

CALL TO ORDER/ROLL CALL

INTRODUCTIONS & PROCLAMATIONS

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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.)

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UNFINISHED BUSINESS

- 11. Medford Comic Con Partnership with Downtown Medford Association **(Action)** – Christian Nelson

NEW BUSINESS

12. HR Consultant (Inform/Discuss/Action) – Lisa Marston	
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COMMITTEE AND BOARD MEMBER REPORTS (Inform)

EXECUTIVE SESSION PURSUANT TO ORS 192.660(2)(e)

FUTURE MEETINGS/EVENTS/OBSERVANCES:

September 12, 2019 – JCLD Regular Board Meeting	October 5, 2019 – Centennial Reception, Medford, 6:30-8:30pm
September 19, 2019 – Staff Training Day	October 12, 2019 – Centennial Reception, Shady Cove, 1-3pm
September 28, 2019 – Centennial Reception, Ruch, 5-7pm	PLA Conference – February 25-29, 2020 – Nashville, TN

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

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

MINUTES

ATTENDEES

Board Members: Susan Kiefer (President), George Prokop (Vice President), Cathy Shaw, Carol Doty, Jill Turner

Budget Committee: Eric Dziura, Cathy de Wolfe, Gerri Davis, Kevin Keating, Cathy Prazenica (absent)

Additional participants/attendees: Kari May (Library Director) (attended by phone), Laura Kimberly (Assistant Library Director), Carey Hunt (Assistant Director of Support Services), Mitch Seidman (JCLF Board Chair), Kira Lesley (Archivist, SOHS), Lisa Marston (District Administrator/Budget Officer), Vicki Robinson (Accountant), Donovan Edwards (Administrative Assistant)

Call to Order/Roll Call

President Susan Kiefer called the meeting to order at 3:04 p.m. asked for roll call and then turned the meeting over to Gerri Davis, the Chair of the Budget Committee.

Approve Proposed Agenda

Budget Committee Chair Davis asked if there were any questions regarding the proposed agenda. Hearing none, Davis asked the Budget Officer to deliver the budget message.

Budget Message

Marston presented the JCLD 2018-2019 Budget Message (page 4) and noted updates on the proposed budget.

Presentation of the Proposed Budget

Marston presented the JCLD 2019-2020 Budget Priorities (page 5) and Major Contracts for 2019-2020 (page 6). Robinson presented JCLD Tax Projections (page 9), Restricted Funds (page 10), Major Building Maintenance (page 11) and Projects (page 12). May presented the JCLD Technology Plan Budget 2019-2022 (page 13) and provided a brief explanation of some of the projects referenced within the report. Marston presented JCLD Library Materials and the 2 Year Plan Budget 2019-2020 (page 14). Marston also noted that under the Personnel Services (lines 1-12; page 15) enough had been included to support additional staff during the transition. Robinson presented JCLD 2019-2020 Revenues (page 15), Expenditures (page 16-19), and Reserve Fund (page 20).

Ms. de Wolfe asked if there had been steps taken to communicate with the public regarding the transition and stressed the importance of keeping employees well informed of the process. Shaw explained that the Board could only communicate with employees through LS&S and Kiefer added that a letter to employees had just been signed.

Public Comment

Mitch Siedman, Board Chairman JCLF thanked the Board for giving consideration for supporting JCLF.

MOTION: Turner moved that the JCLD Budget Committee approve the budget for Fiscal Year July 1, 2019 through June 30, 2020 in the total amount of \$20,094,120 in the General Fund and \$6,066,279 in the Capital Improvement Fund for an aggregate total of \$26,160,399 which includes \$20,636,384 of appropriation expenditures and \$5,524,015 of unappropriated remaining fund balance. She additionally moved for the JCLD Budget Committee to approve the property taxes for Fiscal Year 2019-2020 at the rate of \$.52 per \$1,000 of assessed value for the permanent rate. Shaw seconded the motion. The motion was approved unanimously by roll call vote.

Adjourn

Davis adjourned the meeting at 4:53 p.m.

/s/ Donovan Edwards
Recording Secretary

Jackson County Library District Board Retreat July 11, 2019 Summary Notes

Retreat Outcomes and Attendees

The Jackson County Library District met on July 11, 2019 from 9:00 am to 3 pm for a Board Retreat with Michael Kosmala from Coraggio Group. Meeting outcomes included:

- Greater clarity and direction on key priorities facing the library district in the coming year
- Alignment on high-level roadmap
- Alignment on communication plan
- Alignment on hiring process
- Library leadership has a better sense of how to handle and prepare for change
- Greater team cohesion and engagement as you look forward to the coming year

Attendees included:

- JCLD Board: Susan Kiefer, George Prokop, Jill Turner, Cathy Shaw, Eric Dziura
- JCLD Staff: Lisa Marston, District Administrator
- JCLS: Kari May, Library Director
- LS&S: Jennifer Giltrop, Chief Library Officer
- Coraggio Group: Michael Kosmala

Hindsight – Looking Back

Lisa Marston provided an overview of key milestones and decision points reached over the past fiscal year to ground the day's work.

Shared Vision for an Effective Transition

Michael Kosmala reviewed the shared vision for the transition that was developed during the January 25, 2019 JCLD Board Work Session. Comments from participants to reinforce or augment the vision have been **bolded** below.

- The transition is seamless for patrons and staff. Everything works as well as it has or better.
- Systems are integrated (“**streamlined and cohesive culture**”).
- The transition is smooth for staff and we have a high retention rate (“**least amount of anxiety for majority – fair**”, “**job feels same or better**”).
- 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 **and consistent** 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 (“**we’re leaders in Oregon**”).

Change Leadership Overview

Michael Kosmala presented a brief overview of change management, sharing key principles and best practices that could be used by JCLD staff and board leadership during the transition year. Specific recommendations for staff leadership to consider will be presented to Lisa and Kari during the retreat debrief meeting.

High-Level Roadmap

Michael Kosmala led participants through a review and revision of the draft roadmap that was developed by Lisa and Kari. Conversation was focused on the “Big Rocks” that were originally identified during the January 25 Board Work Session including staffing, administration, and policies & procedures.

Revisions to the draft roadmap that were made during the retreat will be presented to Lisa and Kari in a format that can be easily updated and used as a management/communications tool with members of the Board.

Library Director Hiring Process

Michael Kosmala facilitated a conversation about the contents of a board memo that was presented to the JCLD Board by Lisa Marston (Re: Hiring Requirements for Public Entities under Oregon Law).

Board members indicated that they were satisfied with the legal advice that has been provided to date. The four options for hiring a Library Director were presented and discussed, weighing pros and cons for each. The board came to the consensus to hire Kari May as the JCLD Library Director effective July 1, 2020 and will work with LS&S to make the necessary adjustments to their current agreement.

Summary of Key Retreat Agreements

Joint JCLD/LS&S Letter to Employees

- Kari and Jennifer will update the draft letter presented during the retreat and send to Cathy for final edits.

General Transition Communications

- Elected officials (Board members) will handle calls/questions from media or other members of the public.
- Lisa, Kari, and LS&S will continue to partner on internal communications within the library.

Board Involvement in Hiring

- Board will be directly responsible for hiring the Library Director and District Administrator positions.
- District staff leaders will be responsible for hiring their teams and may involve Board members in searches where they have particular expertise.

Near-term transition priorities

- JCLD will hire a consultant to 'stand-up' core HR systems

Board engagement and meetings

- Due to the nature of the transition, the board recognizes that they will need to be more involved in operational decisions during the coming year.
- A second board meeting will be added to the calendar for each month and will be used as needed throughout the year.
- Board members expressed a preference to meet and vote by phone in cases where members are unable to attend in-person.

MINUTES

ATTENDEES

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

Additional participants: Kari May (Library Director), Carey Hunt (Assistant Library Director), Claudine Taillac (JCLS Assistant Director of Public Services), (Medford Branch Manager), Sandy Boatright (Executive Director, JCLF), Jackie Bunick (Legal Counsel), Jennifer Giltrop (LS&S Chief Library Officer), Lisa Marston (District Administrator), Donovan Edwards (Administrative Assistant)

CALL TO ORDER

President Susan Kiefer called the meeting to order at 10:00 a.m.

INTRODUCTIONS & PROCLAMATIONS

None

OATH OF OFFICE

Honorable Pamela B. Turner administered the Oath of Office to Susan Kiefer, Jill Turner and Eric Dziura.

ELECTION OF OFFICERS

MOTION: Director Shaw nominated Director Kiefer as JCLD Board President. Director Turner moved to close the nomination. Director Dziura seconded the motion. The motion was approved unanimously.

MOTION: Director Kiefer nominated Director Shaw as JCLD Board Vice President. Director Dziura moved to close the nomination. Director Kiefer seconded the motion. The motion was approved unanimously.

CONSENT AGENDA

Marston asked to add approving the Jackson County Election Results of May 21st, 2019 to the consent agenda. Kiefer said that item 14 under the Consent Agenda would be substituted with another look at the proposed new logo. Director Shaw asked to remove item 8 from the Consent Agenda. Director Turner asked to remove item 2 from the Consent Agenda.

MOTION: Director Shaw moved to approve the Consent Agenda as amended. Director Prokop seconded the motion. The motion was approved unanimously.

Item 2: Director Turner noted under the Technology Committee (page 6) the sentence needed to be reworked and properly completed. Marston asked that the “s” be removed from “Maker” Space in multiple areas.

Item 8: Director Shaw asked that if the only choice for newspaper of record was the Mail Tribune that a newspaper of record not be listed. There was consensus to table the newspaper of record until a suitable replacement could be named. Director Turner recommended that JCLD Regular Board Meetings schedule two meetings per month with the second board meeting having a specific agenda item and only held if necessary. The meetings would be set for the 2nd and 4th Thursdays of each month (with the exceptions of November/December holding one meeting on the 2nd Thursday) beginning at 4:00 p.m. in the Adams

Meeting Room. Director Prokop added that these would be prescheduled meetings and it would be determined at the first meeting if a second meeting would be necessary.

MOTION: Director Shaw moved to approve items 1, 3 – 10 on the District Organizational Items for 2019-2020. Director Turner seconded the motion. The motion was approved unanimously. For clarification Kiefer said that item 2 had been tabled for now and all other items approved.

ORAL REQUESTS AND WRITTEN COMMUNICATIONS FROM AUDIENCE

None

REPORTS AND PRESENTATIONS

Library Director's Report

Kari May, JCLS Library Director introduced Claudine Taillac, JCLS Assistant Director of Public Services. May provided a summary of the Library Directors Report (page 19).

Edge Assessment

May asked Carey Hunt, Assistant Director of Support Services to provide some supplementary information. May and Hunt both responded to questions from the Board Members on the Edge Assessment results.

JCLF Report

Sandy Boatright, JCLF Executive Director provided a summary of the JCLF Report (page 34).

2020 Transition Report

Marston said that much of the information in the report had been discussed the previous day during day one of the 2019 JCLD Board Retreat.

Building Transfer Update

Jackie Bunick, JCLD Attorney presented a memorandum reporting the status of each of the buildings and properties ownership and provided a summary for some of the locations. Director Shaw and Director Turner recommended that prior to speaking with a Land Use Attorney that Ms. Bunick speak with Ashland City Manager and the Jackson County Planning Department. There was Board consensus for more information to be brought forward prior to granting authorization to speak with a Land Use Attorney.

UNFINISHED BUSINESS

JCLS Logo Second Presentation

May explained that she had asked Ryan Bradley, JCLS Marketing Coordinator to try some different colors with the logo and bring it back to the Board for review. Based on color concerns addressed the first time the new logo was presented he had conducted a “blind” study that specifically asked what color combination most appealed to the survey takers. The survey takers were not associated with JCLS nor were they from this geographic region. There was Board consensus for JCLS staff to move forward with the logo presented in the color combinations provided.

NEW BUSINESS

Establish Board Meeting Day and Time for 2019-2020

Please see the Consent Agenda Item 8.

Board Committee Appointments; Board Liaison to Outside Entities

Director Turner - Finance Committee; Director Prokop - Technology Committee; Director Shaw/Director Dziura (Chair) - Policy Committee; Director Kiefer/Director Dziura - Facilities Committee; Director Shaw - RVCOG Representative; Director Shaw – Media Representative

MOTION: Director Dziura moved to approve the Board Committee Appointments; Board Liaison to Outside Entities as discussed. Director Prokop seconded the motion. The motion was approved unanimously.

Powers and Duties of the Board Policy

MOTION: Director Turner moved to approve the Powers and Duties of the Board Policy. Director Dziura seconded the motion. Turner noted that under Ethical Standards: Conflicts of Interest (page 41) JCLD does not currently comply. Marston said the conflict of interest and ethical statements would need to be signed by the Board and would be forthcoming. Director Prokop asked for clarification on whether the policy would change or the Board would be compliant. Marston said the Board would comply and the policy would be brought back the following month. The motion was approved unanimously.

Board Responsibility Policy

Marston stated that beginning on page 43 each section title the word “should” needs to be replaced with “shall”.

MOTION: Director Shaw moved to table the Board Responsibility Policy and refer it to the Policy Committee for review. Director Prokop seconded the motion.

Rules of Conduct

MOTION: Director Turner moved to table the Rules of Conduct. Director Prokop seconded the motion. The Rules of Conduct will be brought back to the Board with more information.

COMMITTEE AND BOARD MEMBER REPORTS

None

ADJOURN

Kiefer adjourned the meeting at 12:12 p.m.

/s/ Donovan Edwards
Recording Secretary

August 8, 2019

Title: Rules of Conduct Policy

From: Kari May, Library Director

Summary:

Update to current rules of conduct policy The attached policy updates the Rules of Conduct Policy, which explains the rules and expectations to protect the rights and safety of library patrons, staff members and volunteers, while also protecting the library facilities, materials and property. This policy has been updated to reflect the new policy format. Additionally, this policy proposes the responsible consumption of food in the library – rather than prohibiting food and drinks in the library, the policy states that unacceptable behavior includes “Consuming food or beverages in a manner that creates an unclean environment, attracts insects or vermin, disrupts other customer, or is harmful to library resources.” Beverage must still be in closed containers. Another example of unacceptable behavior is leaving personal belongings unattended. The section on “Unacceptable behavior by law” has been updated and more clearly defines the consequences of violating policy.

