



CALL TO ORDER/ROLL CALL

INTRODUCTIONS & PROCLAMATIONS

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

CONSENT AGENDA

(1) Minutes from August 10, 2017 Regular Meeting; (2) August 10-11, 2017 Board Advance; and (3) Financial Report.....1

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.)

REPORTS AND PRESENTATIONS

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3. JCLF/JCLD Joint Meeting – Next Steps
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COMMITTEE AND BOARD MEMBER REPORTS

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2. Budget Committee (All)
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4. Governance & Operations Committee (Cathy Shaw and Susan Kiefer, Co-Chairs)
5. OLA Standards Committee (Jill Turner, Chair)
6. Technology Committee (George Prokop, Chair)
7. Individual Board Member Reports

FUTURE MEETINGS/EVENTS:

October 12, 2017 – Board Regular Meeting

The Jackson County Library District Board meets regularly at 4:00 p.m. on the second Thursday of every month at the Medford Library in the Adams Community Meeting Room, unless otherwise noticed. 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 Susan Kiefer (Board President), George Prokop (Vice President), Jill Turner, Cathy Shaw, Carol Doty, Mark Bartholomew (Attorney), Lisa Marston (Executive Administrator), Jamar Rahming (Library Director), Laura Kimberly (Medford Branch Manager), Marian Barker (Staff), Susan Bloom (Staff), Todd Frager (LS&S COO/CFO), Dana Braccia (LS&S Vice President, Operations), Ruth Metz (Ruth Metz Consultants).

CALL TO ORDER

President Susan Kiefer called the meeting to order at 9:34 a.m.

INTRODUCTIONS AND PROCLAMATIONS

Kiefer introduced Ruth Metz, Ruth Metz Consultants, Todd Frager, LS&S COO/CFO, Dana Braccia, LS&S Vice President, Operations, Charlene & Paul Prinsen (Charlene is the Eagle Point Branch Librarian), Kristin Anderson, Ashland Branch Manager.

CONSENT AGENDA

MOTION: Turner moved to approve the minutes from July 13, 2017 and the JCLD Financial Report. Shaw seconded the motion. The motion was approved unanimously.

ORAL REQUESTS AND COMMUNICATIONS FROM THE AUDIENCE

There were no comments from the public.

REPORTS AND PRESENTATIONS

Library Management's Recommended Service Priorities

Rahming provided a presentation to the Rotary Club of Medford regarding Comic Con 2017 and they have expressed interest in partnering with JCLS for the 2018 Comic Con. Many of the members are downtown business owners and they recognize the economic vitality this event brings to the region.

Rahming and Bloom responded to costs and signal strength questions with Rahming explaining that funds were still available from this year and Verizon has presented a couple opportunities that he wants to take advantage of. Rahming added that the program is still in the initial stages citing that policies needed to still be developed and filters would need to be included. He used children accessing the Hotspot to view potentially inappropriate material as an example of filter needs. There will not be any costs to the patrons as all funding will be provided through current funds. Bloom explained that as they get closer to providing this service that JCLS will receive some test equipment that the Information Technology associates would be going out to the rural locations to test accessibility and provide input on equipment needed to boost signal strength adding that antennas and other equipment can be used toward that effort but also cautioned that due to the geography of the region some areas may still experience connectivity issues. Prokop asked that due to the amount of work involved was there a plan in place that would help guide them towards the January 2018 goal to which Bloom stated that once the Digital Learning associate is onboard the Hotspot Program planning will pick up speed and that this is still just the initial phase of getting that program started.

NEW BUSINESS

Working Agreements

Kiefer reminded the Board Members of the Working Agreements document that was developed through planning and work sessions in 2016 with Metz. It is a list of board meeting rules that the Board Members need to adhere to and Kiefer stated she would be enforcing them to allow everyone to be heard without interruption and to keep the Board on task by minimizing side bar conversations and above all to be respectful to each other. A large poster board was provided and placed in the front of the room as a reminder to all.

