



CALL TO ORDER/ROLL CALL

INTRODUCTIONS & PROCLAMATIONS

CONSENT AGENDA - MINUTES

Study Sessions: 11/9/16; 12/8/16; 1/20/17; Regular Meeting: 1/12/17; Special Meeting/Executive Session: 2/6/17

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.)

PRESENTATIONS AND REPORTS

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OLD BUSINESS

2017-2018 JCLD Budget Committee

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Individual Board Member Reports

BOARD TRAINING / RESOURCES / NEWS & MEDIA

“Jackson County jobless number in December hit historic lows,” *Mail Tribune*, January 24, 2017 45

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EXECUTIVE SESSION – Pursuant to ORS 192.660(2)(h)

NOTE: JCLD Board members will tour the Southern Oregon Historical Society Library, following the meeting.

FUTURE MEETINGS/EVENTS

March 9, 2017 – Board Regular Meeting

The Jackson County Library District Board meets regularly at 9:30 a.m. on the second Thursday of every month at the Medford Library in the Adams Community Meeting Room. 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 Executive Administrator Lisa Marston at 541-423-1374 or lmaston@jacksoncountylibrarydistrict.org

If a physical accommodation is needed to participate in a Jackson County Library District meeting, please contact Lisa Marston at 541-423-1374. 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 Maureen Swift (President), Susan Kiefer (Vice President), Carol Doty, Jill Turner, Monica Weyhe; Lisa Marston (Executive Administrator); Dana Braccia, LS&S; Susan Bloom, JCLS; Amy Blossom, JCLS; and Ruth Metz (Library Consultant/Meeting Facilitator).

CALL TO ORDER

President Maureen Swift called the study session to order at 9:15 a.m. and asked for a roll call.

JCLS PERFORMANCE REVIEW AND QUALITY ASSESSMENT

Ruth Metz led the all-day, strategic planning study session, which included Board members and members of the Library's leadership team. A draft of Metz's JCLS Performance Review and Quality Assessment document was distributed at the start of the meeting and referenced throughout the day.

Metz spent the morning walking the Board through her report, comparing JCLS to the OLA standards and identified strengths, opportunities, gaps and threats. The questions and discussions pertained to the information presented in Metz's report.

Two 15-minute breaks were taken, at 10:30 a.m. and 2:10 p.m., with an hour lunch break from 12:08 p.m. to 1:07 p.m.

During the afternoon, Board members and senior library staff participated an in-depth review and discussion of the 7 areas covered by the OLA Standards, including Governance, Ethics, Staff, Materials, Services and Programs, Technology, Advocacy and Facilities.

ADJOURN

Swift adjourned the study session at 6:24 p.m.

/s/ Lisa Marston
Recording Secretary



MINUTES

ATTENDEES

Present at the meeting were Board Members Maureen Swift (President), Susan Kiefer (Vice President), Carol Doty, Jill Turner, Monica Weyhe; Lisa Marston (Executive Administrator); Pat Ashley and George Prokop (JCLD Budget Committee Members).

CALL TO ORDER

President Maureen Swift called the study session to order at 12:38 p.m. and asked for a roll call.

CAPITAL IMPROVEMENT PLANNING

George Prokop led the study session, which focused on Capital Improvement Planning (CIP). Prokop presented the draft CIP document using PowerPoint. During the presentation, Board members asked questions and made suggestions, resulting in a few revisions to the draft CIP document.

ADJOURN

Swift adjourned the study session at 2:09 p.m.

/s/ Lisa Marston

Recording Secretary

MINUTES

ATTENDEES

Present at the meeting were Board Members Susan Kiefer (Vice President), Carol Doty, Jill Turner, Monica Weyhe, Mark Bartholomew (Legal Counsel), Lisa Marston (Executive Administrator), Jamar Rahming (Library Director)

CALL TO ORDER

Vice President Susan Kiefer called the meeting to order at 9:36 a.m.

INTRODUCTIONS AND PROCLAMATIONS

Kiefer announced that due to illness Swift would not be in attendance and that Kiefer would chair the board meeting. Kiefer wanted to issue a special thanks to all branch library staff for persevering through the recent weather issues to keep the libraries open and functioning. A special thank you was announced to Johnny Spalliero with Jackson County Facility Maintenance for keeping sidewalks and parking lots cleared of snow. His efforts were noted by the whole Board and Marston stated that he worked even though county offices were closed due to inclement weather.

CONSENT AGENDA

Doty moved to approve the minutes to include an addition of JCLS Hours to include the statement “that JCLS is also taking into consideration school hours”. Weyhe seconded the motion. The motion was passed unanimously.

ORAL REQUESTS AND COMMUNICATIONS FROM THE AUDIENCE

No public comments.

PRESENTATIONS AND REPORTS

Library Director Report

Doty addressed a rumor that she had heard about HOOPLAH funding being potentially spent and asked if there would be support for the program from LS&S. Rahming quickly answered that the funding for HOOPLAH is not gone however the program was far more successful than was originally anticipated. Moving forward the program will be reevaluated along with the collections budget to see if there are areas in the print collection that can be decreased. Under no circumstances is HOOPLAH service decreasing or going away, the program is too popular and successful.

Weyhe advised for Rahmings benefit that prior to any current program receiving a reduction in funding that it first be brought to the Board. The reasoning behind this is that additional funding sources from the Board potentially increasing the budget, Friends of the Branch Libraries and JCLF.

Doty asked Rahming to expand on the New Hires within the Library Directors Report. Rahming explained that Mr. White coming in from RCC is what he believes to be a great hire, possessing not only the IT skills necessary for the position but also the interpersonal skills required in a customer service position. Second round of interviews for the Marketing Coordinator position will be January 12th, 2017.

Financial Report

Turner explained that financially the District is in good shape. Turner additionally explained that at this time of year the District has more funds available due to property taxes being due at the end of the year and she speculated that there might be more revenue this year as a result of the property taxes.

NEW BUSINESS

Blue Sky Renewable Energy Proposal

Hattie Berg, Senior Community Outreach Coordinator explained that Pacific Power customers are eligible for the program. At this time they are offering customers for a little bit more cost per month to exchange their current power usage provided through fossil fuels for wind power blocks.

There was quite a bit of dialogue between the Board and the consensus was that an Energy Audit needs to be done in order to properly evaluate energy usage at the different branches utilizing Jacksonville and Talent Branch Libraries as the example in which they both have the same square footage but one branch pays a significantly higher electric bill.

Kiefer asked Berg if grant opportunities are available for Blue Sky participants to include potentially converting some of the libraries over to solar power if they chose to. Berg responded that yes grant opportunities could be available but you they would need to be a Blue Sky participant at some level.

Kiefer asked Ms. Berg to continue. Continuing with her presentation Ms. Berg commended the Board first by being open to the discussion of using renewable energy but also for agreeing that energy efficiency and conservation go hand in hand and an Energy Audit is absolutely a great starting point to determine energy efficiency.

To provide an example of what the additional cost of being a participant would look like Berg used the District electricity use totals and declared that if interested JCLD could participate at the minimum level which is called Blue Sky Supporter Partner for an additional \$13.65 per month which equates to 7 monthly blocks. Berg also explained that the options are available to JCLD if they wanted the branch libraries to be enrolled individually or as a District and if JCLD chose to just have one library join the program at this time then that would be acceptable as well while reemphasizing that there were many options available.

Marston in an effort to clarify to the Board what the supporter level equated to she explained that it would have an insignificant environmental impact and that the District would not yet qualify as an EPA Green Power Partner (a minimum purchase level). Berg confirmed that information and also explained that while the EPA Green Power Partner program is not under the Blue Sky program it is an additional recognition benefit from being enrolled in the Blue Sky program.

Kiefer directed a question towards Berg in which she recited from the Visionary Level participant under the Districts Blue Sky information page that it looked like it would cost an additional \$5,632.80 per year which to her seemed a very insignificant amount compared to the budget JCLD currently has citing that over \$227,000 is allocated to electricity annually. Berg immediately agreed and also offered that she had worked it out to about a 2.8% increase in annual cost. Doty offered that with Energy Trust having the ability to complete an Energy Audit for the District they potentially could offset the costs with their findings in the audit.

Kiefer asked Berg if she could provide some information on the power grid, Kiefer explained that she has heard that the power grid in this region isn't in very good shape for utilizing alternative energy. Berg

explained that she didn't have professional knowledge on the grid setup she did confirm that it is being updated to accommodate for renewable energy. She also stated that while renewable energy is not as consistent as fossil fuels it does have priority in usage. Kiefer asked if the funds accumulated through the Blue Sky program went towards updating the power grid, Berg answered by explaining that it is an indirect benefit. The more organizations and business' purchase blocks through the Blue Sky program more facilities can become available thus increasing the competition between renewable energy and fossil fuel sources.

Weyhe asked if there had been negative feedback when Medford became a Blue Sky partner a few years back from the public due to the increased cost being paid for through public funding to which Berg responded that she had not heard anything negative.

Weyhe moved to approve JCLD partnering in the Blue Sky Program under the Supporter Level at an additional annual cost of \$163.80 per month while JCLD is analyzing the feasibility of moving up to higher levels of participation in the future. Doty seconded the motion. The motion was carried by all Board members present.

Board Retreat Planning

Kiefer reported that the Board would be meeting with Ruth Metz, Ruth Metz Associates on the 20th of January and Doty also added that the Board would again meet with her on February 3rd. Both meeting times will be 9 – 3 at the Commons. Kiefer added that more information is coming forth soon to include who in addition to the Board members would be participating citing the Library Director and Staff depending on the projects they are working on.

Appoint Budget Officer

Weyhe moved to approve Lisa Marston, Executive Administrator JCLD as the Budget Officer. Doty seconded the motion. The motion was carried by all Board members present.

Marston announced that she does have a tentative schedule but she is waiting for the Budget Committee to be completed before firming the dates. As of now the schedule is consistent with 2016's in which the first meeting is scheduled for the same day as the Board meeting in May with a meeting scheduled for one week later if required. The Budget Hearing is scheduled for June 8th, 2017.

Turner asked if a pre-meeting would be needed; Marston responded that a pre-meeting wouldn't be necessary at this time however if Turner and Vicki Robinson, RVCOG Accountant could once again produce a mid-year progress report for the District that would be very helpful. Turner agreed. Weyhe reminded the Board that they had agreed to present a semi-annual report to the Budget Committee and asked if the Budget Committee should be invited to the next meeting. Marston added in that the Budget Committee is always invited to the meetings; Turner stated that her and Ms. Robinson would get together to comprise a mid-year report and if something were to come up in which the Budget Committee would be needed they could call a meeting at that time but to meet just because would not be an inefficient way of handling it, Weyhe agreed that she found this to be a reasonable solution.

OLD BUSINESS

Nominations for JCLD Budget Committee

Kiefer announced her intention to table the nominations for JCLD's Budget Committee citing the absence of Maureen Swift, Board President who was presenting the report and additional issues. Doty agreed with tabling the nominations but did add that individual interviews had been conducted but that was due to the interested party's schedule. Bartholomew agreed that it was a good decision to table this for now.

Turner moved to table Nominations for JCLD Budget Committee. Weyhe seconded the motion. The motion was carried by all Board members present.

Comic Con Update

Laura Kimberly, Medford Branch Librarian announced meeting with RCC representatives in January and the RVCOG Board of Directors on the 25th of January. Donation letters have been sent out and flyers have been spread out in the downtown area. Kimberly briefed the Board on the major contributors and participants thus far. As an example she explained that printing will be taken care of through a local business along with marketing for the event. Doty recommended rechecking with local booksellers and invite them to the event, this she said is important since there isn't as many of the local booksellers left in the area. Kimberly closed by reporting that she would also be looking into whether local business' involved in after Comic Con events later in the evening were requiring similar security limitations in regards to masks and costume weapons (fake weapons specific to costumes).

COMMITTEE AND BOARD MEMBER REPORTS

Correspondence Committee

Nothing to report.

Governmental Affairs

Doty called the Boards attention to a report she handed out and she recommended reviewing it due to the material within it in regards to recommendations that had been gathered through meetings with community representatives. Doty reported that the Governmental Affairs Committee was in agreement with Weyhe who had previously suggested renaming the committee the Facilities Committee.

Doty moved to change the name of the Governmental Affairs Committee to Facilities Committee. Turner seconded the motion.

LS&S Committee

Suspended at this time.

Policy Committee

Kiefer reported that Susan Bloom would is beginning work on the Collection Policy.

Technology Committee

Nothing to report.

Individual Reports

Kiefer reported that poles for fiber optic lines are currently being installed near Prospect she believed are almost complete; also adding that both the school and library are looking forward to the completion of the project that will provide internet to the area.

Adjourn

Meeting was adjourned at 11:04 am.

