Carolyn Ryder, Isler Medford reminded the board that the financial statements were JCLD's and her task was to opine on those statements. Ms. Ryder highlighted key areas of the Auditor's Report and discussed some of the findings. Ms. Ryder said that the financial statements had been presented fairly. They gave an unqualified opinion for the year ending June 30, 2018.

**MOTION:** Turner moved to accept the FY 17/18 Annual Financial Report. Doty seconded the motion. The motion was approved unanimously.

### **Library Director's Report**

Kari May, JCLS Library Director provided a summary of the Library Directors Report and added the following highlights:

- Talent Branch Library just received a \$5,000.00 donation from a patron who recently passed away.
- White City Branch Library has been selected as the next library to open a SPARK Space.
- The ScienceWorks Museum in Ashland has received a grant to partner with JCLS to help bring some of their education programs to the libraries. They have a couple of programs and are committed to at least one program per library.
- Oregon Shakespeare Festival (OSF) is looking to provide ticketed but free bilingual performances of "A Comedy of Errors" at 20 local venues to include 3 libraries. OSF will be responsible for bringing in the audience. It will be made up of people who cannot normally attend an OSF performance due to logistics or expenses. May has also been asked to serve on the interview panel for an archivist position that OSF is looking to fill.

May provided a slideshow which unveiled the 2019 Comic Con logo. May also provided a video created by JCLS staff that provided a glimpse into a JCLS courier's day at work. May explained that the video is currently being used to educate staff and recruit those interested in becoming backup couriers. May handed out the Central Point Recreational Guide which just recently offered JCLS free ad space.

### **2 Year Plan Update**

May provided a slideshow presentation and explained that the one page report included on page 57 of the board packet was a summary of the information provided. In the course of providing her summary May was asked if a date had been set for the Library Strategies meeting. She responded that she had recommended Saturday, March 30<sup>th</sup>, 2019 from 10:00 a.m. to 4:00 p.m. but had not heard back from her Library Strategies point of contact.

### **Jackson County Library Foundation (JCLF) Report**

Amy Drake, Executive Director JCLF announced that she was resigning from the JCLF as of the next JCLF board meeting however stated JCLF was in a great position to begin seeking grants.

## **NEW BUSINESS**

### **Reappointment of Budget Committee Members**

Marston reminded the Board that Gerri Davis had initially agreed to finish off Pat Ashley's term and had recently agreed to serve an additional three year term. Eric Dzuira also agreed to serve another three year term on the Budget Committee.

**MOTION:** Doty moved to accept Gerri Davis and Eric Dzuira on the JCLD Budget Committee. Shaw seconded the motion. Turner and Shaw both stated that serving only two terms provided the opportunity

for wider spread community knowledge of the operational side of JCLD. The motion was approved unanimously.

### **Circulation Policy**

**MOTION:** Doty moved to approve the Circulation Policy. Shaw seconded the motion. The motion was approved unanimously.

### **Fee Schedule**

Turner recommended changing Unique Management Services fee (Material Recovery Agency) to a Material and Recovery Fee.

**MOTION:** Doty moved to approve the Fee Schedule as amended. Shaw seconded the motion. The motion was approved unanimously.

### **Vehicle Fleet Policy**

**MOTION:** Doty moved to approve the Vehicle Fleet Policy. Turner seconded the motion. Prokop and Turner recommended removing “Check the oil level when refueling” on page 74 of the board packet. Turner recommended removing the Depreciation Months column in the table on page 75 of the board packet. Doty moved to approve the Vehicle Fleet Policy as amended. Turner seconded the motion. The motion was approved unanimously.

## **OLD BUSINESS AND UPDATES**

### **JCLS Staff Compensation**

Marston explained that Todd Frager, COO/CFO LS&S had intended on being at the meeting. However, since he could not be there, he provided a response which Marston read to the Board. Mr. Frager said that it was premature to decide who is paying for increased compensation until the Board chooses how much they want to pay the staff. Previously submitted documents presented to the Board provide staff pay ranges and rational. At this time Mr. Frager believes it is time for the Board to decide how much it wants to pay staff. He said that assuming the board creates a minimum middle range maximum salary schedule he can provide the numbers it would take to bring the staff up to those amounts. After that, a simple calculation that includes only taxes can be determined and then they can assess how it gets funded.

Marston summarized that the document that LS&S provided the Board previously included where staff fall within the salary survey and would be all that JCLD receive. She would like to graph the numbers to provide a visual to help with the decision. May added that by working with the HR Department at LS&S some staff positions had been reclassified and the pay ranges are now equal to similar positions.

## **COMMITTEE AND BOARD MEMBER REPORTS**

### **JCLD Work Session**

Marston explained that Margot Helphand had agreed to facilitate the work session on January 25<sup>th</sup>, 2019 and an agenda would be forthcoming.

### **Adjourn**

Prokop adjourned the meeting at 6:02 p.m.

/s/ Donovan Edwards

Recording Secretary



## **Board Work Session**

### **Meeting Summary**

Attended by: Board Members: Susan Kiefer, George Prokop, Jill Turner, Carol Doty, Cathy Shaw; District Administrator: Lisa Marston; Library Director: Kari May; Facilitator: Margot Helphand

#### I. Confirm Work Session Objective

##### **To build a Transition Road Map including Key Actions and Accountability**

#### II. Identify a Shared Vision for the an Effective Transition by July 1, 2020

- The transition is seamless for patrons and staff. Everything works as well as it has or better
- Systems are integrated
- The transition is smooth for staff and we have a high retention rate
- We use legal services wisely – “We do it right”
- We operate at our current levy – \$0.52 per \$1,000 through June 30, 2021
- We have excellent internal and external communication, so people are well informed about the transition
- We make data driven decisions
- We have an agreement with the county and other entities on buildings
- We have appropriate staff and organizational structure to support our operations
- We have a robust technology infrastructure

Major Transition Tasks/Priorities – “Big Rocks”

(Priorities are .....)

- Staffing – Develop HR Plan with assistance of consultant/attorney
- IT – Develop IT plan with options, with assistance of consultant
- Governance – Complete Board policies
- Internal Communication – Consistently communicate with staff regarding transition
- External Communication – We are committed to reaching out to stakeholders and proactively communicating about the transition

III. Key Assumptions

- The majority of library functions are performed by staff employed by the district
- Discussion of hours is not a key transition issue
- The Board operates as a policy board with a complete set of policies
- Intention is to transition all LS&S employees who want to be transitioned; however, we cannot commit a future Board

IV. Develop Transition Road Map in Key areas:

A. Facilities

Currently	By July 1, 2020
The County owns 8 buildings	There are agreements and leases in place with all entities
Other buildings owned by other entities	

NEXT STEPS

WHAT	WHO	WHEN
Share each building status and path forward with Board and legal including timeline	Lisa	2/28/19
Create schedule for agreements with benchmarks	Lisa	3/31/19
Hold meetings with entities	Lisa	TBD
Agreements approved	Lisa	TBD

B. Staffing

Currently	By July 1, 2020
Most library functions are performed by staff employed by LS&S	The majority of library functions are performed by staff employed by the district
One person is employed by the District	We have clarity of which functions are performed in-house and which are contracted out
We have a variety of contractors <ol style="list-style-type: none"> <li>1. Accounting and admin support</li> <li>2. Facilities</li> <li>3. Maintenance</li> <li>4. Security</li> <li>5. Custodial</li> <li>6. Internet</li> <li>7. Telecommunication</li> <li>8. Auditor</li> <li>9. Legal</li> <li>10. Misc consultants</li> </ol>	Contracts are renewed for outside contractors (i.e. #2 - #9)
	We have the organizational structure to support library service delivery
	Down the road we may look at contracted services to determine which to continue contracting or bring in-house or look at other approaches to delivering these functions

NEXT STEPS

WHAT	WHO	WHEN
Schedule and complete contracts for current contractors	Lisa	Ongoing
Consult with labor law attorney re: employee questions	Lisa	Now

Hire HR consultant Focus: Develop HR plan with options: <ul style="list-style-type: none"> <li>- Organizational design</li> <li>- Administrative structure</li> <li>- Recruitment and retention</li> <li>- How to implement</li> <li>- Total compensation/benefits</li> <li>- Job descriptions</li> </ul>	Lisa	No later than 3/15/19 Asap
Recommendation to Board	HR Consultant/ Lisa	7/1/19
HR decisions	Board	9/30/19

C. Library/Branch Operations

Currently

By July 1, 2020

Library Director is studying staffing levels	Maintain operations as we have now or better
LD is working on customer service	

D. Technology/IT Support and Management

Currently

By July 1, 2020

Invested in and updated a lot of technology	We have a seamless transition for patrons and staff
Technology Plan being executed	We have clarity on how we deploy and deliver IT
	We stay with Polaris

NEXT STEPS

WHAT	WHO	WHEN
Hire IT Consultant	Lisa/George	3/15/19
Review options as developed by consultant	Board	7/30/19
Determine Technology needs	Board	9/1/19



E. Collection Acquisition and Management

Currently	By July 1, 2020
We have an adopted collection development/management plan	
Increased collection budget and staff support	
All collection acquisition and management done by LS&S	We have implemented new plan for collection acquisition and management

NEXT STEPS

WHAT	WHO	WHEN
Explore options for collection management	TBD	10/1/19
Decision re: collection management	Board	1/1/20

F. Governance

Currently	By July 1, 2020
We are working on our policies	We have clarity on which committees are Board committees and which are staff and board members have transitioned away from chairing staff committees
	Operationalizing policy governance, tied to the budget
	We have oriented new board member/s
	The Board operates as a policy board with a complete set of policies
	We have MOUs with Friends groups and the Foundation
	We have a process for fiscal and services accountability

	We have clear Board goals and hold ourselves accountable to them
	Board set priorities that guide the Director and Administrator for budget prep

NEXT STEPS

WHAT	WHO	WHEN
Review completed policies and identify gaps	Lisa/Margot	2/28/19
Develop full packet of policies for board review and adoption	Lisa/Margot	7/30/19
Transition chairs of committees to staff (Technology, facilities)	Board	7/1/20

G. Communication – Internal

- Currently the District does not have a way to communicate directly with library staff as they are LS&S employees
- It is important to consistently/regularly communicate with staff regarding the transition
- Ideally communication would be in the form of joint communiques – District and LS&S

NEXT STEPS

WHAT	WHO	WHEN
Determine what we want to communicate	Lisa/Board/Kari	2/15/19
Clarify LS&S's position on the District communicating with employees	Kari	2/15/19
Develop joint communication agreement	Lisa/Kari	3/1/19
Implement 1 <sup>st</sup> quarterly communication	Lisa/Kari	4/1/19

H. Communication – External

- We are committed to reaching out to stakeholders and proactively communicating about the transition

NEXT STEPS

WHAT	WHO	WHEN
Develop External Communication Plan Identify key stakeholders and appropriate contact person for each, priorities and timeline	Cathy, Lisa, Kari	4/1/19
Begin implementation		

Jackson County Library District  
Statement of Revenues and Expenditures  
From 1/1/2019 Through 1/31/2019

