



CALL TO ORDER/ROLL CALL

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“Wanted: Factory Workers, Degree Required,” The New York Times, by Jeffrey J. Selingo, January 30, 2017
“Twin Cities libraries hesitate to lend internet hot spots,” by David Peterson, Star Tribune, February 19, 2017

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

FUTURE MEETINGS/EVENTS: April 13, 2017 – Board Regular Meeting April 29, 2017 – Medford Comic Con

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 lmarston@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.



BEFORE THE JACKSON COUNTY LIBRARY DISTRICT BOARD

IN THE MATTER OF PROCLAIMING APRIL 9-15, 2017 AS NATIONAL LIBRARY WEEK

WHEREAS, National Library Week, first sponsored in 1958, is a national observance by the American Library Association (ALA) and libraries across the country each April. It is a time to celebrate the contributions of our nation's libraries and librarians and to promote library use and support;

WHEREAS, libraries create potential and possibilities within their communities; and

WHEREAS, libraries level the playing field for all who seek information and access to technologies, through training and access to downloadable content like e-books;

WHEREAS, libraries continuously grow and evolve in how they provide for the needs of every member of their communities;

WHEREAS, libraries and librarians open up a world of possibilities through programming, job-seeking resources and the power of reading;

WHEREAS, libraries, librarians, library workers, and supporters across America are celebrating National Library Week.

NOW, THEREFORE, be it resolved that the Jackson County Library District Board proclaims April 9-15, 2017 as National Library Week and encourages all residents to visit the library this week to take advantage of the wonderful resources available at your libraries.

DATED this 9th day of March 2017.

JACKSON COUNTY LIBRARY DISTRICT BOARD

Maureen Swift, President

Jill Turner, Director

Susan Kiefer, Vice President

Carol Doty, Director

Monica Weyhe, Director



Amy Drake
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FOR IMMEDIATE RELEASE
February 23, 2017

Jackson County Library Foundation Hires Amy Drake as New Executive Director

Medford, Oregon – The Jackson County Library Foundation is pleased to announce that it has hired Amy Drake as the new Executive Director.

Amy Drake has nearly nine years of experience in supporting cultural institutions, including grant writing, developing collaborative relationships, expanding audience reach, and executing public events. Drake believes, “Libraries are vital to creating healthy and vibrant communities of all sizes - from the knowledge and materials they steward to the experiences they create.”

Previously, Drake worked as the Director of Exhibitions and Community Engagement for the Southern Oregon Historical Society in Medford. While there, she curated exhibitions that highlighted an underrepresented aspect of local history, including 2016's *Courage in the Golden Valley: Southern Oregon Chinese History*. Through Drake's leadership of the *History: Made by You* program, SOHS received the Oregon Heritage Excellence Award in 2013. Drake also provided outreach to volunteer-run historical societies, including teaching classes, running workshops, and awarding scholarships.

Drake serves on the boards of the Oregon Museums Association and the Jackson County Cultural Coalition. She holds her MA in Museum Studies from the Cooperstown Graduate Program and her BA in History from Grinnell College. She has lived in Ashland since 2011.

The JCLF Board is looking forward to working with Drake, stating that they are “pleased to have Amy on board and leading us in support of all our libraries in Jackson County.”

The Jackson County Library Foundation is committed to building a vibrant library system that is recognized for the excellence of its services, facilities, and staff. Formed in 1982, the Foundation helps secure funds for the libraries in Jackson County in a variety of ways, such as writing grants for programs and library events, accepting donations and bequests to the libraries, and managing annual funds.

Donations to the Foundation support the mission of achieving excellence in Jackson County libraries, programs, services, and facilities. For more information, visit the Foundation website at www.jclf.org.

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MINUTES

ATTENDEES

Present at the meeting were Board Members Maureen Swift (Board President), 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

President Maureen Swift called the meeting to order at 9:30 a.m.

INTRODUCTIONS AND PROCLAMATIONS

Swift introduced Adrian Snyder with US Bank and welcomed George Prokop, JCLD Budget Committee Member; Brenda Rosch, a member of the public; and several JCLS Staff members.

Swift directed the Board's attention to the back of the packet, referring to both the Oregon Library Association's message about Ed Budge, as well as his obituary in the *Mail Tribune*. Swift stated that one of the many blessings received by the District was Mr. Budge's willingness to volunteer to be on the JCLD Budget Committee. To have someone with his experience willing to volunteer his time was utterly amazing, she said. Even in his late 70's, Mr. Budge was still actively involved and remained that active learner that JCLD wants to help continue to develop in Jackson County. The District will continue to be blessed with Ronnie Budge, Ed's wife. Swift encouraged everyone to do what they felt best to honor Mr. Budge.

CONSENT AGENDA

The minutes from the January 12, 2017, regular meeting were removed from the consent agenda and placed under new business to allow revisions and discussion. **MOTION:** Doty moved to approve the Study Session minutes from November 9, 2016; December 8, 2016; and January 20, 2017; and the Special Meeting/Executive Session minutes from February 6, 2017. Weyhe seconded the motion. The motion was passed unanimously.

ORAL REQUESTS AND COMMUNICATIONS FROM THE AUDIENCE

There were no comments from the public.

PRESENTATIONS AND REPORTS

Hulburt Bequest Presentation

Swift asked Adrian Snyder with US Bank to speak about this year's Hulburt Bequest. Mr. Snyder thanked the Board and provided a brief history of the bequest from Ken and Lucille Hulburt, who he described as lifelong educators, lovers of the arts and great volunteers. Mr. Snyder was pleased to present a check this year for just under \$126,000.00.

Library Director's Report

Library Director Jamar Rahming invited any questions about his report. Swift asked about the Pherrell Cunningham donation of a Persian piece of art. Amy Blossom, Ashland Branch Librarian, shared that Rahming's interaction with Ms. Cunningham was fantastic. Ms. Cunningham had been very concerned about the piece as she had to move from the home quickly and wasn't sure how to protect it. She was

extremely pleased when Rahming offered to have the piece displayed within the Jackson County libraries. Rahming added that the known history and type of care required for the piece has been recorded to better preserve the piece and its history. Swift also commented on the implementation of a Spanish version of the Library Catalogue, which was also mentioned in Rahming's report.

Turner asked about position vacancies and referred to a recent hiring to which Rahming responded that a new Marketing Coordinator had been hired. Her name is Kyna Moser and her first day will be February 16th. She will be joining him and other staff at Legislative Day this month and will be involved in helping to promote Medford Comic Con and the Summer Reading Program. Turner asked if there were any current positions available. Rahming reported that a few on-call positions are being worked on and that a former library employee has expressed interest in assisting the Prospect Branch Library as a substitute.

Quarterly Statistical Report

Susan Bloom, JCLS Access Services Coordinator, referred to page 20 of the Board packet, which now reflects three years' worth of data. Referencing page 22, Turner expressed an interest in seeing more detail within the total numbers as well as Districtwide data. Swift noted that the self-checkout usage appeared to be down. Kiefer observed that overall circulation was down last year apart from the auto renewal program. Bloom offered to come up with some District numbers that should provide some explanation for the circulation and self-checkout numbers. Amy Blossom chimed in, clarifying that while the auto-renewal numbers are large, the auto renewals were already happening; they are just being tracked differently now. She also suggested that perhaps great customer service might explain why the self-checkout numbers are down.

Bloom asked Rahming to speak to the circulation numbers. Rahming spoke about plateaus in circulation and a paradigm shift at public libraries where digital services like Hoopla can lead to lower circulation. Weyhe pointed out that circulation is not the only measuring stick for a library district. Doty requested that the Medford Branch Library consider relocating the reserved book section to an area that allows patrons to pick their books up.

Bloom apologized for her New Card/Patron Registrations report missing three additional months of data, saying she would send out a corrected copy. Turner observed that Bloom's reports used both a calendar year and a fiscal year. Bloom explained that the one report measures how the implementation of new hours impacted registrations and the shift in hours occurred at the start of a calendar year; however, she could certainly use a fiscal year instead.