Actions, Options, or Potential Motions:

Review, discuss, and move to approve.

Recommendation:

Library staff recommends to approve policy.

Resource Requirements:

N/A

Policies, Plans, and Goals Supported:

To maintain ongoing expansion of policies in order to facilitate unimpeded library services and ease of use for patrons.

Background and Additional Information:

This is a review of a policy brought before the board in July which was unapproved pending requested changes regarding Consequences. Library has reviewed and made recommended changes.

Attachments:

Proposal document

Policy 5-10	Rules of Conduct	Created: 4/2/2015 Revised: 7/11/2019 Approved:
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I. Purpose

This policy explains the rules and expectations to protect the rights and safety of library patrons, staff members and volunteers, while also protecting the library facilities, materials and property.

II. Introduction

JCLS libraries are here for the enjoyment and learning of all county residents and visitors. Behavior, within the library and on property, becomes unacceptable when it interferes with the appropriate use of the library by others or when it could result in a safety hazard, injury, or damage to property. The following behaviors and activities are not permitted:

III. Unacceptable Behavior by Library Standards

Any activity that unreasonably interferes with others' use and enjoyment or the operation of the library, including but not limited to:

- Use of hostile or aggressive language or gestures.
- Use of the library while under the influence of any controlled substance or intoxicant.
- Loud talking or boisterous physical behavior.
- Using electronic or communication devices in a manner that is disruptive to others.
- Wearing insufficient clothing (e.g. no top, no bottom, no shoes) while in the library.
- Bodily hygiene or scent so offensive as to constitute a nuisance to others.
- Interfering with the free passage of staff or patrons in or on library premises.
- Interfering with the use of library resources in or on library premises.
- Bringing animals and pets other than service animals into the library (See Animals in the Library Policy).
- Consuming food or beverages (in an unclosed container) in a manner that creates an unclean environment, attracts insects or vermin, disrupts other customer, or is harmful to library resources. Food is permitted in meeting rooms as specified in the Meeting Room Policy.
- Violating the Internet Use and Safety policy on any library public computers.
- Sleeping in or on library premises.
- Bringing into the library, bags, backpacks, boxes, carts, wheeled conveyances or other large items, which singly or collectively exceed 32" by 18" by 15" (excluding handles), with the exception of wheelchairs and baby strollers/carriages being used for the actual transport of a

person.

- Leaving personal belongings unattended.
- Any other behavior deemed inappropriate by library staff.

Using library materials, equipment, fixtures, furniture, buildings or grounds in any manner that:

- Is inconsistent with normal library uses (e.g. bathing, shaving, washing clothes).
- Can be expected to damage library property or the property of others.
- Is likely to cause personal injury to one's self or others.

Disobeying the direction of a library staff member when asked to stop a prohibited behavior or when requested to leave for violations of this or other JCLS policies.

Any observable behavior that is prohibited by law, including but not limited to:

- Smoking, including use of inhalant delivery systems, is not permitted in any library building and is not permitted within 20 feet of an entrance or exit.
- Drugs, any activity that uses open flames including candles and the use of tobacco products are prohibited anywhere in the library.
- Sexual conduct, misconduct or harassment (e.g. exposure, offensive touching, sexual acts).
- Viewing or printing illegal materials (e.g. child pornography).
- Selling or using alcohol or drugs.
- Threatening or harassing behavior (e.g. fighting or threatening to fight, brandishing a weapon, stalking, verbally threatening to harm others or their property).
- Unapproved entry in non-public areas.
- Theft of library materials or items belonging to staff and/or other library users.
- Unlawful possession of weapons.

No firearms or weapons are permitted in the library except as permitted in ORS 166.370.

IV. Consequences

Behavior that is prohibited by law or the JCLS Rules of Conduct may result in the following consequences: Any person who engages in prohibited conduct while on library premises or while attending a library program or event will be immediately removed from the Library premises and excluded from all library programs and events without warning. The incident will be reported to the appropriate law enforcement agency.

Any person in violation of the JCLS Rules of Conduct shall lose all library privileges for a period of up to three years, as determined by the Library Director or designee, based on the following criteria:



- The severity of the offense
- Whether or not it is a repeated offense
- Whether the conduct poses a continuing disruption and/or threat to the comfort or safety of other library patrons and/or library staff
- The level of disruption created by the conduct
- Whether or not security personnel and/or law enforcement involvement is required to address the situation.

**Director's Report
August 2019**

Hiring and Vacancy Report

Date Vacant	Vacated by	Position	Location	Hrs/ Wk	Status	Date Filled	Name	Type (EXT/INT)
6/1/19	Rebecca Sheetz	Library Associate 2	Rogue River	30	Under Recruitment	8/1/19	Braith Birchhall	EXT
6/12/19	Esther Mortensen	Librarian 1	Ashland	20	Under Recruitment			
6/17/19	Grace Ambrus	Library Associate 2	Medford	20	Under Recruitment	7/16/19	Leia Pastizzo	INT
7/1/19	Carolyn Maloney	Library Associate 2 (Floater)	ALL	20	Under Recruitment			
7/1/19	Athena Allemand	Library Associate 2	Talent	20	Under Recruitment	8/16/19	Benjamin Lucas	EXT
7/6/19	Heidi Kelley	Library Associate 2	Gold Hill	20	Under Recruitment			
7/6/19	Ellen McCarthy	Library Associate 3 (Spark Space)	Central Point	20	Under Recruitment			
7/13/19	Samuel Bautista	Library Associate 1	Ashland	15	Under Recruitment			
7/13/19	Samuel Bautista	Library Associate 1	Ashland	5	Filled	8/1/19	Brigid Herron (15 going to 20)	INT
7/16/19	Leia Pastizzo	Library Associate 2	PH/TA/WC	26	Filled	8/16/19	Emily Dunckle	EXT
7/17/19	Theodora Rudolph	Librarian 2 (Children's)	Medford	40	Under Recruitment			

Administration

Upcoming Events

Chamber of Commerce Centennial Celebration

Sept 13, 6:00 pm at the Craterian Theatre: Awards Banquet, including recognition of businesses serving the community for the last 100 years (e.g. JCLS)

Sept 14, 5:30 pm: 100th Anniversary party at Inn at the Commons

Tickets are \$150 for both nights; attendance may be split between two people.

Centennial Celebration Reception: Cheers to 100 Years!

Sept. 28, 5:00 – 7:00 pm, Ruch Library

Oct. 5, 6:30 – 8:30 pm, Medford Library

Oct. 12, 1:00 – 3:00 pm, Shady Cove Library

Oct. 19, 5:30 – 7:30 pm, Gold Hill Library

Oct. 24, 5:30 – 7:30 pm, Ashland Library

Public Library Association Conference

February 25-29, 2020 Nashville, TN

<https://www.placonference.org/>

Registration will open in the fall 2019. The PLA Conference brings together the best minds in public libraries and is held every other year. Because the focus is on public libraries, this conference is more relevant to JCLS than the annual American Library Association Conference, and Board members are encouraged to attend.

Community Engagement

OLLI Open House

Director Kari May, along with Area Managers Kristin Anderson and Terra McLeod, staffed a table at the OLLI (Osher Lifelong Learning Institute) Open House on July 20th. More than 100 people stopped by the table, seven of them signed up for library cards, and two renewed the library cards. Staff engaged with people from several places in Jackson County, and many were complimentary of library services.

Children's Festival

Director May and Assistant Director of Public Services Claudine Taillac attended the Storytelling Guild's Children's Festival at the Britt Grounds in Jacksonville on July 15th. Jackson County Library Foundation Board member Becky Versteeg introduced Ms. May and Ms. Taillac to several members of the Guild, and everyone expressed enthusiasm for rebuilding the relationship between the Library and the Guild, which has been unsteady for the past few years. One of the persons, Ellie Kilishek with Medford School District, expressed an interest in providing every student in the District with public library access through their student identification.

CASA Book Donation

Thanks to a generous donation from the Friends of the Medford Library, Director May accompanied Outreach to Childcare Coordinator Nancy Peterson and Friends of the Medford Library President Maureen Swift to the CASA of Jackson County headquarters to deliver more than 200 books and journals for their kids, ages toddler to teen. They were appreciative of the books, and during the presentation Director May talked with CASA Executive Director Jennifer Mylenek about other ways the two organizations might be able to partner in the future.

Digital Literacy and the Digital Divide

Director May, Business Outreach Librarian Elanna Erhardt, and Youth Services Coordinator Brystan Strong attended a community panel discussion, held in the Community Center in Talent, about bridging the digital divide and addressing digital literacy, sponsored by Spectrum Charter Communications. Panel members included Representative Pam Marsh, Phoenix Talent School Superintendent Brent Barry, Southern Oregon Goodwill Digital Learning Lab CEO and President Shae Jones, and Medford / Jackson County Chamber of Commerce Vice President Charlotte Hodel. The panel discussed challenges facing southern Oregon as they try to bridge the digital divide, bring broadband internet access to the area, and then make sure that students and adults are educated in digital literacy. Representative Marsh recognized the information that Director May had provided her during the Legislative session regarding broadband access at libraries, and several of the panelists acknowledged the roles that libraries and schools play in the digital landscape. Director May spoke with Whitney O’Neill from Spectrum after the presentation and volunteered to represent the library on a future panel, if the opportunity arises.

Youth Services

On July 25th, Youth Services Coordinator Brystan Strong led the annual staff Storytime Training. The training started with storytime basics and introduced the Six Skills (Print Awareness, Print Motivation, Letter Knowledge, Vocabulary, Phonological Awareness, and Narrative Skills) and Five Practices (Read, Write, Sing, Talk, and Play) for Early Literacy as explained by the Every Child Ready to Read Initiative, of which JCLS is a participant. Then, the training focused on three specific storytimes that JCLS has to offer: *Babies in the Library*, *Wobblers*, and *Pre-Kindergarten Storytime*. Rina Pryor and Lyn Heerema from the Ashland branch helped lead these discussions.



Other topics included were kindergarten readiness, the selecting of storytime materials, and open discussions about planning, crowd management, and creating a powerful and fun program that both parents and children want to attend.

Support Services

Outreach

Business Librarian Elanna Erhardt has connected with and regularly attends each of the Chambers of Commerce meetings in Jackson County. She is reaching out to all of the local Rotary organizations to ensure the business communities are connecting with Business Information services at JCLS. Erhardt distributed the first Monthly Business Information eNewsletter, and engagement is encouraging: 46% of recipients opened the email, and 10% clicked on links within. Ms. Erhardt provided two Book-a-Librarian consultations in July and continues to promote this service. Erhardt organized the Library's participation in Ashland's 4th of July parade. Approximately 20,000 people from Jackson County and surrounding areas cheered the eighteen staff members, volunteers, and board members who represented JCLS.

Outreach to Homebound (OHB) coordinator Sheila Fortman-Craun met with Housing Authority of Jackson County (HAJC) to set up homebound services to facilities managed by HAJC. Expectations are to supply services to patrons in subsidized housing in Jackson County who may not know about this service. Susan Lynch and Sandra Padilla, both from HAJC, are surveying residents as to who is interested in participating in the OHB program. Families in subsidized housing who may not be able to get to the library are also being surveyed to find out how services can be made available to these individuals.

Outreach to Childcare staff Nancy Peterson and Megan Pinder met with Southern Oregon Early Learning Services (SOELS) and their umbrella agency, Southern Oregon Education Service District, to renew the contract to provide Kaleidoscope Play and Learn (KPL) programs in Jackson County. The original contract ran from January – June 2019 and provided up to \$7,525 of reimbursement for supplies. During that time, thirty-nine adults and forty-six children attended the Medford KPL group, including twelve individuals whose preferred language is Spanish. The Talent group served seventy-five adults and 118 children, 108 of whom speak Spanish as their primary language.

Technical Services & Digital Services

Last month brought the release of new Library of Things items, including multiple copies of four space-themed jigsaw puzzles to support this year's Summer Reading Program. Technical Services staff also added a fresh infusion of board books for JCLS' Babies & Wobblers storytime collection in addition to hundreds of donated books, audiobooks, and DVDs.

Branches experienced a disruption to courier services in July due to a transmission problem with one of the cargo vans. Repairs would cost approximately \$5,000. This hastened the purchase of replacement vehicles. New vehicles have been purchased through a State contract. Deliveries will resume as previously scheduled starting Friday August 2nd after Ashley Johnson, her team of Couriers, Andy Dickenson and Rosie Webb, drive them to Medford from the Portland area.



IT has installed the display monitors in all branches. Attention-getting slides are now advertising programming throughout the system.

Digital Services specialists have outlined and scheduled new computer classes for the fall. “Getting to know your PC,” “An Introduction to Using the Internet,” and “Microsoft Word and Additional Resources” will be offered in Ashland, Central Point, and Medford for those interested in basic computer instruction. Coding classes for Java and Scratch will be held in White City and Medford. “Don’t Worry Be Mathy,” a series of drop-in homework help sessions, is also scheduled for this fall. Surveys will be distributed at all classes to garner feedback on the community’s computer training needs.

Regional Library Report

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

Ashland Branch has experienced a very positive response to the Summer Reading program and specifically to the changes made to the program this year. This year's switch from having to read ten books to tracking minutes read has made the program more accessible. Early analysis indicates an increase in participation of 4th and 5th graders.

Ashland has discovered that having a regular weekly "special" program has been very effective this summer and has become a part of the summer routine for many families. The portable Star Lab (essentially a travelling, inflatable planetarium experience) was one of the more notable events with more than ninety people in attendance. The branch also hosted a wonderful pre-4th of July concert aimed primarily at preschoolers that parents are still raving about.

For the second year in a row, **Phoenix Branch** received a donation from a volunteer of thirty-five book bags for the children who read ten books or more in the summer reading program. The bags are hand-sewn, feature kid-themed fabrics, with a pad and pencil inside. The children and parents love these bags. Twenty-three kids made star wands in John Jackson's *Make an LED Star Wand* class. This is high turnout for a Phoenix program and speaks to the value of the event guide in getting the word out about library programs.

At the **Talent Branch**, the John Jackson Digging for Dinosaur Bones program on July 25th "sold out" by word-of-mouth even before the JCLS Event Guide was released, and with sixty reservations is likely to be Talent's biggest event of the summer. The number of patrons of all ages who have turned in reading logs and claimed a free book has also remained steady.