/s/ Donovan Edwards

Recording Secretary

MINUTES

ATTENDEES

Present at the meeting were Board Members Maureen Swift (President), Susan Kiefer (Vice President), Carol Doty, Jill Turner, Monica Weyhe; as well as Dana Braccia, LS&S Vice President; Jamar Rahming, JCLS Library Director; Ruth Metz, Library Consultant and Facilitator; and Lisa Marston, JCLD Executive Administrator. George Prokop, JCLD Budget Committee, was present to observe the meeting.

CALL TO ORDER

President Maureen Swift called the meeting to order at 9:07 a.m.

WELCOME AND CHAIR'S REMARKS

Swift welcomed attendees. There were no updates to the agenda.

Ruth Metz, library consultant and today's meeting facilitator, read the purpose as written on the agenda:

Following our work session with Ruth in November 2016, we wanted to have our chance to reflect on the report and information Ruth gave us. We decided that we should meet again after the holidays to develop an action plan for the long-term; that is, for operating the library without a third-party. Our purpose today is to determine an action plan for making that a reality.

We also said that we wanted to work with LS&S and our new director to improve library operations and our relationship with LS&S in the near-term and over the term of our contract with LS&S. We will focus on this objective at a second retreat, Feb 3rd.

DEVELOP THE BOARD'S ACTION PLAN FOR POST-LS&S PERIOD

- What needs to happen?
- What functions need to be taken on, for example, HR, and how will we provide for these functions?
- What is the sequence of events and our timeline?
- Who will do what? By when?

Included below is content written on flipchart sheets during the meeting:

Sheet 1:

Develop an action plan to help the Board get the library through the transition, regardless of the date. Make sure the HR transition, e.g., payroll, etc., goes smoothly.

Sheet 2:

Make a commitment to staff, e.g., sustain/increase compensation.
Library staff could be damaged; don't want that to happen.
Provide library staff with job security, including the library director.
Want Jamar Rahming to be able to stay if desired.

Sheet 3:

A written response from LS&S to what the Board develops today, i.e., what the Board means when asking LS&S to “help with the transition”

LS&S is asked to do their personnel work well and to act professionally, responsively, timely, and in “good faith” leading up to the transition

Board is asking LS&S to allow the Library Director (Jamar Rahming) to participate in all planning related to the transition

Board is asking LS&S to cooperate with the Board’s consultants, i.e., assessment of resources, technology

Sheet 4:

HR

Staffing the library

- The Director
- Job descriptions
- Salary structure
- Compensation structure
- Benefits
- Organizational chart
- HR policies, A-Z

How? i.e., staffing model

- Contract
- In house
- Hybrid

Sheet 5:

Other administration functions

- Payroll
- Financials
- Accounting
- Purchasing
- Public procurement/contracting
- Facilities
- Information Systems
- Polaris
- Equipment

Sheet 6/6a:

KEY: Knowing what we can afford in terms of collections, personnel, facilities, technology

Service plan and budget

Strategic financial plan and funding plan

Technology plan

Marketing Plan

Facilities Plan

- Contract(s)
- In house
- Hybrid

Other facility-related considerations:

- Storage, e.g., snow tires
- Before taking over the facilities, the leases must be revisited

Integrated Library System, e.g., Polaris ILS
Collections procurement/processing

Sheet A

2020 Service Plan & Budget

- Operating
- Reserves
- Capital reserves
- Technology

District Admin Functions & Costs

Compensation Plan

Facilities Futures Plan

Technology Plan & Budget (including assessment of community resources)

Sheet B

2020 Technology Budget

1-page plan

LS&S proposal

Edge Initiative

Metz report

Expertise on staff

Technology Committee/Board/Other

County IT?

Our George

Community resources (3-5 selected)

We want...

What should we be budgeting for...?

- Operations
- Reserve/replacement

What are trends we should be aware of?

Sheet C

What services should we be prepping for?

What should we be thinking about with regard to ILS industry?

When you look at our Strategic Plan and the community needs identified in the strategic plan, along with the Metz Report, what should we be doing to advance the library in our community – help us ballpark costs

Sheet D/Sheet E

District Administration (Out-house, In-house, Hybrid)

- HR
- Payroll
- Accounting
- Insurance
- Legal
- Risk Management
- Investments
- Purchasing/Procurement/Contracting
- Budgeting

- Couriers
- Custodial
- Board Development/Education
- Communications/PR

Ask Todd D. at Deschutes:

- Where are the holes?
- What works well?
- What should we avoid?
- What would you do?
- How did you develop your chart of accounts?
- What software do you use?
- What are we missing?
- What should we be asking?
- What should we be worried about?
- What are opportunities we may not be aware of?
- What are the +/- of contracting out or not, i.e., how has that worked for you?

Sheet F

Facilities Future Budget 2020

- Estimate ongoing costs of current maintenance
- What type of facilities are needed for the future?
- Capital Improvement Plan framework
- What cost projection mechanism should we use?
- Contract out, or not? + internal facilities support (ref: DPL)
- If there is a key assumption, note it.
- Additional facilities?
- Look at the strategic plan data
- Gale/Cengage

Sheet G

2020 Service Budget

What can we afford?

- When looking at staffing, consider the following:
- Average of professionally staffed libraries
- Comparative data, i.e., Deschutes, Fort Vancouver
- Geographic differential
- What is competitive and fair?

Should be a program-based budget that considers items that include, but are not limited to:

- Hours
- Early Childhood Literacy (ECL)
- Youth
- Spanish

Sheet H

Assumptions about the Operating Budget

Pie Chart graphic showing:

- 55% Personnel
- 20% Collections
- 25% All other operations

Other budget items to consider:

- Capital
- Reserves
- Technology

Sheet I

Staffing proposal from LS&S

Our letter to LS&S

Adding programs – want to do

- Lack of response
- In contract

Sheet J

Agenda Planning for February 3, 2017

- Offer Letter from Don Charlton (offered positions)
- Decision regarding new “Strategic Plan” positions proposed by LS&S
- Service enhancements to increase adherence to OLA standards
- Priorities of services, e.g., and including staff compensation

Sheet K

Action Matrix

What	Who/How	By when
2020 Technology Budget	Jill, Monica, Lisa, Jamar (Technology consultant from assessment)	April 30, 2017
2020 District Administration Budget	Mo, Susan, Lisa, Jamar (Todd D. as special adviser) 2 days/phone 2-3 people plus Todd	April 30, 2017
2020 Facilities Future Budget	Carol, George, Lisa, Pat	April 30, 2017
2020 Service Plan/Budget	Jamar/Staff, Monica, Jill	April 30, 2017
2020 Bring-it-all-together Budget		May 30, 2017

WRAP UP

Metz summarized what was accomplished.

AGENDA BUILDING FOR FEBRUARY 3, 2017

See Sheet J above.

ADJOURN

Swift adjourned the JCLD Board Retreat/Study Session at 3:37 p.m.

/s/ Lisa Marston
Recording Secretary



MINUTES

ATTENDEES

Present at the meeting were Board Members Maureen Swift (President), Susan Kiefer (Vice President), Carol Doty, Jill Turner, Monica Weyhe, Lisa Marston (Executive Administrator). Legal counsel, Mark Bartholomew and Charles Paternoster, participated by phone.

CALL TO ORDER

President Maureen Swift called the special meeting to order at 9:34 a.m. and asked for a roll call.

Swift announced that the Board would be going into executive session pursuant to ORS 192.660(2)(h).

EXECUTIVE SESSION

The executive session was held.

ADJOURN

The Board came back into open session, but took no final action.

Swift adjourned the meeting at 11:02 a.m.

/s/ Lisa Marston

Recording Secretary

Director's Report January 2017

Pherrell Cunningham Donation

Amy Blossom and I visited a delightful 103 year old woman named Pherrell Cunningham. Ms. Cunningham reached out to us to locate a home for an antique art piece that she and her late husband purchased in Persia during World War II. She purchased it from an elderly traveling art dealer, so the age of the piece is unknown to us. This work is handcrafted, cooper, and replete with Arabic characters. Middle Eastern art is never crafted for “art’s sake,” but utilitarian and meaningful. Thus, we charge our reference librarians with the task of determining the meaning of the characters and the age of the piece. The piece makes it home on the second floor on the concrete wall between the reference desk and computer area with a small plaque acknowledging Ms. Cunningham.

Partnering with Medford School District

In efforts to push our strategic plan process forward, I met with Michelle Zundel, Chief Academic Officer of the Medford School District. She hopes to work with us to create benchmarks for students and library services. For an example, some ideas:

- The school district brings every first grade class to the library to register for a library card.
- We participate in all literacy nights at the elementary schools and sign kids up for summer reading.
- Kids get academic credit for attending library programs.
- We co-write grants for stem initiatives and host programs at the library.
- Small roving art/museum exhibits at the library with tailored assignments by teachers for 8th graders.

I am hosting a meeting with teachers and staff in March to solidify this plan to deploy for the 2017/2018 school year.

Latino Parents Forum

I attended the Latino Parent’s Forum hosted by the Medford school board. The purpose of this meeting is to gather feedback from parents on the district’s performance in meeting the needs of Latino students. The overall feedback was affirmative. Parents specifically appreciated how the schools require Spanish speaking staff to phone parents to remind them of parent conferences and major school events. I had the opportunity to meet the school superintendent and all board members. I met parents and promoted library services. Several parents expressed their appreciation of the baby story time that the Medford Library hosts. We are hoping to soon offer bilingual story time at our Medford location.

Mayoral Meetings

I spent the first part of this month with Board Director Carol Doty visiting with five city mayors. Carol submitted a detailed report to the Board. All the mayors seemed pleased with services that the libraries are providing to their communities. However, some expressed the need for more programming. The Mayor of Ashland acknowledged our invaluable role in serving the homeless and wishes for our participation/partnership in helping other agencies serve this community. As a follow-up to our meeting with Mayor of Talent, Board Director Doty and I attended a charrette that highlighted the city's urban renewal efforts. Furthermore, as a new Director, these meetings were great relationship building opportunities for me. Thank you Ms. Doty for organizing these meetings.

Priscilla Bixler Grant

Heidi Binder at the Oregon Community Foundation reached out to me to discuss use of funds, specifically the Priscilla Bixler grant. I shared with her my desire for the funds be applied to spring and summer stem and art camps for the kids in Applegate. I informed her that I would pass this recommendation along to the Board for a final rendering. In the meantime, Board Director Weyhe expressed questions and concerns since she and my predecessor worked with Ms. Binder on the use of grant funds sometime last year. Thus, I am scheduling a follow-up meeting with Ms. Binder, myself, and Board Director Weyhe. Many thanks to Ms. Weyhe for providing me with the historical context of this grant and the District's past dialogue with the Foundation.

Homebound Services

Staff continue to work arduously to meet diverse community needs. Outreach to Homebound staff met in January with veterans, employees of the Northridge Assisted Living Center and a representative from Veterans Affairs. (Northridge coordinates with the Southern Oregon - White City VA Rehabilitation Center & Clinics (SORCC) to provide a Day Services program for veterans needing care.) They shared information about our digital services including Library2Go and hoopla and left information about the Oregon State Library program, Talking Books and Braille Services. As a result of the meeting, the library Outreach to Homebound program will be providing a courtesy collection of donated audiobooks and large print to the center which will be updated as needed. A few individual veterans are now on the OHB waiting list to receive personalized service through mail as well.

Spanish Translation

The Library Catalog will soon be available with an option to view in Spanish. This will be similar to what is in place in Riverside –

<http://inland.librarycatalog.info/polaris/default.aspx?ctx=22.1033.0.0.9>

We are testing the options for translating the catalog using resources from Google and Springshare. The testing should be complete in February with a targeted rollout in March. The Rules of Conduct has been translated into Spanish we are pleased to provide a copy to the

board. Many thanks to Ellie Hilton for making this happen. We are working with Verbio (an Oregon based Spanish Translation Service) to assess the expense of future translation needs.

New Hire

Please join me in welcoming Kyna Moser to our JCLS family as our new Marketing Coordinator. A newcomer to Oregon, Kyna previously worked as a marketing professional in Fairbanks, AK and in Seattle supporting businesses and non-profits with their websites, social media outreach, and print materials. While working as Deputy Director at a non-profit literacy center in Seattle, Kyna forged partnerships with the Seattle Public Library and King County Library System to expand programming for immigrants and refugees. A life-long fan of libraries, Kyna enjoyed serving on the library commission in Fairbanks and is excited to promote the remarkable and varied library services offered to residents in Jackson County.

Branch/Department Narratives

Prospect and Butte Falls:

LeeAnn Pierce reports that her patrons in Prospect and Butte Falls are happy to be able to get to their respective libraries in spite of all the snow!

Prospect had a coloring contest and four children won art sets as prizes. Prospect also has an on-going book sale to raise funds for the FOL.

Many people asking if we could have another day or so in Prospect. The community has a petition out for that and they are collecting signatures.

Eagle Point:

Because of the snow days our Eagle Point sixth grade tours had to be cancelled. This was disappointing, but they have rescheduled for February! The EP Branch had opportunities for the elementary school kids to win free books over the holiday break by dropping their name into a jar when visiting the library. The EP FOL provided new books to give to the participants and it has been fun having the kids come in for their prize books.

