



CALL TO ORDER/ROLL CALL

INTRODUCTIONS & PROCLAMATIONS

CONSENT AGENDA1
(1) Minutes from April 13 and May 11 Regular Meetings; May 5 Study Session; May 11 Budget Committee Meeting; May 24 Special Meeting; and (2) JCLD Financial Report.

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.)

PUBLIC HEARING TO RECEIVE COMMENTS REGARDING FISCAL YEAR 2017-2018 BUDGET

- 1. LB-1 Notice of Budget Hearing / Approved Budget for Fiscal Year 2017-201818
- 2. Resolution 2017-01: Approving Creation of a Capital Improvement Fund43
- 3. Resolution 2017-02: Adopting Fiscal Year 2017-2018 Budget, Making Appropriations, and Imposing and Categorizing Taxes, and Approving Creation of Capital Improvement Fund.....44

PRESENTATIONS AND REPORTS

- 1. Library Director Report.....46
- 2. Summer Reading Program

NEW BUSINESS

- 1. Facilities Plan: Objective One53
- 2. Guidance to JCLF re: Funding Priorities
- 3. IGAs with RVCOG for FY17-18 Accounting and Administrative Services.....57

OLD BUSINESS AND UPDATES

- 1. Lindberg Estate Bequest to Ashland Library
- 2. Comic Con Debrief

COMMITTEE AND BOARD MEMBER REPORTS

- 1. Correspondence Committee
- 2. Facilities Committee
- 3. Policy Committee
- 4. Technology Committee, *report prepared by Lucien Kress, Kress Consulting*63
- 5. Individual Board Member Reports, *including farewell remarks from Monica Weyhe and Maureen Swift*

BOARD TRAINING / RESOURCES / NEWS & MEDIA.....79

- 1. Employers finding it hard to find and retain workers, *Mail Tribune*, by Greg Stiles
- 2. U.S. once welcomed Mexican laborers, *Mail Tribune*, by Vicki Aldous

EXECUTIVE SESSION (if needed) – Pursuant to ORS 192.660(2)(e), ORS 192.660(2)(f), and ORS 192.660(h)

FUTURE MEETINGS/EVENTS:

June 22-27, 2017 – ALA Annual Conference, Chicago

July 13, 2017 – Board Regular Meeting

The Jackson County Library District Board meets regularly at 9:30 a.m. on the second Thursday of every month at the Medford Library in the Adams Community Meeting Room. You may find proposed agendas and prior meeting minutes at www.jacksoncountylibrarydistrict.org. If you have further questions or would like to be added to the email notification list, please contact Executive Administrator Lisa Marston at 541-423-1374 or lmrston@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 (Board President), Susan Kiefer (Vice President), Jill Turner, Monica Weyhe, Mark Bartholomew and Shane Antholz (Legal Counsel), Lisa Marston (Executive Administrator), Jamar Rahming (Library Director). Director Carol Doty was absent.

CALL TO ORDER

President Maureen Swift called the meeting to order at 9:32 a.m.

INTRODUCTIONS AND PROCLAMATIONS

Swift introduced Shane Antholz, Hornecker Cowling LLC explaining that he would be presenting to the Board shortly. Swift proclaimed that National Volunteer Week would be April 23rd – April 29th 2017. Swift announced the departure of Carol Levy, President, Friends of the Central Point Library and leader of the Presidents Forum for the last three years and asked everyone to take a moment to honor Ms. Levy's service.

CONSENT AGENDA

MOTION: Kiefer moved to approve the minutes from the Regular Board Meeting on March 9, 2017. Weyhe seconded the motion. The motion was passed unanimously.

ORAL REQUESTS AND COMMUNICATIONS FROM THE AUDIENCE

There were no comments from the public.

NEW BUSINESS

Lindberg Estate Bequest to Ashland Library

Bartholomew explained the reasons for his inviting Antholz to the Board Meeting and then asked Antholz to provide a brief history of the Lindberg Estate Bequest.

Antholz recounted the information he had reviewed and his interactions with the estate's attorney and the personal representative. Board Members provided input based on individual knowledge and discussed options available to slow the probate process due to a lack of information about the estate and its holdings or the parties involved. After much discussion support was given to seeking an independent Current Market Analysis (CMA). Antholz suggested the Board grant him permission to contact the attorney and/or personal representative about slowing down the probate process to provide more time to the District. Kiefer asked for him to inform the attorney that the District, the Friends of the Ashland Public Library, and the Jackson County Library Foundation (JCLF) are working on an agreement that names the District as the sole beneficiary.

MOTION: Turner moved for the Board to enter into an agreement among the District, the Ashland Friends, and JCLF; to procure an independent CMA; and to direct Mr. Antholz to speak with the estate's attorney with the goal of slowing down the probate process and gathering additional information. Kiefer seconded the motion. The motion was approved unanimously.

PRESENTATIONS AND REPORTS

Library Director's Report

Weyhe voiced her surprise at the Bixler Grant Update in the Director's Report on page 10 of the Board packet. Her understanding was that both parties understood the reasons for library hours being the responsibility of the District. It appears, however, that the grant's purpose is to provide funding to cover

non-resident student library cards for those students who attend the Applegate School District and to increase hours of operations for the Applegate Library. Weyhe reiterated that the second part of the grant cannot be done. Turner asked that the topic be placed further back on the Agenda to allow time for Board discussion without interrupting the Library Director's Report. Swift placed it under Old Business and stated that the Board's discussion could continue on the subject at that time.

Rahming responded to Turner's question about the search for a new Ashland Branch Manager, explaining that a nationwide search had been conducted and the notice was posted on the ALA website. According to Rahming, LS&S screened all applicants and narrowed the list to eight candidates who met the minimum criteria and had qualifications in areas of interest for the District with the four remaining applicants moving on to the next set of interviews. Responding to Board Member comments, Rahming elaborated that the initial job posting did not attract the right applicant pool so the deadline was extended and the job description was redone to include information specific to the Ashland community. Rahming also answered Turner's question about security at the Ashland Public Library saying that they had received and reviewed a proposal requesting security in Ashland however given the types of Incident Reports being received from Ashland it doesn't warrant bringing the proposal before the Board.

NEW BUSINESS

Fines Amnesty Program

Turner expressed her support for an amnesty program as it would help clear up the Patron database. Weyhe reminded the Board of previously suggested models adding that libraries have done this in the past and have recouped a lot of their inventory, while also building public goodwill. Rahming described the community as very charitable and he was confident something could be drafted and submitted to the Board prior to its next Board Meeting.

Jackson County General Obligation (GO) Refunding Bond

Swift announced that the County is refinancing the Bonds that were used to build the libraries. Those bonds are scheduled to be paid off by 2020. The County sent a tax exempt use certificate to JCLD for signature. Bartholomew recommended JCLD get a written agreement from the County prior to signing stating that the bonds would be paid off on time. Swift asked if he had been in contact with the County to which he said he had not, but advised adding a contingency clause to the motion.

MOTION: Weyhe moved to authorize Maureen Swift, JCLD Board President, to sign the Tax Exempt Use Certificate contingent on JCLD receiving a written agreement from Jackson County stating that the libraries would be paid off on time in 2020. Turner seconded the motion. The motion was approved unanimously.

OLD BUSINESS

Collection Development Policy – Second Draft

Swift said it appeared to her that the policy addressed the concerns that were expressed by the Policy Committee and JCLD Board Members during the last Board meeting.

MOTION: Kiefer moved to approve the Collection Development Policy. Weyhe seconded the motion. The motion was approved unanimously.

Comic Con Update

Laura Kimberly, Medford Branch Manager/Medford Comic Con Project Manager reported the Medford Comic Con program would be complete soon and briefly described how many vendors, sponsors and workshops would be involved.

Rahming mentioned they would be submitting an article to the Library Journal which is published nationally. Weyhe suggested other outlets that could also promote the event. Rahming agreed, while noting that the Library Journal's interest increased the likelihood of having it published. Kimberly added that she had been invited by the Mountain Plains Library Association to present a workshop on how to create a Comic Con event.

Security Update

Swift referred to the Director's Report on page 11 of the Board packet and asked if there were any updates. Kimberly reported that the wiring had begun on the 10th of April and will continue until it's done. Signage is being posted in the parking lots so that emergency numbers are displayed in case someone feels they are in need of assistance and want to contact the Police.

Rahming reported he was collecting data from counties and library districts in regards to sharps containers being placed in JCLD bathrooms, stating that information is needed to help make an informed decision.

Marston reported that RFP for Security Services had been issued and the closing date would be May 2, 2017.

JCLS Hours Update

Swift asked if there had been any significant pushback from the hour change to which Rahming replied that most of the feedback had been positive.

Library Directors Report - Bixler Grant Update (continued)

Suggestions were offered by the Board Members and Weyhe volunteered to speak with the donor again and contact OCF, as needed.

COMMITTEE AND BOARD MEMBER REPORTS

Correspondence Committee

There was no report.

Facilities Committee

Other than the Short- and Long-Term Facilities Plan reported on earlier, Doty did not have anything to add.

Policy Committee

Kiefer reported that the committee met to work on the Collection Development Policy and will meet again on April 24, 2017 to create a table identifying any remaining "legacy" policies.

Technology Committee

The Technology Committee will meet on May 1, 2017 with Dana Braccia, Dave Maxfield and Lucien Kress of Kress Consulting. Written questions have been submitted to LS&S with the hope that these questions can be answered. Weyhe advised that the meeting would be taking place with only the Technology Committee to allow LS&S an opportunity to divulge proprietary information they are not willing to share otherwise. Weyhe offered to accept any questions other Board Members may have.

Turner stated that the sub-committee on Personnel met first and then contacted Ruth Metz of Ruth Metz Consultants. Weyhe added that from that meeting and follow-up correspondence it was clear the Board wants Metz to coordinate the work of the short and long range plans. Metz did not have that guidance from the Board and it was Weyhe's hope that the Board could provide that. In order for Metz to create a long term budget plan for 2020 she would need clear expectations; receiving ad hoc questions provides a very incomplete picture to work from. Turner pointed out that the scope of services in Metz's agreement is broad enough to cover a continuation of her previous work. The Board agreed to utilize Metz's services.

Individual Reports

Kiefer announced that JCLF is up and running but lines of communication need to be established between the District, libraries and JCLF to provide guidance on what the Foundation's funding priorities should be. They are also currently seeking Board Members. As Turner pointed out, the Agenda for the May 11, 2017 Regular Board Meeting was full and offered that perhaps the June Board Meeting or possibly a Joint Study Session in June would be much better.

Swift announced that on May 10, 2017 the PEO group based out of the Rogue Valley Manor has asked her to come and speak. Nothing specific was mentioned but she wanted to let everyone know.

Swift briefly touched on future events and reported that Director Carol Doty had received an email announcing that the MT-1 certification is now a state-recognized credential and she lauded Doty for her relentless pursuit in getting this accomplished.

Adjourn

Swift adjourned the meeting at 11:35 am.

/s/ Donovan Edwards

Recording Secretary

MINUTES

ATTENDEES

Present at the meeting were Board Members Maureen Swift (Board President), Susan Kiefer (Vice President), Jill Turner, Monica Weyhe, Lisa Marston (Executive Administrator), Jamar Rahming (Library Director)

CALL TO ORDER

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

STUDY SESSION

Doty briefly went over the background of the District's involvement in the MT-1 program and highlighted the District's focus on the educational priorities for all school districts and the concern with the economic vitality of Jackson County.

Allen Barber, Human Resources Director, Eagle Point School District described how he became involved in the MT-1 Certification and acknowledged that initially he was skeptical about why the library would be involved; however, after meeting with the previous Library Director Tammy Westergard he understood and was able to get the Eagle Point School District immediately involved.

Originally the goal was to have approximately 20 students enrolled in the MT-1 Certification Program; unfortunately, due to lack of curriculum materials only 5 students were able to actually enroll, 4 of which completed their MT-1 Certification. Barber stated that while he can only speak for the Eagle Point School District it is his understanding that Superintendents of other school districts in the region agree with him on how important the certification programs are to the students, educators and employers. Further describing the program's potential, he added that educators are working together to try and find a way to offer certifications that include music, math and art at all schools, as well.

Two particular groups Barber specified were Rogue Manufacturing Group and the Business Education Partnership (BEP). He also said he believes they are the strongest catalyst toward real partnerships being forged between education and local industries.

Responding to Swift's question of whether there was student demand for the program, Barber stated that there was a little but it takes time to build that demand up. He advised that industrial and educational tours are very useful to both employers and educators as it helps define what the industries are looking for in employees and what educators can do to improve their programs to better match local workforce needs. More importantly, having industry leaders interacting with students during these tours reaffirms the importance of the programs the students are enrolled in which prepares them to enter the workforce following high school.

Swift asked how receptive parents are to their student children engaging in certification programs with the intent to move immediately into the workforce rather than focusing on college degrees after high school. Barber answered that it varies between school districts and it all depends on the circumstances. Barber added that industry dynamics have changed and parents need to be educated in regards to the programs that are available for students.

John Underwood, Human Resources Manager, Timber Products Company pointed out that kids have been raised to be prepared to go to college not the workforce following high school and while college is very important it might not necessarily be the best opportunity for success for the student or the highest priority given the industrial needs of the region that are creating opportunities that do not require degrees.

Brian Samhammer, MT-1 Instructor/Special Needs Educator, said the students enrolled in the certification programs come in with all the basic subject needs taken care of, such as mathematics and science requirements, so they have a good understanding of what they are studying already. The courses are self-paced on the computer and this year's class is creating next year's curriculum. This year's program will run the entire year; however, it can be done in one semester.

MT-1 curriculum is based on workplace needs rather than how they are typically set up. Lower level classes are being set up to align with the certification programs if and when the students choose to go that route. Barber pointed out that eliminating issues that arise from student transfer would be reduced with the program being utilized throughout the valley.

Barber declared that resources are too limited for each district to have to do things on their own so it has to be a collaborative effort. He added, too, that it would be beneficial for educators to tour other best-in-class MT-1 programs. The travel would be costly, but it would be very beneficial.

Swift stated that JCLD is getting ready to overhaul its collections and the collections need to reflect educational and industrial needs. Weyhe added that the RCC collection should also be included, to which Dr. Cathy Kemper-Pelle, President of RCC, offered her agreement.

Jim Fong, Rogue Workforce Partnership agreed with Underwood's suggestion and added that both Barber and Samhammer were spot on. He did say that the region has a long way to go but the great news is the partnerships that are available to improve the workforce. There are 11 school districts in the region and they all need to be brought together. Fong produced several documents for everyone to review and highlighted several pieces of information; for instance, there are currently 441 manufactures in this region but none of them are considered dominant and over 60% of them have fewer than 10 employees. He also explained that nationally one of the struggles educators are facing is simplifying these career pathways.

Fong spent quite a bit of time explaining the various documents he had provided, which detailed workforce and educator involvement and collaborative efforts that are ongoing and the direction that statistics are pointing to in order to successfully implement a quality CTE program in the Rogue Valley.

RCC has integrated annually required credential maintenance for faculty to ensure they remain up to date in their field of expertise. Dr. Kemper-Pelle did point that the focus on college degrees has affected the workforce adding that approximately 50% of high school students move directly to college while the other half goes out into the workforce either before or after graduation until it is realized that they need educational assistance to be selected for those higher paying positions. Based on previous experience she envisions being able to take this dual credit program and expand upon it. RCC struggles with having enough qualified faculty to be in the local high schools; however, successful models are available which show regions localizing the college level career and technical education at one facility that many high schools can utilize. Great partnerships and leveraging resources is really where the "rubber meets the road" as Dr. Kemper-Pelle put it, due to the expense of the equipment required for the CTE program. There is also a visual problem she pointed out. Many students have the idea of a "Dirty Jobs" style of workplace where manufacturing jobs are concerned and therefore interest in exploring the programs diminishes. Marketing

programs are being created by RAMP and Business Oregon in an effort to peak interest by showing all of the possibilities available in the manufacturing world.

Dr. Kemper-Pelle then reminded everyone of the additional high tech manufacturing facility being built at the Table Rock Campus, which will include a Makers Space that allows high school students to work with high tech equipment that normally is not available to students. The goal is also to have industrial representatives come in and work side by side with students and faculty. Dr. Kemper-Pelle then went on to describe how they have already assisted industries in the area by allowing them to come in and use equipment they don't have available to determine product flaws and create solutions to parts replacement needs when parts are no longer manufactured. RCC has had career pathways for approximately 20 years; however, because it has such an extensive list of electives they have chosen over the next year to simplify the selections through guided pathways and it would allow students to leave school with at least the certifications they had earned so far but could come back to continue their education. RCC is also looking to add certification programs like MT-1 to its summer program curriculum as some of those certifications could be achieved in a short period of time. They are looking into externships that would have RCC faculty job shadowing at various locations to better understand today's industries, citing faculty as the best job recruiters since they spend so much time with the students. With some added experience they can provide a much more detailed description to students who may be interested or those who are still unsure of their interest.

To summarize, Doty said that what she was hearing was that it would be helpful if JCLD chose to participate with the Business Education Partnership; determine whether JCLD should be focused on MT-1 or MSSC or maybe not at all; and to be open to suggestions on collection materials that would better reflect educational and industrial needs. Quite a bit of excitement occurred at the suggestion of display cases within the libraries being utilized to highlight immediate employment opportunities, as well as manufacturing and student projects. George Prokop, Budget Committee Member, advised that the Board review the list of suggested supporting roles for the District provided by Fong and then compare that list with the Strategic Plan to see how they match up. Fong also suggested the District partner with local groups that are focused on local higher education and industrial needs and workforce opportunities.

Doty thanked everyone for their efforts and participation.

