



**CALL TO ORDER/ROLL CALL**

**INTRODUCTIONS & PROCLAMATIONS**

**CONSENT AGENDA**

Minutes from April 28, 2017 Board Retreat/Study Session ..... 1  
JCLD Financial Report ..... 4

**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**

Library Director Report ..... 7  
Quarterly Statistical Report..... 12

**NEW BUSINESS**

RFP Evaluation Committee Recommendation for Contracted Security Services at Medford Library ..... 18  
Cost-Sharing Request from Ruch Friends for new roof on A-frame building ..... 20

**OLD BUSINESS AND UPDATES**

Fines Amnesty Program ..... 24  
Bixler OCF Donation for Applegate Library

**COMMITTEE AND BOARD MEMBER REPORTS**

- Correspondence Committee
- Facilities Committee
- Policy Committee
- Technology Committee
- Individual Board Member Reports

**BOARD TRAINING / RESOURCES / NEWS & MEDIA**

**EXECUTIVE SESSION** – Pursuant to ORS 192.660(2)(e), ORS 192.660(2)(f), and ORS 192.660(h).

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**FUTURE MEETINGS/EVENTS:**

- May 18, 2017 – Budget Committee Meeting, if needed
- June 8, 2017 – Board Regular Meeting/Budget Hearing
- June 22-27, 2017 – ALA Annual Conference, Chicago

*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](http://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](mailto: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; as well as Dana Braccia, LS&S Vice President; Jamar Rahming, JCLS Library Director; Ruth Metz, Library Consultant and Facilitator; Lisa Marston, JCLD Executive Administrator; and George Prokop, JCLD Budget Committee member. Board Member Monica Weyhe was unable to attend.

### CALL TO ORDER

President Maureen Swift called the study session to order at 10:17 a.m.

### WELCOME AND CHAIR'S REMARKS

Swift welcomed attendees. There were no updates to the agenda, which was presented as follows:

- A. Update on status of near term work plan
  - a. What is the status, presented by each leader of the subteams
  - b. Troubleshooting blocks, barriers, if any
  - c. Next steps
  
- B. Update on status of far term work plan
  - a. What is the status, presented by each leader of the subteams
  - b. Troubleshooting blocks, barriers, if any
  - c. Next steps

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

### NEAR TERM

#### Sheet 1:

Ethics policies – adopted

Governance – review governance checklist in Metz Report (Lisa to rattle cages)

Advocacy

1. Post-July 1, form Legislative Committee of the Board
2. Policy statements to be developed by the Board Policy Committee re: Advocacy (including legislative, partnership, Friends/Foundation)

#### Sheet 2:

Contract

Waiting

Hopeful – move on

Staff impatient

Next Steps:

1. Email to Charlton expressing eagerness to move on; get contract and 2017/2018 Budget in place

**Sheet 3:**

Next steps:

- Willing to put money in budget for enhancement re: OLA standards and strategic plan, provided contract amendment is in place
- Budget is adopted in May/June

Monday

1. Contract amendment
2. Dave Maxfield, Lucien Kress, Technology Committee

**Sheet 4:**

Make committee chairs in July

- Assign OLA standards compliance tracking (and reporting status to admin)

How do we pay more in the near term?

- Discuss with LS&S

**FAR TERM**

**Sheet 1:**

2020 Service Plan/Budget – Jill presenting

Jamar – Keeping the doors open is major challenge right now; provide open hours; programming is basically off the table right now

**Sheet 2:**

Jamar continued (suggestions apply to both Far and Near Term)

- Petting zoos – technology – devices for staff and public
- Training for staff in tech devices
- We are not getting to the younger adults to develop that market of use and advocacy
- Children’s program – I would add an “outreach corps”

**Sheet 3:**

Jamar does a staffing plan with   n   FTE that increases patronage by   n%   per year

2017/18

2018/19

2019/20

Jamar’s order of priorities:

1. Offer staff more hours to do outreach and enhance community engagement
2. Raise salaries
3. Add additional positions

**Sheet 4:**

Technology

- Staff software: Is \$7,000 enough for creative software?
- AMH (automated materials handling) system: Should this be added? Ballpark cost? Two locations?
- Public Adaptive Stations: Number seems low
- Computer lab/laptops: Where is the lab?

**Sheet 5:**

Technology (continued)

- Meeting room sound system: Low?
- Service station/self-check: Low?
- Salaries IT: Low?
- Best “counting” technology, e.g. Orange Boy, etc.

**Final Sheet:**

Columns 3 and 4 are the priority			
1	2	3	4
Process	Price List	Existing Staff	Key Objective – Adding more for existing staff
To be decided on by LS&S and the Board	As suggested by Dana; salary ranges to be determined by the Board	e.g., \$150,000; \$1/hr. increase across the board	

- Jill to consolidate the 2020 budgets

**ADJOURN**

Swift adjourned the JCLD Board Retreat/Study Session at 4:21 p.m.