Turner brought up the high number of current card holders and suggested that, if there are difficulties preventing a purge, such as fines, then those should be brought to the Board's attention. Bloom replied that the last system update was done in 2014 and she has documentation of that. She also explained that the purge is set on a three-year cycle so a system update would be due again this year. Rahming confirmed this, and said May 2017 is when the next update would occur. Turner continued to express concern about the statistics, citing a high percentage of JCLS card holders compared to other libraries and asking, "What is JCLD doing differently that makes that percentage so much higher?" She observed, too, that if the current data is wrong, but is added into the Gale Cengage database, it could produce false reports on marketing segmentation. Turner suggested that the policies regarding the JCLS card holder need to be discussed since data accuracy is critical when it comes to performing data analysis,

Financial Report

Referencing the financial report in the packet, Turner described the District as being in good shape and within budget.

NEW BUSINESS

Security Cameras

As Laura Kimberly, Medford Branch Manager, explained it, she, Rahming, Marston, and Johnny Spalliero from Jackson County Facility Maintenance met with Sergeant Lane from the Medford Police, another Community Service Officer, and Jason McCauley, a security consultant with Ironclad Security. They began the meeting in the business office and then toured the facility. During the tour, McCauley pointed out problem areas, commenting on issues such as the importance of camera placement. Marston pointed out that the camera feeds will not be monitored, but will be used only if something happens and law enforcement needs pictures to determine who was responsible. Weyhe remarked on the number of cameras. Marston replied that Ironclad's cost estimate includes everything suggested by McCauley. This way, if the Board wants to install a full system, the maximum cost is known. She noted, too, that the exact specifications won't be known until the system is designed and there are costs associated with designing the system. At this point, staff is looking for a commitment from the Board, either to install a full system, a scaled-back version or no system at all.

Doty added that it was her understanding that regardless of the number of cameras JCLD decides to purchase now, the wiring will need to be able to handle future expansion. She also stated that the reason for the urgency was to get cameras up prior to Medford Comic Con taking place. Turner cautioned that, considering the time it takes for the bidding process, it might be unrealistic to have them installed prior to the event. **MOTION:** Turner moved to approve the District moving forward with the security camera project as proposed by Ironclad, with a not-to-exceed amount of \$82,500.00. Kiefer seconded the motion.

Before calling for a vote, Swift invited discussion. Weyhe pointed out that the Ashland Public Library will need cameras next. Swift stated that with budget and time constraints Ashland would likely be taken care of in the next budget cycle. Doty stated that after both Medford and Ashland libraries have their cameras, the Facilities Committee would gather data from JCLS incident reports to determine what would be needed at the other 13 libraries. Weyhe remarked that cameras can sometimes have a negative effect on patrons who are concerned about confidentiality. Kimberly agreed, but added that safety is another key concern for patrons. Marston advised taking steps to educate patrons about the purposes of the cameras so they understand that the cameras are not there to monitor patron activities, but rather to provide law enforcement with the necessary information to assist library staff in keeping the library safe. She also explained that policies will be updated so it is clearly understood that cameras are not to be used to spy on employees or to determine what a patron is reading.

On a related topic, Weyhe asked if Marston could foresee changes with the current security guards, in terms of the hours or the amount of guards required. Marston replied that Sergeant Lane did mention that a building the size of the Medford Branch Library might be understaffed, at times, with just one security guard on duty. It was also emphasized that the guard not only keeps people out when the library is closed and RCC is open, but also fills an important role in enforcing the patron rules of conduct. Turner said that while she wants a safe library and a safe workplace, she also wants a better technical library and she would prefer to spend less on buildings and security and more on library services. She suggested, too, that there are other ways to address security issues, including training for the Medford staff. Marston agreed, adding that the current plan is to stick with one security guard. At the end of the discussion, Swift called for a vote on the earlier motion and the motion was passed unanimously.

Approve Budget Calendar

MOTION: Doty moved to approve the Budget Calendar. Weyhe seconded the motion. Swift asked if the Budget Officer had been appointed and the Board responded that Marston had been appointed at the previous Board meeting, when Swift was absent. The motion passed unanimously.

OLD BUSINESS

2017 – 2018 JCLD Budget Committee

As Swift reported it, the Nomination Committee (Swift and Doty) had received two applications for the two positions available on the Budget Committee. Swift briefly went over Kevin Keating's and Cathy DeWolfe's submissions and then stated that she and Doty recommended these two candidates for the Budget Committee. Turner proposed postponing this item for one more Board meeting. It was her understanding that there were questions about whether others would be applying for the committee and she was not sure other potential candidates had been given ample opportunity to submit their applications. A brief discussion ensued, at the end of which Turner concluded that, in her view, the Budget Committee process should be more open, comparing this year's approach to JCLD's initial experience with the process.

MOTION: Weyhe moved to accept the recommendation of the Nomination Committee that both Kevin Keating and Cathy DeWolfe be appointed to the 2017–2018 JCLD Budget Committee. Doty seconded the motion. Swift called for a vote. The motion passed with 4 ayes, 1 nay (Turner).

Comic Con Update

Kimberly announced that *Camino*s, a Hispanic magazine published in Talent, Oregon, would be donating \$4,000.00 for photographs, filming and marketing assistance. In addition, Ravenswood Leather is making a banner that will stretch across Central Avenue on April 10th and April 24th, advertising Comic Con and announcing the street closure. Kimberly shared, too, that after hearing about Comic Con at a recent RVCOG Board meeting, ODOT offered to assist with traffic control, cones and other supplies. Doty, who represents JCLD on RVCOG's Board, reported that Kimberly and her colleagues made an incredible appearance; a number of RVCOG Board members even expressed an interest in attending the event.

Swift advised the Board that, per legal counsel, any Board member wishing to volunteer for Medford Comic Con will need to apply through Jessica Arenas, JCLS Volunteer Services Coordinator, who uses a service called Verified Volunteers. Kimberly added that they will hold a Volunteer Orientation and Information Session on April 3rd, 2017.

JCLS Hours Assessment

After referring to the assessment summary in the Board packet, Rahming reported that he and Bloom had taken the Board's advice and went through the Strategic Plan correspondence and surveys, considering every comment regarding hours of operations. He said he was concerned that the communities were oversaturated with surveys and was confident that there was enough quantitative data to offer the suggested hours. Turner confirmed that this would be a shift of hours based on the information gathered through the Strategic Planning process. Doty mentioned public school schedules as another source of information. As Bloom put it, the question posed was whether the libraries are providing a balanced service to their communities. To answer this question, they developed a five-question spreadsheet and populated it with answers gathered from available information. Rahming said they also applied good common sense, such as moving the Phoenix Branch's Monday hours to Friday since most holidays are observed on Monday. Doty noted that the Butte Falls Branch Library's hours were not meeting the expectations of Mayor Linda Spencer. Due to their remote location, many residents commute away from town for work and are not in town to utilize the library when it is open. Doty shared that the Mayor is considering asking the council to supplement the cost of adding hours.

MOTION: Turner moved to approve the proposal to shift library hours, with the shift occurring May 1, 2017. Kiefer seconded the motion. Weyhe asked if there had been resistance from staff to changing hours.

Blossom shared that Central Point Branch Library believed their patrons were happy with the current hours. In Blossom's view, however, after going through the Strategic Plan correspondence, it was easy to see that Saturdays were also wanted by the community; and, with a community the size of Central Point, it is warranted. At the end of the discussion, Swift asked for a voice vote. The motion passed unanimously.

Doty questioned whether it was necessary for the Board to vote on items like this. Turner said that the first time the District shifted hours the Board had approved it. Weyhe added that, while she was not sure it is covered by statute, it is traditional for Library Boards to vote on hours of operations for their libraries.

CONSENT AGENDA REVISITED

Weyhe suggested corrections to the minutes of the Board's regular meeting in January. **MOTION:** Weyhe moved to approve the minutes of January 12, 2017, as amended. Kiefer seconded the motion. The motion was passed unanimously.