Adjourn

Swift adjourned the meeting at 11:39 am.

/s/ Donovan Edwards

Recording Secretary

MINUTES

ATTENDEES

Present at the meeting were Board Members Maureen Swift (Board President), Susan Kiefer (Vice President), Jill Turner, Monica Weyhe, Lisa Marston (Executive Administrator), Jamar Rahming (Library Director); also present at the meeting were Budget Committee Members George Prokop, Eric Dziura, Pat Ashley, Kevin Keating and Vicki Robinson, JCLD Accountant

CALL TO ORDER

President Maureen Swift called the meeting to order at 9:36 a.m.

APPROVE PROPOSED AGENDA

MOTION: Weyhe moved to approve the May 11th, 2017 Budget Committee's Proposed Agenda. Doty seconded the motion. The motion was passed unanimously.

ELECTION OF BUDGET COMMITTEE CHAIR

MOTION: Doty nominated Eric Dziura for Budget Committee Chairperson. Keating seconded the nomination. The nomination was passed unanimously.

BUDGET MESSAGE

Robinson provided the Budget Message to the Board and Budget Committee. While reviewing the Budget Message on page 4 Turner noted that the average building was 12 to 20 years old however the Carnegie Building within the Ashland Public Library is over 110 years old. Weyhe requested that the statement on page 5 which read "Provide for a reasonable ending fund balance to cover operational expenses in the following fiscal year until the first property tax collection in November 2017" be expanded upon to explain that the majority of the funds the District receives come from property taxes. Those funds do not come in until at least November, which means that during the gap from July through November each year the District operates off of the ending fund balance from the previous fiscal year.

As Robinson was going through the list of major contracts on page 6 Weyhe noted for the Board that RVCOG is not limited to just the Executive Administrator, Accountant and Administrative Assistant but that the entire Finance Department, Executive Director and Human Resources Manager all play key roles for the District. Swift noted that under the LS&S contract that not only is it library operations but library collections as well. She also noted that auditing and legal services were left off and while they are not considered major contracts they should be included.

On page 9 it was noted that the increase in service hours was actually a redistribution of current hours to better serve the communities. Ashley suggested the next time the District chose to add hours that they also consider the rural libraries. She acknowledged that this was not the appropriate time to go into discussion; however, she felt it important to at least note her concern for those areas and that residents have difficulties with getting into the metropolitan areas to access library services and the growth in those rural areas is increasing. Turner suggested that a second chart be created to highlight the city funded hours.

As Robinson continued her presentation Turner commented on page 11 that within the list of restricted funds that some need to be used to complete the projects the funds were contributed for. It was also suggested that an additional column be added next to Restricted Funds to identify the fund's purpose.

Prokop referred to the 2017-2018 column on page 12, which lists major building projects, stating that those numbers specifically came from the County. He had additional numbers from the Facilities Committee creating a five year building maintenance plan and asked if those numbers could be incorporated. Most of the Board Members were in agreement and he stated that he would get that information to Robinson to be included in the budget document to be submitted to the Board for adoption in June. Turner stated that she believed that the Medford Branch Library will need to be remodeled to accommodate additional staff members that will potentially be hired during the 2019-2020 fiscal year, adding that funding for that should be included. Doty stated that the Facilities Committee has already begun discussing this and will include additional funding numbers for that in next year's budget, adding that it could mean finding additional space elsewhere to accommodate the new staff members.

Swift asked about the Ruch Branch Library and the District's wish to not demolish the garage on the property that the County had scheduled to demolish. After some discussion on the matter both Marston and Doty confirmed phone conversations and an email from Ryan DeSautel, Jackson County Maintenance in which he informed them that the County no longer has plans to demolish the garage. Swift asked Marston to remove the "Ruch Library: Demo old building" line item from the budget permanently to avoid any future confusion on the matter. Robinson added that the \$15,000 for that item will be moved to the "Other" line item, which leaves the total unchanged for the fiscal year 2017-2018 budget.

Robinson explained that the technology projects list on page 14 was created by Ron Sharp, Information Technology Manager. Turner asked Marston if she was aware of any projects within the Technology Committee's budget that would need to carry over to the next year. Rahming suggested that the VOIP phone system will need to be carried over. Doty brought up security cameras for other branches and asked where that cost was included in the budget. Marston stated that \$70,000 has been set aside for Security Equipment on page 13, which also includes maintenance for the first year. Prokop said they were told that maintenance is typically about 10% annually of the total cost for the equipment. After some discussion and at Prokop's request Robinson and Marston agreed to adjust the total on the technology worksheet to reflect the technology total listed under expenditures in the budget.

Robinson continued briefing the Board on the revenues and expenditures and closed the presentation with the JCLD 2017-2018 Reserve Fund on page 22 of the Proposed Budget packet. She explained that she had placed the \$2,050,000 in Capital Outlay but it could be moved if the Board chose to do that. Swift asked for clarification that the District would need to vote on creating a Reserve Fund and when that would need to happen. Robinson stated that they would need to vote on that before adopting the budget. Swift asked Marston to ensure this was on the agenda for the June 8, 2017 Regular Board Meeting/Budget Hearing.

Dziura noted that the Board was on "Committee Discussion" according to the agenda and asked Ashley to clarify her thoughts on the rural libraries and additional hours. Ashley reiterated that she would like the District to first consider increasing rural libraries hours of operations when they next decide to look into increasing hours District-wide. Swift took the opportunity to remind the Board that work is still being done in the "backrooms" by library staff who are not only doing their own jobs but taking up the slack of other positions. These include Information Technology staff, a Collection Development Manager and a few other positions. These need to be filled prior to considering increasing hours because adding hours onto the responsibilities will just compound current issues. She used Prospect and Butte Falls branch libraries as examples. Both locations utilize the same Librarian so increasing hours between those two locations would be problematic. There are other libraries also sharing staff. Turner cited current OLA standards in relation to hours per library based on population and provided numbers that indicate most JCLD libraries are below OLA standards. Ashley acknowledged the difficulties in increasing hours but also referred to the point made by the communities who voted for the levy that it was more hours that they wanted. She does not

want the District to lose sight of that. Ashley suggested that maybe the District should consider budgeting themselves more stringently and have less focus on the ending fund balance which may free up some funds to be put towards increasing hours. Doty encouraged Ashley to “keep after us” and added that it is important for the Board to be reminded of what the people want.

Prokop said that he was very happy to see the \$2,050,000 for the Capital Improvement Fund, reminding the Board and Budget Committee Members that this had been discussed last year and its inclusion in the budget shows the District is looking ahead and following through. Weyhe suggested that the need for continuing to build the Capital Outlay funding will be even more critical as the District takes over the 15 library buildings.

Prokop referred back to the projected \$627,000 included as strategic planning that Swift had explained as a recurring charge once the District began to hire employees on their own and asked if there was any backup documentation that could be used to explain the amount of money set aside for employees. Kiefer responded that they do not have that documentation yet. Doty stated that it had been her hope that something prior to the Budget Meeting would have been received from LS&S which had not happened yet. Prokop continued by explaining that with any amount of money backup documentation should be available due to the District being publicly funded. Doty concurred, along with many of the Budget and Board Committee Members. There was a brief conversation amongst most Budget and Board Committee Members with Rahming eventually breaking in to explain that per the previous meeting with Ruth Metz he had sent a request for information regarding the additional positions to Dana Braccia and he was still awaiting a response. Robinson suggested modifying the statement on page 4 regarding the Strategic Plan. After some discussion, the Board agreed to add a statement regarding the improvement of staffing and patron services to include the hiring of up to six employees.

MOTION: Turner asked that the Jackson County Library District Budget Committee move to approve the Jackson County Library District budget in the aggregate amount of \$19,690,490, for all funds, for 2017-2018, and the tax rate of \$.52 per \$1,000 of assessed value be assessed in support of the General Fund. The motion was seconded by Weyhe. The motion was approved unanimously by the Jackson County Library District Budget Committee and the Jackson County Library District Board by roll call vote.

Dziura asked about the next steps in the process to which Robinson explained that the suggested changes would be made to the budget document; the notice of budget hearing would be published in the Mail Tribune and posted on the District’s website; and the Budget Hearing would be conducted at the beginning of the June 8, 2017 Regular Board Meeting. Marston added that the Board Resolutions for creating the reserve fund and adopting the budget would also be drafted in the meantime.

Adjourn

Dziura adjourned the meeting at 11:48 am.

/s/ Donovan Edwards

Recording Secretary

MINUTES

ATTENDEES

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

CALL TO ORDER

President Maureen Swift called the meeting to order at 11:42 a.m.

INTRODUCTIONS AND PROCLAMATIONS

Swift informed the Board that she was adding Jackson County's Enterprise Zone under new business.

CONSENT AGENDA

MOTION: Turner moved to approve the JCLD Financial Report. Weyhe seconded. The motion passed unanimously.

ORAL REQUESTS AND COMMUNICATIONS FROM THE AUDIENCE

There were no comments from the public.

PRESENTATIONS AND REPORTS

Library Director's Report

Rahming added to his Director's Report that Youth Services at the White City Library had received a kit from NASA which allows users to experience different types of programming which they will include with various exhibits like the Smithsonian, which is currently considering a couple of JCLS locations to visit.

Rahming then went on to report that the set of finalists for the Zone Manager position at the Ashland Public Library had not worked out. One had pulled out from consideration and the other one was just not a good fit; however, two more were being interviewed May 12, 2017. The salary being offered has also been increased.

Executive Session

Due to time considerations the Board moved into Executive Session at 11:53 a.m., pursuant to ORS 192.660(2)(e), ORS 192.660(2)(f), and ORS 192.660(2)(h). The Board came out of Executive Session and continued the Regular Board Meeting at 12:45 p.m.

Quarterly Statistical Report

At Doty's request, Bloom provided an explanation of the five main circulation categories. Bloom added that she had not yet been able to make a correlation between auto renewals' effects on other categories.

NEW BUSINESS

Fines Amnesty Program

Bloom acknowledged the message is still being refined but it was important to start the program. Bloom highlighted a couple of successful strategies used by other libraries and explained that she had decided to combine both in an effort to offer even more opportunities for patrons. Several Board Members asked

varying questions and offered suggestions to help ensure that the program lines up with what the District was hoping to accomplish. After some discussion and other examples of similar programs, it was determined that the proposal of one non-perishable food item's value be increased from \$1 to \$5 per item to make it easier for patrons to use non-perishable food contributions to bring their accounts current. Bloom also suggested that in the spirit of what the District is doing if an overdue collection item is returned but damaged that it be accepted back without a fine, with which the Board agreed. Weyhe inquired about JCLF's involvement. Amy Drake, JCLF's Executive Director, stated that the Foundation had reached out to the Neighborhood Food Network who will pick up the food from the libraries. Bloom confirmed the partnership adding that Library staff would be responsible for the transactions with patrons and the Neighborhood Food Network would be responsible for the logistics.

MOTION: Weyhe moved to approve the Fines Amnesty Program provided that non-perishable food items are valued at \$5 per item. Doty seconded the motion. The motion was passed unanimously.

RFP Evaluation Committee Recommendation for Contracted Security Services at Medford Library

Marston reported on the RFP Evaluation Committee's process and results. After each member of the five-person committee had reviewed, scored and discussed the proposals, the committee agreed unanimously that J & J Thomas, Inc had provided the best and most beneficial proposal and had accounted for everything the District had asked for. Marston then reviewed the costs proposed by J & J Thomas over the three-year contract term. Prokop added that while they are the most expensive among the contractors, they do provide the type of security the District needs now and they already possess the ability to provide even more types of security services, if required.

MOTION: Weyhe moved to approve a three-year security services contract with J & J Thomas, Inc. to provide uniformed security guard services at the Medford Library, based on the results and recommendations of the RFP Evaluation Committee. Turner seconded the motion. The motion was approved unanimously.

Cost-Sharing Request from the Ruch Friends for New Roof on the A-Frame Building

MOTION: Doty moved to approve JCLD paying for 50% of the total \$8,550 required to replace the current roof on the A-Frame Building at the Ruch Branch Library. Weyhe seconded the motion. The motion was approved unanimously, with the recommendation that the Friends of the Ruch Library also explore material donations.

Jackson County Enterprise Zone Hearing

Swift asked for volunteers to attend the Jackson County Enterprise Zone Hearing on the May 31, 2017. Marston reported that she and the District's accountant, Vicki Robinson, had reviewed the information and determined that the enterprise zones aren't changing. Based on that information and the lack of time available, the Board chose not to send a representative to attend the hearing.

OLD BUSINESS

Bixler OCF Donation for Applegate Library

Rahming explained that, after reiterating the District's policies regarding additional hours, it had been determined that the original check of \$15,000 would be returned and a new check for \$5,000 would be reissued to pay for Josephine County children to have non-resident library cards so that students in the Applegate School District can use the Applegate Branch Library for free.

COMMITTEE AND BOARD MEMBER REPORTS

Correspondence Committee

Nothing to report.

Facilities Committee

Nothing to report.

Policy Committee

Weyhe reported that the Policy Committee had met and would have some material for the June Board Meeting.

Technology Committee

Nothing to report.

Individual Reports

Nothing to report.

Adjourn

Swift adjourned the meeting at 1:30 pm.

/s/ Donovan Edwards

Recording Secretary



May 24, 2017, at 9:30 a.m.

MINUTES

ATTENDEES

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

CALL TO ORDER/ROLL CALL

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

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

EXECUTIVE SESSION

The executive session was held.

ADJOURN

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

Swift adjourned the meeting at 11:15 a.m.

Jackson County Library District
Statement of Revenues and Expenditures
From 5/1/2017 Through 5/31/2017

	Current Month		YTD Budget Percentage received	
	YTD Budget	Actual	YTD Actual	Remaining or spent to date
Operating Revenue				
Program Revenue				
Current Property Tax Collections	9,135,000.00	51,556.53	8,993,275.31	(141,724.69) 98.44%
Prior Year Property Tax Collections	306,000.00	6,570.04	133,946.78	(172,053.22) 43.77%
Interest Income	50,000.00	9,117.36	73,927.30	23,927.30 147.85%
Other Income	0.00	23,377.99	23,386.66	23,386.66 0.00%
E Rate	215,000.00	10,583.95	117,523.09	(97,476.91) 54.66%
Reimbursements From RCC	22,000.00	0.00	24,275.72	2,275.72 110.34%
Ready To Read Grant	33,000.00	0.00	32,624.00	(376.00) 98.86%
Conference Room Rental	30,000.00	(90.00)	20,579.10	(9,420.90) 68.59%
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	953.00	(247.00) 79.41%
Library Card Replacement Fees	5,000.00	0.00	1,655.20	(3,344.80) 33.10%
Late Fee Charges	105,000.00	9,688.24	68,111.25	(36,888.75) 64.86%
Lost/Damaged Materials	10,000.00	0.00	6,114.08	(3,885.92) 61.14%
Photocopy/Fax Sales	15,000.00	0.00	11,452.40	(3,547.60) 76.34%
Patron Refunds	(3,000.00)	0.00	(754.74)	2,245.26 25.15%
Printer Sales	16,000.00	0.00	9,317.72	(6,682.28) 58.23%
On Line Fee Collections	16,800.00	696.94	7,937.99	(8,862.01) 47.24%
Hulburt Donation	135,000.00	0.00	125,821.00	(9,179.00) 93.20%
Library Friends Donations	65,000.00	0.00	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	0.00	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>111,501.05</u>	<u>15,144,094.72</u>	<u>(416,905.28) 97.32%</u>
Total Operating Revenue	<u>15,561,000.00</u>	<u>111,501.05</u>	<u>15,144,094.72</u>	<u>(416,905.28) 97.32%</u>
Total Revenue	<u>15,561,000.00</u>	<u>111,501.05</u>	<u>15,144,094.72</u>	<u>(416,905.28) 97.32%</u>

Jackson County Library District
Statement of Revenues and Expenditures
From 5/1/2017 Through 5/31/2017

	Current Month		YTD Budget Percentage received		
	YTD Budget	Actual	YTD Actual	Remaining	or spent to date
Expenditures					
Program Expenses					
Personnel Cost	100,000.00	0.00	0.00	100,000.00	0.00%
Accounting Services	41,000.00	7,471.93	38,414.43	2,585.57	93.69%
Auditing Services	10,000.00	0.00	10,300.00	(300.00)	103.00%
Administrative Services	100,000.00	24,566.11	113,423.98	(13,423.98)	113.42%
Bank Fees/Interest Expense	2,000.00	66.44	844.37	1,155.63	42.21%
Community Promo/Strategic Plan	50,000.00	2,527.88	46,402.96	3,597.04	92.80%
Elections	30,000.00	53.50	53.50	29,946.50	0.17%
Insurance	20,000.00	0.00	13,405.00	6,595.00	67.02%
Legal Services	24,000.00	3,690.00	25,285.78	(1,285.78)	105.35%
Memberships and Dues	2,000.00	161.00	1,999.59	0.41	99.97%
Office Supplies	2,000.00	161.61	1,068.49	931.51	53.42%
Postage	1,000.00	70.00	346.98	653.02	34.69%
Registration/Tuition/Travel	11,000.00	1,275.30	6,689.88	4,310.12	60.81%
Special fees and Expenses	0.00	518.00	878.00	(878.00)	0.00%
Transfers To Foundations	10,000.00	0.00	0.00	10,000.00	0.00%
Advertising/Legal Notices	1,000.00	107.51	107.51	892.49	10.75%
Alarm Services	2,000.00	0.00	2,351.40	(351.40)	117.57%
Building Repair/Maintenance	419,000.00	34,918.08	384,583.88	34,416.12	91.78%
Custodial Services	315,000.00	26,195.63	276,299.47	38,700.53	87.71%
Custodial Supplies	0.00	840.88	9,973.49	(9,973.49)	0.00%
Landscape Services	5,000.00	516.00	4,988.00	12.00	99.76%
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	5,122.45	44,135.85	10,864.15	80.24%
Signs and Signal Materials	25,000.00	486.69	486.69	24,513.31	1.94%
Building Repair/Maintenance- B-7	310,000.00	3,521.68	58,523.31	251,476.69	18.87%
Equipment Repair/Maintenance	15,000.00	972.50	8,973.93	6,026.07	59.82%
Facility Furnishing Expense	25,000.00	0.00	19,750.64	5,249.36	79.00%
Minor Equipment	50,000.00	2,242.93	15,699.24	34,300.76	31.39%
Minor Equipment-Computers	511,000.00	110,687.70	120,330.57	390,669.43	23.54%
LS&S Contract	4,964,356.00	412,635.96	4,512,134.26	452,221.74	90.89%
Library Materials	824,000.00	117,793.00	588,510.45	235,489.55	71.42%
Grant Funded Programs	0.00	0.00	150.00	(150.00)	0.00%
City Participation	32,000.00	14,309.29	14,309.29	17,690.71	44.71%
Strategic Plan Initiative	627,000.00	0.00	0.00	627,000.00	0.00%
E Rate Services	0.00	0.00	23,175.00	(23,175.00)	0.00%
Unique Management Services	0.00	0.00	11,587.50	(11,587.50)	0.00%