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

Attendance at programs at the **Applegate Branch** continues to increase steadily—more than eleven music jammers showed up for Kids' Music Jam: Space Time. One of the Summer Reading Program's biggest hits is an "I Spy with my Little Eye..." display. Participants receive special prizes if they find certain items in the display case.

Gold Hill Branch kicked off July with a rock painting craft session on July 3rd. Children and their parents enjoyed painting and decorating rocks with acrylic paint, googly eyes, and other ephemera. On July 10th, Library Associate Kateri Manick presented an interactive session on the "History of Zines," including the opportunity for patrons to make their own zine to take with them. The kids' free lunch program in the park next to the library is bringing some new faces into the library.

Jacksonville Branch has been busy with Summer Reading. So far 175 children have signed up and ninety-three have completed. This is a marked increase over last year's 107 registrants for

the entire program. Eighteen teens are participating, and among this group, fifty-two reading logs have been completed.

Ruch Branch celebrated the Jackson County Library Centennial with a birthday party immediately following a John Jackson STEM program, which ensured a large crowd. The group enthusiastically sang happy birthday and then settled down to get serious about eating their cake and ice cream. Several patrons commented on how cool Ruch Library was to have a birthday party, and how "fun things always happen at Ruch."



Rogue River Branch's Friends of the Library sponsored performer Adam Miller for a Woody Guthrie program that attracted over 50 adults. More than 120 kids have signed up for the Summer Reading Program, and more than forty have already finished at least one reading log. A highlight of the month was the heavy foot traffic during the annual Rogue River Rooster Crow and corresponding Friends of the Library book sale. Over weekend, the Friends made over \$500.

Upper Rogue Region (Eagle Point, Shady Cove, Prospect, Butte Falls, White City)

Prospect Branch is hopping as Summer Reading is in full swing, with twenty-nine children and five teens signed up. John Jackson presented his Pond Life Program, and as always, it was a big success. Other popular programs were Kid's Music Jam: Space Time and Watercolor the Stars for young teens.

Butte Falls Branch has fifteen children signed up for Summer Reading. John Jackson's Magic Wand Program was well attended as was the Centennial Birthday Party. John Jackson also presented his well-attended Mammals of Southern Oregon Program.

Shady Cove Branch hosted five programs in July, and all were well attended and enjoyed greatly by the kids. Staff member Kateri Warnick painted an astronaut and rocket on a large piece of cardboard with a cut-out window, and patrons have enjoyed getting their pictures taken. The pictures are on display in the library. After Summer Reading is over, the children may take their pictures home. Local travelers the Nielsons made a presentation on Alaska, bringing in attendees from as far as Rogue River. Every Tuesday, the Shady Cove Summer School reading groups visit the library and pick up new books.

White City Branch Manager Patti Proctor presented information about Spark Space and Summer Reading at the new local educational youth venue, "Discovery Ed," along with two members of the Storytelling Guild. The *Bugs R Us Magic Wand* Program was enjoyed by thirty-seven participants. White City continues to see an increase in Summer Reading participation, and the kids love the selection of prize books.

Eagle Point Branch hosted The Traveling Lantern performance of "My Mother the Astronaut" with a very lively fifty people in attendance. The Tames Alan presentation of "Heroes in the Sky: Greek Myths of the Constellations" brought to life stories of how the heroes of Ancient Greece became immortalized in the constellations seen today. The Wednesday Yarnia group carries on strongly. One of the young participants entered her work in the Jackson County Fair and won a blue ribbon.

Central Cluster

Medford Library experienced unbridled joy in the form of twenty children dressed as planets who danced it out in the Space Jams Program. Children learned about space stops in music and were able to play along with various instruments. "How to Save the Ocean & Have Fun Doing It," a weekly program during July, has been very popular and educational for children eight years and up. The Moon Landing party brought more than 100 children and adults for cake and spacey crafts.

Adult services programs for July have spanned from weekly *Eating on a Budget* food demos and tastings to a Bluegrass performance and an ongoing Library Ukulele group. The Medford Library has collaborated with the Medford Arts Commission to display artwork from the City of Medford, which can be viewed on both the first and second floors through August. The Gilder Lerhman Traveling Exhibit featuring Alexander Hamilton is on the second floor through August as well. The multi-panel display explores "Hamilton's central role during the Revolutionary War and Founding period in creating the economic, constitutional, social, journalistic, political, and foreign policy templates for modern America."

Twenty-five people attended the pre-screening of the PBS KIDS new show "Molly of Denali," which was brought to the Medford Library through a partnership with Southern Oregon PBS.

Central Point Branch staff all participated in local outreach events, including visiting some of the local parks during Free Summer Lunches to talk about the library, summer reading, and to

give out books for each child to take home. They also participated in the health fair for Head Start by helping sign families up for library cards and talking about programs offered at the library.

Science Works presented their *Mission: Possible* program on July 18th. Twelve children and their parents enjoyed experiential learning through some hands-on science principles.

Forty people came for out the *Rocks from Space* program to melt crayons on rocks heated by the sun. Unfortunately, the sun was not cooperating, but everyone enjoyed themselves and families took rocks, crayons, and instructions home to give it a try on a warmer day.

Annual Statistical Report FY18.19



Jackson County
Library
Services

FY18.19 Q4 and Annual Statistical Report

Circulation:

While physical circulation typically has been decreasing across the board for public libraries nationwide, the fact that Jackson County Library Services print circulation has increased by 2% is remarkable. The increase to the materials budget this past year has led to a 27% increase in digital circulation.

Database Usage:

Overall, most of the Library's databases have seen a large spike in usage. This can be attributed to increased marketing efforts and internal promotion. A-Z Databases saw an increase in usage of over 400%. With Genealogy research database usages appears up by a significant margin. In FY17.18 statistics were gathered on the number of "sessions" or logins. However, State reporting requires the number of articles or citations retrieved. The databases have thus changed how they report, now offering number of searches and citations/articles. The increase in total usage across all databases is due in part to new purchases seen this past year including Brainfuse HelpNow & JobNow and Tumblebooks.

Patron Count:

The count of Current Active Cardholders was not gathered for FY17.18. The number of new patrons registered has increased 16% over last fiscal year.

Computer & Wifi

It's important to include WiFi in this category as some of the decrease in computer usage can be attributed to patrons bringing their own devices. There has been a decrease in computer usage of 2%, while the number of clients (devices) connecting to the WiFi has increased by 21%.

Library Visits:

Going forward, the Library will include Website visits along with People Count. More and more Library users access online resources over entering a building. The 1% decrease in Library Visits is noteworthy, while the Library has seen a 38% increase in Website visits. Catalog access statistics have only been gathered for the last quarter. Going forward they will be included in quarterly reports as well. Central Point door counts appear to have decreased significantly, but further review of FY17.18 leaves room for the assumption that the counter results were miscalculated (doubled) for the last quarter.

Programs & Outreach

Staff made a few changes to how statistics were gathered in FY18.19 compared what was done in the past in order to be more in compliance with Oregon State reporting and standards.

→ # of program changes for FY18.19 includes adding Comic Con Workshops and separate individual programs over the two days.

→ FY17.18 # attendees had the Comic Con attendance as Adults. FY18.19 they are counted as Children. This is due to the # of programs geared to children were higher than those geared to adults.

→ Q4 FY18.19 started using Events Calendar for statistical gathering of program data, which allows for better separation between program types (Outreach Storytimes vs Branch Storytimes). A focus on storytime training in the last half of the fiscal year has increased the number of storytimes in branches for Q4 dramatically, but resulted in a slight decrease overall. FY19.20 should see a rise through the year over last year.

→ According to the State of Oregon, outreach events where the library is present, but not providing an activity to engage users, is considered Outreach and cannot be included in Programming numbers. FY17.18 included those numbers in programs and attendance. FY18.19 does not.

→ If the Outreach event has an activity (robots, coloring, making a craft) that is considered a program whether it takes place in the library or not. Hence, the Library is now keeping Outreach statistics as "Activity-Outreach," "Branch Outreach."

→ In keeping with the 2 Year Plan to Increase Active Cardholders, the Library will be taking a strategic aim at Outreach Services as a whole, while also focusing on Central Point, Medford Children's and Latinx populations.

→ Homebound increase is due to Ashland's Homebound patrons coming under the Medford's umbrella for Homebound Services.

Reference & Digital

According to Oregon State reporting, the services Digital Services provide (one-on-one) is considered "Reference." In the past, these numbers were not included in Reference statistics, and it appears that non-reference counts were included. Non-reference questions are typically directional and reader's advisory in nature. For FY18.19, the numbers have been adjusted to be more in line with Oregon State Library standards.

Circulation - Print & Digital

Hours Open	Population	Branch	Q4 FY17.18	Q4 FY18.19	Increase/D ecrease	% of Change	FY17.18	FY18.19	Increase/ Decrease	% of Change
10	1327	Butte Falls	1,676	1,420	(256)	-15%	6,902	6,756	(146)	-2%
12	1028	Prospect	5,174	3,523	(1,651)	-32%	21,110	16,441	(4,669)	-22%
16	1389	Applegate	6,636	5,769	(867)	-13%	27,343	27,017	(326)	-1%
18	5235	Gold Hill	7,971	6,954	(1,017)	-13%	37,946	31,380	(6,566)	-17%
18	3905	Ruch	8,026	6,842	(1,184)	-15%	34,025	31,404	(2,621)	-8%
18	6511	Shady Cove	7,077	6,345	(732)	-10%	29,691	28,910	(781)	-3%
22	10430	Phoenix	13,173	11,892	(1,281)	-10%	54,190	54,442	252	0%
22	10779	White City	9,710	8,002	(1,708)	-18%	38,099	35,911	(2,188)	-6%
24	5507	Jacksonville	15,970	16,193	223	1%	65,196	66,987	1,791	3%
28	12181	Eagle Point	16,878	17,752	874	5%	64,579	73,538	8,959	14%
28	9798	Rogue River	23,001	21,169	(1,832)	-8%	88,893	92,486	3,593	4%
36	27153	Central Point	38,684	38,341	(343)	-1%	159,592	158,369	(1,223)	-1%
36	8833	Talent	28,641	28,013	(628)	-2%	117,279	120,743	3,464	3%
40	25405	Ashland	104,327	98,753	(5,574)	-5%	431,519	436,654	5,135	1%
40	85577	Medford	139,866	138,832	(1,034)	-1%	568,528	602,431	33,903	6%
368	215058	Sub Total-Print	426,810	409,800	(17,010)	-4%	1,744,892	1,783,469	38,577	2%
		Sub Total-Digital	13,231	65,829	52,598	398%	186,010	236,704	50,694	27%
		TOTALS	440,041	475,629	35,588	394%	1,930,902	2,020,173	89,271	5%

New Patrons

Hours Open	Population	Branch	Q4 FY17.18	Q4 FY18.19	Increase/D crease	% of Change	FY17.18	FY18.19	Increase/D crease	% of Change
16	1389	Applegate	12	9	(3)	-25%	51	45	(6)	-12%
10	1327	Butte Falls	100	1	(99)	-99%	188	13	(175)	-93%
12	1028	Prospect	14	9	(5)	-36%	40	31	(9)	-23%
18	5235	Gold Hill	36	42	6	17%	144	143	(1)	-1%
18	3905	Ruch	21	17	(4)	-19%	119	137	18	15%
18	6511	Shady Cove	49	48	(1)	-2%	141	160	19	13%
22	10430	Phoenix	51	53	2	4%	210	219	9	4%
22	10779	White City	111	116	5	5%	275	299	24	9%
24	5507	Jacksonville	94	78	(16)	-17%	258	278	20	8%
28	12181	Eagle Point	123	154	31	25%	377	506	129	34%
28	9798	Rogue River	86	103	17	20%	312	378	66	21%
36	27153	Central Point	302	327	25	8%	809	948	139	17%
36	8833	Talent	71	121	50	70%	280	394	114	41%
40	25405	Ashland	299	449	150	50%	1382	1728	346	25%
40	85577	Medford	877	982	105	12%	3030	3553	523	17%
368	215058	TOTALS	2246	2509	263	12%	7616	8832	1,216	16%

Current Active Patrons (3 years)

Hours Open	Population	Branch	Q4 FY17.18	Q4 FY18.19	Increase/ Decrease	FY17.18	FY18.19	Increase/ Decrease
10	1327	Butte Falls		293			293	
12	1028	Prospect		416			416	
16	1389	Applegate		517			517	
18	5235	Gold Hill		1445			1445	
18	3905	Ruch		1252			1252	
18	6511	Shady Cove		1892			1892	
22	10430	Phoenix		2630			2630	
22	10779	White City		4230			4230	
24	5507	Jacksonville		2744			2744	
28	12181	Eagle Point		5303			5303	
28	9798	Rogue River		4466			4466	
36	27153	Central Point		8365			8365	
36	8833	Talent		4881			4881	
40	25405	Ashland		18469			18469	
40	85577	Medford		37659			37659	
		RCC		4343			4343	
368	215058	TOTALS		98905			98905	

Database Usage

Database Name	Q4 FY17.18	Q4 FY18.19	Increase/	% of	FY17.18	FY18.19	Increase/	% of
			Decrease	Change			Decrease	Change
Ancestry	88	2660	2,572	2923%	346	9421	9,075	2623%
A-Z Databases	2403	14107	11,704	487%	10661	41731	31,070	291%
Brainfuse - HelpNow	0	418	418	0%	0	972	972	0%
Brainfuse - JobNow	0	459	459	0%	0	688	688	0%
Cengage - Chilton Library	285	250	(35)	-12%	1097	949	(148)	-13%
EBSCO Novelist Plus	0	2049	2,049	0%	0	7980	7,980	0%
EBSCO Flipster	0	754	754	0%	0	754	754	0%
EBSCO Other	0	1299	1,299	0%	0	4021	4,021	0%
Gale Courses	0	66	66	0%	0	108	108	0%
Gale Other	462	850	388	84%	1344	2968	1,624	121%
Heritage Quest	320	4982	4,662	1457%	1390	22799	21,409	1540%
Learning Express	28	1445	1,417	5061%	254	1666	1,412	556%
Lynda.com	0	1867	1,867	0%	0	2108	2,108	0%
Mango	1572	991	(581)	-37%	5538	4479	(1,059)	-19%
Niche Academy	0	813	813	0%	0	1776	1,776	0%
Value Line	4961	4983	22	0%	16878	18217	1,339	8%
TOTALS	10119	37993	27,874	275%	37508	120637	83,129	222%