OLD BUSINESS AND UPDATES

Medford Comic Con Staffing

Kimberly began by first addressing the information that Prokop had asked for at the previous Regular Board Meeting regarding connecting the Comic Con activities and costs associated with that to the Strategic Plan.

Shaw asked if there were statistics available on the number of patrons that received library cards during the 2017 Comic Con to which Kimberly answered that they do not; however, she did detail how patron information and demographics will be tracked in the future to provide better statistical data.

MOTION: Turner moved to approve the 2018 Medford Comic Con Staffing Budget amount of \$16,200. Shaw seconded the motion. Doty recommended that the \$16,200 be taken from the Strategic Plan line out of the 2017-2018 JCLD Adopted Budget. Prokop was very supportive of current plan but also stated that he would like to see some numerical goals set in place and that he would like Kimberly's Comic Con Team to determine what those goals should be and ensure that the activities and metrics are being driven toward those goals. Kimberly was very agreeable to the recommendation. The motion was approved unanimously.

REPORTS AND PRESENTATIONS (continued)

Jackson County Library Foundation Report

Kiefer explained that the Foundation Report had been submitted a bit late, but wanted to highlight to JCLD Board Members that the Foundation is being completely rejuvenated which she finds as a Board Member very gratifying. Kiefer explained that much progress is being made within the Foundation and that there are some things that the District and Foundation would soon need to discuss and floated the idea that during the JCLD Retreat to follow the Regular Board Meeting, the Board Members could discuss a plan to communicate with the Foundation. Turner wanted to also add a "kudo's" to Amy Drake, JCLF Executive Director for adding the Foundation Report to the JCLD Board Meeting Agenda.

OLD BUSINESS AND UPDATES (continued)

Lindberg Estate – Southern Oregon Relocation Specialists (SORS) Proposal

Shaw explained what the status of the contents of the property was and explained that the proposal from SORS did not include the oil tank or asbestos furnace and advised that the house be sold as is to avoid the additional costs associated with removing and disposing of both pieces of equipment. Removal of the oil tank she stated could run approximately \$1,500.00 and the asbestos furnace due to its location in the basement could easily be isolated. She reminded the Board of Turner's previous recommendation that once the District was ready to put the house up for sale that a sealed bid process be used and while acknowledging that not everyone involved would be happy about the sealed bid process, she was confident that since the proceeds will go directly to the Ashland Public Library, it will be an acceptable arrangement.

Bartholomew provided his own edits to the SORS proposal to clarify incidental things like cleaning of the appliances and removing the furniture that can be moved.

COMMITTEE AND BOARD MEMBER REPORTS

There were no committee reports

Adjourn

Kiefer adjourned the meeting at 10:32 a.m.

/s/ Donovan Edwards

Recording Secretary

DAY 1 – August 10th, 2017 1pm – 5pm

Attended By:

Board Members Susan Kiefer (Board President), George Prokop (Vice President), Jill Turner, Cathy Shaw, Carol Doty

Staff: Lisa Marston (Executive Administrator), Jamar Rahming (Library Director), Marian Barker (Staff), Susan Bloom (Staff), Todd Frager (LS&S COO/CFO), Dana Braccia (LS&S Vice President, Operations)

Facilitator: Ruth Metz (Ruth Metz Consultants)

I What participants, Board and Management, want as a primary outcome

- A stronger, cohesive team
- Know the Boards' goals so as to facilitate the accomplishments of the goals and objectives
- The ability to show the community that we heard them and will deliver
- Cohesiveness amongst the board
- Concrete goals and metrics
- Cohesiveness, metrics, and guidance to management, clarity, and advancement of the Board
- Starting to deliver on the strategic plan
- Governance/Management confidence: the board emphasizing governance and confidence in the management
- Learn how LS&S can work effectively with the District
- Enhance our capability to perform for the public interest

II Management Action Plan (presented by Dana Braccia & Jamar Rahming)