Jackson County Library District
Statement of Revenues and Expenditures
From 5/1/2017 Through 5/31/2017

	Current Month			YTD Budget Percentage received	
	YTD Budget	Actual	YTD Actual	Remaining	or spent to date
Electricity	227,000.00	17,007.05	175,752.07	51,247.93	77.42%
Natural Gas	55,000.00	3,997.17	42,265.64	12,734.36	76.84%
Garbage Service	10,000.00	875.57	9,251.97	748.03	92.51%
Water and Sewer Service	33,000.00	1,297.69	23,278.98	9,721.02	70.54%
Street and Storm Drain Fees	20,000.00	1,457.37	16,405.73	3,594.27	82.02%
Telecom-Voice and LD	65,000.00	4,503.70	49,173.33	15,826.67	75.65%
Telecom-Wide Area Network	133,000.00	8,658.95	95,950.55	37,049.45	72.14%
Telecom-Internet Services	36,000.00	2,017.48	24,134.15	11,865.85	67.03%
Municipal Assessments	1,000.00	117.82	1,424.74	(424.74)	142.47%
Maintenance & Fuel for Vehicles	15,000.00	703.65	7,023.90	7,976.10	46.82%
Hulburt Donation	150,000.00	18,578.47	103,844.05	46,155.95	69.22%
Library Friends Donations	65,000.00	12,198.02	45,638.74	19,361.26	70.21%
Library Foundation Donations	5,900.00	6,198.67	9,554.62	(3,654.62)	161.94%
General Public Donations	5,000.00	155.61	1,375.98	3,624.02	27.51%
OR Community Foundation-restricted	34,000.00	2,924.15	3,588.11	30,411.89	10.55%
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	830.53	1,384.54	(1,384.54)	0.00%
Ready to Read 2017 Grant	33,000.00	3,095.30	3,155.30	29,844.70	9.56%
Kent Family Trust	14,000.00	0.00	0.00	14,000.00	0.00%
Ready to Read 2016 Grant	0.00	2,618.64	25,142.61	(25,142.61)	0.00%
Library Foundation Donations- CP	50,000.00	0.00	1,448.11	48,551.89	2.89%
Subtotal Materials and Services	9,537,856.00	858,147.91	6,996,976.56	2,540,879.44	73.36%
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>858,147.91</u>	<u>6,996,976.56</u>	<u>8,564,023.44</u>	<u>44.96%</u>
Total Expenditures	<u>15,561,000.00</u>	<u>858,147.91</u>	<u>6,996,976.56</u>	<u>8,564,023.44</u>	<u>44.96%</u>
Net Revenue Over Expenditures	<u>0.00</u>	<u>(746,646.86)</u>	<u>8,147,118.16</u>	<u>8,147,118.16</u>	<u>0.00%</u>

A public meeting of the Jackson County Library District will be held on June 8, 2017, at 9:30 a.m. at the Medford Library, 205 South Central Avenue, Medford, Oregon. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2017 as approved by the Jackson County Library District Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at Rogue Valley Council of Governments, 155 N. First Street, Central Point, Oregon between the hours of 8:00 a.m. and 4:00 p.m. or online at jacksoncountylibrarydistrict.org. This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as the preceding year.

Contact: Lisa Marston, Executive Administrator

Telephone: 541-423-1374

Email: lmарston@jacksoncountylibrarydistrict.org

FINANCIAL SUMMARY - RESOURCES			
TOTAL OF ALL FUNDS	Actual Amount 2015-2016	Adopted Budget This Year 2016-2017	Approved Budget Next Year 2017-2018
Beginning Fund Balance/Net Working Capital	2,814,196	5,203,000	7,000,000
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	349,167	357,000	273,390
Federal, State and all Other Grants, Gifts, Allocations and Donations	447,421	510,000	437,100
Revenue from Bonds and Other Debt			
Interfund Transfers / Internal Service Reimbursements			2,050,000
All Other Resources Except Current Year Property Taxes	206,586	356,000	330,000
Current Year Property Taxes Estimated to be Received	8,890,617	9,135,000	9,600,000
Total Resources	12,707,987	15,561,000	19,690,490

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
Personnel Services	0	100,000	100,000
Materials and Services	7,370,476	9,437,856	9,482,882
Capital Outlay	128,569	227,000	2,300,000
Debt Service			
Interfund Transfers			2,050,000
Contingencies		750,000	750,000
Special Payments			
Unappropriated Ending Balance and Reserved for Future Expenditure	5,208,942	5,046,144	5,007,608
Total Requirements	12,707,987	15,561,000	19,690,490

FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM			
Name of Organizational Unit or Program			
FTE for that unit or program			
Not Allocated to Organizational Unit or Program			
FTE		100,000	100,000
Total Requirements		100,000	100,000
Total FTE	0	0	0

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING

On May 20, 2014, the Jackson County voters approved the formation of a special district named Jackson County Library District ("District") with a permanent rate tax cap of \$0.60/\$1000 of assessed value. The District continues to contract for all of its services; therefore, it does not have any employees. Major contracts include the following: library operations and library materials (Library Systems & Services, LLC); accounting and administrative services (Rogue Valley Council of Governments); building maintenance and landscaping (Jackson County Facility Maintenance); custodial services and supplies (Pathway Enterprises); security services (J & J Thomas); telephone services (InfoStructure); and Internet services (Hunter Communications). For the 2017-2018 budget, the District has included a minimal amount in Personnel Services, which could allow the District to begin hiring employees if the need arises. Additionally, this budget includes \$627,000 for implementing initiatives tied to the strategic plan, which include increasing staffing; increasing and enhancing the library collection; and expanding digital literacy and Hispanic outreach. There is a slight decrease in the ending fund balance of \$38,536, mainly due to transferring \$2,050,000 to a Capital Improvement Fund for future projects, including major building repairs or renovations. The buildings are all 12 years old or older, with the Carnegie portion of the Ashland Library approaching 110 years old. The unappropriated ending fund balance is just over \$5 million, which is approximately how much it costs to cover five months of operating expenses from the start of the new fiscal year until the first tax turnovers are received in November 2017.

PROPERTY TAX LEVIES			
	Rate or Amount Imposed 2015-2016	Rate or Amount Imposed This Year 2016-2017	Rate or Amount Approved Next Year 2017-2018
Permanent Rate Levy (rate limit _____.60_____ per \$1,000)	.52	.52	.52
Local Option Levy			
Levy For General Obligation Bonds			

STATEMENT OF INDEBTEDNESS		
LONG TERM DEBT	Estimated Debt Outstanding on July 1.	Estimated Debt Authorized, But Not Incurred on July 1
General Obligation Bonds		
Other Bonds		
Other Borrowings		
Total	none	none

Jackson County
Library District
APPROVED
Budget
2017-2018





Marissa Holman during a story time presentation at the Rogue River Library.

Jackson County Library District Budget Message



- 📌 The Jackson County Library District was approved by the voters in May 2014 with the first operating fiscal year under this new entity beginning July 1, 2014. For the first year of operation, Jackson County managed the finances of the newly formed District with the oversight of the funds coming from the five-member Board.
- 📌 The Board assumed responsibility for the management of the District's finances beginning July 1, 2015.
- 📌 The 2015-2016 budget was the first actual year of operation for the District outside of the umbrella of Jackson County and therefore the budget for the 2014-2015 fiscal year looks much different than the subsequent years.

Jackson County Library District

Budget Message



- 📌 The 2017-2018 budget was developed using the 2016-2017 actuals to date and estimating what the remaining expenditures for the year would be. This was then the basis for estimating the expenditures for 2017-2018.
- 📌 The 2016-2021 Strategic Plan also guided the development of this budget. This budget includes \$627,000 for implementing initiatives tied to the strategic plan, which include increasing staffing; increasing and enhancing the library collection; and expanding digital literacy and Hispanic outreach.
- 📌 There is a slight decrease in the ending fund balance of \$38,536, mainly due to transferring funds to a Capital Improvement Fund for future projects, including major building repairs or renovations. The buildings are currently owned by Jackson County but will be released to the Library District in 2020. The buildings are all 12 years old or older, with the Carnegie portion of the Ashland Library approaching 110 years old.

Jackson County Library District

2017-2018 Budget Priorities



- 📌 Maintain enhanced hours of operation for all 15 library branches
- 📌 Continue upgrading the Library's technology
- 📌 Retain the current cost per thousand to the taxpayers of Jackson County of 52 cents per \$1,000 of assessed value
- 📌 Provide monies to fund major projects and strategic plan priorities
- 📌 Transfer \$2,050,000 from the ending fund balance to a Capital Improvement Fund
- 📌 Provide for a reasonable ending fund balance to cover an estimated \$4 to \$5 million in operational expenses between July 2017 and the first property tax collection in November 2017

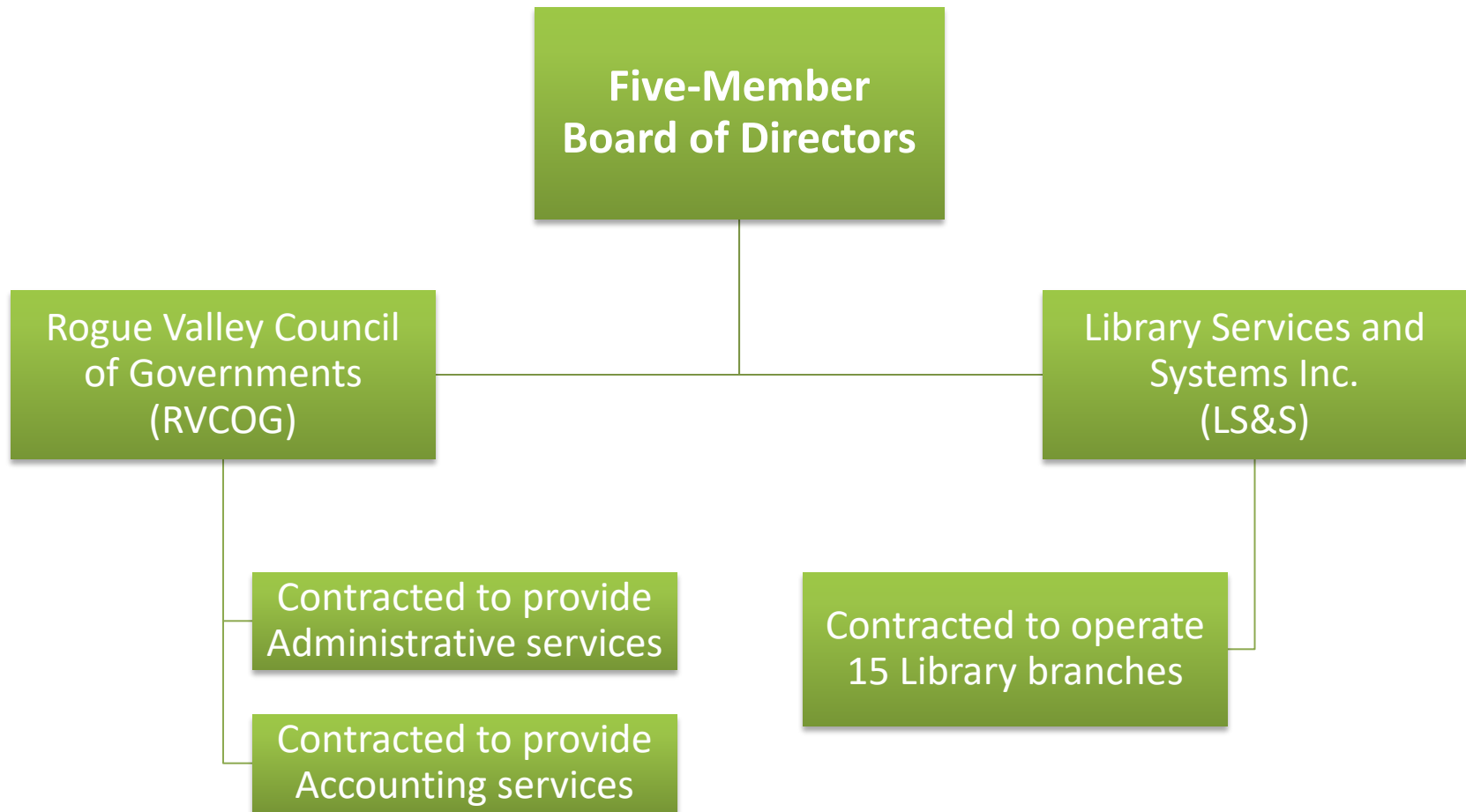
Jackson County Library District

Major Contracts for 2017-2018

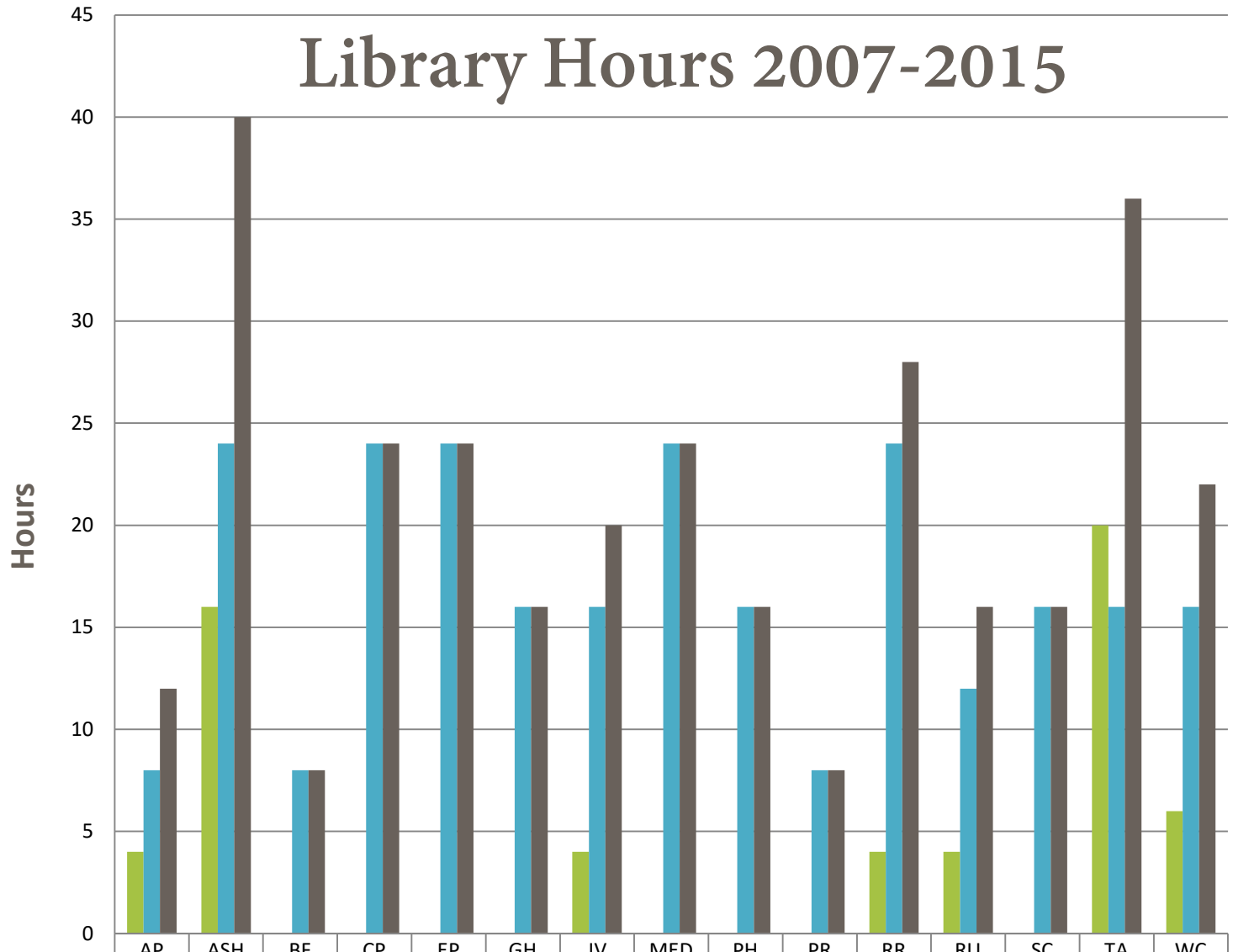


- 🔒 Library Services and Systems (LS&S) – library operations and library collection
- 🔒 Jackson County – maintenance, landscaping, property insurance; any rents or fees under existing leases
- 🔒 Rogue Valley Council of Governments (RVCOG) – administrative and accounting services
- 🔒 Rogue Community College (RCC) – lease, joint operation, and Integrated Library System (ILS) at Medford Library
- 🔒 Hornecker Cowling LLP – legal services
- 🔒 Isler Medford LLC – auditing services
- 🔒 Pathway Enterprises – janitorial services
- 🔒 Hunter Communications, Infostructure, CenturyLink, Frontier Communications – telecommunication services
- 🔒 J & J Thomas – security guard services at Medford Library