Doty took this opportunity to mention Johnny Spalliero, who handles facility maintenance for the library buildings. She suggested that something nice be done for him and volunteered to purchase a minor gift to show the Board's appreciation for his efforts, especially during the recent snow storms. The Board members agreed and gave Doty authorization to act on the sentiment.

COMMITTEE AND BOARD MEMBER REPORTS

Correspondence Committee

Nothing to report.

Facilities Committee

Doty explained that she had cleaned up some of the information within the report in regards to their meeting with Mayor Stromberg. The Facilities Committee will meet a couple times in February and has accomplished quite a bit.

Policy Committee

Kiefer did not have anything to report. Swift advised that the District was coming up on the three-year mark to refresh already established policies. The collection policy and a security camera policy were mentioned, with Swift suggesting a chart be created that details the policies and when they are due for review. Turner added that there was a change in legislation recently that would impact the investment policy. She said that she and Vicki Robinson would be considering this and asked that the investment policy be included in the policy review list.

Technology Committee

Weyhe and Turner referred the Board to the committee's report in the packet, along with the committee's RFQ seeking a technology consultant to lead the development of the District's 2020 information technology budget/plan. Also in the packet was a proposal from Kress Consulting. Kress had parsed the project into three phases of discrete work tasks, with a cost estimate for each phase.

MOTION: Kiefer moved to accept all three phases in the Kress Consulting proposal for a not-to-exceed amount of \$7,600 and authorized staff to move forward with a consulting services agreement. Doty seconded the motion. The motion was passed unanimously.

Individual Reports

Doty suggested the Board meet with the Eagle Point School District to discuss the MT-1 credential. At Turner's suggestion, it was agreed that all school districts with high school credentials be invited to the meeting, the date of which will be May 4, 2017, from 9:30-11:30am.

Weyhe shared that she, Rahming and the Central Point Branch Librarian recently had a productive meeting. They also met with Chris Clayton, Central Point City Manager, and toured the non-library spaces within the building that the library shares with the City.

Referring to a photo included in the Library Director's report, Swift reported that she and Laura Kimberly, Medford Branch Librarian, recently attended a Medford Natural Hazard Mitigation Plan Steering Committee meeting. This is a FEMA directed event that takes place every five years, with Jackson County serving as the overarching organization. This year, Swift explained, they are including special districts in the planning process; however, the County will take care of the reporting since it owns the buildings. JCLD may be asked to assist with public awareness campaigns related to hazards and safety. Swift said her involvement in these hazard mitigation meetings had prompted her to ask legal counsel about JCLD's property insurance coverage. As Bartholomew stated, the District reimburses the County for coverage under their property insurance policy, but said he would verify coverage for items purchased after the IGA with the County was signed.

Adjourn

Swift adjourned the meeting at 11:04 am.

/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; 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 member, and Brenda Rosch, a member of the public, were also present.

CALL TO ORDER

President Maureen Swift called the meeting to order at 9:08 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:

The purpose of today's meeting is to focus on the near term work to close the Oregon Library Association (OLA) standards gaps and do a check-in regarding the long-term work plan set in place at the January 20, 2017 study session.

IDENTIFY GUIDING DOCUMENTS

- Metz Report
- OLA Standards
- Strategic Plan

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

Sheet 1:

With respect to the OLA Standard's 8 major headings, who should be responsible for what?

<u>District/Board</u>	<u>LS&S/Director</u>
Governance	Staff
Ethics	Collections (Materials)
Facilities	Services & Programs
Technology	
Advocacy	

Sheet 2:

OLA Compliance

Board Processing Model

1. Present issues – from committees to Board
2. Board ideas, perspectives – work sessions
3. Committee process – makes recommendations to Board
4. Board decides

Sheet 3:

LONG-TERM: How much can we afford?

Now ----- April 2017 ----->

OLA-Board-GEFTA ---- | ---- | ---- | ---- | ---- |

OLA-LS&S-SCS&P -----|-----|-----|

Sheet 4:

OLA COMPLIANCE ACTION PLAN		
Governance Ethics	Susan, Monica	Jamar
Facilities	Carol, Lisa, George Pat	
Technology	Monica, Jill, George, Lisa, Jamar, Ron	+ Edge Initiative
Advocacy - Legislative - Partners - Collaborations - Friends/Foundation	Susan, Jamar, Kyna, Maureen	

Sheet 5:

Staff – OLA Standards

Median salary and benefits

Consider salary bands – “norms”

FTE per capita

Positions that add value in the right areas

Professional personnel? Collections, Outreach, Digital/Virtual Services

Administrative – are we appropriately staffed?

Edge Initiative – technology competencies appropriate at all levels

Conversations with Charlton, June 10 letter re: base staffing; fair allocation of funds?

- A) Bilingual Early Education Associate, BS/MLS desired; two Digital Literacy Associates
- B) Base – Collections, absorb minimum wage increases?

Sheet 6:

Proposal: Susan to meet with Dana and Jamar – can we come to an agreement amongst those three to put forward a proposal to Charlton? (Note: Later in the meeting, Mo, Ruth and Lisa were asked to assist Susan.)

Sheet 7a:

Collections – OLA Standards

Cost per physical items

- Look at collection data
- Jamar and Dana come back to the Board
- Ruth – show Jamar/Dana report data
- Look at the whole picture on collections
- Amount being expended; total collections expenditures – super low

Board is worried about lack of Collections Development Policy/Plan and Collections Funding Plan

Jamar to follow up on policy/plan

Sheet 7b:

Services & Programs – OLA Standards

What drives programming? Who drives programming?

- Medford – Staff (Laura)
- Central Point – Other
- Early Literacy (Ready to Read Grant)
- Responding to community needs/impressions
- Funding
- Staff responding to perceived or assumed need
- Friends

Sheet 9:

#’s adjust to local needs, circumstances

Small rural libraries need to get some of the goodies even though their Friends can’t raise as much as other locations

Look at program system wide:

- Grant funds
- System funds
- Both?

Demographics for each area

Keep in mind the distance

Inventory of programs/assessment of demographics

Do we have the right schema?

Balance the investment

Sheet 10:

Strategic Plan objectives and \$ drive program decisions

Upsetting a large number of people may not be a good idea

What do we want to accomplish with our programming?

Diverse needs, Hispanic children

Spanish Storytime in the works

Recommendations from Jamar to have a current database of cardholders

Sheet 11:

Technology

- Technology plan
- Staff readiness
- Internet bandwidth/routers
- Digital literacy support & staff expertise
- Inventory of technology (hardware and software)

Sheet 12:

Positions with no markup

1 Digital/Virtual Services Manager

2 Digital Literacy Associates

1 Bilingual Early Education Associate

Positions to shore up the base, without cost to District
 1 Collections Manager
 Fund compression/salary increases

Sheet 12a:

Status Reports from Long-Term Budget Project Teams

Technology

- Have a scope of work
- Have a response to it

Facilities

- Meetings scheduled for Feb 7 and Feb 16
- Divide work
- Draft within a short time

Administrative/Finance

- Nothing yet
- End of month, beginning of March

Admin/Operations

- Met with Todd D. from DPL
- Discussed payroll, HR, etc.
- What they do, law library
- Distributed handout to group
- Contact Buzzy Nielson

Sheet 13:

Mo and Susan’s committee – Personnel proposal for Charlton
 Susan, Mo, Lisa, Dana, Jamar, Ruth

NEXT STEPS

Sheet 14:

Next Steps
1. Next Board Meeting – check in on long-term tasks
2. March 9 Board meeting – check in on long-term and short-term tasks
3. Pull it all together by April 15
4. May 4 – Study session ➤ Jill – spreadsheet – what we can afford
5. May 11, 18 budget committee meeting(s) – identify opportunities

ADJOURN

Swift adjourned the JCLD Board Retreat/Study Session at 3:11 p.m.