/s/ Lisa Marston  
Recording Secretary

Jackson County Library District  
Statement of Revenues and Expenditures  
From 4/1/2017 Through 4/30/2017

**DRAFT**

	YTD Budget	Current Month Actual	YTD Actual	YTD Budget Remaining	Percentage received or spent to date
Operating Revenue					
Program Revenue					
Current Property Tax Collections	9,135,000.00	35,686.03	8,941,718.78	(193,281.22)	97.88%
Prior Year Property Tax Collections	306,000.00	12,631.00	127,376.74	(178,623.26)	41.62%
Interest Income	50,000.00	114.22	55,403.49	5,403.49	110.80%
Other Income	0.00	0.00	8.67	8.67	0.00%
E Rate	215,000.00	8,491.05	106,939.14	(108,060.86)	49.73%
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	16,794.10	(13,205.90)	55.98%
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	784.00	(416.00)	65.33%
Library Card Replacement Fees	5,000.00	0.00	1,401.20	(3,598.80)	28.02%
Late Fee Charges	105,000.00	0.00	52,875.32	(52,124.68)	50.35%
Lost/Damaged Materials	10,000.00	0.00	5,774.29	(4,225.71)	57.74%
Photocopy/Fax Sales	15,000.00	0.00	10,200.47	(4,799.53)	68.00%
Patron Refunds	(3,000.00)	0.00	(1,869.99)	1,130.01	62.33%
Printer Sales	16,000.00	0.00	8,254.15	(7,745.85)	51.58%
On Line Fee Collections	16,800.00	0.00	6,496.10	(10,303.90)	38.66%
Hulburt Donation	135,000.00	0.00	125,821.00	(9,179.00)	93.20%
Library Friends Donations	65,000.00	4,738.52	48,727.98	(16,272.02)	74.96%
Library Foundation Donations	5,900.00	0.00	8,035.14	2,135.14	136.18%
General Public Donations	5,000.00	0.00	2,548.83	(2,451.17)	50.97%
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	1,448.11	1,448.11	(48,551.89)	2.89%
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>63,108.93</u>	<u>15,007,020.59</u>	<u>(553,979.41)</u>	<u>96.44%</u>
Total Operating Revenue	<u>15,561,000.00</u>	<u>63,108.93</u>	<u>15,007,020.59</u>	<u>(553,979.41)</u>	<u>96.44%</u>
Total Revenue	<u>15,561,000.00</u>	<u>63,108.93</u>	<u>15,007,020.59</u>	<u>(553,979.41)</u>	<u>96.43%</u>

Jackson County Library District  
Statement of Revenues and Expenditures  
From 4/1/2017 Through 4/30/2017

	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	3,571.66	30,942.50	10,057.50	75.46%
Auditing Services	10,000.00	0.00	10,300.00	(300.00)	103.00%
Administrative Services	100,000.00	12,549.65	88,857.87	11,142.13	88.85%
Bank Fees/Interest Expense	2,000.00	59.05	767.38	1,232.62	38.36%
Community Promo/Strategic Plan	50,000.00	0.00	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	2,000.00	21,595.78	2,404.22	89.98%
Memberships and Dues	2,000.00	0.00	1,838.59	161.41	91.92%
Office Supplies	2,000.00	25.00	906.88	1,093.12	45.34%
Postage	1,000.00	45.75	276.98	723.02	27.69%
Registration/Tuition/Travel	11,000.00	193.77	5,414.58	5,585.42	49.22%
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	349,665.80	69,334.20	83.45%
Custodial Services	315,000.00	25,527.38	250,103.84	64,896.16	79.39%
Custodial Supplies	0.00	915.83	9,132.61	(9,132.61)	0.00%
Landscape Services	5,000.00	516.00	4,472.00	528.00	89.44%
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	9,092.19	39,013.40	15,986.60	70.93%
Signs and Signal Materials	25,000.00	0.00	0.00	25,000.00	0.00%
Building Repair/Maintenance- B-7	310,000.00	45,649.93	55,001.63	254,998.37	17.74%
Equipment Repair/Maintenance	15,000.00	450.10	8,001.43	6,998.57	53.34%
Facility Furnishing Expense	25,000.00	0.00	19,750.64	5,249.36	79.00%
Minor Equipment	50,000.00	0.00	13,456.31	36,543.69	26.91%
Minor Equipment-Computers	511,000.00	0.00	9,642.87	501,357.13	1.88%
LS&S Contract	4,964,356.00	409,833.83	4,099,498.30	864,857.70	82.57%
Library Materials	824,000.00	0.00	470,717.45	353,282.55	57.12%
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	23,175.00	(23,175.00)	0.00%
Unique Management Services	0.00	3,862.50	11,587.50	(11,587.50)	0.00%

Jackson County Library District  
Statement of Revenues and Expenditures  
From 4/1/2017 Through 4/30/2017

	Current Month		YTD Budget Percentage received		
	YTD Budget	Actual	YTD Actual	Remaining or spent to date	
Electricity	227,000.00	17,135.27	158,745.02	68,254.98	69.93%
Natural Gas	55,000.00	6,244.16	38,268.47	16,731.53	69.57%
Garbage Service	10,000.00	801.20	8,376.40	1,623.60	83.76%
Water and Sewer Service	33,000.00	1,319.38	21,981.29	11,018.71	66.60%
Street and Storm Drain Fees	20,000.00	1,506.69	14,948.36	5,051.64	74.74%
Telecom-Voice and LD	65,000.00	4,157.25	44,669.63	20,330.37	68.72%
Telecom-Wide Area Network	133,000.00	8,650.00	87,291.60	45,708.40	65.63%
Telecom-Internet Services	36,000.00	2,218.48	22,116.67	13,883.33	61.43%
Municipal Assessments	1,000.00	99.89	1,306.92	(306.92)	130.69%
Maintenance & Fuel for Vehicles	15,000.00	1,858.61	6,320.25	8,679.75	42.13%
Hulburt Donation	150,000.00	0.00	85,265.58	64,734.42	56.84%
Library Friends Donations	65,000.00	2,830.00	33,440.72	31,559.28	51.44%
Library Foundation Donations	5,900.00	0.00	3,355.95	2,544.05	56.88%
General Public Donations	5,000.00	0.00	1,220.37	3,779.63	24.40%
OR Community Foundation-restricted	34,000.00	0.00	663.96	33,336.04	1.95%
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	554.01	(554.01)	0.00%
Ready to Read 2017 Grant	33,000.00	0.00	60.00	32,940.00	0.18%
Kent Family Trust	14,000.00	0.00	0.00	14,000.00	0.00%
Ready to Read 2016 Grant	0.00	0.00	22,523.97	(22,523.97)	0.00%
Library Foundation Donations- CP	50,000.00	0.00	1,448.11	48,551.89	2.89%
<b>Subtotal Materials and Supplies</b>	<b>9,537,856.00</b>	<b>603,756.65</b>	<b>6,138,818.10</b>	<b>3,399,037.90</b>	<b>64.36%</b>
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	5,046,144.00	0.00	0.00	5,046,144.00	0.00%
Total Program Expenses	15,561,000.00	603,756.65	6,138,818.10	9,422,181.90	39.45%
<b>Total Expenditures</b>	<b>15,561,000.00</b>	<b>603,756.65</b>	<b>6,138,818.10</b>	<b>9,422,181.90</b>	<b>39.45%</b>
<b>Net Revenue Over Expenditures</b>	<b>0.00</b>	<b>(540,647.72)</b>	<b>8,868,202.49</b>	<b>8,868,202.49</b>	<b>0.00%</b>