- Collections (Dana): using Gale Analytics; going for a dynamic collection; measures to judge “dynamic” = collection turn-over rate, circulation count growth, cardholder growth, anecdotal feedback from the community in surveys (where the public comments on the “dynamic” nature of the collection. Digital vs non-digital data wanted by Board.
- Marketing (Jamar): Two marketing campaigns this year: Hispanic community, and Promotional; digital signage will be added at several locations by mid-Sept; Program Guides.
- Board member comment: Think about merchandising, featuring displays in collaboration with businesses, leverage and seed resources in public/private partnerships.
- Note to Management: regarding achieving a dynamic collection, are databases under-utilized? Are curriculum materials something the Library should direct students and teachers to?
- Digital Literacy Plan for community and staff: Board member would like to see the Library be the place where the public can walk in with any device they have and get competent help from the staff. We need tech-minded staff; training of staff may not be enough; there may need to be a different staff profile for bringing this about. There should be a set of core competencies for all staff. Also, consider and facilitate public/private partnerships in the plan.
- Board member comment: think about using high school or junior high school youth who are 3-D capable, digital capable, as volunteers, mentors; think about the County demographic in programming—e.g. cannabis industry and providing educational programming.

- Note to the Board: pursue with the Foundation a discussion of the Hammond Fund and the role of the Foundation in fund-raising. The Board is not of a singular mind about soliciting additional funds to support programs that the Library should be doing with its tax dollars, such as early literacy. Other principles to be discussed by the Board re: the Foundation: don't compete with the Foundation; don't solicit for what the library should be providing.
- Board note to Management: if you are to get Library programs, such as teacher orientation to the Library (e.g. a training or program) must do so in the next couple of weeks (for such a program to be worked into the annual school district schedule of such trainings/programs.)
- Note to Management: What will Management be doing about home schoolers, private schools, when it comes to strategies related to the "Learn" goal of the SP? There is an opportunity here. What do we know about homeschoolers, private schools, and public schools? Where is the data? What are we trying to accomplish, what outcomes are we striving for, and what measures will we look for to know we have achieved our goals and objectives? The strategies should flow from that.
- Note to Management: in summary, the Board wants a 3-year action plan that identifies the desired, measurable outcomes; the strategic approach comes from that as evidenced in a 3-year action plan. The Board wants quantitative measures and outcomes/results measures, quantitative and qualitative.

III Next Steps

- It is ok to proceed with the implementation of the Plan, provided that...
- Develop the metrics for your goals/objectives; what strategic approach will you take, and what actions will that mean in each of the next three years.
- Management simultaneously develop a 3-year action plan based on strategies designed to achieve the desired results. The strategies should be for each objective under each goal.
- Consider and incorporate as appropriate the notes and suggestions of the Board and Board members.

DAY 2 – August 11th, 2017 8pm – 5pm

Attended By:

Board Members Susan Kiefer (Board President), George Prokop (Vice President), Jill Turner, Cathy Shaw, Carol Doty

Staff: Lisa Marston (Executive Administrator)

Facilitator: Ruth Metz (Ruth Metz Consultants)

IV Board Action Plan

WHAT	WHO	BY WHEN
Adopt the Board Self-Evaluation template (Strathcona) and implement effective for 2017-18; conduct Jan 2018 six-month evaluation and annual evaluation in June 2018	Chair will initiate reminder; Lisa will modify the form as noted by the Board; Ruth will come to facilitate the Board session in January 2018 and June 2018.	January 2018 semi-annual June 2018 annual
review Advocacy: see # 10, #11 of self-evaluation, 1 st section	Board members; Lisa as she is revising	Sept 30, 2017