101 - General Administration

	<u>YTD Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual</u>	<u>YTD Budget Remaining</u>	<u>Percentage received or spent to date</u>
Operating Revenue					
Current Property Tax Collections	10,200,000.00	74,351.60	9,370,254.04	(829,745.96)	91.86%
Prior Year Property Tax Collections	200,000.00	11,014.12	138,710.79	(61,289.21)	69.35%
Interest Income	164,400.00	33,778.05	157,652.37	(6,747.63)	95.89%
Interest- Lindberg Note	0.00	1,155.74	8,353.28	8,353.28	0.00%
Other Income	5,000.00	0.00	3,216.44	(1,783.56)	64.32%
E Rate	103,000.00	8,840.50	61,901.00	(41,099.00)	60.09%
Reimbursements From RCC	27,000.00	0.00	26,357.52	(642.48)	97.62%
Ready To Read Grant	35,000.00	0.00	34,951.00	(49.00)	99.86%
Conference Room Rental	30,000.00	3,203.00	15,138.00	(14,862.00)	50.46%
Government Agency Rentals	107,541.00	0.00	107,610.30	69.30	100.06%
Inter-library Loan Fees	1,000.00	55.00	617.00	(383.00)	61.70%
Library Card Replacement Fees	3,000.00	112.00	1,754.60	(1,245.40)	58.48%
Late Fee Charges	10,000.00	733.45	6,868.09	(3,131.91)	68.68%
Lost/Damaged Materials	7,500.00	827.92	7,556.61	56.61	100.75%
Photocopy/Fax Sales	12,000.00	855.70	6,448.10	(5,551.90)	53.73%
Patron Refunds	(2,000.00)	(179.97)	(1,828.27)	171.73	91.41%
Printer Sales	14,000.00	1,093.44	8,928.89	(5,071.11)	63.77%
On Line Fee Collections	7,500.00	173.74	678.69	(6,821.31)	9.04%
Hulburt Donation	126,000.00	0.00	0.00	(126,000.00)	0.00%
Library Friends Donations	65,000.00	0.00	20,558.35	(44,441.65)	31.62%
Library Foundation Donations	6,500.00	0.00	6,363.54	(136.46)	97.90%
General Public Donations	2,500.00	52.30	231.85	(2,268.15)	9.27%
OR Community Foundation- restricted	12,000.00	0.00	2,750.10	(9,249.90)	22.91%
OR Community Foundation- non restricted	2,000.00	0.00	0.00	(2,000.00)	0.00%
EJ Smith Trust-Restricted	85.00	0.00	0.00	(85.00)	0.00%
Ted Gerlock-Restricted	15.00	0.00	0.00	(15.00)	0.00%
Carpenter Foundation-Restricted	3,000.00	0.00	3,000.00	0.00	100.00%
Library Foundation Donations- CP	50,000.00	0.00	0.00	(50,000.00)	0.00%
Oregon Community Foundation- Applegate	29,000.00	0.00	0.00	(29,000.00)	0.00%
Beginning Fund Balance-Unrestricted	7,175,000.00	0.00	8,197,771.98	1,022,771.98	114.25%
Beginning Fund Balance-Restricted	325,000.00	0.00	369,055.35	44,055.35	113.55%
<b>Total Revenue</b>	<b><u>18,721,041.00</u></b>	<b><u>136,066.59</u></b>	<b><u>18,554,899.62</u></b>	<b><u>(166,141.38)</u></b>	<b><u>99.11%</u></b>

Jackson County Library District  
Statement of Revenues and Expenditures  
From 1/1/2019 Through 1/31/2019

	YTD Budget	Current Month Actual	YTD Actual	YTD Budget Remaining	Percentage received or spent to date
Expenditures					
Program Expenses					
District Administrator Salary	0.00	7,628.55	51,804.00	(51,804.00)	
FICA and Medicare- payroll taxes	0.00	596.07	4,172.45	(4,172.45)	
Worker comp- payroll taxes	0.00	2.40	16.94	(16.94)	
Health/Dental Insurance	0.00	1,366.02	4,526.47	(4,526.47)	
Retirement Contribution	0.00	708.33	4,958.31	(4,958.31)	
Payroll- SUTA	0.00	187.00	1,052.51	(1,052.51)	
Personnel Cost	217,000.00	0.00	0.00	217,000.00	
<b>Personnel services subtotal</b>	<b>217,000.00</b>	<b>10,488.37</b>	<b>66,530.68</b>	<b>150,469.32</b>	<b>30.66%</b>
Accounting Services	60,000.00	2,749.52	15,871.72	44,128.28	26.45%
Auditing Services	11,025.00	8,550.00	10,750.00	275.00	97.50%
Administrative Services	76,000.00	4,304.04	25,534.08	50,465.92	33.59%
Bank Fees/Interest Expense	1,000.00	137.05	464.00	536.00	46.40%
Consultant Fees	50,000.00	1,200.00	9,210.00	40,790.00	18.42%
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	535.00	9,879.00	10,121.00	49.39%
Memberships and Dues	3,500.00	0.00	2,271.60	1,228.40	64.90%
Office Supplies- admin	2,000.00	25.00	1,352.13	647.87	67.60%
Postage	2,000.00	167.76	749.32	1,250.68	37.46%
Registration/Tuition/Travel	15,000.00	1,407.02	2,888.55	12,111.45	19.25%
Special fees and Expenses	0.00	0.00	570.14	(570.14)	0.00%
Advertising/Legal Notices	2,500.00	0.00	0.00	2,500.00	0.00%
Alarm Services	2,600.00	0.00	1,876.40	723.60	72.16%
Building Repair/Maintenance	449,940.00	37,495.00	262,465.00	187,475.00	58.33%
Custodial Services	380,542.00	31,599.88	190,353.46	190,188.54	50.02%
Custodial Supplies	12,000.00	1,188.01	5,931.71	6,068.29	49.43%
Landscape Services	7,033.00	753.98	5,769.90	1,263.10	82.04%
Maintenance Services	2,000.00	0.00	0.00	2,000.00	0.00%
Security Services	79,407.00	5,250.40	35,892.00	43,515.00	45.20%
Signs and Signal Materials	25,000.00	0.00	0.00	25,000.00	0.00%
Building Repair/Maintenance- B-7	250,000.00	0.00	12,842.95	237,157.05	5.13%
Fees- Lindberg Note	72.00	6.00	42.00	30.00	58.33%
Equipment Repair/Maintenance	30,000.00	603.93	3,146.60	26,853.40	10.48%

Jackson County Library District  
Statement of Revenues and Expenditures  
From 1/1/2019 Through 1/31/2019

101 - General Administration

	<u>YTD Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual</u>	<u>YTD Budget Remaining</u>	<u>Percentage received or spent to date</u>
Facility Furnishing Expense	25,000.00	0.00	0.00	25,000.00	0.00%
Minor Equipment	50,000.00	8,205.28	29,219.72	20,780.28	58.43%
Computers and technology	306,885.00	11,509.06	150,403.13	156,481.87	49.00%
Supplies and Expenses-Facilities	500.00	0.00	0.00	500.00	0.00%
Computer Software and Licensing	119,922.00	0.00	0.00	119,922.00	0.00%
LS&S Contract	5,228,114.00	869,863.41	3,054,693.05	2,173,420.95	58.42%
Library Materials	874,182.00	240,820.36	575,691.74	298,490.26	65.85%
City Participation	16,700.00	0.00	0.00	16,700.00	0.00%
Strategic Plan Initiative	2,500,000.00	8,536.60	26,116.56	2,473,883.44	1.04%
E Rate Services	32,782.00	8,195.50	32,339.50	442.50	98.65%
Unique Management Services	16,391.00	4,097.75	16,152.50	238.50	98.54%
Comic Con	22,000.00	1,000.00	1,000.00	21,000.00	4.54%
LS &S- digital library staff	60,000.00	20,572.89	62,534.11	(2,534.11)	104.22%
SOHS contract	39,000.00	3,250.00	22,750.00	16,250.00	58.33%
Electricity	240,800.00	18,102.92	113,387.14	127,412.86	47.08%
Natural Gas	45,000.00	5,638.87	12,270.63	32,729.37	27.26%
Garbage Service	15,000.00	1,148.53	7,208.16	7,791.84	48.05%
Water and Sewer Service	32,000.00	1,409.03	17,517.64	14,482.36	54.74%
Street and Storm Drain Fees	18,000.00	2,978.82	11,250.98	6,749.02	62.50%
Telecom-Voice and LD	55,000.00	3,350.33	24,314.84	30,685.16	44.20%
Telecom-Wide Area Network	105,000.00	9,191.05	64,354.85	40,645.15	61.29%
Telecom-Internet Services	28,000.00	2,004.48	14,157.82	13,842.18	50.56%
Municipal Assessments	1,500.00	380.80	1,797.63	(297.63)	119.84%
Telecom- Hot Spots	52,000.00	3,821.73	26,973.23	25,026.77	51.87%
Maintenance & Fuel for Vehicles	16,000.00	(2,728.49)	2,341.68	13,658.32	14.63%
Hulburt Donation	126,000.00	10,510.53	39,272.71	86,727.29	31.16%
Library Friends Donations	65,000.00	6,160.17	32,031.64	32,968.36	49.27%
Library Foundation Donations	6,500.00	1,491.29	41,957.82	(35,457.82)	645.50%
General Public Donations	2,500.00	1,093.71	1,633.81	866.19	65.35%
OR Community Foundation-restricted	34,000.00	4,709.26	7,128.87	26,871.13	20.96%
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	1,281.73	1,281.73	1,718.27	42.72%
Ready to Read 2017 Grant	70,000.00	0.00	0.00	70,000.00	0.00%
Kent Family Trust	5,000.00	81.96	231.95	4,768.05	4.63%
Library Foundation Donations- CP	50,000.00	78,733.86	78,733.86	(28,733.86)	157.46%

Jackson County Library District  
Statement of Revenues and Expenditures  
From 1/1/2019 Through 1/31/2019

101 - General Administration

	<u>YTD Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual</u>	<u>YTD Budget Remaining</u>	<u>Percentage received or spent to date</u>
OR Community Foundation- unrestricted	12,000.00	0.00	0.00	12,000.00	0.00%
2018 Ready to Read Grant	0.00	4,846.45	15,551.39	(15,551.39)	0.00%
Kaleidoscope grant expenditures	0.00	1,093.35	1,093.35	(1,093.35)	0.00%
<b>Materials and supplies subtotal</b>	<b>11,805,495.00</b>	<b>1,427,323.82</b>	<b>5,083,252.60</b>	<b>6,722,242.40</b>	<b>43.06%</b>
Capital Outlay	350,000.00	0.00	56,018.00	293,982.00	16.00%
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%
Total Program Expenses	16,671,041.00	1,437,812.19	5,205,801.28	11,465,239.72	31.23%
Total Expenditures	16,671,041.00	1,437,812.19	5,205,801.28	11,465,239.72	31.23%
Transfer to Other Funds					
Transfer to Capital Improvement Fund	2,050,000.00	2,050,000.00	2,050,000.00	0.00	100%
Total Transfer to Other Funds	2,050,000.00	2,050,000.00	2,050,000.00	0.00	100%
Net Revenue Over Expenditures	0.00	(3,351,745.60)	11,299,998.34	11,299,098.34	0.00%

Jackson County Library District  
Statement of Revenues and Expenditures  
From 1/1/2019 Through 1/31/2019

201 - Capital Improvement Fund

	<u>YTD Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual</u>	<u>YTD Budget Remaining</u>	<u>Percentage received or spent to date</u>
Operating Revenue					
Beginning Fund Balance-Restricted	2,050,000.00	0.00	2,085,670.00	0.00	0.00%
Transfer from General fund	<u>2,050,000.00</u>	<u>2,050,000.00</u>	<u>2,050,000.00</u>	<u>0.00</u>	<u>100.00%</u>
Total Operating Revenue	<u>4,100,000.00</u>	<u>2,050,000.00</u>	<u>4,135,670.00</u>	<u>0.00</u>	<u>0.00%</u>
Total Revenue	<u>4,100,000.00</u>	<u>2,050,000.00</u>	<u>4,135,670.00</u>	<u>35,670.00</u>	<u>100.87%</u>
Expenditures					
Capital Outlay	<u>4,100,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>4,100,000.00</u>	<u>0.00%</u>
Net Revenue Over Expenditures	<u>0.00</u>	<u>2,050,000.00</u>	<u>4,135,670.00</u>	<u>4,135,670.00</u>	<u>0.00%</u>



**Director's Report  
February 2019**

**Hiring and Vacancy Report**

<b>Date Vacant</b>	<b>Vacated by</b>	<b>Position</b>	<b>Location</b>	<b>Hrs/Wk</b>	<b>Status</b>	<b>Date Filled</b>	<b>Name</b>	<b>Type (EXT/INT)</b>
12/17/18	Rebekah DiBianco	Librarian 2 (Children's)	MED	40	Interviews Completed	TBD	Theodora Rudolph	EXT
12/21/18	Winter Santiago	Library Associate 1	MED	10	Under Recruitment	1/16/19	Julie Maravilla Medrano	EXT
1/7/19	Laura Irwin	Library Associate 2	SC	22	Interviews Completed	2/19/19	Jeffrey Whitaker	EXT
1/15/19	New Position	Business Librarian (Librarian 2)	MED	40	Under Recruitment			
2/2/19	Michele Moir	Library Associate 2	TA	6	Under Recruitment			
2/2/19	Michele Moir	Library Associate 2	JV/RU	20	Under Recruitment			
2/14/19	Leigh Blair	Branch Lead	CP	40	Under Recruitment			

**Libraries in the News**

Last month, the Medford Mail Tribune ran an article about JCLS's Outreach to the Homebound:

<http://mailtribune.com/news/top-stories/library-comes-to-readers-who-cant-go-to-it>

Within the first week after the article ran, Outreach to Homebound Services Coordinator Sheila Fortman-Craun had received six phone calls regarding the service.