Computer Usage

Hours Open	Population Branch	# of PCs	Q4		Increase	% of	FY17.18	FY18.19	Increase	% of
			FY17.18	FY18.19	Decrease	Change			Decrease	Change
10	1327 Butte Falls	4	101	132	31	31%	432	533	101	23%
18	5235 Gold Hill	6	476	352	(124)	-26%	2020	1652	(368)	-18%
24	5507 Jacksonville	7	976	1003	27	3%	3983	4175	192	5%
28	9798 Rogue River	7	1428	1546	118	8%	5913	6319	406	7%
16	1389 Applegate	8	252	205	-47	-19%	914	860	(54)	-6%
28	12181 Eagle Point	8	1079	944	(135)	-13%	4160	3891	(269)	-6%
18	6511 Shady Cove	8	535	429	(106)	-20%	2116	1784	(332)	-16%
12	1028 Prospect	9	190	187	(3)	-2%	618	812	194	31%
22	10430 Phoenix	11	984	893	(91)	-9%	3681	3635	(46)	-1%
36	27153 Central Point	12	1653	1650	(3)	0%	7091	6627	(464)	-7%
36	8833 Talent	12	2048	2096	48	2%	8055	8078	23	0%
18	3905 Ruch	13	238	239	1	0%	1119	910	(209)	-19%
22	10779 White City	13	1160	1589	429	37%	4264	5665	1,401	33%
40	25405 Ashland	23	6206	5592	(614)	-10%	25937	24617	(1,320)	-5%
40	85577 Medford	42	7771	7297	(474)	-6%	33057	31281	(1,776)	-5%
TOTALS		183	25097	24154	(943)	-23%	103360	100839	(2,521)	-2%

WiFi Usage

	Q4 FY17.18	Q4 FY18.19	Increase Decrease	% of Change	FY17.18	FY18.19	Increase Decrease	% of Change
Wifi - Clients	26353	29936	3583	14%	#####	109,644	19,088	21%

People Counter										
Hours			Q4	Q4	Increase	% of			Increase	% of
Open	Population	Branch	FY17.18	FY18.19	Decrease	Change	FY17.18	FY18.19	Decrease	Change
10	1327	Butte Falls	0	1,361	1,361	0%	0	4,687	4,687	0%
12	1028	Prospect	1,683	1,792	109	6%	5,845	6,490	646	11%
16	1389	Applegate	3,415	4,100	685	20%	13,614	16,437	2,823	21%
18	5235	Gold Hill	5,453	5,178	(275)	-5%	18,625	18,036	(589)	-3%
18	3905	Ruch	5,443	5,224	(219)	-4%	20,384	21,052	668	3%
18	6511	Shady Cove	4,059	4,022	(38)	-1%	16,855	17,397	542	3%
22	10430	Phoenix	8,547	7,612	(935)	-11%	34,752	30,940	(3,812)	-11%
22	10779	White City	8,733	8,689	(45)	-1%	26,094	31,517	5,423	21%
24	5507	Jacksonville	7,831	10,125	2,294	29%	31,384	32,869	1,486	5%
28	12181	Eagle Point	10,861	8,849	(2,013)	-19%	38,542	35,800	(2,742)	-7%
28	9798	Rogue River	12,694	12,572	(122)	-1%	50,273	47,902	(2,372)	-5%
36	27153	Central Point	35,900	16,068	(19,832)	-55%	97,066	59,537	(37,529)	-39%
36	8833	Talent	17,567	17,377	(191)	-1%	66,576	74,998	8,422	13%
40	25405	Ashland	41,222	45,708	4,486	11%	169,933	190,335	20,402	12%
40	85577	Medford	88,867	86,299	(2,568)	-3%	307,529	304,252	(3,277)	-1%
		TOTALS	252,271	234,972	(17,300)	-7%	897,468	892,245	(5,223)	-1%

Virtual Visits								
Access Point	Q4 FY17.18	Q4 FY18.19	Increase	% of	FY17.18	FY18.19	Increase	% of
			Decrease	Change			Decrease	Change
Catalog		89039				142632		
Website	102734	108664	5930	6%	399485	552822	153337	38%
TOTAL Visits	102734	197703	5930	6%	399485	695454	153337	38%

Number of Programs

In-Library Programs	Q4 FY17.18	Q4 FY18.19	Increase/		FY17.18	FY18.19	Increase/	
			Decrease	% of Change			Decrease	% of Change
Adult	375	266	(109)	-29%	1,223	1,546	323	26%
Babies/Toddlers	190	388	198	104%	761	1,158	397	52%
Children	383	376	(7)	-2%	974	1,418	444	46%
Teen	113	109	(4)	-4%	290	474	184	63%
Total Programs	1,061	1,139	78	7%	3,248	4,596	1,348	42%

Outreach Services	Q4 FY17.18	Q4 FY18.19	Increase/		FY17.18	FY18.19	Increase/	
			Decrease	% of Change			Decrease	% of Change
Activity -Outreach	0	12	12	0%	0	12	12	0%
BookTalk	70	59	(11)	-16%	156	137	(19)	-12%
Branch Outreach	0	18	18	0%	0	33	33	0%
Business Outreach	0	26	26	0%	0	26	26	0%
Homebound-Outreach	124	127	3	2%	558	487	(71)	-13%
OCC Staff	75	104	29	39%	219	319	100	46%
OCC Volunteers	81	96	15	19%	301	330	29	10%
Total Outreach	350	442	92	26%	1,234	1,344	110	9%

TOTAL Programs & Outreach	1,411	1,581	170	12%	4,482	5,940	1,458	33%
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Program Attendance

In-Library Programs	Q4 FY17.18	Q4 FY18.19	Increase/	% of	FY17.18	FY18.19	Increase/	% of
			Decrease	Change			Decrease	Change
Adult	13,437	5,241	(8,196)	-61%	23,232	32,517	9,285	69%
Babies/Toddlers	3,887	6,617	2,730	70%	15,434	15,092	(342)	-9%
Children	12,776	16,391	3,615	28%	24,246	33,200	8,954	70%
Teen	1,224	1,418	194	16%	2,935	5,818	2,883	236%
Total Programs	31,324	29,667	(1,657)	-5%	65,847	86,627	20,780	66%
Outreach Services	Q4 FY17.18	Q4 FY18.19	Increase/	% of	FY17.18	FY18.19	Increase/	% of
			Decrease	Change			Decrease	Change
Activity -Outreach	0	627	627	0%	0	627	627	0%
BookTalk	2,732	2879	147	5%	6,095	5,923	(172)	-3%
Branch Outreach	0	691	691	0%	0	661	661	0%
Business Outreach	0	661	661	0%	0	1,049	1,049	0%
Homebound-Outreach	240	274	34	14%	1,002	2,039	1,037	103%
OCC Staff	1,531	1201	(330)	-22%	6,416	6,532	116	2%
OCC Volunteers	0	1072	1,072	0%	0	1,072	1,072	0%
Total Outreach	4,503	7,405	2,902	64%	13,513	17,903	4,390	32%
TOTAL Programs & Outreach	35,827	37,072	1,245	3%	79,360	104,530	25,170	32%

One-on-One Patron Services

	Q4 FY17.18	Q4 FY18.18	Increase/ Decrease	% of Change	FY17.18	FY18.19	Increase/ Decrease	% of Change
Reference Services	1513	1368	-145	-10%	79139	74074	-5065	-6%
Digital Services	422	484	62	15%	1049	1729	680	65%
TOTALS	1935	1852	-83	-4%	80188	75803	-4385	-5%

Foundation Director's Report - August 2019

Summer Appeal

Our Summer Appeal launched July 15, 2019 through mail, Facebook, and Instagram. After 2 weeks we have received \$1540 in donations and continue to receive donations daily. I will continue to promote the appeal through networking, individual outreach, and determining a larger donor pool. Most of the donations received so far are from prior foundation donors. Final return on investment will be determined on September 15, 2019.

JCLF Social Media Presence

The Foundation has increased its media presence substantially over the past four months. We have updated and improved our webpage and are posting on Facebook and Instagram with events JCLF is actively supporting and participating in with JCLS in order to promote community participation, event successes, and future events.

Our goal is to drive more people to our website and to the libraries. Our Facebook page has grown from 270 followers to 350, and from 291 likes to 318 likes. Instagram did not exist four months ago, and we are already at 21 followers. We are far exceeding our social media outreach goals and are excited to see how the remainder of the year goes.

Grants, Bequests

In July 2019, JCLF was awarded a recurring grant from the Mary E. and Carl W. Finstrom Designated subfund at OCF for \$25,089.35 that will go toward JCLF operations. We also received the second half of the Alice Saunders bequest in the amount of \$103,923.90 for the Medford branch.

Friends Groups Collaboration

JCLF is working with Friends groups and JCLS in collaboration to create a unified Friends brochure with individual group inserts. We have had one formal meeting and a draft of the brochure has been created and will be reviewed at the next meeting. Final draft will be presented to the Presidents Forum in September for review, comments, and plan of action.

Centennial Birthday Celebrations

The excitement and attendance for each birthday celebration continues to grow. Our community loves their libraries. Lots of cake, smiles, singing, and praises have filled the air at these celebrations. Some branches have had their celebration paired with a program or activity and created more draw to what libraries do for their communities. There is an attached picture collage page of the 6 events that have happened so far. More to come.



Celebrating
100 years
1919 - 2019





Jackson County Library Foundation
 JCLF Report on Expenditure of JCLD Funding
 for the period of 07/01/2019 to 07/31/2019

Account Number	Account Name	JCLD Funding for Operations
Income		
Restricted Grants		
41400	Grants Designated for JCLF Operations	\$13,750.00
Total Restricted Grants		\$13,750.00
Total Income		\$13,750.00
Expense		
Personnel Expenses		
60000	Salaries	\$4,583.34
Total Personnel Expenses		\$4,583.34
Total Expense		\$4,583.34
Net Income (Loss)		\$9,166.66
<u>Summary</u>		
Beginning Fund Balance		\$0.00
+ Other Fund Balance Movements		\$0.00
+ Net Income / (Loss)		\$9,166.66
= Ending Fund Balance		\$9,166.66

Welcome

to the
Riverside Campus Library



Our general collection is available for check out to RCC students and Jackson County Library cardholders.

Come on in!

RCC items accrue overdue fines.

Services for RCC Students

ACCESS	CHECK OUT	RENT
Librarians	Textbooks	Math calculators
Databases & eBooks	Laptops	Bicycle lockers
Computer labs	Study Rooms	
School related faxing	Anatomical Models	
Library research class		

Check us out!



RCC

Rogue Community College®

Collaboration Zone

Riverside Campus Library



Student Study Space

DREAM

BELIEVE

CREATE

SUPPORT

HELP

SPARK

SOLVE

INSPIRE

CELEBRATE

CONNECT



Share space, share respect



RCC

Rogue Community College®



RCC Zone 2017



RCC Zone 2019

Jackson County Library District - 2020 Roadmap

Report Date:

8/1/2019

Big Rocks	Key Milestone	Responsible	Priority	Start	Stop	Status	Notes / Task Owners
Staffing	Hire Library Director	Board	Focus	Jul-19	Nov-19	AS	2 step process
	Hire Public Services Staff	LD		Nov-19	May-20	@	
	Hire Support Services Staff	LD		Nov-19	May-20	@	
	Hire Admin Staff	DA		Jan-20	Mar-20	@	
Administration	Approve contract with HR consultant	Board	Focus	Jul-19	Sep-19	AS	RFP sent to HR Answers
	Job market analysis, total compensation survey	HR Consultant		Aug-19	Oct-19	@	Developed by HR consultant
	Research accounting information systems	Finance Committee		Aug-19	Oct-19	@	Get quotes, demo software
	Present salary/benefits recommendations to Board	HR Consultant		Sep-19	Oct-19	@	HR consultant
	Approve salary schedule	Board		Sep-19	Oct-19	@	Developed by HR consultant
	Approve employee benefits	Board		Sep-19	Oct-19	@	Developed by HR consultant
	Approve payroll system	Board		Nov-19	Dec-19	@	Finance committee; consultant
	Approve HR information system and staffing	Board		Nov-19	Dec-19	@	Finance committee; consultant
	Approve accounting information system and staffing	Board		Nov-19	Dec-19	@	Finance committee
	Update Board on long-range financial plan	Finance Committee		Jan-20	Apr-20	@	Use HR consultant's results
	Develop and propose 2020-2021 budget	Budget Committee		Jan-20	Apr-20	@	LD, DA
	Approve 2020-2021 budget	Board		May-20	May-20	@	
	HR, payroll, accounting systems implemented	DA		Mar-20	May-20	@	
	Policies	Approve board governance policies	Board	Focus	Jul-19	Jan-20	AS
Approve personnel policies		Board		Nov-19	Jan-20	@	Policy committee; consultant
Approve administrative policies		Board		Jan-20	Jun-20	@	Policy committee
Approve finance policies		Board		Jan-20	Jun-20	@	Finance/policy committee
Technology	Receive draft report of IT assessment	Planning Team		Aug-19	Aug-19	@	Carson Block Consulting
	Present final report of IT assessment to Board	IT Consultant		Sep-19	Sep-19	@	Carson Block Consulting
	Approve recommended IT roadmap	Board	Focus	Sep-19	Sep-19	@	
	District website and email migration	DA		Jan-20	Jun-20	@	Move District to jcls.org
Facilities	Approve FFA Architecture Design Proposal	Board	Focus	Aug-19	Aug-19	@	Facilities committee
	Begin drafting new lease agreements	Legal Counsel		Oct-19	Jun-20	@	Legal counsel, DA
	Update exterior signage with new logo	LD		Dec-19	Jan-20	@	Facilities committee
	Approve FFA recommended renovations	Board		Jan-20	Jan-20	@	Facilities committee, FFA
	Approve buildings transfer, lease agreements	Board		Apr-20	Jun-20	@	Legal counsel, DA
	Approve facilities maintenance contract	Board		Apr-20	Jun-20	@	Legal counsel, DA
	Present RFP for Facilities Master Plan to Board	Board		May-20	Jun-20	@	Facilities committee
Collections	Test LS&S Collections Management (CM) system	LD		Oct-19	Mar-20	@	
	Contract with LS&S for CM or bring in house	Board		Mar-20	Apr-20	@	LD to recommend

STATUS: For each activity, insert the following to indicate status toward completion of this activity and associated outcome:

@ - on target AS - ahead of schedule BS – behind schedule C – completed NR – activity changed and is no longer relevant

August 8, 2019

Title: FFA Space Assessment Proposal

From: JCLD Facilities Committee

Summary:

JCLD staff contacted FFA Architects and asked them to provide a proposal for a space assessment and redesign as well as a phased space planning proposal for the Medford and Ashland Branch libraries. The highest priority is to access the office areas and back-of-house staff space in the Medford library in order to accommodate additional staff that will be added within the next 6-12 months as part of the transition to the District as director employer. The priority for the Ashland assessment is the renovation of the basement level, including the two meeting rooms and general design of the lower level of the Carnegie space. The Friends of the Ashland Library have identified and set aside funds to assist with the renovation of this level, and they are ready to move forward with the project. The meeting rooms are outdated and need to be refreshed and equipped with new technology in order to provide quality library programs and meet users' expectations when they reserve the space.