Director's Report  
April 2017

**OLA**

Eight of our staff members attended 2017 OLA conference in Salem, OR. They returned energized and replete with ideas to transfer to their respective locations. I am working with them to locate the resources and ensure that these ideas correlate with our strategic plan. Moreover, Susan Bloom presented a workshop on what library school does not teach you about management and leadership. Her session was well attended and she received good feedback. I spent time there networking and recruiting candidates for our Ashland Branch Manager position. I set up a date with the State Librarian to visit JCLS in August.

**Community Engagement/Friends**

I was the keynote speaker at the annual Friends of Medford luncheon. I delivered a presentation of gospel music titled "A Prophetess without Honor: Willie Mae Ford Smith and the Gospel-Blues Revolution."

Eagle Point Friends hosted a reception in my honor, which I am humbled and extremely grateful. There was a Q&A session and community members appealed for increase in hours and inquired about our status in accomplishing the objectives outlined in our strategic plan. They affirmed our work with providing technological support to Eagle Point school district and our well attended youth programs at the Eagle Point Library.

The Shady Cove Friends raised funds for landscaping work a couple of years ago. This project has been derailed for various reasons; however, we are grateful that the county landscaping department is slated to begin working with the Friends to start this project in the middle of May.

I attended the Hispanic Interagency Council meeting with Children's Librarian, Ellie Hilton.

I attended Southern Oregon Early Learning partner recognition dinner with Outreach Specialist, Nancy Peterson.

**Bringing the Smithsonian to JCLS**

I am pleased to announce that JCLS is under consideration for three traveling poster exhibits from the Smithsonian Institute to host at a couple of our locations. The traveling exhibits are "Earth from Space," "The Mask of Lincoln," and "La Cosecha." The exhibits will commence with a reception and be available for public viewing for a couple of weeks. We expect to host these exhibits in the fall.

**Summer Reading**

Our team is working arduously to ensure that summer reading is successful. We set a bar of 10% increase in participation and 5% increase in completion statistics across the system. We are implementing the following (next page):



## Print Collateral

- Marketing Coordinator is currently working on designing the Summer Reading Program printed program, which will include all SRP events for children and teens county-wide. It will be completed early next week and sent to the printer. (in branches 6/1)
- Youth Services Manager designed four “trackers” (for adults, teens, babies & toddlers, and children ages 3+). The trackers include a reading log and entry forms for prizes. These have already been printed. (Completed)
- Marketing Coordinator designs 2 sizes of posters (Large 11x17 and Small 8.5x11) to advertise our major, recurring events: John Jackson, Christopher Leebrick, Laura Rich, YA “Rock Art”, and ScienceWorks. (5/26)
- Small posters will be created for branch-specific recurring events (i.e. 4-H at White City, sign language at Talent, etc.).
- Small posters and will be created for regional events. (5/26)
- Marketing Coordinator designs 16 branch-specific bookmarks to advertise SRP events happening at each branch. Medford will have a separate bookmark for teens, as well. (5/26)

## Web & Social Media

- Youth Services Manager created a LibGuide web page for SRP. Webmaster will be making it “live” soon: [www.jcls.org/summerreading](http://www.jcls.org/summerreading)
- Medford Children’s Librarian is translating the webpage into Spanish. (Week of 5/15)
- Marketing Coordinator creates Facebook and Twitter updates for each SRP event. She will also be visiting branches so she can photograph events and ask managers to share pictures throughout the summer, so that these can be posted on Instagram and Facebook. (6/1 & ongoing through 8/6)

## Media

- Marketing Coordinator submits a press release about SRP in general, with highlights for major, repeated events. (5/17)
- Marketing Coordinator submits PSA’s to the radio stations to promote SRP in general. (5/19)
- Event-specific press releases will be sent for the following repeated programs: John Jackson, Christopher Leebrick, Laura Rich, YA “Rock Art”, and ScienceWorks.

## School Outreach

- Marketing Coordinator submits Medford SRP events to PeachJar (the site for sharing flyers with students in Medford schools). (5/29)
- Marketing Coordinator sends flyers (print or electronic) to schools where we have contacts, but for the most part, branch managers are reaching out to schools in their communities and I will support their requests for materials as they come in.