/s/ Lisa Marston
 Recording Secretary

Director's Report February 2017

Community Engagement

- Carol Doty, George Prokop, and I met with several Applegate community members. They inquired about the status of the Priscilla Bixler funds. They wanted assurance that the funds be applied to Applegate exclusively per the donor's wishes. They expressed concern of the limited number of hours at Applegate and the number of hours Lisa Martin works. We addressed their concerns.
- I was a guest of Pat Ashley's at the annual Living Opportunities Breakfast. Living Opportunities, Inc. supports individuals with physical and intellectual disabilities, helping them secure employment and independent residency. This is a viable community resource; the event allowed for me to connect with local businesses and community leaders.
- Carol Doty and I met with County Administrator, Danny Jordan. He and Doty discussed the handover of the buildings in 2020. He recapitulated the property tax structure and financial forecast of Jackson County. He extended a warm welcome to me to the valley and seemed amenable to strengthening the library's relationship with the county.
- Oregon Shakespeare Festival opened their 2017 season this month. They hosted a mixer for community leaders, which I attended, to discuss issues of diversity and inclusion in Jackson County.
- I met the members of the Storytelling Guild.
- I delivered a presentation on Gospel-Blues music at the Ashland Friend's Annual Meeting.

Legislative Day

Librarians Eleanor Hilton and Erica Knotts accompanied me to Library Legislative Day at the State Capitol in Salem, OR. We meet with several Senators and Legislators to discuss **HB 5018**, the state library's funding for our Ready to Ready Grant Program. The current level of funding is \$1,465,695 (94 cents per child). The proposed Governor's budget cuts the funding level to \$978,540 (67 cents per child). We lobbied to sustain our current level of funding. We affirmed our good stewardship of the present grant funding and the impact that our early literacy initiatives have on the communities we serve. Two of our local officials Alan Deboer and Pam Marsh serve on the committee that votes on the future of our grant. We met with both of them and they expressed their ardent support of our libraries.

Library Directors' Meeting

The Oregon State Library hosted its bi-annual Library Directors' Meeting in Salem the day after Legislative Day. I met all of the Library Directors in the state. We discussed paradigm shifts and trends in the industry, also issues indigenous to libraries in the state of Oregon. Facing the challenges of serving the homeless community seemed to be the hot topic. On a sad note, the Director of Douglass County provided an update on their closing status. They are slated to close in April. There does not appear to be community outcry or grassroots effort to re-open these facilities. The city/county is already in negotiations to sell the Roseburg facility. Moreover, voters will decide on May 16th if Josephine County will become a special library district. Let's keep our fingers crossed!

Hours

We are working arduously to ensure that the hours roll-out is seamless. We are striving to give our customers the very best. The roll-out is scheduled to take effect May 1, 2017. We are announcing the new schedule to our customers beginning on April 1, 2017 via small flyers, social media, our website, and word of mouth. Since the last board meeting, I have come across additional information that requires me to make a couple of minor adjustments to the original proposal that the Board ratified at the February Board Meeting. Consequently, I am sharing a separate document with the Board that outlines those minor adjustments. Furthermore, our Marketing and Web team have a plan in place to ensure that all print and virtual publicity areas reflect these changes. Facilities Maintenance is scheduled to change the decals on the door entrances of the few locations with changing hours.

Winter Reads

The Adult Winter Reading program was a great success: 295 adults participated and turned in 555 entry forms, representing 2,220 books read.

Farewell to Ms. Amy Blossom

It is with joy and sadness that I announce the retirement of Ms. Amy Blossom effective April 3, 2017. Ms. Blossom is a delightful and intelligent fixture in the Jackson County community. She began her career at the Medford Library in 1985 as reference sub. In 1992, she transitioned to regular employment status as a part-time Reference Librarian in Medford and then Ashland (her heart). She was later promoted to Branch Manager of Ashland, and recently assumed the role of Zone Manager for the system. Her career to JCLS is tantamount to a marriage, she experienced the good times and weathered the many storms such as crammed buildings, serial levies, bond measures, and construction zones. Though it all, she remains kind, loyal, and hardworking. We will miss her greatly, but wish her the very best in this next chapter of her life.

Staff Professional Development

In addition to two of our staff attending Legislative Day, Laura Kimberly delivered a workshop at the Nevada Reading Week Conference sponsored by the Nevada Department of Education to provide teachers and librarians with tools to encourage students to read for both pleasure and information. Kimberly gave a presentation titled, “Jump In: From STEM to STREAM: Striving to Educate the Whole Student.” The presentation explored ways in which STREAM teaching and education can create a meaningful learning environment for students. Topics included:

- How to provide all students will opportunities to discover unique ways of making learning connections, despite individual economic backgrounds, with science, technology, reading, engineering, arts, and mathematics.
- How to include STREAM thinking activities into the classroom or in the library.
- How to create unique learning adventures by using apps, YouTube, and other forms of social media.

Branch Narratives

Ashland- The Friends of the Ashland Public Library hosted a great annual meeting featuring Scholar and JCLS Library Director, Jamar Rahming as the guest speaker. Jamar spoke on the history of gospel music, and gave a great presentation, despite technical issues (not his fault) and having a bad cold, which he covered up well. Around 50 people enjoyed the talk and the delicious spread.

Eagle Point hosted five Sixth Grade visits from the Eagle Point Middle School this month. The students came with their iPads and were instructed by Eric Molinsky on Library2Go and Hoopla. Several students got new library cards and refreshments were provided and served by the EP FOL.

Medford- Bob Haworth presented, “Tales and Tunes from the Folk Music Era,” on Wednesday, February 15. The live, music program traced the rise in popularity of the genre from Woody Guthrie and The Weavers in the 1940’s and ‘50’s to the many artists that caught the ear of music lovers throughout the 1960’s. The program also included songs from *The Brothers Four* and *The Kingston Trio*. Bob toured the world and recorded several albums with *The Brothers Four* and *The Kingston Trio*. The program had over 80 attendees.

The Medford Children’s Department was the *Pirates and Princesses* ball on February 18. Over 100 children and their families came to the library for an afternoon of dancing, crafts, face painting and an interactive shipwreck corner, complete with people dressed up as pirates who interacted with the kids and described the different kinds of treasures that could be found on a pirate ship. It was an extremely successful event, and we look forward to planning another variation of it for next year.

Phoenix (From Jody)—“A new knitting group will be meeting here twice a month. The woman who asked said we “made her day” when we told her that yes, her group could meet here. I think sometimes we forget how hard it can be to not only go to a new library, but also ask the employees there about using the space. BTW, a knitting group was something that another patron had asked for here--so we were able to provide that.

I’ve also been able to help a regular patron whose eyesight (and perhaps capabilities) are failing with finding audio books. She has emailed me several times and it’s been very rewarding. Today we talked about when we read *Gone with the Wind* for the first time! (She was 7, I was 16.) I always say, let me know how I can help. I always offer to do it all for her.”

Shady Cove has been very busy with class visits from Shady Cove Elementary School, comprised of K- Second Grade classes. These tours include a free book for each student, donated by the Shady cove FOL.

Talent (From Patrick)– “Our February Movie Program, Bogie & Bacall, drew the best attendance since our September program of Ginger Roger’s movies. We had a total of 99 adults attend four screenings. Attendance was also very strong this month for our other weekly adult programs: Scrabble Club, Spanish/English Conversation Group and Recorder Jam Session.

Although it's not an official library event, the AARP Tax Help Program started the first Thursday in February and has been helping 30-40 patrons each week. Dispersal of federal tax forms and online assistance by staff helping patrons print their needed tax forms has also been very brisk.”

White City has a program called Teen Monday-Build. Terra McLeod and the teens starting creating a life-size Jenga game out of discarded cardboard boxes. She is hoping to find some more, same-size boxes for the future. Good for Games Day, don't you think?

Terra also applied for 200 Solar Viewing Goggles, an *Eclipse Guide* and other educational materials from the Moore Foundation.



Eleanor Hilton and Erica Knotts with Rep. Mike McLane, a children’s author as well as politician.



