



CALL TO ORDER/ROLL CALL

INTRODUCTIONS & PROCLAMATIONS

OATH OF OFFICE

ELECTION OF OFFICERS

CONSENT AGENDA 1
(1) Minutes from June 8, 2017 Regular Meeting, and June 14 Special Meeting; and (2) *Preliminary* Financial Report through June 30, 2017.

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.)

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- 9. Board Retreat
- 10. Staff Training Day – October 9, 2017

OLD BUSINESS AND UPDATES

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BOARD TRAINING / RESOURCES / NEWS & MEDIA

FUTURE MEETINGS/EVENTS:

July 25, 2017 – SDAO Board of Directors and Management Staff Training
August 10-11, 2017 – Annual JCLD Board Retreat, Green Springs Inn, Ashland

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 Administrative Assistant, Donovan Edwards at 541-423-1333 or dedwards@rvcoq.org

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

MINUTES

ATTENDEES

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

CALL TO ORDER

President Maureen Swift called the meeting to order at 9:34 a.m.

INTRODUCTIONS AND PROCLAMATIONS

Due to audience size Swift requested the following attendees to introduce themselves: George Prokop, JCLD's Budget, Technology, and Facilities Committees; Kevin Keating, JCLD Budget Committee; Vicki Robinson, RYCOG Accountant; Tish Manley (former library employee); Amy Drake, JCLF Executive Director; Charlene Prinsen, Eagle Point Library Branch Manager; Laura Kimberly, Medford Library Branch Manager; Michael Hovermale local Spiderman Actor; Aaron Hassell, Astro Games; Kyna Moser, JCLS Marketing Coordinator; Susan Bloom, Access Services Coordinator; Amy Blossom, Reference Desk; Marian Barker, JCLS Youth Services Manager.

CONSENT AGENDA

MOTION: It was noted that Director Doty had been left off the attendance list on two sets of minutes but had attended the meetings and had been quoted. Kiefer moved to approve, as corrected, the minutes from the April 13 and May 11 Regular Board Meetings; May 5 Study Session; May 11 Budget Committee Meeting; May 24 Special Meeting and the JCLD Financial Report. Doty seconded the motion. The motion was passed unanimously.

ORAL REQUESTS AND COMMUNICATIONS FROM THE AUDIENCE

There were no comments from the public.

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

LB-1 Notice of Budget Hearing / Approved Budget for Fiscal Year 2017-2018

Swift at 9:37 am opened the Budget Hearing for the Fiscal Year 2017-2018 Budget and asked for public comment or if anyone present wished to speak on the budget. Swift observed there were no public comments and closed the Budget Hearing at 9:38 am.

RESOLUTIONS

Resolution 2017-01: Approving Creation of Capital Improvement Fund

Swift explained that Resolution 2017-01 was created through the budget process. As the Resolution states, the District currently leases the 15 library buildings from the County. Those buildings will be turned over to the District in 2020. Hence, a Capital Improvement Fund needs to be established for future projects to include major building repairs and renovations. Turner requested a modification to Resolution 2017-01 to include adding the word "technology" to the description of the Capital Improvements Fund in paragraph 3.

MOTION: Doty moved to approve Resolution 2017-01 as amended. Kiefer seconded the motion. The motion was approved unanimously by roll call vote.

Resolution 2017-02: Adopting Fiscal year 2017-2018 Budget, Making Appropriations, and Imposing and Categorizing Taxes

MOTION: Kiefer moved to approve Resolution 2017-02 as presented. Turner seconded the motion. It was noted that the Property Tax Levy would remain at \$.52 cents per \$1,000. The motion was approved unanimously by roll call vote.

PRESENTATIONS AND REPORTS

Library Director's Report

Rahming briefed the Board that, so far, 303 patrons had taken advantage of the Food for Fines program citing that 103 of those patrons had fines of over \$10.00 preventing them from utilizing library services. Within the following week Rahming stated that staff will have a study group to research patron accounts that had not taken advantage of the programs yet and a chart would be available on the jcls.org website reflecting the total amount of fines and fees that had been forgiven and would be updated weekly. Turner asked about the public relations regarding the new printing technology and how the word is being spread now that it has been implemented in all libraries and whether the hardware is being utilized. Rahming stated that they had created a post on the website and trained staff but that not much feedback had been received. Kyna Moser, JCLS Marketing Coordinator, reported that Ron Sharp, JCLS IT Manager, had requested signage near the printing stations to help advertise the services available.

Turner brought up "55 Things to Do in Southern Oregon" which is published by the Southern Oregon Media Group. She stated that while she is aware that it costs money to have your organization or business listed it was disappointing that the District had not taken advantage of it yet and encouraged Rahming to look into it.

Turner also encouraged Rahming to place a full vacancy list within the Library Director's Report noting that typically the report covers recently filled positions but not necessarily positions that need to be filled.

Summer Reading Program

Marian Barker, JCLS Youth Services Coordinator, explained the various activities and events involved in the Summer Reading Program which has a theme this year of "Build a Better World". The program begins following summer closures of schools and ends on August 6, 2017. The Friends of the Library groups provide support and this year the Hulburt Trust is also getting involved with the smaller communities. This is the first year in which homebound patrons can participate. These are patrons who do not have the ability to visit the libraries but are still very interested in utilizing the library services within their communities.

NEW BUSINESS

Facilities Plan: Objective One

MOTION: Weyhe moved to approve and adopt JCLD's Long-Term Facilities Plan Objective One. Kiefer seconded the motion. The motion was approved and adopted unanimously.

JCLD Proposed Technology Budget 2020-2021

MOTION: Doty moved to approve the Technology Budget 2020-2021 prepared by Lucien Kress, Kress Consulting. Kiefer seconded the motion. The motion was approved unanimously.

Guidance to JCLD re: Funding Priorities

Kiefer stated that the Foundation is prepared to receive a funding priorities list from the District.

IGA's with RVCOG for FY17-18 Accounting and Administrative Services

Marston briefly explained the key differences between the previous IGA's and the amended IGA's which consists of Marston's duties being divided between Accounting Services and more duties being taken on by Donovan Edwards, JCLD Administrative Assistant.

MOTION: Weyhe moved to approve Amendment Number 01 to the Intergovernmental Agreement for Accounting Services and the Intergovernmental Agreement for Administrative Services. Doty seconded the motion. The motion was approved unanimously.

OLD BUSINESS

Lindberg Estate Bequest to Ashland Library

Swift announced that, on behalf of the Ashland Public Library, the District would take possession of the property bequeathed by the Lindberg Estate. After the remaining legal matters have been satisfied the District will determine how to dispose of the property and all proceeds will be held for the benefit of the Ashland Public Library. The Friends of the Ashland Public Library are currently clearing the house of an extensive book collection which will be examined for further book sales.