Secondarily, FFA will provide plans to reimagine and update public spaces to create a more inviting and user-specific experience for patrons throughout both facilities. These recommendations will be presented to the Board in a phased-plan approach, making recommendations for enhancements and renovations of space that can be addressed as financial resources allow.

Actions, Options, or Potential Motions:

The Facilities Committee recommends that the Board approve the proposal to assess space for both Medford and Ashland libraries as presented in the accompanying proposal. The total cost for the study is \$66,135, with additional reimbursables not to exceed \$4500, for a total project cost of no more than \$70,635.

Recommendation:

The Facilities Committee has reviewed the proposal from FFA to work concurrently on a space assessment and redesign for the Medford and Ashland libraries. The proposed timeline is approximately three months from start of work, with three meetings with key stakeholders during the project and a final presentation to the Board at completion. The Committee asked FFA to prepare two variations to this scope of work: one to phase the projects to prioritize the Medford project, and the other to focus only on the Medford Library. FFA provided two additional quotes for a scope of work to do the two projects separately. The project timeline for the Medford project was only shortened by about two weeks, and with the Ashland project beginning at the inclusion of the Medford project, completion for that project is estimated at two months, or January 2020. The project costs increased to \$73,165 in fixed costs and reimbursables increased to \$7500. The economy of scale of working on both projects together saves \$7030 in fixed costs and up to \$3500 in reimbursable expenses.

Both projects are important in their own way, and the Committee recommends moving forward with the original proposal, providing a short term space assessment and redesign/space planning service for the Medford and Ashland Libraries.

Resource Requirements:

The total project cost is \$66,135 in fixed costs and up to \$4500 in reimbursable expenses. One of the deliverables of this study is a preliminary cost estimates for buildings and construction, as well as the loose furniture and shelving (FF&E). The resources to renovate the spaces is an additional expense. The Ashland Friends of the

Library has identified resources for the renovation; additional funds would be used from the Technology budget to update the equipment; and the remaining funds in the City of Ashland fund could also be available. For the Medford project, capital funds would need to be used for the office renovation. A recent bequest of just over \$215,000 could be applied to public space redesign.

Policies, Plans, and Goals Supported:

The renovation of the office spaces is in response to the transition to direct employment by the District and the anticipation of additional staff needed, particularly at the administrative level.

This project supports the Strategic goal area Connect: JCLS are open, thriving spaces where people link to the universe of possibilities that enrich their lives.” Specifically, the opportunity to redesign the public spaces in Ashland and Medford support the objective to “provide safe and welcoming spaces for people of all ages, cultures, and backgrounds to connect with others and engage in individual pursuits.”

Attachments:

FFA Proposal for Short-Term Space Assessment and Redesign/Space Planning Services – Medford and Ashland Libraries



July 9, 2019

Kari May
Library Director
Jackson County Library Services
205 S. Central Avenue
Medford, OR 97501

Re: Proposal for Short Term Space Assessment and Redesign/Space Planning Services – Jackson County Library Services:
Medford and Ashland Libraries

Dear Kari,

Thank you for the opportunity to provide Jackson County Library Services with our proposal for your Space Assessment, Redesign/Space Planning project.

We have assembled a fee proposal based on the following:

PROJECT UNDERSTANDING

FFA understands the intent of this project is to provide a space assessment and updated space planning and redesign for the Medford Library and the Ashland Branch Library to accommodate new staff needs and reflect current and future library usage trends.

The highest priority is to assess office areas and back-of-house staff space in order to accommodate library administrative staff (4-10 positions) that will be added within the next 6-12 months and provide a more open and collaborative work environment. The next priority is to reimagine and update public spaces to create a more inviting and user-specific experience for patrons. A more detailed description of project scope areas is provided in the attached document, *Meeting Notes: Project Scope and Tours*, dated July 8, 2019.

To accomplish this, the project will consist of 4 phases: Research, Preliminary Space Planning, Space Plan Refinement & Design Concept Development and Documentation. The final deliverable for this project will be a comprehensive report including recommendations, plans and concept drawings, preliminary estimates for construction as well as furniture and shelving configurations.

SCOPE OF SERVICES

The following describes the Scope of Work for this proposal:

Task 1: Research (includes one (1) site visit to Medford and Ashland):

Research Background and Existing Conditions:

1. Review of background information, including existing building drawings, provided by JCLS
2. Site verification of existing conditions, limited to existing space plans, furniture and shelving, observe public and staff usage of spaces: Medford and Ashland
3. Update drawings on file to reflect verified existing conditions

Task 2: Preliminary Space Planning:

Develop preliminary space plan options:

1. Develop preliminary space plan options, up to three (3) for Medford and Ashland Facilities, including public and staff spaces
2. Progress meeting with JCLS via virtual meeting ("GoTo" or other):
 - Review preliminary space plan options
 - Determine preferred space plan direction for each library for further refinement
 - Determine areas for interior design concept development

Task 3: Space Plan Refinement & Design Concept Development (*includes one (1) site visit to Medford*):

Space plan refinement & interior design concept development for specific areas:

1. Refinement of preferred space plans for Medford and Ashland Facilities
2. Develop preliminary design concepts for areas determined with JCLS, including furniture types/options
3. Develop preliminary concept renderings, up to two (2) per facility, for areas determined with JCLS
4. Develop preliminary estimates:
 - Building/construction
 - FF&E (loose furniture and shelving)
5. Progress meeting/Presentation of preliminary draft to JCLS in Medford:
 - Review refined space plans
 - Review preliminary design concepts and renderings
 - Review preliminary estimates

Task 4: Documentation:

Space plan & interior design concept documentation:

1. JCLS review of preliminary draft drawings and documentation presented by FFA
2. FFA revise drawings and other documentation per JCLS comments
3. JCLS review of final draft drawings and documentation
4. FFA produce final documentation to JCLS

ASSUMPTIONS

- Existing Documentation, as available, provided by JCLS
- The following are Owner Provided items and information and are excluded from FFA's scope of services:
 - Site Surveys
 - Soils Investigations and Reports
 - Geotechnical Evaluations and Reports
 - Environmental Services
 - Restrictions

- Hazardous Materials: discovery and determination of types and quantities
- Commissioning and testing (mock-up, window/envelope, acoustic, etc.)
- Services listed in the attached “Exclusions” document to be excluded unless directly identified in the scope above.
- All Owner decisions will be made in a timely manner.

COMPENSATION

As proposed, the timeline for this scope of work is below with a start date in July 2019 to be determined with the JCLS and an estimated completion in October 2019.

We propose to complete this scope of work for a **Fixed Fee** sum of **\$66,135**
 Reimbursable expenses are in addition to the fee, and include travel & printing costs.

FEE SCHEDULE:

PHASE	DURATION	COMPLETION DATE*	FEE DISTRIBUTION
Notice to Proceed		TBD	
Estimated Project Start Date		July 29, 2019	
Base Services	~12 weeks	October 21, 2019	\$ 66,135
			Total \$66,135
Reimbursables (Not to Exceed)			\$ 4,500.00

*Note: Completion dates are estimated based the provided duration with the Owner’s notice to proceed and approval by anticipated dates.

Should these durations be extended beyond the control of FFA, additional fees for services carried out after this period will be negotiated in an Additional Services Request or be billed on a Time and Materials basis. Potential additional services items include, but are not limited to:

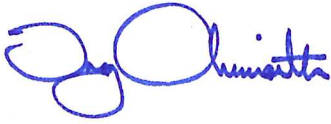
- Changes in schedule duration (owner design change, funding delays)
- Timely client review/response. Decisions must be made in a timely fashion to maintain project schedule.
- Changes in scope of services
- Adjustment of rates for projects continuing into next year (beyond anticipated schedule)

PROPOSAL DURATION

This Proposal is valid for (60) days from date of issuance.

Kari May
Short Term Space Assessment and Redesign/Space Planning Services
July 9, 2019
Page 4

Sincerely,
FFA Architecture and Interiors, Inc.



Troy Ainsworth, AIA, ALA, NCARB
Principal



Brenda Katz, AIA, ALA
Project Manager

Please confirm your approval by signing in the space provided below and returning a signed copy of this letter.

Jackson County Library Services

Date

ATTACHMENTS:

- Exclusions
- 2019-06-19_Meeting Notes
- Proposed Work Plan
- FFA 2019 Billing Rates

EXCLUSIONS

The following services, *unless explicitly stated in the proposal*, are excluded. The services can be added at the Owner's request and will be considered additional services to be billed according to attached FFA billing rates.

- The following phases of service:
 - Existing Facilities Surveys
 - Site Evaluation and Planning
 - Master planning
 - Programming and Predesign
- Measured Drawings and Field Verification of Owner provided documentation
- Multiple Preliminary Designs
- Coordination of Owner's Consultants and design-build contractors
- Special Engineering or Design Consultants other than those specifically listed in the proposal:
 - Mechanical, electrical and plumbing engineering
 - Structural engineering
 - Civil engineering
 - Telecommunications/ Data /Low Voltage/ Audio/ Video (Technology specialties) Design
 - Fire Protection Design (Fire Alarm, Fire Sprinkler, etc)
 - Acoustic Engineering Services
 - Street lighting, Traffic assessments, transportation planning, off-site improvements, etc.
 - Security Evaluation and System Design
 - Graphics or Signage Design
 - BOMA Calculations
 - Energy or daylighting modeling
- Alternates, revisions after acceptance
- Value Analysis
- Detailed Cost Estimating
- Owners Representative (On-Site Project Representation)
- Change of construction contract type (example: CMGC change to Hard bid)
- Project phasing
- Multiple drawing packages
- Conformed Construction Documents
- As-Designed Record Drawings
- As-Built or Record Drawings (As-Constructed Record Drawings)
- Operations & Maintenance Manuals
- Specialty Design Processes: LEED Certification, Living Building Challenge, Passive House, HUD, etc.
- Disabled access compliance design beyond Oregon Structural Specialty Code and Americans with Disabilities Act current at the time of project permitting.
- Meetings with Public Agencies and Community Meetings other than listed in proposal (Design Review, Land Use Review, Historic Landmarks)
- Post-Occupancy Evaluation, Facility Support Services, Tenant-related Services
- Historic Design
- Furniture, Furnishings, and Equipment Design

Meeting Notes: Project Scope and Tours

From: Brenda Katz **Date:** 07/08/19

Project Name: Jackson County Library Services (JCLS) Medford and Ashland Libraries **Meeting Date:** 06/19/19

Project Number: 24.00.19/Phase 014 **Meeting Time:** 9:00 am – 2:30 pm

Attendees: Kari May, Library Director (JCLS)
 Lisa Marston, District Administrator (JCLS)
 Susan Kiefer, Library Board President
 Crystal Stroud (JCLS)
 Ryan DeSautel (Jackson County Facilities Dept)
 Terra McCloud, Medford Branch Manager (JCLS)
 Kristin Anderson, Ashland Branch Manager (JCLS)
 Brenda Katz, FFA
 Troy Ainsworth, FFA

Distribution: Troy Ainsworth, FFA
 File

General:

1. JCLS would like an overall space study to be performed, then zero-in on specific elements/phases.
2. How have library functions changed since the original construction?
3. The County currently owns and maintains the library facilities. This transfers to JCLS in 2020. A 5-year maintenance plan with the County is in place.
4. Jackson County can direct-assign professional services, limited to \$100,000.
5. When planning, think to the future. If additional offices, etc. are anticipated, include in planning efforts.
6. JCLS to provide electronic versions of Ashland Library drawings (PDF's only may be available).
7. Who were the Architects'/consultants for each of these projects?
8. Rogue Community College is reworking their collections space (Medford, east side, 2nd floor). Their lease runs to 2024. They are still a strong partner and will likely stay.
9. The Library Foundation has office space in the library building.
10. It is anticipated that an increase in hours is anticipated at each of the two facilities in the near future.

11. Next fall, JCLS anticipates the library will need to embark on system-wide master planning and strategic planning (services and facilities) projects to guide facility needs for the next 10-20 years.
12. Kari will send photos of White City children's area renovation.
13. Medford:
 - Top priority: Administrative office space
 - Short Term: Space planning study for other areas as described below
14. Ashland:
 - Priority: Lower Level upgrades to meeting rooms, kitchen and staff breakroom
 - Short Term: Space planning study as described per Ashland meeting below
15. FFA to provide scope/fee proposal before July 11 Board meeting. Send draft a few days earlier for JCLS review.