Eric Molinsky providing iPad instruction to sixth graders at the Eagle Point Library.



Laura Kimberly with acclaimed teen author, Ellen Hopkins, at the Nevada Reading Week Conference.

Jackson County Library District
Statement of Revenues and Expenditures
From July 1, 2016 to February 28, 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	69,018.55	8,656,033.88	(478,966.12)	94.75%
Prior Year Property Tax Collections	306,000.00	9,080.77	106,824.47	(199,175.53)	34.90%
Interest Income	50,000.00	8,469.11	45,582.73	(4,417.27)	91.16%
Other Income	0.00	0.00	8.67	8.67	0.00%
E Rate	215,000.00	29,897.04	89,957.04	(125,042.96)	41.84%
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	13,017.10	(16,982.90)	43.39%
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	585.00	(615.00)	48.75%
Library Card Replacement Fees	5,000.00	0.00	884.20	(4,115.80)	17.68%
Late Fee Charges	105,000.00	9,170.97	50,394.50	(54,605.50)	47.99%
Lost/Damaged Materials	10,000.00	0.00	4,830.64	(5,169.36)	48.30%
Photocopy/Fax Sales	15,000.00	0.00	7,794.47	(7,205.53)	51.96%
Patron Refunds	(3,000.00)	0.00	(1,489.35)	1,510.65	49.64%
Printer Sales	16,000.00	0.00	6,395.12	(9,604.88)	39.96%
On Line Fee Collections	16,800.00	653.87	5,710.51	(11,089.49)	33.99%
Hulburt Donation	135,000.00	125,821.00	125,821.00	(9,179.00)	93.20%
Library Friends Donations	65,000.00	6,310.85	41,304.49	(23,695.51)	63.54%
Library Foundation Donations	5,900.00	1,060.37	8,035.14	2,135.14	136.18%
General Public Donations	5,000.00	0.00	1,527.89	(3,472.11)	30.55%
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>259,482.53</u>	<u>14,651,500.57</u>	<u>(909,499.43)</u>	<u>94.16%</u>
Total Operating Revenue	<u>15,561,000.00</u>	<u>259,482.53</u>	<u>14,651,500.57</u>	<u>(909,499.43)</u>	<u>94.16%</u>
 Total Revenue	 <u>15,561,000.00</u>	 <u>259,482.53</u>	 <u>14,651,500.57</u>	 <u>(909,499.43)</u>	 <u>94.15%</u>

Jackson County Library District
Statement of Revenues and Expenditures
From July 1, 2016 to February 28, 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	24.95	20,744.48	20,255.52	50.59%
Auditing Services	10,000.00	0.00	10,300.00	(300.00)	103.00%
Administrative Services	100,000.00	0.00	54,346.81	45,653.19	54.34%
Bank Fees/Interest Expense	2,000.00	77.61	643.29	1,356.71	32.16%
Community Promo/Strategic Plan	50,000.00	4,832.30	43,875.08	6,124.92	87.75%
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	0.00	15,770.78	8,229.22	65.71%
Memberships and Dues	2,000.00	0.00	1,838.59	161.41	91.92%
Office Supplies	2,000.00	0.00	621.99	1,378.01	31.09%
Postage	1,000.00	0.00	182.97	817.03	18.29%
Registration/Tuition/Travel	11,000.00	712.10	4,912.35	6,087.65	44.65%
Special fees and Expenses	0.00	0.00	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	0.00	2,351.40	(351.40)	117.57%
Building Repair/Maintenance	419,000.00	34,918.08	279,829.64	139,170.36	66.78%
Custodial Services	315,000.00	25,527.38	199,049.08	115,950.92	63.19%
Custodial Supplies	0.00	652.99	7,565.59	(7,565.59)	0.00%
Landscape Services	5,000.00	516.00	3,440.00	1,560.00	68.80%
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	0.00	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- B-7	310,000.00	944.70	9,351.70	300,648.30	3.01%
Equipment Repair/Maintenance	15,000.00	616.54	7,137.18	7,862.82	47.58%
Facility Furnishing Expense	25,000.00	0.00	19,750.64	5,249.36	79.00%
Minor Equipment	50,000.00	754.34	10,169.16	39,830.84	20.33%
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	3,278,670.64	1,685,685.36	66.04%
Library Materials	824,000.00	47,029.22	373,217.81	450,782.19	45.29%
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	0.00	15,450.00	(15,450.00)	0.00%
Unique Management Services	0.00	0.00	7,725.00	(7,725.00)	0.00%

Jackson County Library District
Statement of Revenues and Expenditures
From July 1, 2016 to February 28, 2017

	Current Month			YTD Budget Percentage received	
	YTD Budget	Actual	YTD Actual	Remaining	or spent to date
Electricity	227,000.00	20,426.87	123,896.74	103,103.26	54.58%
Natural Gas	55,000.00	10,134.67	23,956.05	31,043.95	43.55%
Garbage Service	10,000.00	1,143.45	6,351.99	3,648.01	63.51%
Water and Sewer Service	33,000.00	1,176.89	19,415.23	13,584.77	58.83%
Street and Storm Drain Fees	20,000.00	1,516.40	11,848.74	8,151.26	59.24%
Telecom-Voice and LD	65,000.00	4,412.46	35,544.01	29,455.99	54.68%
Telecom-Wide Area Network	133,000.00	9,378.95	69,991.60	63,008.40	52.62%
Telecom-Internet Services	36,000.00	2,079.96	17,895.71	18,104.29	49.71%
Municipal Assessments	1,000.00	138.82	1,008.28	(8.28)	100.82%
Maintenance & Fuel for Vehicles	15,000.00	114.63	4,345.65	10,654.35	28.97%
Hulburt Donation	150,000.00	11,915.90	63,308.84	86,691.16	42.20%
Library Friends Donations	65,000.00	2,331.20	26,461.02	38,538.98	40.70%
Library Foundation Donations	5,900.00	760.85	3,074.67	2,825.33	52.11%
General Public Donations	5,000.00	298.08	802.77	4,197.23	16.05%
OR Community Foundation-restricted	34,000.00	126.01	126.01	33,873.99	0.37%
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	55.12	74.72	(74.72)	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	3,233.48	16,293.20	(16,293.20)	0.00%
Library Foundation Donations- CP	50,000.00	0.00	1,448.11	48,551.89	2.89%
Subtotal Materials and Supplies	9,537,856.00	595,683.78	4,839,290.24	4,698,565.76	50.74%
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>	<u>0.00%</u>
Total Program Expenses	<u>15,561,000.00</u>	<u>595,683.78</u>	<u>4,839,290.24</u>	<u>10,721,709.76</u>	<u>31.10%</u>
Total Expenditures	<u>15,561,000.00</u>	<u>595,683.78</u>	<u>4,839,290.24</u>	<u>10,721,709.76</u>	<u>31.10%</u>
Net Revenue Over Expenditures	<u>0.00</u>	<u>(336,201.25)</u>	<u>9,812,210.33</u>	<u>9,812,210.33</u>	<u>0.00%</u>

Re: Submission of 3/1/2017 draft Collection Development Policy

Jackson County Library Services collection of books, magazines, audio, visual and electronic formats is fundamental to the Library's service. The Library develops and manages the collection to support the direction, goals and objectives of the Library as a whole.

The Library Collection Development Policy was reviewed and approved in December 2005. The Library promised the community to evaluate its approach to collection development and management in the Jackson County Library Services Strategic Plan 2016-2021.