Shady Cove:

Interesting and unusual fact: Even though Shady Cove is located between Eagle Point and Prospect, we had one of the worst winter storms pass right by us and we were able to keep our branch open. The Nielson's presented an adult program on "The Gun Slingers". One patron drove all the way from Jacksonville to attend, thanks to the JCLS calendar. Tiegan Brubaker is working with Andrew Molinski to create a website for our Dungeons and Dragons group.

White City:

Ginger Bull reports: On Saturdays, at noon, we have a bilingual storytime. I have a grandfather who is completing a volunteer form, and will assist me with Spanish programs. (We have interest in a bilingual conversational program for adults). During storytime, the grandfather informed me two of our board books are Spanish songs for children. So, he and his daughter are teaching me and the other children those songs. Marian Barker has assisted in finding some books that are in English and Spanish. Due to the rhythm differences in languages, easy or picture books are rarely printed in this format. So, currently we use both types of books and songs. I do have a book that is Old McDonald in English and Spanish, so we will be learning that in the near

future. Did you know animal sounds are different in different languages? Such as little chicks say Pio (accent on the i), not peep?

Terra McLeod reports on the teen area in WC: Honestly, I think every week is pretty fun. I've got a pretty good group of kids that show up every week (plus a few that wander in and out) that average about 9 kids per week. Most end up checking out a book afterwards as well! The most popular days seem to be Art Lab and Games day, and they love the Wii. I am still working on the Build day, the 4th Monday of the month.

Terra has been planning this month for Nebula in a jar--this will be the Art Lab project for February. The jars were donated from Lori Wilson of the Phoenix Library, and the rest is just paint, cotton (she found stuffing in one of the cupboards), and glitter.

Ashland:

Colorful Mondays remains popular, open to adults to come in, have tea and cookies, and color preprinted sheets. Mindfulness practice sessions once a month on Sundays, is also growing in popularity. Two more very popular adult programs was one by Medford Ref librarian Holly Hertel on her research on studying wolves. And she gave the same talk in Medford.

And people like to hike and trek. Reg Spittle, an Olli instructor gave a talk on Discovering European Distance Trekking, travels that he and his wife took, to 85 people.

The Ashland reference dept. provides research for people, and often that means **referrals**. To better understand the community of library users, the staff has made a point to find out about local services. Visits to the new Good Will Job Center, and to the State of Oregon 'Self Sufficiency Services' office where state assistance programs are offered through this office for food benefits, cash assistance, domestic abuse survivor support, and more have been helpful to our services we offer. The library now has handouts and can assist people who are looking for help with jobs, social services and more.

Central Point -The Meeting Rooms at Central Point Branch are in constant use. Sometimes there are two meetings scheduled in the evenings after we close, one right after the other.

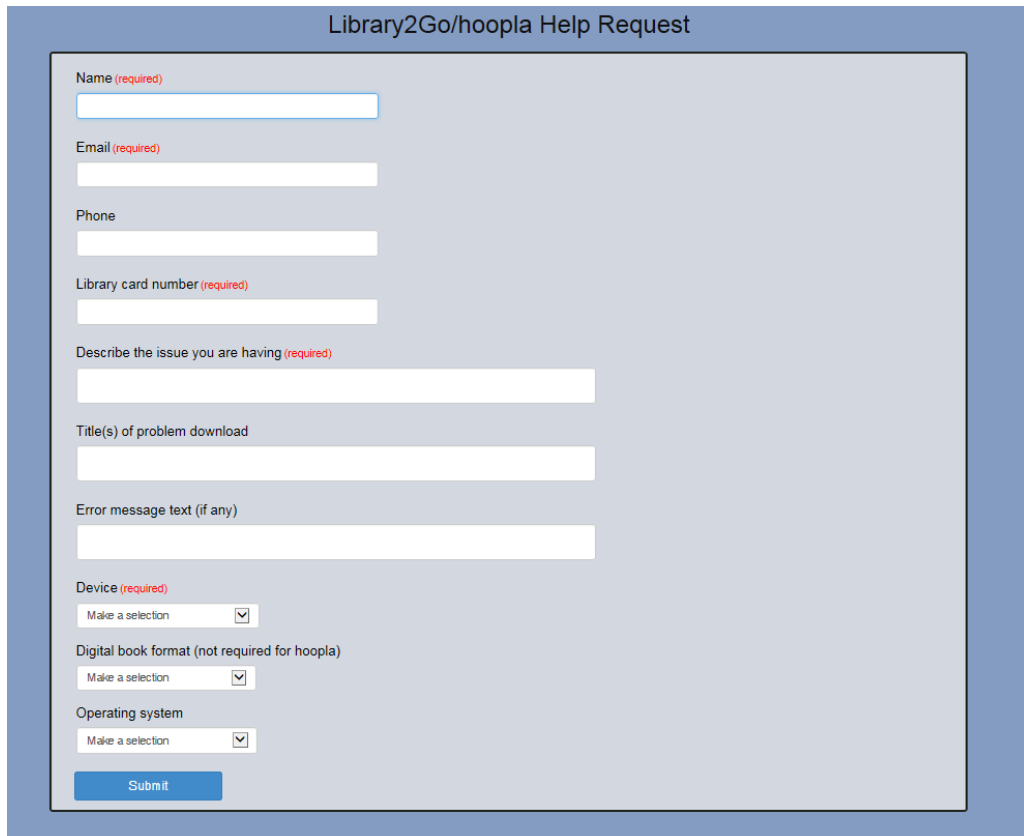
Ruch:

Thalia reports: we had a presentation Jan. 21 by three people who had been in the Peace Corps in West Africa. Our library is all decked out in an African motif right now because the school children are also focusing on Africa this year, and three of the classes come to the library weekly. I will be talking to the whole school, here in the Community Room in three separate sessions, in a few weeks about the year I spent in Africa, as well. The 7 & 8 graders are learning about civil rights now, and I will be covering the issue of human rights with the middle school kids during my talk. It delights me to see the middle school kids take advantage of our collections.

PTS – Eric Molinsky:

Eric Molinsky created an online help form to better assist patrons with questions about their devices. <http://jcls.libsurveys.com/techsupport>

This was just added to site with a quiet start and we received 9 questions. Eric will now put the help form on the Home page so we can help people with questions like “My book freezes randomly and won't let me to do anything with it.”



The image shows a screenshot of a web form titled "Library2Go/hoopla Help Request". The form is set against a light blue background with a darker blue border. It contains several input fields and dropdown menus. The fields are: "Name (required)", "Email (required)", "Phone", "Library card number (required)", "Describe the issue you are having (required)", "Title(s) of problem download", and "Error message text (if any)". There are three dropdown menus labeled "Device (required)", "Digital book format (not required for hoopla)", and "Operating system", each with a "Make a selection" prompt and a downward arrow. A blue "Submit" button is located at the bottom left of the form area.

Volunteer Coordinator – Jessica Arenas:

All volunteer hours for the year 2016 were calculated and our volunteers gave more than 19,000 hours across 14 branches. Jessica Arenas registered 7 new volunteers in January.

Paul Draper, a volunteer in Outreach to the Homebound, was awarded with a certificate of achievement for 27 years of service.

Medford:

Duct Tape Club is a monthly activity held in the Teen Library on the fourth Sunday of the month from 1 - 3 pm. Certain months we feature a specific item to be made for the activity. For this January's activity, it was open ended and called Duct-tap-alooza. Teens could come and make whatever they wanted out of various colors and patterns of duct tape. There were 18 creative individuals who attended and made a variety of duct tape items ranging from wallets, little purses to lanyards. The sky is the limit!



Between now and mid-2017, the City of Medford will be working to update its 2010 Natural Hazards Mitigation Plan. The planning process provides many opportunities for input from subject matter experts, stakeholders, and the public at large. A local steering committee and a staff person from the Oregon Department of Land Conservation and Development will guide the collaborative planning process. The updated NHMP will continue the City's and involved organization will eligibility for disaster related funded. The Natural Hazard Mitigation Plan is targeted for completion by June 30, 2017. Laura Kimberly is representing Jackson County Library Services (JCLS) on the Medford Natural Hazard Mitigation Plan Steering committee.

Medford NHMP had an open house on January 12. There were three focused panel presentations and discussions on youth and social services, business, and community and hazards. Copies of the draft of the Natural Hazards Mitigation Plan (NHMP) and maps were available. Representatives from the city and county departments, the State of Oregon, Oregon Partnership

for Disaster Resilience, non-governmental organizations, special districts, businesses, and tribes were present at the open house.



JCLS Circulation by Year, Branch and Checkout Type

Sum of Total		Year			
TransactionBranchName	CheckoutType	2014	2015	2016	Grand Total
Applegate	Auto-renewal		2,316	8,438	10,754
	Circ Checkout and Renewal	16,683	17,315	17,430	51,428
	Mobile PAC Renewal	313	402	417	1,132
	Offline Check out	93	17	47	157
	Power PAC Renewal	5,255	3,721	2,442	11,418
Applegate Total		22,344	23,771	28,774	74,889
Ashland Library	Auto-renewal		44,139	159,562	203,701
	Circ Checkout and Renewal	163,742	164,171	153,519	481,432
	Mobile PAC Renewal	9,196	9,373	2,585	21,154
	Offline Check out	1,844	1,556	766	4,166
	Power PAC Renewal	65,073	49,085	11,291	125,449
	Self check Check out	156,043	146,727	139,919	442,689
Ashland Library Total		395,898	415,051	467,642	1,278,591
Butte Falls	Auto-renewal		376	1,859	2,235
	Circ Checkout and Renewal	3,782	3,898	3,259	10,939
	Mobile PAC Renewal	56	25	4	85
	Offline Check out	40	6	8	54
	Power PAC Renewal	409	269	103	781
Butte Falls Total		4,287	4,574	5,233	14,094
Central Point	Auto-renewal		14,857	60,484	75,341
	Circ Checkout and Renewal	50,746	59,111	53,063	162,920
	Leap Checkout and Renewal			82	82
	Mobile PAC Renewal	4,619	4,792	1,107	10,518
	Offline Check out	541	360	270	1,171
	Power PAC Renewal	18,425	12,796	2,863	34,084
	Self check Check out	48,259	50,902	53,398	152,559
Central Point Total		122,590	142,818	171,267	436,675
Eagle Point	Auto-renewal		6,074	21,665	27,739
	Circ Checkout and Renewal	19,560	24,690	23,051	67,301
	Mobile PAC Renewal	861	1,159	127	2,147
	Offline Check out		199	211	410
	Power PAC Renewal	7,227	5,602	1,547	14,376
	Self check Check out	24,080	20,736	20,442	65,258
Eagle Point Total		51,728	58,460	67,043	177,231
Gold Hill	Auto-renewal		4,200	14,449	18,649
	Circ Checkout and Renewal	23,414	26,539	26,790	76,743
	Mobile PAC Renewal	891	1,012	289	2,192
	Power PAC Renewal	3,256	2,658	499	6,413
	Self check Check out		1		1
Gold Hill Total		27,561	34,410	42,027	103,998
Jacksonville	Auto-renewal		6,379	22,849	29,228
	Circ Checkout and Renewal	21,427	24,023	22,459	67,909
	Mobile PAC Renewal	1,115	1,392	420	2,927
	Offline Check out	178	72		250
	Power PAC Renewal	9,831	6,626	1,482	17,939
	Self check Check out	25,041	23,469	23,623	72,133

This data only includes materials checked out in Polaris. It does not include the courtesy collection, Hoopla or Library2Go. 2016 numbers reflect 12 months of data.