Jackson County Library District Organizational Chart 2017-2018

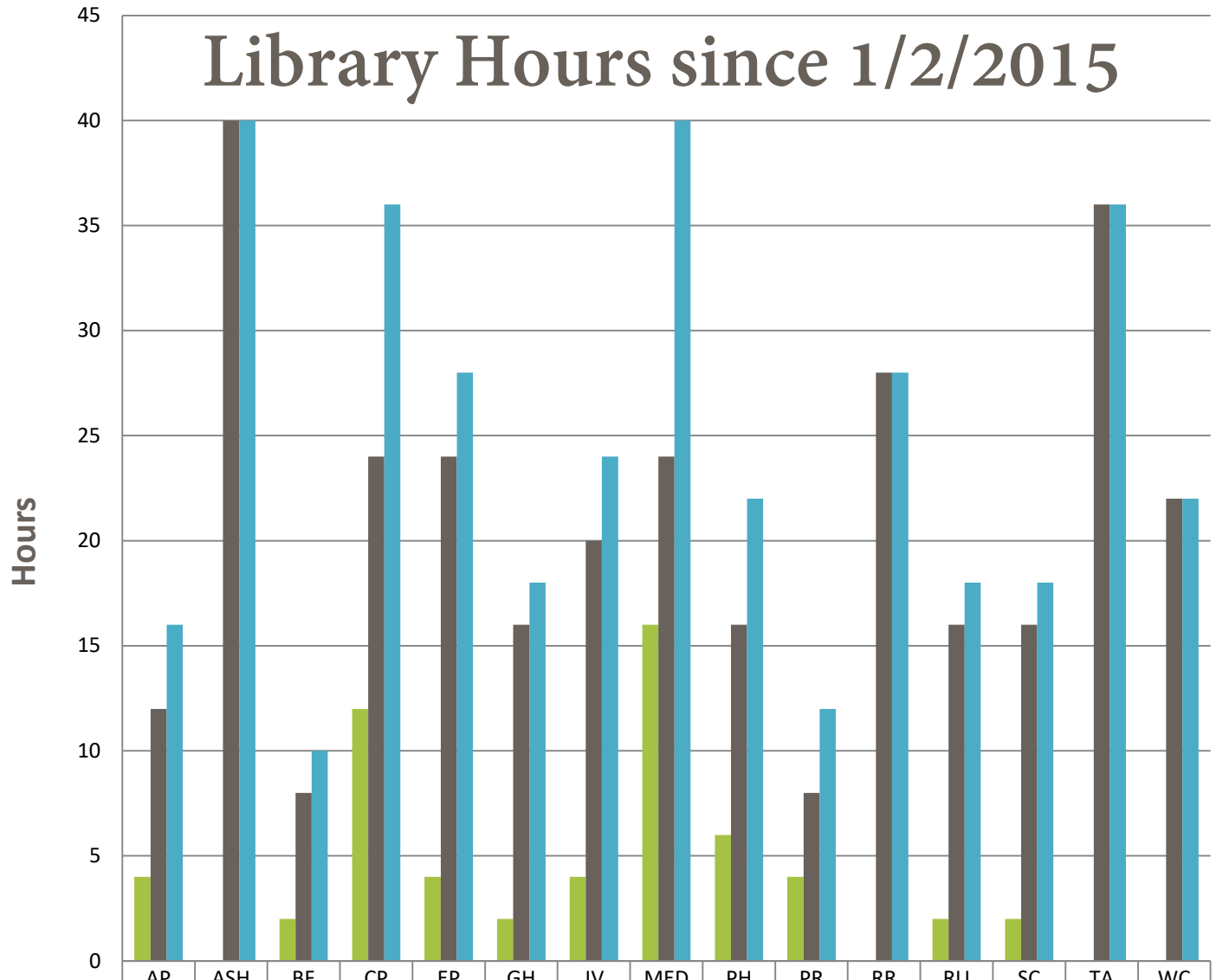


Library Hours 2007-2015



■ Extra Hrs Paid by Other Entities	4	16	0	0	0	0	4	0	0	0	4	4	0	20	6
■ County Funded Hrs	8	24	8	24	24	16	16	24	16	8	24	12	16	16	16
■ Total Hours (2007-2014)	12	40	8	24	24	16	20	24	16	8	28	16	16	36	22

Library Hours since 1/2/2015



	AP	ASH	BF	CP	EP	GH	JV	MED	PH	PR	RR	RU	SC	TA	WC
■ District Added Hours Effective 1/2/15	4	0	2	12	4	2	4	16	6	4	0	2	2	0	0
■ Total Hours (2007-2014)	12	40	8	24	24	16	20	24	16	8	28	16	16	36	22
■ Current Total Hours Effective 1/2/15	16	40	10	36	28	18	24	40	22	12	28	18	18	36	22

Jackson County Library District Branches and Hours of Operation



Branch	Phone	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Hours Open
Applegate	541-846-7346		2 – 6 pm	10 am – 2 pm		2 – 6 pm	10 am – 2 pm		16
Ashland	541-774-6980	10 am – 8 pm	10 am – 6 pm	10 am – 6 pm	12 – 5 pm		12 – 5 pm	12 – 4 pm	40
Butte Falls	541-865-3511		10 am - 3 pm		12 – 5 pm				10
Central Point	541-664-3228		10 am – 6 pm	10 am – 6 pm	10 am – 6 pm	10 am – 6 pm	12 – 4 pm		36
Eagle Point	541-826-3313		10 am – 4 pm	10 am – 4 pm	12 – 6 pm	10 am – 4 pm	12 – 4 pm		28
Gold Hill	541-855-1994	10 am – 4 pm		2 – 6 pm		1 – 5 pm	12 – 4 pm		18
Jacksonville	541-899-1665	10 am – 5 pm		10 am – 5 pm	12 – 6 pm		10 am – 2 pm		24
Medford	541-774-8689	10 am – 7 pm	10 am – 7 pm	10 am – 7 pm		12 – 4 pm	11 am – 4 pm	12 – 4 pm	40
Phoenix	541-535-7090		11 am – 5 pm	1 – 7 pm	11 am – 5 pm		12 – 4 pm		22
Prospect	541-560-3668			10 am – 2 pm		1 – 5 pm	10 am – 2 pm		12
Rogue River	541-864-8850	10 am – 4 pm	10 am – 4 pm		1 – 7 pm	10 am – 4 pm	10 am – 2 pm		28
Ruch	541-899-7438		10 am – 5 pm		1 – 7 pm		11 am – 4 pm		18
Shady Cove	541-878-2270		12 – 6 pm	2 – 7 pm		10 am – 5 pm			18
Talent	541-535-4163		10 am – 6 pm	12 – 7 pm	12 – 7 pm	10 am – 5 pm	10 am – 5 pm		36
White City	541-864-8880	11 am – 6 pm	10 am – 2 pm	12 – 5 pm			10 am – 4 pm		22
Business Office	541-774-8679	8 am – 5 pm	8 am – 5 pm	8 am – 5 pm	8 am – 5 pm	8 am – 5 pm			Total 368

Jackson County Library District Tax Projections



Tax Collection – Prior Fiscal Years			
	2014-2015	2015-2016	2016-2017
Assessed value used to compute rate	\$17,442,139,138	\$18,145,084,529	\$18,854,460,574
Actual growth in assessed value	n/a - first year	4%	3.90%
Property taxes levied	\$ 9,063,985	\$ 9,437,180	\$ 9,801,600
Collection rate	93.81%	94.00%	91.23%*
*as of 4/30/17			

Jackson County Library District Operating Levy Projection 2017-2018

The table below projects a 3.97% increase in total assessed value for the 2017-2018 fiscal year.

Jackson County estimates Net Collection Rate by reviewing budget experience over the past several years.

Growth	3.97%		
January 2017 Estimated Assessed Value	\$ 19,602,982,659		
Rate per \$1,000 of assessed value	0.52		
Gross Levy	\$ 10,193,551		
Net Collection Rate	94.00%		
Estimated taxes to be received	\$ 9,600,000		

Jackson County Library District

Restricted Funds



Restricted Fund	Purpose of Funds	Balance 7/1/2016	Revenues	Expenditures	Balance 3/31/2017
EJ Smith Corpus	Purchase Pacific Northwest related books	\$8,500	-	-	\$8,500
EJ Smith #2453		-\$17	-	-	-\$17
Ted Gerlock Corpus	Purchase books about forestry	\$1,459	-	-	\$1,459
Hulburt Trust #2575	Enrichment programs for youth and mature readers	\$162,148	\$125,821	\$85,266	\$202,703
Kent Family Trust	To benefit library operation	\$14,631	-	-	\$14,631
Ready to Read 2016	Early literacy	\$15,964	-	\$15,964	-
Ready to Read 2017	Early literacy	-	\$32,624	\$6,620	\$26,004
Carpenter Foundation	Purchase books for Carpenter collection	\$54	\$3,000	\$554	\$2,500
OCF - Talent Library Fund	Summer reading program and collection materials	\$983	\$2,869	\$0	\$3,852
OCF - Finstrom Fund	Outreach to Homebound Program	\$13,400	\$10,000	\$664	\$22,736
City Participation - Ashland Levy	Enhance programs at Ashland Library	\$39,884	-	-	\$39,884
Total		\$257,008	\$174,314	\$109,068	\$322,254

Jackson County Library District

Major Building Maintenance Projects

2017-2018



Fiscal Year 2017-2018 Projects	Amount
Medford Library: Seal Masonry Walls	\$ 60,000
Rogue River Library: Roof Replacement	\$ 80,000
Shady Cove Library: VCT with Marmoleum	\$ 15,000
Ruch Library: Replace VCT with Marmoleum	\$ 15,000
Reconfigure Layouts	\$ 40,000
Security Equipment	\$ 70,000
Other	\$ 30,000
Total	\$ 310,000

Jackson County Library District Recommended Facilities Projects



2018-2019 and 2019-2020

Facility	Maintenance - Major	'18 - '19	'19 - '20
Yearly Totals		\$ 310,000	\$ 310,000
Medford	Library door controls	\$ 50,000	
Med/Ash	HVAC control supervisor	\$ 40,000	
TBD	Exterior lighting	\$ 10,000	
TBD	Reconfigure layouts	\$ 40,000	
TBD	Security equipment	\$ 20,000	
TBD	Security equipment	\$ 20,000	
n/a	Other	\$ 130,000	
Total		\$ 310,000	
Rogue River	HVAC		\$ 60,000
White City	HVAC		\$ 40,000
Butte Falls	Exterior paint		\$ 20,000
Gold Hill	Exterior paint		\$ 20,000
Phoenix	Exterior paint		\$ 20,000
Prospect	Exterior paint		\$ 20,000
TBD	Library door controls (3 facilities)		\$ 50,000
TBD	Exterior lighting		\$ 10,000
TBD	Reconfigure layouts		\$ 20,000
TBD	Security equipment		\$ 20,000
n/a	Other		\$ 30,000
Total			\$ 310,000

Recommended by Jackson County Facilities Maintenance

Recommended by JCLD Facilities Committee

Jackson County Library District Recommended Facilities Projects



2020-2021 and 2021-2022

Facility	Maintenance - Major	'20 - '21	'21 - '22
Yearly Totals		\$ 520,000	\$ 310,000
Multiple	LED Parking Lot Lights	\$ 100,000	
Ashland	Replace HVAC	\$ 150,000	
White City	Replace concrete	\$ 50,000	
Medford	Chiller replacement	\$ 150,000	
TBD	Library door controls (3 facilities)	\$ 50,000	
TBD	Reconfigure layouts	\$ 20,000	
n/a	Other	\$ -	
Total		\$ 520,000	
Phoenix	Replace HVAC		\$ 30,000
Jacksonville	Replace HVAC		\$ 30,000
Eagle Point	Replace HVAC		\$ 50,000
TBD	Reconfigure layouts		\$ 20,000
n/a	Other		\$ 180,000
Total			\$ 310,000

Recommended by Jackson County Facilities Maintenance

Recommended by JCLD Facilities Committee

Jackson County Library District Technology Projects 2017-2018



Item	Project	QTY	Each	Total Project Total		Status
1	Dell Servers	7	\$4,000	\$28,000		
	Server software	7	\$8	\$56	\$28,056	
2	Public Scanning - Scannx	9	\$995	\$8,955		Possible carry over from 2016/17
	Cloud Drive capability	10	\$1,000	\$10,000		Not in original cost
	Faxing - yearly (50 pgs x .60) x 10) x 12)	500	\$0.60	\$3,600	\$22,555	
3	Privacy Screens	130	\$55	\$7,150	\$7,150	Carry over?
	Pilot Programs					
4.1	ecommerce					
4.2	Video					
4.3	Mobile Devices					
	Total				\$25,000	
5	Assistance Technology				\$15,000	As needed
6	Microsoft Office Pro Plus (Staff + Public)	345	\$40	\$13,800	\$13,800	
7	Copier for Business Office	1	\$4,500	\$4,500	\$4,500	
8	Color Laser for Business Office	1	\$3,500	\$3,500	\$3,500	
9	Public color printing (Ashland)	1	\$700	\$700		
	Public color printing (Other branches)	15	\$450	\$6,750	\$7,450	
10	Mobile Lab - Notebooks	11	\$1,000	\$11,000		
	Mobile Lab - Projector	1	\$600	\$600		
	Mobile Lab - Case Divider	2	\$220	\$440	\$12,040	
11	Admin Meeting Room Projector	1	\$3,000	\$3,000		
	Notebook	1	\$1,000	\$1,000	\$4,000	
12	Meeting Room Projectors	17	\$3,000	\$51,000	\$51,000	Estimate – excludes Medford large room
13	Digital Signage	13	\$1,500	\$19,500	\$19,500	
14	Technology Maintenance				\$26,574	See Technology Maintenance '17-'18
15	Other				\$119,875	
Total					\$360,000	

Jackson County Library District

Technology Maintenance

2017-2018



ITEM	COMPANY	RESP	PRODUCT	TYPE	USE	QTY	EA.	TOTAL	DUE
1	Faronics	LS & S	Deepfreeze	SW	Public Security	258	\$8.00	\$2,064.00	10/10/2017
2	Envisionware	LS & S	LPT:One - 1 Building Bundle	SW	Public Printing	1	\$169.15	\$169.15	
	Gold		LPT:One - 15 Building Bundle	SW		15	\$17.00	\$255.00	
			LPT:One - Client	SW		180	\$5.20	\$936.00	
			PC Reservation - Building Bundle	SW	Public Computer Time Management	1	\$467.50	\$467.50	
			PC Reservation - Building Bundle	SW		14	\$148.75	\$2,082.50	
			PC Reservation - Clients	SW		175	\$5.20	\$910.00	
			Jamex 6557 Coin Box	HW	Cash payment device for printing	1	\$311.40	\$311.40	
			Discounts			1	-\$68.76	-\$68.76	
TOTAL								\$5,062.79	9/30/2017
3	Envisionware	JCLD	LDS	HW/SW	Public Scanning	1	\$774.60	\$774.60	9/1/2017
4	SolarWinds	LS & S	Dameware	SW	Remote Desktop/Network tool	4	\$62.00	\$248.00	10/17/2017
5	Bardon	LS & S	Full Control	SW	Public Security	12	\$13.80	\$165.60	7/16/2017
6	Scannx	JCLD	Flexi Lite	SW	Public Scanning	1	\$400.00	\$400.00	5/18/2017
			Bookscanner	HW	Public Scanning				5/2/2017
7	Envisionware	JCLD	Mobile Printing service	HW	Mobile Printing service	15	\$725.00	\$10,875.00	
8	Envisionware	JCLD	LPT:One	SW	Additional client Licences	25	\$5.20	\$130.00	
			PC Res	SW	Additional client Licences	30	\$5.20	\$156.00	
9	Scannx	JCLD	Scannx	SW/HW	Maintenance	9	\$400.00	\$3,600.00	
10	Envisionware	JCLD	LDS	HW/SW	Public Scanning	4	\$774.60	\$3,098.40	
Total								\$26,574	

Jackson County Library District

Category Report



Category	15-16 actual	16-17 budget	17-18 proposed
Personnel costs	\$ -	\$ 100,000.00	\$ 100,000.00
Administration	\$ 195,777.92	\$ 304,000.00	\$ 284,000.00
Facility maintenance	\$ 733,262.64	\$ 823,500.00	\$ 875,735.00
Building repairs and equipment	\$ 106,966.25	\$ 911,000.00	\$ 775,000.00
Library services	\$ 5,562,707.68	\$ 5,788,356.00	\$ 5,962,007.00
Board planning	\$ -	\$ 627,000.00	\$ 627,000.00
Utilities	\$ 545,851.31	\$ 580,000.00	\$ 577,040.00
Vehicle operating costs	\$ 11,475.56	\$ 15,000.00	\$ 15,000.00
Restricted donations	\$ 237,807.09	\$ 389,000.00	\$ 367,100.00
Capital Outlay	\$ -	\$ 227,000.00	\$ 250,000.00
Contingency	\$ -	\$ 750,000.00	\$ 750,000.00
Total expenditures	\$ 7,393,848.45	\$ 10,514,856.00	\$ 10,582,882.00
Transfer to Capital Improvement Fund			\$ 2,050,000.00
Ending fund balance	\$5,208,942.00	\$ 5,046,144.00	\$ 5,007,608.00