Continue to consider the appointment of a Board committee on Advocacy	George, Susan	June 30, 2018
Hire District Executive Director Look at Riverside governance model and operations model (for its applicability to JCLD)	Susan and George start: job description, recruitment, interviews Ruth and pass the information to Susan and George	January 1, 2018 September 14, 2017
Instruct LS&S (Dana and Jamar and Todd) that 3-year action plan is by August 25 (fall back is Sept 7) for following work session with the Board	Susan	
Sept 14, 2018 Work session with LS&S (Dana and Jamar at least) to review the revised and enhanced Management Action Plan	Susan and George	Immediately
Progressive, on-going dialog with LS&S to: (1) Finally understand “value for the dollar”, contract administration issues, including the charges for collections and wages. (2) Insure board’s confidence in Card-holder database efficacy (3) To learn what LS&S can do to enhance services (not a sales pitch but a discussion of enhancing services, for instance in technology) and what additional resources will be needed.	Susan and George: Contract administration issues until Ex Director hired Jill, OLA Standards Committee of the Board A special work session or agenda item at Board meeting	As soon as possible [date needs to be set] In conjunction with the September or October Board meeting?
Library Board and Library Foundation Board confab or joint work session to meet and greet; know who they are; discuss fiduciary matters; Coordinate and clarify roles and relationships and protocol for fund-raising, public relations, and set a framework	Susan Susan (possibly facilitated) and collaboratively set in cooperation with the Foundation Ex Dir	Sept 12, 4:30 p.m. Followed by another session in the 2 nd six-months

for working together		
Friends groups, Friends' Presidents' Forum	Board review slide show from Tammy (previous library director) Lisa sends out to board	September 14, 2017
JCLD Website to insure transparency: put up retro-files of agendas, minutes, contracts, all, except that which is related to executive sessions	Lisa/Donovan	As soon as possible
Evaluation of attorney	Susan, George	January 2018
Library Director evaluation input (in keeping with Board's self-evaluation specifications)	Susan will initiate with the Board and in conjunction with LS&S	January 2018; June 2018
Committees of the Board will review initial items for attention (from the Advance hard copy); recommend any changes; develop action plan for review and final approval by the Board	<ol style="list-style-type: none"> 1. OLA Standards – Jill 2. Facility & Ownership- Carol. Also committee will take into account relevant advocacy issues (other members Pat Ashley, Jamar, Donovan) 3. Governance & Operations – Cathy & Susan 4. Budget – Committee of the Whole Board 5. Technology – George and resource people. (What do we know now; what do we need to know? Band-aid master plan, 2020. Keep it going, accelerating customer service. 6. Advocacy – wait on the decision to form a committee due to the workload of the Board; Susan and George will continue to consider. <p>Board note: Jamar has been on the Safety Committee, which is not a committee of the Board.</p>	September 7, 2017
Media relations spokesperson for the Board	Cathy Shaw	
Board awareness and intentionality of purpose given various hats; board identifies "hat" in communicating with management and staff (see various hats in list below) "Quarter in the jar"	Each individual board member	On-going and part of self-evaluation
Board development:	Budget accordingly for ALA, PLA (this year	Annually

<p>Educate ourselves about future trends and developments in public libraries industry</p> <p>Board compliance and training, Public Meeting Laws, especially around email</p>	<p>in Philadelphia, March 20-24, 2018</p> <p>Donovan to forward “what’s new” from Special District Association of Oregon</p>	<p>September 7, 2017</p>
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V Various “Hats”: The reasons Board Members communicate with Library Staff

- Meet local staff and be known by them
- To obtain Information or clarity about services or practices
- Help make community connections for new library staff
- Advance personal agendas (e.g. Jill’s leadership development effort amongst new and upcoming people in the community, not specific to library but including)
- As a board member in the evaluation of customer experience
- As a library user
- As a formal library advocate
- As a local community member
- As a volunteer

VI Next Steps

- Ruth will transcribe today’s flip chart notes into Word/PDF by August 15, 2017
- Lisa/Donovan will make sure that notes from Day 1 and Day 2 that they made will be summarized and conveyed as appropriate to LS&S/Management.
- Susan will review this document and send to the Board and Staff for dissemination and the website.
- Library Board committee chairs update the Committee work plan and timeline by Sept 7, 2017 for inclusion in Sept 14 Board meeting agenda.