**Latinx/a/o Interagency Committee (LIaC)**

Megan Pinder, JCLS Early Literacy Bilingual Specialist, attends LIaC meetings each month. Sandra Padilla of Housing Authority and Megan of JCLS promoted the Kaleidoscope Play and Learn Program that started this month. JCLS is collaborating with Southern Oregon Early

Learning Services and Jackson County Early Intervention to offer the program. Megan shared bilingual fliers for the program.

Roy Fernandez of Oregon Shakespeare Festival announced that they are still looking for community agencies interested in hosting their production *La Comedia of Errors*. Megan and Director May have initiated conversations with OSF about hosting the performance. This month, Roy mentioned that the venues must accommodate 30-100 audience members, which is a change from their previous need to accommodate 100. This flexibility may allow some of the smaller JCLS branches to be considered as additional venues.

### **Administrative Services**

Director Kari May attended a regional meeting of LS&S Library Directors in California. She was able to meet with her peers at libraries in California and bring back ideas and information to share. Director May also attended her first Special Districts Association of Oregon (SDAO) Conference on February 7-10. Library Legislative Day was held at the Capitol in Salem on February 12. Assistant Director of Support Services Carey Hunt joined Director May to meet with legislators who were available. Ms. May testified in front of the General Government Committee on February 11, speaking on the benefits of the state funds to public libraries provided through the Ready to Read grant.

### **Support Services**

Assistant Director of Support Services, Carey Hunt, took advantage of ALA Midwinter hosted in Seattle in January. She spent the weekend there visiting our current vendors, learning processes, and reviewing new software options for JCLS Meeting Room and Events Management. She requested a trial of several products which might replace existing software. The goal is to streamline the management of these two library services to generate consistent statistical reports and make the reservation process go more smoothly.

### *Digital Services*

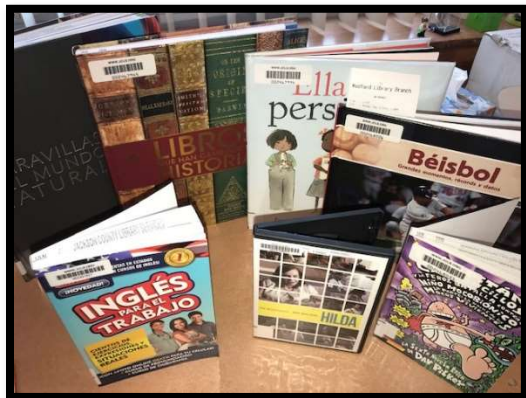


The Digital Services team welcomed their newest member, Laura Irwin. Laura has worked for JCLS in Eagle Point and Shady Cove and is excited to be assisting patrons with the technological questions. She has already moved into the cycle of the one-on-one appointments with patrons. Laura will also be the project manager for the White City Spark Space.

JCLS launched the first group of Kindles for the Reading Becomes Electric program. All of the Kindles are checked out and have a waiting list. The

second set of devices have purchased and should have them in circulation before the end of February, which will put us back on track for the Technology Plan timeline.

### *Collection Development*



Spanish materials are being added to the collection in all formats. Staff have begun gathering statistics on this collection separately to better monitor its success. Marketing in December sent an email blast to our Hoopla users (6,000 people) about Digitalia and other Spanish language resources. It had an open rate of 29.7% (which is above average for us) and a click rate of 2.6% (below average for us, but not unexpected given the niche). Further Marketing efforts to promote the Library's Spanish materials is underway. Staff met with a

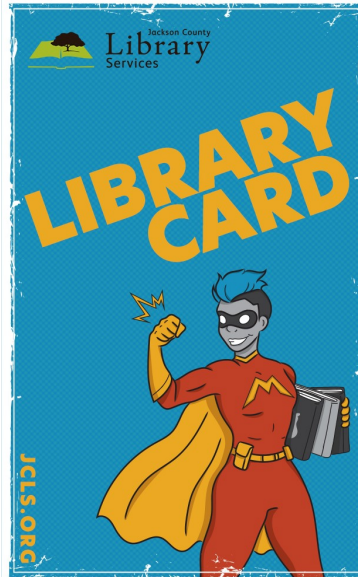
representative from Radio Medford last month, and a proposal was requested for on-air and/or digital advertising targeted at the LatinX community of Jackson County.

### *Booktalk Program*

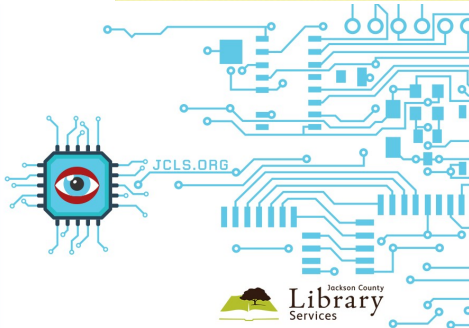
JCLS booktalker Anna Monders made presentations at three elementary schools in January, finishing up rescheduled and overflow classes from the Fall booktalk season. Her visits took her to Medford, White City, and Jacksonville. She has been reading dozens of middle grade titles and selecting the best ones to be featured in the Spring 2019 booktalk sessions for 4th-6th graders. She is creating brochures with these new titles, and beginning the creative work of crafting teasers about each book, always with one goal in mind: make kids desperate to come to the library and check out books. School visits will start back up again in late March and early April.

### *Marketing*

Several initiatives in the Marketing Plan, in its final stages of refinement, were implemented this month, such as building outreach kits and using social media to promote the library. Marketing support for Medford Comic Con is well under way. The new permanent logo was unveiled last month, and print materials are being designed. Several new library card have been designed and will be available soon.



COMPUTER ONLY



### Youth Services

Winter Reads saw a significant number (47% of total) of participants in their 20s and 30s this year, which speaks volumes about how we are beginning to reach our untapped demographics in the area. This was the first year that kids and teens could participate systemwide, as well as the adults, and they seemed to enjoy it. Staff will continue to tweak this program and build on the experiences from the past couple of years to strengthen this program.

## Outreach to Child Care

### Kaleidoscope Program



Outreach to Child Care staff members Nancy Peterson and Megan Pinder had a successful first day at the new Kaleidoscope Play & Learn sites. Susan Lynch of The Housing Authority of Jackson County has been very helpful by promoting the program to residents with mailings, phone calls and personal invites.

At The Concord in Medford, the mother of one of families commented, as her two sons played together, that the older brother does not usually play well with the younger brother, and she was glad the two were playing together. The older brother is in therapy to help with interactions and playing, and the Kaleidoscope Play & Learn group offers a similar experience.



At Anderson Vista in Talent, three families attended, with a total of five adults and five children. The children ranged in age from 17 months to first grade. The children enjoyed the water table, giant soft dinosaurs, Mega blocks, art, balls, and a bubble finale.

#### *Other Outreach Activities*

When Marne Kapule went to leave a home provider site, she heard some children arguing. When questioned, they explained they were playing "Marne." The argument was over who got to sit in the chair and be "Marne" and lead the storytime. The conversation went something like this: "I want to be Marne." "No, I want to be Marne!" "I want in the chair and be Marne." "There can be two Marnes!!"

On January 24, Outreach to Child Care staff members Nancy Peterson, Megan Pinder, and Marne Kapule, as well as Youth Services Coordinator Brystan Strong and Ashland Children's staff Rina Pryor and Lyn Heerema attended the Adverse Childhood Experiences (ACES) training presented by Peter Buckley of Southern Oregon Success. The presentation demonstrated why positive attachments and parenting in the early years of a child's life are so important. Mr. Buckley mentioned the importance of the Kaleidoscope programs offering a safe place for parents to play and interact with their children, and if the parents do not know how to play

with their child(ren) then it offers a safe place to learn the skills so necessary to early childhood development. Each person received a Certificate of Participation with 2.00 of PDU earned.

*Volunteer Services*

Volunteers are dedicated and support all of our branches year after year. Shown here are some excerpts from the monthly newsletter that Volunteer Coordinator, Jessica Arenas, creates and distributes to the volunteers.

February Anniversaries	
<b><u>One Year</u></b>	Roberta Kuegler (Jacksonville)
Angela Wheeler (Medford)	Leslie Hogue (Eagle Point)
Brandi Randall (Talent)	<b><u>Six Years</u></b>
Robin Niedermeyer (Central Point)	Charles Barnes (Ashland)
Hannah Niedermeyer (Central Point)	<b><u>Eight Years</u></b>
Kate Cook (Medford)	Cara Davis-Jacobsen (Medford)
Paul Carnigan (Ashland)	<b><u>Eleven Years</u></b>
<b><u>Two Years</u></b>	Chris Durham (Medford)
Annalee Love (Central Point)	Joan Reichert (Ashland)
Betsy McGuigan (Talent)	Sharron Lawson (Eagle Point)
Carol Schaefer (Medford)	Camille Korsmo (Medford)
<b><u>Three Years</u></b>	<b><u>Fourteen Years</u></b>
Judy Jordan (Ashland)	Shirley Baggione (Medford)
<b><u>Four Years</u></b>	<b><u>Sixteen Years</u></b>
June Mather (Ashland)	Marty Sherrard (Jacksonville)

**Welcome New Volunteers!**  
 Christine Skinner (Medford)  
 Steve Curry (Medford)  
 Ann Magill (Ashland)



## Regional Libraries Report

### *Medford Cluster*

Bob Welch, author of *The Wizard of Foz: Dick Fosbury's One-Man High Jump Revolution*, gave an engaging talk, bringing in over 30 people. He brought with him a high jump bar set at the 7'4" height that he cleared to win gold at the 1968 Olympic Games. The Library Design Squad, which reaches the tween demographic, had 11 participants in January's design. The Teen department created a new program called Random Fandom in September, that focuses on different Fandoms ("the state or condition of being a fan of someone or something" according to the Google dictionary) each month. In January teens looked at the comic worlds of Marvel vs. DC, and what that entails. The program continues to bring a community of teens together with a common interest.

A couple got married at the Medford Library in January. They had wanted a courthouse wedding, but courthouses aren't open on weekends. They were grateful to the library staff who helped them celebrate the occasion.



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

Friends of the Ashland Library held their annual board retreat. Branch Manager Kristin Anderson and Director May kicked off the meeting with a summary of last year's activities and a vision of where JCLS is going in 2019. The group is enthusiastic about the coming year. They are particularly excited about participating in a proposed lower level renovation project, proposed library collaborations with Oregon Shakespeare Festival & ScienceWorks, and the idea of

funding a knitting program that will provide hats for our homeless residents. The meeting was productive meeting with an enthusiastic group. Ashland is fortunate to have such an engaged friends group.