## Medford Comic Con 2017

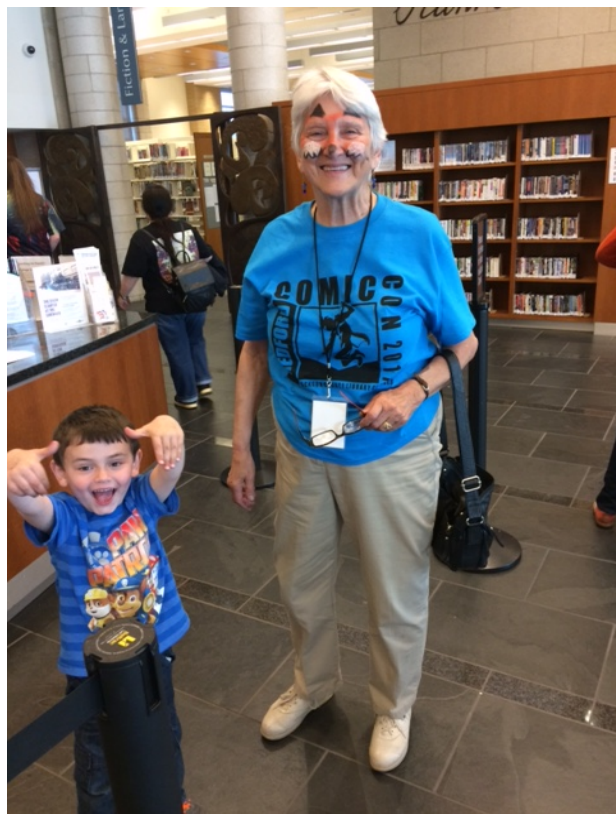


Jackson County Library Services and Rogue Community College teamed up once again to host the 3<sup>rd</sup> annual Medford Comic Con on Saturday, April 29 from 10am-4pm. Medford Comic Con is a fun, free, family friendly event for everyone, which continues to be the most enthusiastically-received event for the public library! Our mission is to encourage literacy and innovation through popular media, arts, literature, science, technology, fantasy and science fiction, game play & design. We are dedicated to promoting and fostering lifelong learning, connecting people, and celebrating family and community.

At Comic Con 2017, we had over 60 vendors, 30 donors, 30 workshops, 9 food trucks, a cosplay Comic Con wedding, a Fan Art contest, guest celebrities, movie replica cars, and much more! Medford Comic Con attracted 10,000-15,000 people downtown to the Medford Library and Rogue Community College Campus.

We were publicized in local print, radio, and television media as well as mentioned nationally on *ABC News*. Local media outlets that highlighted Medford Comic Con included: *Mail Tribune*, *The Rogue Valley Messenger*, *Rogue River Press*, *Caminos*, *What to Do in Southern Oregon*, *KOBI*, *KDRV*, *KTVL*, *KISSFM*, *KSKQ*, and *Bicoastal Media*.

A full report will be provided with statistical information, strategical goals that were met, photographs, publicity, and additional information at the June 2017 Library District Board Meeting. Please stay tuned!



## **Branch/Departmental Narratives**

**Outreach** is in the midst of the *Spring into Summer* reading program. This program through Outreach to Child Care serves those child care sites that either close for the summer or have a different summer program. We have over 400 children in 24 classrooms benefitting from this program. Each child will receive a book to take home and enjoy. The books were purchased with funds from the Friends of the Medford Library and from the Carolyn & Lou Hannum Memorial Fund. Many times, the children are in homes where there are few, if any, books. The teachers and parents are appreciative of placing books in the hand of the youngsters

**Central Point** had a major renovation/replacement of the circulation counter. The process went very smoothly, with excellent planning and communication between staff, IT, Jackson County Facility Maintenance and Brothers Construction. IT (Ron and Mike) moved the circulation workstations to a temporary location in the middle of the main library. The Brothers Construction crew of 8 installed the cabinets on the 10th, then took exact measurements for the precise cutting of the countertops. The counters were installed on April 19, workstations returned to their original locations the next day, and staff worked the new, 36" counter the following day. The new counter is a HUGE improvement - it is very open and welcoming to patrons, while providing an ergonomically efficient workspace. Staff LOVES it, and patrons are impressed with the smoothness of the entire process and the end result.

**Phoenix** staff participated in the Phoenix Elementary School Easter Egg hunt sponsored by the City of Phoenix. Jody Fleming spoke to approximately 60 adults and children about our new hours and library services.

**Rogue River** patrons enjoyed an energetic sing along with musician Bob Haworth, of the Kingston Trio fame. It was a beautiful day, the doors were open and over 60 people were coming in to see what was going on, and then joining in the toe tapping fun. Terii said that they also had John Jackson at Rogue River to educate us all, on our friends, the bats. The room was full and everyone was thoroughly enlightened and eager to go home and set up bat houses. Computer classes continue to be a big draw for the uninitiated.

**Ruch** began the month with a rousing American Folk Song Revival with Tim Holt. He provided the words to the choruses of his chosen songs, so the audience could sing along as well as learn some of the history of folk songs. We have partnered with Ruch School to collect worn and broken crayons for The Crayon Initiative, which is an organization that remakes old crayons into new ones and distributes them to children's hospitals. Thalia said, that our little patrons are doing their part to keep 500,000 pounds of crayons out of the landfills. The adults have been taking the Basics III Computer Class, and we have had a good turn-out each week.