/s/ Donovan Edwards
Recording Secretary

Jackson County Library District
Statement of Revenues and Expenditures
From 7/1/2016 to 6/30/2017

PRELIMINARY

	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>YTD Budget Remaining</u>	<u>Percentage received or spent to date</u>
Operating Revenue				
Program Revenue				
Current Property Tax Collections	9,135,000.00	9,319,360.93	184,360.93	102.01%
Prior Year Property Tax Collections	306,000.00	174,362.76	(131,637.24)	56.98%
Interest Income	50,000.00	82,739.21	32,739.21	165.47%
Other Income	0.00	23,386.66	23,386.66	0.00%
E Rate	215,000.00	137,456.74	(77,543.26)	63.93%
Reimbursements From RCC	22,000.00	28,267.51	6,267.51	128.48%
Ready To Read Grant	33,000.00	33,568.00	568.00	101.72%
Conference Room Rental	30,000.00	23,739.60	(6,260.40)	79.13%
Government Agency Rentals	106,000.00	103,180.08	(2,819.92)	97.33%
Inter-library Loan Fees	1,200.00	1,156.00	(44.00)	96.33%
Library Card Replacement Fees	5,000.00	2,369.20	(2,630.80)	47.38%
Late Fee Charges	105,000.00	67,052.70	(37,947.30)	63.85%
Lost/Damaged Materials	10,000.00	6,826.57	(3,173.43)	68.26%
Photocopy/Fax Sales	15,000.00	13,607.93	(1,392.07)	90.71%
Patron Refunds	(3,000.00)	(1,032.99)	1,967.01	34.43%
Printer Sales	16,000.00	11,673.24	(4,326.76)	72.95%
On Line Fee Collections	16,800.00	8,379.23	(8,420.77)	49.87%
Hulburt Donation	135,000.00	125,821.00	(9,179.00)	93.20%
Library Friends Donations	65,000.00	61,726.00	(3,274.00)	94.96%
Library Foundation Donations	5,900.00	8,035.14	2,135.14	136.18%
General Public Donations	5,000.00	3,605.19	(1,394.81)	72.10%
OR Community Foundation- restricted	5,000.00	12,869.11	7,869.11	257.38%
EJ Smith Trust-Restricted	85.00	0.00	(85.00)	0.00%
Ted Gerlock-Restricted	15.00	0.00	(15.00)	0.00%
Carpenter Foundation-Restricted	0.00	3,000.00	3,000.00	0.00%
Library Foundation Donations- CP	50,000.00	7,646.78	(42,353.22)	15.29%
Oregon Community Foundation- Applegate	29,000.00	0.00	(29,000.00)	0.00%
Beginning Fund Balance-Unrestricted	4,970,000.00	5,097,016.23	127,016.23	102.55%
Beginning Fund Balance-Restricted	233,000.00	217,123.38	(15,876.62)	93.18%
Total Program Revenue	<u>15,561,000.00</u>	<u>15,572,936.20</u>	<u>11,936.20</u>	<u>100.08%</u>
Total Operating Revenue	<u>15,561,000.00</u>	<u>15,572,936.20</u>	<u>11,936.20</u>	<u>100.08%</u>
 Total Revenue	 <u>15,561,000.00</u>	 <u>15,572,936.20</u>	 <u>11,936.20</u>	 <u>100.07%</u>

Jackson County Library District
Statement of Revenues and Expenditures
From 7/1/2016 to 6/30/2017

