JACKSON COUNTY LIBRARY DISTRICT (JCLD)
BOARD MEETING AGENDA ***REVISED***
Medford Library
Adams Community Meeting Room
205 S Central Ave
Medford, Oregon
October 12, 2017, at 4:00 p.m.

CALL TO ORDER/ROLL CALL

INTRODUCTIONS & PROCLAMATIONS

CONSENT AGENDA
(1) Minutes from September 14, 2017 Regular Board Meeting; (2) Financial Report 1

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

REPORTS AND PRESENTATIONS

NEW BUSINESS

OLD BUSINESS AND UPDATES

COMMITTEE AND BOARD MEMBER REPORTS
1.   Advocacy Committee (TBD, Chair)
2.   Budget Committee (All)
3.   Facilities Committee (Carol Doty, Chair)
4.   Governance & Operations Committee (Cathy Shaw and Susan Kiefer, Co-Chairs)
5.   OLA Standards Committee (Jill Turner, Chair)
6.   Technology Committee (George Prokop, Chair)
7.   Individual Board Member Reports

FUTURE MEETINGS/EVENTS:
October 24, 2017 – SDAO Regional Risk Management Training
November 9, 2017 – Regular Board Meeting

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

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

MINUTES

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

Additional participants/attendees: Shane Antholz, Hornecker Cowling LLC, Lisa Marston (Executive Administrator), Jamar Rahming (Library Director), Susan Bloom (Staff), Amy Drake (Executive Director, JCLF), Donovan Edwards (JCLD Administrative Assistant)

CALL TO ORDER
President Susan Kiefer called the meeting to order at 4:03 p.m.

EXECUTIVE SESSION
At approximately 4:07 p.m. and in accordance with ORS 192.660(2) (e) President Kiefer moved the meeting into Executive Session and excused everyone present with the exception of Shane Antholz, Hornecker Cowling LLC, the Board Members and Lisa Marston, Executive Administrator. The Board came out of Executive Session and continued the Regular Board Meeting at 4:33 p.m.

CONSENT AGENDA
MOTION: Turner moved to approve the minutes from August 10, 2017, the August 10th – 11th Board Advance and the JCLD Financial Report. Shaw seconded the motion. The motion was approved unanimously.

ORAL REQUESTS AND COMMUNICATIONS FROM THE AUDIENCE
Gloria Work, Founder of the Hispanic Learning and Research Center (a non-profit educational organization located in southern Oregon) provided a history of the Center. In 2007 they began teaching basic computer skills to Hispanic Americans and in 2009 partnered with the Library and the Jackson County Educational Services Department. In 2010 they began to teach basic computer skills in all library branches and have since then added higher level computer skills courses. The Hispanic Learning and Research Center receives approximately $45,000 per year in funding from the Hulburt Trust fund which pays for two instructors including Ms. Work and the Center provides all the materials.

Brenda Rosch, a long time library supporter, was there to advocate on Ms. Works behalf stating that she and her partner have been running the Center for the last eight years but were recently notified by the Library Director that LS&S intends to hire two bi-lingual employees and will begin providing a more expansive outreach program to the Hispanic Community and would no longer need the Centers services.

Kiefer thanked both Ms. Work and Ms. Rosch for their presentation and stated that while she was not sure it would be a Board level decision that it definitely warrants looking into the program a little bit more which she vowed to do.

Michelle Atkinson also was present to advocate for the Hispanic Learning and Research Center. In addition, she wanted to discuss the technology in Jackson County as a whole and encouraged more technology services being made available noting the importance to the community in having more options in the future.

REPORTS AND PRESENTATIONS
Library Director's Report
Rahming began by briefing the Board on someone who would soon be renting space from the Medford Branch Library and Ashland Public Library that he had received some negative feedback on due to the speaker's controversial viewpoints and potential safety risks due to the nature of those he typically attracts to his events. Rahming's description of the speaker included him being considered an anti-Semite who supports both neo-nazi and white supremacist groups and his discussion at the library would cover September 11th, 2001 conspiracy theories.

Kiefer asked in what fashion is the library involved and Rahming was clear that this was not a library sponsored event. This particular speaker is paying to rent out the space and falls within the per view of the JCLS' Meeting Room Policy.

A lengthy discussion ensued in which all Board Members participated and offered their insight each highlighting the importance of protecting both the policies of the District and of patrons ability to utilize all services regardless of their point of view. Kiefer concluded that she would respond back to those concerned library supporters and explain to them that the District does not support his point of view nor is the District sponsoring the event however the speaker still has the right to hold the event under the JCLS Meeting Room Policy.

JCLF Report
Amy Drake, JCLF Executive Director highlighted an $11,000 grant the Foundation had recently received that would go towards supporting the Baby's First Book program adding this is the first grant received in several years. Drake then announced that new brochures were now available as she handed out one to each Board Member.

Kiefer added that the District and Foundation had met earlier in the week and both organizations were looking forward to working with each as partners moving forward in the future.

NEW BUSINESS
JCLS Management 3-Year Action Plan
Rahming explained that the JCLS Management 3-Year Action Plan was a byproduct of what he and JCLS staff had been told by the Board during the JCLD Board Retreat in August 2017. Progress reports included within the Library Directors Report moving forward would include a dashboard of the action plan so that the Board can easily follow the progress being made.

JCLD Legal Counsel
Kiefer announced that Mark Bartholomew, Attorney who had been the legal counsel for the District since its inception had stepped aside leaving a gap in legal counsel coverage. She explained that Mr. Bartholomew had provided a couple of recommendations but cautioned that whoever the District chose to utilize that they have the support of a law firm in case additional or specialty legal counsel is required.

MOTION: Shaw moved to approve JCLD's issuing a Request for Proposal for the purposes of obtaining legal counsel. Prokop seconded the motion. The motion was approved unanimously.

JCLF-JCLD Joint Meeting - Next steps
Kiefer expressed her satisfaction with the Foundation and District finally meeting and discussing the beginning stages of a true partnership. Her hope is to create a JCLF-JCLD work group which would include both Drake and Rahming. She would like the work group to identify projects and/or programs that

the Foundation can assist with and prioritize when they are worked on. Doty concurred with Kiefer's inclusion of Rahming and Drake into the work group and added that a Foundation and District Board member should also be included. At this suggestion Kiefer asked Turner (due to her interest in the Foundation) if she would be willing to be on the work group. Turner accepted the nomination.

Executive Director Recruitment
Kiefer announced that she and Prokop had been working on a job description and Shaw had submitted one as well. That information was sent to Ruth Metz, Ruth Metz Consulting for review.

Committee Work Plans
Turner reported that she had been reviewing Oregon Library Association compliance and that Amy Blossom, retired Library Branch Manager, had volunteered to assist. They will be meeting in October to continue work on identifying areas that are in need of improvement.

Doty reported that she would like to include an Advocacy Committee Work Plan that had been worked on during the recent Facilities Committee meeting. For just this fiscal year the committee would be a two part committee. Five regional meetings would be set and would include Friends Groups, City Councils, organizational representatives and individual stakeholders. One meeting for the Blue Ribbon Committee would also be arranged and likely the first of the meetings to take place as they were the ones that created the Strategic Plan and had already requested a meeting of this kind previously.

Doty informed the Board that the Ruch Branch Library now has street signage and that she had already begun talking with the County for signage to be placed in the Town of Butte Falls as well.

Governance & Operations Committee
Shaw and Kiefer had not met yet but will try once schedules are more open.

Technology Committee
Prokop has begun building the framework for a work plan that will provide a tactical one year operational plan and build it up with some structure behind it so regular reporting on it can be provided. While it isn't necessary to meet monthly they will need to review the plan monthly to go over progression or changes that need to be made. Separately a strategic three year plan that feeds into the tactical one year plan will be created and ideally help build the following years budget plan. The goal is to have something to bring before the Board in April 2018.

SDIS Safety & Security Matching Grant Program
Marston briefly explained that direction would be needed in determining what to target for the grant opportunity. Due to the current security camera project being conducted at the Ashland Public Library the Board chose to use the grant to assist with that project.

MOTION: Turner moved to direct staff to submit the Safety & Security Matching Grant Program through Special Districts Insurance Services using the Ashland Public Library security camera project as the reason for the grant submission. Shaw seconded the motion. The motion was passed unanimously.

OLD BUSINESS AND UPDATES
Amendment to Agreement for Library Technology Consulting Services
Prokop briefly explained that Lucien Kress, Kress Consulting had been utilized for the 2020 Assessment and he would like to continue utilizing Mr. Kress.

MOTION: Prokop moved to approve the Amendment to Agreement for Library Technology Consulting Services. Doty seconded the motion. The motion was passed unanimously.

Lindberg Estate
MOTION: Turner moved to list the property with Eric Poole, Full Circle Real Estate; request the Friends of the Ashland Public Library to publish an article in the newspaper with a specification of directing other potential property donors to JCLF; begin with an asking price of $390,000 with a sealed bid format that is open for a three week period of time. Shaw seconded the motion. The motion was passed unanimously through a roll call vote.

Patron Cardholder Database
Bloom's report consisted of two parts with the first being the information accumulated through the Integrated Library System and the second part consisting of statistics concerning expired patron cards and the accumulated fines associated with the expired cards which cannot be purged until the fines are either paid or waived.

Bloom also explained that about a year ago an agreement had been reached between the state Attorney General and credit companies regarding what could be reported to the credit bureau. Fines and fees are included in information that cannot be turned over. The collection companies do make contact to remind patrons of what they owe on their accounts.

Rahming and Bloom agreed to provide an aged report at the next Board Meeting to provide more information on when the fines had been accrued and to also provide a Fines Policy proposal.

COMMITTEE AND BOARD MEMBER REPORTS
Facility Committee – The chiller at the Medford Branch Library needs to be replaced and it is recommended that the Capital Improvement Funds line within the 2017-2018 JCLD Adopted Budget be used to pay for the new chiller.

MOTION: Prokop moved to purchase a brand new chiller for the Medford Branch Library at an estimated cost of $175,000.00 which would be paid for through the Capital Improvements Fund line item within the 2017-2018 JCLD Approved Budget. Shaw seconded the motion. The motion was passed unanimously.

After confirming compliance with Jackson County Facility Maintenance the Facilities Committee is modifying the Facility Maintenance Request procedures in an effort to streamline communication and simplify the process.

Adjourn
Kiefer adjourned the meeting at 6:08 p.m.

/s/ Donovan Edwards
Recording Secretary

Jackson County Library District
Statement of Revenues and Expenditures
From 9/1/2017 Through 9/30/2017

	YTD Budget	Current Month Actual	YTD Actual	YTD Budget Remaining	Percentage received or spent to date
Operating Revenue					
Program Revenue					
Current Property Tax Collections	9,600,000.00	0.00	0.00	(9,600,000.00)	0.00%
Prior Year Property Tax Collections	250,000.00	29,486.40	29,486.40	(220,513.60)	11.79%
Interest Income	80,000.00	7,262.23	23,692.13	(56,307.87)	29.61%
Other Income	10.00	0.00	0.00	(10.00)	0.00%
E Rate	103,000.00	8,858.40	27,080.50	(75,919.50)	26.29%
Reimbursements From RCC	25,000.00	0.00	20,551.00	(4,449.00)	82.20%
Ready To Read Grant	33,000.00	0.00	0.00	(33,000.00)	0.00%
Conference Room Rental	25,000.00	184.00	3,491.50	(21,508.50)	13.96%
Government Agency Rentals	103,180.00	0.00	105,329.68	2,149.68	102.08%
Inter-library Loan Fees	1,200.00	0.00	125.00	(1,075.00)	10.41%
Library Card Replacement Fees	1,000.00	0.00	582.00	(418.00)	58.20%
Late Fee Charges	75,000.00	11,479.23	20,186.52	(54,813.48)	26.91%
Lost/Damaged Materials	10,000.00	0.00	679.06	(9,320.94)	6.79%
Photocopy/Fax Sales	13,000.00	0.00	1,767.85	(11,232.15)	13.59%
Patron Refunds	(3,000.00)	0.00	(214.41)	2,785.59	7.14%
Printer Sales	13,000.00	0.00	1,689.03	(11,310.97)	12.99%
On Line Fee Collections	10,000.00	857.65	1,838.77	(8,161.23)	18.38%
Hulburt Donation	125,000.00	0.00	0.00	(125,000.00)	0.00%
Library Friends Donations	65,000.00	0.00	0.00	(65,000.00)	0.00%
Library Foundation Donations	10,000.00	0.00	0.00	(10,000.00)	0.00%
General Public Donations	5,000.00	0.00	106.70	(4,893.30)	2.13%
OR Community Foundation- restricted	12,000.00	0.00	7,777.23	(4,222.77)	64.81%
OR Community Foundation- non restricted	2,000.00	0.00	0.00	(2,000.00)	0.00%
EJ Smith Trust-Restricted	85.00	0.00	0.00	(85.00)	0.00%
Ted Gerlock-Restricted	15.00	0.00	0.00	(15.00)	0.00%
Carpenter Foundation-Restricted	3,000.00	0.00	3,000.00	0.00	100.00%
Library Foundation Donations- CP	50,000.00	0.00	0.00	(50,000.00)	0.00%
Oregon Community Foundation- Applegate	29,000.00	0.00	0.00	(29,000.00)	0.00%
Lindberg Estate	0.00	996.50	47,401.87	47,401.87	0.00%
Beginning Fund Balance-Unrestricted	6,700,000.00	0.00	7,421,061.78	721,061.78	110.76%
Beginning Fund Balance-Restricted	300,000.00	0.00	233,202.99	(66,797.01)	77.73%
Total Program Revenue	17,640,490.00	59,124.41	7,948,835.60	(9,691,654.40)	45.06%
Total Operating Revenue	17,640,490.00	59,124.41	7,948,835.60	(9,691,654.40)	45.06%