Comic Con Debrief

Laura Kimberly, Medford Branch Manager/Medford Comic Con Project Manager provided a closeout presentation of the 2017 Medford Comic Con including a recorded segment of ABC News covering the event which was broadcast nationally. Kimberly thanked the other members of the Comic Con Committee who were in attendance and introduced Lanessa Pierce, owner of What to Do in Southern Oregon and the social media manager for Medford Comic Con. It was noted that while paramedics and law enforcement were in attendance their services were not required. Food vendors and local restaurants ran out of food early and with next year's expansion plan of closing Bartlett Street there will be more of a focus on a wider variety of food services like pre-made or ready to go meals like yogurt and other snacks. Additionally the City of Medford and JCLD will be asked to provide more support.

COMMITTEE AND BOARD MEMBER REPORTS

MT-1 Workforce Follow-up

Doty reported that there is interest in the program. Rahming and Doty will attend the September 2017 Business Expansion Program (BEP) meeting. There will be more focus on the library displays to promote workforce opportunities. While the outcome of the meeting determined that the District does not need to be directly involved, their support in community meetings like the BEP can be helpful.

Correspondence Committee

Nothing to report at this time.

Facilities Committee

Doty and Bartholomew will begin working on the approach taken when it comes to the District taking over the buildings.

Policy Committee

Kiefer reported that the committee has reviewed submissions from LS&S staff and provided feedback. A policy table is being created to assist in keeping policies up to date as they will be reviewed periodically per the table schedule. The two policies concerning art are being combined into one policy which will cover both art acquisition and the displaying of art.

Technology Committee

There will be a transition of committee members over the next couple months but nothing to report aside from the Technology Budget 2020-2021 prepared by Lucian Kress, Kress Consulting covered earlier.

Individual Reports

Turner and Weyhe shared that they had attended an Elected Officials Meeting with the new Josephine Community Library District Board Members. Kiefer then invited the outgoing Board members, Monica Weyhe and Maureen Swift, to share some parting thoughts with the Board.

Weyhe reflected on her involvement over the last four years with the formation of the District. She said she was honored to have served as a Board Member, was proud of all that has been accomplished, and is excited about the future of the library system in Jackson County.

During her parting remarks, Swift encouraged the District to consider moving the meetings to later in the day to provide a better opportunity for public attendance and for staff to also have a chance to participate. She justified the suggestion by also explaining that JCLD is the only Special District in Jackson County still holding their meetings during the day. Swift also suggested that with the District being busy over the next couple years continuing to implement the Strategic Plan it may be prudent to have two meetings per month with the second being easily cancelled if it is not warranted.

Swift used Kimberly's presentation for Medford Comic Con to highlight what can be done when the communities are included in events and encouraged continued collaboration within the community. Advocacy, which was highlighted in the Ruth Metz report as needing improvement, should be an area of continued focus.

Kiefer invited everyone in attendance to join a special celebration for the outgoing Board members to be held in the large meeting room directly following the Board meeting.

Adjourn

Swift adjourned the meeting at 12:31 pm.

/s/ Donovan Edwards

Recording Secretary



MINUTES

ATTENDEES

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

CALL TO ORDER/ROLL CALL

President Maureen Swift called the special meeting to order at 1:09 p.m. and asked for a roll call. A roll call vote was taken. All Board members were present.

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

EXECUTIVE SESSION

The executive session was held.

SPECIAL MEETING – OPEN SESSION

The Board came back into open session at 2:15 p.m. and placed the following items on the agenda for the Special Meeting:

1. *Confidential Settlement and Release Agreement*
2. *Amendment No. 1 to Library Administration and Operations Agreement*

Following a brief discussion of the two documents listed above, the Board voted on their acceptance of the documents.

MOTION: Vice President Kiefer moved to approve the *Confidential Settlement and Release Agreement* distributed and discussed during the executive session with the following changes: 1) At the end of Section 3, add “or unless public discussion is necessary pursuant to Oregon’s public meetings laws”; 2) in the first paragraph, replace “Board” with “District” to make it clear that the Board is not a party to the agreement; and 3) at the bottom of the document, add an “approved as to legal sufficiency” or “approved as to form” block. Director Doty seconded the motion. President Swift asked for further discussion. Hearing none, the vote was called. The motion passed unanimously.

MOTION: Director Weyhe moved to approve the *Amendment No. 1 to Library Administration and Operations Agreement* distributed and discussed during the executive session with the following changes: 1) type July 3, 2017 in the opening paragraph as the effective date; 2) in paragraph 10(p), add the word “with” after the word “cooperate”; 3) in paragraph 10(o), the phrase “unless expressly agreed to by the District” should be replaced with “unless otherwise directed by the District”; and 4) at the end of the document, add an “approved as to legal sufficiency” or “approved as to form” block. Director Turner seconded the motion. Swift asked for further discussion. Hearing none, the vote was called. The motion passed unanimously.

Notwithstanding her acceptance of the amendment, Director Turner voiced disappointment that the amendment does not address materials costs or library staff wages, and said she hoped we could work toward getting better pay in the future. Director Doty concurred, and expressed disappointment with the frequency and duration of staff vacancies. She, too, said she hoped that once the amendment is in place, these issues could be promptly addressed.

President Swift asked for further discussion. Hearing none, she adjourned the meeting at 2:28 p.m.

/s/ Lisa Marston

Recording Secretary

Jackson County Library District
Statement of Revenues and Expenditures
From 6/1/2017 Through 6/30/2017