Staff used the Strategic Plan, the Oregon Library Association Standards (2013), and the Jackson County Library Services Performance Review and Quality Assessment to inform its evaluation of the new Collection Development Policy. Staff also considered collection development policies from the following Oregon public libraries during the review:

- Salem Public Library
- Beaverton City Library
- Eugene Public Library
- Deschutes Public Library
- Multnomah Public Library

Staff found many relevant policy topics in each of these policies and have incorporated them in the draft document attached to this memorandum. Once this Policy is approved, Staff will develop a Collection Management Manual which will include written descriptions of designated areas of the collection, including World Languages as well as updated procedures addressing the following:

- Keeping the collection current and relevant through weeding and replacement;
- Acceptance of gift materials;
- Reconsideration of Library materials; and
- Patron Suggested Purchases

Staff requests the District Board review and provide comment on the draft Collection Development policy in anticipation of adoption at the April 14, 2017 board meeting.
2/28/2017

March 3, 2017

DRAFT COLLECTION DEVELOPMENT POLICY

GENERAL STATEMENT

The mission of the Jackson County Library District is to connect everyone to information, ideas and each other. The mission is supported by the [Goals and Objectives of Jackson County Library Services Strategic Plan 2016 -2021](#). The Jackson County Library Services Collection Development Policy supports the strategic direction, goals and objectives of the Library District.

Jackson County Library Services is the third largest public library jurisdiction by population in Oregon. Jackson County Library Services operates 15 branches and serves an estimated population of 208,545. The collection consists of printed materials, audiobooks, magazines, newspapers, DVDs, databases, and digital materials.

SCOPE

The library selects materials in a variety of formats and languages that best serve the needs of the community. Selections are made by library staff to provide a broad and relevant collection, while being good stewards of the community's tax dollars. The greatest value is received by focusing on the most popular and wide-spread formats and by not duplicating the comprehensive collection efforts of college and research institutions. Material selection is based on awareness of community interests and concerns, national and international issues and events, publishing trends, new insights, societal trends, and the professional judgment of selectors regarding the material's value to the Library's collection. It is the Library's intention that the collection addresses the needs and interests of its communities and, as much as possible, reflects the diversity of the entire Jackson Library service area.

INTELLECTUAL FREEDOM

The Library will uphold the freedom to read as expressed in the Library Bill of Rights, the Freedom to Read Statement and the Freedom to View Statement adopted by the American Library Association

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

OBJECTIVES OF THE COLLECTION

Responsibility for Selection

The responsibility for the selection of library materials rests ultimately with the Library Director. Under the Director's guidance, the professional staff has responsibility for the selection of materials. All staff members and the general public are encouraged to recommend materials for consideration. The library collection shall be an unbiased and diverse source of information, representing as many viewpoints as possible.

Selection Criteria

Jackson County Library Services selects materials for all ages and relies extensively on professional review sources. Material is not excluded because of the race, nationality, religion, gender, sexual orientation, or political and social views of the author. Inclusion of materials does not imply agreement with or endorsement of content.

A. General criteria for selecting print material include, but are not limited to:

- Patron interest and demand
- Historical significance of author or subject
- Timeliness of material
- Local emphasis
- Diversity of viewpoint
- Budgetary considerations
- Authority and accuracy
- Literary merit
- Cultural influence
- Format suitable for a library collection

B. World Languages

The Library collects recreational and informational material in languages other than English for adults and juveniles to meet the needs of a diverse population, focusing on languages that are actively used and can be purchased, cataloged and accessed accordingly.

C. Patron Driven Acquisitions

Jackson County Library Services welcomes suggestions from the community for possible purchases of materials. All suggestions are given serious consideration. Titles are considered by the same criteria as all other materials purchased for the Library. Highly specialized materials of limited community interest will not ordinarily be purchased. Referral to other library collections and Interlibrary Loan will be used to provide patrons with these materials.

F. DVD Collection Guidelines

The Jackson County Library Services maintains a broad selection of entertainment, informational and instructional DVDs. The emphasis is on popular materials and is balanced with classic films, independent films, foreign films and documentaries.

Selection Criteria

The following selection criteria are considered when evaluating DVDs for purchase.

- Budgetary constraints
- Age of production and timeliness
- Awards and critical acclaim
- Broad community appeal and popularity
- Cultural influence

Film and television series are collected based on feasibility of the cost of the entire series, broad community appeal and currency. Due to budgetary constraints, it is not feasible to replace individual seasons of titles. Titles suggested by patrons are evaluated based on the above selection criteria.

G. Criteria for the Selection of Digital Resources

Digital resources, including eBooks, eAudiobooks, streaming video, government documents and databases are subject to the same general selection criteria as other materials.

H. Gifts - Donation of Books Policy

Jackson County Library Services accepts donations of books and other material in good condition. Some items may be added to our collection or passed along to the Friends of the Library and sold in used book sales to generate funds for the library. Donations are accepted at all locations and an acknowledgement form is provided upon request.

Because of limitations of space, money and staff, the library does reserve the right to accept or discard, at its discretion, any donated materials.

DESELECTION AND COLLECTION MAINTENANCE

Deselection of material from the circulating collections is a vital part of successful collection maintenance. Continuous evaluation is necessary and materials are regularly removed to maintain a current, accurate and appealing collection and to facilitate its ease of use.

An item may be deselected for several reasons, including:

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

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

CONTROVERSIAL MATERIALS

Individual items, which in and of themselves may be controversial or offensive to some patrons or staff, may be selected if their inclusion will contribute to the range of viewpoints in the collection as a whole and the effectiveness of the Library's ability to serve its community.

REQUEST FOR RECONSIDERATION OF MATERIALS

The Library recognizes the right of individuals to question materials in the library collection and has developed a process to address concerns. The process includes the opportunity for an individual to discuss his or her opinion with a librarian, to complete a written Request for Reconsideration of Library Materials, and to request a review of the material by librarians responsible for materials selection and the Library Director. The Library Director will reply in writing to the individual. The Request for Reconsideration of Library Materials is attached to the policy (Attachment A).

The material in question, except for a copy the staff uses for the review process, will remain in the collection pending the Library Director's written decision.

Attachment A

Request of Reconsideration of Library Materials

To be provided

DRAFT



Request for Reconsideration of Library Materials

Date: _____

If you have concerns about library materials or resources, please complete all sections of this form to ensure prompt consideration by library staff.

MATERIAL FOR CONSIDERATION

Author/Producer: _____ Publisher: _____

Title: _____

Date/Edition: _____

Type of Material:

_____ Book _____ Magazine/Newspaper _____ Video/DVD/CD

_____ Electronic Database _____ Audio/CD Other _____

Did you read, review or listen to the entire work or a portion of the work? _____ All _____ Part

Please describe your concerns regarding this material:

What specific pages/sections illustrate your concerns?

What action would you like the Library to take?

CONTACT INFORMATION

Name: _____ Telephone: _____

Address: _____ Email: _____

Please send completed form to: Library Director, Jackson County Library Services 205 S. Central Ave, Medford, OR 97504

Medford Comic Con organizers expect crowd of 10,000

Local Top Stories March 2, 2017  Natalie Weber  Comic Con, Jackson County Library District, Maureen Swift



Medford, Ore. — Organizers of Medford’s Comic Con are gearing up for this year’s event; they’re expecting around 10,000 people.

Fifty vendors have already applied, and organizers say the event is still growing. On Thursday, they went before the Medford City Council, to notify them of the magnitude.

“Just based on the growth last year, some of the chatter we’re hearing within the various communities that are part of Comic Con, we’re expecting that we could easily double this year,” Maureen Swift said.

Swift is the President of the Jackson County Library District, which is co-sponsoring the event with Rogue Community College.

Medford’s Comic Con is the only free event of it’s kind on the West Coast. It’s taking place on April 29th. For more information, [click here](#).

A Letter From Library Director, Jane Eastwood

February 28, 2017 by khorton

This letter was originally sent to staff members of the Saint Paul Public Library on February 17, as a response to questions around the library's role in facilitating discussions in the current political climate.



Dear colleagues and friends,

The current political atmosphere has given rise to uncertainty and concern for our democracy and for the welfare of all who call America home. Many of you have asked in meetings and in casual conversations: “How can we help the public understand these issues?” “What can we do now?” “Do we have permission?” The answer to the latter is emphatically: Yes.

The Saint Paul Public Library administration fully supports all staff members in their efforts to promote democracy.