Jackson County Library District
Statement of Revenues and Expenditures
From 9/1/2017 Through 9/30/2017

	YTD Budget	Current Month Actual	YTD Actual	YTD Budget Remaining	Percentage received or spent to date
Expenditures					
Program Expenses					
Personnel Cost	**100,000.00**	**0.00**	**0.00**	**100,000.00**	**0.00%**
Accounting Services	45,000.00	0.00	3,583.04	41,416.96	7.96%
Auditing Services	11,000.00	0.00	0.00	11,000.00	0.00%
Administrative Services	110,000.00	0.00	9,152.79	100,847.21	8.32%
Bank Fees/Interest Expense	1,000.00	54.46	300.17	699.83	30.01%
Consultant Fees	50,000.00	0.00	4,837.80	45,162.20	9.67%
Insurance	20,000.00	0.00	0.00	20,000.00	0.00%
Legal Services	30,000.00	2,440.00	2,440.00	27,560.00	8.13%
Memberships and Dues	2,500.00	0.00	125.00	2,375.00	5.00%
Office Supplies- admin	2,000.00	0.00	252.79	1,747.21	12.63%
Postage	500.00	0.00	312.60	187.40	62.52%
Registration/Tuition/Travel	10,000.00	150.00	1,854.53	8,145.47	18.54%
Special fees and Expenses	0.00	0.00	94.00	(94.00)	0.00%
Advertising/Legal Notices	2,000.00	0.00	0.00	2,000.00	0.00%
Alarm Services	2,500.00	0.00	2,356.40	143.60	94.25%
Building Repair/Maintenance	432,635.00	72,105.84	108,158.76	324,476.24	25.00%
Custodial Services	320,000.00	27,065.91	54,131.82	265,868.18	16.91%
Custodial Supplies	12,000.00	650.22	1,828.69	10,171.31	15.23%
Landscape Services	6,600.00	0.00	2,000.00	4,600.00	30.30%
Maintenance Services	2,000.00	0.00	0.00	2,000.00	0.00%
Security Services	75,000.00	5,956.50	6,924.50	68,075.50	9.23%
Signs and Signal Materials	25,000.00	0.00	0.00	25,000.00	0.00%
Building Repair/Maintenance- B-7	310,000.00	0.00	4,275.00	305,725.00	1.37%
Copier Expense	0.00	0.00	25.50	(25.50)	0.00%
Equipment Repair/Maintenance	30,000.00	929.93	2,551.94	27,448.06	8.50%
Facility Furnishing Expense	25,000.00	0.00	0.00	25,000.00	0.00%
Minor Equipment	50,000.00	0.00	1,405.75	48,594.25	2.81%
Minor Equipment-Computers	360,000.00	0.00	33,724.50	326,275.50	9.36%
Supplies and Expenses-Facilities	0.00	0.00	314.54	(314.54)	0.00%
Computer Software and Licensing	0.00	5,685.00	12,368.00	(12,368.00)	0.00%
LS&S Contract	5,065,546.00	422,128.83	1,266,386.49	3,799,159.51	24.99%
Library Materials	848,720.00	0.00	45,978.94	802,741.06	5.41%
City Participation	32,000.00	0.00	0.00	32,000.00	0.00%
Strategic Plan Initiative	627,000.00	0.00	0.00	627,000.00	0.00%
E Rate Services	31,827.00	0.00	0.00	31,827.00	0.00%

Jackson County Library District
Statement of Revenues and Expenditures
From 9/1/2017 Through 9/30/2017

	YTD Budget	**Current Month** Actual	YTD Actual	**YTD Budget** Remaining	**Percentage received** or spent to date
Unique Management Services	15,914.00	0.00	0.00	15,914.00	0.00%
Electricity	231,540.00	24,534.50	46,669.04	184,870.96	20.15%
Natural Gas	45,000.00	199.97	1,110.36	43,889.64	2.46%
Garbage Service	15,000.00	555.41	2,033.89	12,966.11	13.55%
Water and Sewer Service	33,000.00	3,785.15	10,313.92	22,686.08	31.25%
Street and Storm Drain Fees	20,000.00	145.14	3,125.74	16,874.26	15.62%
Telecom-Voice and LD	65,000.00	4,025.98	12,441.63	52,558.37	19.14%
Telecom-Wide Area Network	130,000.00	8,644.95	25,934.85	104,065.15	19.94%
Telecom-Internet Services	36,000.00	2,017.48	6,022.44	29,977.56	16.72%
Municipal Assessments	1,500.00	38.77	293.96	1,206.04	19.59%
Maintenance & Fuel for Vehicles	15,000.00	1,528.32	2,803.52	12,196.48	18.69%
Hulburt Donation	125,000.00	0.00	8,268.24	116,731.76	6.61%
Library Friends Donations	65,000.00	400.00	7,146.28	57,853.72	10.99%
Library Foundation Donations	10,000.00	0.00	0.00	10,000.00	0.00%
General Public Donations	5,000.00	0.00	0.00	5,000.00	0.00%
OR Community Foundation-restricted	34,000.00	0.00	5.06	33,994.94	0.01%
EJ Smith Trust Books	85.00	0.00	0.00	85.00	0.00%
Gerlock Trust Books	15.00	0.00	0.00	15.00	0.00%
Ready to Read 2017 Grant	33,000.00	0.00	7,872.61	25,127.39	23.85%
Kent Family Trust	1,000.00	0.00	0.00	1,000.00	0.00%
Library Foundation Donations- CP	50,000.00	0.00	0.00	50,000.00	0.00%
OR Community Foundation- unrestricted	12,000.00	0.00	0.00	12,000.00	0.00%
Lindberg Estate expense	0.00	13,645.25	20,913.51	(20,913.51)	0.00%
Subtotal Materials and Supplies	**9,482,882.00**	**596,687.61**	**1,720,338.60**	**7,762,543.40**	**18.14%**
Capital Outlay	250,000.00	0.00	0.00	250,000.00	0.00%
Contingency	750,000.00	0.00	0.00	750,000.00	0.00%
Ending Fund Balance	5,007,608.00	0.00	0.00	5,007,608.00	0.00%
Total Program Expenses	15,590,490.00	596,687.61	1,720,338.60	13,870,151.40	11.03%
Total Expenditures	15,590,490.00	596,687.61	1,720,338.60	13,870,151.40	11.03%
Transfer to Other Funds					
Transfer to Capital Improvement Fund	2,050,000.00	0.00	0.00	2,050,000.00	0.00%
Total Transfer to Other Funds	2,050,000.00	0.00	0.00	2,050,000.00	0.00%
Net Revenue Over Expenditures	0.00	(537,563.20)	6,228,497.00	6,228,497.00	0.00%

Please note: Beginning Fund Balances in revenue
 are still preliminary. The audit is not complete for
 the prior fiscal year.

Director's Report
September 2017

Strategic Plan Progress

- We have started the third week of the Digital Services department at JCLS, and are already seeing the benefits of having on-the-ground support available. Our new team has been able to help customers with their devices, as well as using them to access library materials. We are getting started with an initial schedule for set times to be in the branches, and have so far provided help with things ranging from navigating a website to print out the proper documents a customer needed to setting up a You Tube channel. Also, we were able to be involved in our first outreach project, the Multicultural Fair on September 30. Our STEAM project of robots that make art was extremely popular and well received, and we provided support to the circulation team using LEAP for the first time at an outreach event to be able to check items out and create new and replacement library cards.
- Our Collection Development Librarian is on-board and expect a copy of our collection development plan along with our service plan, per the amended contact on October 31rst In October, we are beginning to merchandize materials and negotiate a plan for leasing McNaughton materials. This will allow us to significantly decrease the wait time for popular materials for our customers.
- We are still actively recruiting for the Bilingual Early Literacy Coordinator position. It has been challenging locating candidates with an MLS degree along with Spanish speaking fluency.
- We are making progress on moving forward with our hotspot lending program. We have accomplished the following:
  - Reviewed pricing options with providers (Verizon and AT&T)
  - Testing devices in all areas using demo equipment provided by supplier
  - Started to define the program
  - Determined if filters are required due to CIPA
- One of our strategic plan tasks is to provide pop-up library services at four community events this year. We made progress towards this goal by providing pop-up library services at the Multicultural Fair (see details and photos below) on September 30th.

Christopher Bollyn Event

On Saturday, September 30 in Medford and Sunday, October 1 in Ashland, the meeting rooms were booked by an outside presenter named Christopher Bollyn. These were not library sponsored programs, but were promoted throughout the Rogue Valley with flyers. The topic of the presentation was "Who Did 9/11." A visit to Bollyn.com reveals a conspiracy theorist on a book promotion tour. There is a competing site: Bollyn.org. This site explains why this man is objectionable and encourages action steps for communities that are opposed to his views. There are references that declare him to be a "raving anti-Semite" via the Southern Poverty Law Center.

Community feedback in Ashland was largely driven by our Jewish community. Multiple people came to speak to Kristin Anderson, Ashland Branch Manager, to share their concerns. She listened to each person and provided them with both the Library Bill of Rights and the JCLS Meeting Room Policy. Some escalated their concerns to Jamar Rahming, Library Director or went straight to the JCLS Board of Directors.

It became clear that there would be protestors at the event. Relevant police departments (Ashland and Medford PDs) were brought into the loop and plans were created. Private security was secured for Ashland. Medford's event had the benefit of regular on-site security.

Medford's event was relatively uneventful. During the Ashland event there was a small group of protestors on property and a handful of the individuals were in the event to protest (some silently, some disruptively). Private security, Ashland PD, and the Ashland Branch Manager were all a presence in the building. The disruptive protestors in the meeting room were escorted out as seamlessly as possible. There was a competing pro-diversity event at Pioneer Hall. Apparently at least some of the local rabbis had encouraged their congregations to attend this event in lieu of on-site protests.

While the stream of concerned citizens were taxing for library staff, this event went as smoothly as it could have. From the reference team that worked with the event organizers to the circulation team who fielded many of the initial complaints, the whole situation was handled very professionally from start to finish.

Medford Multicultural Fair

As part of our commitment to "CONNECT" we set up our first Pop-Up event at the Medford Multicultural Fair on September 30th. The library was represented by an enthusiastic team who provided attendees with a STEAM activity, issued library cards, checked out books and replaced lost cards. Our team helped people see the wide variety of services the library can provide including how to access eBooks and audio books through Hoopla and Overdrive.

Children learned how a toothbrush, motor, battery, double sided tape, pipe cleaners and googly eyes could create art. The Bristlebots were a huge success and will be an essential part of our Maker Box program.

This was the first time we used LEAP to perform circulation activities outside the 4 walls of the library. LEAP is a web application that allows users to access Polaris services on a desktop, notebook, or tablet web browser.

Many thanks to Susan Bloom, Lina Cordia, Patrick Mathews, Thalia Truesdell, Ginger Bull, David Haywood, Bret Fearrien, Angie Stephens and Eric Molinsky for organizing and participating in the event.

11
Susan Bloom
Access Services Coordinator

205 South Central Avenue
Medford, Oregon 97501
541-774-6443
sbloom@jcls.org

October 8, 2017

To: Jackson County Library District Board

From: Susan Bloom, Access Services Coordinator

RE: FY 17/18 First Quarter Statistics

Highlights

- Circulation of physical Items decreased 2.36% and circulation of eResources increased 21.13% compared to the same time period in FY 16/17. This is consistent with the shift toward digital resources within libraries.

- JCLS staff made a concentrated effort to attend Back to School Nights throughout the county. Within the first quarter the library connected with 1,696 students through visits at 57 events.

- Patron Registrations decreased .30% compared to FY 16/17. Staff will be issuing library cards at off-site events to help increase the rate of registration.