JCLS Circulation by Year, Branch and Checkout Type [Amended on 5/2/17 to include system wide totals]

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

JCLS Circulation by Year, Branch and Checkout Type [Amended on 5/2/17 to include system wide totals]

Sum of Total		Year				
Transaction	BranchName	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

JCLS Circulation by Year, Branch and Checkout Type [Amended on 5/2/17 to include system wide totals]

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

System Wide Totals	Sum of Total	Year			
	CheckoutType	2014	2015	2016	Grand Total
	Auto-renewal		170,981	632,378	803,359
	Circ Checkout and Renewal	675,767	735,724	697,417	2,108,908
	Leap Checkout and Renewal			83	83
	Mobile PAC Renewal	35,323	38,950	9,469	83,742
	Offline Check out	7,029	5,363	2,995	15,387
	Power PAC Renewal	218,530	160,122	39,625	418,277
	Self check Check out	513,047	497,594	485,968	1,496,609
	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 16-17

Branch	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Total
Applegate	3	4	2	8	5	0	2	6	3	5			38
Ashland	144	149	157	161	133	109	119	116	112	117			1317
Butte Falls			1	2	1	2	1	1	2	1			11
Central Point	68	75	63	68	65	32	50	40	48	58			567
Eagle Point	36	31	30	18	21	52	30	24	26	27			295
Gold Hill	9	13	8	12	5	14	7	12	3	7			90
Jacksonville	32	27	15	20	9	22	24	17	24	41			231
Medford	279	265	230	300	206	153	267	246	252	201			2399
Phoenix	37	16	14	17	18	8	14	12	9	17			162
Prospect	4	3	2	0	4	3	0	2	2	2			22
Rogue River	23	23	36	29	24	32	24	29	49	20			289
Ruch	4	6	28	9	3	2	3	5	5	4			69
Shady Cove	15	15	12	5	12	12	11	8	6	6			102
Talent	27	22	33	28	13	25	19	25	23	21			236
White City	19	31	16	25	17	16	18	16	23	9			190
Grand Total	700	680	647	702	536	482	589	559	587	536			6018

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



JCLS Circulation Statistics by Branch - Fiscal Year View with variance

Branch	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Total
Applegate	1,838	1,692	1,781	2,559	2,196	2,495	2,312	2,316	2,490	2,322			22,001
Ashland	34,094	35,322	35,802	38,513	39,624	40,645	40,681	38,939	42,349	37,655			383,624
Butte Falls	334	289	329	478	343	340	425	458	536	487			4,019
Central Point	13,847	11,998	12,178	13,171	13,335	12,527	13,751	13,285	15,488	14,238			133,818
Eagle Point	5,403	5,033	5,144	5,546	5,183	5,176	5,541	5,668	6,110	5,789			54,593
Gold Hill	2,463	2,859	3,155	4,006	3,635	3,396	3,618	3,328	3,480	3,342			33,282
Jacksonville	5,823	5,247	4,993	5,753	5,653	6,020	5,890	6,439	6,323	5,681			57,822
JCL - ILL	43	19	37	48	58	14	50	74	101	31			475
JCL - Outreach	620	623	524	1,277	1,128	1,414	1,025	1,524	1,210	1,122			10,467
JCL - Tech Services	65	63	109	95	95	93	100	117	147	126			1,010
Medford	43,613	45,340	44,493	48,005	46,277	46,002	50,168	48,324	52,749	49,052			474,023
Phoenix	4,373	4,193	4,123	4,524	4,708	4,540	4,517	4,634	4,936	4,689			45,237
Prospect	962	860	1,073	1,167	1,459	1,545	1,604	1,590	1,673	1,243			13,176
Rogue River	6,812	6,623	6,617	7,786	6,928	7,353	7,609	7,707	8,065	7,435			72,935
Ruch	2,731	2,474	2,941	3,390	3,064	3,390	3,450	3,483	3,908	3,447			32,278
Shady Cove	2,225	2,166	2,548	2,600	2,487	2,616	2,423	2,181	2,198	2,216			23,297
Talent	9,429	8,465	8,976	10,307	9,511	10,385	10,276	10,100	10,517	9,302			97,268
White City	3,569	3,013	2,724	3,256	3,050	3,027	2,932	3,319	3,244	3,145			31,279
Grand Total	138,244	136,279	137,547	152,481	148,734	150,978	156,372	153,123	165,524	151,322			1,490,604

Branch	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Total
Applegate	2,420	2,374	2,409	2,561	2,416	2,359	2,446	2,353	2,651	2,411			24,400
Ashland	40,078	39,942	36,102	39,739	38,317	38,551	39,552	37,095	39,960	37,711			387,047
Butte Falls	405	419	342	392	409	475	559	536	673	425			4,635
Central Point	16,472	16,242	14,096	13,498	13,518	12,592	12,880	12,476	13,568	12,634			137,976
Eagle Point	6,326	5,906	5,348	5,159	5,267	4,605	4,920	5,121	5,469	4,899			53,020
Gold Hill	3,447	3,643	3,608	3,511	3,539	3,734	3,846	3,310	3,710	3,344			35,692
Jacksonville	6,233	6,174	4,990	6,002	5,482	5,268	5,068	4,763	5,693	5,565			55,238
JCL - ILL	68	9	8	52	33	5	12	9	18	4			218
JCL - Outreach	1,209	1,124	1,348	1,071	1,250	1,338	1,695	798	1,269	1,220			12,322
JCL - Tech Services	130	177	136	159	200	147	43	57	104	108			1,261
Medford	57,965	54,631	47,548	48,414	48,962	46,325	47,342	46,926	51,981	48,114			498,208
Phoenix	5,113	5,290	4,536	5,222	4,762	4,764	5,330	4,882	5,428	4,526			49,853
Prospect	1,697	1,746	1,307	1,257	1,190	1,227	1,033	1,371	1,267	1,292			13,387
Rogue River	7,878	7,652	7,123	7,171	7,161	7,506	7,551	7,004	8,360	7,267			74,673
Ruch	3,406	2,998	3,029	2,925	3,040	3,023	3,017	3,020	3,128	2,936			30,522
Shady Cove	3,470	3,333	2,768	2,556	2,117	2,031	2,741	2,619	2,884	2,760			27,279
Talent	10,620	10,133	9,700	9,612	9,811	9,885	10,197	9,644	10,619	9,342			99,563
White City	3,937	3,604	3,106	3,031	2,765	2,553	2,892	2,828	2,985	2,837			30,538
Grand Total	170,874	165,397	147,504	152,332	150,239	146,388	151,124	144,812	159,767	147,395			1,535,832