JCLS Circulation by Year, Branch and Checkout Type

Sum of Total		Year			
TransactionBranchName	CheckoutType	2014	2015	2016	Grand Total
Jacksonville Total		57,592	61,961	70,833	190,386
JCL - ILL	Auto-renewal		3	1	4
	Circ Checkout and Renewal	288	581	473	1,342
	Power PAC Renewal		2		2
JCL - ILL Total		288	586	474	1,348
JCL - Outreach	Auto-renewal		407	373	780
	Circ Checkout and Renewal	6,790	8,521	14,155	29,466
	Mobile PAC Renewal	1		2	3
	Power PAC Renewal	73	111	30	214
JCL - Outreach Total		6,864	9,039	14,560	30,463
JCL - Tech Services	Auto-renewal		84	487	571
	Circ Checkout and Renewal	920	812	1,158	2,890
	Mobile PAC Renewal	102	43	3	148
	Power PAC Renewal	36	30	3	69
	Self check Check out	1			1
JCL - Tech Services Total		1,059	969	1,651	3,679
Medford	Auto-renewal		55,269	207,720	262,989
	Circ Checkout and Renewal	169,244	205,871	202,453	577,568
	Leap Checkout and Renewal			1	1
	Mobile PAC Renewal	11,967	14,967	3,073	30,007
	Offline Check out	2,702	1,325	924	4,951
	Power PAC Renewal	66,235	50,677	12,630	129,542
	Self check Check out	181,595	186,414	178,613	546,622
Medford Total		431,743	514,523	605,414	1,551,680
Phoenix	Auto-renewal		4,767	18,860	23,627
	Circ Checkout and Renewal	24,871	29,089	26,352	80,312
	Mobile PAC Renewal	1,315	1,016	276	2,607
	Offline Check out	339	468	99	906
	Power PAC Renewal	4,040	3,584	1,162	8,786
	Self check Check out	11,181	10,735	11,996	33,912
Phoenix Total		41,746	49,659	58,745	150,150
Prospect	Auto-renewal		1,949	7,086	9,035
	Circ Checkout and Renewal	8,456	9,253	10,260	27,969
	Mobile PAC Renewal	5	66	17	88
	Power PAC Renewal	794	579	99	1,472
	Self check Check out			51	51
Prospect Total		9,255	11,847	17,513	38,615
Rogue River	Auto-renewal		7,753	29,181	36,934
	Circ Checkout and Renewal	47,255	48,670	43,814	139,739
	Mobile PAC Renewal	1,512	1,525	409	3,446
	Offline Check out	386	426	163	975
	Power PAC Renewal	9,910	6,128	1,963	18,001
	Self check Check out	14,464	13,854	14,749	43,067

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JCLS Circulation by Year, Branch and Checkout Type

Sum of Total		Year			
TransactionBranchName	CheckoutType	2014	2015	2016	Grand Total
Rogue River Total		73,527	78,356	90,279	242,162
Ruch	Auto-renewal		3,800	13,464	17,264
	Circ Checkout and Renewal	27,650	26,145	24,383	78,178
	Mobile PAC Renewal	186	331	132	649
	Offline Check out	243	188	108	539
	Power PAC Renewal	5,436	3,188	850	9,474
Ruch Total		33,515	33,652	38,937	106,104
Shady Cove	Auto-renewal		3,222	10,668	13,890
	Circ Checkout and Renewal	16,475	14,633	13,992	45,100
	Mobile PAC Renewal	334	324	125	783
	Offline Check out	143	113	43	299
	Power PAC Renewal	4,937	2,838	413	8,188
	Self check Check out	7,182	5,369	4,537	17,088
Shady Cove Total		29,071	26,499	29,778	85,348
Talent	Auto-renewal		11,611	41,856	53,467
	Circ Checkout and Renewal	53,871	52,979	44,224	151,074
	Mobile PAC Renewal	2,031	1,576	336	3,943
	Offline Check out	322	501	325	1,148
	Power PAC Renewal	13,356	9,608	1,900	24,864
	Self check Check out	33,172	31,986	30,943	96,101
Talent Total		102,752	108,261	119,584	330,597
White City	Auto-renewal		3,775	13,376	17,151
	Circ Checkout and Renewal	20,593	19,423	16,582	56,598
	Mobile PAC Renewal	819	947	147	1,913
	Offline Check out	198	132	31	361
	Power PAC Renewal	4,237	2,620	348	7,205
	Self check Check out	12,029	7,401	7,697	27,127
White City Total		37,876	34,298	38,181	110,355
Grand Total		1,449,696	1,608,734	1,867,935	4,926,365

This data only includes materials checked out in Polaris. It does not include the courtesy collection, Hoopla or Library2Go. 2016 numbers reflect 12 months of data.

**New Card/Patron Registrations
FY 15-16**

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Y-T-D
AP	8	4	2	4	0	0	1	8	6	3	0	6	36
ASH	119	163	157	115	128	121	124	91	123	95	107	140	1,343
BF	3	0	0	3	1	1	2	2	5	1	2	1	20
CP	87	65	54	59	32	57	51	86	72	97	102	196	762
EP	52	27	41	25	48	29	23	41	45	22	24	42	377
GH	11	8	11	13	10	4	12	8	17	14	5	9	113
JV	18	27	16	18	18	17	23	20	30	37	17	22	241
MED	276	264	255	201	219	161	367	222	241	214	277	293	2,697
Outreach to CC	0	0	0	0	0	0	0	0	0	0	0	0	0
Outreach to Hmbnd	0	0	1	2	0	0	1	0	0	1	0	0	5
PH	19	25	14	17	6	6	13	11	24	15	23	21	173
PR	8	3	0	3	4	3	3	1	0	2	2	3	29
RR	41	38	17	34	29	13	26	13	22	28	29	50	290
RU	2	4	32	22	14	13	6	2	6	6	4	4	111
SC	19	20	16	15	15	9	11	17	10	9	12	21	153
TA	26	31	22	28	47	26	21	24	20	15	38	43	298
WC	26	30	20	35	15	11	22	27	19	12	35	43	252
Branch Total	715	709	658	594	586	471	706	573	640	571	677	894	6,900

New Card/Patron Registrations

FY 14-15

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Y-T-D
AP	2	1	6	2	3	2	4	1	3	7	2	9	42
ASH	162	168	150	129	148	112	129	100	115	106	82	132	1,533
BF	0	0	1	2	0	0	8	1	1	1	0	4	18
CP	49	42	45	61	44	31	61	52	61	66	92	153	757
EP	50	36	29	21	22	15	31	34	27	26	34	47	372
GH	10	14	4	21	8	9	15	4	7	9	8	16	125
JV	22	16	16	19	16	19	21	16	25	16	19	16	221
MED	223	205	187	185	154	168	282	231	233	249	287	305	2,709
Outreach to CC	0	0	0	0	0	0	0	0	0	0	0	0	0
Outreach to Hmbnd	0	1	2	1	0	0	0	3	1	0	2	0	10
PH	43	19	17	14	12	8	15	18	13	21	47	31	258
PR	2	2	1	1	0	1	0	3	9	8	2	5	34
RR	36	28	32	24	38	23	39	17	32	27	26	41	363
RU	3	7	9	10	5	5	8	9	12	8	2	18	96
SC	14	13	16	14	4	11	23	16	13	10	13	18	165
TA	36	20	47	21	24	17	34	13	32	23	24	34	325
WC	39	14	20	18	18	11	28	17	30	23	74	71	363
Branch Total	691	586	582	543	496	432	698	535	614	600	714	900	7,391

New Card/Patron Registrations
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	
Applegate Library Branch	3	4	2										9
Ashland Library	144	149	157										450
Butte Falls Library Branch			1										1
Central Point Library Branch	68	75	63										206
Eagle Point Library Branch	36	31	30										97
Gold Hill Library Branch	9	13	8										30
Jacksonville Library Branch	32	27	15										74
Medford Library Branch	279	265	230										774
Phoenix Library Branch	37	16	14										67
Prospect Library Branch	4	3	2										9
Rogue River Library Branch	23	23	36										82
Ruch Library Branch	4	6	28										38
Shady Cove Library Branch	15	15	12										42
Talent Library Branch	27	22	33										82
White City Library Branch	19	31	16										66
Grand Total	700	680	647										2027

These numbers only reflect new registrations and do not include replacement cards given out in Sep/Oct

Jackson County Library District
Statement of Revenues and Expenditures
From 1/1/2017 Through 1/31/2017

	Current Month		YTD Budget Percentage received	
	YTD Budget	Actual	YTD Actual	Remaining or spent to date
Operating Revenue				
Program Revenue				
Current Property Tax Collections	9,135,000.00	117,243.36	8,587,015.33	(547,984.67) 94.00%
Prior Year Property Tax Collections	306,000.00	12,305.45	97,743.70	(208,256.30) 31.94%
Interest Income	50,000.00	9,873.51	37,113.62	(12,886.38) 74.22%
Other Income	0.00	0.00	8.67	8.67 0.00%
E Rate	215,000.00	8,580.00	60,060.00	(154,940.00) 27.93%
Reimbursements From RCC	22,000.00	0.00	22,470.27	470.27 102.13%
Ready To Read Grant	33,000.00	0.00	32,624.00	(376.00) 98.86%
Conference Room Rental	30,000.00	0.00	10,434.10	(19,565.90) 34.78%
Government Agency Rentals	106,000.00	0.00	103,180.08	(2,819.92) 97.33%
Inter-library Loan Fees	1,200.00	0.00	455.00	(745.00) 37.91%
Library Card Replacement Fees	5,000.00	0.00	652.20	(4,347.80) 13.04%
Late Fee Charges	105,000.00	10,855.55	46,583.92	(58,416.08) 44.36%
Lost/Damaged Materials	10,000.00	0.00	4,079.48	(5,920.52) 40.79%
Photocopy/Fax Sales	15,000.00	0.00	6,736.27	(8,263.73) 44.90%
Patron Refunds	(3,000.00)	0.00	(1,076.79)	1,923.21 35.89%
Printer Sales	16,000.00	0.00	5,549.41	(10,450.59) 34.68%
On Line Fee Collections	16,800.00	896.82	5,056.64	(11,743.36) 30.09%
Hulburt Donation	135,000.00	0.00	0.00	(135,000.00) 0.00%
Library Friends Donations	65,000.00	0.00	34,993.64	(30,006.36) 53.83%
Library Foundation Donations	5,900.00	0.00	6,974.77	1,074.77 118.21%
General Public Donations	5,000.00	0.00	1,355.01	(3,644.99) 27.10%
OR Community Foundation- restricted	5,000.00	0.00	12,869.11	7,869.11 257.38%
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	0.00	0.00	3,000.00	3,000.00 0.00%
Library Foundation Donations- CP	50,000.00	0.00	0.00	(50,000.00) 0.00%
Oregon Community Foundation- Applegate	29,000.00	0.00	0.00	(29,000.00) 0.00%
Beginning Fund Balance-Unrestricted	4,970,000.00	0.00	5,097,016.23	127,016.23 102.55%
Beginning Fund Balance-Restricted	233,000.00	0.00	217,123.38	(15,876.62) 93.18%
Total Program Revenue	<u>15,561,000.00</u>	<u>159,754.69</u>	<u>14,392,018.04</u>	<u>(1,168,981.96) 92.49%</u>
Total Operating Revenue	<u>15,561,000.00</u>	<u>159,754.69</u>	<u>14,392,018.04</u>	<u>(1,168,981.96) 92.49%</u>
Total Revenue	<u>15,561,000.00</u>	<u>159,754.69</u>	<u>14,392,018.04</u>	<u>(1,168,981.96) 92.48%</u>

Jackson County Library District
Statement of Revenues and Expenditures
From 1/1/2017 Through 1/31/2017

	Current Month		YTD Budget Percentage received		
	YTD Budget	Actual	YTD Actual	Remaining	or spent to date
Expenditures					
Program Expenses					
Personnel Cost	100,000.00	0.00	0.00	100,000.00	0.00%
Accounting Services	41,000.00	3,369.97	20,719.53	20,280.47	50.53%
Auditing Services	10,000.00	(300.00)	10,300.00	(300.00)	103.00%
Administrative Services	100,000.00	8,383.79	54,346.81	45,653.19	54.34%
Bank Fees/Interest Expense	2,000.00	62.68	565.68	1,434.32	28.28%
Community Promo/Strategic Plan	50,000.00	0.00	39,042.78	10,957.22	78.08%
Elections	30,000.00	0.00	0.00	30,000.00	0.00%
Insurance	20,000.00	0.00	13,405.00	6,595.00	67.02%
Legal Services	24,000.00	9,390.78	15,770.78	8,229.22	65.71%
Memberships and Dues	2,000.00	309.00	1,838.59	161.41	91.92%
Office Supplies	2,000.00	42.00	621.99	1,378.01	31.09%
Postage	1,000.00	48.93	182.97	817.03	18.29%
Registration/Tuition/Travel	11,000.00	1,121.38	4,200.25	6,799.75	38.18%
Special fees and Expenses	0.00	(110.00)	360.00	(360.00)	0.00%
Transfers To Foundations	10,000.00	0.00	0.00	10,000.00	0.00%
Advertising/Legal Notices	1,000.00	0.00	0.00	1,000.00	0.00%
Alarm Services	2,000.00	1,320.00	2,351.40	(351.40)	117.57%
Building Repair/Maintenance	419,000.00	34,918.08	244,911.56	174,088.44	58.45%
Custodial Services	315,000.00	25,527.38	173,521.70	141,478.30	55.08%
Custodial Supplies	0.00	765.27	6,912.60	(6,912.60)	0.00%
Landscape Services	5,000.00	430.00	2,924.00	2,076.00	58.48%
Maintenance Services	2,000.00	0.00	2,000.00	0.00	100.00%
Property Rental/Lease Expense	500.00	0.00	0.00	500.00	0.00%
Security Services	55,000.00	4,709.43	22,144.85	32,855.15	40.26%
Signs and Signal Materials	25,000.00	0.00	0.00	25,000.00	0.00%
Building Repair/Maintenance- Major	310,000.00	0.00	8,407.00	301,593.00	2.71%
Equipment Repair/Maintenance	15,000.00	1,377.99	6,520.64	8,479.36	43.47%
Facility Furnishing Expense	25,000.00	19,750.64	19,750.64	5,249.36	79.00%
Minor Equipment	50,000.00	7,433.95	9,414.82	40,585.18	18.82%
Minor Equipment-Computers	511,000.00	0.00	8,442.87	502,557.13	1.65%
LS&S Contract	4,964,356.00	409,833.83	2,868,836.81	2,095,519.19	57.78%
Library Materials	824,000.00	95,637.45	326,188.59	497,811.41	39.58%
Grant Funded Programs	0.00	0.00	150.00	(150.00)	0.00%
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	0.00	7,725.00	15,450.00	(15,450.00)	0.00%