	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	241,859.90	9,235,135.21	100,135.21 101.09%
Prior Year Property Tax Collections	306,000.00	9,357.66	143,304.44	(162,695.56) 46.83%
Interest Income	50,000.00	8,450.10	82,377.40	32,377.40 164.75%
Other Income	0.00	0.00	23,386.66	23,386.66 0.00%
E Rate	215,000.00	10,569.95	128,093.04	(86,906.96) 59.57%
Reimbursements From RCC	22,000.00	0.00	26,273.30	4,273.30 119.42%
Ready To Read Grant	33,000.00	0.00	32,624.00	(376.00) 98.86%
Conference Room Rental	30,000.00	0.00	22,118.60	(7,881.40) 73.72%
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	1,023.00	(177.00) 85.25%
Library Card Replacement Fees	5,000.00	0.00	1,971.20	(3,028.80) 39.42%
Late Fee Charges	105,000.00	9,020.60	72,223.13	(32,776.87) 68.78%
Lost/Damaged Materials	10,000.00	0.00	6,457.37	(3,542.63) 64.57%
Photocopy/Fax Sales	15,000.00	0.00	12,304.96	(2,695.04) 82.03%
Patron Refunds	(3,000.00)	0.00	(885.02)	2,114.98 29.50%
Printer Sales	16,000.00	0.00	10,502.41	(5,497.59) 65.64%
On Line Fee Collections	16,800.00	441.24	8,379.23	(8,420.77) 49.87%
Hulburt Donation	135,000.00	0.00	125,821.00	(9,179.00) 93.20%
Library Friends Donations	65,000.00	(10.00)	61,726.00	(3,274.00) 94.96%
Library Foundation Donations	5,900.00	0.00	8,035.14	2,135.14 136.18%
General Public Donations	5,000.00	0.00	3,281.79	(1,718.21) 65.63%
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	7,646.78	(42,353.22) 15.29%
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>279,689.45</u>	<u>15,444,988.44</u>	<u>(116,011.56)</u> <u>99.25%</u>
Total Operating Revenue	<u>15,561,000.00</u>	<u>279,689.45</u>	<u>15,444,988.44</u>	<u>(116,011.56)</u> <u>99.25%</u>
Total Revenue	<u>15,561,000.00</u>	<u>279,689.45</u>	<u>15,444,988.44</u>	<u>(116,011.56)</u> <u>99.25%</u>

Jackson County Library District
Statement of Revenues and Expenditures
From 6/1/2017 Through 6/30/2017

	Current Month		YTD Budget Percentage received		
	YTD Budget	Actual	YTD Actual	Remaining	or spent to date
Expenditures					
Program Expenses					
Personnel Cost	100,000.00	0.00	0.00	100,000.00	0.00%
Accounting Services	41,000.00	(386.57)	38,027.86	2,972.14	92.75%
Auditing Services	10,000.00	0.00	10,300.00	(300.00)	103.00%
Administrative Services	100,000.00	(405.76)	113,018.22	(13,018.22)	113.01%
Bank Fees/Interest Expense	2,000.00	76.38	920.75	1,079.25	46.03%
Community Promo/Strategic Plan	50,000.00	8,170.00	54,572.96	(4,572.96)	109.14%
Elections	30,000.00	24,584.99	24,638.49	5,361.51	82.12%
Insurance	20,000.00	0.00	13,405.00	6,595.00	67.02%
Legal Services	24,000.00	4,365.00	29,650.78	(5,650.78)	123.54%
Memberships and Dues	2,000.00	500.00	2,499.59	(499.59)	124.97%
Office Supplies	2,000.00	681.25	1,749.74	250.26	87.48%
Postage	1,000.00	(45.75)	301.23	698.77	30.12%
Registration/Tuition/Travel	11,000.00	1,730.72	8,420.60	2,579.40	76.55%
Special fees and Expenses	0.00	70.00	948.00	(948.00)	0.00%
Transfers To Foundations	10,000.00	0.00	0.00	10,000.00	0.00%
Advertising/Legal Notices	1,000.00	1,337.91	1,445.42	(445.42)	144.54%
Alarm Services	2,000.00	0.00	2,351.40	(351.40)	117.57%
Building Repair/Maintenance	419,000.00	34,918.08	419,501.96	(501.96)	100.11%
Custodial Services	315,000.00	25,527.38	301,826.85	13,173.15	95.81%
Custodial Supplies	0.00	925.74	10,899.23	(10,899.23)	0.00%
Landscape Services	5,000.00	516.00	5,504.00	(504.00)	110.08%
Maintenance Services	2,000.00	0.00	2,000.00	0.00	100.00%
Property Rental/Lease Expense	500.00	0.00	0.00	500.00	0.00%
Security Services	55,000.00	0.00	44,135.85	10,864.15	80.24%
Signs and Signal Materials	25,000.00	0.00	486.69	24,513.31	1.94%
Building Repair/Maintenance- B-7	310,000.00	59,145.22	117,668.53	192,331.47	37.95%
Equipment Repair/Maintenance	15,000.00	363.62	9,337.55	5,662.45	62.25%
Facility Furnishing Expense	25,000.00	0.00	19,750.64	5,249.36	79.00%
Minor Equipment	50,000.00	0.00	15,699.24	34,300.76	31.39%
Minor Equipment-Computers	511,000.00	644.50	120,975.07	390,024.93	23.67%
LS&S Contract	4,964,356.00	409,833.83	4,921,968.09	42,387.91	99.14%
Library Materials	824,000.00	80.85	588,591.30	235,408.70	71.43%
Grant Funded Programs	0.00	0.00	150.00	(150.00)	0.00%
City Participation	32,000.00	6,765.91	21,075.20	10,924.80	65.86%
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%

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Statement of Revenues and Expenditures
From 6/1/2017 Through 6/30/2017

	Current Month			YTD Budget Percentage received	
	YTD Budget	Actual	YTD Actual	Remaining	or spent to date
Electricity	227,000.00	18,468.84	194,220.91	32,779.09	85.55%
Natural Gas	55,000.00	3,661.40	45,927.04	9,072.96	83.50%
Garbage Service	10,000.00	1,272.88	10,524.85	(524.85)	105.24%
Water and Sewer Service	33,000.00	2,606.89	25,885.87	7,114.13	78.44%
Street and Storm Drain Fees	20,000.00	1,591.01	17,996.74	2,003.26	89.98%
Telecom-Voice and LD	65,000.00	4,496.79	53,670.12	11,329.88	82.56%
Telecom-Wide Area Network	133,000.00	8,644.95	104,595.50	28,404.50	78.64%
Telecom-Internet Services	36,000.00	2,002.48	26,136.63	9,863.37	72.60%
Municipal Assessments	1,000.00	159.82	1,584.56	(584.56)	158.45%
Maintenance & Fuel for Vehicles	15,000.00	89.10	7,113.00	7,887.00	47.42%
Hulburt Donation	150,000.00	0.00	103,844.05	46,155.95	69.22%
Library Friends Donations	65,000.00	2,600.00	48,238.74	16,761.26	74.21%
Library Foundation Donations	5,900.00	2,642.73	12,197.35	(6,297.35)	206.73%
General Public Donations	5,000.00	0.00	1,375.98	3,624.02	27.51%
OR Community Foundation-restricted	34,000.00	0.00	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	0.00	1,384.54	(1,384.54)	0.00%
Ready to Read 2017 Grant	33,000.00	0.00	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	0.00	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	627,636.19	7,624,612.75	1,913,243.25	79.94%
Capital Outlay	227,000.00	65,539.63	65,539.63	161,460.37	28.87%
Contingency	750,000.00	0.00	0.00	750,000.00	0.00%
Ending Fund Balance	5,046,144.00	0.00	0.00	5,046,144.00	0.00%
Total Program Expenses	15,561,000.00	693,175.82	7,690,152.38	7,870,847.62	49.42%
Total Expenditures	15,561,000.00	693,175.82	7,690,152.38	7,870,847.62	49.42%
Net Revenue Over Expenditures	0.00	(413,486.37)	7,754,836.06	7,754,836.06	0.00%