Branch	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Total
Applegate	582	682	628	2	220	(136)	134	37	161	89			
Ashland	5,984	4,620	300	1,226	(1,307)	(2,094)	(1,129)	(1,844)	(2,389)	56			
Butte Falls	71	130	13	(86)	66	135	134	78	137	(62)			
Central Point	2,625	4,244	1,918	327	183	65	(871)	(809)	(1,920)	(1,604)			
Eagle Point	923	873	204	(387)	84	(571)	(621)	(547)	(641)	(890)			
Gold Hill	984	784	453	(495)	(96)	338	228	(18)	230	2			
Jacksonville	410	927	(3)	249	(171)	(752)	(822)	(1,676)	(630)	(116)			
JCL - ILL	25	(10)	(29)	4	(25)	(9)	(38)	(65)	(83)	(27)			
JCL - Outreach	589	501	824	(206)	122	(76)	670	(726)	59	98			
JCL - Tech Services	65	114	27	64	105	54	(57)	(60)	(43)	(18)			
Medford	14,352	9,291	3,055	409	2,685	323	(2,826)	(1,398)	(768)	(938)			
Phoenix	740	1,097	413	698	54	224	813	248	492	(163)			
Prospect	735	886	234	90	(269)	(318)	(571)	(219)	(406)	49			
Rogue River	1,066	1,029	506	(615)	233	153	(58)	(703)	295	(168)			
Ruch	675	524	88	(465)	(24)	(367)	(433)	(463)	(780)	(511)			
Shady Cove	1,245	1,167	220	(44)	(370)	(585)	318	801	686	544			
Talent	1,191	1,668	724	(695)	300	(500)	(79)	(456)	102	40			
White City	368	591	382	(225)	(285)	(474)	(40)	(491)	(259)	(308)			
Grand Total	32,630	29,118	9,957	(149)	1,505	(4,590)	(5,248)	(8,311)	(5,757)	(3,927)			

This data only includes materials checked out in Polaris. It does not include the courtesy collection, Hoopla or Library2Go.

JCLS Circulation Statistics by Checkout Type

FY 14-15

CheckoutType	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Total	%
Auto-renewal													0	0.00%
Circ Checkout and Renewal	64,511	58,700	55,447	56,972	53,813	56,387	62,990	57,499	65,643	59,479	56,967	67,962	716,370	48.70%
Leap Checkout and Renewal													0	0.00%
Mobile PAC Renewal	3,495	3,198	3,010	3,203	3,402	3,204	3,438	3,570	4,197	3,673	4,005	4,098	42,493	2.89%
Offline Check out				72		3,385				1,434	171		5,062	0.34%
Power PAC Renewal	18,834	18,602	17,772	18,456	16,919	18,360	16,793	17,014	18,019	16,621	16,892	15,190	209,472	14.24%
Self check Check out	48,472	43,270	40,162	40,626	40,442	35,948	42,934	39,927	43,048	39,978	37,510	45,419	497,736	33.83%
Grand Total	135,312	123,770	116,391	119,329	114,576	117,284	126,155	118,010	130,907	121,185	115,545	132,669	1,471,133	100.00%

FY 15-16

CheckoutType	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Total	%
Auto-renewal			22,414	49,191	49,060	50,316	50,880	49,948	54,194	53,100	51,823	48,352	479,278	26.63%
Circ Checkout and Renewal	69,655	67,484	58,451	58,097	54,665	56,832	58,660	58,780	62,229	55,737	55,038	62,736	718,364	39.92%
Leap Checkout and Renewal							5	29	38	11			83	0.00%
Mobile PAC Renewal	4,754	5,336	3,038	1,046	1,015	780	845	622	927	775	873	741	20,752	1.15%
Offline Check out	18	13	3,727										3,758	0.21%
Power PAC Renewal	17,388	16,998	11,450	5,011	4,070	4,676	3,882	3,561	3,821	3,455	3,367	3,306	80,985	4.50%
Self check Check out	46,429	46,448	38,467	39,136	39,924	38,374	42,100	40,183	44,315	38,244	38,033	44,591	496,244	27.58%
Grand Total	138,244	136,279	137,547	152,481	148,734	150,978	156,372	153,123	165,524	151,322	149,134	159,726	1,799,464	100.00%

FY 16-17

CheckoutType	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Total	%
Auto-renewal	59,745	55,619	51,291	54,144	50,810	52,472	51,193	49,867	54,970	53,835			533,946	34.77%
Circ Checkout and Renewal	61,860	61,797	54,933	54,648	56,658	54,341	59,976	56,088	62,506	56,623			579,430	37.73%
Leap Checkout and Renewal													0	0.00%
Mobile PAC Renewal	894	818	807	747	746	674	593	666	579	742			7,266	0.47%
Offline Check out		197				2,798	1,072		165				4,232	0.28%
Power PAC Renewal	3,894	3,152	2,780	2,742	2,882	2,783	2,477	2,225	2,576	2,376			27,887	1.82%
Self check Check out	44,481	43,814	37,693	40,051	39,143	33,320	35,813	35,966	38,971	33,819			383,071	24.94%
Grand Total	170,874	165,397	147,504	152,332	150,239	146,388	151,124	144,812	159,767	147,395			1,535,832	100.00%

This data only includes materials checked out in Polaris. It does not include the courtesy collection, Hoopla or Library2Go.