PRELIMINARY

	YTD Budget	YTD Actual	YTD Budget Percentage received	
			Remaining	or spent to date
Expenditures				
Program Expenses				
Personnel Cost	100,000.00	0.00	100,000.00	0.00%
Accounting Services	41,000.00	43,044.98	(2,044.98)	104.98%
Auditing Services	10,000.00	10,300.00	(300.00)	103.00%
Administrative Services	100,000.00	124,391.89	(24,391.89)	124.39%
Bank Fees/Interest Expense	2,000.00	920.75	1,079.25	46.03%
Consultant Fees	50,000.00	54,572.96	(4,572.96)	109.14%
Elections	30,000.00	24,638.49	5,361.51	82.12%
Insurance	20,000.00	13,405.00	6,595.00	67.02%
Legal Services	24,000.00	31,890.78	(7,890.78)	132.87%
Memberships and Dues	2,000.00	2,499.59	(499.59)	124.97%
Office Supplies- admin	2,000.00	2,079.63	(79.63)	103.98%
Postage	1,000.00	386.93	613.07	38.69%
Registration/Tuition/Travel	11,000.00	9,994.99	1,005.01	90.86%
Special fees and Expenses	0.00	948.00	(948.00)	0.00%
Transfers To Foundations	10,000.00	0.00	10,000.00	0.00%
Advertising/Legal Notices	1,000.00	1,445.42	(445.42)	144.54%
Alarm Services	2,000.00	2,351.40	(351.40)	117.57%
Building Repair/Maintenance	419,000.00	419,501.96	(501.96)	100.11%
Custodial Services	315,000.00	327,354.23	(12,354.23)	103.92%
Custodial Supplies	0.00	11,875.88	(11,875.88)	0.00%
Landscape Services	5,000.00	6,020.00	(1,020.00)	120.40%
Maintenance Services	2,000.00	2,000.00	0.00	100.00%
Property Rental/Lease Expense	500.00	0.00	500.00	0.00%
Security Services	55,000.00	53,781.57	1,218.43	97.78%
Signs and Signal Materials	25,000.00	581.69	24,418.31	2.32%
Building Repair/Maintenance- B-7	310,000.00	122,204.53	187,795.47	39.42%
Equipment Repair/Maintenance	15,000.00	9,692.42	5,307.58	64.61%
Facility Furnishing Expense	25,000.00	19,750.64	5,249.36	79.00%
Minor Equipment	50,000.00	16,048.23	33,951.77	32.09%
Minor Equipment-Computers	511,000.00	136,123.34	374,876.66	26.63%
LS&S Contract	4,964,356.00	4,922,258.09	42,097.91	99.15%
Library Materials	824,000.00	772,709.96	51,290.04	93.77%
Grant Funded Programs	0.00	150.00	(150.00)	0.00%
City Participation	32,000.00	21,075.20	10,924.80	65.86%
Strategic Plan Initiative	627,000.00	0.00	627,000.00	0.00%
E Rate Services	0.00	30,900.00	(30,900.00)	0.00%
Unique Management Services	0.00	15,450.00	(15,450.00)	0.00%

Jackson County Library District
Statement of Revenues and Expenditures
From 7/1/2016 to 6/30/2017