JACKSON COUNTY LIBRARY SERVICES
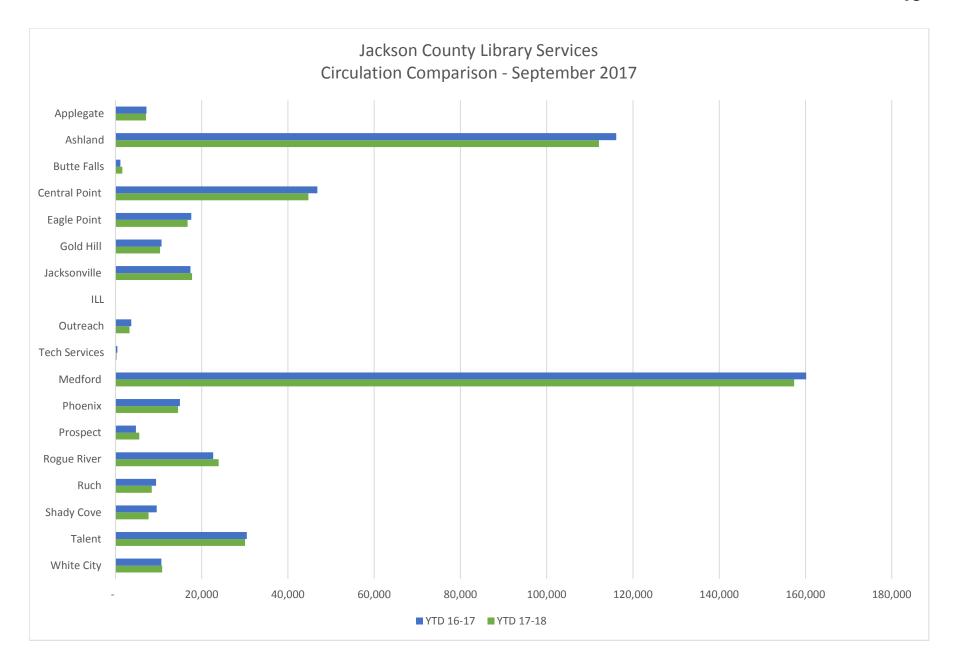
MONTHLY SERVICES STATISTICS

FY 17/18

Q1 Statistics

July 1 2017 - September 30, 2017

September-17

	Sept	Sept	Change		YTD	YTD	Change	
	2016	**2017**	**V**	**%**	**2016**	**2017**	**V**	**%**
Customers & Circulation								
Physical Items Circulated	147,504	148,242	738	0.50%	483,762	472,365	(11,397)	-2.36%
eResources - Library2Go and Hoopla	12,083	14,129	2,046	16.93%	36,872	44,663	7,791	21.13%
Interlibrary Loan								
Loaned to in-state libraries	22	25	3	13.64%	63	68	5	7.94%
Loaned to out-of-state libraries	18	40	22	122.22%	68	104	36	52.94%
Borrowed from in-state libraries	5	8	3	60.00%	19	22	3	15.79%
Borrowed from out-of-state libraries	8	8	0	0.00%	42	22	(20)	-47.62%
New Patrons Registered	647	682	35	5.41%	2,023	2,017	(6)	-0.30%
Library Visitors*								
Community Meeting Room Reservations	318	378	60	18.87%	914	935	21	2.30%
Community Meeting Room Attendance	5,084	3,878	(1,206)	-23.72%	13,774	10,126	(3,648)	-26.48%
Programs (in-library)								
Total Programs	286	294	8	2.80%	972	953	(19)	-1.95%
Total Attendance	5,584	5,448	(136)	-2.44%	16,737	16,362	(375)	-2.24%
Adult Programs	86	85	(1)	-1.16%	243	259	16	6.58%
Adult Program Attendance	1,437	1,060	(377)	-26.24%	3,654	3,384	(270)	-7.39%
Babies/Toddler Programs	51	54	3	5.88%	182	191	9	4.95%
Babies/Toddler Program Attendance	1,168	1,131	(37)	-3.17%	3,846	3,831	(15)	-0.39%
Childrens Programs	46	36	(10)	-21.74%	192	195	3	1.56%
Childrens Program Attendance	774	490	(284)	-36.69%	3,751	3,594	(157)	-4.19%
School Visits	29	41	12	41.38%	46	57	11	23.91%
School Visits Attendance	1,309	1,243	(66)	-5.04%	1,696	1,696	0	0.00%
Preschool Storytime Programs	63	58	(5)	-7.94%	187	181	(6)	-3.21%
Preschool Storytime Program Attendance	796	778	(18)	-2.26%	2,869	2,630	(239)	-8.33%
Teen Programs	11	20	9	81.82%	122	70	(52)	-42.62%
Teen Program Attendance	100	746	646	646.00%	921	1,227	306	33.22%
Outreach								
Booktalk Programs*								
Booktalk Attendance*								
Number of Homebound Sites	57	48	(9)	-15.79%	179	155	(24)	-13.41%
Homebound Patrons Served	93	85	(8)	-8.60%	285	257	(28)	-9.82%
Number of Active Homebound Patrons	104	102	(2)	-1.92%	315	295	(20)	-6.35%
Number of Child Care Sites	51	51	0	0.00%	142	149	7	4.93%
Number of sites delivered by Volunteers	21	15	(6)	-28.57%	49	63	14	28.57%
Number of sites delivered by Staff	13	20	7	53.85%	46	33	(13)	-28.26%
Number of Storytimes by Volunteers	24	23	(1)	-4.17%	72	65	(7)	-9.72%
Number of Storytimes by Staff	19	12	(7)	-36.84%	65	47	(18)	-27.69%
Outreach to Childcare Storytime Attendance	405	374	(31)	-7.65%	1,544	1,614	70	4.53%

Circulation

September-17				
	YTD	YTD	Change	
	2016	**2017**	**V**	**%**
Branch				
Applegate Library Branch	7,197	7,080	(117)	-1.63%
Ashland Library	116,122	112,117	(4,005)	-3.45%
Butte Falls Library Branch	1,166	1,608	442	37.91%
Central Point Library Branch	46,810	44,757	(2,053)	-4.39%
Eagle Point Library Branch	17,580	16,722	(858)	-4.88%
Gold Hill Library Branch	10,698	10,371	(327)	-3.06%
Jacksonville Library Branch	17,397	17,788	391	2.25%
JCL - ILL	85	38	(47)	-55.29%
JCL - Outreach	3,681	3,274	(407)	-11.06%
JCL - Tech Services	443	258	(185)	-41.76%
Medford Library Branch	160,137	157,388	(2,749)	-1.72%
Phoenix Library Branch	14,939	14,501	(438)	-2.93%
Prospect Library Branch	4,750	5,540	790	16.63%
Rogue River Library Branch	22,653	23,931	1,278	5.64%
Ruch Library Branch	9,433	8,419	(1,014)	-10.75%
Shady Cove Library Branch	9,571	7,688	(1,883)	-19.67%
Talent Library Branch	30,453	30,060	(393)	-1.29%
White City Library Branch	10,647	10,825	178	1.67%
	483,762	**472,365**	**(11,397)**	**-2.36%**

Jackson County Library Services
Circulation Comparison - September 2017

Circulation by Branch FY 16/17

Branch	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Total
Applegate	2,414	2,374	2,409										7,197
Ashland	40,079	39,941	36,102										116,122
Butte Falls	405	419	342										1,166
Central Point	16,478	16,236	14,096										46,810
Eagle Point	6,326	5,906	5,348										17,580
Gold Hill	3,447	3,643	3,608										10,698
Jacksonville	6,233	6,174	4,990										17,397
JCL - ILL	68	9	8										85
JCL - Outreach	1,209	1,124	1,348										3,681
JCL - Tech Services	130	177	136										443
Medford	57,958	54,631	47,548										160,137
Phoenix	5,113	5,290	4,536										14,939
Prospect	1,697	1,746	1,307										4,750
Rogue River	7,878	7,652	7,123										22,653
Ruch	3,406	2,998	3,029										9,433
Shady Cove	3,470	3,333	2,768										9,571
Talent	10,620	10,133	9,700										30,453
White City	3,937	3,604	3,106										10,647
Grand Total	170,868	165,390	147,504	0	0	0	0	0	0	0	0	0	483,762

Circulation by Branch FY 17/18

Branch	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Total
Applegate	2,158	2,363	2,559										7,080
Ashland	38,371	37,586	36,160										112,117
Butte Falls	607	582	419										1,608
Central Point	15,272	15,530	13,955										44,757
Eagle Point	5,550	5,964	5,208										16,722
Gold Hill	3,704	3,393	3,274										10,371
Jacksonville	6,174	6,161	5,453										17,788
JCL - ILL	18	15	5										38
JCL - Outreach	921	1,380	973										3,274
JCL - Tech Services	81	98	79										258
Medford	55,976	53,210	48,202										157,388
Phoenix	4,964	5,107	4,430										14,501
Prospect	1,743	1,801	1,996										5,540
Rogue River	8,006	8,270	7,655										23,931
Ruch	2,871	3,001	2,547										8,419
Shady Cove	2,570	2,689	2,429										7,688
Talent	9,860	10,278	9,922										30,060
White City	4,354	3,495	2,976										10,825
Grand Total	163,200	160,923	148,242	0	0	0	0	0	0	0	0	0	472,365

# of Adult Programs FY 16/17

Branch	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Total
Applegate	1	0	2										3
Ashland	24	23	28										75
Butte Falls	0	0	0										0
Central Point	0	4	3										7
Eagle Point	0	0	0										0
Gold Hill	7	9	3										19
Jacksonville	2	1	0										3
Medford	17	18	22										57
Phoenix	5	0	0										5
Prospect	0	0	0										0
Rogue River	1	2	5										8
Ruch	0	0	2										2
Shady Cove	1	1	1										3
Talent	18	19	20										57
White City	0	4	0										4
Grand Total	76	81	86	0	0	0	0	0	0	0	0	0	243

# of Adult Programs FY 17/18

Branch	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Total
Applegate	2	1	2										5
Ashland	28	19	21										68
Butte Falls	0	0	0										0
Central Point	4	8	5										17
Eagle Point	0	4	2										6
Gold Hill	5	5	3										13
Jacksonville	5	0	0										5
Medford	14	13	15										42
Phoenix	4	0	4										8
Prospect	0	0	0										0
Rogue River	2	2	3										7
Ruch	0	0	5										5
Shady Cove	4	5	1										10
Talent	18	27	21										66
White City	3	1	3										7
Grand Total	89	85	85	0	0	0	0	0	0	0	0	0	259

Adult Programs Attendance FY 16/17

Branch	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Total
Applegate	3	0	11										14
Ashland	361	259	357										977
Butte Falls	0	0	0										0
Central Point	0	14	10										24
Eagle Point	0	0	0										0
Gold Hill	20	20	10										50
Jacksonville	17	45	0										62
Medford	403	532	727										1,662
Phoenix	77	0	0										77
Prospect	0	0	0										0
Rogue River	7	11	20										38
Ruch	0	0	38										38
Shady Cove	17	12	15										44
Talent	177	218	249										644
White City	0	24	0										24
Grand Total	1,082	1,135	1,437	0	0	0	0	0	0	0	0	0	3,654

Adult Programs Attendance FY 17/18

Branch	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Total
Applegate	11	12	12										35
Ashland	210	385	211										806
Butte Falls	0	0	0										0
Central Point	37	49	23										109
Eagle Point	0	15	68										83
Gold Hill	24	27	15										66
Jacksonville	25	0	0										25
Medford	442	378	386										1,206
Phoenix	20	0	8										28
Prospect	0	0	0										0
Rogue River	16	16	37										69
Ruch	0	0	20										20
Shady Cove	24	19	15										58
Talent	231	295	244										770
White City	81	7	21										109
Grand Total	1,121	1,203	1,060	0	0	0	0	0	0	0	0	0	3,384

# of Babies/Toddlers Programs FY 16/17

Branch	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Total
Applegate	0	0	0										0
Ashland	19	20	15										54
Butte Falls	0	0	0										0
Central Point	3	7	6										16
Eagle Point	4	4	0										8
Gold Hill	0	0	0										0
Jacksonville	3	3	3										9
Medford	17	20	15										52
Phoenix	0	0	0										0
Prospect	0	0	0										0
Rogue River	4	4	3										11
Ruch	3	4	3										10
Shady Cove	4	4	3										11
Talent	4	4	3										11
White City	0	0	0										0
Grand Total	61	70	51	0	0	0	0	0	0	0	0	0	182

# of Babies/Toddlers Programs FY 17/18

Branch	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Total
Applegate	0	0	0										0
Ashland	18	19	15										52
Butte Falls	0	0	0										0
Central Point	7	8	6										21
Eagle Point	4	4	3										11
Gold Hill	0	0	0										0
Jacksonville	5	3	3										11
Medford	21	20	15										56
Phoenix	0	0	0										0
Prospect	0	0	0										0
Rogue River	3	4	3										10
Ruch	3	4	3										10
Shady Cove	3	4	3										10
Talent	3	4	3										10
White City	0	0	0										0
Grand Total	67	70	54	0	0	0	0	0	0	0	0	0	191

Babies/Toddlers Programs Attendance FY 16/17

Branch	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Total
Applegate	0	0	0										0
Ashland	462	495	389										1,346
Butte Falls	0	0	0										0
Central Point	82	161	150										393
Eagle Point	92	48	0										140
Gold Hill	0	0	0										0
Jacksonville	36	43	55										134
Medford	418	462	454										1,334
Phoenix	0	0	0										0
Prospect	0	0	0										0
Rogue River	64	47	36										147
Ruch	18	22	13										53
Shady Cove	42	33	13										88
Talent	72	81	58										211
White City	0	0	0										0
Grand Total	1,286	1,392	1,168	0	0	0	0	0	0	0	0	0	3,846

Babies/Toddlers Programs Attendance FY 17/18

Branch	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Total
Applegate	0	0	0										0
Ashland	384	328	333										1,045
Butte Falls	0	0	0										0
Central Point	140	191	102										433
Eagle Point	81	90	72										243
Gold Hill	0	0	0										0
Jacksonville	89	50	50										189
Medford	598	488	475										1,561
Phoenix	0	0	0										0
Prospect	0	0	0										0
Rogue River	36	43	29										108
Ruch	12	24	21										57
Shady Cove	33	20	14										67
Talent	50	43	35										128
White City	0	0	0										0
Grand Total	1,423	1,277	1,131	0	0	0	0	0	0	0	0	0	3,831

# of Children's Programs Programs FY 16/17

Branch	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Total
Applegate	7	5	8										20
Ashland	9	8	6										23
Butte Falls	1	0	0										1
Central Point	9	3	4										16
Eagle Point	3	0	3										6
Gold Hill	0	0	0										0
Jacksonville	1	1	0										2
Medford	10	3	5										18
Phoenix	2	5	3										10
Prospect	0	1	0										1
Rogue River	6	0	0										6
Ruch	4	3	1										8
Shady Cove	5	1	4										10
Talent	4	0	0										4
White City	32	23	12										67
Grand Total	93	53	46	0	0	0	0	0	0	0	0	0	192

# of Children's Programs Programs FY 17/18

Branch	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Total
Applegate	8	5	4										17
Ashland	7	6	2										15
Butte Falls	1	0	0										1
Central Point	9	6	7										22
Eagle Point	5	0	0										5
Gold Hill	2	1	0										3
Jacksonville	1	1	0										2
Medford	5	4	3										12
Phoenix	2	5	6										13
Prospect	1	2	0										3
Rogue River	5	1	0										6
Ruch	5	5	3										13
Shady Cove	4	1	1										6
Talent	6	0	0										6
White City	33	28	10										71
Grand Total	94	65	36	0	0	0	0	0	0	0	0	0	195