# MEMORANDUM TO THE BOARD

To: Jackson County Library District Board

From: RFP Evaluation Committee

Date: May 11, 2017

Re: Request for Proposals (RFP) for Contracted Security Services at the Medford Library

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## BACKGROUND

On May 4, 2017, a three-person Evaluation Committee met at the Medford Library to review, score and discuss the proposals received in response to the above referenced RFP. The fourth committee member was unable to attend the meeting in person and scored the proposals separately, using the same evaluation factors and scoring system. The following four firms submitted proposals:

- Action Security
- J & J Thomas, Inc.
- Maksimum Security
- PPC Solutions

### *Evaluation Criteria*

The proposals were rated on objective factors to determine that Proposal which provides the District with the optimal or best value. Proposers were instructed that their proposal must address all proposal and submission requirements set forth in the RFP and must describe how the services will be provided. Proposals that merely offer to provide services as stated in the RFP would be considered non-responsive.

All four proposals met the Pass/Fail screening, so all four moved on to the technical evaluation and scoring step where committee members were asked to score each proposal on a scale of 0 to 100 points using the objective criteria listed below:

- Quality and extent of experience and qualifications of Proposer to provide unarmed security services to local, state or other government offices as shown by the resumes, statements of qualifications of key personnel, and references provided. (Max Points: 85)
- Cost proposal. (Max points: 15)

### *Evaluation Committee Process*

With four proposals to review, the Evaluation Committee members chose to conduct a separate, detailed review of each proposal submitted based on the evaluation criteria. Discussion among the committee members occurred during the evaluation and scoring process, although the bulk of the discussion took place after all of the proposals had been individually scored.

**Evaluation Committee Results**

After the scores for each firm were recorded and tallied, the committee members ranked the firms #1 to #4. Rankings were written on a spreadsheet so the committee members could visualize the rankings. Then there was an open discussion of the voting results, the content of the firms’ responses and cost proposals, and the perceptions and concerns that were raised by each of the firms.

The firm that was determined to be the best choice and offering the most advantageous proposal was the firm that had the highest overall score. The committee members agreed unanimously on the ranking of the Proposals.

	<b>Action Security</b>	<b>J &amp; J Thomas</b>	<b>Maksimum Security</b>	<b>PPC Solutions</b>
Evaluator #1	63	92	75	75
Evaluator #2	62	92	82	67
Evaluator #3	70	95	82	75
Evaluator #4	73	90	70	60
<b>Total →</b>	<b>268</b>	<b>369</b>	<b>309</b>	<b>277</b>
<b>Final Ranking</b>	<b>4</b>	<b>1</b>	<b>2</b>	<b>3</b>
<b>Cost Proposals*</b>	<b>\$194,803</b>	<b>\$238,383</b>	<b>\$187,884</b>	<b>\$187,732</b>

*\*Cost for three (3) years*

**RECOMMENDATION**

The RFP Evaluation Committee respectfully recommends that the Board accept the Evaluation Committee’s proposal evaluation results.

If contract negotiations are successful, the RFP Evaluation Committee further recommends that the Board authorize the District to enter into an Agreement for Contracted Security Services with J & J Thomas for a term of three (3) years to provide unarmed uniformed security guards, nightly patrols, and related security services to the Medford Library.

Date: May 3, 2017

To: Jackson County Library District Board

From: Friends of Ruch Library

Proposal Summary: The Friends of Ruch Library (FORL) is requesting a 50% match for funds to replace the roof on the A Frame Bookstore, a structure on the Ruch Branch Library property and the location of our used books sales.

Organization Description: FORL is a 501c non profit 501(c)(3) community organization dedicated to supporting and enhancing the Ruch Library through resource development, advocacy, promotion and projects that foster all forms of literacy and increase the love of reading and lifelong learning.

Background: The A Frame Bookstore is a structure located on the property currently owned by Jackson County and to be transferred to the Jackson County Library District in 2020. From the onset, there has been an oral agreement that, although, the county owns the structure, the FORL would be responsible for the maintenance of the A Frame Bookstore as its dedicated space for use in raising funds through used book sales. This is a unique situation among the 15 library branches (according to our historians, no funds were allocated originally to provide space for FOL in this branch library). FORL has been diligent in maintaining a safe environment for its volunteers including replacing the front deck, adding a handicap ramp and replacing the heater/air conditioning system.

The current roof is the original cedar shake roof. A current inspection, funded by FORL, revealed that it is time to replace the roof including insulation, replacement of vents and pipes, and adding a proper overhang.

Project Description: Roof Replacement

Not only is the roof of the A Frame Bookstore in poor condition but it is not fire resistant. Two bids were solicited by reputable and recommended contractors for both composite and metal roofing. The bids, based on current inspections of the roof, varied from \$5000 to \$8550 and are attached. Additional costs may be incurred as written in the proposals.

It is the preference of FORL to support a metal roof to match the current library structure and the pump house located next to the A Frame Bookstore.

Since the building is currently part of the property of the Ruch Library and since FORL has agreed to maintain the building, we are asking the county to match our costs for this major structural expense. Should the Jackson County Library District agree to a 50% match, the FORL will proceed with the replacement of the roof as soon as possible. FORL currently has the funds in place to proceed.

**Project Timeline:**

As soon as a decision has been made by the Jackson County Library District, FORL will work with the county to move forward on accepting a bid, obtaining permits and proceeding with the roof replacement.

**Budget: (Bids attached)**

Both companies provided references.