Jackson County Library District 2017-2018 Revenues



FORM
LB-20

RESOURCES
General
(Fund)

Jackson County Library District
(Name of Municipal Corporation)

	Historical Data			RESOURCE DESCRIPTION	Budget for Next Year 2017/2018			
	Actual		Adopted Budget This Year Year 2016-2017		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2014-2015	First Preceding Year 2015-2016						
1				1 Available cash on hand* (cash basis) or				1
2		2,814,196	5,203,000	2 Net working capital (accrual basis)	7,000,000	7,000,000		2
3	-	170,577	306,000	3 Previously levied taxes estimated to be received	250,000	250,000		3
4	34,190	36,009	50,000	4 Interest	80,000	80,000		4
5	162,662	142,053	166,000	5 Fines and fees	120,210	120,210		5
6	386,165	207,114	158,000	6 Charges for services	153,180	153,180		6
7	331,004	447,421	543,000	7 Grants and donations	437,100	437,100		7
8	224,990	-	-	8 Transfer in from other entity (Jackson County)	-	-	-	8
9				9				9
10				10				10
11				11				11
12				12				12
13				13				13
14				14				14
15				15				15
16				16				16
17				17				17
18				18				18
19				19				19
20				20				20
21				21				21
22				22				22
23				23				23
24				24				24
25				25				25
26				26				26
27				27				27
28				28				28
29	1,139,011	3,817,370	6,426,000	29 Total resources, except taxes to be levied	8,040,490	8,040,490	-	29
30			9,135,000	30 Taxes estimated to be received	9,600,000	9,600,000		30
31	8,571,557	8,890,617		31 Taxes collected in year levied				31
32	9,710,568	12,707,987	15,561,000	32 TOTAL RESOURCES	17,640,490	17,640,490	-	32

*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

Jackson County Library District 2017-2018 Expenditures



FORM
LB-31

DETAILED EXPENDITURES

Jackson County Library District

General

(Name of Fund)

	Historical Data			Expenditure Description	Budget for Next Year 2017-2018				
	Actual		Adopted Budget This Year Year 2016-2017		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body		
	Second Preceding Year 2014-2015	First Preceding Year 2015-2016							
1				1	PERSONAL SERVICES				1
2	-	-	100,000	2	Placeholder employee 1.0 FTE	100,000	100,000		2
3				3					3
4	-	-	100,000	4	Total Personal Services	100,000	100,000		4
5				5					5
6				6					6
7				7	MATERIALS AND SERVICES				7
8				8					8
9		35,578	41,000	9	Accounting Services	45,000	45,000		9
10		9,800	10,000	10	Auditing Services	11,000	11,000		10
11		74,058	100,000	11	Administrative Services	110,000	110,000		11
12		1,207	2,000	12	Bank Fees/Interest Expense	1,000	1,000		12
13		29,334	50,000	13	Community Promo/Strategic Plan	50,000	50,000		13
14		-	30,000	14	Elections	-	-		14
15		12,051	20,000	15	Insurance	20,000	20,000		15
16		13,620	24,000	16	Legal Services	30,000	30,000		16
17		175,648	277,000	17	Subtotal	267,000	267,000		17
18		2,134	2,000	18	Membership and Dues	2,500	2,500		18
19		1,112	2,000	19	Office Supplies	2,000	2,000		19
20		654	1,000	20	Postage	500	50		20
21		14,482	11,000	21	Registration/Tuition/Travel	10,000	10,000		21
22		-	10,000	22	Transfer to Foundations	-	-		22
23		1,747	1,000	23	Advertising/Legal Notices	2,000	2,000		23
24		20,129	27,000	24	Subtotal	17,000	17,000		24
25		1,243	2,000	25	Alarm Services	2,500	2,500		25
26		417,880	419,000	26	Building Repair/Maintenance	432,635	432,635		26
27		-	310,000	27	Building Repair/Maintenance-Major	310,000	310,000		27
28		245,169	315,000	28	Custodial Services	320,000	320,000		28
29		10,500	-	29	Custodial Supplies	12,000	12,000		29
30				30					30
31				31					31
32				32					32
33	-	870,569	1,450,000	33	Subtotal this page	1,461,135	1,461,135	-	33

Jackson County Library District 2017-2018 Expenditures



FORM
LB-31

DETAILED EXPENDITURES

General

Jackson County Library District

(Name of Fund)

Historical Data			Expenditure Description	Budget for Next Year 2017-2018			
Actual		Adopted Budget This Year Year 2016-2017		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
Second Preceding Year 2014-2015	First Preceding Year 2015-2016						
			1				1
	-	-	2	MATERIALS AND SERVICES (CONTINUED)			2
			3				3
	-	3,299	4	Landscape Services	6,600	6,600	4
		2,000	5	Maintenance Services	2,000	2,000	5
		479	6	Property Rental/Lease Expense	-	-	6
		52,544	7	Security Services	75,000	75,000	7
		107	8	Signs and Signal Materials	25,000	25,000	8
		733,221	9	Subtotal	1,185,735	1,185,735	9
		13,935	10	Equipment Repair/Maintenance	15,000	30,000	10
			11	Facility Furnishing Expense	25,000	25,000	11
		15,717	13	Minor Equipment	50,000	50,000	13
		53,984	14	Minor Equipment- Computers/Technology	375,000	360,000	14
		83,636	15	Subtotal	465,000	465,000	15
	6,896,372	-	16	Jackson County Contract	-		16
		4,775,001	17	LS&S (formerly LSSI) Contract	5,113,287	5,113,287	17
		786,936	18	Library Materials	848,720	848,720	18
		-	19	Strategic Plan Initiative	627,000	627,000	19
	6,896,372	5,561,937	20	Subtotal	6,589,007	6,589,007	20
		234,096	21	Electricity	231,540	231,540	21
		43,397	22	Natural Gas	45,000	45,000	22
		9,826	23	Garbage Services	15,000	15,000	23
		1,222	24	Municipal Assessments	1,500	1,500	24
		30,543	25	Water and Sewer Services	33,000	33,000	25
		17,713	26	Street and Storm Drain Fees	20,000	20,000	26
		336,797	27	Subtotal	346,040	346,040	27
			28				28
			29				29
			30				30
			31				31
			32				32
33	6,896,372	6,040,799	33	Subtotal this page	7,508,647	7,508,647	33

Jackson County Library District 2017-2018 Expenditures



FORM
LB-31

DETAILED EXPENDITURES

General
(Name of Fund)

Jackson County Library District

	Historical Data			Expenditure Description	Budget for Next Year 2017-2018			
	Actual		Adopted Budget This Year Year 2016-2017		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
	Second Preceding Year 2014-2015	First Preceding Year 2015-2016						
1				1				1
2	-	-		2	MATERIALS AND SERVICES (CONTINUED)			2
3				3				3
4	-	60,765	65,000	4	65,000	65,000		4
5		114,262	133,000	5	130,000	130,000		5
7		34,027	36,000	7	36,000	36,000		7
8		209,054	234,000	8	231,000	231,000		8
9	-	11,476	15,000	9	15,000	15,000		9
10				10				10
11		771	-	11				11
12		16,702	32,000	12	32,000	32,000		12
13		106,314	150,000	13	125,000	125,000		13
14		54,611	65,000	14	65,000	65,000		14
15		10,241	5,900	15	10,000	10,000		15
16			50,000	16	50,000	50,000		16
17		3,836	5,000	17	5,000	5,000		17
18		5,143	34,000	18	46,000	46,000		18
19		200	85	19	85	85		19
20		50	15	20	15	15		20
21		37,522	33,000	21	33,000	33,000		21
22		242	14,000	22	1,000	1,000		22
23		2,946		23	-	-		23
24		238,578	389,000	24	367,100	367,100		24
25	6,896,372	7,370,476	9,437,856	25	9,482,882	9,482,882		25
26				26				26
27				27				27
28				28				28
29				29				29
30				30				30
31				31				31
32				32				32
33				33				33

Jackson County Library District 2017-2018 Expenditures



FORM
LB-31

DETAILED EXPENDITURES

General
(Name of Fund)

Jackson County Library District

	Historical Data			Expenditure Description	Budget for Next Year 2017-2018				
	Actual		Adopted Budget This Year Year 2016-2017		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body		
	Second Preceding Year 2014-2015	First Preceding Year 2015-2016							
1				1				1	
2	-	128,569	227,000	2	CAPITAL OUTLAY	250,000	250,000	2	
3				3				3	
4	-	-	750,000	4	CONTINGENCY	750,000	750,000	4	
5				5				5	
6		-	-	6	TRANSFER TO CAPITAL IMPROVEMENT FUND	2,050,000	2,050,000	6	
7				7				7	
8				8				8	
9				9				9	
10				10				10	
11				11				11	
12				12				12	
13				13				13	
14				14				14	
15				15				15	
16				16				16	
17				17				17	
18				18				18	
19				19				19	
20				20				20	
21				21				21	
22				22				22	
23				23				23	
24				24				24	
25				25				25	
26				26				26	
27				27				27	
28				28				28	
29								29	
30				30				30	
31	6,896,372	7,499,045		31	TOTAL EXPENDITURES			31	
32			5,046,144	32	UNAPPROPRIATED ENDING FUND BALANCE	5,007,608	5,007,608	32	
33	6,896,372	7,499,045	15,561,000	33	TOTAL	17,640,490	17,640,490	-	33

Jackson County Library District 2017-2018 Reserve Fund



**FORM
LB-11**

This fund is authorized and established by resolution / ordinance number _____ on (date) _____ for the following specified purpose:

RESERVE FUND RESOURCES AND REQUIREMENTS

Year this reserve fund will be reviewed to be continued or abolished.
Date can not be more than 10 years after establishment.

Review Year: _____

Capital Improvement Fund

Jackson County Library District
(Name of Municipal Corporation)

	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2017-2018			
	Actual		Adopted Budget Year 2016-2017		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2014-2015	First Preceding Year 2015-2016						
				RESOURCES				
2				2 Cash on hand * (cash basis), or				2
3				3 Working Capital (accrual basis)				3
4				4 Previously levied taxes estimated to be received				4
5				5 Interest				5
6				6 Transferred IN, from other funds	2,050,000	2,050,000		6
7				7				7
8				8				8
9				9				9
10	0	0	0	10 Total Resources, except taxes to be levied	2,050,000	2,050,000	-	10
11				11 Taxes estimated to be received				11
12				12 Taxes collected in year levied				12
13	0	0	0	13 TOTAL RESOURCES	2,050,000	2,050,000	-	13
				REQUIREMENTS **				
15				15				15
16				16 CAPITAL OUTLAY	2,050,000	2,050,000		16
17				17				17
18				18				18
19				19				19
20				20				20
21				21				21
22				22				22
23				23				23
24				24				24
25				25				25
26				26				26
27				27				27
28				28				28
29				29 Ending balance (prior years)				29
30				30 UNAPPROPRIATED ENDING FUND BALANCE				30
31	0	0	0	31 TOTAL REQUIREMENTS	2,050,000	2,050,000	-	31

RESOLUTION: 2017-01

RESOLUTION APPROVING CREATION OF A NEW CAPITAL IMPROVEMENT FUND

WHEREAS, THE BOARD OF THE JACKSON COUNTY LIBRARY DISTRICT FINDS:

1. The District currently has a lease agreement with Jackson County for the use of the 15 Library branches owned by the County. The District currently provides all facilities repairs and maintenance through the general fund.
2. Jackson County will release the buildings to the Library District in 2020. The buildings are all 12 years old or older with the Carnegie portion of the Ashland Branch approaching 110 years old.
3. The District wishes to establish a fund for future projects including major building repairs or renovations.

Based on these finding the Board of the Jackson County Library District resolves to create a new reserve fund pursuant to ORS 294.346 which will be named the Capital Improvement Fund. The fund will be initially funded through the adoption of the 2017-2018 fiscal year budget.

The above resolution was approved by the Board of the Jackson County Library District and declared adopted this ____ day of _____, 2017.

By:

Attest:

Board President

Recording Secretary

Board Vote:

Maureen Swift _____
Susan Kiefer _____
Monica Weyhe _____
Jill B. Turner _____
Carol Doty _____

RESOLUTION: 2017-02

A RESOLUTION ADOPTING FISCAL YEAR 2017-2018 BUDGET, MAKING APPROPRIATIONS, IMPOSING AND CATEGORIZING TAXES

WHEREAS, THE BOARD OF THE JACKSON COUNTY LIBRARY DISTRICT FINDS:

1. The Jackson County Library District Budget Committee approved the Fiscal Year 2017-2018 budget on May 11, 2017.
2. The notice of this budget hearing (Form LB-1) was published in the June 2, 2017 *Mail Tribune*, and posted on the District’s website on May 26, 2017.

BE IT RESOLVED:

1. Adopting the Budget. That the Board of Directors of the Jackson County Library District hereby adopts the Budget approved for Fiscal Year 2017-2018 in the total of \$19,690,490* now on file at the Rogue Valley Council of Governments’ administration office in Central Point, Oregon.

* Aggregate sum of budget requirements for all funds.

2. Making Appropriations. That the amounts for the Fiscal Year beginning July 1, 2017 and for the purposes shown below are hereby appropriated:

<u>GENERAL FUND</u>		
Personnel Services	\$ 100,000	
Materials & Services	\$ 9,482,882	
Capital Outlay	\$ 250,000	
Interfund Transfers	\$ 2,050,000	
Contingencies	<u>\$ 750,000</u>	
Total Appropriations		\$ 12,632,882
 <u>CAPITAL IMPROVEMENT FUND</u>		
Capital Outlay	\$ 2,050,000	
Total Appropriations		<u>\$ 2,050,000</u>
Total Appropriations – All Funds		<u>\$ 14,682,882</u>
 Total Unappropriated Ending Fund Balance		
		\$ 5,007,608
 Total Budget		
		<u>\$ 19,690,490</u>

3. Imposing and Categorizing the Tax. That the Board of Directors of the Jackson County Library District hereby imposes the taxes provided for in the adopted budget at the rate of \$.52 per \$1,000 of assessed value for operations, and that these taxes are hereby imposed for the tax year 2017-2018 upon the assessed value of all taxable property within the District as follows:

	General government	Excluded from
	<u>Limitation</u>	<u>Limitation</u>
General Fund	\$.52/\$1,000	

4. RVCOG is authorized and directed to certify to the Assessor of Jackson County, Oregon, the tax levy made by this Resolution.

The above resolution was approved by the Board of the Jackson County Library District and declared adopted this ____ day of _____, 2017.

By:

Attest:

Board President

Recording Secretary

Board Vote:

Maureen Swift _____
Susan Kiefer _____
Monica Weyhe _____
Jill B. Turner _____
Carol Doty _____

Director's Report May 2017

Summary

May was an exciting month for our library system. Wireless printing is now available at all of our sites. We deployed new operating hours at several of our locations. We have received feedback from Gold Hill and Central Point customers expressing appreciation for new weekend hours. We celebrate the victory of the passage of the Josephine County Library's bond measure to form a district. We congratulate Ms. Cathy Shaw and Mr. George Prokop as our incoming new Board Directors.

The momentum is still high from Comicon. I was in the gym last Saturday afternoon and a downtown restaurant owner stopped and thanked me profusely for our hosting this event. He indicated that after Paisans ran out of food, customers flocked to his restaurant. He affirmed that a few of these customers are now returning customers. Thus, that is one example of how our event contributes and enhances the economic vitality of our community.

We bid farewell to Board Directors Monica Weyhe and Maureen Swift. Your hard work and many hours of services is not unnoticed. On behalf of the staff, I thank both of you for your service and wish you well in your future endeavors. Monica, thank you for allowing me to be a beneficiary of your wisdom and library director experience. Maureen, I appreciate your erudite, yet pragmatic approach to business; you know how to get things done!

Human Resources Update

After an intensive recruitment process and many interviews, we are finally concluding our search process for the Ashland Branch Manager position. We have two finalists visiting us on June 16, 2017. Ms. Kristin Anderson is a Branch Manager with the Columbus Public Library in Columbus, OH. In addition to librarianship, she has an extensive background in business and marketing. She has roots in Ashland. Ms. Kate Ball Jones is a Librarian and faculty member with Oregon State University in Eugene. She is an experienced library leader with an affinity for community engagement and programming.

We are pleased to announce the promotion of Terra McCleod as the new Branch Lead at Gold Hill. Terra replaces veteran JCLS employee Cindy Oldfield. Terra has an MLIS from Pratt University. Terra recently served as a Library Associate at White City. She has a niche for teen programming, significantly increasing youth programming and participation at White City. Further, Terra was one of the ambitious staff members that worked additional hours to help plan Comicon.

Community Partnering

Last year, JCLS began conversations with the Medford School District to discuss a more extensive partnership; a long list of ideas were generated. I have scheduled a follow-up meeting with Michelle Zundel and Teacher Librarians following the Board Meeting on 6/8. We are going to synthesize these ideas and determine which best align to our Strategic Plan and the needs of the School District. Both teams are meeting to determine what we want to work on in FY 17/18. Our goal is to kick-off the next school year with a viable school and library district partnership with benchmarks and metrics in place.

I accepted an invitation to give a presentation to the Bear Creek Valley Rotary. I will discuss our strategic plan, services, and newly implemented programs.