Medford: Two phases of work:

Immediate Priority: Administrative Office Space Layout Study:

1. Need to increase administrative staff by 4-10 positions within the next 6-12 months. Study how to reorganize spaces in order to accommodate these positions. Preferable to maintain walls in place if possible.
2. Administrative staff: some can locate in business office, others downstairs.
3. Ideally, keep system-wide staff together
4. IT staff: 1-2 additional positions
5. Community Development/Marketing: 1-2 additional positions
6. Library functions displaced by new office space will need to be relocated elsewhere.
7. Most new positions are at system level, not branch.
8. Mix of Administrative Staff area and JCLS Technical Services:
 - a. Business Office
 - b. Technical Services
 - c. Outreach
 - d. Foundation
 - e. Community Development

Short Term: Space Layout Study:

1. Service points/Staff Areas:
 - a. Main circulation lobby: Currently 10-14% patrons use self-check. Would like to see more use in this facility.
 - b. Current holds shelving behind main circulation desk. Will also house "library of things"
 - c. Most service desks too large, many on upper level not staffed

- d. Reference desk – only 2 stations needed, shelving behind desk not necessary, but would like Reference Librarians to have a back/boundary for their space. Can this space be opened up for more seating?
- e. Back-of-house staff workstations (open office) - Many can be shared.
- f. Circulation workroom: Would like to see more open and collaborative, possibly move computer workstations to perimeter and open up center of room.
- g. Storage area in circulation workroom: possibly repurpose back to office space
- h. Current Administration lobby too large – one work station and waiting only.
- i. Need more open collaborative work space in circulation workroom.
- j. Volunteer Coordinator – move to Administration office area. Currently in main level office area.
- k. No AMH or RFID system for now.
- l. Friends group has occupied most of the mezzanine storage area.
- m. Lisa’s office can move to admin. Area. Her office can be repurposed to former conference room.
- n. Reference workroom: open up small glassed in area to provide more open office space.

2. Main Level Meeting Rooms:

- a. Large meeting room:
 - i. Replace flooring with lower maintenance product, possibly rubber that can be easily cleaned. AV updates needed.
 - ii. New tackable surfaces
 - iii. Upgrade kitchen, including add refrigerator
- b. Two smaller meeting rooms:
 - i. Have new carpet
 - ii. Need new tackable surfaces

3. FF&E:

- a. Replace desktop computers with laptops to be checked out (public computers only – staff laptops would be limited due to security for County network).
- b. Replace study carrels with more desirable tables and seating.
- c. Some shelving can be removed, especially the reference collection to add seating.
- d. Consider moveable walls and mobile shelving.
- e. Wood tables are holding up well

4. Collection:

- a. Generally, collection can be reduced.
- b. Floating collection. Plan to shift some of the collection from branches to the main library.
- c. Magazine collection will be reduced
- d. Maybe mobile shelving in circulation lobby for new books.
- e. Outreach: maybe house this collection in public space – allows for more work space.

5. Specialty Areas:

- a. A creative space for maker activities, interactive VR, etc. in JCLS space is desirable.
- b. A joint gaming room is desired. Possibly partner with and locate within Rogue CC space.
- c. Would like a computer lab/classroom within JCLS space (this is a different area from gaming lab/space being considered which may be located in RCC space). Locate near reference desk.
- d. Current Print Center – repurpose to create maker space or study rooms? Need to relocate printer/copiers. They are still well used.
- e. Additional study rooms would be beneficial
- f. Community garden. Transient problems.

6. Children's Area:

- a. Need welcoming entry. Needs to be fun, colorful, scaled for Children (Castle?). Some people think the children's area is the entirety of the library.
- b. Vancouver (WA) is a good example
- c. Mobile/flexible
- d. Scale of space is too high for low shelving and little kids.
- e. Open children's area is too far away from entry area.
- f. Consider Central Point branch: Recent renovation added more color. There is a YouTube time lapse video of renovation project.
- g. Storytime space:
 - i. Thermal comfort needs improvement (too hot)
 - ii. Needs better acoustics
- h. The children's service desk is right-sized for its use and the kids enjoy the small stair at the desk
- i. Need separation of Junior fiction from younger kids
- j. Gardens are great and really well-used. How can it be more educational?

7. Teen Area:

- a. Make more relevant
- b. More flexible use of space, mobile shelving
- c. More fun
- d. More techy/edgy look
- e. More technology
- f. Potential to use some space currently taken up by large workroom for game lab, study space, etc.
- g. Can collection be further weeded to reduce shelving?
- h. Mobile shelving with new end panels
- i. Additional display space – possibly integrated with windows/storefront wall (cubes, etc.?)
- j. Thermal comfort needs improvement
- k. Lighting controls are not separate from rest of building. Cannot dim or turn off lights to show movies, etc. System not equipped with RFID.

8. Other Facility Items:

- a. Lighting:
 - i. Many fixtures were not lit. Current lamps not standard; replacement lamps are \$75.00 each. Relamping is in 5-year plan. Consider incentives to replace fixtures with modern LED option.
 - ii. General ambient light and up-light component is not optimal
 - iii. Lighting controls are not adequate. Would like daylight sensors.
 - iv. Would like blinds connected to lighting controls. Do some blinds need replacement? Some motorized shades have been binding. Ryan indicated that he could probably have them repaired.
- b. Carpet replacement will likely be done over 2-3 years as renovation phases occur.
- c. Better way-finding/signage
- d. Problems with theft of new books, DVD's, display case artifacts (can lift the glass out of channel and steel display items) and hanging artwork.

Ashland Branch

1. Lower Level Carnegie Library: Lower Level is a priority – Phase I, beginning of fiscal year – July 1, 2019 Lower Level was not upgraded much during the last construction project.
 - a. Meeting rooms: Guanajuato Room (smaller - named after sister city in Mexico); Gresham Room (larger)
 - i. Gresham Room:
 - Structural column interferes with programming. What is the column construction? Can diameter be reduced?
 - Lack of storage room for tables, etc.
 - ii. Guanajuato Room:
 - Currently houses archival collection/artifacts.
 - It is preferred that we find a better way to display the pieces elsewhere in the building and free up space (including wall) for programming, etc.
 - Collection needs to be curated. Would like a rotating exhibit.
 - Remove “shelf tables” along walls
 - Is CMU wall structural?
 - b. Low ceilings
 - c. Need to upgrade meeting room tables for both rooms to flip-top-nesting
 - d. Need integrate current technologies, primarily AV. The county wants to standardize on large monitors, instead of projection.
 - e. Upgrade all finishes
 - f. Lower level not staffed
 - g. Upgrade meeting room kitchen
 - h. Upgrade staff break room – a priority
 - i. No phones currently on lower level
2. Main Level:
 - a. Traffic flow in circulation/self-check area needs to be improved
 - b. Would like smaller service desk – (2) stations for staff plus (1) lower-height volunteer “Welcome Station”.
 - c. Self-check well used at this branch. Can add more elsewhere?
 - d. Would like a place to market the collection, rather than Friends’ sale items.
3. Upper Level:
 - a. No running water or restrooms on upper level of main building.
 - b. Reorganize space, furniture, shelving to take advantage of views. Move shelving away from windows. Locate seating adjacent to windows.

- c. Center space under clerestory has no ceiling lighting and as a result is not properly lit. Tables rely on task lighting.
 - d. Relocate historic collection – currently I wall cabinets at stairs, to Carnegie.
4. Study rooms:
- a. Shared monitor would be desired
 - b. Only one enclosed study room in facility currently.
5. Teen Space:
- a. Study overall layout.
 - b. Acoustical issues. No Sound barrier – need to find a way to allow for noise. Glassing in is limiting
 - c. Space has no identity
 - d. Not inviting
 - e. Need to provide some quiet study space
6. Children’s Area (currently in upper level of Carnegie building):
- a. Works pretty well in general as the children’s area
 - b. Space and furniture/shelving is incongruous – things have been added over time
 - c. Needs to be more child-like, fun with interactive space for families to work together.
 - d. Combined parent/child seating
 - e. Would like interactive wall-mounted panels
 - f. Brighter colors - need to repaint – not beige. (Example: Central Point branch)
 - g. Space needs to be light and bright.
 - h. Currently, 4 different wood colors – update to be more cohesive: Original wood stain at columns & shelving (keep!); some windows and other elements are painted dark brown; furniture is light maple tone; service desk is medium cherry tone. Refinish any painted original wood to remain to match original stain.
 - i. Reduce amount and lower shelving, other than historic original wood shelving
 - j. Keep low-tech. Less “screen time” is preferred.
 - k. Need smaller service desk. What is the best location?
 - l. The storytime area at the hearth is too small. Needs to be flexible
 - m. Full-spectrum lighting is desired.
 - n. Verify if children’s area should remain in Carnegie building? (Other option would become a “living room”?)

7. Staff Workspaces:







- a. Back-of-house staff workstations (open office) - Many can be shared.
- b. Rough sorting shelving not efficient
- c. Long/skinny workspace not efficient
- d. Need to add one office. Only the Circulation Supervisor and Kristin need an enclosed office - (2) total.
- e. Upper level reference workspace: (1) Fulltime, (1) 30-hour staff, (2) 20-hour staff, plus teen workspace
- f. Currently no staff entrance. Need to enter through main door.
- g. Couriers and other deliveries also need to use the main entrance.
- h. There is no loading dock

8. General:

- a. Building needs general upgrades and finishes that match.
- b. HVAC issues in the Carnegie space. HVAC upgrades planned for 2021.
- c. 4 Service points. Desire smaller service desks.
- d. Lower and main level area below stair may be a good opportunity for merchandizing or display of artifacts. Study how a built-in glass display case would work in each location.
- e. Security is an issue. The building is divided into 4 sections. Complicated access with several doors to use meeting room spaces after hours.
- f. Need PA system. Can it be handled through phones or other equipment? Ryan will research. Kari will check with IT department.
- g. A technology consultant is performing a review of the facility needs and will provide a report in September.
- h. Would like to improve and enhance the user experience
- i. Emphasis on people spaces. Views need to be the star! Relocated seating areas adjacent to glass.
- j. Note: under-floor air distribution has previously been concealed by shelving with ventilated bases and table configurations. May be exposed when moving furniture and shelving. Will need to be considered in design.
- k. Reduce collection in general, non-fiction, reference and periodical collection may be reduced. Need to keep some newspaper back issues.
- l. Are collections in the correct locations? General fiction is currently downstairs, while the readers advisory (reference staff) is upstairs.
- m. Better lighting desired
- n. Replace existing wood tables with smaller footprint. Tables are too deep. Existing wood table finish is not holding up well.
- o. Need community bulletin board space
- p. Holds are self-pick-up

- q. Shakespeare play collection
- r. Ginko wood book sculptures need to be kept. Important to building's history. Made from the Ginko tree that was on property.
- s. Puzzles are well used.
- t. Large panel-end OPAC tables can be replaced with panel-mounted units
- u. Need new carpet throughout. Potentially different colors for each department. Installation in phases with other work throughout the building.
- v. Some renovation funds available from Friends

Notes are record of items discussed during the meeting; please notify the author within five days of any necessary revisions.

Tasks and Pertinent Milestones	MONTH 1	MONTH 2	MONTH 3	MONTH 4
TASK 1: RESEARCH				
Notice to Proceed from JCLS				
Research Background and Existing Conditions:				
1. FFA reviews background information, including existing building drawings, provided by JCLS				
2. FFA site verification of existing conditions, limited to existing space plans, furniture and shelving, observe public and staff usage of spaces: Medford and Ashland				
3. FFA update drawings on file to reflect verified existing conditions				
TASK 2: PRELIMINARY SPACE PLANNING				
Develop Preliminary Space Planning Options:				
1. Develop preliminary space plan options (up to 3) for Medford and Ashland Facilities, including public and staff spaces.				
2. Progress meeting with JCLS via virtual meeting ("GoTo" or other):				
<ul style="list-style-type: none"> ▪ Review preliminary space plan options ▪ Determine preferred space plan direction for each library for further refinement ▪ Determine areas for interior design concept development 				
TASK 3: SPACE PLAN REFINEMENT & DESIGN CONCEPT DEVELOPMENT				
SPACE PLAN REFINEMENT & INTERIOR DESIGN CONCEPT DEVELOPMENT FOR SPECIFIC AREAS				
1. Refinement of preferred space plans for Medford and Ashland Facilities				
2. Develop preliminary design concepts for areas determined with JCLS, including furniture types/options				
3. Develop preliminary concept renderings for areas determined with JCLS				
4. Develop preliminary estimates:				
<ul style="list-style-type: none"> ▪ Building/construction ▪ FF&E (loose furniture and shelving) 				
5. Progress meeting/Presentation of preliminary draft to JCLS in Medford:				
<ul style="list-style-type: none"> ▪ Review refined space plans ▪ Review preliminary design concepts and renderings ▪ Review preliminary estimates 				

Tasks and Pertinent Milestones				
	MONTH 1	MONTH 2	MONTH 3	MONTH 4
TASK 4: DOCUMENTATION				
SPACE PLAN & INTERIOR DESIGN CONCEPT DOCUMENTATION				
1. JCLS review of preliminary draft drawings and documentation presented by FFA				
2. FFA revise drawings and other documentation per JCLS comments				
3. JCLS review of final draft drawings and documentation				
4. FFA produce final documentation to JCLS				

FFA Architecture and Interiors, Inc.
Standard Billing Rates - 2019

Principal	\$240.00 per hour
Partner	\$210.00 per hour
Senior Project Manager	\$195.00 per hour
Specification Writer	\$195.00 per hour
Project Manager	\$170.00 per hour
Architectural Designer	\$170.00 per hour
Architectural Staff I	\$145.00 per hour
Architectural Staff II	\$120.00 per hour
Architectural Staff III	\$110.00 per hour
Interior Designer I	\$145.00 per hour
Interior Designer II	\$120.00 per hour
Interior Designer III	\$110.00 per hour
Administrative	\$95.00 per hour

Reimbursable expenses such as reproductions, postage/delivery, photographs, prints and plots, etc. are billed at direct cost. Any reimbursable expenses not listed, does not exclude them from being billed as a reimbursable project expense. Project mileage is billed at the current IRS rate. Consultant billings will be billed at direct cost.

Fees for services will be billed monthly and are due and payable upon receipt. Amounts outstanding after 30 days will incur service charges of one and one-half percent per month.

Hourly rates will change each calendar year.

August 8, 2019

Title: Board Officer Duties Policy
Board Committees Policy

From: Policy Committee

Recommendation:

The Policy Committee recommends that the Board approve the two policies referenced above.

Budget Impacts:

None.

Policies, Plans, and Goals Supported:

Elected governing boards provide the ultimate leadership in governance and guidance of an organization. The two governance policies included in today's Board packet are intended to provide Board members, staff, citizens, and other key stakeholders with a clear understanding of the duties and authority of Board Officers, as well as the responsibilities of the committees that assist the Board to govern more efficiently.

Community Impacts:

The community is served by the Library District, which is governed by a Board of Directors; therefore, creating a strong governance structure and clear lines of authority positively impacts the community.

Background and Additional Information:

Special Districts Association of Oregon (SDAO) recommends that all Oregon Special Districts have *Board Officer Duties* and *Board Committees* policies.