Children's Programs Programs Attendance FY 16/17

Branch	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Total
Applegate	22	13	27										62
Ashland	265	160	38										463
Butte Falls	33	0	0										33
Central Point	115	34	18										167
Eagle Point	133	0	24										157
Gold Hill	0	0	0										0
Jacksonville	10	15	0										25
Medford	338	46	127										511
Phoenix	58	25	49										132
Prospect	0	30	0										30
Rogue River	102	0	0										102
Ruch	49	48	6										103
Shady Cove	34	19	37										90
Talent	52	0	0										52
White City	856	520	448										1,824
Grand Total	2,067	910	774	0	0	0	0	0	0	0	0	0	3,751

Children's Programs Programs Attendance FY 17/18

Branch	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Total
Applegate	56	16	11										83
Ashland	162	142	22										326
Butte Falls	15	0	0										15
Central Point	360	115	85										560
Eagle Point	51	0	0										51
Gold Hill	37	11	0										48
Jacksonville	10	14	0										24
Medford	106	62	100										268
Phoenix	63	50	72										185
Prospect	9	47	0										56
Rogue River	87	15	0										102
Ruch	84	87	30										201
Shady Cove	78	13	26										117
Talent	104	0	0										104
White City	736	574	144										1,454
Grand Total	1,958	1,146	490	0	0	0	0	0	0	0	0	0	3,594

# of PreK Storytime Programs FY 16/17

Branch	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Total
Applegate	5	4	4										13
Ashland	4	6	5										15
Butte Falls	0	0	1										1
Central Point	4	5	3										12
Eagle Point	4	5	4										13
Gold Hill	5	5	5										15
Jacksonville	4	5	4										13
Medford	8	9	8										25
Phoenix	4	4	5										13
Prospect	0	0	3										3
Rogue River	4	4	5										13
Ruch	4	5	4										13
Shady Cove	5	3	4										12
Talent	4	5	4										13
White City	4	5	4										13
Grand Total	59	65	63	0	0	0	0	0	0	0	0	0	187

# of PreK Storytime Programs FY 17/18

Branch	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Total
Applegate	5	4	4										13
Ashland	6	6	5										17
Butte Falls	0	0	0										0
Central Point	4	5	4										13
Eagle Point	4	5	4										13
Gold Hill	0	0	0										0
Jacksonville	4	5	5										14
Medford	8	9	7										24
Phoenix	4	5	4										13
Prospect	0	0	4										4
Rogue River	4	4	5										13
Ruch	3	5	4										12
Shady Cove	4	4	1										9
Talent	3	5	4										12
White City	8	9	7										24
Grand Total	57	66	58	0	0	0	0	0	0	0	0	0	181

PreK Storytime Programs Attendance FY 16/17

Branch	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Total
Applegate	4	2	8										14
Ashland	128	166	102										396
Butte Falls	0	0	2										2
Central Point	65	73	67										205
Eagle Point	92	58	41										191
Gold Hill	11	0	11										22
Jacksonville	104	93	21										218
Medford	278	336	248										862
Phoenix	75	53	76										204
Prospect	0	0	35										35
Rogue River	107	44	52										203
Ruch	47	58	44										149
Shady Cove	18	21	37										76
Talent	52	73	34										159
White City	59	56	18										133
Grand Total	1,040	1,033	796	0	0	0	0	0	0	0	0	0	2,869

PreK Storytime Programs Attendance FY 17/18

Branch	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Total
Applegate	0	2	6										8
Ashland	209	224	211										644
Butte Falls	0	0	0										0
Central Point	76	73	68										217
Eagle Point	88	102	52										242
Gold Hill	0	0	0										0
Jacksonville	39	19	19										77
Medford	237	325	199										761
Phoenix	29	42	40										111
Prospect	0	0	31										31
Rogue River	56	26	52										134
Ruch	25	62	25										112
Shady Cove	14	21	10										45
Talent	22	58	32										112
White City	44	59	33										136
Grand Total	839	1,013	778	0	0	0	0	0	0	0	0	0	2,630

# of School Visits Programs FY 16/17

Branch	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Total
Applegate	0	0	0										0
Ashland	2	0	15										17
Butte Falls	0	0	0										0
Central Point	4	4	4										12
Eagle Point	3	2	0										5
Gold Hill	0	0	0										0
Jacksonville	0	0	0										0
Medford	2	0	0										2
Phoenix	0	0	0										0
Prospect	0	0	0										0
Rogue River	0	0	0										0
Ruch	0	0	6										6
Shady Cove	0	0	0										0
Talent	0	0	4										4
White City	0	0	0										0
Grand Total	11	6	29	0	0	0	0	0	0	0	0	0	46

# of School Visits Programs FY 17/18

Branch	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Total
Applegate	0	0	0										0
Ashland	1	1	1										3
Butte Falls	0	0	6										6
Central Point	2	2	0										4
Eagle Point	0	2	1										3
Gold Hill	0	0	2										2
Jacksonville	0	0	0										0
Medford	5	0	11										16
Phoenix	3	0	1										4
Prospect	0	0	2										2
Rogue River	0	0	13										13
Ruch	0	0	0										0
Shady Cove	0	0	1										1
Talent	0	0	3										3
White City	0	0	0										0
Grand Total	11	5	41	0	0	0	0	0	0	0	0	0	57

School Visits Programs Attendance FY 16/17

Branch	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Total
Applegate	0	0	0										0
Ashland	24	0	970										994
Butte Falls	0	0	0										0
Central Point	68	68	112										248
Eagle Point	79	28	0										107
Gold Hill	0	0	0										0
Jacksonville	0	0	0										0
Medford	120	0	0										120
Phoenix	0	0	0										0
Prospect	0	0	0										0
Rogue River	0	0	0										0
Ruch	0	0	140										140
Shady Cove	0	0	0										0
Talent	0	0	87										87
White City	0	0	0										0
Grand Total	291	96	1,309	0	0	0	0	0	0	0	0	0	1,696

School Visits Programs Attendance FY 17/18

Branch	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Total
Applegate	0	0	0										0
Ashland	22	20	24										66
Butte Falls	0	0	0										0
Central Point	38	42	98										178
Eagle Point	0	48	100										148
Gold Hill	0	0	76										76
Jacksonville	0	0	0										0
Medford	121	0	467										588
Phoenix	162	0	21										183
Prospect	0	0	37										37
Rogue River	0	0	0										0
Ruch	0	0	339										339
Shady Cove	0	0	40										40
Talent	0	0	41										41
White City	0	0	0										0
Grand Total	343	110	1,243	0	0	0	0	0	0	0	0	0	1,696

# of Teen Programs FY 16/17

Branch	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Total
Applegate	0	0	0										0
Ashland	4	1	4										9
Butte Falls	1	0	0										1
Central Point	8	3	0										11
Eagle Point	6	3	0										9
Gold Hill	1	0	0										1
Jacksonville	1	0	0										1
Medford	14	12	6										32
Phoenix	1	1	1										3
Prospect	0	0	0										0
Rogue River	0	0	0										0
Ruch	9	8	0										17
Shady Cove	5	2	0										7
Talent	17	10	0										27
White City	3	1	0										4
Grand Total	70	41	11	0	0	0	0	0	0	0	0	0	122

# of Teen Programs Programs FY 17/18

Branch	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Total
Applegate	0	0	0										0
Ashland	5	0	11										16
Butte Falls	0	0	0										0
Central Point	2	2	2										6
Eagle Point	5	0	0										5
Gold Hill	0	0	0										0
Jacksonville	1	0	0										1
Medford	14	10	3										27
Phoenix	1	0	0										1
Prospect	0	0	0										0
Rogue River	1	0	0										1
Ruch	0	0	0										0
Shady Cove	5	4	3										12
Talent	0	0	0										0
White City	0	0	1										1
Grand Total	34	16	20	0	0	0	0	0	0	0	0	0	70

Teen Programs Programs Attendance FY 16/17

Branch	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Total
Applegate	0	0	0										0
Ashland	66	9	70										145
Butte Falls	4	0	0										4
Central Point	40	24	0										64
Eagle Point	45	24	0										69
Gold Hill	4	0	0										4
Jacksonville	4	0	0										4
Medford	142	96	27										265
Phoenix	0	0	3										3
Prospect	10	8	0										18
Rogue River	13	8	0										21
Ruch	0	0	0										0
Shady Cove	41	21	0										62
Talent	173	45	0										218
White City	33	11	0										44
Grand Total	575	246	100	0	0	0	0	0	0	0	0	0	921

Teen Programs Programs Attendance FY 17/18

Branch	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Total
Applegate	0	0	0										0
Ashland	65	0	659										724
Butte Falls	0	0	0										0
Central Point	12	13	12										37
Eagle Point	34	0	0										34
Gold Hill	0	0	0										0
Jacksonville	3	0	0										3
Medford	164	80	29										273
Phoenix	3	0	0										3
Prospect	0	0	0										0
Rogue River	4	0	0										4
Ruch	0	0	0										0
Shady Cove	61	42	39										142
Talent	0	0	0										0
White City	0	0	7										7
Grand Total	346	135	746	0	0	0	0	0	0	0	0	0	1,227

Executive Director Report
October 2017

1. Annual Appeal
We are getting ready for this year's end of the year fundraising appeal to support the JCLS's Outreach to Child Care programs. Funds raised will support the purchase of books that are distributed to child care centers throughout Jackson County.

This decision was reached after reviewing the Foundation's funding priorities and speaking with both Jamar Rahming and the JCLS Outreach Department. The Foundation has funding sources in place to support Outreach to Child Care, and so this appeal strengthens work that the Foundation already does. Outreach to Child Care is a District-wide program, which is in line with the Foundation's funding priorities.

The appeal will include both direct mail and email correspondence with existing, lapsed, and potential donors. Direct mail appeals will be sent in November and December, email appeals will be sent in November (to correspond with Giving Tuesday) and December.

2. Mastain Reception
The reception honoring Mary Mastain's 90th birthday was on Sunday, October 8 at the Ashland Public Library. The Foundation is highlighting this event as an example of donation and naming opportunities to help support the JCLS.

3. Jefferson Funders Forum
The Jackson County Library Foundation has been a longstanding participant in the Jefferson Funders Forum. This group meets quarterly to discuss regional funding priorities and "brings together public and private philanthropic leadership to share information, perspectives and experiences; cooperatively explore and leverage resources to positively impact communities in southern Oregon and northern California." Other participants include Gordon Elwood Foundation, Providence Health Foundation, Rogue Community College Foundation, Oregon Community Foundation, and the Four Way Foundation.

4. Friends of the Library
The Foundation is continuing to meet with the Friends of the Library groups. Since the last District Board meeting, we met with the Ashland and Central Point groups. Next on the docket is Gold Hill and continuing to try to set up additional meetings.

1.00	**General Information**	2016	2017
1.01	Official name of library	Jackson County Library Services	Jackson County Library Services
1.02	Street address	205 S Central Ave	205 S Central Ave
1.03	City	Medford	Medford
1.04	Zip	97501	97,501
1.05	Mailing address	205 S Central Ave	205 S Central Ave
1.06	City	Medford	Medford
1.07	Zip	97501	97,501
1.08	County	Jackson	Jackson
1.09	Phone Number (no dashes or parentheses)	541-774-8673	541-774-8673
1.10	Cooperative System	None	None
1.11	Boundary change?	No	No
1.12	Congressional District	2	2
1.13	Moved or expanded branches)	No	No
1.14	Central Library	1	1
1.15	Branches	14	14
1.16	Bookmobiles	0	0
1.17	Other public service outlets	0	0
1.18	Number of registered users	159,233	73,742
2.00	**Library Staff**		
2.01	Number of librarians with ALA/MLIS	11.30	11
2.02	Number of other persons holding the title of librarian	1.95	2
2.03	Total librarians in FTE (2.1 and 2.2)	13.25	13
2.04	Number of all other paid staff	54.55	55
2.05	Total paid staff in FTE (2.3 and 2.4)	67.80	68
3.00	**Library Revenue**		
3.01	City	$56,620.00	$0.00
3.02	County	$0.00	$0.00
3.03	District	$9,101,592.00	$9,521,991.00
3.04	Total local government (3.1, 3.2 and 3.3)	$9,158,212.00	$9,521,991.00
3.05	State government resources	$32,610.00	$33,568.00
3.06	LSTA grants	$0.00	$0.00
3.07	E-rate telecommunications discount	$188,220.00	$128,093.00