Director's Report
June 2017

Summary

I am in for a big surprise this month thinking a move from Texas to Oregon provides sanctuary from summer heatwaves. I am finding southern Oregon just as hot! Amid the heat, I am invigorated and encouraged by the heavy traffic in our locations due to robust summer reading activities. In addition to increased use of our libraries, we are delighted to offer our *Food for Fines* initiative (See detailed report on the third page of this report). Our staff is doing remarkable work managing *Food for Fines* transactions, signing kids up for summer reading, and planning and executing well attended programs. I had the great privilege of attending the summer reading kick-off barbeque at the Prospect Library. This location affirms the saying that "Good things come in small packages." I enjoyed the food, fun, and fellowship with Prospect staff, community leaders, and patrons alike. The kick-off barbeque preceded with a Bugs-R-Us program with nearly 50 attendees in the small community room. Great work, Prospect!

Board Director George Prokop and I attend 2017 American Library Association Conference in Chicago, IL. I benefited from many networking opportunities, exhibits, and session attendance. Mr. Prokop and I attended a session on strategic planning facilitated by the Brett Bonfield of the Princeton Public Library. We both have our own opinions on the template this institution employs, but look forward to re-visiting the direction and components of our own strategic plan at the Board Retreat in August.

Meet Kristin Anderson

We are pleased to announce that Kristin Anderson is joining our team as the new Ashland Branch Manager on August 1, 2017. Anderson has a 13-year career in libraries coming to us from the Columbus Public Library in Columbus, OH as a Youth Services Manager. She is a reviewer for both *School Library Journal* and *Voice of Youth Advocates (VOYA)* magazines. She has participated in several selective library leadership programs through the State Library of Ohio (Library Leadership and iLead). She has a passion for public service, children's/teen's services, readers' advisory, and serving underserved populations. She has degrees from Scripps College (BA), University of Texas at Austin (MBA), and Kent State University (MLIS). Prior to her career in libraries, she worked for Highlights for Children in a marketing capacity. She currently volunteers in her community with L.O.S.S. (Local Outreach to Survivors of Suicide) going on calls to share resources with those recently bereaved by suicide. She has been a frequent visitor to Ashland, and has enjoyed many OSF plays while in town. She is excited to return to Ashland as a resident, where she will enjoy having both of her parents and one of her brothers as neighbors. Anderson was one of two candidates invited to interview before our search committee at the Ashland Library on June 16, 2017. In addition to a thorough formal interview, short meeting with Amy Blossom, candidates met with staff and were called upon to prepare a 30 minute team building exercise. We welcome Anderson to our team and move forward with recruitment of the five newly added positions per the amended contract between the District and LS&S.

Hotspot Lending Program

JCLS is well known within the community as the place where people can access the internet to connect with family, friends, banking, job searches, school resources and entertainment. Now we are ready to take “access” one step further and provide people with the ability to check out a portable hotspot with their library card. This service will be a significant step in bridging the digital divide in the communities that need it most. The portable hotspot will allow people without home internet to easily get online using any Wi-Fi enabled device such as a phone, tablet or laptop.

Staff has engaged with the Seattle Public Library (SPL) to gain insight into how their successful Hotspot Lending has evolved since its launch in 2014. Seattle currently has 575 Hotspots available for checkout and 250 reserved for outreach to underserved communities. The Hotspots are always in circulation with many holds pending.

This initiative will help us meet our promise to implement new models to improve information access and delivery as stated in the Connect objective of the strategic plan.

The details of the Hotspot Lending Program are under development but we envision the following elements:

- Hotspots can be placed on hold and checked out from any library branch.
- Anyone who has a valid library card can borrow a JCLS Hotspot.
- The borrowing period will be 21 days. Overdue hotspots will have internet access deactivated within 24 hours beyond their due date.
- We will be looking at plans that provide unlimited data for the patron hotspots based upon feedback from the SPL. Without unlimited data the first patron in the billing cycle may use all the data leaving none for the next patron.

We plan to use existing grant funding to support this program. We will need funding to subscribe to and pay for hotspot service from the services provider. We are also exploring grants for rural libraries that may be available through services providers such as Verizon.

We are investigating whether we may need to limit hotspot loans to adults to meet CIPA filtering requirements.

Pop-Up Library

We continue to develop this concept and explore the next steps for implementation. I submitted information to Amy Drake to share with the Library Foundation Board to get approval for the Foundation to help us locate funding sources for this project.



Digital Signage Project

Goal: To install digital signage in all branches to facilitate a reduced dependence on print materials, improve visibility of events in other branches, speed up distribution, and streamline the marketing process.

Equipment: 43" TV (13x), 55" TV (2x), ASUS Chromebit (18x)

Fifteen new televisions will be purchased and installed at all locations, including an additional 55" TV in Ashland and Medford to supplement existing screens. TVs will be paired with ASUS Chromebit devices to enable remote management and display of the signs, including the 15 new screens and 3 pre-existing displays in Medford and Ashland. Chromebit devices will be configured to run off of the existing public wi-fi connections and secured against hijacking. Presentations will be powered by Google Slides.

Initial Expense: Pricing estimates account for the televisions as 43-inch, 1080p screens, costing \$280 each (\$3640), and 55-inch, 1080p screens costing \$450 each (\$900), for a total of \$4,540 in displays. The ASUS Chromebit devices are \$85 each, plus an additional licensing fee of \$30, for a total of \$115 each, or \$2,070 for the 18 projected devices. This makes for a base hardware expenditure of \$6,610.

Additional installation expenses: Television mounting hardware will need to be considered on a site-to-site basis and is currently under investigation.

Annual associated costs: Awaiting eligibility confirmation for the \$30 licensing rate on Chromebit, which would carry no additional licensing fees. A Google Business (G Suite) account for the marketing team, are an add on item to increase storage being considered. Projections are \$10 per month per account, or \$240 per year for two accounts.

Additional Services: With the hardware solution in place, we will have additional options for display software, including ScreenCloud, a subscription service that expands display options to include localized weather, social media feeds, news, videos, and other content in addition to the presentation functionality. Pricing is \$20 per month per screen. We may qualify for a discount of \$15 (\$270mo/\$3,240yr). Other services, such as Rise Vision provide less streamlined services starting at \$165 per year that would provide additional content options.