Ashland has received positive feedback on the bilingual children's programs and are working on finding creative ways to expand them. Children's library associate Nancy Tovar speaks both English and Spanish with high fluency, and parents appreciate her presence in the children's space and the enhanced programs her skills allow her to provide.

Central Point branch holds two weekly sessions of Toddlerobics. Recently, a young mother who is moving to the area stopped in to check out the local library and programs offered. Her arrival was perfectly timed to witness Toddlerobics in action. Her eyes welled with tears as she excitedly expressed her relief and enthusiasm for such a wonderful program being offered in her family's new hometown. She returned for the next session with her two young children in tow, and they all joyfully participated in the activity, then stayed to play in the Little Sparks area. The mother met other mothers of small children and checked out a big bag of books to read with her own.

The Talent Library reached a new, enthusiastic audience with its Strategic Board Game program that new library associate Erica Sanders planned and promoted. With just a month to prepare the staff had an amazing turn-out with 50 patrons aged 12 and up. This program will be held the first Saturday of each month. Erica has solicited donations from some leading board game manufacturers and is building quite of supply of strategy board games for patrons to play.

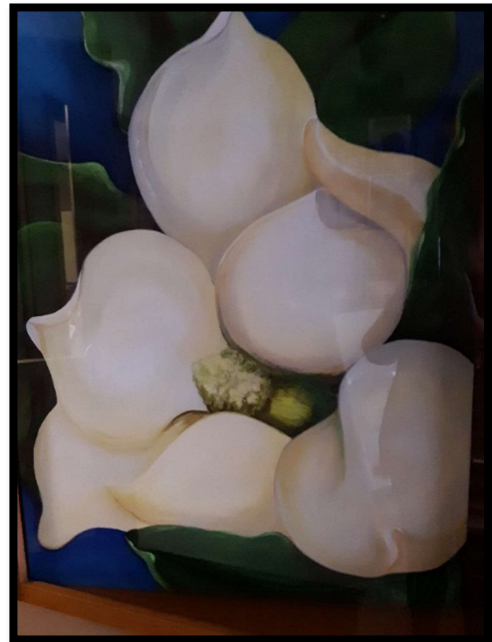


### *Lower Rogue Region (Rogue River, Applegate, Jacksonville, Ruch, Gold Hill)*

January was unusually busy at the Rogue River Library. The Babies & Wobblers and preschool storytimes with a craft, have steadily increased in participation. One young toddler, after storytime was over, headed straight for the stuffed animals, pulled out the same two frogs every week, found a rolling step stool, plunked the animals on top, and then proceeded to push them all around the children's area. Library Associate Becca has been leading a "learn to crochet" class on Thursday evenings. A new crafters group meets every other Saturday. They call themselves the Rogue Knitters, and their group is growing by leaps and bounds.



The Ruch Library held a wonderful luncheon the end of January for staff, library volunteers, Friends of the Ruch Library Board active members, and all the volunteers who are connected with the A-Frame Bookstore and book sale events. It was great way to get to know each other and meet the newcomers. Pioneer Day programs at Ruch Library exceeded expectations. Staff and volunteers provided twelve activities for all ages. Children and parents were engaged with making yarn dolls, braided rugs, button crafts, balancing acrobats, tin can stilts, as well spinning wool into yarn, making quill pens to use with blackberry ink, creating family trees, and learning how to make duck sounds by blowing on a blade of grass stretched tightly in their hands. Over 50 people participated and stayed for most of the two hours, and everyone left smiling. It was a great way to introduce a month-long celebration of Oregon's 160th Birthday.



Gold Hill has an amazing display of painted artwork in its display cases. The local artists attend a class each week in the library's community room. The Gold Hill Friends of the Library sponsored two programs this month: Journal Writing with Linda Barnes, and Bath Bombs with the library's own Lori Wilson. Book club was well attended with six attendees discussing *Radium Girls*, about the health hazards faced by the women who worked with Radium in the 1920s and 30s.

On January 5, the Friends of the Jacksonville Library hosted flutist Lisa Nichols and clarinetist Gwen Hitchings performing a fabulous duet. Over 70 adults and eight children enjoyed the fun hour of music.



Chinese New Year is a big event in Jacksonville each year. The display case hosted a wonderful exhibit with many photos and artifacts from digs in Jacksonville. This display includes much historical information and was beautifully put together by Southern Oregon University Archaeology Department's Chelsea Rose and one of her students.



**Quarterly  
Statistical  
Report**

**January  
2019 Q2**



Jackson County  
**Library**  
Services

## **JCLS Use Statistics**

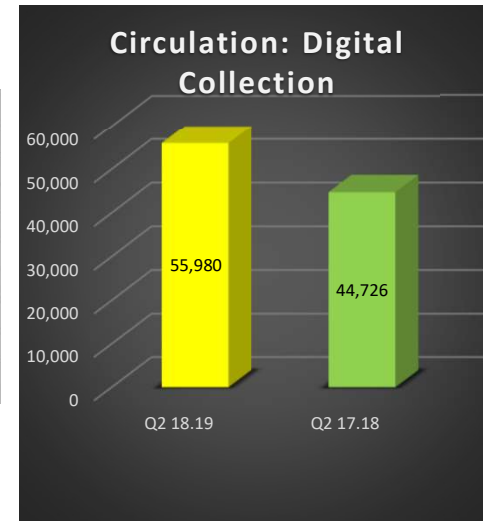
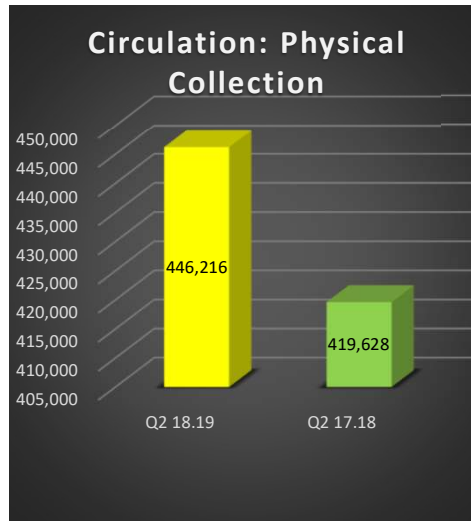
### **2<sup>nd</sup> Quarter Analysis, FY2018.19**

An overall view of the second quarter statistics for Jackson County Library Services shows upward movement on several metrics, including circulation, delivery of digital services, program attendance and patron registration. Door counts are up overall, with a few branches in decline over the same quarter last year, thus showing clearly the effects to be realized by focused efforts. Important to note is that overall Patron Registration shows a healthy upswing for the branches selected for emphasis in the 2-Year Plan, Medford and Central Point, 23% and 32% respectively. Other branches showing growing numbers in Patron Registration are Ashland, Jacksonville, Rogue River, Shady Cove, and Talent. White City and Phoenix (areas with large Latinx populations) are showing a 9% and 7% increase, respectively. More specifically, the statistics for the second quarter show the following:

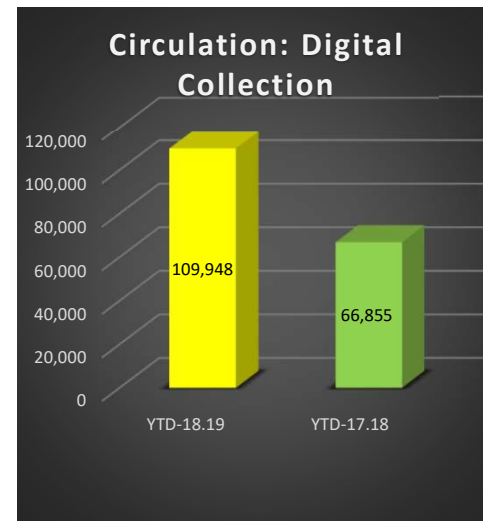
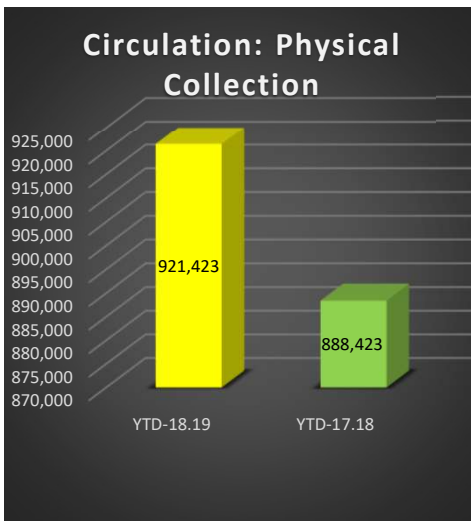
1. Circulation of physical materials increased from November to December by 6% and overall year to date over the same time last year by 4%. Circulation of digital materials increased from November to December by 25% and overall year to date over the same time last year by 64%.
2. Digital Services is a new metric added as it is a fairly new service and has become very popular. The Digital Services Team members take appointments via email or phone and schedule in branch one-on-one sessions with patrons. December's appointments and patrons served are up more than 30% over last month and year to date numbers have almost doubled from the same time last year (more than 90%).
3. Door counts are up by 1.5% from November to December. The report shows that counts are down by 2% from the same time last year, however it was noted that Medford's people counter was not working properly from August through October 2018. New processes are in place to allow branches to gather more accurate numbers and to monitor the people counters more effectively.
4. New Patron Registration is up by over 15% December from November. We are also adding the total number of active patrons (Last activity date 3 years to date) to monitor the progress of the 2-Year Plan to Increase Active Cardholders. We currently sit at 46%.
5. Outreach to Child Care story times and attendance have increased by 55% in December over the previous month and by 57% year to date over last year. Volunteer efforts have decrease, therefore staff efforts have increased to keep up with the demand.

# Physical vs Digital Circulation

Branch	Q2 18.19	Q2 17.18	Increase	
			Decrease	% of Change
Applegate	6,980	6,182	798	12.91%
Ashland	111,615	108,357	3,258	3.01%
Butte Falls	1,824	1,595	229	14.36%
Central Point	38,239	36,649	1,590	4.34%
Eagle Point	17,553	15,191	2,362	15.55%
Gold Hill	8,260	10,186	(1,926)	-18.91%
Jacksonville	16,833	15,708	1,125	7.16%
Medford	148,856	135,425	13,431	9.92%
Phoenix	13,861	12,744	1,117	8.76%
Prospect	3,846	4,757	(911)	-19.15%
Rogue River	23,424	20,692	2,732	13.20%
Ruch	8,524	8,240	284	3.45%
Shady Cove	7,451	6,941	510	7.35%
Talent	30,243	28,282	1,961	6.93%
White City	8,707	8,679	28	0.32%
<b>Total</b>	<b>446,216</b>	<b>419,628</b>	<b>26,588</b>	<b>6.34%</b>
Digital Content	55,980	44,726	11,254	25.16%



Branch	YTD-18.19	YTD-17.18	Increase	
			Decrease	% of Change
Applegate	14133	13262	871	7%
Ashland	226,217	220,474	5743	3%
Butte Falls	3,490	3,203	287	9%
Central Point	79,462	81,406	(1944)	-2%
Eagle Point	36,066	31,913	4153	13%
Gold Hill	16,528	20,557	(4029)	-20%
Jacksonville	34,515	33,496	1019	3%
Medford	313,931	292,813	21118	7%
Phoenix	27,904	27,245	659	2%
Prospect	8,224	10,297	(2073)	-20%
Rogue River	48,084	44,623	3461	8%
Ruch	16,070	16,659	(589)	-4%
Shady Cove	15,350	14,629	721	5%
Talent	61,772	58,342	3430	6%
White City	19,677	19,504	173	1%
<b>Total</b>	<b>921,423</b>	<b>888,423</b>	<b>33000</b>	<b>4%</b>
Digital Content	109,948	66,855	43093	64%