Jackson County Library District
Statement of Revenues and Expenditures
From 1/1/2017 Through 1/31/2017

	Current Month			YTD Budget Percentage received	
	YTD Budget	Actual	YTD Actual	Remaining	or spent to date
Unique Management Services	0.00	3,862.50	7,725.00	(7,725.00)	0.00%
Electricity	227,000.00	18,994.93	103,469.87	123,530.13	45.58%
Natural Gas	55,000.00	7,375.49	13,821.38	41,178.62	25.12%
Garbage Service	10,000.00	748.05	5,208.54	4,791.46	52.08%
Water and Sewer Service	33,000.00	1,248.31	18,238.34	14,761.66	55.26%
Street and Storm Drain Fees	20,000.00	2,811.85	10,332.34	9,667.66	51.66%
Telecom-Voice and LD	65,000.00	8,213.61	31,131.55	33,868.45	47.89%
Telecom-Wide Area Network	133,000.00	8,658.95	60,612.65	72,387.35	45.57%
Telecom-Internet Services	36,000.00	1,925.00	15,815.75	20,184.25	43.93%
Municipal Assessments	1,000.00	149.19	869.46	130.54	86.94%
Maintenance & Fuel for Vehicles	15,000.00	1,028.40	4,231.02	10,768.98	28.20%
Hulburt Donation	150,000.00	5,190.89	51,392.94	98,607.06	34.26%
Library Friends Donations	65,000.00	3,069.95	24,129.82	40,870.18	37.12%
Library Foundation Donations	5,900.00	299.52	2,313.82	3,586.18	39.21%
General Public Donations	5,000.00	0.00	504.69	4,495.31	10.09%
OR Community Foundation-restricted	34,000.00	0.00	0.00	34,000.00	0.00%
EJ Smith Trust Books	85.00	0.00	0.00	85.00	0.00%
Gerlock Trust Books	15.00	0.00	0.00	15.00	0.00%
Carpenter Foundation Books	0.00	0.00	19.60	(19.60)	0.00%
Ready to Read 2017 Grant	33,000.00	0.00	0.00	33,000.00	0.00%
Kent Family Trust	14,000.00	0.00	0.00	14,000.00	0.00%
Ready to Read 2016 Grant	0.00	2,846.73	13,059.72	(13,059.72)	0.00%
Library Foundation Donations- CP	<u>50,000.00</u>	<u>1,448.11</u>	<u>1,448.11</u>	<u>48,551.89</u>	2.89%
Subtotal Materials and Supplies	9,537,856.00	699,619.03	4,243,606.46	5,294,249.54	44.49%
Capital Outlay	227,000.00	0.00	0.00	227,000.00	0.00%
Contingency	750,000.00	0.00	0.00	750,000.00	0.00%
Ending Fund Balance	<u>5,046,144.00</u>	<u>0.00</u>	<u>0.00</u>	<u>5,046,144.00</u>	0.00%
Total Program Expenses	<u>15,561,000.00</u>	<u>699,619.03</u>	<u>4,243,606.46</u>	<u>11,317,393.54</u>	<u>27.27%</u>
Total Expenditures	<u>15,561,000.00</u>	<u>699,619.03</u>	<u>4,243,606.46</u>	<u>11,317,393.54</u>	<u>27.27%</u>
Net Revenue Over Expenditures	<u>0.00</u>	<u>(539,864.34)</u>	<u>10,148,411.58</u>	<u>10,148,411.58</u>	<u>0.00%</u>

From: Jason McCauley [mailto:jasonm@ironclad-security.com]
Sent: Thursday, February 02, 2017 9:02 AM
To: Ryan DeSautel <DeSautRA@jacksoncounty.org>; Johnny Spalliero <SpalliJA@jacksoncounty.org>
Subject: Medford Library Security Cameras

Good Morning,

I apologize for the delay but I was waiting to get an install estimate. Based on our walk I think a good budgetary estimate would be \$82,500.00. This would include 8 height strip cameras, 13 exterior cameras, and 21 interior cameras installed and completely functional recording to a 24TB NVR that would give you about 14 days of storage. We would also replace the intercom at the loading dock with an Aiphone JP series video intercom ringing to 4 stations located in the business office. If they would like to add additional cameras I would estimate about \$1,750 per camera. This would include increasing NVR capacity to accommodate the additional footage.

Please let me know if this sounds acceptable and if you would like me to proceed with writing the specification.

Thanks!

Jason McCauley
Security Consultant
www.ironclad-security.com
2870 Nansen Drive
Medford, OR 97504
541-841-0395

**Jackson County Library District
FY 2017–2018 Budget Calendar**

Dates

Appoint budget officer	January 12
Appoint new budget committee (BC) members	January 12 or February 8
Adopt budget calendar.....	February 8
Publish notice of 1 st and 2 nd BC meetings on District Website	April 11-May 1*
Publish notice of 1 st and 2 nd BC meetings in <i>Mail Tribune</i>	April 11-May 6*
BC meets - receives budget message and proposed budget.....	May 11
BC meets again, if needed.....	May 18
Publish notice of budget hearing on District website.....	May 19-May 29
Public notice of budget hearing in <i>Mail Tribune</i>	May 21-June 3
Hold budget hearing at Board’s regular June meeting	June 8
Enact resolutions to adopt budget, make appropriations, etc.....	June 8
Submit tax certification documents.....	by July 15
Send copy of all budget documents to county clerk.....	by September 30

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

Note: All budget committee meetings will begin at 9:30 a.m. in the Adams Meeting Room at the Medford Library.

Prepared on December 29, 2016

The Jackson County Library District Board (Board) requested Library Systems & Associates (LS&S) provide an assessment of the current open hours. The Board wanted to know if the current hours properly reflected the needs of the community. The Board stipulated that the assessment should not include a proposal for additional hours.

The Board has expressed concerns that some of the current library hours were dictated by staff and their preferred schedules. Be advised that the recommendations in this assessment are based upon our evaluation of community needs. We considered the following questions:

1. Does the branch have a balance of morning hours, evening hours and weekends?
2. Do the branch open hours allow students to visit the library when the schools have early release or when school is not in session?
3. Are there adequate morning hours to provide multiple options for Preschool and Babies and Wobblers Storytime?
4. Is the library open during school hours to allow for class visits?
5. Does the community have access to an open branch within a reasonable distance on the days the branch is closed?

The answers are summarized in the attached matrix (Attachment A).

After answering these questions we looked at the feedback received at the community meetings generated through the strategic plan. Although this feedback can help inform decisions on how to allocate hours, we are mindful that comments came from a narrow group of people who are already library users. The primary message from the community groups was that the library should be open more hours and on weekends. We would need to commission a community survey to answer the broader question regarding preferences of people who are not library users. This is something to consider in the future.

With the primary drivers being the balance between morning, evening and weekend hours, as well as the needs of the school districts we are recommending changes at 9 libraries. The detail is provided in the attached table (Attachment B).

1. Move 4 hours on Thursdays at Butte Falls to Fridays to accommodate students when school is not in session.
2. Close the Central Point Library on Mondays. Move 4 of the 7 Monday hours to Saturday. Add 1 hour to Tuesday, Wednesday and Friday.
3. Shift 2 hours from Friday to Wednesday at the Eagle Point Library.
4. Open the Gold Hill Library on Saturday. Move 1 of the Monday and Wednesday hours at the Gold Hill Library to Saturday. Move 2 of the Gold Hill Library Friday hours to Saturday.
5. Open the Medford Library until 7:00 PM on Wednesdays and shifting 2 hours from Saturday.

6. Close the Phoenix Library on Monday and open on Friday.
7. At Ruch, reduce Tuesday hours to 4 hours and Thursday hours to 5 hours, so library can be open 4 hours on Wednesdays to provide access for students.
8. Close the Shady Cove Library on Friday. Move 3 of the 7 Friday hours to Wednesday and 4 to Saturday.
9. For White City, we propose moving 5 hours from Thursday to Wednesday, so students can visit the library.

If implemented LS&S recommends outcome measures be established to evaluate the benefit of the changes to the community.

Service Changes

1. Provide morning, evening and weekend hours that meet the needs of the community
2. Make the libraries available to students on early release days and after school

Intended Outcomes:

1. New members of the community will use the library.
2. Students will use the library on early release days or after school

Indicators: (a) The number of participating mothers who report their comfort in bringing kids to the museum increased to at least 4 on a 5-point scale, and (b) the number of Cabot Park and Hills High visitors in Kids' Week 2002.

Data Source(s): Questionnaires at the circulation and reference desks and online survey for library users

Target for Change: TBD

Attachment A: Summary of Questions to Assess Hours

Questions	AP	ASH	BF	CP	EP	GH	JK	MED	PH	PR	RR	RU	SC	TA	WC
Does the branch have a balance of morning hours, evening hours and weekends?	Yes	Yes	No	No	Yes	No	Yes	Yes	Yes	No	Yes	Yes	No	Yes	Yes
Do the branch open hours allow students to visit the library on days schools have early release or when school is not in session?	No	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes
Are there adequate morning hours to provide multiple options for Preschool and Babies and Wobblers Storytime?	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	No	Yes	Yes
Is the library open during school hours to allow for class visits?	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes
Does the community have access to an open branch within a reasonable distance on the days the branch is closed?	Yes	Yes	No	Yes	Yes	No	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes

Attachment B: Detailed explanation of Hours Recommendation

Applegate	The Applegate Library has a balance between morning, evening hours and weekend hours. School District 7 has an early release on Friday. The library is open during and after school hours and the hours support a weekly Storytime. Ruch Library is open on Thursday when Applegate is closed. The people who participated in the Community Focus groups suggested more hours but did not suggest adjusting the current hours. LS&S recommends maintaining the current hours but work with the Friends of the Applegate Library to do special Events outside the scheduled hours.
Ashland	The Ashland Library has a balance between morning, evening and weekend hours. The library is open during and after school and supports multiple Storytime programs. The current weekly schedule appears to satisfy the needs of the community.
Butte Falls	The Butte Falls Library is open 10 hours each week on Tuesday and Thursday. The local school does not have an early release schedule. The school is closed on Fridays. We recommend closing on Thursday and opening 4 hours on Fridays to accommodate students when school is not in session.
Central Point	The Central Point Library has a balance between morning and evening hours. The library is not open on Saturdays. The Central Point community can access library services at Medford and other open branches on Saturday. However, the Central Point Library is a community center and Saturday hours should be seriously considered. LS&S recommends adjusting the schedule to be closed on Mondays and open on Saturdays from 12-4. The remaining 3 hours could be used to open the library earlier on Tuesday, Wednesday and Thursday. The final adjustment is to make the schedule consistent on Tuesday through Friday with a schedule of 10 am – 6 pm.
Eagle Point	The Eagle Point Branch currently has a good balance between morning, evening and weekend hours. However, the library closes at 4:00 PM on Wednesdays which is an early release date for the local School District. LS&S recommends that Wednesday hours be extended by 2 hours to close at 6:00 PM and changing Friday hours from 10:00 AM - 4:00 PM to 12:00 PM - 4:00 PM.
Gold Hill	The Gold Hills Branch does not have early morning or weekend hours. Patrick Elementary School closes at 1:00 PM on Wednesdays. The library is open from 1:00 PM to 6:00 PM on Wednesdays so students have good access. LS&S suggests that the Gold Hill scheduled be adjusted to accommodate Saturday hours. This means the library would reduce scheduled hours on Tuesday, Wednesday and Thursday to free up 4 hours on Saturday.