I met with Carolina Morones, Audience Development Manager at OSF. We discussed ways the library can strengthen our relationship with OSF. We are planning a time/week in the fall where OSF actors conduct all of our storytimes. Also, I pitched my idea to her regarding the library having cultural art passes to circulate, which includes tickets or discounted rates to OSF events. She welcomed this idea and agreed to elevate this idea to the powers that be. Nonetheless, the cultural arts pass involves the library partnering with wineries, galleries, museums, and venues to permit customers to have access to these institutions with their library cards, affirming our role in connecting customers with community resources. Furthermore, this idea has been passed on to our Library Foundation Director for consideration to assist in identifying viable partners, resources, etc. I will soon submit a fluid plan to the Board for ratification.

Holds/Waiting

Board members recently expressed concerns about customers waiting too long for items. We generated a long on-hold list (items that patrons have had on request for 9 months or more) and went through them individually to track down what was going on with each one. Many of these have been handled. The ones that are now left generally fell into these categories:

- 1) Items still awaiting their publishing date.
- 2) Items that are on their way but we have yet to receive.
- 3) Items cancelled from one vendor that we have reordered from another
(*i.e. Brodart cannot get our item, but we are going to order it from Ingram.*)
- 4) Items that are not available through our regular vendors but we will order from Amazon.com.

Moving forward, we are generating on-hold lists more frequently and devoting more of our collection budget to significantly reduce customer wait time for requested items.

Strategic Plan Progress

I will have a fluid marketing plan for this upcoming fiscal year to present to the Board at the August meeting with metrics and strategic plan correlations.

Our team continues to tailor our services and programming to satisfy component of the strategic plan. Below, please find a couple of concepts we wish to implement:

Pop-Up Library

A Pop-Up Library is an outreach service which goes out into the community with the goal of creating a visible, mobile presence that provides library services in places beyond the Library’s physical buildings. The Pop-Up Library provides service to communities without a physical library branch. This outreach program is particularly important in reaching people who don’t use the Library and those in underserved communities. At a Pop-Up Library, customers can check out Library materials, sign up for a Library card, speak with a Reference Librarian, or learn about the Library’s digital resources and branch services. We would like to create a JCLS Pop-Up Library to support the promises made in the JCLS 2016-2021 Strategic Plan.

Learn

<i>Jackson County Library Services advance Jackson County’s education priorities.</i>	
1. Support early learning to promote school readiness.	<input checked="" type="checkbox"/>
2. Help people develop the skills to search for, locate, evaluate and effectively use information to meet their needs.	<input checked="" type="checkbox"/>
3. Provide information and tools needed for the academic success of students in public, private, home schools, trade schools and higher education.	<input checked="" type="checkbox"/>
4. Support personal growth and lifelong learning through high-quality programs and materials.	<input checked="" type="checkbox"/>

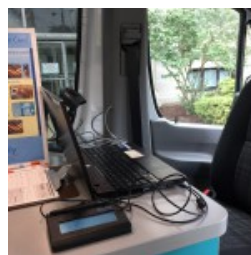
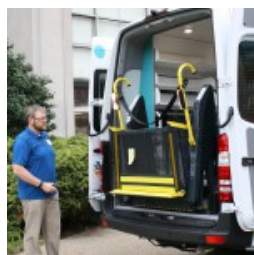
Connect

<i>Jackson County Libraries are open, thriving spaces where people link to the universe of possibilities that enrich their lives.</i>	
1. Provide safe and welcoming spaces for people of all ages, cultures and backgrounds to connect with others and to engage in individual pursuits.	<input checked="" type="checkbox"/>
2. Customize hours, spaces, services and collections to meet community needs.	<input checked="" type="checkbox"/>
3. Build public awareness and engagement through strategic marketing.	<input type="checkbox"/>
4. Implement new models and collaborate with others to improve information access and delivery.	<input checked="" type="checkbox"/>

Grow

<i>Jackson County Library Services contribute to the economic vitality of our communities.</i>	
1. Emphasize 21st century literacies such as information, finance and health in library programs.	☒
2. Educate for digital literacy and marketable workplace skills to improve prospects for employment.	☒
3. Leverage partnerships to develop and promote job growth and business success.	☒

Many public libraries have created Pop-Up Libraries because they recognize the need to step outside the building and connect with the community. The Public Library of Youngstown & Mahoning County provided the community with Pop-Up Library services



since 2014.

The Board of the State Library of Ohio recently awarded PLYMC a \$50,000 grant from the Institute of Museum and Library Services (IMLS) under the IMLS Library Services and Technology Act (LSTA). The Library purchase a van which was modified to be used for PLYMC's "Pop-Up Library" outreach program.

<https://www.libraryvisit.org/our-happenings/pop-up-library/>

"We are thankful for the grant, which enabled us to purchase a much-needed vehicle to transport our staff and collection to almost anywhere in the county. We will now be able to provide off-site library service that is better than ever," said Library Executive Director Heidi Daniel. "The new van improves ease of transportation of a larger collection of library materials, which can be checked out at a Pop-Up Library visit. Other services include signing up for a Library Card and utilizing the expertise of our professional staff."

Jackson County is ideally suited for a Pop-up Library. The Pop-Up Library will enable the library to cover more ground and reach new population segments. The Pop-Up Library will provide a visual presence at community events building awareness of the wealth of library materials and services available at JCLS. The Pop-Up Library will be an effective way to support the Mobile Makerspace Program outside the physical walls of the library buildings. We hope that the Pop-Up Library will be a key part of our effort to

build a positive relationship between the community and the library. We will be able to be in neighborhoods and parts of town where we previously had no presence.

We plan to partner with the Jackson County Library Foundation to create a grant proposal to support the Pop-Up Library.

This concept leverages the work of the Public Library of Youngstown & Mahoning County. <https://www.libraryvisit.org/our-happenings/pop-up-library/>

Mobile Makerspace Program

Makerspaces are “Do It Yourself” spaces where people can invent, explore, and create. They provide a hands-on educational experience by utilizing a variety of tools and materials. We would like to create a Mobile Makerspace equipped with tools and materials to be shared by all libraries in the system. Our approach will be to create at least 4 themed Makerspace carts that can be easily transported to each library to appeal to the interests of students of all ages and support the goals of the JCLS 2016-2021 Strategic Plan.

Learn

<i>Jackson County Library Services advance Jackson County’s education priorities.</i>	
1. Support early learning to promote school readiness.	<input checked="" type="checkbox"/>
2. Help people develop the skills to search for, locate, evaluate and effectively use information to meet their needs.	<input checked="" type="checkbox"/>
3. Provide information and tools needed for the academic success of students in public, private, home schools, trade schools and higher education.	<input checked="" type="checkbox"/>
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3. Build public awareness and engagement through strategic marketing.	<input type="checkbox"/>
4. Implement new models and collaborate with others to improve information access and delivery.	<input checked="" type="checkbox"/>

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3. Leverage partnerships to develop and promote job growth and business success.	<input checked="" type="checkbox"/>

The Mobile Makerspace carts will have the following themes:

Theme 1 – STEM

The goal of the STEM cart is address the role of science and technology in 21st century education. The STEM cart will have tools and materials which will enable students to move from simple robotics to complex circuitry while experimenting with non-toxic electrically conductive paint, LED lights and programming credit-card sized computers. Imagine yourself creating a bracelet with LED lights or a circuit bugs.

Theme 2 – PRODUCTION

The goal of the PRODUCTION cart is to allow students to experiment with digital forms of communication. The PRODUCTION cart will include tools to create videos, short films, podcasts and photo editing.

Theme 3 – ART

The goal of the Art cart is to generate learning through creating and collaboration while providing opportunities for deeper understanding and critical thinking. Origami, Letterpress, and Screen-printing support creativity and technical skill, while 3D cutouts and sewing projects illustrate the link between Mathematics and Art.

Theme 4 – 3D PRINTER

Students will design projects, digitize the designs, and measure dimensions before 3D printing. This cart will help students understand how to take abstract concepts and turn them into tangible items. Students can create stand-alone items or design parts to larger piece, such as a robotic project or proto-type tool.

We plan to use existing grant funding to support this program. We will need funding to purchase the tools and materials, rolling storage trunks and supplies. A list of materials may include:

STEM CART

Arduino starter kit
Raspberry Pi 2 starter kit
Raspberry Pi camera module
Proto-Palette
Watercolor Bot
Shapelock prototyping plastic
Hummingbird starter kit
Grove starter kit
K'nex *

LEGO large brick box*
LEGO baseplates *
3-D puzzles *
Makey Makey *
BrushBot pack *
Squishy Circuits *
Snap Circuits*
LEGO simple & motorized*
LED flower*

PRODUCTION CART

Digital microphone
2-Light Softbox Kit
Wireless Lavalier Mic system
Wireless piano

Movie Mount kit
Tripod
Necomimi headphones
Diaphragm headphones
iPad Pros*

ART CART

Letterpress starter kit
Sewing machine
Sewing kit
Paper shapers
Lace punch
Tape and label dispenser
Ellison machine
Assorted die cuts
Letterpress plates and brayer
Needles
Thread

Bobbins
Sewing kit
Letterpress ink *
White card stock *
Colored card stock *
Screen printing Kit*
Craft sticks *
Fabric squeegee *
Yarn

3-D PRINTING CART

3-D Printer
Filament
Doodlepads *
Nozzle sets *
3Doodler filament *
3-D printer supplies
3Doodler pens

This concept leverages the work of the Knox County School District of Knoxville, TN.
<http://www.slj.com/2016/05/technology/mobile-maker-spaces/>

To: JCLD Board of Directors

Date: June 8, 2017

From: JCLD Facilities Committee

Re: Requesting Board approval of JCLD's Long-Term Facilities Plan Objective 1



INTRODUCTION

Using the OLA Check List, Section H Facilities in the assessment completed in November 2016 by Ruth Metz & Associates, the Facilities Committee has prepared measurable objectives and budgets that require approval and support of the District Board, the Library Director, and the LS&S Supervisor.

Note: This document for the June 8, 2017 JCLD Board Regular Meeting packet is an excerpt that includes only Objective 1 of the 2020 Facilities Plan and Budget emailed to the Board on March 10, 2017.

OBJECTIVE 1

I. Library Director has proposed reconfiguration of some library interiors to better serve children, teens, and staff needs between 9/30/17-6/30/19. To accommodate his requests for furniture, electrical outlets and power supply (USB and AC outlets), and anticipated technology input from Lucien's report.

A. While reconfigurations are being planned, Facilities Committee requests that by October 30, 2017, Library Director also assess interior and exterior signage, book returns, self-directed use options, furniture inventory, interior and exterior lighting, and off-site storage:

1. Whether entrances are clearly visible from main parking areas of each library, and if signage is located on the side of the building that users approach. (Ex: Feedback is that Central Point Library main access is away from major parking, and that the entrance access is not clearly described from the main parking lot).
2. Whether exterior signage is not present at the time he evaluates each building, and provides description of what he believes is needed.

3. Whether a convenient and safe book return location is provided during hours when each library is closed. Further, Director is asked to determine if depositories are fireproof and also accessible to people with disabilities.
4. Whether interior signage adequately encourages self-directed use of each library. (Ex: Are holds reasonably close to checkout stations and are they evident? Do some libraries need self-checkout stations? If these are not evident to Director and patrons, what signage is needed?) Provide recommendations for other signage needed anywhere to make accessibility easier for patrons?
5. Whether layout changes are needed to facilitate easier self-directed use, and if adequate finances are available to make needed changes.
6. Whether inventory of furniture by facility is up-to-date and dated.
7. Whether off-library site storage being provided is adequate for courier tires, for some technology equipment and bulk supplies.
8. Whether Wi-Fi seating and charging stations exist for patron devices, whether these areas are adequately lighted for evening use, and if they are comfortable for use in inclement weather.
9. Whether interior lighting of each library complies w/standards issued by the Illuminating Engineering Society of North America, and where changes are needed. If special equipment or contract engineer is needed to complete survey, Director will work with Board Administrator to have contract ready for interior lighting approval by Board no later than November 30, 2017.
10. Whether outdoor lighting needs/changes. Committee recommends moving exterior lighting need expenditure from to earlier budget year to assure interior/exterior lighting completion by June 30, 2019.

B. By November 30, 2017, Library Director will provide his findings for 1-10 to Board Administrator, so bids can be prepared for needed signage, and plans made with Facilities Committee for other proposed changes and recommendations. Goal is to complete Objective I no later than June 30, 2018.

C. Staff will deliver a process document with a plan to: 1) understand areas of unmet, facility-related, needs for current and potential patrons and 2) current patron satisfaction levels, with a goal of compliance with OLA standards. The population to be surveyed must also include current and potential customers with disabilities. Process should: include items both internal and external to the buildings, include feedback for all library branches, and recommend specific timing of evaluation for each facility and frequency of ongoing data collection. Data to be collected includes:

1. List the number of users, non-users and customers with disabilities surveyed at each library,
2. Describe with some specificity the geographical areas that were surveyed (Areas in Strategic Plan demographics),
3. List questions asked on the survey(s),
4. Summarize the survey responses,
5. Describe how user responses differed from non-user responses,
6. Provide recommendations to Facilities Committee and the Board for how to better serve library non-users and users.
7. Summarize responses received from disabled persons (include children, teens and adults) for each of the libraries evaluated for ease of access:
 - to entrances,
 - to books & other written materials,
 - to use of computers--whether tables, chairs and lights were built/situated to accommodate disability needs,
 - to various devices that are available to and used by non-disabled patrons, and problems encountered by visually and physically disabled users/non-users.
8. Describe comfort level in interior w/furnishings, w/staff and w/volunteers.
9. Describe comfort level w/exterior access, requests made for each library where relevant.

Deliverable Dates:

Comprehensive plan - completed by October 1, 2017 (overall process document including timing and methodology for soliciting inputs for users, non-users and disabled patrons/non-users for all library branches).

For current users:

- Initial report on one or more facilities (pilot) by February 1, 2018
- Reports completed for “most” branches no later than October 1, 2018
Note: timing of feedback for some facilities may be delayed until after completion of known reconfiguration changes in 2017-2018
- Reports completed for all facilities by April 1, 2019

For users with disabilities:

- Report with recommendations due no later than March 1, 2018

For non-users:

- Report with recommendations due no later than April 1, 2019
Note: Survey of non-user needs can be much broader than facilities-specific feedback and may be coordinated with other information gathering needs.

Facilities Committee is available to review process before it is carried out by staff if desired, and to recommend **Board Action** if needed for staff assistance.

D. By April 1, 2019, using survey results, Library Director will provide list of furniture and equipment needed to better meet unique needs of current patrons and non-users.

Note: Customers with disabilities’ need to be included in March 1, 2018 deliverable (section C).

Amendment No. 1 to Intergovernmental Agreement (IGA)

1. This Amendment No. 1 is to the IGA for accounting services effective July 1, 2016 between the Rogue Valley Council of Governments (RVCOG) and the Jackson County Library District (District).
2. This Amendment shall become effective on July 1, 2017.
3. The Agreement is hereby amended as follows (new language is indicated by underlining and deleted language is indicated by strikethrough):

A. **TIME OF PERFORMANCE**

This term of this agreement is July 1, 2017, to June 30, 2018, unless terminated earlier by either party in writing (see Section C of this agreement).

D. **PAYMENTS**

1. In an amount not to exceed ~~\$40,819~~ \$51,281.40 annually, the DISTRICT will reimburse RVCOG for professional accounting ~~and financial management~~ services performed for DISTRICT by RVCOG employees at the hourly rates outlined in Attachment A, subject to semi-annual adjustments on or about July 1 and January 1 of each year this agreement is in force. Hourly rates include travel time. DISTRICT will also pay for any supplies and materials and mileage incurred in performing the Services, including additional accounting software and equipment, if needed.

Except as expressly amended above, all other terms and conditions of the original Agreement are still in full force and effect.

Michael Cavallaro Date
Executive Director
Rogue Valley Council of Governments

Maureen Swift Date
President
Jackson County Library District

Approved as to Legal Sufficiency

Mark Bartholomew Date
Legal Counsel
Jackson County Library District

INTERGOVERNMENTAL AGREEMENT

THIS AGREEMENT is made and entered into by and between the Rogue Valley Council of Governments, a voluntary intergovernmental association, hereinafter referred to as “RVCOG,” and the Jackson County Library District, an Oregon special district, hereinafter referred to as “DISTRICT,” both of which are hereinafter referred to collectively as the Parties;

WITNESSETH

WHEREAS, RVCOG is a voluntary association of local governments serving Jackson and Josephine Counties, Oregon; and

WHEREAS, DISTRICT is a member agency of the RVCOG; and

WHEREAS, DISTRICT has a need for professional administrative services; and

WHEREAS, the purpose of this agreement is to make provisions for RVCOG to perform professional administrative services for DISTRICT and to provide for cost reimbursement.

NOW THEREFORE, in consideration of the mutual terms, conditions, stipulations and covenants herein contained, the PARTIES do hereby agree to the following:

A. SCOPE OF SERVICES

DISTRICT hereby agrees to engage RVCOG and RVCOG hereby agrees to perform and carry out in a legal and proper manner, as reasonably determined by DISTRICT, professional administrative services requested by DISTRICT.

B. TIME OF PERFORMANCE

The term of this agreement is July 1, 2017, to June 30, 2018, unless terminated earlier by either party in writing (see Section C of this agreement).

C. AMENDMENTS AND TERMINATION

1. This document constitutes the entire agreement between the PARTIES and no other agreement exists between them, either stated or implied. Any amendments or changes to the provisions of this agreement shall be reduced to writing and signed by both PARTIES.