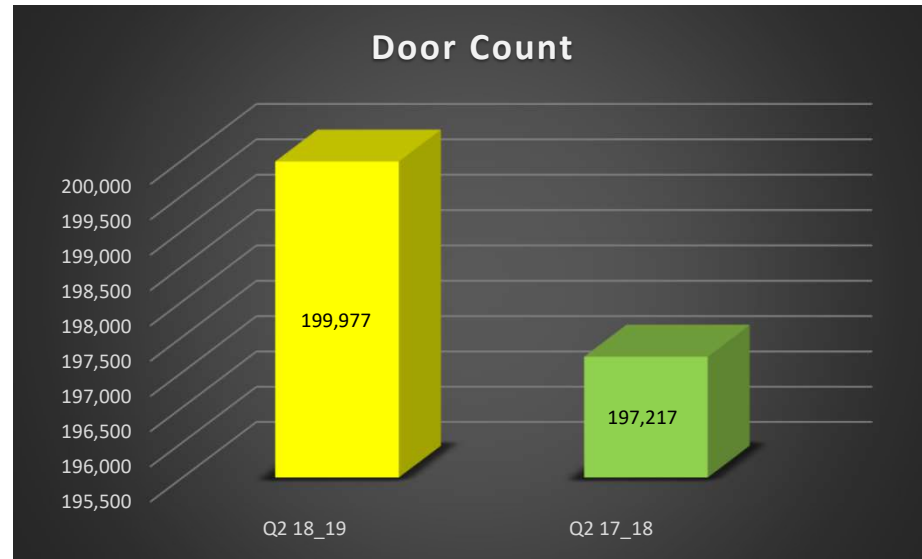
## Digital Services

Services	Q2 18.19	Q2 17.18	Increase Decrease	% of Change
Appointments	382	287	95	33%
Patrons Served	431	313	118	38%

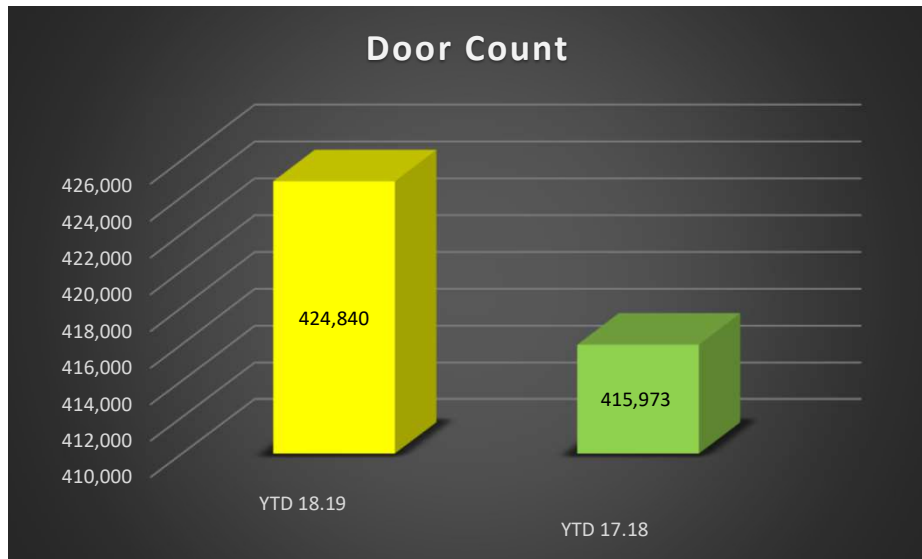
Services	YTD-18.19	YTD-17.18	Increase Decrease	% of Change
Appointments	822	427	395	93%
Patrons Served	957	487	470	97%

## Door Counts

Branch	Q2 18_19	Q2 17_18	Increase Decrease	% of Change
Applegate	4142	3085	1,058	34.28%
Ashland	46619	40752	5,867	14.40%
Butte Falls	1061	0	1,061	
Central Point	13794	15002	(1,208)	-8.05%
Eagle Point	8133	8892	(759)	-8.53%
Gold Hill	4,782	4687	95	2.03%
Jacksonville	7,600	7717	(117)	-1.51%
Medford	62,381	64089	(1,708)	-2.66%
Phoenix	7,390	8849	(1,460)	-16.49%
Prospect	1,289	1280	10	0.74%
Rogue River	10,762	13083	(2,321)	-17.74%
Ruch	5,631	5306	326	6.14%
Shady Cove	3,753	4299	(547)	-12.71%
Talent	16,595	15335	1,260	8.22%
White City	6,047	4844	1,203	24.84%
<b>TOTAL</b>	<b>199,977</b>	<b>197,217</b>	<b>2,760</b>	<b>1.40%</b>



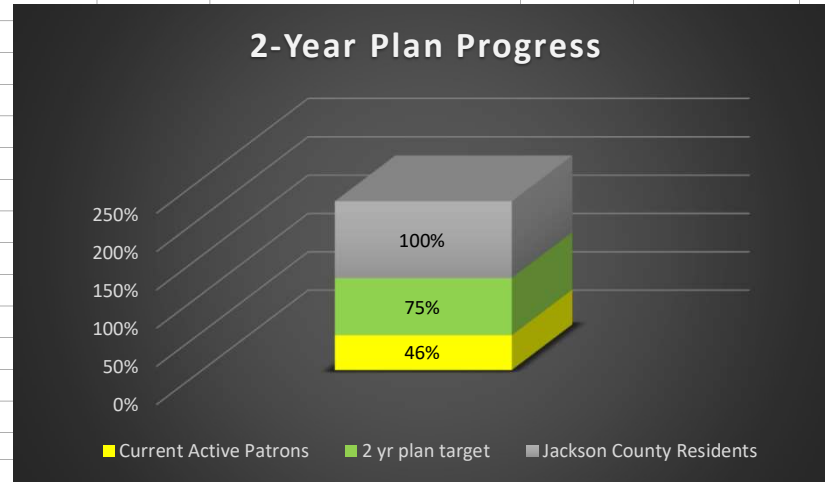
Branch	YTD 18.19	YTD 17.18	Increase Decrease	% of Change
Applegate	8308	6611	1697	26%
Ashland	90333	85742	4590	5%
Butte Falls	1947	0	1947	
Central Point	27456	28487	-1032	-4%
Eagle Point	17012	17862	-851	-5%
Gold Hill	9114	8666	448	5%
Jacksonville	15556	15851	-295	-2%
Medford	147917	145588	2329	2%
Phoenix	15192	17809	-2617	-15%
Prospect	2945	2775	170	6%
Rogue River	23657	25219	-1562	-6%
Ruch	10635	10159	476	5%
Shady Cove	7992	8501	-509	-6%
Talent	33128	32112	1017	3%
White City	13653	10594	3060	29%
<b>TOTAL</b>	<b>424,840</b>	<b>415,973</b>	<b>8,867</b>	<b>2%</b>



## New Patron Registrations

Branch	Q2 18_19	Q2 17_18	Increase Decrease	% of Change
Applegate	11	20	(9)	-45%
Ashland	376	350	26	7%
Butte Falls	0	2	(2)	-100%
Central Point	226	171	55	32%
Eagle Point	99	73	26	36%
Gold Hill	31	29	2	7%
Jacksonville	58	45	13	29%
Medford	749	609	140	23%
Phoenix	44	41	3	7%
Prospect	5	5	0	0%
Rogue River	82	71	11	15%
Ruch	36	42	(6)	-14%
Shady Cove	37	27	10	37%
Talent	80	63	17	27%
White City	47	43	4	9%
<b>TOTAL</b>	<b>1,881</b>	<b>1,591</b>	<b>290</b>	<b>18%</b>

<b>Current Active Patrons</b>	46%	97,907
<b>2 yr plan target</b>	75%	161,294
<b>Jackson County Residents</b>	100%	215,058



Branch	YTD 18.19	YTD 17.18	Increase Decrease	% of Change
Applegate	22	31	(9)	-29%
Ashland	858	762	96	13%
Butte Falls	7	7	0	0%
Central Point	413	358	55	15%
Eagle Point	234	188	46	24%
Gold Hill	62	65	(3)	-5%
Jacksonville	149	125	24	19%
Medford	1,714	1,377	337	24%
Phoenix	96	112	(16)	-14%
Prospect	15	20	(5)	-25%
Rogue River	192	152	40	26%
Ruch	102	76	26	34%
Shady Cove	70	63	7	11%
Talent	186	148	38	26%
White City	114	124	(10)	-8%
<b>TOTAL</b>	<b>4,234</b>	<b>3,608</b>	<b>626</b>	<b>17%</b>



## Programs by Age Group

Q2 # of Programs				
Period	Q2 18.19	Q2 17.18	Increase Decrease	% of Change
Adult	555	262	293	111.83%
Babies/Toddlers	261	185	76	41.08%
Children	514	174	340	195.40%
Teen	156	58	98	168.97%
<b>Total</b>	<b>1,486</b>	<b>679</b>	<b>807</b>	<b>118.85%</b>

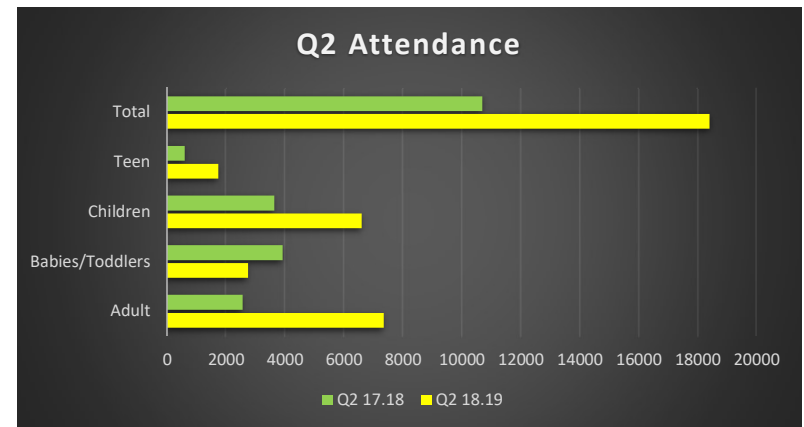
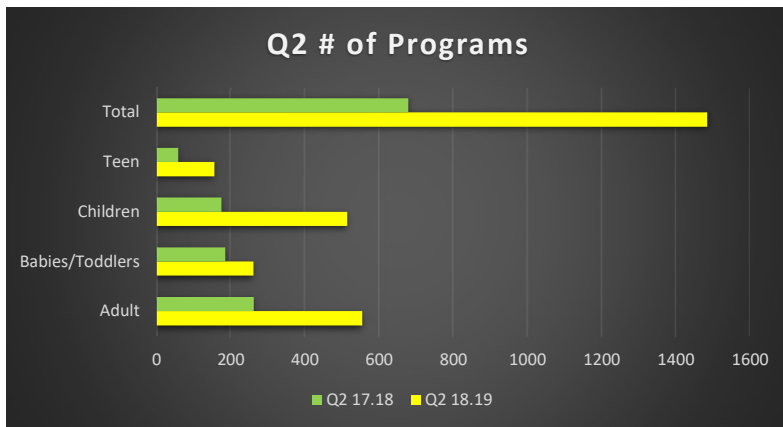
  

YTD # of Programs				
Period	YTD 18.19	YTD 17.18	Increase Decrease	% of Change
Adult	1545	521	1,024	196.55%
Babies/Toddlers	458	373	85	22.79%
Children	874	369	505	136.86%
Teen	256	120	136	113.33%
<b>Total</b>	<b>3,133</b>	<b>1,383</b>	<b>1,750</b>	<b>126.54%</b>

Q2 Attendance				
Period	Q2 18.19	Q2 17.18	Increase Decrease	% of Change
Adult	7348	2,557	4,791	187.37%
Babies/Toddlers	2734	3,917	(1,183)	-30.20%
Children	6606	3,626	2,980	82.18%
Teen	1732	592	1,140	192.57%
<b>Total</b>	<b>18,420</b>	<b>10,692</b>	<b>7,728</b>	<b>72.28%</b>