43-inch TV: \$280 ea (13x); 55-inch TV: \$450 ea (2x); ASUS Chromebit: \$115 ea (18x)

Budget
\$7,500
Expense
\$6,610

FOOD FOR FINES & FINE FORGIVENESS – JUNE 2017

PROGRAM SUCCESSES

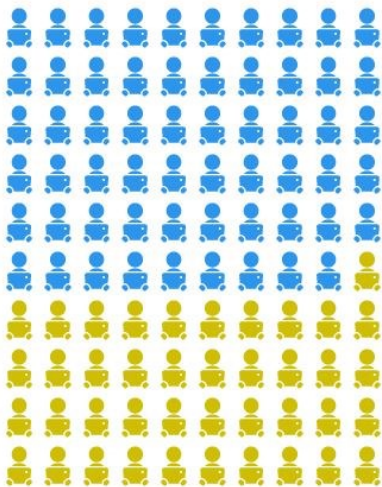
-  Recovered library collections
-  Eliminated barriers to access
-  Welcomed back patrons
-  Increased library patronage and usage

1,557 ITEMS RETURNED



These materials are now available for circulation again.

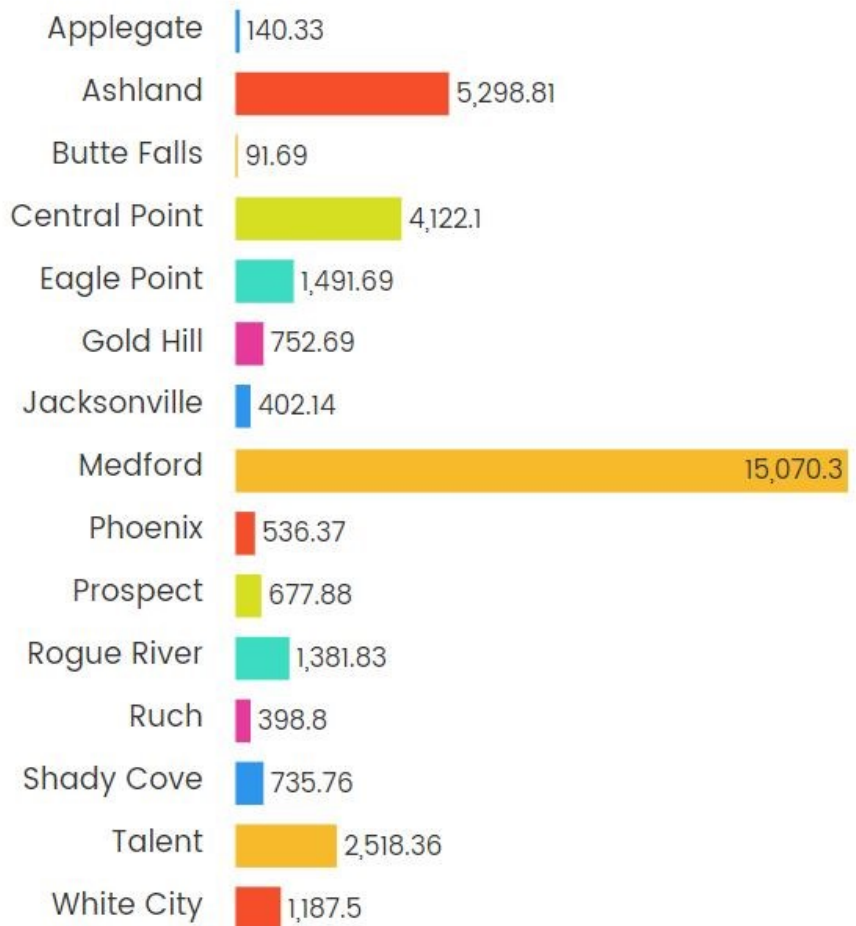
2,101 PATRONS PARTICIPATED



863 (41%) participants can now use the library again because they paid fines \$10+.



PARTICIPATION BY BRANCH



Thank you to our partners: Jackson County Library Foundation, Neighborhood Food Project, and Jackson County food pantries.



Welcome Back to the Library!

Food for Fines ~ Fine Forgiveness
June 2017



"I took advantage of this program to clean up items on our problem shelf and patrons on payment plans. I contacted the patrons involved and many were grateful for the chance to clear up their records. I also had a number of patrons who brought in extra items of food to help others. I still have about \$45 in donated food items that have not been applied and I'm hoping that someone in need comes in today or tomorrow so I can use it up. Many of the patrons that were helped in this way showed up a few days later with cans to donate to help someone else."

- Patrick Mathews, Talent Branch Manager



"Today, we had a woman bring in three books from 2005. She heard about the program, gave her house a thorough search, and came up with all three books that have been sitting on her account for over a decade. Since she brought them all back, I was able to get rid of all of her \$127.75 in fines, replacement costs, and the collection fee. She was so excited to get back in the library, that she paid her \$2 card replacement fee and headed upstairs to browse. She also told me how wonderful she thinks Food for Fines is, and that she plans to come back and donate some canned goods for us to use on accounts that have large balances."

- Lina Cordia, Medford Circulation Supervisor



"There are more in bags and boxes under the circulation desk. We are running out of room!"

- Leigh Blair, Central Point Library Branch Manager

"We would like to say a special 'Thank you!' for the overwhelming response to our appeal for extra help on our Food for Fines postcard project. This is what makes our volunteers so special; the willingness to give! The Monday morning crew included Paul Jacobsen, Selah Stephens, Camille Korsmo, Patricia Cox, Cara Davis-Jacobsen, and Catherine Heilman."

- Jessica Arenas, Volunteer Services Coordinator

"What a great idea!"

- K.H., JCLS patron

"Love it!"

- A.M., JCLS patron

"When are you offering this program again?"

- S.M., JCLS patron



Executive Director Report July 2017

1. Organizational Capacity Building

The Foundation met with Margot Helphand during the July board meeting. Conversation focused on creating a sustainable and helpful Work Plan with major goals identified and strategized, as well as reevaluating our Development Plan.

2. Board Development

The Board Development Committee is actively approaching potential new board members. The Foundation's goal is to add three new members by the end of 2017.

3. Foundation Investment Policy

The Board Financial Committee is researching other local foundations' investment policies and administrative fees. They will soon write an official policy, which will be distributed as appropriate.