Consider the actions of our colleagues at libraries throughout the country who have [displayed welcoming messages](#), created topical displays, and [held civic events](#) and talks on immigrant rights, [fake news](#), and the [principles of democracy](#). The Urban Libraries Council has compiled a [comprehensive list](#) of these endeavors, which I encourage you to review.

Such actions are fundamental to the work of libraries, as outlined in the [American Library Association's \(ALA\) Bill of Rights*](#). That document states that it is absolutely the library's duty to uphold the values of freedom, equality, safety, and access to information. This applies to all people, regardless of age, origin, economics, background, citizenship, or views.

Our communities need SPPL now more than ever. We are purveyors of truth in an era of “fake news.” We are a safe space for dialogue related to current events. We inform patrons of basic civics and human rights. We promote literacy, digital inclusion, and access to information.

I applaud those of you who have already launched new programs or engagement activities around these topics and encourage all staff members to feel empowered by their work. With this message, I ask every library to take action and do one thing next week:

- Create a display that showcases immigrant authors.
- Talk to your patrons and neighborhood organizations ¾ offer our resources and ask them how SPPL can be of service.
- Make sure everyone who comes through the door is greeted with a smile.

Then, start laying the groundwork for what your library or team can do in the coming weeks and months. This is not a short-term call to action, but a long-term one as well.

We are making reasonable amounts of funding available for food, translation services, or other expenses through Perrie Jones or our community engagement grant. Contact Tony with your funding needs.

Share your stories: Email Phoebe with photos and anecdotes. We want to document displays, signs, and programs and hear how you help patrons with essential services such as finding and copying passports, citizenship papers, and other documents and obtaining legal, housing, and other support services.

Keep up the dialogue with your colleagues, partners, patrons, and community residents. This work will be ongoing; it is part of your community engagement work. Program committees and the racial equity change team will also take up this charge.

I will keep you apprised of system-wide initiatives, but it starts with you $\frac{3}{4}$ today. Lean on the ALA Bill of Rights, and look to SPPL's vision:

“We are a cornerstone of a thriving city: welcoming people of all ages and cultures; strengthening neighborhoods and learning networks; and inspiring all with the world of ideas.”

*- Jane Eastwood, Library Director
Saint Paul Public Library*

The ALA's Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

Link to this letter:

<https://thefriends.org/blog/2017/02/28/a-letter-from-library-director-jane-eastwood/>

EDUCATION LIFE

Wanted: Factory Workers, Degree Required

By JEFFREY J. SELINGO JAN. 30, 2017

When the German engineering company Siemens Energy opened a gas turbine production plant in Charlotte, N.C., some 10,000 people showed up at a job fair for 800 positions. But fewer than 15 percent of the applicants were able to pass a reading, writing and math screening test geared toward a ninth-grade education.

“In our factories, there’s a computer about every 20 or 30 feet,” said Eric Spiegel, who recently retired as president and chief executive of Siemens U.S.A. “People on the plant floor need to be much more skilled than they were in the past. There are no jobs for high school graduates at Siemens today.”

Ditto at John Deere dealerships, which repair million-dollar farming machinery filled with several dozen computers. Fixing tractors and grain harvesters now

requires advanced math and comprehension skills and the ability to solve problems on the fly. “The toolbox is now a computer,” said Andy Winnett, who directs the company’s agricultural program at Walla Walla Community College in Washington.

These are the types of good-paying jobs that President Trump, blaming trade deals for the decline in manufacturing, has promised to bring back to working-class communities. But according to a study by Ball State University, nearly nine in 10 jobs that disappeared since 2000 were lost to automation in the decades-long march to an information-driven economy, not to workers in other countries.

Even if those jobs returned, a high school diploma is simply no longer good enough to fill them. Yet rarely discussed in the political debate over lost jobs are the academic skills needed for today’s factory-floor positions, and the pathways through education that lead to them.

Many believe that the solution is for more Americans to go to college. But the college-for-all movement, which got its start in the 1970s as American manufacturing began its decline, is often conflated with earning a bachelor’s degree.

Many high school students rush off to four-year campuses not ready for the academic work or not sure why they are there. Government data show that 44 percent of new graduates enroll directly in a four-year college, but based on recent trends, less than half of them will earn a degree within four years. And though two-year colleges have long been identified as the institutions that fill the job-training role, some 80 percent of community college students say they intend to go on for a bachelor’s degree, or they leave with generic associate degrees that are of little value in the job market.

Students in the United States are offered few feasible routes to middle-skill careers — jobs that require more education than a high school diploma but typically not a bachelor’s degree. The National Skills Coalition, a nonprofit organization, calculates that middle-skill jobs — in computer technology, health care, construction, high-skill manufacturing and other fields — account for 54 percent of the labor market, but only 44 percent of workers are sufficiently trained.

“The bachelor’s degree is the gold standard, but the higher education system has to create ways for students to choose training and education in their own time and sequence,” said Anthony P. Carnevale, the director of the Center on Education and the Workforce at Georgetown University. “Higher ed,” he said, “needs to respect the dignity of labor.”

Faced with a skills gap, employers are increasingly working with community colleges to provide students with both the academic education needed to succeed in today’s work force and the specific hands-on skills to get a job in their companies. John Deere, for example, has designed a curriculum and donated farm equipment to several community colleges to train technicians for its dealer network. About 15 to 20 students come through the program at Walla Walla each semester. Because they are sponsored by a John Deere dealership, where the students work for half the program, most graduate in two years with a job in hand. Technicians start at salaries just shy of \$40,000, on average.

Dr. Carnevale’s research has found that 40 percent of middle-skills jobs pay more than \$55,000 a year; some 14 percent pay more than \$80,000 (by comparison, the median salary for young adults with a bachelor’s degree is \$50,000).

Jobs like the ones John Deere offers are still associated in people’s minds with students who performed poorly in high school, those considered “not college material.” But to succeed in programs like those at Walla Walla, students need to take advanced math and writing in high school, academics typically encouraged only for those going on to four-year colleges.

Persuading students and their parents to consider the apprenticeship track is a tough sell, especially because companies want students who have a strong academic background.

Struggling to fill jobs in the Charlotte plant, Siemens in 2011 created an apprenticeship program for seniors at local high schools that combines four years of on-the-job training with an associate degree in mechatronics from nearby Central Piedmont Community College. When they finish, graduates have no student loans and earn more than \$50,000 a year.

“These are not positions for underachievers,” said Roger Collins, who recruits apprentices for Siemens at 15 Charlotte-area high schools.

Chad Robinson was one of those students. Ranked in the top 10 of his high school’s senior class, with a 3.75 grade-point average, he had already been accepted to the engineering school at the University of North Carolina at Charlotte when he told his parents he wanted to shift course and apply for the Siemens apprenticeship.

“They were very against it,” he said, until they went to the open house. “A lot of my friends who majored in engineering in college told me they wish they had done the apprenticeship because my work experience will put me ahead of everyone else.”

IT is not uncommon to find executives in Europe who got their start in apprenticeships, which are seen as a respected path to a profession in a variety of fields, from hospitality to health care, retail to banking.

In the United States, on the other hand, apprenticeships have long been associated with the construction trades and labor unions. That can be traced to a Depression-era labor shortage that led Congress to pass the National Apprenticeship Act. The act formalized standards and empowered the Labor Department to certify training, which was mostly in manual labor occupations. Unions took on the task, tightly controlling apprenticeship opportunities and passing them down through the generations.

In the decades after World War II, registered programs expanded in number and type, with the addition of fields like firefighting and medical technician. But apprenticeships never caught on, relegated to a second-class career track as college enrollment ballooned in the 1960s and ’70s, and more recently mirroring the falloff in the influence and membership of labor unions.

The Department of Labor’s registry now lists 21,000 programs with about 500,000 apprentices, which sounds impressive but represents only 1.5 percent of 18- to 24-year-olds in this country and is far short of demand. Still, participation is up 35 percent and the number of programs by 11 percent since 2013.