Attachment B: Detailed explanation of Hours Recommendation

Jacksonville	The Jacksonville Library has a balance between morning, evening hours and weekend hours. School District 540c has a short day on Wednesday. The library is open during and after school hours and the hours support a weekly Storytime. LS&S recommends maintaining the current hours but look for an opportunity to do a special event during the year outside of the scheduled hours.
Medford	The Medford Library has a good balance between morning, evening and weekend hours. The Medford School District and local Charter Schools can access the library during scheduled hours, but students have limited choices for transportation. The library closes at 5:00 PM on Wednesdays. LS&S suggests the schedule be change to be open 9:00 AM - 7:00 PM on Wednesdays and change Saturday hours to 12:00 PM - 4:00 PM.
Phoenix	The Phoenix Library has a good balance between morning, evening and weekend hours. Phoenix schools are open until 2:30. The Phoenix Library is closed on Fridays and open on Mondays. LS&S suggests that the library close on Mondays and open on Fridays. Many national holidays occur on Mondays limiting the communities’ access to the library.
Prospect	The Prospect Library has limited hours but is open on weekends. The branch hours do allow students to visit during school hours. LS&S does not see a benefit to shifting hours at this time.
Rogue River	The Rogue River Library has balance between morning, evening and weekend hours. LS&S does not recommend shifting hours at this time.
Ruch	The Ruch Library has a balance between morning, evening and weekend hours. The library is closed on Wednesdays and is not available for students to access library resources. LS&S recommends the hours be shifted to be open on Wednesday. This can be done by reducing Tuesday hours from 7 hours to 4 hours and reducing Thursday hours from 6 hours to 5 hours.
Shady Cove	The Shady Cove Library is not open on weekends and Wednesday open hours are not convenient to schedule programs for young children. LS&S suggests the branch close on Friday and move 3 of the hours to Wednesday morning and be open for 4 hours on Saturday. The branch should remain open until 6:00 on Wednesday to accommodate the D9 School District’s early release for students.

Attachment B: Detailed explanation of Hours Recommendation

Talent	The Talent Library has balance between morning, evening and weekend hours. LS&S does not recommend shifting hours at this time.
White City	The White City Library has balance between morning, evening and weekend hours. Early release for White City schools is Wednesday and the library is closed. We propose moving 5 hours from Thursday to Wednesday, so students can visit the library.

Current

Branch	Mon	Mon	H	Tue	Tue	H	Wed	Wed	H	Thu	Thu	H	Fri	Fri	H	Sat	Sat	H	Sun	Sun	H	Totals
Applegate			0.00	2:00 PM	6:00 PM	4.00	10:00 AM	2:00 PM	4.00			0.00	2:00 PM	6:00 PM	4.00	10:00 AM	2:00 PM	4.00			0.00	16.00
Ashland	10:00 AM	8:00 PM	10.00	10:00 AM	6:00 PM	8.00	10:00 AM	6:00 PM	8.00	12:00 PM	5:00 PM	5.00			0.00	12:00 PM	5:00 PM	5.00	12:00 PM	4:00 PM	4.00	40.00
Butte Falls			0.00	10:00 AM	3:00 PM	5.00			0.00	12:00 PM	5:00 PM	5.00			0.00			0.00			0.00	10.00
Central Point	10:00 AM	5:00 PM	7.00	11:00 AM	6:00 PM	7.00	11:00 AM	6:00 PM	7.00	11:00 AM	7:00 PM	8.00	10:00 AM	5:00 PM	7.00			0.00			0.00	36.00
Eagle Point			0.00	10:00 AM	4:00 PM	6.00	10:00 AM	4:00 PM	6.00	12:00 PM	6:00 PM	6.00	10:00 AM	4:00 PM	6.00	12:00 PM	4:00 PM	4.00			0.00	28.00
Gold Hill	11:00 AM	6:00 PM	7.00			0.00	1:00 PM	6:00 PM	5.00			0.00	12:00 PM	6:00 PM	6.00			0.00			0.00	18.00
Jacksonville	10:00 AM	5:00 PM	7.00			0.00	10:00 AM	5:00 PM	7.00	12:00 PM	6:00 PM	6.00			0.00	10:00 AM	2:00 PM	4.00			0.00	24.00
Medford	10:00 AM	7:00 PM	9.00	9:00 AM	6:00 PM	9.00	9:00 AM	5:00 PM	8.00			0.00	12:00 PM	4:00 PM	4.00	10:00 AM	4:00 PM	6.00	12:00 PM	4:00 PM	4.00	40.00
Phoenix	1:00 PM	7:00 PM	6.00	11:00 AM	5:00 PM	6.00			0.00	11:00 AM	4:00 PM	5.00			0.00	11:00 AM	4:00 PM	5.00			0.00	22.00
Prospect			0.00			0.00	10:00 AM	2:00 PM	4.00			0.00	1:00 PM	5:00 PM	4.00	10:00 AM	2:00 PM	4.00			0.00	12.00
Rogue River	10:00 AM	4:00 PM	6.00	10:00 AM	4:00 PM	6.00			0.00	1:00 PM	7:00 PM	6.00	10:00 AM	4:00 PM	6.00	10:00 AM	2:00 PM	4.00			0.00	28.00
Ruch			0.00	10:00 AM	5:00 PM	7.00			0.00	1:00 PM	7:00 PM	6.00			0.00	11:00 AM	4:00 PM	5.00			0.00	18.00
Shady Cove			0.00	12:00 PM	6:00 PM	6.00	2:00 PM	7:00 PM	5.00			0.00	10:00 AM	5:00 PM	7.00			0.00			0.00	18.00
Talent			0.00	10:00 AM	6:00 PM	8.00	12:00 PM	7:00 PM	7.00	12:00 PM	7:00 PM	7.00	10:00 AM	5:00 PM	7.00	10:00 AM	5:00 PM	7.00			0.00	36.00
White City	11:00 AM	6:00 PM	7.00	10:00 AM	2:00 PM	4.00			0.00	12:00 PM	5:00 PM	5.00			0.00	10:00 AM	4:00 PM	6.00			0.00	22.00
Total Hours			59.00			76.00			61.00			59.00			51.00			54.00			8.00	368.00

Proposed

Branch	Mon	Mon	H	Tue	Tue	H	Wed	Wed	H	Thu	Thu	H	Fri	Fri	H	Sat	Sat	H	Sun	Sun	H	Totals
Applegate			0.00	2:00 PM	6:00 PM	4.00	10:00 AM	2:00 PM	4.00			0.00	2:00 PM	6:00 PM	4.00	10:00 AM	2:00 PM	4.00			0.00	16.00
Ashland	10:00 AM	8:00 PM	10.00	10:00 AM	6:00 PM	8.00	10:00 AM	6:00 PM	8.00	12:00 PM	5:00 PM	5.00			0.00	12:00 PM	5:00 PM	5.00	12:00 PM	4:00 PM	4.00	40.00
Butte Falls			0.00	10:00 AM	3:00 PM	5.00			0.00			0.00	12:00 PM	5:00 PM	5.00			0.00			0.00	10.00
Central Point			0.00	10:00 AM	6:00 PM	8.00	10:00 AM	6:00 PM	8.00	10:00 AM	6:00 PM	8.00	10:00 AM	6:00 PM	8.00	12:00 PM	4:00 PM	4.00			0.00	36.00
Eagle Point			0.00	10:00 AM	4:00 PM	6.00	10:00 AM	6:00 PM	8.00	12:00 PM	6:00 PM	6.00	12:00 PM	4:00 PM	4.00	12:00 PM	4:00 PM	4.00			0.00	28.00
Gold Hill	10:00 AM	4:00 PM	6.00			0.00	2:00 PM	6:00 PM	4.00			0.00	1:00 PM	5:00 PM	4.00	2:00 PM	6:00 PM	4.00			0.00	18.00
Jacksonville	10:00 AM	5:00 PM	7.00			0.00	10:00 AM	5:00 PM	7.00	12:00 PM	6:00 PM	6.00			0.00	10:00 AM	2:00 PM	4.00			0.00	24.00
Medford	10:00 AM	7:00 PM	9.00	10:00 AM	7:00 PM	9.00	9:00 AM	7:00 PM	10.00			0.00	12:00 PM	4:00 PM	4.00	12:00 PM	4:00 PM	4.00	12:00 PM	4:00 PM	4.00	40.00
Phoenix			0.00	11:00 AM	5:00 PM	6.00			0.00	11:00 AM	4:00 PM	5.00	1:00 PM	7:00 PM	6.00	11:00 AM	4:00 PM	5.00			0.00	22.00
Prospect			0.00			0.00	10:00 AM	2:00 PM	4.00			0.00	1:00 PM	5:00 PM	4.00	10:00 AM	2:00 PM	4.00			0.00	12.00
Rogue River	10:00 AM	4:00 PM	6.00	10:00 AM	4:00 PM	6.00			0.00	1:00 PM	7:00 PM	6.00	10:00 AM	4:00 PM	6.00	10:00 AM	2:00 PM	4.00			0.00	28.00
Ruch			0.00	10:00 AM	2:00 PM	4.00	2:00 PM	6:00 PM	4.00	2:00 PM	7:00 PM	5.00			0.00	11:00 AM	4:00 PM	5.00			0.00	18.00
Shady Cove			0.00	12:00 PM	6:00 PM	6.00	10:00 AM	6:00 PM	8.00			0.00			0.00	12:00 PM	4:00 PM	4.00			0.00	18.00
Talent			0.00	10:00 AM	6:00 PM	8.00	12:00 PM	7:00 PM	7.00	12:00 PM	7:00 PM	7.00	10:00 AM	5:00 PM	7.00	10:00 AM	5:00 PM	7.00			0.00	36.00
White City	11:00 AM	6:00 PM	7.00	10:00 AM	2:00 PM	4.00	12:00 PM	5:00 PM	5.00			0.00			0.00	10:00 AM	4:00 PM	6.00			0.00	22.00
Total Hours			45.00			74.00			77.00			48.00			52.00			64.00			8.00	368.00

Net Change Hours

Branch	Mon	Mon	H	Tue	Tue	H	Wed	Wed	H	Thu	Thu	H	Fri	Fri	H	Sat	Sat	H	Sun	Sun	H	Totals
Applegate			-			-			-			-			-			-			-	0.00
Ashland			-			-			-			-			-			-			-	0.00
Butte Falls			-			-			-			(5.00)			5.00			-			-	0.00
Central Point			(7.00)			1.00			1.00			-			1.00			4.00			-	0.00
Eagle Point			-			2.00			-			-			(2.00)			-			-	0.00
Gold Hill			(1.00)			-			(1.00)			-			(2.00)			4.00			-	0.00
Jacksonville			-			-			-			-			-			-			-	0.00
Medford			-			-			2.00			-			-			(2.00)			-	0.00
Phoenix			(6.00)			-			-			-			6.00			-			-	0.00
Prospect			-			-			-			-			-			-			-	0.00
Rogue River			-			-			-			-			-			-			-	0.00
Ruch			-			(3.00)			4.00			(1.00)			-			-			-	0.00
Shady Cove			-			-			3.00			-			(7.00)			4.00			-	0.00
Talent			-			-			-			-			-			-			-	0.00
White City			-			-			5.00			(5.00)			-			-			-	0.00
Total Hours			(14.00)			-2.00			16.00			-11.00			1.00			10.00			0.00	0.00

To the Library District Board:

January 11, 2017

I provided you earlier with a report of our November meeting (Susan, Lisa, Ryan DeSautel, James Bryant, and I) with Prospect School Superintendent Katrina Brinkerhoff.

On December 15, 2016 I wrote to Richard Braden, owner of the Applegate Land Lease after Mark reviewed the letter. It contained an update about the creation of the Library District, a brief statement about the community planning meeting held in Applegate for the Strategic Plan, and our appreciation of the continued use of the Applegate property provided by him and the Ellis Family Trust. I asked him to contact us if there are questions or comments about our association, and wished him and his family happy holidays.

Prior to providing a summary of other meetings held with lease holders, I propose the Board rename the Governmental Affairs Committee to the Facilities Committee. Committee members George Prokop, Pat Ashley and Lisa Marston concur with this change.

Wednesday, January 4, 2017

Jamar, Pat Ashley and I met with Shady Cove City Administrator and not-yet-sworn-in Mayor Tom Sanderson. Today was the only time he could see us until February, so we were encouraged to be there, in spite of the weather. They had been concerned that we were there to ask for something, but we assured them that we were there to build library/city relations and to get their ideas about how things are going. They were happy that we had been effective in getting County Facilities staff to put bark down this fall in two large, bare spots around the library and the community center. I told them the County has agreed to put in ground cover (perhaps more) next spring, and that information got us off to a good start.

They knew Librarian Denali and had worked with her, but asked that a librarian meet with the full City Council to update on what is being offered, and to get their ideas. The new mayor is a strong library supporter, took some credit for turning out a supportive library audience in years past, and reminded us that there has been opposition to the library in the City. I told him the library staff had briefed me on these issues in August 2014. We discussed the value of having the City Hall, Community Center and Library adjacent to each other, and remarked that the library is already too small for some community activities, especially those associated with the summer reading celebration. The City wants to be kept informed, hopes for future meetings like we held, and requested that someone from the local library staff accompany us for future meetings.

We left a copy of the Strategic Plan w/Aaron and spoke briefly about the building lease and water issues. They indicated that when the county moved library grounds watering to the new well, that their water cleared. And we didn't know that had been a problem.

Thursday, January 5, 2017

Jamar and I met with Mayor Darby Stricker in Talent. What stood out was her support for and knowledge of the library and its staff. She had attended the community meeting for the Strategic Plan and asked for a copy, which we gave to her.