4. Foundation Website

Since the website is one of Foundation's main publicity, community outreach, and marketing tools, it needs to give visitors a clear picture of the Foundation's mission and activities. It also needs to be engaging, accessible, and inspiring. The JCLS Strategic Plan positions the JCLS as a modern, 21st century library, referencing that "the library must evolve in ways that keep pace with [today's society]". The Foundation's branding and public image should reflect and support that goal.

As such, the Foundation board approved a new website in April. After talking with several local website designers, we decided that building the website internally was the best choice.

Our new website will be launched on Monday, July 17 and publicized in the August e-newsletter. The content is benchmarked off other library foundations' websites and includes how to engage with the Foundation, donation options, news, and information about the Foundation, our priorities, and history.

5. Brochure

ZOnion Creative Group is working on the Foundation's new brochure. They were chosen because of their work with the Deschutes Public Library and Foundation. The Foundation ordered 5,000 to distribute at each of the branch libraries and to potential donors throughout the county.

Art Displays and Exhibits Policy - Background

The prior JCLS policy for Library Display Spaces had several sections

7.1.1 Community information Areas in the Libraries

The Library District Board approved the new policy on September 8, 2016

7.1.2 Exhibit Spaces in Libraries

The Library District Board approved the new policy on September 8, 2016

7.1.3 Art Displays in Libraries

This policy is being reviewed this cycle. The prior policy was basically the Jackson County Administrative Policy for Art Displays in Public Buildings (Policy #1-37)

7.1.4 Art Acquisition Policy

This policy is being reviewed this cycle.

The policy committee requested we consider all policies related to “Art” together.

The OLA Standards (2015 Revision) recommends libraries have an “Exhibits and Displays” policy as an essential standard. The OLA Standards do not include a separate provision for Art Displays in the Library or an Art Acquisition Policy.

I reviewed related policies from the Crook County Library, City of Corvallis Library, Deschutes Public Library, Fort Vancouver Regional Library and Hood River County Library. Crook, Corvallis, Vancouver and Hood have a policy focused on displays and exhibits. Deschutes did not appear to have a similar policy but did have a section on Art Acquisition embedded in the Friends of the Library Administrative Rules. Crook County did include the topic of public art in its policy.

The policies for Displays and Exhibits had several common characteristics.

- The library welcomes art and exhibits that represent the public interest
- The library has the sole discretion to determine what will be displayed (usually vests with the Library Director)
- The library does not approve or disapprove the beliefs of individual displays or subject matter
- The library is not liable for any loss or damage.

The libraries with Displays and Exhibits Policies varied in how they addressed guidelines or rules associated with displays. These rules included time period for a display, where displays could be placed in the library, how to affix items to walls, and sale of materials.

Based upon feedback from the policy committee and review of exemplar libraries I have created the attached Art Displays and Exhibits policy for review. This policy supersedes the Display and Exhibits Policy adopted September 8, 2016 and the Art Displays in the Libraries in the JCLS Legacy Policies adopted April 2, 2015. The Community Information Areas Policy adopted September 8, 2016 will remain a standalone policy subject to review in 2018.

Please note that this policy does not specifically address acquisition of art by the library. I hope you will be open to aligning this subject with the Gifts and Donations Policy.

Art Displays and Exhibits Policy – Draft 6/26/17

Art displays and exhibits are an important component of the Library's strategic plan to make the libraries open, thriving spaces where people link to the universe of possibilities that enrich their lives.

- The library welcomes participation from community organizations, business or individuals to display items in the library on a space available basis. Exhibitors should contact the Branch Manager where they want to set up an art display or exhibit for information about space and schedule.
- The Jackson County Library District Board does not assume responsibility for loss or damage to items loaned to the library for display.
- The Library Director shall have the authority to approve or decline art displays and exhibits with referral to the District Board as necessary.
- In providing spaces for art displays and exhibits the library does not imply endorsement of the beliefs or viewpoints of individual pieces or subject matter.
- All art displays and exhibits must be entirely contained in the display space unless special arrangements are authorized by the Library Director.
- All art displays and exhibits must be displayed in a manner consistent with Jackson County's Facilities Maintenance Department. Only designated county employees or contractors may mount, remove or adjust art pieces affixed to the building.
- Complaints regarding art displays and exhibits will be reviewed by the Library Director, with referral to the District Board as necessary.



District Organizational Items for 2017-2018

The executive administrator will address the items listed below:

1. Newspaper of Record – It is recommended that the *Mail Tribune* be named the District’s newspaper of record.
2. Mileage Reimbursement Rate for Board and Staff – It has been Board practice to pay the IRS-approved rate, currently .535 per mile. Continuation of this practice is recommended.
3. Authorization to Submit Grant and Contract Proposals – It is necessary to respond quickly to grant and contract opportunities. It is requested that the Board authorize the executive administrator to submit proposals for grants and contracts during the 2017-2018 fiscal year. The Board retains final authority to accept or reject an award.
4. Board Attorney – Mark Bartholomew has served as your attorney since the District’s inception. It is recommended that he continue in that capacity. It is requested that you authorize the Board President and Executive Administrator to seek specialized legal counsel, when necessary, from Mr. Bartholomew.
5. Auditor – It is recommended that Isler Medford serve as the District’s auditor for 2017-2018.
6. Authorized Depositories of Funds – Two depositories of funds are recommended: Banner Bank for general operation, and the Oregon State Treasury Local Government Investment Pool (LGIP). *[See Resolutions 2017-03 and 2017-04 reauthorizing the District’s bank accounts, designated personnel and signers.]*
7. Local Contract Review – It is recommended that the Jackson County Library District Board of Directors continue to act as the District’s Local Contract Review Board (LCRB).
8. Identifying Purchasing Practices – It is recommended that the Jackson County Library District continue its practice of following the Public Contracting Rules and Procedures adopted by the Board at its regular meeting on April 4, 2015, which essentially follow the Oregon Attorney General’s Model Public Contracting Rules and ORS 279 pertaining to public contracting.
9. Insurance Agent of Record – JCLD’s Insurance Agent of Record is Sandy Orr, CISR, Branch Supervisor, Brown & Brown Northwest Insurance.

Proposed Action: Move to accept the Executive Administrator’s recommendations as presented for organizational items 1 through 9.

Roll call vote will be conducted.