YTD Attendance				
Period	YTD 18.19	YTD 17.18	Increase Decrease	% of Change
Adult	19,979	5941	14,038	236.29%
Babies/Toddlers	5,197	7587	(2,390)	-31.50%
Children	11,857	7220	4,637	64.22%
Teen	2,332	1219	1,113	91.30%
<b>Total</b>	<b>39,365</b>	<b>21,967</b>	<b>17,398</b>	<b>79.20%</b>



## Meeting Room Usage

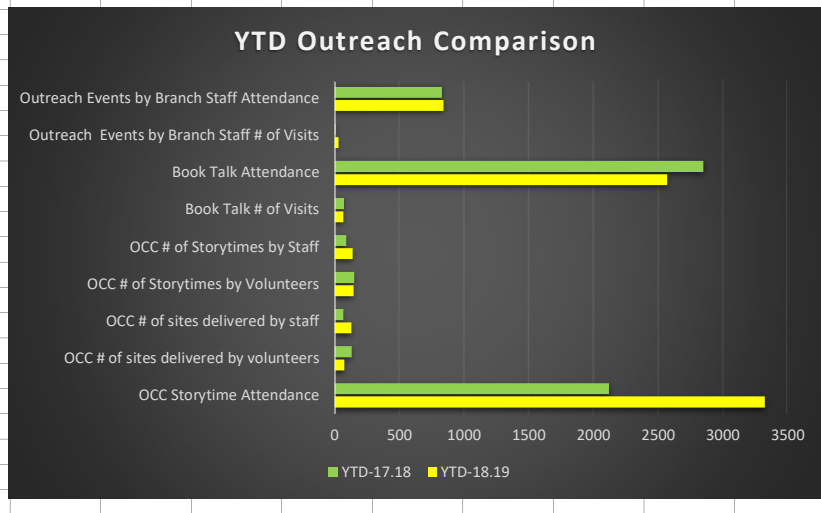
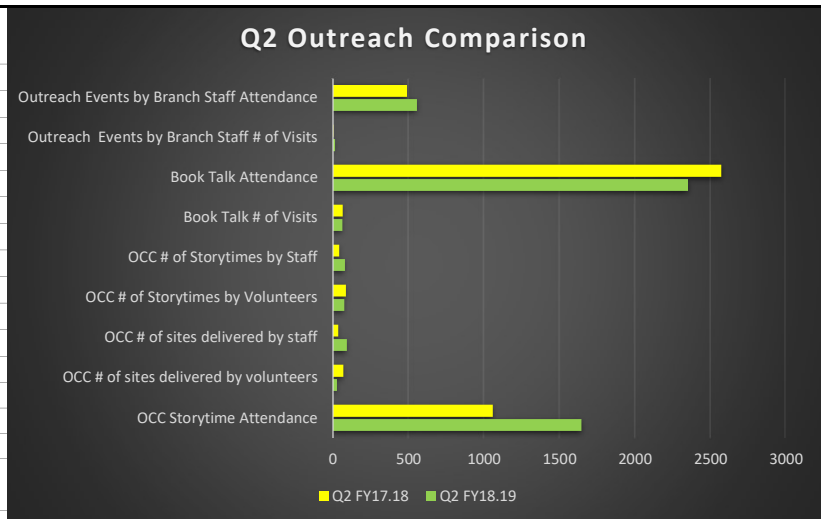
# of Meetings	Q2 18.19	Q2 17.18	Increase Decrease	% of Change
Applegate	29	63	(34)	-54%
Ashland	167	242	(75)	-31%
Butte Falls	0	0	0	0%
Central Point	249	228	21	9%
Eagle Point	23	15	8	53%
Gold Hill	78	31	47	152%
Jacksonville	60	77	(17)	-22%
Medford	191	264	(73)	-28%
Phoenix	75	86	(11)	-13%
Prospect	1	0	1	0%
Rogue River	55	36	19	53%
Ruch	69	70	(1)	-1%
Shady Cove	24	69	(45)	-65%
Talent	223	133	90	68%
White City	28	14	14	100%
<b>TOTALS</b>	<b>1272</b>	<b>1328</b>	<b>(56)</b>	<b>-4%</b>

# of Attendees	YTD-18.19	YTD-17.18	Increase Decrease	% of Change
Applegate	89	113	(24)	-21%
Ashland	379	411	(32)	-8%
Butte Falls	0	0	0	0%
Central Point	225	368	(143)	-39%
Eagle Point	47	26	21	81%
Gold Hill	139	57	82	144%
Jacksonville	186	156	30	19%
Medford	468	507	(39)	-8%
Phoenix	158	114	44	39%
Prospect	3	0	3	0%
Rogue River	102	90	12	13%
Ruch	122	125	(3)	-2%
Shady Cove	54	77	(23)	-30%
Talent	402	274	128	47%
White City	46	23	23	100%
<b>TOTALS</b>	<b>2420</b>	<b>2341</b>	<b>79</b>	<b>3%</b>

# Outreach

Type of Outreach Q2 Comparison	Q2 FY18.19	Q2 FY17.18	Increase Decrease	% of Change
OCC Storytime Attendance	1649	1061	588	55%
OCC # of sites delivered by volunteers	25	69	(44)	-64%
OCC # of sites delivered by staff	92	34	58	171%
OCC # of Storytimes by Volunteers	75	85	(10)	-12%
OCC # of Storytimes by Staff	78	42	36	86%
Book Talk # of Visits	62	65	(3)	-5%
Book Talk Attendance	2356	2577	(221)	-9%
Outreach Events by Branch Staff # of Visits	12	2	10	500%
Outreach Events by Branch Staff Attendance	557	490	67	14%

Type of Outreach YTD Comparison	YTD- 18.19	YTD- 17.18	Increase Decrease	% of Change
OCC Storytime Attendance	3332	2125	1207	57%
OCC # of sites delivered by volunteers	76	132	(56)	-42%
OCC # of sites delivered by staff	131	67	64	96%
OCC # of Storytimes by Volunteers	146	150	(4)	-3%
OCC # of Storytimes by Staff	140	89	51	57%
Book Talk # of Visits	68	72	(4)	-6%
Book Talk Attendance	2576	2856	(280)	-10%
Outreach Events by Branch Staff # of Visits	30	8	22	275%
Outreach Events by Branch Staff Attendance	844	832	12	1%





## ***Southern Oregon Historical Society Library Quarterly Report***

**October - December, 2018**

### **STAFFING**

Pat Harper and Kira Lesley worked additional hours during the final quarter to assure that Kira is well prepared to assume the position of Archivist in January.

### **PROGRAMS**

Ben Truwe, one of southern Oregon's most active and knowledgeable historians, and an SOHS Board Member, initiated Pub Talks on the first Tuesday of each month in order to appeal to new audiences. The November talk, given by Mark Tveskov, and December talk by Chelsea Rose, were very successful, and the series will begin again in February, 2019.

### **SELECTED NEW ACCESSIONS**

- 2018.7 Photos and documents related to the Gore family
- 2018.8 Medford city photos taken prior to 1958 (30 are identified)
- 2018.15 Panoramic photos of "Manor Hill" prior to construction of The Manor, in Medford. Also includes 1906 photo of "First Annual Shoot 'Pacific Indians', Medford Sep 6-8, 1909"

## ***Southern Oregon Historical Society Library Third Quarter Report, 2018***

### **PROJECTS**

- New SOHS Library brochures were produced, sent to Jackson County Library District branch libraries, distributed at the December pub talk, and made available at the SOHS Library.
- Doug Smith, a former SOHS employee, is now a volunteer who does scanning. He is also evaluating SOHS's scanning processes and determining if additional equipment would be beneficial.
- The Southern Oregon Historical Society Essay Contest for 2018/19 was announced. Flyers were distributed to all Jackson County schools and the public libraries.

## ***Southern Oregon Historical Society Library Quarterly Report***

- SOHS has finally replaced its Windows XP computers in the Library and collections. Pat Harper has purchased and set up three new computers and upgraded 4 additional workstations.
- SOHS held a meeting in the Medford Library for local historians. Those who attended did not commit to having regular meetings. Some were interested, so another session will be held in Spring, 2019. The group did favor a private online forum that they could use to communicate with one another. The forum has been set up on the sohs.org website and only invited members may participate.

### **PLANS FOR OUTREACH**

- SOHS Library is planning classes as a form of outreach to the public. They will be held in the SOHS Library, but dates and topics have not been finalized yet.
- The SOHS Board is continuing to solicit public opinion in 2019 to assure that its future planning is based on community interests and needs. The Strategic Plan will be completed by March, 2019.

## SOHS Library Quarterly Statistics, October - December 2018

	On-site Research Visits			Online Requests	E-MAILS	PHONE	LETTERS	Visitors, no research	
	SOHS members	Jackson County residents	Others						
1st Quarter	51	66	7	9	63	49	1	68	314
2nd Quarter	41	68	13	4	54	49	2	76	307
3rd Quarter	31	64	13	4	53	70	0	96	331
October	7	17	12	1	18	17		42	
November	6	45	2		15	10		54	
December	9	17	7	1	16	26		22	
4th Quarter	22	79	21	17	44	43	0	118	344
Annual	167	356	75	51	263	274	3	476	1296

Volunteer hours in SOHS Library, 10/1/18-12/31/18: 663

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

	Unique visitors	Number of visits	Pages	Hits	
Jan-18	7,511	12,638	30,977	203,286	Number of web pages added, October - December: 12157
Feb-18	6,491	11,330	41,664	190,853	
Mar-18	9,069	21,334	81,954	229,787	
Apr-18	4,234	8,801	24,253	164,001	Number of photos scanned, October - December: 70
May-18	4,750	9,548	35,063	160,539	
Jun-18	6,063	10,557	67,765	186,979	
Jul-18	6,481	11,895	68,827	198,324	
Aug-18	6,210	11,906	50,767	222,403	
Sep-18	4,830	10,455	43,099	221,162	
Oct-18	4,780	10,876	93,000	256,252	
Nov-18	3,956	8,757	124,272	230,552	
Dec-18	3,870	8,620	154,731	288,313	
TOTAL	68,245	136,717	816,372	2,552,451	

### 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
Jul-18	2,047	3,600	6,507	19,838
Aug-18	3,213	4,952	8,830	22,815
Sep-18	2,277	3,892	7,684	21,954
Oct-18	2,133	3,819	11,312	23,452
Nov-18	2,299	4,265	15,638	28,892
Dec-18	2,142	4,284	15,679	28,922
Total	26,080	43,183	107,669	255,555

# Jackson County Library FOUNDATION

## Foundation Report February 2019

### 1. Annual Appeal Update

**Total Contributions Received: \$15,484.75** (Goal was \$8,000)  
Unrestricted Contributions: \$11,658.25  
Contributions Restricted to Programs or Branches: \$3,826.50  
**Total Donors: 138**

### 2. Donor Stewardship

**50 Welcome Packets** mailed to first time donors who responded to the Annual Appeal.  
**“Thank You” email newsletter** sent out to all subscribers.  
**Outline for Spring 2019 Print Newsletter** approved by Director May.

### 3. Office Administration

**Fund Balances** as of January 15<sup>th</sup> communicated to all managers and administration  
**Data Security Procedures** established and implemented  
**All administrative tasks** are up to date as of February 7<sup>th</sup>  
**Foundation Office** is currently staffed 20 hours per week by Elisabeth Campbell



### 4. Notice of Bequest – Alice F. Saunders

The Foundation has received notice of a residual bequest for the benefit of the Medford Library from the estate of Alice F. Saunders. Amount is estimated to be **\$112,000** (8% of 1.4 Million) and distribution should occur in 2019. Ms. Saunders was a retired local music teacher, a member of the Rogue Valley Symphony, and a champion orchid grower.

### 5. Executive Director Search Committee

A search committee has been formed and has developed a job description. Four different operational plans are being considered for the interim until a new Executive Director is hired. The full Board will vote on which plan will be implemented.