Attachments:

1. Board Officer Duties Policy
2. Board Committees Policy



Policy 1-6	Board Officer Duties	Approved:
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I. Officers; Duties

The officers of the Jackson County Library District Board of Directors (“Board”) shall be the President, Vice President, and Secretary.

A. Duties of the President

1. The President of the Board (or an appointee of the President) shall preside at meetings of the Board of Directors. In the President’s absence, the Vice President shall preside.
2. The President will appoint a Board member to preside at meetings where the President and Vice President are not present. If the President has failed to appoint a Board member to preside, and if the Vice President is not present then the remaining members of the Board will elect a Board member to preside at the meeting.
3. Any decision of the President or other presiding officer at the meeting may be overridden by a majority vote of the Board.
4. The President shall perform those duties prescribed by this policy and other governance policies, the Oregon Revised Statutes, and the parliamentary authority.
5. The President shall consult with the Vice President and Secretary regarding the preparation of each Board meeting agenda.
6. The President shall ensure that Board practices conform to Board policies and Oregon Revised Statutes.
7. The President shall have the same right as other members of the Board to discuss and to vote on questions before the Board.
8. The President may call special meetings of the Board as described by the Oregon Public Meetings Law.
9. The President of the Board shall sign official District documents on behalf of the Board when authorized to do so by a majority of the Board.

B. Duties of the Vice President

In the President's absence, or during any disability of the President, the Vice President shall have the powers and duties of the President of the Board as

prescribed by District policy. The Vice President shall have such other powers and duties as a majority of the Board may from time to time determine.

C. Duties of the Secretary

In accordance with Oregon Revised Statutes, the Library Director shall serve as the Secretary of the District. (ORS 357.226). The Secretary shall ensure that accurate minutes of each Board meeting are taken, transcribed, and distributed to each Board member in a timely manner for review prior to approval. The Secretary shall maintain properly authenticated official minutes in chronological order. The Library Director may delegate any of the Secretary's duties to staff.

II. Nominations and elections

- A. Nominations for President and Vice-President shall be taken from the floor during the first regular meeting in July.
- B. The candidate receiving a majority of votes cast shall be elected.
- C. The President and Vice-President shall serve for one year or until their successors are elected. Their term of office shall begin upon election.
- D. Neither the President nor the Vice President shall serve more than two consecutive years in those offices, unless additional terms are approved by a majority of the Board.
- E. Any officer elected by the Board may be removed from office by a majority vote of the Board when, in their judgment, the best interest of the District would be served thereby.

III. Vacancies

A vacancy in the President or Vice President position shall be filled by the Board for the unexpired portion of the term of the vacant office at the next regular or special meeting or as soon thereafter as possible.



Policy 1-7	Board Committees	Approved:
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I. Purpose

The Jackson County Library District Board of Directors (“Board”) may establish committees to assist the Board to govern more efficiently and, in some cases, to comply with the requirements of state law. A Board committee is not designed to do staff work. Committees shall be used to investigate, deliberate, analyze, and make recommendations with regard to special issues.

II. Accountability

Committees are a subsidiary of the Board, and shall report their work to the Board on a regular basis.

The Board shall annually review the work of each committee and determine which committees will be reappointed and which committees will be abandoned as no longer necessary.

III. Appointment

The Board shall appoint the chairperson and members of each committee, and each will serve a term of one year. The Board may fill vacancies on a committee and may remove a member from a committee at any time without cause.

IV. Authority

Committees established by the Board are advisory in nature and shall have only the powers specifically delegated to it by the Board. Functions of each committee will be in writing as part of Board policy, a committee charter, or recorded in the minutes of the meeting at which the committee was established.

V. Committee Charter; Annual Work Plan

The purpose and responsibilities of each committee shall be included in writing as part of the committee’s charter. In August of each year, the committees shall submit their charters and annual work plans to the Board for review and approval.

VI. Committee Meetings

The committee chair shall convene all meetings of the committee or a majority of the committee members may call a committee meeting. Minutes shall be kept of committee meetings. When committees make recommendations to the Board for action, such recommendations shall be made in the form of a motion at a Board meeting.

VII. Public Meetings Law

Meetings of Board committees are subject to the Oregon Public Meetings Law.

VIII. Guidelines for Committee Chairs

The committee chair will be expected to lead the committee just as the Board President is expected to lead the Board. The chair is accountable for ensuring the productivity of the committee by:

- A. Planning the agenda for the committee meetings.
- B. Ensuring that all members of the committee are notified of committee meetings.
- C. Convening committee meetings, and keeping meetings on track.
- D. Ensuring a written record of committee actions is kept.
- E. Encouraging the committee to take action on the issues discussed by the committee.
- F. Ensuring that reports and recommendations for action from the committee are presented to the Board.
- G. Leading the committee to evaluate its own operations.
- H. Contacting the Board President or Library Director to have committee issues/reports placed on the agenda prior to the agenda deadline.

IX. Committees

Although committees can have countless names, they all fall into one or two categories: standing or special.

A. Standing Committees

A standing committee exists from one year to the next, and is typically charged with a continuing function. The standing committees of the Jackson County Library District are as follows:

1. Budget Committee: As required by state law, the Budget Committee works with the Library Director and staff to develop a plan for the coordination of revenue and expenditures for the District's fiscal year. Requirements in ORS 294.414 regarding membership on the Budget Committee are listed below:

- i. The Budget Committee shall consist of five members of the Board and five appointed electors within the District. Appointed members cannot be officers or employees of the District.
 - ii. Budget Committee members shall serve for three years. Their terms shall be staggered so that as nearly as possible one third of the terms of the appointed members shall end each year.
 - iii. Appointed members may not receive any compensation for their service on the committee.
 - iv. A vacancy on the Budget Committee shall be filled by the Board for the unexpired portion of the term of the vacant position as soon as practicable.
2. Policy Committee: The Policy Committee works with the Library Director and staff to develop and revise necessary policies related to the governance and operations of the District. Policies shall serve as guiding principles for Board members, staff and patrons.
3. Facilities Committee: The Facilities Committee works with the Library Director and staff to increase the useful life of the buildings and their systems, ensure the safety of library patrons and capital equipment, and create and maintain welcoming spaces that support the District's service priorities.
4. Advocacy Committee: The Advocacy Committee works with the Library Director and staff to stay abreast of local, state, and national legislation that might impact library services; develop talking points about the impact of library services in Jackson County; and promote the library in the community at large.
5. Finance Committee: The Finance Committee works with the Library Director and staff to provide oversight of the District's finances and ensure that the District is operating within its established policies regarding fiscal management.
6. Executive Committee: The Executive Committee consists of the officers of the Board. Its only purpose is to advise the Board President, when needed, and to assist the Board President in developing each Board meeting agenda.
7. Technology: The Technology Committee works with the Library Director and staff to maintain and oversee the Library's rolling 3-Year Technology Plan, including budget and capital project estimates. The committee is also charged with keeping abreast of emerging technologies for libraries and recommending new technologies to library staff.

B. Special Committees

A special committee is formed to perform a specific task. It comes together, performs the task, gives its final report, and then ceases to exist. The special or ad hoc committees of the Jackson County Library District are as follows:

1. **Strategic Planning:** The Strategic Planning Committee is activated every five years, at which time a new chairperson and members are appointed. The committee works with the Library Director to develop a five-year strategic plan that assures the library's services and activities reflect the District's mission; set priorities; show measurable progress; and provide a strong foundation for decision making.
2. **Any other committee as needed.**

August 8, 2019

Title: Board Committee Charters and 2019-2020 Annual Work Plans

- Advocacy Committee
- Facilities Committee
- Finance Committee
- Policy Committee

From: Board Committee Chairpersons

Recommendation:

The chairpersons of the Board Committees listed above recommend that the Board approve their respective committee's charter and 2019-2020 annual work plan.

Budget Impacts:

None.

Policies, Plans, and Goals Supported:

In accordance with the *Board Committees Policy*, which is scheduled for review and approval by the Board today, committees of the Board shall present their charters and annual work plans to the Board for review and approval in August of each year.

Community Impacts:

The community is served by the Library District, which is governed by a Board of Directors. Board Committees assist the Board in governing more efficiently, which positively impacts the community. Moreover, reviewing committee charters and work plans annually and requiring that committees report regularly to the Board helps to ensure that committees' goals and objectives are designed to advance the District's mission and support the Board's strategic priorities.

Background and Additional Information:

Special Districts Association of Oregon (SDAO) recommends that Board Committees have written charters and annual work plans and that those documents be reviewed and approved by the Board of Directors at least annually

Attachments:

1. Advocacy Committee Charter and Annual Work Plan
2. Facilities Committee Charter and Annual Work Plan
3. Finance Committee Charter and Annual Work Plan
4. Policy Committee Charter and Annual Work Plan
5. 2019-2020 Policy Preparation and Review Work Plan – Q1

2019-2020 Charter and Annual Work Plan
Jackson County Library District Advocacy Committee

Presented to Jackson County Library District Board of Directors on August 8, 2019

Purpose

The Advocacy Committee shall work with the Library Director to develop talking points about the impact of library services in Jackson County to the community at large. The Committee shall also stay abreast of local, state, and national legislation that might impact library services.

Membership

At the July 12, 2019 Board Regular Meeting, the Board appointed Cathy Shaw as Chair and Kari May as Committee member.

Responsibilities

The Advocacy Committee will work with staff to stay informed about the perception of the library in the community and prepare responses to media requests as appropriate. The Committee will monitor local, state, and national legislation that might impact libraries and prepare responses as appropriate.

The Committee will report its activities to the Board twice a year, and as needed.

Meetings

The Advocacy Committee will meet twice per year. The Committee chair may invite any director, officer, staff member, expert or other advisor who is not a member of the Committee to attend, as needed for their expertise.

Annual Work Plan

For Fiscal Year 2019-2020, the Advocacy Committee has established the following Annual Work Plan:

1. The Library Director will sign up for alerts from State and National Legislature for library-related issues.
2. The Committee will maintain a contact list for local media outlets.
3. The Committee will be prepared to respond to media questions related to library programs, operations, and services.
4. The Committee will monitor the agendas for the short sessions for any library-related items brought before the Oregon State Legislature.
5. The Advocacy Committee will meet at least twice in the year, and more as needed.
6. District Administrator created Board Committee Folders on the District's Google Drive to provide shared access to Committee documents.

Committee Review and Board Approval

The Advocacy Committee will review its charter and annual work plan at least biannually and recommend any proposed changes to the Board for review.

This charter and annual work plan was approved by the Board on August 8, 2019.

By:

Attest:

Board President

Recording Secretary

2019-2020 Charter and Annual Work Plan
Jackson County Library District Facilities Committee
Presented to Jackson County Library District Board of Directors on August 8, 2019

Purpose

The Facilities Committee shall work with the Library Director and District Administrator to determine current and future needs of physical library spaces.

Membership

At the July 12, 2019 Board Regular Meeting, the Board appointed Eric Dziura and Susan Kiefer as Co-Chairs of the 2019-2020 Facilities Committee; and Kari May and Lisa Marston as Committee members. Library Operations Manager Crystal Stroud and Jackson County Maintenance Superintendent Ryan DeSautel have also been invited to join the committee.

Responsibilities

The Facilities Committee has five areas of focus for FY19/20:

1. Transfer of ownership/agreements for the library buildings
2. Building space assessments and renovations for Medford and Ashland Branch Libraries
3. Track major facilities expenditures, including exterior signage updates and large furniture replacement requests
4. Provide high-level oversight of the facilities maintenance contract with Jackson County
5. Prepare for a Facilities Master Plan, to be contracted in FY20/21

The Committee will report its activities to the Board at least on a quarterly basis.

Meetings

The Facilities Committee will meet every other month in the even-numbered months. The Committee chair may invite any director, officer, staff member, expert or other advisor who is not a member of the Committee to attend, as needed for their expertise.

Annual Work Plan

For Fiscal Year 2019-2020, the Facilities Committee has established the following Annual Work Plan:

1. August 2019: Bring forward a proposal for a short term space planning and assessment for the Medford and Ashland Branch Libraries.
2. By December 30, 2019, all exterior signage will be updated with the new library logo.
3. January 2020: Recommended renovations for Medford (and maybe Ashland?) will be brought to the Board for approval.
4. October 2019: Begin drafting new lease agreements.
5. April 2020: Final new lease agreement in place.
6. May 2020: Draft RFP for Facilities Master Plan presented to the Board.

7. The Facilities Committee will meet in the even-numbered months.
8. District Administrator created Board Committee Folders on the District’s Google Drive to provide shared access to Committee documents.

Committee Review and Board Approval

The Facilities Committee will review its charter and annual work plan at least biannually and recommend any proposed changes to the Board for review.

This charter and annual work plan was approved by the Board on August 8, 2019.

By:

Attest:

Board President

Recording Secretary

2019-2020 Charter and Annual Work Plan
Jackson County Library District Finance Committee

Presented to Jackson County Library District Board of Directors on August 8, 2019

Purpose

The Finance Committee shall provide oversight of the District's finances and ensure the District is operating within its established policies regarding fiscal management.

Membership

At the July 12, 2019 Board Regular Meeting, the Board appointed Director Jill Turner as Chair of the 2019-2020 Finance Committee. Other members of the Finance Committee include District Administrator, Lisa Marston; Library Director, Kari May; and Senior Accountant, Vicki Robinson.

Responsibilities

The Finance Committee's objectives this year revolve around the District's plan to bring library operations in house and how this transition impacts the District's accounting function. The Finance Committee will focus on four issues in FY19/20:

1. Accounting systems and staffing – whether to contract out or bring in house
2. Long-range financial plan – update as personnel and other costs become known

The Finance Committee will report its activities to the Board at least on a quarterly basis.

Meetings

The Finance Committee will meet at least quarterly and more often as needed. The Committee chair may invite any director, officer, staff member, expert or other advisor who is not a member of the Committee to attend, as needed for their expertise.