RESOLUTION: 2017-03

A RESOLUTION DESIGNATING BANNER BANK, LOCATED IN MEDFORD, OREGON, AS A DEPOSITORY OF FUNDS FOR THE JACKSON COUNTY LIBRARY DISTRICT AND DESIGNATING AUTHORIZED PERSONNEL AND SIGNERS FOR THE BANNER BANK CHECKING ACCOUNT

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

- A. At its regular meeting on June 4, 2015, the Board approved Resolution 2015-06, authorizing the opening of a checking account at AmericanWest Bank (now Banner Bank) and designating authorized personnel to transact business with Banner Bank and sign checks or authorize withdrawals from the account with Banner Bank.
- B. It is the District's practice to reauthorize its bank accounts and designated personnel and signers at its annual organizational meeting in July.
- C. Jackson County Library District has an Intergovernmental Agreement with the Rogue Valley Council of Governments (RVCOG) to provide professional accounting services to the District.
- D. It is recommended that three Library District directors and three RVCOG employees are designated as authorized personnel and signers on the Banner Bank checking account.
- E. It is the District's practice to designate its Board President, Board Vice President and Board Finance Liaison as authorized signers on the Banner Bank checking account.

BE IT RESOLVED:

- 1. That RVCOG Finance Manager Cindy Shindell and RVCOG Accountant Vicki Robinson are hereby authorized to transact business with Banner Bank on behalf of the Jackson County Library District.
- 2. The following persons are authorized to sign checks or authorize withdrawals from the checking account with Banner Bank on behalf of the Jackson County Library District: President _____, Vice President _____, and Finance Liaison _____, Directors of the Jackson County Library District; Michael Cavallaro, RVCOG Executive Director; Ann Marie Alfrey, RVCOG Human Resources Manager; and Lisa Marston, Executive Administrator, Jackson County Library District.

The above resolution statement 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:

- Cathy Shaw _____
- Susan Kiefer _____
- George Prokop _____
- Jill Turner _____
- Carol Doty _____

RESOLUTION: 2017-04

A RESOLUTION DESIGNATING THE OREGON STATE TREASURY LOCAL GOVERNMENT INVESTMENT POOL (LGIP) AS A DEPOSITORY OF FUNDS FOR THE JACKSON COUNTY LIBRARY DISTRICT AND DESIGNATING AUTHORIZED PERSONNEL AND SIGNERS FOR THE LGIP ACCOUNT

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

- A. At its regular meeting on June 4, 2015, the Board approved Resolution 2015-07, authorizing the opening of an investment pool account through the Oregon State Treasury Local Government Investment Pool (LGIP) and designating authorized personnel to transact business with the LGIP and sign or initiate bank account information changes on behalf of the Jackson County Library District.
- B. It is the District’s practice to reauthorize its bank accounts and designated personnel and signers at its annual organizational meeting in July.
- C. Jackson County Library District has an Intergovernmental Agreement with the Rogue Valley Council of Governments (RVCOG) to provide professional accounting services to the District.
- D. It is recommended that two Library District directors and two RVCOG employees are designated as authorized signers on the LGIP account.
- E. It is the District’s practice to designate its Board President and Board Vice President as authorized signers on the LGIP account.

BE IT RESOLVED:

- 1. That RVCOG Finance Manager Cindy Shindell and RVCOG Accountant Vicki Robinson are hereby authorized to transact business with the Local Government Investment Pool (LGIP) through the Oregon State Treasury on behalf of the Jackson County Library District.
- 2. That the following persons are hereby authorized to sign documents or initiate bank account information changes for the Oregon State Treasury LGIP account on behalf of the Jackson County Library District: President _____ and Vice President _____, Directors of the Jackson County Library District; Michael Cavallaro, RVCOG Executive Director, and Ann Marie Alfrey, RVCOG Human Resources Manager/Assistant to the Executive Director.

The above resolution statement 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:

- Cathy Shaw _____
- Susan Kiefer _____
- George Prokop _____
- Jill Turner _____
- Carol Doty _____

RESOLUTION: 2017-05

A RESOLUTION AUTHORIZING JACKSON COUNTY LIBRARY DISTRICT TO APPLY FOR A BANNER BANK COMMERCIAL MASTERCARD®, SETTING LIMIT(S) AND AUTHORIZING CARDHOLDER(S)

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

- A. On June 4, 2015, the District authorized the opening of a bank account(s) at Banner Bank (formerly AmericanWest Bank) located in Medford, Oregon, designating Banner Bank as a depository for funds of the Jackson County Library District and designating authorized signers on Banner Bank account(s).
- B. While most of the District's expenditures can be paid for with a check, some purchases are done more efficiently and cost-effectively with a credit card, including online purchases and other purchases that require payment at the point of sale. For situations like these, the District requires a credit card.
- C. Because of its existing banking relationship, the District desires to apply for the Banner Bank Commercial MasterCard®.
- D. Before accepting the District's credit card application, Banner Bank requires a Board Resolution authorizing the District to apply for a credit card, stating the limit(s), and identifying whom the card(s) will be issued to.

BE IT RESOLVED:

- 1. The Board President is authorized to sign the credit card application on behalf of the District.
- 2. The initial limit on the District's credit card shall be \$10,000.
- 3. The following person(s) shall be an authorized cardholder(s): Lisa Marston, Executive Administrator; President _____; Vice President _____, Directors of the Jackson County Library District

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:

Cathy Shaw _____
George Prokop _____
Susan Kiefer _____
Jill B. Turner _____
Carol Doty _____

Facilities Committee Meeting Summary
June 29, 2017, 9:00-11:00 a.m.

Members: Pat Ashley, George Prokop, Carol Doty, Lisa Marston, Jamar Rahming

9 a.m. Introduction

Carol Doty (Chair) reviewed Ruth Metz's comments regarding the Committee's 2020 Facilities Plan and Budget and reminded the committee that, on June 8, 2017, the Board approved Objective 1 as submitted in the committee's final draft plan dated February 24, 2017.

Committee's responses to Metz comments:

1. Yes on page 4 to "having ADA and Master Facility plan done together and yes to the \$100,000 budgeted amount even if amount is not needed. (Changes assumption on line 19 from \$25,000 to \$100,000.) Doty suggested we hire a consultant to develop the plan, including the ADA assessment. She also suggested that perhaps the County could help. Prokop suggested that ADA solutions be tailored to the needs of each location. Rahming agreed, while also noting that he doesn't anticipate needing major renovations to achieve ADA compliance.
 - **ACTION:** Prokop to update spreadsheet with latest revisions.
2. Metz's comment on page 5 that "The Facility Master Planning process should look at demographics in the County while considering the adequacy of facilities, their numbers, and their locations" comes directly out of the ALA standards. Rahming used Talent as an example since it is projected to possibly outgrow the library in 10 years. He could see an expansion or renovation perhaps, so if we're making future projections and there is vacant land nearby, we should pursue that. Prokop said this would apply to parking needs, as well. Ashley said that Central Point and Eagle Point are reportedly growing the fastest. Prokop stressed the importance of making data-based decisions. Everyone agreed.
 - **ACTION:** Doty suggested Rahming ask Talent's Mayor, in their planning process for the 8 acres they just bought, to consider leaving some space open for a library. Ashley cautioned us to be careful about the message so people don't assume that a new library will be built in 10 years.