2. This agreement will remain in effect during the term unless terminated by either party in accordance with this Section (C)(2). Either party may terminate this Agreement: a) for any or no reason, upon thirty (30) days' prior written notice to the other party; b) upon seven (7) days' written notice, upon the other party's default of any term or condition hereof and its failure to cure same within the 7-day period; or (c) if any contemplated funding from DISTRICT is not obtained or continued at levels sufficient to allow for full performance herein, this Agreement may be modified or terminated immediately to accommodate such reduction in funds.
3. Upon termination of this Agreement for reasons other than RVCOG's default, DISTRICT shall remain responsible to RVCOG for applicable fees incurred for Services performed by RVCOG prior to such termination.

Such termination shall be without prejudice to any claims, obligations, or liabilities either party may have incurred prior to such termination.

D. PAYMENTS

1. The DISTRICT will reimburse RVCOG for professional administrative services performed for DISTRICT by RVCOG employees at the hourly rates outlined in Attachment A, subject to semi-annual adjustments on or about July 1 and January 1 of each year this agreement is in force. Hourly rates include travel time. DISTRICT will also pay for any supplies and materials and mileage incurred in performing the Services, including additional software and equipment, if needed.
2. RVCOG will invoice DISTRICT on a monthly basis. DISTRICT shall reimburse RVCOG within 30 days of receipt of invoice for costs accompanied by documents and receipts evidencing such costs and expenses.
3. The total amount not to exceed annually is \$92,000.

E. RESPONSIBILITIES

1. DISTRICT shall administratively assist RVCOG in accomplishing the tasks identified under Scope of Services by making the payments identified in Section D. above; maintaining regular communication with RVCOG; helping to resolve differences that may arise between the PARTIES; and providing background information and technical support as necessary to accomplish any task assigned.
2. DISTRICT shall make available all applicable policies, procedures, resolutions, reports, contracts, agreements, statements, and any other documentation necessary to enable accurate and timely performance of the Scope of Services.
3. RVCOG agrees to keep current all necessary business and professional registrations as may be required to perform the services required under this agreement.

F. INDEMNIFICATION

Subject to the limitations and conditions of the Oregon Tort Claims Act, ORS 30.260-300, the Oregon Constitution, Article XI, Section 7 and the terms of any applicable policies of insurance, the parties agree to save, hold harmless and indemnify each other, including their officers, agents and employees, from any loss, damage, injury, claim, or demand by a third party against either party to this agreement arising from the activities of the other party in connection with this Agreement. Neither party shall be liable for any loss, damage, injury, claim or demand against each other arising from their respective activities in connection with this agreement, except as otherwise expressly set forth herein.

G. COMPLIANCE WITH LAWS

RVCOG shall comply with all applicable laws, ordinances and codes of the federal, state and local governments in its performance under this Agreement.

H. INSURANCE

RVCOG shall provide to DISTRICT upon execution of this Agreement, and prior to performing any work, a certificate of insurance meeting the requirements set forth below (Certificate).

- a) Commercial General Liability with a limit of at least \$1,000,000 per occurrence, with a \$2,000,000 annual aggregate.
- b) Workers' Compensation as required by applicable statutory law.
- c) Business Automobile Liability with a limit of at least \$1,000,000 per occurrence

All insurance coverages indicated above must be underwritten by insurers licensed to do business in the state in which the RVCOG performs its services, and insurers must maintain an A.M. Best Rating of A+ or better.

DISTRICT shall be named an "Additional Insured" under the Commercial General Liability policy carried by RVCOG via Additional Insured Endorsement attached to the Certificate. In addition, the policy shall be endorsed to state that the coverage extended to DISTRICT shall be primary and non-contributory with any insurance coverages maintained by DISTRICT. The Certificate shall specify that the above policies may not be canceled nor the coverages reduced without providing DISTRICT thirty (30) days' prior written notice by registered mail. Renewal Certificates and endorsements must be issued immediately upon renewal of all policies.

The fulfillment of the insurance obligations shall not otherwise relieve RVCOG of any liability assumed under this Agreement, in any way modify, or limit RVCOG's obligations to indemnify DISTRICT hereunder.

I. INDEPENDENT CONTRACTOR

RVCOG is an independent contractor under this Agreement, and neither RVCOG, its subcontractors, nor its employees, are employees of DISTRICT. RVCOG is responsible for all federal, state and local taxes and fees applicable to payments for services of its employees under this agreement.

J. ASSIGNMENT AND SUBCONTRACTS

RVCOG shall not assign this contract or subcontract any portion of the Services without the prior written consent of DISTRICT which consent shall not be unreasonably withheld. Any attempted assignment or subcontract without DISTRICT’s written consent shall be void. RVCOG shall be fully responsible for the acts or omissions of any of the assigns or subcontractors and of all persons employed by them. The approval by DISTRICT of any assignment or subcontract shall not create any contractual relation between the assignee or subcontractor and DISTRICT.

K. LIMITATIONS

This agreement in no way restricts RVCOG or DISTRICT from participating in similar agreements with other public or private agencies, organizations, or individuals with regard to any aspect of this agreement, so long as the same do not unreasonably interfere with each parties’ performance herein.

L. REPORTS AND RECORDS

All work produced by RVCOG while working for DISTRICT shall be the exclusive property of DISTRICT provided that RVCOG may obtain a copy of any public record information by paying for the reproduction costs thereof.

IN WITNESS WHEREOF, RVCOG and DISTRICT have caused this agreement to be executed by their authorized representatives as of July 1, 2016.

PARTIES TO THE AGREEMENT

Michael Cavallaro Executive Director Rogue Valley Council of Governments	Date	Maureen Swift President Jackson County Library District	Date
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ATTACHMENT A

SCOPE OF SERVICES / FEE SCHEDULE

Scope of Services: RVCOG will provide DISTRICT with professional administrative services including, but not limited to, administering the District’s business systems and procedures, including purchasing, public procurements and contracts; overseeing District’s budget and special projects; providing executive-level support for District goals and strategic planning; arranging and preparing complex meeting agendas, packets and minutes; providing administrative support to the Board. The Office Specialist will serve as the primary point of contact for communications with the Library District Board, Library staff, Jackson County Facilities Maintenance, and other contractors of the District, and will escalate issues to the Executive Administrator, as needed.

2017-18 Fee Schedule (Hourly Loaded Rates)*

Executive Administrator, up to 15 hours per week	\$70.20/hr
Office Specialist, up to 30 hours per week	\$47.49/hr

*Subject to semi-annual adjustments on or about July 1 and January 1 of each year this agreement is in force. Hourly rates include travel time. DISTRICT will also pay for any supplies and materials and mileage incurred in performing the Services, including any additional software or equipment, if needed.

Jackson County Library District Proposed Technology Budget 2020-2021

Prepared by Lucien Kress, Kress Consulting
May 19, 2017

Introduction

Jackson County Library District contracted Kress Consulting (hereafter, “Consultant”) to prepare a technology budget for Jackson County Library Services for the fiscal year 2021, in case the District elects to terminate its contract with LS&S, its current library services vendor. The budget was to be based on a review of comparable library systems and nationwide best practices, with the goal of meeting or exceeding OLA and Edge Initiative standards. The budget would include “cost categories and line items with cost estimates for all IT related expenses in 2020, including projected staffing costs.” The accompanying narrative would include “visibility of assumptions, key cost drivers, and any associated areas of risk to be considered.” The budget and narrative would include any trade-offs that should be considered in terms of levels of service or timing of implementation. And finally, the narrative would include risks associated with the transition of operations from LS&S to JCLD, and mitigations to undertake.

LS&S declined to allow its local employees to be interviewed as part of the research process, opting instead for a management-level interview that occurred on May 1, 2017. In addition to covering current hardware and software asset lists, network diagrams, and IT training plan, the interview included a wide-ranging discussion of possible transition issues and a preview of several technological developments that were likely to occur in the next two or three years.

It is important to acknowledge that technology changes rapidly, and solutions and costs that seem reasonable now may be much different in three years, when the transition would actually occur. The corresponding reassurance is that technology tends to get better and cheaper over time, so the most likely eventuality is better solutions and lower costs.

General assumptions

We assume that current technology will be continue to be maintained and upgraded in the next three years, so that our starting point is at least what it would be if the transition occurred today.

We assume that upgrades and capital investments that are currently planned or scheduled take place as expected, especially including:

- Internet bandwidth is upgraded to 1 Gb for the system, and wide area network connections are upgraded to 1 Gb for Medford and Ashland, and 100 Mb or greater for all other branches.
- New telephone systems (Voice over IP) are installed systemwide.
- Envisionware PC Reservation, LPT:One, and Mobile Print is installed at all locations. (Note that LS&S is tentatively planning to migrate to a system that supports virtualization.)

To simplify calculations, we assume that hardware will be normally distributed in its replacement cycle, so that for example one-fourth of computers will be replaced in FY2021, one-fourth in FY2022, and so on. Some vendors will require that initial purchase costs be paid in the first year, while others will spread purchase costs across a multi-year contract. Where applicable, we include first-year (capital) costs and ongoing costs in the item description for greater clarity.

Technology staff salaries are based on similar positions in Jackson County and the City of Medford and are “loaded” with benefits at a ratio of 1.4 times base salary.

All costs are in 2017 dollars.

Budget

The summary budget is as follows (more detailed sub-budgets appear in each section below).

Summary budget		
Category	Annualized Cost	Current Budget
Network and server costs	\$84,256	LS&S
System/enterprise applications	135,000	LS&S
Staff computers and peripherals	77,490	JCLD
Staff software	18,800	JCLD
Public computers and peripherals	106,030	JCLD
Public software	21,280	JCLD
Service stations	34,175	JCLD
Meeting room equipment	23,850	JCLD
Website management	4,000	JCLD
Staffing	449,600	LS&S

General supplies	20,000	LS&S
Total:	\$974,481	
Total currently paid by LS&S	688,856	
Total currently paid by JCLD	285,625	

Optional/Dependent Projects	
AMH/Sorting	\$38,440
Library Document Stations	27,670
Total:	\$66,110

Note: The narrative below includes some optional changes that would save about \$38,500 of the total budget.

Network and server costs

Network costs are largely stable and should continue to be stable, as long as the current vendor, Hunter Communications, Inc., continues to provide service. There is an opportunity to reduce the number of servers and possibly the number of WiFi access points, if the equipment is upgraded to newer and better technology.

Network and Server Costs		
Internet connection	1 Gb per system	\$19,500
WAN service	1 Gb (Medford, Ashland), 100 Mb other branches	108,000
Firewall service		5,376
Firewall	2 each, owned by vendor	0
e-rate discount		-106,300
Network routers, switches, and	6 routers, 22 switches, 20 WiFi access points, five-year replacement cycle	18,000

wireless access points		
Some network equipment will be owned and maintained by Hunter Communications. We assume that the Library will own 6 routers and 22 layer-two switches (one per branch, additional at Medford and Ashland) and 20 wireless access points.		
UPS	2 2200V, 13 1000V UPS, five-year replacement cycle	2,880
Domain/file servers	2 domain servers, 3 management servers, 15 file servers (can also run branch apps), five-year replacement cycle	28,800
Application servers	2 ILS servers, 1 mail server, 1 telephony server, five-year replacement cycle	8,000
There is an opportunity for significant cost savings of 20%-30% through server virtualization, if the wide-area network is fast and reliable. Also, see below re replacing the Exchange server with Google Mail.		
Total:		\$84,256

Risk 1: Will the Internet/WAN vendor, Hunter Communications, Inc., transfer its contracts whole to the District? If not, the District will probably need to do a Request for Proposals for Internet and WAN service, and first-year costs will probably be substantially higher.

Mitigation: The District should communicate with Hunter Communications, Inc. at least a year in advance to allow time for an RFP if needed.

Risk 2: Network devices and server authentication details, configurations, and change logs should be documented and transferred to the District when the contract ends.

Mitigation: Make a plan with LS&S to review and monitor the documentation process in the last months of the contract. If possible, arrange that network and server administration staff overlap with any new staff members in order to ensure a problem-free transition.

System and enterprise applications

The integrated library system (ILS) migration is the highest priority and the area where there is most likely to be negative impact to Library functioning.

System/enterprise applications		
Innovative Polaris	Hosted; migration costs averaged out over five years and added to maintenance costs	\$93,000

<p>Note: Innovative was not willing to discuss ballpark migration and hosting costs with the Consultant, instructing that all questions should go through LS&S. These numbers are based on recent contracts signed by other libraries. The Consultant would expect it to be somewhat less, given that migration costs should be lower moving from Polaris to Polaris. Evergreen hosted by Equinix would be substantially cheaper, less than \$50,000 per year, while other solutions like TLC Library.Solution should be in approximately the same ballpark as Polaris.</p>		
Unique Management		0
Collection management software	CollectionHQ, Edelweiss, etc.	15,000
<p>LS&S is investing in Edelweiss, a collection management system, and the Library should begin to see useful analytics before 2020. The Consultant has included a line item for collection management software on the assumption that the Library will continue to want collection analytics. The estimated cost is based on a recent proposal for CollectionHQ at a similarly sized library.</p>		
Envisionware	PC Reservation, LPT:One, Mobile Print	13,000
<p>If Envisionware requires a new contract, the first year cost might be as high as \$20,000. Otherwise, ongoing costs should be about \$3,400 annually. Mobile Print estimated at \$9,000 annually. Note that LS&S is considering migrating to a system that better supports virtualization. If this happens before 2020, costs may be substantially different.</p>		
Faronics Deep Freeze	222 licenses	8,000
Other PC management software	Solarwinds, Antivirus, etc.	6,000
<p>Deep Freeze is a relatively expensive software; the District could investigate lower cost and free solutions. Similarly, there are inexpensive and free versions of some of the network and PC management software LS&S uses.</p>		
Total:		\$135,000

Risk 1: If Innovative or LS&S are not very cooperative and communicative, a poor data migration or a poorly documented Polaris system could result in a significant and long-lasting impact to customer service.

Mitigation: Joint discussions with Innovative and LS&S should begin at least a year prior to the transition. (In the worst-case scenario, a procurement process for a new ILS could easily take two years, so really discussions should begin much sooner.) Ideally, a parallel, dynamically-

updated training server can be provided so that the migration process can be practiced and monitored with real data. LS&S documentation should be reviewed and revised prior to the handover.

Risk 2: Though less serious, the same risks apply to the District’s relationship with Envisionware.

Mitigation: Same as above.

Staff computers and peripherals

There is some ambiguity in the documentation available to the Consultant with respect to the current number of staff computers. These numbers can be updated when the actual number is verified.

Staff computers and peripherals		
Computers	120 staff computers including 22” monitors and stands, four-year replacement cycle	\$33,750
Laptops	18 laptop computers, four-year replacement cycle	9,000
Chromebooks	18 chromebook computers, three-year replacement cycle	2,400
<p>Chromebooks are an increasingly viable substitute for conventional laptops. They are fully functional for web research and web-based email, provide access to web-based productivity software such as G Suite. They are cheaper to buy and much cheaper to maintain. Their desktop counterparts, Chromeboxes and Chromebases, may begin to replace staff computers as well.</p>		
Printers/copiers/scanners/fax	20 color/bw multifunction printers, four-year replacement cycle	4,500
Barcode scanners	120 barcode scanners, five-year replacement cycle	4,800
Receipt printers	96 receipt printers, four-year replacement cycle	9,600
Tablets and other handheld devices	30 devices, three-year replacement cycle	4,000
Smartphones	18 devices, with service	8,640
Digital cameras	16 digital cameras, three-year replacement cycle	800
Total:		\$77,490

Risk 1: If LS&S does not document domain and local administrator authentication details, or if the domain configuration is not well-documented, it will be very difficult to take over the existing computer network.

Mitigation: As with network/server infrastructure, review and monitor documentation and change logs for the last six months of the contract. If possible, make sure that LS&S staff and District staff work together throughout the transition process.

Staff software

Staff software		
Microsoft Office Professional	120 licenses at \$40	\$4,800
Other creative/productivity software	Microsoft Visio, Adobe Creative	14,000
Total:		\$18,800

Consultant strongly recommends migrating staff from Microsoft Exchange email to Gmail (via G Suite, formerly Google Apps). Gmail is less expensive, generally considered to be easier to use, and closer to what the vast majority of patrons use. Most importantly, migrating to Gmail means not having to maintain an Exchange server.

In addition, G Suite gives access to a number of apps which substitute for the Microsoft Office suite. Continue to purchase a small number of licenses for Microsoft Office for staff who need to create documents in native Microsoft formats, but reduce that number as staff become used to G Suite and its ability to export documents to Microsoft format.

Finally, using G Suite means that some staff can just as functionally use a Chromebook as a laptop, or a Chromebox as a desktop computer. (The current determinant is whether staff need access to a non-web-based Polaris client.) ChromeOS computers are cheaper to buy and much cheaper to maintain.

The following table shows the savings of migrating 80% of staff to ChromeOS devices and G Suite in place of Windows computers and Microsoft Office.

Prospective savings in migrating to G Suite and using ChromeOS devices for 80% of staff computers		
Savings: Exchange server	The cost of the server itself is included here. The even greater cost of managing the server is omitted.	-\$2,000
Savings: Staff computers	Replace 96 staff computers with Chromeboxes	-27,000

Chromeboxes	96 Chromeboxes, four-year replacement cycle	9,600
Savings: Microsoft Office Professional	Replace 96 Microsoft Office licenses with G Suite	-3,840
G Suite licenses	120 licenses	14,400
Note: Google has recently revised pricing for G Suite. The new retail cost is \$120 per user per year. However, if government agencies are still given preferential pricing of \$50 per user, the savings would be almost double what is shown here.		
Total:		-\$8,840

Risk: Records of software licensing compliance are not available or accessible; the District becomes liable for licensing violations.

Mitigation: Discuss software licensing status well before the transition period, and ensure that licenses are “caught up” in advance of transition.