Annual Work Plan

For Fiscal Year 2019-2020, the Finance Committee has established the following work plan:

1. Ongoing: Update long-range financial plan.
2. August 2019: Identify the accounting needs of a District-operated library system. Study shall include, but not be limited to, the following:
 - a. Report writing
 - b. Payroll
 - c. Personnel
 - d. Purchasing
 - e. Payables
 - f. Encumbrances
 - g. Systems integration (Polaris ILS/HRIS)

- h. General ledger
 - i. Financial reporting
 - j. Budgeting
3. August 2019: Meet with RVCOG. Assess their current accounting system’s ability to meet the needs of a District-operated library system.
 4. August–October 2019: Research alternative solutions; demo Accounting Information Systems (AIS) software; obtain pricing; estimate staffing needs; analyze risks, benefits and costs of each solution.
 5. November 2019: Bring recommendation to Board for accounting systems and staffing.
 6. January 2020: Update Board on District’s long-range financial plan.
 7. April 2020: Update Board on District’s long-range financial plan to help inform the budget process.

Committee Review and Board Approval

The Finance Committee will review its charter and annual work plan at least biannually and recommend any proposed changes to the Board for review.

This charter and annual work plan was approved by the Board on August 8, 2019.

By:

Attest:

Board President

Recording Secretary

2019-2020 Charter and Annual Work Plan
Jackson County Library District Policy Committee
Presented to Jackson County Library District Board of Directors on August 8, 2019

Purpose

The Policy Committee shall review and recommend policies to the Board for approval.

Membership

At the July 12, 2019 Board Regular Meeting, the Board appointed: Eric Dziura as Chair of the 2019-2020 Policy Committee; Cathy Shaw as co-chair; and Kari May and Lisa Marston as Committee members.

Responsibilities

The Policy Committee shall work with the District Administrator and Library Director to draft and update necessary policies related to the governance and operations of Jackson County Library District. Policy categories include governance, financial management, risk management, and library operations. The Policy Committee will review policies before they are presented to the full Board, with recommendation for approval.

The Committee will report its activities to the Board at least on a quarterly basis.

Meetings

The Policy Committee will meet at least quarterly and more often as needed. The Committee chair may invite any director, officer, staff member, expert or other advisor who is not a member of the Committee to attend, as needed for their expertise.

Annual Work Plan

For Fiscal Year 2019-2020, the Policy Committee has established the following Annual Work Plan:

1. The Committee's goal is to forward two policies per month to the Board for action.
2. Meet quarterly (Q1, July; Q2, October; Q3, December; Q4, April) to discuss new policies and revise existing policies, additional meetings as necessary.
3. District Administrator (DA) will construct a Policy Preparation and Review Work Plan document, which will be maintained by the DA and Library Director and updated at least quarterly.
4. District Administrator will establish Board Committee Folders on the District's Google Drive to provide shared access to Committee documents (complete).
5. As with past practice, policies and policy revisions will be forwarded to the Board with a recommendation for approval and/or listing specific provisions which may require discussion by the full Board, one week prior to each Board meeting. Policies forwarded for revision will use the same format as previously used (i.e., revised copy followed by red-lined copy).

Committee Review and Board Approval

The Policy Committee will review its charter and annual work plan at least biannually and recommend any proposed changes to the Board for review.

This charter and annual work plan was approved by the Board on August 8, 2019.

By:

Attest:

Board President

Recording Secretary

2019-2020 Policy Preparation and Review Work Plan – Q1

Number	Policy Title	Approved or Revised On	Reviewed or Revised By	Notes
Governance Policies				
Legacy	Board Governance*	01/08/2015		
1-1	Board Membership	04/11/2019		
1-2	Policy Governance		10/10/2019	Q2 – (will cover policy creation, review, amendments, etc.)
1-3	Board Member Orientation	02/14/2019		
1-4	Powers and Duties of the Board	07/12/2019		
1-5	Board Responsibilities	07/12/2019		Tabled until contract in place with Library Director
1-6	Board Officer Duties		08/08/2019	Q1
1-7	Board Committees		08/08/2019	Q1
1-8	Public Meetings	02/14/2019		
1-9	Public Records	11/8/2018		2019 SDIS Best Practices Program
1-10	Conflict of Interest		09/12/2019	Q1
1-11	Ethics		09/12/2019	Q1
ORS	Oregon Government Ethics Law	10/13/2016	REVIEW	
ALA	ALA Code of Ethics and Library Bill of Rights	12/08/2016	REVIEW	
Financial Management Policies				
2-1	Financial Management	10/11/2018		Created on 03/05/2015
2-2	Public Contracting / Surplus Property	04/02/2015	REVIEW	
2-3	Capital Assets	10/11/2018		
2-4	Fund Balance	11/8/2018		
2-5	Investment		10/10/2019	Q2
2-6	Accounting	RVCOG	Q3	Get recommendation from Finance Committee
2-7	Control Policies and Procedures	RVCOG	Q3	Get recommendation from Finance Committee
2-8	Cash and Purchasing	RVCOG	Q3	Get recommendation from Finance Committee
Asset Management Policies				
3-1	Vehicle Fleet Management	01/10/2019		
3-2	Facility Maintenance		Q4	Get recommendation from Facilities Committee
3-3	Capital Improvements		Q4	Get recommendation from Facilities Committee

Number	Policy Title	Approved or Revised On	Reviewed or Revised By	Notes
Other Risk Management Policies				
4-1	Security Cameras Policy	12/13/2018		Perhaps move under Library Operations Policies?
4-2	Cyber Liability Policy	11/9/2017	11/14/2019	Q2
4-3	District Safety Rules and Procedures (including a Disaster Recovery Plan)		Q3	JCLS Safety Committee currently oversees safety; find County plan that references library
Library Operations Policies				
5-1	Service Animals in the Library	11/12/2015	06/13/2019	
5-2	Circulation	11/09/2017	01/10/2019	Implemented 3/4/2019
5-3	Collection Development	04/13/2017	REVIEW	
5-4	Community Information Areas in the Library	09/08/2016	09/12/2019	Q1
5-5	Display and Exhibit Guidelines	09/08/2016	09/12/2019	Q1
5-6	Fee Schedule	11/09/2017	01/10/2019	Implemented 3/4/2019
5-7	Intellectual Freedom	12/8/2016	REVIEW	
5-8	Internet Use and Safety	04/02/2015	03/14/2019	
5-9	Patron Privacy and Confidentiality	11/12/2015	12/13/2018	
5-10	Rules of Conduct (English/Spanish)	09/08/2016	08/08/2019	Q1
5-11	Social Media	11/09/2017	REVIEW	
5-12	Unattended Children in the Library	09/08/2016	08/08/2019	Q1
5-13	Meeting Room Use	10/08/2015	04/11/2019	
5-14	Volunteer	09/10/2015	06/13/2019	
5-15	Soliciting on Library Premises Policy		08/08/2019	Q1

* The original Board Governance Policy covered a number of topics: Board Membership, Board Officers/Duties, Board Responsibilities, Public Meetings, Committees, and Amendments to the Governance Policy. In Fiscal Year 2018-2019, staff recommended drafting a separate governance policy for each major topic covered in the original policy. Additional governance policies have been added to the list, as well.

The policies in **bold-italic** are new policies scheduled to be created and approved during Fiscal Year 2019-2020.

The policies in **green** have been approved by the Board and implemented. If there is a red **REVIEW** listed next to a policy that policy is overdue for review. Policies shall be reviewed annually by the Library Director and District Administrator, and, if revised, brought to the Board for approval.

Note: The Board will discuss and decide whether the Policy Committee or a separate Personnel Committee should be tasked with reviewing the personnel policies. Once that decision is made, this work plan will be updated, if needed.



August 8, 2019

Title: New Policy – Solicitation and Petitioning

From: Kari May, Library Director

Summary:

The Solicitation and Petitioning Policy is an addition to JCLS Policies. It establishes the prohibition of solicitation and the rules for petitioning, which is allowable in any public space.

Actions, Options, or Potential Motions:

Review, discuss, and approve the proposed policy and move to approve.

Recommendation:

Staff recommends that the Board approve the policy.

Resource Requirements:

N/A

Policies, Plans, and Goals Supported:

To maintain ongoing expansion of policies in order to facilitate unimpeded library services and ease of use for patrons.

Background and Additional Information:

Recently, a Branch was unable to curtail disruptive actions by petitioners who had organized themselves and a table of petitions in two parking spaces in the library parking lot. The petitioners had obscene signs displayed and were disrupting patrons as they accessed the library. Staff received numerous complaints from patrons, and without a policy in place, staff had no recourse for remedying the situation.

Petitioning is allowable on all public spaces; this policy is not intended to prohibit petitioning. Establishing rules for petitioners who wish to gather signatures at the library will offer the public and library staff guidelines for acceptable behavior regarding petitioning. The policy outlines how petitioners can utilize library space and consequent actions for noncompliance.

Solicitation by individuals inside the library or on library grounds is disruptive to patrons utilizing library services. The library has no policy in place to support staff in their efforts to curtail this specific behavior.

Attachments:

New Policy

Policy 5-16	Solicitation and Petitioning	Created: 7/28/19 Revised: Approved:
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I. Purpose

The purpose of this policy is to establish the rules and standard of conduct regarding soliciting and persons gathering petition signatures on Library property.

II. Introduction

The Library is a community hub and strives to provide access to, and discussion of, information, including opposing viewpoints, which serve the needs of everyone in the community. This quasi-open forum structure should protect the overriding function of the Library as a public space for investigation, inquiry, and gathering of information on an individual level. Occasionally, an open forum may be a part of this process, such as at a Library sponsored program or in a Meeting Room that has been reserved by an organization for a program independent of the Library.

Solicitation and petitioning are separate and different from the Library’s function in the community as a forum for information and discussion.

Programs that are sponsored or co-sponsored by the Library, Friends of the Library, or the Jackson County Library Foundation are exempt from this policy.

III. Solicitation Policy

Solicitation means activities that include conducting surveys, distributing leaflets or other materials, and asking for donations of any kind (monetary or goods).

Solicitation inside the Library and outside the Library on Library grounds, including sidewalks, walkways, and parking lots is prohibited. Any persons soliciting on Library property will be immediately asked to leave and will be subject to the consequences set forth in the Library’s Rules of Conduct Policy.

IV. Petitioning Policy

Petitioning in the form of requesting or collecting signatures on petitions on publicly accessible Library property is permitted. Petitioning must be held outside of the building in an area designated by the Library Director or designee and not impede the walkway to and from the Library. No petitioning may occur inside the Library.



Persons wishing to request or collect signatures on Library property must adhere to these rules and standard of conduct:

- Petitioners must inform appropriate Library staff or Library Security of their intention to petition on Library grounds upon arrival
- Petitioners shall not block the Library entrance and shall afford patrons reasonable space to exit and enter the building
- Petitioners shall not utilize the parking lot or any parking spaces for petitioning
- Petitioners shall not set up chairs or tables
- Petitioners shall not display obscene picket signs or posters

Petitioners who are in violation of this policy will be immediately asked to leave and will be subject to the consequences set forth in the Library's Rules of Conduct Policy.

August 8, 2019

Title: Unattended Children in the Library Policy Update**From:** Kari May, Assistant Director**Summary:**

The attached policy updates the Unattended Children in the library policy, which explains the rules and expectations to protect the rights and safety of children in the library while also protecting the rights of library staff and volunteers.

This policy has been updated to better clarify the levels of attention needed for younger children, gives a clear limit to the ages of children who cannot be left unattended “10 and under,” and at what age someone can be defined as a guardian or older responsible individual “minimum age 14.” It also makes clear expectations of how to apply the policy during library programming as well as during normal library use.

Actions, Options, or Potential Motions:

Review, discuss, and approve the proposed policy and move to approve.

Recommendation:

Staff recommends that the Board approve policy.

Resource Requirements:

N/A

Policies, Plans, and Goals Supported:

To maintain an ongoing policy update regular schedule.

Background and Additional Information:

N/A

Attachments:

Updated Policy

Policy 5-12	Unattended Children	Created: 4/2/2015 Revised: 7/25/2019 Approved:
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~~Responsibility for the welfare and the behavior of children using the library rests with the parent (or guardian, or caregiver assigned by the parent), not with library staff. The library is a public building and parents/guardians should exercise judgement in deciding whether to leave a child unattended in such a facility.~~

~~Children, either attended or unattended, are expected to abide by the same rules of conduct as other library patrons and may be asked to leave the library if their behavior is inappropriate. Staff may need to contact authorities, such as the police, either to assist with the enforcement of discipline in the library or to ensure the safety of an unattended child.~~

I. Purpose

This policy explains the parameters for ensuring the safety and well-being of unattended children in the Library.

II. Introduction

Jackson County Library Services welcomes children to use its facilities and services. Responsibility for the welfare and the behavior of children using the Library rests with the parent (or guardian, or older responsible individual assigned by the parent), not with library staff. For the safety and comfort of children and Library patrons, a responsible adult or an older responsible individual (minimum age 14) must accompany children under age 10 when they are using the Library. This responsible individual must supervise, guide, and control the behavior of their charge or charges at all times. Children, and Individuals with Special Needs, either attended or unattended, are expected to abide by the same rules of conduct as other Library patrons and may be asked to leave the Library if their behavior is inappropriate.

III. Levels of Supervision

Children under the age of 10 must be accompanied by a parent, guardian, or older responsible individual (minimum 14 years of age) at all times in the Library and on the Library grounds. Children age 6 and younger must always be within sight of the person responsible for their safety.

IV. Unattended Child

Library staff are not responsible for unsupervised or unaccompanied children. If Library staff is aware of an unattended child, they will use their judgement and discretion to determine whether the an unattended person's safety or well-being is in jeopardy, either while in the Library or if the person was to leave the building. If Library staff determine that an unattended person's safety or well-being is in jeopardy, steps will be taken to contact a parent or legal guardian. If staff are unable to locate a parent or legal guardian, staff will contact appropriate authorities.

V. After Hours of Operation Unattended Child

Library staff are not responsible for unattended children after the hours of operation. Staff will contact appropriate authorities in the event a child is unaccompanied at Library closing.

VI. Programs

During special Library programs for children, parents, guardians, or an older responsible individualsguardians must remain on the premises (in the main Library where the parent/guardian is accessible to the child) until the program has ended, in case an emergency should arise. The responsible adult or older responsible individual must be ready to meet that child promptly when the program ends or have made arrangements clear with the child regarding leaving the Library on his/her own or with a designated caregiver. Staff does not monitor the arrival or departure of any child from a program or the building.

Policy 5-12	Unattended Children	Created: 4/2/2015 Revised: 7/25/2019 Approved:
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