Talent has purchased four acres in downtown, near the library, and intends to contract with a developer to get needed community facilities and some housing. The City plans to have a maker space on the property, which will be close to the library. Members of the City Council went to Brooklyn, NY last year to visit and learn about maker spaces. A planning meeting re: the acreage is being held on evening of January 11th, and Jamar and I plan to attend.

Talent is obviously progressive, with more ideas than can be accomplished, per the Mayor. Jamar proposed an annual buffet and wine reception at the Medford Library for Mayors and other community supporters, to continue linking cities and libraries. Mayor Stricker, who had thought we were there to “ask for something,” expressed appreciation for our visit.

Thursday Afternoon January 5, 2017

Jamar and I met with Mayor Paul Becker at the new Jacksonville City Hall in the old county courthouse. The Mayor’s office is decorated with posters of films, and he and Jamar immediately hit it off discussing favorite actors and plays on Broadway. Becker is a native New Yorker, was a long-time friend of Ginger Rogers and Robertson Collins, the latter was a friend of mine. We discussed the importance of preserving Jacksonville’s history (I assured him we had reminded the county staff to meet with the City HARP Committee when the new roof was being planned.) Becker was pleased that we understood about the interaction required when major exterior improvements are made at the library. He feels there is pressure in the City from a small group to make extensive changes that are not wanted. (Maybe a key to outcome of the recent mayoral race. Becker’s opponent stated her opposition to having a library at a City Council meeting I attended in Summer of 2015.)

Becker holds a Friday film night once each month in the old city hall, and attendance is from 30 – 60 persons. He would like for the library to begin a regular event monthly in the Naverson Room. I suggested a small music ensemble as a possibility; Jamar suggested talks by local authors. Both ideas were well-received by the Mayor, who feels there aren’t enough events at the library for adults.

(Due to inclement weather, George Prokop was unable to join us for Talent and Jacksonville meetings, and Jim and Gayle Lewis were unable to join us in Jacksonville.)

Friday, January 6 2017

Maureen, Jamar and I met with Central Point Mayor Hank Williams and City Manager Chris Clayton. Discussion first was about the shared buildings and Clayton noted that the City is already making repairs to the roof, and has gotten bids to make further repairs. I encouraged him to contact Ryan DeSautel about the roof as required in the lease (segment attached). Maureen discussed safety issues. Jamar proposed a gathering for city and library officials for the coming summer (wine and cheese) and that was well-received. The Mayor was proud that he had proposed the library and city hall being located in one building, and both City Officials expressed thanks for the library, had nothing but good comments about the staff. I suggested the library is almost too small for the increased number of patrons.

Clayton and Williams updated us on activities being proposed by the school district and others.

They are concerned that too many educators are proposing maker spaces, and stated how pleased they were that we were updating ourselves on proposals underway, and how the library might collaborate with others. They want more meetings and the next meeting that I've already proposed to Chris Clayton would be for Leigh and Monica to meet and look at possible vacant areas on the second floor of the building.

From the County/Central Point land lease FYI:

4.1. A. JOINT RESPONSIBILITY

The parties shall pay one-half of the costs needed to operate and maintain the areas of joint responsibility in a good, safe and presentable condition. The Site Plan, designated Exhibit B, of the improvements is attached to depict the areas of joint responsibility. These areas, hereinafter referred to as the Library Building and surrounds, are:

- i. the exterior of both stories of the Library Building, and including structural support, roof, foundation, columns, girders, beams, bearing walls, ducts, mechanical shafts and standpipes, but excepting exterior windows;
- ii. the new parking lot containing 14 spaces,
- iii. the Entry Plaza
- iv. the curtilage surrounding the Library Building, including the landscaping.
- v. the Library Building's common doorfronts on Third Street and Oak Street.
- vi. the common walkways bordering the Council Building and the Library Building.
- vii. waste disposal and recycling areas.

Wednesday, January 11, 2017

(Amy Blossom was unable to join the visit w/Ashland Mayor John Stromberg, so Jamar, George Prokop and I made the visit.) It was the longest meeting we had (lasted 1 ½ hrs); John first focused on how important it is to him to build relationships with the Ashland Library staff, with Jamar and w/the Board. He wants future meetings.

The other issues John initiated were: 1) managing the homeless in a City that has no financial resources for a growing homeless population; he wants to talk more about this. 2) reviewing requirements of the lease, which took little time, 3) making sure we understood the changes going on within the City of Ashland, and 4) having us explain new directions proposed in the Strategic Plan.

For item 4, we described the need to build collections to meet changing demographics, businesses and industries; to provide greater opportunities and training in technology, and to give greater attention to workforce development. Workforce development is not critical in Ashland, but there was focus on how the District needs to give more attention to the differences between rural and city library needs, and to be equitable to all.

Carol Doty, Chair
Facilities Committee

December 8, 2016 --Report from Board Member Doty

Government Affairs Committee:

By end of January 2017, Committee members will meet with city personnel where libraries and land are owned by entities other than Jackson County. That includes Mayors of Ashland, Central Point, Jacksonville, Shady Cove and Talent in order to provide updates on work done by Library Board, and to learn of any concerns/issues from the cities. Also, I will send informational letter to Richard Braden, owner of Applegate Library property, cc to Ellis Family Trust before end of this month.

Meeting was held with Prospect School Superintendent, Katrina Brinkerhoff on November 7th. Attending were Ryan DeSautel and James Bryant from County Facilities Maintenance and Susan Kiefer, Lisa Marston and myself. Addressed were maintenance issues (clearing parking lot drain and trimming trees) and potential areas of future cooperation (PHS students to volunteer at library, MT-1 training for PHS students, etc.) (Reminder: Prospect School owns that library and land.)

Following George Prokop's presentation of draft Capital Improvement Plan Process today, Committee will act on Board's comments and direction, if/where needed. Many thanks to George for his work on this effort that was initiated at Board Retreat last July.

Strategic Plan Followup at District 9 (Eagle Point) Pilot Project:

I visited Eagle Point High School on 10/17 and observed MT-1 class, toured school, met with Asst. Principal Heather Marinucchi and Allen Barber, HR Director. Will visit again in January.

On 10/17/16, I filed with Oregon Department of Education requesting endorsement of the MT-1 credential in order for Perkins Funding to be available to Jackson County Schools that may choose to participate in the MT-1 program if Board decides to expand that portion of the Strategic Plan. Was notified by Tom Thompson (ORED) that we will hear in January '17 about endorsement; he indicated we can expect endorsement approval, just that the ORED is running behind on application reviews.

I plan to be out of state for 4-6 weeks beginning March 12, 2017, am asking Monica or Susan to cover RVCOG meeting for me on March 22, 2017. If there are other items, other than Budget Committee, needing my attention, please let me know.

Technology Committee Meeting January 26, 2017 1:30 – 3:00 p.m.

Attendees: Jill Turner, Monica Weyhe, George Prokop, Jamar Rahming, Ron Sharp and Lisa Marston

IT Manager, Ron Sharp, distributed spreadsheets to the committee to help guide the discussion. Board member, Jill Turner, chaired the meeting, while referencing the handouts provided. Included below is a summary of what was discussed during the meeting.

Technology purchases/projects budgeted for Fiscal Year 2016-2017:

Item	Pri	Project	QTY	Each	Total	Project Total	Start Date	Notes/Discuss
1	1	Public Scanning - Envisionware LDS	1	\$6,540	\$6,540		Aug-16	MED
		Set up Fee - 1 hour	1	\$150	\$150			
		Printer	1	\$624	\$624			
					\$7,314			
		Public Scanning - Envisionware LDS	4	\$4,090	\$16,360		Feb-17	ASH, CPT, RRV, TAL
		Set up fee - 1 hour ea.	4	\$150	\$600			New model
					\$16,960			
		Public Scanning - Scannx	10	\$995	\$9,950		Apr-17	
		Faxing - Monthly (50 pgs x .60 x 10)	500	0.60	\$300			Coin box 2600.00 x 10 = 26000.00
					\$10,250			7 years to recoup cost of coin box
		Project Total			\$34,524	\$40,000		
2	2	E rate Wireless				\$167,000	UNK	In Progress - Erate Approval
3	4	Patron Computer Replacement						
3a		Computers	205	\$1,000	\$205,000		Feb-17	getting 3 quotes
3b		Monitors	205	\$180	\$36,900		Feb-17	
3c		Privacy Screens	130	\$55	\$7,150			Researching
		Project Total				\$248,900		
4	5	Telephones				\$150,000	Feb-17	Getting local bids
5	6	Pilot Programs						
5a		ecommerce					None	
5b		Video					None	
5c		Mobile Devices					None	
5d		Security					None	
		Total				\$25,000		
6	7	Assistance Technology				\$15,000		As needed
7	3	Mobile Printing Service - Annual Fee	15	\$725	\$10,875		Feb-17	In Progress - working with vendor
		Estimated Set up Hours - One time Fee	20	\$150	\$3,000			
		Project Total				\$13,875		
		All Projects				\$645,900		
		Amount as capital				\$317,000		
		Amount as Materials and services				\$342,775		

- Public Scanning** – Scanner installed at Medford; scanners planned for Ashland, Central Point, Rogue River and Talent. Ron is getting information on a new Envisionware LDS model. He also recommended supplying Scannx machines at the smaller branches and absorbing the 60 cents per page fee for faxing, in lieu of buying coin boxes, which are very pricey. The group approved the approach with the understanding that JCLS will track fax usage and costs in the event that it becomes necessary to recoup those costs.
- Wireless Access Points** – Still waiting on E-rate funding determination from federal government. IT has placed newer wireless routers in those branches where patrons had complained about wireless speeds.
- Patron computer/monitor replacement and privacy screens** – Ron distributed a worksheet showing computer counts by branch, and suggested increasing the quantity from 170 to 205. After much discussion, the committee agreed that since the price of 35 more PC's was actually

less than the amount originally budgeted, Ron should move forward with the procurement. He is currently obtaining competitive quotes on computers and monitors from at least 3 vendors. Regarding the monitors, Ron recommends regular versus widescreen, which will save space and money, both in terms of monitor cost and security screen cost, i.e., smaller equals less money.

4. **VOIP telephones** – Ron is in the process of getting VOIP bids from three local vendors.
5. **Pilot programs** – No activity to report, although the District is looking to install security cameras. That said, the committee agreed that security cameras are more of a facilities matter than a technology matter, so it's being removed from the list. Jamar cautioned that policies regarding the use of security cameras, especially as they relate to human resources, will need to be drafted and implemented.
6. **Assistive technology** – No activity to report.
7. **Mobile printing** – The solution has been purchased and is currently being implemented at all of the branches. For future budgeting purposes, it should be noted that it will cost \$10,875 per year to continue offering mobile printing services to patrons.

George asked that "End Date" and "Status" columns be added to the spreadsheet. It was also mentioned during the meeting that LS&S might be looking to move technology assets that are currently managed locally into LS&S's cloud, which raised some concern among the group since the District has expressed its desire to maintain local control over the library's technology. Plus, the District is planning to assume responsibility for library operations at the end of its contract with LS&S, so it doesn't make sense to move technology assets into the cloud. It was also mentioned that the District has asked its technology consultant to develop a longer term technology strategy that also projects future costs. The District asked both Ron and Jamar to work cooperatively with the District's technology consultant, and Jamar was asked to raise the District's concerns with Dana Braccia.

Technology Maintenance Agreements:

ITEM	COMPANY	Responsibility	PRODUCT	TYPE	USE	QTY	EA.	TOTAL	Due
1	Faronics	LS & S	Deepfreeze	SW	Public Security	258	\$8.00	\$2,064.00	10/10/2017
2	Envisionware Gold	LS & S	LPT:One - 1 Building Bundle	SW	Public Printing	1	\$169.15	\$169.15	
			LPT:One - 15 Building Bundle	SW		15	\$17.00	\$255.00	
			LPT:One - Client	SW		180	\$5.20	\$936.00	
			PC Reservation - Building Bundle	SW	Public Computer time management	1	\$467.50	\$467.50	
			PC Reservation - Building Bundle	SW		14	\$148.75	\$2,082.50	
			PC Reservation - Clients	SW		175	\$5.20	\$910.00	
			Jamex 6557 Coin Box	HW	cash payment device for printing	1	\$311.40	\$311.40	
			Discounts			1	-\$68.76	-\$68.76	
TOTAL								\$5,062.79	9/30/2017
3	Envisionware	JCLD	LDS	HW/SV	Public Scanning	1	\$774.60	\$774.60	9/1/2017
4	SolarWinds	LS & S	Dameware	SW	Remote Desktop/Network tool	4	\$62.00	\$248.00	10/17/2017
5	Bardon	LS & S	Full Control	SW	Public Security	12	\$13.80	\$165.60	7/16/2017
6	Scannx	JCLD	Flexi Lite	SW	Public Scanning	1	\$300.00	\$300.00	5/18/2017
			Bookscanner	HW	Public Scanning				5/2/2017

Per a request made at the committee's last meeting, Ron provided a spreadsheet listing all of the Library's software/hardware maintenance agreements, along with the associated annual costs. Invoices for maintenance agreements on legacy equipment are currently mailed to LS&S for payment and this process is expected to continue. For new equipment purchases, such as the Envisionware LDS machine in Medford, the District should be invoiced directly for the annual maintenance. Jamar was asked to run this by Dana to make sure there aren't any issues.