MILESTONE: Doty also reported that, on June 8, 2017, the Board approved Objective 1 as submitted in Final Draft of the 2020 Facilities Plan and Budget, dated 2/24/17.

9:15 Report from Jamar Rahming – Rahming reported that he has the requisite resources to complete Objective 1 of 2020 Facilities Plan and budget between 10/03/17 and 6/3/19. He has identified other library systems with similar facilities and demographics and has begun gathering information about what they have done to address facilities issues. In addition, he has already started working on a space needs assessment with staff to bring back to this committee. He's also addressing the obvious issues, like fixing broken door counters, adding outlets, and installing digital signage. Rahming promised to reach out if the committee needs to review anything or do anything.

Ashley brought up the need for security cameras at Eagle Point and White City. Rahming noted that most of the incidents in Eagle Point are happening after hours. A brief discussion ensued.

- **ACTION:** Marston to move forward with getting a quote from Ryan DeSautel on installing security cameras in Ashland and Eagle Point. The quotes will then be presented to the Board for consideration and approval.
- **ACTION:** With regard to security cameras at other branches, Rahming should study the incident reports, make recommendations to the committee and, if the committee reaches a consensus, bring those requests to the Board.

9:30 Objective III. Doty reported on her meeting with Mark Bartholomew on 6/7/17 to discuss how to proceed with the transfer of the 15 library buildings. Today, she said, the goal is for the committee to review his recommendations, provide input, and approve the suggested timeline below:

June 7, 2017: Leases and agreements sent to Counsel.

July 13, 2017: Doty will ask the Board to appoint her to this Committee again and approve her working with Counsel on transfer agreements with the County and RCC.

September 15, 2017: All leases will be fully explored by Counsel and plans made to begin process with County. Suggestions from Bartholomew are included below:

- Applegate: Expiration date 2099 is OK. May not need action; but if needed, will get consent to transfer tenancy.
- Ashland: Expiration date 2053 is OK. County to assign lease.
- Butte Falls: County owns; deed has no restrictions. Conveyance by B&S deed.
- Central Point: Doty to meet with City Manager; ask for 2035 lease extension to 2050.
- Eagle Point: B&S deed. Already has reverter clause of property returning to JCLF.
- Gold Hill: Restriction to revert to RCC, which expired in 2015. B&S deed.
- Jacksonville: Expiration 2101 is OK; get lease and look at consent assignment.
- Medford: Found documents for City and MURA. Should JCLD explore transfer of parking lot from City? Get ownership of building; IGA to continue patrol of lot for next two years.
- Phoenix: County owns. No deed restrictions. B&S deed.
- Prospect: Expiration date 2101 is OK. Pursue consent to assignment.
- Rogue River: County owns; deed has no restrictions. B&S deed.
- Ruch: County owns; transferred to County from JCLF; no deed restrictions. Conveyance to include all property on site.
- Shady Cove: Property (1 tax lot) was given by EP School District to City for City Hall and Library in 1977. County will be asked to deed building over to JCLD. No land transfer involved because City Hall and Library share same lot. (EP and City letters may contain restrictions for ongoing library use.) Marston confirmed that we currently pay Shady Cove for sewer.
- Talent: Expiration date 2103 is OK. Need lease and consent to transfer.
- White City: County owns. No deed restrictions. Land from JCUR. B&S deed.
- RCC: Transfer 2012 agreement from County.

January 2018: Meet, discuss, and plan Informal meeting(s) with County. To include members of Facilities Committee and Legal Counsel, Mark Bartholomew.

February 2018 – February 2019: Legal Counsel to draft documents; Facilities Committee and Board to review as needed.

May 30, 2019 --Complete and sign agreement with County for transfer of buildings in July 2020. Harvey Bragg proposes Agreement contain bargain and sale deeds on the nine

properties currently in County ownership, “as long as buildings are used in perpetuity as free libraries.” Bartholomew would rather see the District get clean deeds, without strings attached. After some discussion, it was agreed that the District should try to get clean deeds from the County and should have policies in place before 2020 regarding management of the library buildings.

- **ACTION:** Need to update the building matrix and make it easier to work with (currently, it’s difficult to read and print).
- **ACTION:** Meet in September and make revisions to 2020 Plan and Budget. Prokop said the plan/budget should feed into our Capital Planning Process and Budget Process.

10:15: Doty asked how often this Committee should meet to review progress with Bartholomew and to consider revisions to 2020 Plan? The Committee agreed to meet next in September.

10:30: Doty asked the Committee to brainstorm issues to bring to the Board for possible discussion during the retreat and over the next few months. Ashley suggested that, by mid-2019, additional office space in Medford or elsewhere should already be in place to accommodate more staff, assuming more staff is going to be hired. This prompted a lengthy discussion about the need to have a comprehensive picture of the 2020 Plan; the 2020 Plan precipitates the need for a number of things to be happening now or in the very near future. People, systems, and processes need to be in place in advance of 2020.

After discussing the status of the various 2020 plans, the Committee agreed that it would be best to have an outside consultant own and develop the 2020 plan because, as Doty stressed, someone needs to bring all of the pieces together. After all, what we need in terms of facilities depends on what’s been recommended in terms of library staffing, technology and services. Although the Board has made a good start with its assumptions, behind all of those assumptions are a whole lot of detail and planning. Prokop suggested that the plan should present a number of scenarios depending on service levels, contingencies, etc. For instance, this is what your human resources would look like if you brought it in house. This is what your human resources department would look like if you outsourced these functions, etc., etc., etc. Ashley emphasized that until you have a working budget for 2020, you don’t even know if you want to negotiate the LS&S contract. Prokop agreed. With regard to staffing, Rahming mentioned that he has submitted a recommendation about adding hours to certain positions to accomplish the goals of the Strategic Plan. Additional topics were also discussed.

- **ACTION:** Bring a recommendation to the Board at the July Board meeting or the August Board Retreat that an outside project coordinator be retained to develop the 2020 Plan for the reasons stated above.
- **ACTION:** Rahming to get permission from Dana Braccia to release that information so the Board can deal with that information at the Retreat in August.

11:00: Adjourn.

Next meeting date: Tuesday, September 12, 2017, 9:00-11:00 a.m. The focus will be on updating the 2020 Facilities Plan and Budget and addressing any policy recommendations or actions that result from the Board Retreat.