Public computers and peripherals

As with staff computers, there is some ambiguity in the documentation with respect to the number of public computers. We are assuming 222 public computers until the number is verified. It appears that currently there is one set of lab/training laptops for the entire system; we are updating the number of laptops to 24 on the expectation that more trainings and outreach activities will be the eventual result. We are consolidating the functions of public printing, scanning, copying, and faxing into one multipurpose printer.

Public computers and peripherals		
Public Internet computers	157 computers with 22” screens, stands, and security cables, four-year replacement cycle	\$47,100
Public catalog computers	50 computers with 22” screens, stands, and security cables, four-year replacement cycle	15,000
Public adaptive stations	4 computers with 22” screens, stands, security cables, JAWS, ZoomText, and additional adaptive software and peripherals at \$5000 each, four-year replacement cycle; 12 iPads specifically for use for patrons needing accommodations, three-year replacement cycle	6,600
Computer lab laptops	24 laptops, four-year replacement cycle	12,000
Printers/copiers/scanners/fax	18 color/bw multifunction printers, four-year replacement cycle	4,050

Public software	Microsoft Office, Adobe Creative, etc.	21,280
Total:		\$106,030

As with staff computers, replacing public computers with ChromeOS devices can lead to substantial savings. A few patrons will continue to prefer conventional desktop computers with Microsoft Windows and Office, but increasingly patrons - especially young ones - are preferentially using web-based apps and can function just as well on a ChromeOS device. The following table shows possible savings.

Prospective savings in using ChromeOS devices for 80% of public computers		
Savings: Computers	Replace 127 public internet computers and 50 public catalog computers with Chromebase computers with security cables, four-year replacement cycle	-\$39,975
Chrome management console licenses	127 licenses @ \$150	6,350
LibData Time/Print/Waiting List Management	Fifteen-site license, one-time fee for Chromebook/Chromebox management	9,000
Savings: Microsoft Office licenses	127 licenses	-5,080
Total savings:		-\$29,705

Risk 1: Along with staff computers, software licensing compliance on public computers is important to confirm and document.

Risk 2: It appears that adaptive public computers have not been deployed, or at least not across the system. This creates a liability under the Americans with Disabilities Act and should be rectified as soon as possible.

Mitigation: Work with LS&S to fund and deploy an adaptive public computer at every location.

Service stations

We include self-check stations, PC reservation and print release stations, card/bill/coin towers, microfilm scanners, and digital signage screens in this category. The Consultant proposes to bump the number of self-check stations up slightly and to ensure that every location has reservation and print management capabilities.

Service stations		
Self-check stations	18 computers with barcode scanners and receipt printers, four-year replacement cycle	\$8,100
PC reservation stations	15 computers, four-year replacement cycle	4,500
Print release stations	15 computers, four-year replacement cycle	4,500
Card/bill/coin acceptors	15 stations, five-year replacement cycle	7,200
Microfilm stations	4 readers and computers, five-year replacement cycle	8,000
Digital signage	15 digital signage systems, four-year replacement cycle	1,875
Total:		\$34,175

Other than the previously mentioned need for good documentation, there are no particular risks in this category.

Meeting room equipment

We use the words “meeting room” loosely to connote any space available for group events or activities, such that we include portable gaming consoles and web-conferencing equipment in this category.

Meeting room equipment		
Projectors with DVD	14 projectors, four-year replacement cycle	\$3,500
Mobile lab projectors	2 projectors, four-year replacement cycle	400
Sound systems	14 systems, including two large-scale system at \$5,000 each for Medford and Ashland; twelve basic systems at \$1,000 for other branches; ten-year replacement cycle	2,200
Web-conferencing pedestal	15 Chrome for Meetings pedestals or similar, four-year replacement cycle	8,250
Wii/Xbox/PSP	15 game consoles, three-year replacement cycle	2,000
Miscellaneous	Video games, arduino kits, etc.	7,500
Total:		\$23,850

Other than documentation quality and availability, there are no particular risks in this category.

Website management

The Library currently uses Springshare LibGuides as its web hosting and content management system (CMS). The Consultant’s assumption is that the Library will continue to use Springshare unless it becomes dissatisfied with the service, in which some additional expertise will be required to host the Library’s website through WordPress or a comparable CMS.

Website management		
Website costs	Hosting, administration, and content management	\$4,000
Total:		\$4,000

Risk: Transferring websites can lead to loss of files, resulting in broken links or images that might not be discovered or communicated for weeks or months.

Mitigation: If the current hosting provider is satisfactory and willing to continue hosting the website, the website can be left alone.

Staffing

We envision five IT staff members, consisting of the following:

- The IT Manager supervises other IT staff; is responsible for planning, budgeting, and reporting to the Library Director and Board; and provides backup network, server, and applications support.
- The Network Administrator is also the Server Administrator and provides tier-two support on helpdesk/desktop issues.
- The System Administrator is the primary applications administrator for Polaris, Envisionware, and other enterprise applications. Should have strong database skills and may be responsible for technology training.
- The Desktop/helpdesk technicians provide general support and may be heavily involved in implementation projects, documentation and knowledgebase management, and staff training.

Due to the need for backup staffing in case of vacations and illnesses, this is already fairly minimal staffing. It is likely that support needs will be greater in the first few years of transition, as staff become familiar with new systems and policies. Also, the District will want to invest in more technology training than has happened in the past, and IT staff will bear the brunt of designing and delivering that training. So it is likely that some additional staffing - or contracted

services - will be needed in FY2021 and possibly beyond. The “Contracted Services” category is intended to meet that need.

(For comparison, Deschutes Public Library, which is smaller in size but busier in its application of technology, has a staff of four full-time staff people.)

Staff salaries		Base salary	Loaded salary
	IT Manager (1 FTE)	\$64,000	\$89,600
	Network/Server Administrator (1 FTE)	64,000	89,600
	System Administrator (1 FTE)	56,000	78,400
	Desktop/Helpdesk Technicians (2 FTE)	80,000	112,000
	Contracted Services		\$80,000
Total:			\$449,600

Risk: The pool of jobseekers with both IT and Library experience can be small, but it is especially important to recruit high quality, resilient, and creative personnel because this transition is likely to require those attributes.

Mitigations: Actively recruit LS&S staff (within the bounds of the contract) and staff at nearby libraries. Seek the assistance of a qualified technology services firm. Emphasize the importance of documentation and communication throughout the transition process.

General Supplies

General supplies and miscellaneous expenses		
Supplies and expenses		\$20,000
Total:		\$20,000

There are no particular risks in this category.

Additional Projects

The following projects are optional and/or subject to funding availability.

AMH/Sorting

LS&S's current recommendation is to implement Automated Materials Handling (AMH) based on barcodes rather RFID. While the Consultant generally believes that RFID continues to be a good investment for many libraries, several considerations for JCLD make barcode-based materials handling a viable option:

- Due to space considerations, AMH is only viable at several branches, so the cost of converting the entire floating collection to RFID is not necessarily justified.
- Branches generally do not have a significant backlog of checked-in materials, which reduces the need for faster, RFID-based materials handling.
- A barcode-based implementation is significantly cheaper than an RFID-based implementation, and barcode-based systems can generally be converted to RFID at a later date at a reasonable implementation cost.
- RFID conversion would require a very substantial weeding process as the cost of converting "dusty" material is prohibitive.

It is important to note, however, that several advantages of RFID will be postponed if the Library chooses a barcode-based system:

- Check-in and check-out are slower with barcode scanning than with RFID scanning.
- Error rates are generally higher.
- Depending on how consistently barcodes are placed on materials, there may be more staff intervention for check-in and check-out.
- RFID-enabled security gates are "smarter" and do not require additional processing of materials (e.g. adding magnetic strips).

AMH Implementation		
AMH seven-bin sorters	2 ea. (Medford and Ashland) with option to expand number of bins, ten-year replacement cycle.	\$33,440
Installation cost can vary a great deal depending on the facilities; a site study must be completed in order to get an accurate estimate. Here we are assuming seven-bin sorters with initial purchase and installation costs of \$88,000 each, for a total capital cost of \$176,000, and annual maintenance fees of \$8,800 each over nine years, for a total ongoing cost of \$158,400. The total ten-year cost is \$334,400, or \$33,440 per year for ten years.		
Material remediation	Replace damaged or misplaced barcode labels, labor and materials	\$5,000
Total:		\$38,440

Risks: Facility constraints could make the initial cost considerably higher, for example if material needs to be conveyed a longer distance than expected or if additional remodeling is needed to accommodate the sorting equipment.

Mitigation: Conduct a thorough site study before committing to a project.

Library Document Stations

Envisionware's Library Document Stations (and comparable products from other vendors) provide all-in-one printing, copying, scanning, and faxing services in a compact, user-friendly station. The Library has already implemented five document stations at Medford, Ashland, Rogue River, and Central Point. Adding stations at the remaining libraries would standardize and improve customer experience. If paired with Mobile Print for wireless printing, it would allow patrons to print from personal as well as library devices.

Library Document Stations		
Envisionware LDS	11 each, including document feeder, coin/bill acceptor; four year replacement cycle	\$30,820
Initial cost, 11 x \$9,200. Annual maintenance 15% for 16 stations.		
Savings	Savings: replace 14 of 18 public printers	-3,150
Total:		\$27,670

Conclusion

A few, relatively small adjustments will significantly improve this Library's performance in terms of the OLA standards and the Edge Initiative - updating network equipment and computers to recent models, ensuring that technology is more evenly distributed throughout the system, deploying adaptive technology computers, and improving meeting room equipment, for example. Optional upgrades such as adding automated materials handling will increase efficiency and customer service levels.

The most important technology improvement, however, is only indirectly addressed in this budget. Raising the level of technology expertise and confidence among all staff will require designing a comprehensive training plan, providing time and resources for current staff to learn through their preferred methods, and recruiting new staff with advanced technical skills.

Given sufficient staffing and resources, the Library should consider adding some popular technology-support services and programs - for example, a discovery layer, a makerspace, and a "library of things" initiative. A separate report will use the results of the customer survey and interviews with District and LS&S staff to identify services and programs that will meet customer needs while remaining within the constraints of budget and staff.

Employers finding it hard to find and retain workers

Tuesday

Posted May 23, 2017 at 5:04 PM Updated May 23, 2017 at 5:04 PM

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By [Greg Stiles](#)

Mail Tribune

Jackson County's civilian labor force of 102,707 is the sum of those with jobs and those seeking jobs.

U.S. Bureau of Labor Statistics determined the county's seasonally adjusted unemployment rate was 4.2 percent in April, down from 5.8 percent a year ago.

But the 98,303 people punching time clocks simply aren't enough to keep the wheels of commerce turning.

"It's a bit of a challenge in almost all areas," said Nikki Jones of Express Employment in Medford. "Whether it's entry-level manufacturing or clerical and skill positions, we just don't have the numbers we need to fill all the jobs we have."

Jackson County's private employers have added 1,730 jobs over the past 12 months. Yet filling new positions — and keeping the new hires — is increasingly difficult.

The Bureau of Labor Statistics reported the nation's civilian workforce participation last month, for those 16 and older, was 63 percent.

"A lot of people who are able to work are collecting benefits or withdrew themselves from the workforce," Jones said.

The good news, of course, is that if you are looking for work, the odds are in your favor. With colleges across the nation ending their academic year, students returning to the Rogue Valley will benefit from the "Help Wanted" signs and posts.

"I wish I could say we have a flood of people returning, but it takes a lot of work on our part," said Jones, who visited Crater and Grants Pass high school campuses this week to explain the opportunities for summer employment. She said college students finding work through her firm regularly return.

"It's great for those working in the summer, but employers still need full-time workers when they go back to school," Jones said.

Retention is an ordeal in tight labor markets, she said.

“For some of the lower-level jobs, people will take the job because they need work, and immediately begin looking elsewhere. If it’s too tedious, too physical, repetitive or boring, they will leave.”

Payroll employment rose by 410 jobs in April spurred by seasonal hiring in the leisure and hospitality industry.

Leisure and hospitality saw an increase of 330 jobs over the month. Private education and health services employment gained 120 jobs, 50 of those in health care and social assistance.

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U.S. once welcomed Mexican laborers

Thursday

Posted at 2:00 AM Updated at 7:20 AM

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Stories from Headlines Network

By [Vickie Aldous](#)

Mail Tribune

Farm owners faced a potential catastrophe during World War II as their rural workers became soldiers or flocked to the cities to get factory jobs making airplanes, munitions and other weapons for the war effort.

“The farmers were in crisis,” said Rogue Valley resident and historian Madelina Cordia. “Who was going to harvest their crops?”

The American and Mexican governments responded to the dilemma by signing the Mexican Farm Labor Agreement in 1942, creating what was known as the Bracero Program — named after the Spanish word “bracero,” or one who works using his arms.

From 1942 until its controversial end in 1964, the program brought Mexican immigrants to work legally in the fields and orchards of America, setting the stage for the agricultural sector’s continuing reliance on immigrant labor.

“Today, we talk about walls and Mexican people working in agriculture and low-wage jobs. This was a government-sanctioned program,” Cordia said. “People were told, ‘Please come work here.’ They helped support us on the home front.”

Cordia will give a free presentation on the troubled history of the Bracero Program from noon to 1 p.m. Wednesday, May 31, in the Large Meeting Room of the Medford Library, 205 S. Central Ave.

She recently earned a master’s degree in history from the University of Nebraska at Kearney. Her thesis focused on the Bracero Program in the Rogue Valley, an aspect of local history that remains largely unknown to many residents.

“America didn’t have enough labor, and Mexico had a surplus of labor. They said, ‘We can scratch each other’s back,’ ” Cordia said. “Standards were set for wages, food, housing and health care. Under the guidelines, it should have functioned well.”

The demand for Mexican laborers didn’t end with the conclusion of WWII. Instead, Americans who had gone to work in factories became used to higher wages.

“You would think the labor crisis would end. But people in cities didn’t want to do farm work anymore. It was back-breaking labor,” Cordia said.

She said Mexican immigrants who worked on “stoop labor” field crops like lettuce and strawberries experienced back problems.

“Men were hunched over for hours at a time. Some men’s backs curved over time and they couldn’t stand straight,” she said.

Congress continued to renew the Bracero Program. Meanwhile, growers began to prefer the Mexican laborers over impoverished American transient families who migrated from crop to crop.

“In the Pacific Northwest, the migrant families were white parents with children who were living out of vehicles and tents or in grower-provided housing. In the South, there were a lot of black families,” Cordia said. “They earned rock-bottom wages. They were like a roving transient population in the United States.”

In the Rogue Valley, the Fruit Growers League said it didn’t want to employ the transient white families, calling orchard work too dangerous for women and children. Because not enough local men were available to work during harvest time in the orchards, local growers leaned on the Bracero Program.

The Mexican immigrants often didn’t fare much better than transient white families and suffered significant abuses under the Bracero Program. Growers withheld wages, provided substandard housing and ignored safety issues. Farm laborers faced everything from food poisoning to farm and vehicle accidents.

Cordia said in one Southern Oregon incident, hundreds of Mexican workers suffered severe food poisoning after being fed egg salad that had been left out in the sun.

While those participating in the Bracero Program were in the country legally, the reliance on Mexican laborers also drew illegal immigrants. Fearing deportation, undocumented workers didn’t report abuses. Growers faced few consequences if they were caught using illegal workers. Both the legal and illegal workers were exploited, Cordia said.

By the 1950s, a U.S. Department of Labor official was calling the Bracero Program “legalized slavery.”

In the 1960s, labor unions, church groups and others were advocating for an end to the program. Tensions came to a head following a horrendous crash Sept. 17, 1963.

Dozens of farm workers, most from the Bracero Program, were returning to a California labor camp after a 10-hour shift. They were sitting on board benches and the flooring of a flatbed truck with long harvest knives. As the driver was crossing railroad tracks, a fast-moving train carrying sugar beets collided with the truck.

The collision killed 32 people and injured two dozen more, with some people killed or injured by the impact itself, and others by splintered planks, harvest knives and jagged metal.

“People said it was like a bomb went off or something you would see in combat,” Cordia said. The Federal Bureau of Investigation was called in to identify the deceased — a gruesome task made even more difficult by the fact that the farm workers were called by their assigned numbers, not by their names.

Under pressure in 1963, Congress agreed to allow the Bracero Program to expire in 1964. In 1963, the Mail Tribune fretted in a headline, “Market Prices, Field Wages May Rise After End of Braceros.”

The article reported, “Labor leaders and many growers expect that the law of supply and demand will send field wages skyrocketing. Depending on the point of view, big wage boosts will depress the produce industry, causing unemployment — or they would be a big step toward eliminating disgraceful rural poverty. ... In the short run, at least, all of this could drastically boost prices to the housewife. Without braceros, many growers are afraid there will be nobody around to harvest their crops. If that happened they can lose as much as \$2,000 an acre, usually borrowed, spent on rent, fertilizer, preparatory labor and irrigation.”

The end of the Bracero Program didn’t end America’s need for farm workers — or erase incentives for people from Mexico to travel to the United States for work.

“After the program expired, there was the largest sustained influx of undocumented immigrants in U.S. history,” Cordia said.

These days, illegal immigrants make up an estimated 5 percent of the American workforce — but represent 26 percent of farm workers, according to the Pew Research Center.

Cordia said she hopes her presentation will prompt people to ponder the connections between past and current events, as well as today’s immigrant farm workers and consumers.

“More people need to know about what happened in the past,” she said. “We all go to the grocery store to buy food and we don’t think about who picked it. We need more awareness of where our food comes from and what we’re accepting in return for cheap food.”

Cordia will discuss the Bracero Program again late this year, at noon Nov. 1 at the Medford library and at noon Nov. 8 at the Ashland library, 410 Siskiyou Blvd., as part of the “Windows in Time” history lecture series.

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