The date and time of the next Technology Committee meeting is to be determined.



JACKSON COUNTY LIBRARY DISTRICT (JCLD)

REQUEST FOR QUOTE Library Technology Consultant Services 2020 Information Technology Budget

February 1, 2017

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Background and Purpose

Background

The Jackson County Library District (JCLD) is developing an action plan for the “long-term” to operate the library system without a third-party providing all services. Today, Library Systems & Services (LS&S) is contracted to provide the staffing and services for JCLD with the District having minimal visibility of line item costs.

Multiple teams have been formed to focus on individual areas of library operations and services, with the task of developing cost estimates required to independently operate the library system in the 2020 timeframe. This planning exercise is intended to provide visibility of the assumptions behind the organizational structure, staffing requirements, and service levels that drive our strategic plan forward and raise the library performance to meet and exceed OLA standards.

One area of focus for this exercise is Information Technology. A technology committee exists today and is comprised of two board members, a budget committee member, our executive administrator and LS&S (the district manager, one IT member of the onsite staff, and sometime participation from LS&S corporate staff). To date, the focus of the technology committee planning and budgeting has been very near-term in nature, primarily focused on the year ahead.

Because the focus of the committee has been on expenses in a 12-month window, there are likely to be areas of IT investment that have not yet been identified, but are needed to deliver on the strategic plan; meet or exceed OLA standards; and address deficiencies highlighted in the Edge Assessment. These potential IT investment areas may also have operating costs (licensing fees, support, maintenance) associated with them, which also need to be understood to facilitate planning.

Alignment between the JCLD technology committee members and LS&S on most short-term investment decisions has been achieved. One area of tension that does arise regularly is regarding who owns the final decision when there is disagreement. LS&S believes they own these decisions and acts accordingly. A strong concern from JCLD is that decisions driven by LS&S may not be in the best long-term interests of an independently operated library system, and could add additional costs or transition challenges for 2020.

Services Requested

The Information Technology team, working on behalf of the District, would like assistance from a professional Library Technology Consultant in creating an outline, with visibility of expense categories and cost estimates, of all anticipated technology-related operating expenses required to successfully operate the information technology systems for the 15 branches of the JCLD in 2020.

While the cost estimates for this planning exercise are to be focused on operating expenses, not capital investments, identification of any potential capital investment areas required to drive the strategic plan forward, and/or raise the District's performance standards to meet OLA standards, should be called out, so that the operating costs associated with these investments can be included.

For the purpose of this exercise, Information Technology includes the following: customer facing-related costs (e.g. printers, catalog searching license, PC SW, PC HW, web-based applications, mobile devices); staff specific tools (e.g. material handling systems, work flow management, security), and infrastructure related costs (e.g. Wi-Fi network, servers, hosting). The Deschutes Public Library's 2016-2017 Adopted Budget, which includes an itemized list of technology-related assets and associated operating and capital costs, is just one document that could be referenced as part of this exercise.

Specific Deliverables

- 1) Cost categories and appropriate line items with cost estimates for all IT related expenses in 2020, including projected staffing costs.
- 2) Visibility of: assumptions, key cost drivers, and any associated areas of risk to be considered.
- 3) Cost ranges where appropriate (e.g. if a level of service or timing of implementation is a variable where trade-offs can be considered)
- 4) Identification of areas of risks, in service issues or costs, specifically associated with the transition of operations from LS&S to JCLD. And suggestions on what can be done to mitigate those risks (e.g. data transfer from proprietary systems, equipment leases not being transferable, etc.)

Cost Estimate

- Please provide an hourly fee schedule for the consultant(s) assigned to the project, as well as a schedule of all costs and expenses the District would incur.
- To help the District determine a not-to-exceed amount for this project, please provide an estimate of the amount of time that would be required to complete the project.

Schedule

- The system-wide 2020 fiscal plan, including the information technology portion of the plan, is due to the Library Board by April 30, 2017. The Information Technology team would like a first pass of the report completed by March 15, 2017, and, upon review with the team, a final report completed by March 30, 2017.
- Please indicate your ability to complete the project within the requested timeframe and/or suggest an alternative schedule.



1526 NE Alberta St.
Portland, OR 97211
503-345-3343

February 2, 2017

Lisa Marston
Jackson County Library District
PO Box 3275
Central Point, OR 97502

Dear Ms. Marston,

In response to your RFQ entitled *Library Technology Consultant Services 2020 Information Technology Budget*, dated February 1, 2017, I offer the following quotation.

Proposal:

Task 1:

Provide a technology budget for 2020 and a supporting narrative, based on comparable library systems and best practices with the goal of meeting or exceeding OLA and Edge Initiative standards.

As specified in your RFQ, the budget and narrative will include:

1. Cost categories and appropriate line items with cost estimates for all IT related expenses in 2020, including projected staffing costs.
2. Visibility of: assumptions, key cost drivers, and any associated areas of risk to be considered.
3. Cost ranges where appropriate (e.g. if a level of service or timing of implementation is a variable where trade-offs can be considered).
4. Identification of areas of risks, in service issues or costs, specifically associated with the transition of operations from LS&S to JCLD, and suggestions on what can be done to mitigate those risks (e.g. data transfer from proprietary systems, equipment leases not being transferable, etc.).

Cost: 20 hours @ \$150 = \$3000

Task 2 (optional, requires Task 1):

Conduct an inventory of current technology assets, programs, and services. Conduct surveys and interviews with district administrators, board members, and other stakeholders. Identify areas of desirable innovation and improvement and provide a supplemental budget for 2020.

This task will allow greater specificity and alignment with the Library's strategic plan and vision. It also provides a deeper analysis of the opportunities, risks, and costs of transitioning from the Library's current technology infrastructure and services.

Cost: 20 hours @ \$150 = \$3000

Task 3 (optional, requires Tasks 1 and 2):

Conduct onsite focus groups for district administrators, board members, stakeholders, and patrons to inform and educate on technology trends and opportunities and to identify key technology goals and desired outcomes. Provide a supplemental budget and report.

This task provides an opportunity for closer involvement and engagement by district leadership, stakeholders, and patrons.

Cost: one day @ \$1200 plus \$400 travel expenses = \$1600

As Kress Consulting, I have provided technology assessment, planning, and procurement services since 2006. In all, I have worked in the field of library technology for nearly 20 years. References and project examples are available on request.

Please let me know if you have any questions. I look forward to working with you.

Sincerely,



Lucien Kress

Jackson County jobless numbers in December hit historic lows

Tuesday

Posted Jan 24, 2017 at 4:30 PM

Updated Jan 24, 2017 at 4:30 PM

By **Greg Stiles**
Mail Tribune

Jackson County's December jobless figure was one of the lowest on record.

The seasonally adjusted 5.3 percent unemployment rate compiled by the Bureau of Labor Statistics reached levels not seen since before the Great Recession.

"We've pretty much bottomed out," said Guy Tauer, a regional economist with the Oregon Employment Department. "We dipped down that low for a few months in 2007 and December 2000 before that. We're just really at historical lows."

The reverse effect of low unemployment is upward pressure on wages, Tauer said.

"With no adjustment for inflation, the average wage in Jackson County rose 4.7 percent through the third quarter."

He said the minimum-wage hike was a marginal contributor to that increase, because such jobs account for only 6 to 7 percent of total employment.

"Employers are just having to raise wages to attract and retain workforce," he said.

The civilian labor force was up more than 2,900 jobs from the end of 2015 and more than 4,100 more people were employed than a year earlier. Private sector hiring was up in most areas, with the retail industry up 530 positions and health care up 520 jobs. Professional and business services, along with mining and logging, were off marginally.

"We looked around at other rural counties, and they didn't see as much of seasonal bump in holiday hiring as they might have had 15 or 20 years ago," Tauer said. "Jackson County is a little different, because we're a regional shopping hub. We still have that concentration of retail trade employment with the mail-order houses and big boxes, so we still see the typical run-up before the holidays. But some of the smaller rural counties just aren't seeing that. Between October and December they were just not adding staff for the holiday season. I guess it's the Amazon and eBay effect.

Construction was up, with permits issued for single-family houses expected to be just shy of 900 for 2016. As a result, there were 240 more construction jobs at the end of the year - still off the peak.

"Even though we've had an upturn in building," Tauer said, "we're still below our 20- to 25-year average. We're well down from the boom years and lower than our long-term average."

- Reach reporter Greg Stiles at 541-776-4463 or business@mailtribune.com. Follow him on Twitter at www.twitter.com/GregMTBusiness, on Facebook at www.facebook.com/greg.stiles.31



OLA Hotline

The official newsletter of the Oregon Library Association

About the OLA Hotline



February 1st, 2017 (Vol.24 No.2) LIBRARY NEWS

Former OLA President Passing

We are saddened at the passing of Ed Budge on Sunday, January 22nd at his home in Medford. After earning his MLS from UC Berkeley in 1965, Ed served at the Library of Congress from 1965-67, married Ronnie Budge (20 year Library Director of Jackson County), and served as the Director of Josephine County Library from 1974-79 and as President of OLA in 1978-79.

Ed has been a tireless supporter and advocate for the Jackson County Library system and district, involved in our long range strategic planning and serving on the district's budget committee at the time of his death. We will miss him, his unique voice, and his dedication to serving our residents.

Monica Weyhe, on behalf of the Board of Directors

Jackson County Library District

Edwin S. Budge

Sunday

Posted at 2:00 AM

August 25, 1937 - January 22, 2017

Edwin "Ed" Stratford Budge III, 79, passed away peacefully in his sleep January 22, 2017 at his home near Jacksonville, Oregon. He recently put his life story in his own words to share with friends:

Born in Los Angeles, California, 1937 and grew up in Los Angeles - where I mowed Lon "the Wolfman" Chaney Jr's lawn and spent lots of time at the beach - and Salt Lake City (Mormon background). I graduated Van Nuys High School, 1956 and was something of a juvenile delinquent. I enlisted in the U.S. Marine Corps, served from 1956 - '59 and was stationed in Hawaii for one-and-a-half years where I learned how to kill people. I enjoyed the life of a ski bum in the Rocky Mountains for two years in the early '60s, skied all day, partied at night.

I graduated Magna Cum Laude from the University of Utah, 1964 with a BA in history and philosophy, then earned a Master of Library Science degree from the University of California, Berkeley in 1965 during the Free Speech Movement. I was hired into the Recruit program then became an administrative officer at the Library of Congress from 1965 - '67.

I met and married Ronnie Lee Braunstein, another Recruit at the Library of Congress, (I remember WW2, Ronnie does not) in 1966. In 1968 I graduated with an MA in history from the University of Maryland and completed postgraduate studies - during the People's Park riots - in library science and philosophy at the University of California, Berkeley, 1968 - '70.

My son Edwin was born in 1970. The family moved to southern Oregon in 1971 where we owned a bookstore in Ashland, Ore. from 1972 - '74. I became director of the Josephine County Library from 1974 - '79; president of The Oregon Library Association, 1978- '79; and then became a real estate investor, 1973 - present after a mid-life career change. I taught college-level real estate courses at Southern Oregon University for five years in the 1990s.

As of mid-year 2015, I have been married to Ronnie 49 years. Our son, Edwin, 45, lives in Seattle and is an attorney-at-law at his firm, Budge and Heipt. He is married to Averil (I remember Jack Benny, Averil does not), also an attorney-at-law. They have two children, Ford, 14 and Asha, 12. Edwin and his family spend much of their free time in Provence, France. My grandchildren are fluent in French, I'm not. Ronnie retired after 20 years as Director of the Jackson County Library. I spend a lot of time at the gym (have been a "gym rat" for 30 years.) Ronnie is active in the local Master Gardener program and volunteer work. I am on the local public library district budget committee. We live (since 1979) on 37 wooded acres near Jacksonville, Ore. Ronnie gardens, I read philosophy books and take care of the chickens. We eat organic and watch public television. I'm a geezer and a curmudgeon, Ronnie is not. We and our cat are in good health from the neck down.

Ed is survived by his wife of 50 years, Ronnie; his son, Edwin and his family; his sister, Barbara Bertagnole; and his brother, Stuart Hills. His sister, Judy Shaffner preceded him in death in 2013. Ed and Ronnie celebrated their golden wedding anniversary last summer with family in Gold Beach. Ed enjoyed watching the deer, wild turkeys, birds, and other critters on his property. He read widely, and was particularly interested in science and philosophy. He celebrated the thinking mind and valued study and reflection. While his passing was sudden, we are comforted that he suffered not and lived actively as he wished until the end.

Memorial contributions may be made to the Jackson County Library for book purchases.