Code	Item	Value 1	Value 2
3.08	Other federal funds	$0.00	$0.00
3.09	Federal government revenue (3.6, 3.7 and 3.8)	$188,220.00	$128,093.00
3.10	Other Operating Revenue	$364,370.00	$418,773.00
3.11	Total library operating revenue (3.4, 3.5, 3.9 and 3.10)	$9,743,412.00	$10,102,425.00
3.12	Local government capital revenue	$0.00	$0.00
3.13	State government capital revenue	$0.00	$0.00
3.14	Federal government capital revenue	$0.00	$0.00
3.15	Other capital revenue	$17,849.00	$0.00
3.16	Total capital revenue (3.12, 3.13, 3.14 and 3.15)	$17,849.00	$0.00
4.00	**Library Expenditures**		
4.01	Salaries and wages	$2,155,933.00	$2,496,909.86
4.02	Employee benefits	$668,466.00	$871,799.20
4.03	Total staff expenditures (4.1 and 4.2)	$2,824,399.00	$3,368,709.06
4.04	Books and other printed materials	$501,373.00	$489,126.80
4.05	Periodicals and other serial subscriptions	$50,396.00	$49,165.06
4.06	Total expenditure on print materials (4.5 and 4.5)	$551,769.00	$538,291.87
4.07	Electronic materials expenditures	$129,933.00	$126,759.34
4.08	Other materials expenditures	$162,820.00	$158,843.07
4.09	Total expeditures on collection (4.6, 4.7, 4.8)	$844,522.00	$823,894.28
4.10	All other operating expenditures	$1,492,784.00	$3,467,491.94
4.11	Total library expenditures (4.3, 4.9 and 4.10)	$5,161,705.00	$7,660,095.28
4.12	Library construction and related expenditures	$0.00	$0.00
4.13	Capital equipment expenditures	$0.00	$0.00
4.14	Other capital outlay	$128,569.00	0
4.15	Total capital outlay (4.12, 4.13 and 4.14)	$128,569.00	$0.00
5.00	**Library Collections**		
5.01	Number of physical units (books and other print materials)	502,145	494,771
5.02	Number of physical united added (books and other print materials)	38,120	38,114
5.03	Number of physical units (cassettes, records, compact discs, etc.)	33,152	33,315
5.04	Number of physical units added (cassettes, records, compact discs, etc.)	2,761	2,962
5.05	Number of physical units (DVDs, Blue-Ray)	25,908	28,878
5.06	Number of physical units added (DVDs, Blue-Ray)	5,554	5,521
5.07	Number of subscriptions (serials)	1,077	1,079
5.08	Number of subscriptions added (serials)	14	2

Note (at 4.08–4.10):
$1,918,195.00 - from Vicki Robinson
$1,549,296.94 - from Cullen Donohoe
$3,467,491.94

5.09	Number of physical units (other library materials)	0	0
5.10	Number of physical units added (other library materials)	0	0
5.11	Total number of physical units (5.1, 5.3, 5.5, 5.7, 5.9)	562,282	558,043
5.12	Total number of physical units added (5.2, 5.4, 5.6, 5.8, 5.10)	46,449	46,599
5.13	Number of units (Library2Go statewide listed here)	39,532	41,148
5.14	Number of units added (Library2Go statewide listed here)	5,576	6,309
5.15	Number of locally owned units (Library2Go)	664	192,664
5.16	Number of locally owned units added (Library2Go)	161	98,629
5.17	Total units of e-books (5.13 and 5.15)	40,196	233,812
5.18	Total units of e-books added (5.14 and 5.16)	5,737	104,938
5.19	Number of downloadable audio units	20,631	23,280
5.20	Number of downloadable audio units added	1,585	2,508
5.21	Number of downloadable audio units owned locally	150	323,031
5.22	Number of downloadable audio units owned locally added	41	47,128
5.23	Total downloadable audio materials (5.19 and 5.21)	20,781	346,311
5.24	Total units of downloadable audio materials added (5.20 and 5.22)	1,626	49,636
5.25	Number of downloadable video units	0	0
5.26	Number of downloadable video units added	0	0
5.27	Number of downloadable video units owned locally	0	31,834
5.28	Number of downloadable video units owned locally added	0	7,368
5.29	Total downloadable video materials (5.25 and 5.27)	0	31,834
5.30	Total units of downloadable video materials added (5.26 and 5.28)	0	7,368
5.31	Total digital or downloadable units (5.17, 5.23, 5.29)	60,977	611,957
5.32	Total digital or downloadable units added (5.18, 5.24, 5.30)	7,363	161,942
5.33	Total physical and digital units (5.11 and 5.31)	623,259	1,170,000
5.34	Total physical and digital units added (5.12 and 5.32)	53,812	208,541
5.35	Number of Statewide electronic collections (databases)	24	24
5.36	Number of Statewide electronic collections added (databases)	2	0
5.37	Number of Local or Local Consortial electronic collections (databases)	14	14
5.38	Number of Local or Local Consortial electronic collections added (databases)	1	0
5.39	Total electronic collections (databases) (5.35 and 5.37)	38	38
5.40	Total electronic collections added (databases) (5.36 and 5.38)	3	0
6.00	**Library Services**		
6.01	In a typical week, total hours open M-F (open to 5:00 pm)	27	27

6.02	In a typical week, total hours open M-F (5:00 pm to close)	3	3
6.03	In a typical week, total hours open Saturday - Sunday (open to 5:00 pm)	10	10
6.04	In a typical week, total hours open Saturday - Sunday (5:00 pm to close)	0	0
6.05	Total hours in a typical week	40	40
6.06	Number of weeks main library is open	52	52
6.07	Total annual public service hours for main library	2,015	2,015
6.08	Total annual public service hours for all public outlets (6.7 and 9.9)	18,617	18,617
6.09	Library visits in the fiscal year	739,261	799,435
6.10	Successful retrievals from the statewide electronic collections (databases)	15,748	18,110
6.11	Successful retrievals from purchased local or local consortial electronic collections (databases)	0	0
6.12	Total of Successful retrievals from databases (6.10 and 6.11)	15,748	18,110
6.13	Number of first-time circulation of adult materials	788,515	726,621
6.14	Number of renewals of adult materials	372,931	429,701
6.15	Number of first-time circulation of YA materials	50,342	44,110
6.16	Number of renewals of YA materials	27,180	27,434
6.17	Number of first-time circulation of children's materials	406,181	355,879
6.18	Number of renewals of children's materials	203,865	245,594
6.19	First-time circulation not separated into adult, YA or children's materials	11,110	0
6.20	Renewals not separated into adult, YA or children's materials	0	0
6.21	Total first-time circulation (6.13, 6.15, 6.17, 6.19)	1,256,148	1,126,610
6.22	Total renewals (6.14, 6.16, 6.18, 6.20)	603,976	702,729
6.23	Total circulation of adult materials (6.13 and 6.14)	1,161,446	1,156,322
6.24	Total circulation of YA materials (6.15 and 6.16)	77,522	71,544
6.25	Total circulation of children's materials (6.17 and 6.18)	610,046	601,473
6.26	Total circulation not separated into adult, YA or children's materials (6.19 and 6.20)	11,110	0
6.27	Total physical item circulation (6.23, 6.24, 6.25, 6.26)	1,860,124	1,829,339
6.28	Number of circulations of electronic materials (Library2Go)	125,638	155,175
6.29	Number of circulations of electronic materials (returned to the library)	0	0
6.30	Total number of circulations of electronic materials (6.28 and 6.29)	125,638	155,175
6.31	Total circulation of physical and electronic materials (6.27 and 6.30)	1,985,762	1,984,514
6.32	Electronic Content Use (6.30 and 6.12)	141,386	173,285
6.33	Total Collection Use (6.30, 6.27, 6.12)	2,001,510	2,002,624

6.34	Total number of reference transactions	188,097	221,481
6.35	Number of children's programs	3,355	2,903
6.36	Number of person's attending children's programs	63,750	56,418
6.37	Number of young adult programs	586	652
6.38	Number of person's attending young adult programs	11,401	11,579
6.39	Number of programs for adults	1,209	1,188
6.40	Number of persons attending programs of adults	25,052	28,889
6.41	Total number of programs (6.35, 6.37, 6.39)	5,150	4,743
6.42	Total program attendance (6.36, 6.38, 6.40)	100,203	96,886
6.43	Does your library have a summer reading program	Yes	Yes
6.44	Does your library provide outreach to children, families, childcare providers and preschool teachers	Yes	Yes
6.45	Does your library provide training in early literacy for parents or childcare providers and preschool teachers	Yes	Yes
6.46	Interlibary loans lent using a shared catalog or automation system	5,014	4,360
6.47	Interlibrary loans lent to other libraries not in shared catalog or automation system	677	673
6.48	Total loans lent to other libraries (6.46 and 6.47)	5,691	5,033
6.49	Interlibary loans borrowed using a shared catalog or automation system	10,816	11,434
6.50	Interlibrary loans borrowed to other libraries not in shared catalog or automation system	294	292
6.51	Total loans borrowed from other libraries (6.49, 6.50)	11,110	11,726
7.00	**Other Information**		
7.01	Total number of volunteers	272	275
7.02	Total Volunteer hours	20,068	18,053
7.03	Library Director, hourly salary range - Low	$31.25	$31.25
7.03	Library Director, hourly salary range - High	$45.21	$45.21
7.03	Library Director, hourly salary range - Fixed Amount	n/a	n/a
7.04	Assistant Director, hourly salary range - Low	$28.00	$28.00
7.04	Assistant Director, hourly salary range - High	$39.20	$39.20
7.04	Assistant Director, hourly salary range - Fixed Amount	n/a	n/a
7.05	Department Head, hourly salary range - Low	$20.60	$20.60
7.05	Department Head, hourly salary range - High	$31.30	$31.30
7.05	Department Head, hourly salary range - Fixed Amount	n/a	n/a

7.06	Senior Librarian hourly salary range - Low	$19.23	$19.23
7.06	Senior Librarian hourly salary range - High	$23.69	$23.69
7.06	Senior Librarian hourly salary range - Fixed Amount	n/a	n/a
7.07	Entry-level Librarian hourly salary range - Low	$18.00	$18.00
7.07	Entry-level Librarian hourly salary range - High	$20.68	$20.68
7.07	Entry-level Librarian hourly salary range - Fixed Amount	n/a	n/a
7.08	Library Assistant, hourly salary range - Low	$12.25	$12.25
7.08	Library Assistant, hourly salary range - High	$16.00	$16.00
7.08	Library Assistant, hourly salary range - Fixed Amount	n/a	n/a
7.09	Library Clerk, hourly salary range - Low	$10.00	$10.00
7.09	Library Clerk, hourly salary range - High	$15.00	$15.00
7.09	Library Clerk, hourly salary range - Fixed Amount	n/a	n/a
7.10	Fines for overdue books	$0.20	0
7.10	Time period for overdue books	day	day
7.11	Fines for overdue videos	$0.20	0
7.11	Time period for overdue videos	day	day
7.12	Other overdue material - type	other	other
7.12	Fines for other overdue material	$0.20	0
7.12	Time period for other overdue material	day	day
7.13	Charge for interlibrary loan	$5.00	5
7.14	Charge of non-resident borrowing privileges per year for an individual	$100.00	100
7.14	Charge of non-resident borrowing privileges per year for a family	n/a	n/a
7.15	Number of circulations made without charge	n/a	n/a
7.16	Does your library have a library board	yes	yes
7.17	Does your library have a Friends of the Library Groupo	yes	yes
7.18	Does your library have a Library Foundation	yes	yes
7.19	Are you using the Public Library Standards	Yes	Yes
8.00	**Library Technology**		
8.01	Total annual of uses (sessions) of public Internet computers	116,733	115,838
8.02	Total number of Internet terminals used by the general public	168	168
8.03	Number of wireless sessions provided by the library annually	54,899	65,540
8.04	Type of Internet connection of main library	Fiber Optic	Fiber Optic
8.05	Internet connection speed of main library	Greather than 201 Mbps	Greater than 201Mbps
8.06	Name of automation consortia library belongs to	None	None

8.07	Vendor of integrated library system	Polaris	Polaris
9.00	**Library Facilities**		
9.01	Square footage of main library	83,191	83,191
9.02	Total system square footage	182,432	182,432
9.03	Name of branch	Applegate Branch Library	Applegate Branch Library
9.04	Branch street address	18485 N Applegate Road	18485 N Applegate Road
9.05	Branch city	Applegate	Applegate
9.06	Branch zip code	97530	97,530
9.07	Branch phone number	(541) 846-7346	(541) 846-7346
9.08	Branch square footage	2,850	2,850
9.09	Public service hours per year at this location	816	816
9.10	Number of weeks of the year this facility was open	52	52
9.11	Type of Internet connection at this facility	Fiber Optic	Fiber Optic
9.12	Internet connection speed of this facility	11M-100Mbps	11M-100Mbps
9.03	Name of branch	Ashland Branch Library	Ashland Branch Library
9.04	Branch street address	410 Siskiyou Blvd	410 Siskiyou Blvd
9.05	Branch city	Ashland	Ashland
9.06	Branch zip code	97520	97,520
9.07	Branch phone number	(541) 774-6980	(541) 774-6980
9.08	Branch square footage	22,655	22,655
9.09	Public service hours per year at this location	2,022	2,022
9.10	Number of weeks of the year this facility was open	52	52
9.11	Type of Internet connection at this facility	Fiber Optic	Fiber Optic
9.12	Internet connection speed of this facility	Greater than 201Mbps	Greater than 201Mbps
9.03	Name of branch	Butte Falls Branch Library	Butte Falls Branch Library
9.04	Branch street address	626 Fir Ave	626 Fir Ave
9.05	Branch city	Butte Falls	Butte Falls
9.06	Branch zip code	97522	97,522
9.07	Branch phone number	(541) 865-3511	(541) 865-3511
9.08	Branch square footage	1,025	1,025
9.09	Public service hours per year at this location	515	515
9.10	Number of weeks of the year this facility was open	52	52
9.11	Type of Internet connection at this facility	Fiber Optic	Fiber Optic
9.12	Internet connection speed of this facility	11M-100Mbps	11M-100Mbps