Apprenticeships are making a comeback thanks in part to bipartisan support among lawmakers. In the last two years, Washington has allocated \$265 million to spur programs. President Obama’s secretary of labor, Thomas E. Perez, a strong proponent, attempted to rebrand apprenticeships to appeal to educators and parents. During his tenure, the department established a partnership between registered community colleges and sponsors that allowed on-the-job-training to count as academic credit toward a degree.

“Apprenticeship is the other college, except without the debt,” said Mr. Perez, who had a goal of doubling the number by 2018. Advocates are hopeful that the trend will continue with new leadership in Washington, given President Trump’s familiarity with construction.

While the building trades still dominate, the types of occupations offering internships have expanded to include jobs like pharmacy technician, I.T. project manager and insurance adjuster. Aon, the insurance and financial services company, last month announced a program in Chicago in which high school graduates get training in account management, human resources, financial analysis and information technology while earning an associate degree from Harold Washington College or Harper College.

Gov. John Hickenlooper of Colorado wants to make apprenticeships ubiquitous in high schools around his state. Later this year, backed by \$9.5 million from Bloomberg Philanthropies and JPMorgan Chase, Colorado will begin offering hands-on training, starting in high school, in financial services, information technology and health care as well as manufacturing. The goal is to make the program available to some 20,000 students at all academic and income levels within the next decade.

“Apprenticeships can start with a job and end with a Ph.D.,” said Noel Ginsburg, who heads up the program and is president and founder of Intertech Plastics in Denver. The initiative was inspired by a visit that Mr. Ginsburg and dozens of politicians and business and education leaders made to Switzerland in 2015. Although German apprenticeships are often held up as the model, Mr. Ginsburg preferred the Swiss approach, which involves a wider range of fields.

In Switzerland, compulsory education ends after ninth grade, when students can choose either an academic or a vocational path. Between 20 percent and 30 percent of students choose the academic track, which focuses on the few professions, such as medicine and law, that require a university education; nearly 70 percent choose the vocational track, with programs for about 230 occupations.

Beginning in 10th grade, students rotate among employers, industry organizations and school for three to four years of training and mentoring. Learning is hands-on, and they are paid. Switzerland’s unemployment rate for the young is the lowest in Europe and about a quarter that of the United States’.

Here in the United States, most students are offered a choice between college or a dead end. The college-for-all movement, it seems, has closed off rather than opened up career options. For working-class voters who feel left out in this economy to be able to secure meaningful jobs, educational pathways must be expanded and legitimized — in the process redefining and broadening what is meant by higher education.

“The silver bullet comes by adding more training opportunities during and after high school,” said Dr. Carnevale. “And whatever you do with training, you need to call it college. You want to make people feel good about the path they choose.”

Jeffrey J. Selingo is author of “There Is Life After College: What Parents and Students Should Know About Navigating School to Prepare for the Jobs of Tomorrow.”

A version of this article appears in print on February 5, 2017, on Page ED10 of Education Life with the headline: Blue Collar Redefined.

Twin Cities libraries hesitate to lend internet hot spots

Take-home internet has extra costs, wait times.

By **David Peterson** Star Tribune
FEBRUARY 19, 2017 — 1:38PM

Tanisha Santiago says the injury to her writing arm in a car accident on Christmas Day threatened to cause her to “fail all my classes.”

What saved the Gordon Parks High School senior was a small device she didn’t even know existed. Thanks to the St. Paul libraries, she took home for free a powerful little gadget that let her do schoolwork online, even though her family lacks Wi-Fi.

Santiago benefited from a leap that is being made by libraries across the country: lending portable hot spots to library patrons so those without Wi-Fi can go online from home for weeks or months at a time.



The metro area so far appears slow to embrace a trend described as “huge” by the president of the American Library Association (ALA). The firm recommended by the ALA as a source of steeply discounted portable hot spots to libraries reports that about 360 systems across the country have taken up its offer, but only one in Minnesota.

And that one, the St. Paul Public Library, is warning it may have to withdraw its units unless it can find a sustainable funding source.

Debate over whether to offer hot spots is part of the larger challenge faced by libraries to keep up with a changing digital landscape. Minnesota libraries in the past decade have roughly doubled their number of in-house computers, adding thousands. But as more and more patrons bring their own tablets and laptops to the library for in-house Wi-Fi, use of desktop computers has dropped by millions of sessions a year.

A mobile hot spot is a gadget about the size of human hand that can connect 15 nearby devices to the internet, pulling signals from cell towers to avoid the need for wiring.

At a time when some library systems are seeing a decline in conventional services, libraries that do offer hot spots say they are the hottest item they lend. Those libraries still on the sidelines, however, say they are leery for a number of reasons.

First, library patrons commonly endure long waits for the units. With 130 units available through the St. Paul libraries, holds can last months even though most units can be retained for only a week.

And then there's the issue of finding a reliable funding source to buy them. Many systems offering hot spots get grants to do so, but librarians worry about being forced to yank the popular option for lack of funding after users get accustomed to it.

The need is undeniable: Librarians can see it as they open for the day and lock up at night.

"Before our branches open, in warm weather you see people leaning up against the building with their device, logging in," said Dakota County's chief librarian, Margaret Stone. In St. Paul, librarian Rebecca Ryan has seen people sitting on steps outside a library with a laptop.

Across the nation, ALA President Julie Todaro said, programs to lend portable hot spots to bring the internet to low-income households are becoming hugely popular. "In Brooklyn, in Atlanta, in Kansas City, libraries are stepping in — many, many are going in that direction," she said.

Portable — but pricey

Librarians stress that the whole world of information and connection is switching online. Sixty percent of the reference books you used to see in libraries are gone, Todara said; they are available online only. The paper tax forms that libraries used to dispense are gone too, said Phoebe Larson of the St. Paul system. People now file mostly online.

"We'll send you to the IRS for them if you want paper these days," she said.

Seattle Public Library officials weren't sure there would be much demand when they began lending hot spots, but within hours "there were hundreds and hundreds of holds on them," said spokeswoman Andra Addison. The system now offers 825 units, and still the waits can last weeks, she said.

A Twin Cities librarian gasped when told that, based on the online catalog for the Denver Public Library, it looked like 634 patrons were waiting recently for 36 units.

Long waits were the main reason mentioned by Johannah Genett, a division manager for the Hennepin County Library, to explain why the Hennepin system is hesitant about hot spot lending. Hennepin, while upgrading broadband speeds in library buildings, is more inclined to work with partners such as school districts furnishing hot spots to low-income students.

Library systems such as St. Paul's often get outside grants for special services but run into trouble when the grants vaporize. "It's very difficult to take away a library service" once patrons have grown accustomed to it, Stone said.

Conversely, the ALA notes that libraries can find much cheaper hot spot alternatives than the average person would get on the open market. The association points its members to a firm called Mobile Beacon, which provides nonprofits with \$10 a month unlimited data plans; commercial providers charge \$50 or more a month.

The units themselves can cost libraries as little as \$18 upfront, said Mobile Beacon spokeswoman Lauren Yergeau.

Minnesota has been willing to subsidize the digital divide in the state's rural areas. The Legislature last year set aside \$35 million for grants to bring digital service to unserved or underserved areas of the

state. A sliver of that, about \$171,000, landed in the upscale Hennepin County suburb of Medina, where incomes tower over those of Edina but large estates can make connectivity pricey.

For libraries, targeting hot spots to disadvantaged patrons vs. general library patrons is another issue. St. Paul performs the delicate dance by offering hot spots only at inner-city branches, but then not denying them to anyone.

The prospect of St. Paul residents continuing to borrow hot spots has improved just in the past few weeks. Funds have been found to allow the library to offer hot spots for the rest of the school year for sure, and perhaps through the end of 2017.

“We realize it’s such a popular program. Patrons love it. ... We’ll work on more sustainable funding,” Larson said.

And to people who take Wi-Fi for granted, said Santiago, just try living without easy access.

“A lot of jobs these days don’t even have paper applications,” she said. “They tell you to apply online.”