Bid by Kevin Hicks Roofing (composite)

Bid by Joel Stephenson, Roofing & Construction (composite and metal)

Submitted by: Peggy Mekemson

President of Friends of Ruch Library

7919 Hwy 238, Jacksonville, OR 97530

**Joel Stephenson, Roofing & Construction**

**4040 Little Applegate Road Jacksonville, OR 97530 (541) 890-3884 CCB #133528**

**PROPOSAL**

To: Betsy Brauer  
Re: 'A' Frame Book Store  
7819 Highway 238  
Jacksonville, OR 97530

04/10/2017

This proposal is for tearing off the existing (1) layer of cedar shakes on the 'A' frame building at the above address. Replace with either 40 year asphalt shingles or Bruce & Dana 24ga. Snap-Loc metal roofing (similar to library) as follows:

- 1) Tear off existing cedar shake roof (1 layer)
- 2) Renail existing battens and move as necessary for plywood layout
- 3) Install 7/16" OSB plywood to battens
- 4) Install synthetic underlayment
- 5) **40 year Owens/Corning Duration asphalt shingles, starter & ridge**
- 6) New vented ridge
- 7) Enclose fascia completely with painted metal to close gap at ridge
- 8) All vent pipes shall be painted
- 9) Painted 1-1/2" metal drip edge around entire perimeter
- 10) All shingles shall be nailed with (6) roofing nails, no staples
- 11) Removal of all debris
- 12) All shall be applied according to manufacturer's specifications
- 13) All labor shall be warranted for 10 years

**Total                    \$6,775.00**

**Additional for same as above but Bruce & Dana Snap-Loc metal roofing with all required trim pieces:**

**Total                    \$8,550.00**

Exclusions: Painting, permits and/or fees

All additional labor for items not covered under this proposal shall be billed at \$50.00 per hour per man plus material. Owner shall be notified prior to any commencement of work outside of the scope of work covered under the roofing proposal and shall agree prior to starting of any additional work.

Terms: 50% down payment upon commencement of work, balance upon completion.

Joel Stephenson

# Kevin Hicks Roofing

P.O. Box 3475  
Central Point, OR 97502  
541-840-7391

Customer: Betsy Brauer

Job Site: 7919 Hwy 238  
A-Frame Library

Date: April 21, 2017

Bid to replace your roof at the above address...

## Scope of Work:

- I will tear off and dispose of the entire roof down to the space sheeting.
- The deck will be sheeted with  $\frac{1}{2}$ " CDX Plywood.
- The tear off will include continuous cleanup on the ground around the work area to keep the area looking as maintained as possible.
- Synthetic Underlayment will be applied as a vapor barrier. This will dry in your roof until the shingles are applied.
- Pre-painted 1  $\frac{1}{2}$ " x 1  $\frac{1}{2}$ " drip edge metal, in a color to match the roof as close as possible, will be applied to the entire perimeter of the roof.
- Starter will be used along the perimeter of the roof for proper overhang along the roof line.
- I will be replacing all existing pipe jacks with new galvanized, plumbing pipe jacks with rubber boots.
- Owens Corning, high profile, Deco-Ridge will be used.
- I will be using nails to apply the shingles whenever possible. I feel it makes the roof tighter and holds the shingles to the deck better.
- **The roof will be covered with a 30-year, Owens Corning, Oakridge, architectural/dimensional shingle in a color yet to be determined.**
- I have several referrals. You may contact Allied Building Products or look on Angie's List to get an idea of my work ethic and the standards to which I run my business. I look forward to hearing back from you.
- There is woodwork to be done across the top, as discussed. Please allow an additional \$500.00-\$1000.00 to cover those costs.

Five thousand-----\$ 5,000.00

(To be paid 50% down and the remainder upon completion of the roof.)

This estimate is good for 30 days and is subject to all material increases. This estimate does not include any unforeseen wood replacement needed on the roof due to wood rot, etc. This work will be done at \$40.00 per man hour plus materials. I am not responsible for any dust and dirt filtration into the building. I am willing to discuss/negotiate my pricing against other valid written bids.

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Kevin Hicks Roofing  
CCB# 159981

## Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_



## We Want You Back!

We know the people of Jackson County love their libraries. Some residents do not come to the library because they have fines or fees over \$10.00. As such these residents are blocked from checking out materials or accessing the library's digital collection. The mission of the Jackson County Library District is to connect everyone to information, ideas and each other. In the spirit of this mission, staff and Jackson County Library Foundation is planning **two programs** to run from June 1, 2017 through June 30, 2017. Our message to the community is that "We want you back!"

Our goals for this program are to:

- Recover library collections
- Eliminate barriers to access
- Welcome back patrons
- Increase library patronage and usage

## Fine Amnesty

All overdue items, belonging to Jackson County Library Services, returned to the Library from June 1<sup>st</sup> to June 30<sup>th</sup> will not have fines. This does not include pre-existing overdue fines on items already returned.

## Food for Fines

Jackson County Library Services patrons will get \$1 in fines or fees waived for each can or package of non-perishable foods.

Through the Jackson County Library Foundation, the library will partner with Neighborhood Food Project – a group well known throughout the county for the colorful green bags used to collect and share food. We will also seek additional partners for areas not covered by the Neighborhood Food Project.

## Success Story

The San Francisco Public Library offered a Library Fine Forgiveness Period from January, 3, 2017 through February 14, 2017. During this period, late fees were waived on all returned books, CDs, DVDs and other materials regardless of how long overdue. 699,563 items were dropped off at the library during this six-week period. More than 10,000 patrons had fines forgiven and more than 5,000 patrons were able to obtain a clean slate on their record.

## Request

Staff and the Jackson County Library Foundation request the Library District Board approve implementation of the "We Want You Back" Program.