9.03	Name of branch	Central Point Branch Library	Central Point Branch Library
9.04	Branch street address	116 S Third St	116 S Third St
9.05	Branch city	Central Point	Central Point
9.06	Branch zip code	97502	97,502
9.07	Branch phone number	(541) 664-3228	(541) 664-3228
9.08	Branch square footage	8,515	8,515
9.09	Public service hours per year at this location	1,815	1,815
9.10	Number of weeks of the year this facility was open	52	52
9.11	Type of Internet connection at this facility	Fiber Optic	Fiber Optic
9.12	Internet connection speed of this facility	11M-100Mbps	11M-100Mbps
9.03	Name of branch	Eagle Point Branch Library	Eagle Point Branch Library
9.04	Branch street address	239 W Main St	239 W Main St
9.05	Branch city	Eagle Point	Eagle Point
9.06	Branch zip code	97524	97,524
9.07	Branch phone number	(541) 826-3313	(541) 826-3313
9.08	Branch square footage	8,512	8,512
9.09	Public service hours per year at this location	1,428	1,428
9.10	Number of weeks of the year this facility was open	52	52
9.11	Type of Internet connection at this facility	Fiber Optic	Fiber Optic
9.12	Internet connection speed of this facility	11M-100Mbps	11M-100Mbps
9.03	Name of branch	Gold Hill Branch Library	Gold Hill Branch Library
9.04	Branch street address	202 Dardanelles St	202 Dardanelles St
9.05	Branch city	Gold Hill	Gold Hill
9.06	Branch zip code	97525	97,525
9.07	Branch phone number	(541) 855-1994	(541) 855-1994
9.08	Branch square footage	4,982	4,982
9.09	Public service hours per year at this location	891	891
9.10	Number of weeks of the year this facility was open	52	52
9.11	Type of Internet connection at this facility	Fiber Optic	Fiber Optic
9.12	Internet connection speed of this facility	11M-100Mbps	11M-100Mbps
9.03	Name of branch	Jacksonville Branch Library	Jacksonville Branch Library
9.04	Branch street address	340 West "C" St	340 West "C" St
9.05	Branch city	Jacksonville	Jacksonville
9.06	Branch zip code	97530	97,530

9.07	Branch phone number	(541) 899-1665	(541) 899-1665
9.08	Branch square footage	5,646	5,646
9.09	Public service hours per year at this location	1,110	1,110
9.10	Number of weeks of the year this facility was open	52	52
9.11	Type of Internet connection at this facility	Fiber Optic	Fiber Optic
9.12	Internet connection speed of this facility	11M-100Mbps	11M-100Mbps
9.03	Name of branch	Phoenix Branch Library	Phoenix Branch Library
9.04	Branch street address	510 W 1st St	510 W 1st St
9.05	Branch city	Phoenix	Phoenix
9.06	Branch zip code	97535	97,535
9.07	Branch phone number	(541) 535-7090	(541) 535-7090
9.08	Branch square footage	5,946	5,946
9.09	Public service hours per year at this location	816	816
9.10	Number of weeks of the year this facility was open	52	52
9.11	Type of Internet connection at this facility	Fiber Optic	Fiber Optic
9.12	Internet connection speed of this facility	11M-100Mbps	11M-100Mbps
9.03	Name of branch	Prospect Branch Library	Prospect Branch Library
9.04	Branch street address	150 Mill Creek Dr	150 Mill Creek Dr
9.05	Branch city	Prospect	Prospect
9.06	Branch zip code	97536	97,536
9.07	Branch phone number	(541) 560-3668	(541) 560-3668
9.08	Branch square footage	2,400	2,400
9.09	Public service hours per year at this location	608	608
9.10	Number of weeks of the year this facility was open	52	52
9.11	Type of Internet connection at this facility	Fiber Optic	DSL
9.12	Internet connection speed of this facility	6.1 - 10Mbps	6.1 - 10Mbps
9.03	Name of branch	Rogue River Branch Library	Rogue River Branch Library
9.04	Branch street address	412 E Main St	412 E Main St
9.05	Branch city	Rogue River	Rogue River
9.06	Branch zip code	97537	97,537
9.07	Branch phone number	(541) 864-8850	(541) 864-8850
9.08	Branch square footage	11,460	11,460
9.09	Public service hours per year at this location	1,410	1,410
9.10	Number of weeks of the year this facility was open	52	52

9.11	Type of Internet connection at this facility	Fiber Optic	Fiber Optic
9.12	Internet connection speed of this facility	11M-100Mbps	11M-100Mbps
9.03	Name of branch	Ruch Branch Library	Ruch Branch Library
9.04	Branch street address	7919 Highway 238	7919 Highway 238
9.05	Branch city	Ruch	Ruch
9.06	Branch zip code	97530	97,530
9.07	Branch phone number	(541) 899-7438	(541) 899-7438
9.08	Branch square footage	5,896	5,896
9.09	Public service hours per year at this location	925	925
9.10	Number of weeks of the year this facility was open	52	52
9.11	Type of Internet connection at this facility	Fiber Optic	Fiber Optic
9.12	Internet connection speed of this facility	11M-100Mbps	11M-100Mbps
9.03	Name of branch	Shady Cove Branch Library	Shady Cove Branch Library
9.04	Branch street address	22477 Highway 62	22477 Highway 62
9.05	Branch city	Shady Cove	Shady Cove
9.06	Branch zip code	97539	97,539
9.07	Branch phone number	(541) 878-2270	(541) 878-2270
9.08	Branch square footage	5,646	5,646
9.09	Public service hours per year at this location	917	917
9.10	Number of weeks of the year this facility was open	52	52
9.11	Type of Internet connection at this facility	Fiber Optic	Fiber Optic
9.12	Internet connection speed of this facility	11M-100Mbps	11M-100Mbps
9.03	Name of branch	Talent Branch Library	Talent Branch Library
9.04	Branch street address	101 Home St	101 Home St
9.05	Branch city	Talent	Talent
9.06	Branch zip code	97540	97,540
9.07	Branch phone number	(541) 535-4163	(541) 535-4163
9.08	Branch square footage	7,068	7,068
9.09	Public service hours per year at this location	1,837	1,837
9.10	Number of weeks of the year this facility was open	52	52
9.11	Type of Internet connection at this facility	Fiber Optic	Fiber Optic
9.12	Internet connection speed of this facility	11M-100Mbps	11M-100Mbps
9.03	Name of branch	White City Branch Library	White City Branch Library
9.04	Branch street address	3143 Avenue C	3143 Avenue C

9.05	Branch city	White City	White City
9.06	Branch zip code	97503	97,503
9.07	Branch phone number	(541) 864-8880	(541) 864-8880
9.08	Branch square footage	6,640	6,640
9.09	Public service hours per year at this location	1,105	1,105
9.10	Number of weeks of the year this facility was open	52	52
9.11	Type of Internet connection at this facility	Fiber Optic	Fiber Optic
9.12	Internet connection speed of this facility	Greater than 201Mbps	Greater than 201Mbps
10.00	Library Directory		
10.01	Confirmation of updated library directory		
11.00	Library Progress Report		
11.01	Progress report for this year		
11.02a	Report to governing body		
11.02b	Report to advisory groups		
11.02c	Inform Friends groups and Foundation		
11.02d	Manage resources		
11.02e	Inform strategic plan		
11.02f	Establish quantitative measures of success		
11.02g	Compare our library to peer libraries		
11.02h	Indentify usage and resource trends of the library		
11.02i	Other: please specify		

Introduction

The Southern Oregon Historical Society Board of Trustees proposes a partnership with the Jackson County Library District that will enhance public access to the unique materials held in the Southern Oregon Historical Society Archives. The partnership would increase public access to the Archives, improve JCLS's compliance with Oregon Library Associations Standards concerning local history information and access, and assist SOHS in its efforts to continue good stewardship of the collection.

This proposal includes multiple components that could be included in a partnership agreement. The Basic Proposal would be required because the other components could not be implemented without a paid Archivist position, filled by a qualified library professional.

Background

SOHS limits access to its Archives partially as a funding strategy. Only SOHS members access the Archives without a fee. Even most digitized materials cannot be viewed prior to payment. With a successful partnership, JCLS and SOHS can convert SOHS policies to a public library model that makes as much information available as possible, as freely as possible within the limits of responsible archival practices.

SOHS currently risks losing professional archival management. SOHS has gathered and conserved materials pertaining to Southern Oregon history since its inception in 1949, when it also acquired the former Jacksonville Museum materials. In 2010, SOHS hired Pat Harper, who has an MLS and 30 years experience in public libraries, as the part-time Archivist. She has since created the SOHS website, with indexing to over 64,000 photos and 93,000 items, plus an online catalog. Ms. Harper was laid off in 2017, along with all other professional and support staff. Although the Archives reopened in February 2017 as an all-volunteer effort, services and preservation efforts are suffering for lack of the continuity, knowledge and experience provided by staff. Ms. Harper still volunteers 6 or more hours per week, but cannot keep that commitment indefinitely. She would return as the part-time archivist if funding is available. Ms. Harper's background, SOHS experience and technology skills make her uniquely qualified for the position and hard to replace.

Basic Proposal

SOHS will continue to own the SOHS Archives and assure the preservation of the collection. SOHS will provide the current public space for the SOHS Library plus the space, shelving, climate control, security and archival storage containers for archival materials. In addition, SOHS will maintain the research website and online catalog that provides access to materials. SOHS will continue to provide Library volunteers and a volunteer coordinator to assure adequate staffing levels.

The basic proposal includes funding for a minimal level of professional staff. Twenty hours per week would increase the current level of public access from 12 hours per week to 20 hours. The Archivist would work with a minimum of one SOHS volunteer per shift to provide public access, ongoing maintenance of the collection, and limited accession of new materials. The proposal includes $750 per month to cover operating expenses for the Library and Archives

At this level of funding, SOHS would provide four advantages to JCLS patrons:

1. Waiver of SOHS's day use fee ($5.00 per visit) for JCLS library card holders.

2. Professional assistance to patrons that visit or contact SOHS Library.

3. Enhanced JCLS library staff skills through 2 training sessions annually, given by the Archivist to familiarize staff with SOHS archival holdings and other local history resources.

4. Increased services to JCLS branch libraries, including reference assistance on local history questions. Accessioned archival materials would not be sent to branch libraries. In most cases, however, free scans or photocopies would meet the needs of library patrons.

Annual cost: $39,000

		Initial Cost	Annual Cost
	Basic Proposal	$39,000	$39,000
Page	Additional Options		
3	Provide Web Access to Digitized Photos	$3,800	$2,000
3	Provide Web Access to Digitized Documents	$2,808	$2,808
4	Enhance JCLS Website with Virtual Exhibits	$2,000	$2,000
	TOTAL	$47,608	$45,808
5	Additional Projects		
6	Appendix		

Web Access to Digitized Photos

The SOHS Archives collection includes over 65,000 indexed photographs. Of these, about 4300 images are now available online. An additional 4000 scanned photos could be converted to jpgs with watermarks, uploaded to the SOHS website, and linked to the records on the SOHS website. Technically, this could be done in a week. SOHS has not taken this step primarily because it would reduce SOHS's income from scanning photos on demand. Also, once this is done the process of scanning becomes more complex because the volunteers will need to upload the new images. This project could quickly be accomplished and announced to the public to bring attention to a meaningful partnership that will benefit this region. The costs for the project itself are minimal, but SOHS could not implement it without replacement for the income generated by requiring payment.
 Initial Cost: $3,800.00 Annual Cost: $2,000.00

Cost Breakdown: $1080 first year for upload, $2000 per year for maintenance, continuation and lost revenue

Web Access to Digitized Documents

Although SOHS has digitized some documents, it has not made those available through its website or online catalog. The PastPerfect Museum Software used by SOHS does not allow embedded documents, only links. The linking process is cumbersome and prone to errors. Documents that could be available electronically include oral history transcripts (and recordings); transcripts and electronic copies of diaries; legal documents; some maps. This project would require professional judgment and advanced computer skills. The Archivist or a trained assistant archivist would need to manage each item based on criteria such as public interest, SOHS's interests in publishing previously unpublished materials, and donor privacy.

Initial Cost: $2,808.00 Annual Cost: $2,808.00

Cost Breakdown: Annual cost for 104 documents per year, average of one hour per document at Archivist's salary.

Enhance JCLS Website with Local History Information and Virtual Exhibits

The current JCLS website offers online searching in 78 databases, but none of them are local or focused on Oregon. The website's rich array of electronic resources and blogs does not include any with a local emphasis. The History page includes links to other resources, but does not mention the Medford Library local history index or reference book section. In fact, the only clear offering for local history is the Windows In Time series, offered in partnership with SOHS.

SOHS would be pleased to assist JCLS in creating a local history page with links to more specific resources, such as the Biography Index, on the SOHS website, plus links to the smaller historical societies in Jackson County that also boast unique collections.

An enhanced SOHS JCLS partnership could provide a Local History Blog, managed by the SOHS Archivist, and online Virtual Exhibits, coordinated with branch libraries. A local history virtual exhibit for each branch library, linked to its page, would draw local residents. This project could be based on partnerships with other members of the Jackson County Heritage Association, not just SOHS.

Initial Cost: $2,000.00 Annual Cost: $2,000.00

Cost Breakdown: Annual budget at 2 exhibits per year (more per year could be considered).   Suggested budget would be used for coordination with local historical societies and payments to them.

Additional Projects

Once a successful partnership has been established between SOHS and JCLS, additional projects and services could be considered. SOHS volunteers and Board Members have discussed the following:

Integration of the SOHS online catalog into the JCLS catalog

This would be a complex process requiring significant SOHS and JCLS staff time because SOHS PastPerfect catalog records are not in MARC format and do not meet OCLC standards.

SOHS Collection Exhibits to JCLS Branch Libraries

The SOHS Board would like to return to providing traveling exhibits for JCLS libraries. This project would require professional curatorial staff.

Partnerships with Jackson County Heritage Association members

JCHA members are local historical societies, Rogue Valley Genealogical Society and other historical associations. Partnerships with the organizations could enhance public access to their archives through online access and cooperative agreements.