February 14, 2019

**Title:** JCLS Staff Compensation

**From:** Lisa Marston, District Administrator

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**Recommendation:**

The District Administrator recommends the following actions be taken by the Board at its March 14, 2019 regular Board meeting:

1. Accept new pay ranges by job classification for JCLS staff as recommended by LS&S (see attached memo);
2. Authorize LS&S to increase JCLS staff salaries immediately to ensure all LS&S employees are placed at the minimum of the new pay ranges (see Option 1 in the attached memo); and,
3. Authorize LS&S to begin a phased implementation of Option 2 (see attached memo), with details to be discussed at the March 14, 2019 regular Board meeting.

**Budget Impacts:**

Funds allocated in the District's FY 18/19 Adopted Budget would be used to pay for increases in JCLS staff compensation that are implemented during the current fiscal year. To fund increased compensation in the next fiscal year, funds would need to be allocated for that purpose in the District's FY 19/20 budget. Recent efforts by LS&S to comply with Oregon's minimum wage and pay equity laws have likely impacted the pay ranges and costs initially provided in the attached memo. LS&S has been asked to provide updated figures so the Board can discuss the latest pay ranges and Option 1/Option 2 cost estimates at the March 14, 2019 regular Board meeting.

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

Recruiting and retaining highly qualified staff helps to ensure that staff are successful in carrying out the District's strategic plan and other strategic initiatives. Furthermore, increasing JCLS staff compensation was identified as a top Board priority during the Board's annual planning session in July 2018.

**Community Impacts:**

JCLS staff are responsible for delivering outstanding library services and programs to patrons, while helping the community take full advantage of all that Jackson County public libraries have to offer. Given the mission-critical role that employees play, ensuring JCLS staff are compensated competitively in today's tight labor market has positive social and economic impacts on the community.

**Background and Additional Information:**

The District Administrator and Directors Prokop and Turner are arranging a meeting with LS&S COO/CFO, Todd Frager, to hear LS&S's recommendations and to discuss the implementation of the JCLS Staff Compensation Proposal.

**Attachments:**

1. JCLS Staff Compensation Proposal dated June 12, 2018.



June 12, 2018

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

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

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

Discussion

Options for Board Consideration:

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

**Recommendation:**

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

**Resource Requirements:**

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

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

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

**Background and Additional Information:**

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

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

**Attachments:**

LS&amp;S OR Libraries Pay Ranges by Classification

LS&S Pay Ranges by Classification - Oregon  
Libraries

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

**Jackson County Library District  
FY 2019–2020 Budget Calendar**

Dates

Appoint budget officer .....	February 14
Adopt budget calendar.....	February 14
Hold Board/Budget Committee work session.....	March 1
Publish notice of 1 <sup>st</sup> and 2 <sup>nd</sup> BC meetings on District Website .....	April 3-April 23*
Publish notice of 1 <sup>st</sup> and 2 <sup>nd</sup> BC meetings in <i>Mail Tribune</i> .....	April 3-April 28*
Budget Committee meets (receives budget message and proposed budget) .....	May 3
Budget Committee meets again (if needed).....	May 10
Publish notice of budget hearing on District website.....	May 23-June 3
Public notice of budget hearing in <i>Mail Tribune</i> .....	May 23-June 8
Hold budget hearing at Board’s regular June meeting .....	June 13
Enact resolutions to adopt budget, make appropriations, etc.....	June 13
Submit tax certification documents.....	by July 15
Send copy of all budget documents to county clerk.....	by September 30

\*Public notice of all budget committee meetings and the budget hearing shall be printed once in the *Mail Tribune* 5 to 30 days prior to the meetings. Additional public notice will be posted on the District’s website at least 10 days prior to the meetings.

Note: All budget committee meetings will begin at 3:00 p.m. in the Adams Meeting Room at the Medford Library.

*Prepared on February 4, 2019*

**AMENDMENT #1 TO THE AGREEMENT BETWEEN THE JACKSON COUNTY LIBRARY DISTRICT  
AND THE SOUTHERN OREGON HISTORICAL SOCIETY**

1. This is Amendment No. 1 to the Agreement dated February 26, 2018, between the Jackson County Library District ("District") and the Southern Oregon Historical Society ("SOHS").
  
2. The purpose of this Amendment is to extend the Agreement through the end of the District's 2018/2019 fiscal year, thereby making the term of the Agreement consistent with the District's fiscal budget year, which runs from July 1 to June 30.
  
3. The Agreement is hereby amended as follows:

**Section 2, DURATION, is hereby replaced in its entirety with the following:**

2. **DURATION.** Except for earlier termination as provided herein, the term of this Agreement commences upon approval and execution by both JCLD and SOHS and terminates ~~one year from the Effective Date~~ on June 30, 2019, unless extended in writing as provided for herein. JCLD may extend this Agreement by notifying SOHS in writing that it intends to extend the Agreement. The extension shall be effective upon written consent by SOHS to the extension under terms and conditions mutually agreeable to the Parties.

Except as expressly amended above, all other terms and conditions of the original Agreement are still in full force and effect.

\_\_\_\_\_  
Susan Kiefer                                      Date  
Board President  
Jackson County Library District

\_\_\_\_\_  
Douglas M. McGearly                                      Date  
President  
Southern Oregon Historical Society

Approved as to legal sufficiency:

  
\_\_\_\_\_  
Jacquelyn Bunick, Legal Counsel

February 14<sup>th</sup>, 2019

**Title:** Staffing Needs Proposals

**From:** Kari May, Director

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**Summary:**

The following document explores the impact of the Two-Year Plan to Increase Active Cardholders and assesses staffing needs to keep customer service and basic tasks at their current level while allowing management, branch, and other staff to engage in the additional planning, analysis, oversight, and outreach needed to keep the ambitious 2-year plan on track. In most cases this means adding staffing so that employees with the background and system knowledge to carry out these specialized tasks can be freed up.

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

Review and discuss the document. Give feedback to Director May so that she can bring a final proposal to the Board for approval.

**Recommendation:**

It is recommended that the Board approve this initiative at the March JCLD Board Meeting

**Resource Requirements:**

The total proposed hours increase across JCLS would be 200 additional staff hours. The proposed budget is \$353,254 for total compensation, including the Business Librarian position, which was already approved at \$65,000.

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

This initiative assists in meeting the goals of the 2-Year Plan to Increase Active Cardholders.

**Background and Additional Information:**

In September 2018, the Jackson County Library District Board approved the 2-year Active Cardholder Plan with 42 initiatives to radically increase the number of Jackson County residents who have library cards and are actively engaged in using the Library. While the plan projected specific staffing, collection, and other areas needing funding, also included was a range of initiatives with no additional cost, but a provision in initiative 8(a) to reassess the impact on staffing of adopting the initiatives in full.

**Attachments:**

Proposal document.

## **JCLS Staffing Analysis Related to the 2-Year Plan to Increase Active Cardholders**

### **Tactic 8(a)**

In September 2018, the Jackson County Library District Board approved the 2-year Plan to Increase Active Cardholders (the Plan) with 42 initiatives to radically increase the number of Jackson County residents who have library cards and are actively engaged in using the Library. While the Plan projected specific staff, collection, and other areas needing additional funding, also included was a range of initiatives with no projected additional costs, but with the provision in initiative 8(a) to assess the impact on staffing once JCLS started implementing the Plan.

The following document explores the impact and assesses staffing needs to keep customer service and basic tasks at their current level while allowing management, branch, and other staff to engage in the additional planning, analysis, oversight, and outreach needed to keep the Plan on track. In some cases, this means adding staffing so that employees with the background and system knowledge to carry out these specialized tasks can be freed up.

After an analysis of current staffing levels, staff schedules at each branch and department, and speaking with key supervisors, the following recommended changes to staff levels in Jackson County are necessary to maintain the current level of service and to be successful attaining the goals outlined in the Plan. The positions proposed are related to the positive success of the 2-Year Active Cardholder and Technology Plan, and as such, we recommend these positions be funded through the monies set aside for the Strategic Plan.

### **Branch Operations - Ashland**

1 x 40 Librarian I  
1 x 40 Library Associate 2

Total proposed: 80 hours

In the summer of 2018, LS&S added a significant number of staff hours for branches throughout JCLS which allowed for additional coverage, local programming, and outreach. However, the demands of the Plan require JCLS to pull management- and supervisor-level staff from their regular responsibilities to help plan and implement the tactics outlined in the 2-year plan. Much of the staff impacted is located at the Medford and Ashland Branches.

We recommend an addition of 40 hours weekly to Librarian staff and an additional 40 hours at the LA2 level to provide the support necessary to execute the Plan. Currently, in order for Ashland staff to participate on system wide committees, substitute hours are required; additional hours for regular staff would give the Ashland branch greater flexibility to participate and provide their expertise on the Plan. The Ashland Library had a 77% cardholder rate at the beginning of FY18/19, and therefore we value their input on system-wide committees to share any insights and methods they feel have helped them achieve such a high penetration rate.

## Support Services

### 2 x 40 hour Digital Services Associate

Our Digital Services team has had a positive impact in the communities we serve, and demand for appointments continues to increase. In the first two quarters of this fiscal year, the digital services team saw an increase of 97% of patrons served and a 93% increase in the number of appointments scheduled. In order to meet growing demand for technical training for the public, we need a Digital Services Associate in each region. In addition to the one-on-one appointments, these new positions would assist with outreach events, staff training, and potentially allow JCLS to add computer classes in the future. Recruitment for bilingual staff would be emphasized.

### 2 x 40 hour Library Associate 3 in Outreach

In the Outreach Department, an additional full time staff person would be cross-trained to work in both Outreach to Homebound and Outreach to Child Care. This position would also help represent the library at community events and increase outreach to the schools, serving as a back-up to the current book talker. The second outreach associate would serve as a liaison to the school districts to implement the student cards in the second year of the Plan.

### Business Outreach Librarian

#### 1 x 40 hour Librarian

Please note that this additional position was already approved for funding by the Board. Since one of the focal areas of the Plan is the Business communities in Medford and Central Point, a Business Outreach Librarian position has been proposed and approved by the Board. The position is under recruitment. The Business Librarian will curate the business database collection, build a physical business collection, schedule appointments with local business owners, and attend business-focused events in Medford and Central Point.

Total Proposed: 200 hours

## Summary of Request

**Total Cost: \$353,234 annually**

Position	Hours	Location	Potential Start Date
Librarian 1 (Reference)	40	Ashland	4/16/19
Library Associate 2	40	Ashland	4/16/19
Digital Services Associate	40	Support Services	4/16/19
Digital Services Associate	40	Support Services	7/1/19
Library Associate 3	40	Outreach	4/16/19
Library Associate 3	40	Outreach	8/1/19
Librarian 1 (Business)	40	Support Services	4/1/19

February 14, 2019

**Title:** Public Meetings Policy

**From:** Lisa Marston, District Administrator

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**Recommendation:**

The District Administrator recommends that the Board approve the Public Meetings Policy.

**Budget Impacts:**

None.

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

This policy supports the District’s core value of *Accessibility* through which we champion free and open access to ideas, information and content. Ensuring that Board members and District staff understand and comply with Oregon public meetings law also supports the District’s values of *Respect, Integrity and Collaboration*.

**Community Impacts:**

Oregon’s public meetings law requires that public meetings of governing bodies be open to the public. By following Oregon public meetings law, the District is supporting the law’s intent—to provide the public with transparency in governmental decision making and to make meetings accessible to those wishing to attend. Transparency and accessibility positively impact the community.

**Background and Additional Information:**

Special Districts Association of Oregon (SDAO) recommends that all Oregon Special Districts have a Public Meetings Policy.

**Attachments:**

- 1. Public Meetings Policy





<b>Policy 1-6</b>	<b>Public Meetings</b>	<b>Created: 2/4/2019</b> <b>Approved:</b>
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**I. Purpose**

In accordance with Oregon statutory policy, as expressed in ORS 192.620, the Oregon form of government requires an informed public aware of the deliberations and decisions of governing bodies and the information upon which such decisions were made. It is the intent of the public meetings law that decisions of governing bodies be arrived at openly.