Appendix

[Standards for Oregon Public Libraries (2013 Revision)](http://www.olaweb.org/assets/PLD/PLDStandards/public%20library%20standards%20draft%20to%20pld%20membership.pdf)
(http://www.olaweb.org/assets/PLD/PLDStandards/public%20library%20standards%20draft%20to%20pld%20membership.pdf) Excerpts: *Libraries housing local history and archival collections follow the best practices of the Society of American Archivists. The library facilitates or serves as custodian of local history or memory.*

[Society of American Archivists Guidelines for Evaluation of Archival Institutions](http://www2.archivists.org/groups/standards-committee/guidelines-for-evaluation-of-archival-institutions)
(http://www2.archivists.org/groups/standards-committee/guidelines-for-evaluation-of-archival-institutions)

Resume for Pat Harper (next page)

PATRICIA HARPER CAREER SUMMARY		

63 Eastwood Drive, Medford, OR 97504   archivist@sohs.org   541/261-1924

WORK HISTORY		

Southern Oregon Historical Society Medford, Oregon	Volunteer Archivist Volunteer Webmaster Archivist	March 2017 - present June 2015 - present 2010 - 2016
Marin County Free Library San Rafael, California	Administrative Librarian	2005-2008
Siskiyou County Library Yreka, California	Library Director	1994-2005
North State Cooperative Library System at Humboldt County Library Eureka, California	Reference Coordinator	1989-1994
Tulare County Library Visalia, California	Branch Coordinator	1987-1989
Champaign Public Library and Information Center Champaign, Illinois	Reference Librarian	1981-1986

EDUCATION	

University of Illinois at Urbana-Champaign	Master of Science in Library Science
Southern Illinois University, Carbondale	BS in Education, English Major

MAJOR ACCOMPLISHMENTS	

- Created and continue to develop the sohs.org website, which includes indexing to major SOHS resources, an active Events calendar, etc., based on Drupal open source content management system
- Established and managed the first One Book One Marin series of events in 2007 in Marin County, California
- Wrote and managed grants that brought over $1,000,000 in funding to Siskiyou County, California. Grants included funding for the county's first online catalog; Internet access; building grants for Etna, Montague and Dorris

From: Susan Bloom <sbloom@jcls.org>
To: Vicki Robinson <vrobinson@jacksoncountylibrarydistrict.org>
Cc: Lisa Marston <lmarston@jacksoncountylibrarydistrict.org>, "dedwards@rvcog.org"
<dedwards@rvcog.org>, Jill Turner <jturner@jacksoncountylibrarydistrict.org>, Jamar Rahming
<Jamar.Rahming@lsslibraries.com>
Sent: 9/29/2017 10:29 AM
Subject: RE: Write off fines?

Hi Vicki

Here is the information as of 6/22 as well as the report that was included in last month's board packet. The second part of the analysis includes the information about the past due fines and fees.

The fiscal year represents the year the card expired or will expire.

JCLS Fines and Fees from Report pulled 6/22/17

Fiscal Year	Charges	# of Patron
FY 21/22	$59,082	15,612
FY 20/21	$87,007	17,055
FY 19/20	$79,046	16,277
FY 18/19	$46,635	8,636
FY 17/18	$35,372	7,071
FY 16/17	$49,749	8,091
Total	$356,890	72,742
FY 15/16 L	$474,979	29,995
FY 15/16	$64,293	9,549
FY 14/15	$451,210	76,192
FY 13/14	$37,604	8,686
FY 12/13	$1,033	116
FY 11/12	$1,422	63
FY 10/11	$318	33
FY 09/10	$1,722	43
Total	$1,032,580	209,414

Eliminating Library Overdue Fines as a Barrier to Access

Jackson County Library Services promised the community that we would ensure the libraries are open, thriving spaces where people link to the universe of possibilities that enrich their lives. By July 2018 we want a minimum of 75% of Jackson County library users to express in a community survey that we met this promise. To meet this objective we must ensure that the community can access library materials and services. Fines for overdue materials are a barrier to access.

Staff recommends the following:

1. Effective January 1, 2018 forgive all overdue fines within the system and eliminate new fines for overdue materials.
2. Continue to assess fees for long overdue materials. Charges for lost or damaged items, processing fees and other charges will remain on customer's accounts and need to be paid. Block customers from checking out additional materials, accessing e-resources and using public internet computers when an item is overdue for more than 14 days or has fees for lost or damaged materials exceeding $25.

Eliminating late fines does not remove the customer's responsibility for returning materials. The Library will continue to send notifications to customers to remind them when materials are due back and when they have passed the due date. Libraries who have eliminated fines for overdue materials have noted that these reminders, along with lost material charges, work as effectively as late fines to ensure the responsible return of materials.

The Library current charges 20¢ per day per item from the date due. There is a $10 maximum overdue fee per item. The current FY 17/18 budget includes $120,210 revenue in the "Fines and Fees" line. Overall fines and fees represent .68% of the revenue projected for FY 17/18. The Library District does not rely on fines and fees to run the library.

Libraries that have eliminated fines for overdue materials recognize additional benefits to both customers and library staff. There is an improved customer experience because staff is relieved from activities such as:

- Negotiation of the appropriateness of fines and fine waivers
- Negotiating fine payment plans
- Assisting customers in paying fines in cash or check
- Administrative staff tracking and reconciling payments from 15 locations

Staff is requesting the effective date of January 1st 2018 to provide time to make system changes, policy updates and create promotional materials. The changes will require we schedule time in advance with the System Administrator and Polaris to ensure success.

Support

The Colorado State Library issued a white paper in 2016 titled Removing Barriers to Access: Eliminating Library Fines and Fees on Children's Materials. The report funded by the Colorado State Library, the Colorado Department of Education and the Institute of Museum and Library Services provided an exhaustive review of academic and professional literature on the subject of fines and access. This report focused on the impact fines and fees have on low income

communities creating barriers to access for families who would most benefit from programs supporting early literacy skills.

The Colorado State Library recommended that *"...public library administrator and governing bodies eliminate library fines, and reconsider fees for lost or damaged items on children's materials, and other items as deemed appropriate for local service"*.

In January 2017, the Columbus Metropolitan Library (CML) made a decision to eliminate overdue fines. CML is a County District Library in Franklin County Ohio with 23 branches and approximately 510K registered cardholders.

CML stated *"Our goal is to make sure customers can enjoy all the books and services the library offers. Overdue fines can prevent some customers – especially kids – from checking out books and other library materials. We don't rely on the money we receive from overdue fines to run the library."*

The Salt Lake City Public Library decided to eliminate overdue fines effective July 1, 2017. The Library Board made the decision to eliminate fines for overdue materials to make it easier and equitable for everyone to make use their Library's resources. The Salt Lake City Library Executive Director Peter Bromberg wrote "Fines have not been shown to be an effective deterrent to the late return of materials. However, fines have been shown to act as an inequitable barrier to service, disproportionately impacting children and community members with the least financial resources…. Late fines are therefore in opposition to the Library's core values of equitable service, fostering early literacy, and barrier-free access to information and services. From both a mission and a values standpoint, late fines should be eliminated."

In their justification for eliminating fines for overdue materials, the Salt Lake City Public Library noted that the following libraries have reported success with a move to a fine-free library:

Addison (IL) Public Library, Algonquin Area (IL) Public Library , Alpine County (CA) Public Library, Bellwood (IL) Public Library, Chelmsford (MA) Public Library, Columbus (OH) Metropolitan Library, Delaware County (OH) Library District, Dover Town (MA) Library, Ela Area (IL) Public Library, Forest Grove (OR) Public Library, Gleason (MA) Public Library, ImagineIf (MT) Library, Licking County (OH) Library, New London (WI) Public Library, North Plains (OR) Public Library, Parkersburg and Wood County (WV) Public Library, Stark County (OH) District Library, Thomas Memorial Library (ME), Vernon Area (IL) Public Library, Washoe County (NV) Library System, Westford (MA) Public Library and Worthington (OH) Libraries.

The Salt Lake City Public library also referenced that there is an increasing body of research and direct experience that supports the elimination of fines. Libraries that have eliminated fines have consistently reported that:

- There is no significant negative impact to the return of materials
- Circulation of materials increases
- Card registrations increase
- Staff morale is improved
- Staff time can be redirected from transactions to more customer-focused activity (i.e.
- reader's advisory, merchandising)
- Customer satisfaction increases

JCLD Board Alignment on Executive Hire

<u>Assumptions</u>

In 2020, the JCLD board will have an Executive Director in place who reports directly to the board and is responsible for all aspects of running the library system even if LS&S is still contracting library operations.

There will be staff working for the District who will be reporting to the Executive Director, some of whom will be responsible for "keeping the doors open" (facilities, accounting, HR, technology) and others perhaps will be responsible for the services/programs offered by the library.

This staff may include a mix of JCLS "owned" employees and sub-contracted services.

To accomplish the above the ED should have been driving the 2020-2021 Operating plan and Budget (Apr '20) and making staffing decisions. To this end, recruiting should begin June/July 2019 and ED should be in place in Fall of 2019. (this is perhaps very optimistic)

<u>To decide today</u>

- Are we looking to hire the ED "today"?

- Or are we looking to hire an Executive Administrator "today", whose role in the future would likely be reporting to the Executive Director?

<u>Pros of Executive Administrator</u>

-best fits the current need - right skill set at the right cost.

- building block towards future organization

- likely easier to fill the position more quickly

<u>Pros of Executive Director hire</u>

- one hire by board (not two in 18-24 months)

- Exec Director could likely take more responsibilities off the shoulders of the board today (e.g. Capital Plan, Technology Plan)

<u>Primary differences ED candidate</u>

ED hire would have an MLS as a must.

<u>Recommendation</u>

Focus on hiring an Executive Administrator today, with the intent beginning the hiring process for the Executive Director in Jun/Jul 2019. The Executive Administrator hired today may, or may not, be a candidate for the future ED position depending on their experience/qualifications.

JACKSON COUNTY LIBRARY DISTRICT

REQUEST FOR QUALIFICATIONS

Solicitation No: RFQ 17-1026

FOR THE PROVISION OF

Legal Services

RFQ Closing (Due Date & Time):
October 26, 2017 at 2:00 PM Pacific Time

Issued by:
Jackson County Library District
Administration Office
155 N. 1st Street | PO Box 3275
Central Point, Oregon 97502
10/12/2017

Jackson County Library District
155 N. 1st Street | PO Box 3275
Central Point, Oregon 97502
Phone: (541) 423-1374

SECTION I – SOLICITATION SUMMARY

REQUEST FOR QUALIFICATIONS

Legal Services Solicitation No: RFQ 17-1026

The purpose of this Request for Qualifications (RFQ) is to obtain a short list of qualified, competent legal firms interested in providing legal services to the Jackson County Library District (Library District). The Library District desires to select a provider(s) from the list of qualified firms to provide legal counsel and advice to the Board of Directors and senior staff. This request for qualifications includes providing general counsel and specialized legal services relative to public sector areas of the law. Previous experience in providing legal services specific to Oregon special districts or municipalities is desired. The Library District intends to complete the evaluation of qualifications by November 10, 2017.

PROPOSAL SUBMISSION INSTRUCTIONS: Interested firms shall submit one (1) original, seven (7) complete copies, and one (1) CD, DVD, or thumb drive of their proposal in PDF format.

Proposals may be mailed to:
Jackson County Library District
Lisa Marston, Executive Administrator
PO Box 3275
Central Point, OR 97502

Proposals may be hand delivered to:
Jackson County Library District
c/o Rogue Valley Council of Governments
155 N. 1st Street
Central Point, OR 97502

SOLICITATION DUE DATE AND TIME (CLOSING):
October 26, 2017 at 2:00 PM Pacific Time

No public opening will occur. **Late proposals will not be accepted and will be returned unopened to the Proposer.** Proposers are solely responsible for ensuring that the District receives its Proposal.

Prospective Proposers may obtain the solicitation documents from the District's website at www.jacksoncountylibrarydistrict.org or from ORPIN at http://orpin.oregon.gov/.

All questions and comments regarding this solicitation must be directed only in writing by email to lmarston@jacksoncountylibrarydistrict.org.

THE DISTRICT MAY REJECT ANY PROPOSAL NOT IN COMPLIANCE WITH
ALL PRESCRIBED REQUIREMENTS.

1. **BACKGROUND.** The Jackson County Library District was formed by voters on May 20, 2014, for three purposes: 1) to provide permanent, dedicated library funding for library services; 2) to transfer library governance from Jackson County to a separately elected, five-member Board of Directors; and, c) to empower the elected District Board to endeavor to restore and possibly expand critical library services such as service hours, books, student and job seeker support, online resources and outreach to senior citizens and other community members.

    The boundaries of the District are all territory within Jackson County, Oregon, including the territories of all incorporated cities within the County, each of which has consented to inclusion of its city territory within the boundaries of the District. The library system has fifteen (15) library branches. Except for the Central Point branch, the library buildings are owned by Jackson County. The County is expected to release the buildings to the Library District in 2020.

    The Library District currently has no employees; instead, all services are delivered through contracts (see the Library District's 2017-2018 Adopted Budget for a list of major contracts). That said, the District is looking to hire its first employee by January 2018 and is considering the possibility of bringing library operations in house when the contract with Library Systems and Services expires in 2020; hence, the District's interest in law firms that include Labor Law within their areas of practice.

2. **INTRODUCTION.** The Library District is seeking qualified firms to provide professional legal counsel and advice. Because of the general and specialized needs of the Library District, the Library District may choose to retain a firm for general counsel and other firms for specific legal needs. Firms are invited to demonstrate their experience and qualifications in performing work directly as detailed in this Request for Qualifications. A firm may prepare a proposal to provide all of the services described or they may prepare a proposal to provide services for specific areas or representation. This solicitation is issued pursuant to the Library District's Public Contracting Rules.

3. **PURPOSE.** The Library District will evaluate the Proposals to establish a short list of firms that the Library District may engage for some or all the Library District's legal services. The successful candidates will demonstrate, through their response to this solicitation, that they have the background, experience and availability to successfully provide counsel and advice to the Board of Directors and senior staff. The proposers will be evaluated based on their background, history of performance, qualifications of personnel, understanding of the Library District's service needs, the availability of staff, references and fee structures.

4. **PROPOSALS.** All proposals shall be typed and comply in all regards with the requirements of this solicitation. Incomplete or noncompliant proposals may be rejected as irregular. All proposals must be signed in ink in the blank spaces provided herein. If

the proposal is made by a firm or partnership, the name and address of the firm or partnership shall be shown, together with the names and addresses of the members. If the proposal is made by a corporation, it must be signed in the name of such corporation by an official who is authorized to bind the contract.

5. **DELIVERY OF PROPOSALS.** All proposals must be submitted in a sealed envelope bearing on the outside the name and address of the proposer, the name of the solicitation in response to which the proposal is submitted, and the time and date of the scheduled opening, as specified above in the Solicitation Summary.

6. **RECEIPT AND OPENING OF PROPOSALS.** Proposals shall be submitted at or before the time fixed in the advertisement for proposals. Proposals received after the time so designated will be considered late proposals and will be returned unopened.

7. **SOLICITATION CANCELLATION.** Pursuant to OAR 137-048-0250, the Library District may cancel, delay or suspend a solicitation or reject all proposals, if the Library District believes it is in the public interest to do so. In the event of any such cancellation, delay, suspension or rejection, the Library District is not liable to any proposer for any loss or expense caused by or resulting from any such cancellation, delay, suspension or rejection.

8. **ADDENDA.**
    a. The Library District may amend this solicitation by written addenda. Proposers must provide written acknowledgement of receipt of all issued addenda on the space provided on the Proposer Certification Form.
    b. The Library District will post addenda on its website at the following URL (www.jacksoncountylibrarydistrict.org) and on ORPIN (http://orpin.oregon.gov/) and will provide e-mail notification to proposers who request such notifications.
    c. It is the proposer's responsibility to inquire about addenda.
    d. Timelines and Extensions. Addenda will be issued within a reasonable time to allow prospective proposers to consider the addenda in preparing proposals. The Library District may extend the closing if the Library District determines prospective proposers need additional time to review and respond to addenda.

9. **PROPOSAL COSTS.** This RFQ does not commit the Library District to award, nor does it commit the Library District to pay any cost incurred in the submission of the proposal, or in making necessary studies or designs for the preparation thereof, nor procure or contract for services or supplies. Further, no reimbursable cost may be incurred in anticipation of a contract award.

10. **SCOPE.**
    a. Jackson County Library District is seeking professional legal services.
    b. Awarded counsel will be responsible for:

    i.   Appointing an attorney to act as lead attorney. This senior level point of contact shall be responsible for coordination, approval and review of all services performed for the District.

    ii.   Designating a backup lead attorney in the event the lead attorney is not available.

    iii.   Providing legal advice and assistance relating to legal affairs at the request of the Board of Directors or authorized senior staff.

    iv.   Legal aspects of general administration of Library District business, including preparing and providing legal opinions, assisting with establishment of correct procedures, drafting and reviewing ordinances, resolutions, contracts, orders, agreements, and other legal documents, and related tasks needed to support the Board of Directors and senior staff.

    v.   Providing sound legal direction on all forms of District business, including but not limited to, the following:

        1)   Real Estate Law

        2)   Local Budget Law

        3)   Public Meetings/Public Records Law

        4)   General Business Law

        5)   Election Laws

        6)   Government Ethics Law

        7)   Public Contracting

        8)   Land Use Law

        9)   Oregon Public Sector Employment Law

        10)   Collective Bargaining and Labor Relations

        11)   Oregon Revised Statutes

        12)   Public / Private Partnerships

        13)   Public Financing

        14)   Bond Counsel

    vi.   Representation of the District in litigation and appeals or supervision of the same.

    vii.   Attendance at Board of Directors' meetings, work sessions and special meetings, upon request. The Board currently meets on the second Thursday of each month, at 4:00 PM, in the Adams Community Meeting Room, at the Medford Library, located at 205 South Central Avenue, Medford, Oregon 97501 (unless otherwise noted).

      viii.   The lead attorney, or backup attorney, approved by the District, shall be available for consultation two hours prior to Board meetings.

      ix.   Timely advice and counsel on emergency matters. Counsel is expected to respond, at least verbally, within a maximum of 24 hours when an inquiry is made by the Board or authorized staff. A designated contact person or persons shall be available at all times during normal office hours.

      x.   Notify and recommend changes to the District in state and federal laws that require changes in codes, ordinances, regulations or policies to remain in compliance with applicable laws.

      xi.   Other duties may be prescribed by the Board of Directors or authorized staff.

c.   The short list of persons or firms may be asked to respond to a future Request for Proposals (RFP) for an attorney services contract related to a specific legal matter.

d.   The selected firm(s) will receive a Personal Services Contract, a sample of which has been attached to this RFQ (see Attachment B).

e.   The selected firm(s) shall maintain proper legal records and files, which would revert to the District when the contract is terminated.

f.   The selected firm(s) shall provide its own library, clerical, professional and support staff.

11.   **TIMELINE.** A legal services provider is anticipated to be selected and have a Notice to Proceed issued by November 22, 2017. The milestones for the selection process are set forth below. The dates are specific and will be followed to the extent reasonably possible. The purpose of this schedule is for Proposer information only. The District reserves the right to deviate from this schedule.

Activity:	Completion Date
Issue RFQ and post on ORPIN	October 12, 2017
Deadline for questions	October 19, 2017
Issue Addenda	October 20, 2017
Proposals due	October 26, 2017 at 2:00 PM
Selection Committee reviews/scores responses	October 27-29, 2017
Selection Committee meets to review preliminary findings	October 30, 2017
Interview finalist firms (if deemed necessary)	November 1-2, 2017
Resolution for inclusion on November 9th Board Agenda	November 3, 2017
Board Action	November 9, 2017
Issue Notice of Award(s) to awarded firm(s)	November 10, 2017
Issue contract documents to awarded firm(s)	November 13, 2017
Finalize contract(s) / Issue Notice to Proceed	November 22, 2017

1. **INTRODUCTION.** This section prescribes the mandatory submission format for submitting a proposal in response to this solicitation. The purpose of the submission format is to ensure uniformity of the information from each proposer and to aid in clear understanding and evaluation of each proposal.

2. **PROPOSAL SUBMISSION FORMAT.** A submitted proposal:
   a. Shall include a signed ORIGINAL and SEVEN (7) complete copies of the proposal, as well as one electronic copy in PDF format.
   b. Shall be typewritten on 8-1/2" x 11" paper, double-sided and submitted in a three-ring binder; elaborate art work, expensive paper or binders, and expensive visuals are not necessary. Brochures or other promotional presentations beyond that sufficient to present a complete and effective proposal are not necessary.
   c. Shall be limited to a page limit of 50 pages.

3. **PROPOSAL CONTENT REQUIREMENTS.** Proposers must provide a complete, but concise, response to each of the following criteria. Do not assume the Library District has any prior knowledge of the proposer. Proposal response must be in the same order as presented below. The Proposer Certification form (see Attachment A) shall be completed and submitted as the cover page of the proposer's response.
   a. FIRM QUALIFICATIONS AND BACKGROUND. In responding to this RFQ, proposers must include:
      i. The name of the individual(s) authorized to represent the proposer in negotiating and signing any contract that may result.
      ii. A narrative discussing the brief history of the firm and the types of services the firm is qualified to perform.
      iii. The qualifications of the firm in performing the described work. This should include examples of related experience for similar services performed.
      iv. Location of the main office, closest local office and contact information.
      v. Any other information the proposer believes will help the Library District evaluate the proposer's background.
      vi. Proof of malpractice insurance.
      vii. Documentation showing the proposer is an active member in good standing with the Oregon State Bar.

   b. MEMBER QUALIFICATIONS AND EXPERIENCE. In responding to this RFQ, proposers must include:
      i. The anticipated members of their firm who will be assigned to meet the District's needs. The proposer shall identify individuals who will provide services to the Library District.
      ii. A current resume of key personnel including their individual qualifications and experience.
      iii. A list of the sub-contractors who may be retained and their roles.
      iv. A description of key staff members, amount and type of resources, availability, and current workload.

v.   Identify any foreseeable or potential conflicts of interest and the manner in which you would propose to resolve such conflicts.

c.   <u>SERVICE UNDERSTANDING AND FIRM AVAILABILITY.</u> In responding to this RFQ, proposers must:
i.   Provide the Library District with information of their understanding of the District's needs with respect to the scope and schedule of work.
ii.   Demonstrate a general understanding for the legal needs of a Library District in the state of Oregon.
iii.   As part of this proposal, the proposer should address their firm's availability to meet the Library District's needs.
iv.   Describe how you view the role of General Counsel to the Library District.
v.   Describe how you will keep the Board of Directors informed about the status of litigation and other legal matters.
vi.   Explain how you manage and track legal costs.
vii.   Explain how you would evaluate whether to use an attorney within your firm or an attorney from another firm to handle a case, provide expert advice, or provide other needed services.
viii.   Describe the practices of the firm regarding ongoing professional development, training and keeping current on legal and legislative developments affecting its clients.

d.   <u>FEE STRUCTURE AND PRICING.</u> In responding to this RFQ, proposers must:
i.   Provide a proposed fee structure for services provided. Included will be the contract hourly rate of key personnel and the contract hourly rate of support staff. A range of rates is not acceptable: rates must be listed specific to either a staff name, title or position.
ii.   Identify any reimbursable and other expenses anticipated to be incurred in providing services.
iii.   Provide a method for determining periodic cost increases and how those are calculated.

e.   <u>REFERENCES AND LETTERS OF RECOMMENDATION.</u> In responding to this RFQ, proposers must:
i.   Provide five (5) professional references, preferably local governmental agencies with, at the minimum, the following information:
1.   Client name
2.   Client address
3.   Contact individual name and title
4.   Contact phone
5.   General description of the services provided to the client

f.   ADDITIONAL DATA.
   i.   Provide any additional data the proposer would like to include that the proposer feels is important that has not already been addressed.

4.   **PROPOSAL SELECTION AND EVALUATION PROCESS.** A Selection Committee assembled by the Library District will review, score and rank all written proposals submitted. Proposals will initially be evaluated in accordance with the following mandatory requirements:

1.   Completed proposal submitted on time.   Pass/Fail
2.   Completed proposal includes an original plus seven (7) copies.   Pass/Fail
3.   Completed proposal is a total of 50 pages or less.   Pass/Fail
4.   Completed proposal includes proof of Oregon Bar membership.   Pass/Fail
5.   Completed proposal includes five (5) references listed.   Pass/Fail
6.   Completed proposal includes proof of malpractice insurance.   Pass/Fail

Only proposals successfully meeting all mandatory requirements will be scored by the Selection Committee.

The Selection Committee will score and rank the proposer(s) who best meet the Library District's needs based upon its evaluation of a firm's proposal. The Library District will then use these scores to name the apparent finalists (short list). Finalists will be those with the highest-ranked responsive proposals in accordance with the following elements:

5.   **SCORING ELEMENTS:**

Firm Qualifications and Background	25
Member Qualifications and Experience	25
Service Understanding and Firm Availability	25
Fee Structure and Pricing	15
References and Letters of Recommendation	10
TOTAL	100

6.   **INTERVIEW.** At its sole discretion, the Library District may invite any proposer(s) to interview with the Library District to clarify their proposals and to determine the overall suitability of a proposer as a finalist. If requested, attendance at such an interview is mandatory and failure to meet with the Library District within a reasonable time will be grounds for proposal rejection. Following the interview, the Library District will re-score the proposers that were interviewed.

7.   **FINALIST SELECTION.** The Library District will select the proposer(s) that, in the judgment of the Board of Directors, offers the best overall value, benefit, convenience and service to the Library District.

ATTACHMENT A – PROPOSER'S CERTIFICATION

Solicitation No. RFQ 17-1026

_____

(Proposer)

_____

(Physical address)

_____

(City, state, zip)

1. The proposer certifies that he or she has read and understands all terms and conditions of this solicitation.

2. The proposer acknowledges that the person that signs this certification is fully authorized to sign on behalf of the proposer listed and to fully bind the proposer to all conditions and provisions thereof.

3. The proposer certifies that the proposer has complied or will comply with all requirements of local, state, and national laws, and that no legal requirement has been or will be violated in making or accepting this RFQ.

4. The proposer will provide documentation showing the proposer is an active member in good standing with the Oregon State Bar.

5. The proposer, pursuant to ORS 279A.120 (1), (check one) is_____/_____ is not a resident bidder. If not, indicate state of residency_____.

6. The proposer certifies that it has not discriminated and will not discriminate, in violation of ORS 279A.110, against any minority, women or emerging small business enterprise in obtaining any required subcontract.

7. The proposer agrees to comply with Oregon tax laws in accordance with ORS 305.385.

8. The proposer acknowledges receipt of the following addenda: (List by number and date appearing on addenda.)

ATTACHMENT A – PROPOSER'S CERTIFICATION

Solicitation No. RFQ 17-1026

Addendum Number	Date	Addendum Number	Date
_____	_____	_____	_____
_____	_____	_____	_____

Respectfully submitted this_____day of_____, 2017.

Signature: _____

Name:

_____   Phone: _____

Title:

_____   Fax: _____

Email Address: _____