This policy applies to all meetings of the Board of Directors of the Jackson County Library District and to any meetings of committees or advisory groups appointed by the Board, if such committees or advisory groups normally have a quorum requirement, take votes, and form recommendations as a body for presentation to the Board of Directors.

**II. Public Meetings Law**

All Board meetings and work sessions shall be conducted in accordance with the Oregon Public Meetings Law. (ORS 192.630)

1. All meetings of the Board shall be open to the public except as otherwise provided by Oregon Public Meetings Law.
2. Every regular meeting and will include opportunity for public comment. Public comment and public hearing testimony will follow these guidelines:
  - a. Every person desiring to speak will first address the presiding officer and, upon recognition, will give his or her name and address. When giving testimony during a public hearing, individuals will confine their comments to the issue under consideration.
  - b. The regular Board meeting agenda will provide an opportunity for public comments on items that will not be the subject of a public hearing. This portion of the meeting will be restricted to no more than twenty minutes, unless extended by the presiding officer.
  - c. Speaker's comments will be limited to three (3) minutes. This time limit may be extended or reduced for each speaker or each subject at the discretion of the presiding officer.
  - d. Speakers should not repeat their own or other's prior statements.

- e. Each comment should provide new information not previously considered by the Board to that individual's knowledge.
- f. All questions and discussion by members of the audience will be directed to the presiding officer. Direct discussion between members of the audience and Board members or employees is permitted only at the discretion of the presiding officer.
- g. Any member of the public attending a Board Meeting may be required to leave for any conduct deemed disorderly by the Board, including the failure to present comments or testimony in a manner courteous to the Board, its staff, and members of the audience. Before any person is requested to leave a Board Meeting for disorderly conduct, that person will be given a warning by the presiding officer to cease the conduct.
- h. At the discretion of the Board President, members of the public may be required to sign-up to comment or testify, prior to the beginning of the meeting. Such sign-up may be required when controversial issues will be discussed, or when many individual speakers are anticipated.

### **III. Regular Meetings**

Regular meetings of the Board shall be held monthly on a regularly scheduled day of the month. The day and time shall be set by motion annually during the regular meeting in July. The Board may cancel or reschedule the date or dates of regular meetings as it deems fit, subject to the notice provisions of the Oregon Revised Statutes.

### **IV. Study sessions**

- a. Study sessions of the Board may be called by the President or by three Board members.
- b. Subjects discussed at a study session shall be limited to the agenda items for the work session.
- c. Final decisions shall not be made at a study session.
- d. A study session may be held in conjunction with a regular meeting or a special meeting. Final action may be taken at a regular or special meeting held in conjunction with a study session or at the next regular or special meeting.

### **V. Special meetings**

Special meetings may be held at the request of the President or any three members of the Board. If the President is absent from the District, special board meetings may be held at the request of the Vice-President. No special meeting shall be held upon less than twenty-four hours public notice.

## **VI. Emergency meetings**

Emergency meetings may be held at the request of persons entitled to call special meetings upon less than twenty-four hours' notice in cases of emergency. An emergency exists where there are objective circumstances that create a real and substantial risk of harm to the District if action is delayed. The caller(s) of the meeting shall state the reasons for calling it and why it could not be delayed. The Board shall then determine if the reasons are sufficient to hold an emergency meeting and the minutes for such a meeting shall describe the emergency justifying less than 24 hours' notice. Only business related directly to the emergency shall be conducted at an emergency meeting.

## **VII. Executive sessions**

- a. Shall be held in accordance with Oregon Public Meetings Law. (ORS 192.630)
- b. The applicable statute allowing an executive session must be referenced prior to the meeting.
- c. The Board shall not make any final decisions during executive session.
- d. Board members, staff, media representatives, and other persons present shall not discuss or disclose executive session proceedings outside of the executive session without prior authorization of the Board as a whole.

## **VIII. Location**

All Board meetings shall be held within the geographic boundaries of the District, except for training sessions held without any deliberative action.

## **IX. Quorum**

A majority of the Board (3 members) shall constitute a quorum.

## **X. Agenda**

The agenda shall be set by the Board President in consultation with Board members, the District Administrator, and the Library Director. Meetings should generally be limited to published agenda topics, and although by agreement of a majority of Board members, additional topics may be added to the agenda. Action on newly added topics may not be possible due to notice requirements of Public Meetings Law. Agenda items should focus on mission, policy issues, and legally required actions.

## **XI. Notice**

Notice of the time, place, and principal agenda topics shall be given for all meetings as soon as is feasible. Notices shall be sent to Board members, local media, persons who have requested notice in writing, and any persons who the District knows may have a special interest in a particular action, unless such notification would be unduly burdensome or expensive. The agenda shall also be posted at all District library branches and on the District Board or library website. Notice for meetings to be held in executive session shall be given in the same manner as notice for other meetings set forth above, except that the notice need only indicate the general subject matter to be considered at the executive session and the statutory basis for convening an executive session.

## **XII. Accessibility**

- a. No meeting shall be held in any place where discrimination on the basis of race, creed, color, sex, age, national origin, or disability is practiced. All meetings shall be held in places accessible to the handicapped.
- b. The District shall provide, upon request, interpreters for the hearing impaired as provided for by Oregon Public Meetings Law.

## **XIII. Minutes**

Minutes must be kept of all Board meetings and meetings of Board-appointed committees of three or more Board members. Minutes shall include a list of present Board members, all motions, proposals, resolutions, orders, ordinances, and measures proposed and their disposition, results of all votes, including the vote of each member, and the substance of any discussion on any matter. Minutes for executive sessions shall be kept and retained separately. Minutes will be published after Board approval.

## **XIV. Planning session**

The Board will undertake an annual planning session.

## **XV. Virtual participation**

Members may participate in meetings via teleconference, videoconference, web conference, or other technologies allowing synchronous communication among members. Notice and opportunity for public access shall be provided when meetings are conducted by electronic means.

## **XVI. Parliamentary Authority**

The latest edition of Robert's Rules of Order Newly Revised shall govern the Board in all cases in which they are applicable and in which they are not inconsistent with the Oregon Revised Statutes, this policy, and any special rules of order the Board may adopt. The more informal Procedures for Small Boards excerpted from Robert's Rules may be followed at the discretion of the Board.

February 14, 2019

**Title:** Board Member Orientation Policy

**From:** Lisa Marston, District Administrator

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**Recommendation:**

The District Administrator recommends that the Board approve the Board Member Orientation Policy.

**Budget Impacts:**

None.

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

Elected boards provide the ultimate governance and guidance of an organization, and a formal orientation for new Board members helps support the success of both the individual and the Board as a whole. Building a strong, capable board, one that will ensure that the mission of the Library District is honored in word and deed, requires deliberate care and attention. A formal orientation of new Board members also supports the District’s value of *Integrity* by providing new Board members with the tools and information needed to be responsible, honest stewards of public resources and trust.

**Community Impacts:**

The community is served by the Library District, which is governed by a Board of Directors; therefore, taking steps to build a knowledgeable, responsible and engaged Board of Directors has a positive impact on the community.

**Background and Additional Information:**

Special Districts Association of Oregon (SDAO) recommends that all Oregon Special Districts have a Board Member Orientation Policy.

**Attachments:**

- 1. Board Member Orientation Policy



<b>Policy 1-5</b>	<b>Board Member Orientation</b>	<b>Created: 2/4/2019</b> <b>Approved:</b>
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**I. Purpose**

The purpose of this policy is to outline the orientation process for newly elected or appointed members of the Jackson County Library District Board.

**II. Cooperation with Board Candidates**

The Board, through its staff, shall cooperate impartially with candidates for the Board and provide them with information about Board policies, administrative regulations, and other aspects of the operation of the District.

**III. Orienting New Board Members**

The Board and its staff shall assist each new member-elect and appointee to understand the Board's role, functions, policies, and procedures before he/she takes office. The following methods shall be employed:

- a. New members shall be invited to attend and participate in public Board meetings prior to being sworn in.
- b. The District Administrator shall provide material pertinent to District meetings and respond to questions regarding such material.
- c. New members shall be invited to meet with the District Administrator, Library Director, and other District personnel to discuss the services each performs for the District.
- d. The District Administrator shall provide each new Board member with the following, either in print or digital format:
  - Board list with contact information.
  - Meeting and event calendar for the year.
  - A summary of current Board committees and ad hoc task forces (e.g., committee charters, member names and contact info).

- An updated copy of the District's policies and procedures.
- A copy of the Strategic Plan—including the District's vision, mission, values, goals, objectives, and outcomes.
- A copy of the District's formation documents.
- A copy of ORS Chapter 198 (power and authority of Oregon special Districts) and ORS Chapter 357 (principal act governing Oregon library Districts).
- A copy of the *Special Districts Association of Oregon (SDAO) Special District Board Member Handbook* (summarizes Oregon's Ethics Laws and Public Meetings Laws).
- A copy of the *Local Budgeting in Oregon* supplement to the Local Budgeting Manual.
- Copies of the minutes of all Board meetings, except for executive sessions, for the preceding twelve (12) months. Prior years' minutes are available on the District's website.
- Copies of the District's last two (2) adopted budgets. Budgets from earlier fiscal years are available on the District's website.
- Copies of the District's last three (3) financial statements. Prior months' financial statements are available on the District's website.
- Copies of the District's insurance policies.
- Copies of all such documents as the attorney[s] for the District may recommend with respect to any pending claims or lawsuits.
- A list of all District personnel by position.
- A copy of the latest revision of the *Standards for Oregon Public Libraries*, published by the Public Library Division of the Oregon Library Association.
- A copy of *The Complete Library Trustee* handbook published by the American Library Association's United for Libraries Division.
- Public meetings law training; information about other opportunities for Board member training and development.
- Such other materials as the Board may direct or the District Administrator or Library Director deems appropriate.



February 14, 2019

**Title:** Engagement of Legal Services

**From:** Lisa Marston, District Administrator

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**Recommendation:**

Authorize the District Administrator to engage the services of an employment and labor law attorney to advise the District during the transition. Authorize the Board President to sign a letter of engagement for legal services with a maximum, not-to-exceed amount of \$20,000.

**Budget Impacts:**

Experienced attorneys who practice employment and labor law, a specialty area of the law, often charge \$350-\$450 per hour (and that includes a reduced rate for public entity clients). For 40 hours of specialized legal services at \$350/hour, the total cost would be \$14,000.

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

Fiscal and social responsibility; good stewardship of public assets. The options related to bringing employees back into public employment are numerous. Procuring specialized legal counsel supports the Board's goals to minimize risks, manage costs, and deliver cost effective, quality library services to the citizens of Jackson County.

**Community Impacts:**

Seeking expert legal counsel to guide the District in its decision-making processes has positive social and economic impacts on the community. As the District moves through this transition, the District will communicate regularly with internal and external customers, ever-mindful of the impacts the District's actions might have on community partners and stakeholder groups.

**Background and Additional Information:**

The District Administrator is working closely with the District's general legal counsel in selecting, vetting and monitoring the work of outside legal counsel.

An estimate and scope of services has been obtained from Portland attorney Todd Lyon, who was referred to the District by the City of Central Point's legal counsel. Mr. Lyon's firm, Fisher Phillips, specializes in employment and labor law. Mr. Lyon's hourly rate is \$485/hour for private clients; \$365/hour for public entities. Assuming a blended rate for him and his associates of \$350/hour, Mr. Lyon estimates spending 20 hours per month for two months, for a total cost of \$14,000. After two months, Mr. Lyon suggested we determine whether that continues to be a reasonable estimate and how much more legal work, if any, is needed to implement the District's goals.

The scope of services, as outlined by Mr. Lyon, will include strategy, client consultation, and legal research on a variety of topics: retirement (i.e., PERS, alternate retirement); hiring/layoff issues; transfer statute/case law; and any additional legal work needed to effectuate the District's goals.

**Attachments:**

N/A