PRELIMINARY

	YTD Budget	YTD Actual	YTD Budget Remaining	Percentage received or spent to date
Electricity	227,000.00	212,481.93	14,518.07	93.60%
Natural Gas	55,000.00	45,927.04	9,072.96	83.50%
Garbage Service	10,000.00	11,299.44	(1,299.44)	112.99%
Water and Sewer Service	33,000.00	27,628.29	5,371.71	83.72%
Street and Storm Drain Fees	20,000.00	18,067.94	1,932.06	90.33%
Telecom-Voice and LD	65,000.00	58,047.71	6,952.29	89.30%
Telecom-Wide Area Network	133,000.00	113,240.45	19,759.55	85.14%
Telecom-Internet Services	36,000.00	55,474.97	(19,474.97)	154.09%
Municipal Assessments	1,000.00	1,680.93	(680.93)	168.09%
Maintenance & Fuel for Vehicles	15,000.00	7,821.32	7,178.68	52.14%
Hulburt Donation	150,000.00	138,298.30	11,701.70	92.19%
Library Friends Donations	65,000.00	59,292.95	5,707.05	91.21%
Library Foundation Donations	5,900.00	15,515.98	(9,615.98)	262.98%
General Public Donations	5,000.00	1,848.65	3,151.35	36.97%
OR Community Foundation-restricted	34,000.00	4,089.15	29,910.85	12.02%
EJ Smith Trust Books	85.00	0.00	85.00	0.00%
Gerlock Trust Books	15.00	0.00	15.00	0.00%
Carpenter Foundation Books	0.00	2,601.82	(2,601.82)	0.00%
Ready to Read 2017 Grant	33,000.00	6,410.64	26,589.36	19.42%
Kent Family Trust	14,000.00	370.00	13,630.00	2.64%
Ready to Read 2016 Grant	0.00	27,979.57	(27,979.57)	0.00%
Library Foundation Donations- CP	50,000.00	1,448.11	48,551.89	2.89%
Lindberg Estate expense	0.00	17.97	(17.97)	0.00%
Subtotal Materials and Supplies	9,437,856.00	8,019,891.71	1,417,964.29	84.98%
Capital Outlay	227,000.00	65,539.63	161,460.37	28.87%
Contingency	750,000.00	0.00	750,000.00	0.00%
Ending Fund Balance	5,046,144.00	0.00	5,046,144.00	0.00%
Total Program Expenses	<u>15,561,000.00</u>	<u>8,085,431.34</u>	<u>7,475,568.66</u>	<u>51.96%</u>
Total Expenditures	<u>15,561,000.00</u>	<u>8,085,431.34</u>	<u>7,475,568.66</u>	<u>51.96%</u>
Net Revenue Over Expenditures	<u>0.00</u>	<u>7,487,504.86</u>	<u>7,487,504.86</u>	<u>0.00%</u>

Jackson County Library District
Statement of Revenues and Expenditures
From 8/1/2017 Through 8/31/2017

	Current Month		YTD Budget Percentage received	
	YTD Budget	Actual	YTD Actual	Remaining or spent to date
Operating Revenue				
Program Revenue				
Current Property Tax Collections	9,600,000.00	0.00	0.00	(9,600,000.00) 0.00%
Prior Year Property Tax Collections	250,000.00	0.00	0.00	(250,000.00) 0.00%
Interest Income	80,000.00	7,717.34	16,429.90	(63,570.10) 32.85%
Other Income	10.00	0.00	0.00	(10.00) 0.00%
E Rate	103,000.00	8,858.40	8,858.40	(94,141.60) 4.12%
Reimbursements From RCC	25,000.00	0.00	20,551.00	(4,449.00) 93.41%
Ready To Read Grant	33,000.00	0.00	0.00	(33,000.00) 0.00%
Conference Room Rental	25,000.00	0.00	1,672.00	(23,328.00) 5.57%
Government Agency Rentals	103,180.00	0.00	105,329.68	2,149.68 99.36%
Inter-library Loan Fees	1,200.00	0.00	92.00	(1,108.00) 7.66%
Library Card Replacement Fees	1,000.00	0.00	344.00	(656.00) 6.88%
Late Fee Charges	75,000.00	11,077.55	15,136.21	(59,863.79) 14.41%
Lost/Damaged Materials	10,000.00	0.00	242.91	(9,757.09) 2.42%
Photocopy/Fax Sales	13,000.00	0.00	906.80	(12,093.20) 6.04%
Patron Refunds	(3,000.00)	0.00	(191.89)	2,808.11 6.39%
Printer Sales	13,000.00	0.00	712.30	(12,287.70) 4.45%
On Line Fee Collections	10,000.00	629.24	981.12	(9,018.88) 5.84%
Hulburt Donation	125,000.00	0.00	0.00	(125,000.00) 0.00%
Library Friends Donations	65,000.00	0.00	0.00	(65,000.00) 0.00%
Library Foundation Donations	10,000.00	0.00	0.00	(10,000.00) 0.00%
General Public Donations	5,000.00	0.00	164.95	(4,835.05) 3.29%
OR Community Foundation- restricted	12,000.00	0.00	7,777.23	(4,222.77) 155.54%
OR Community Foundation- non restricted	2,000.00	0.00	0.00	(2,000.00) 0.00%
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	3,000.00	0.00	3,000.00	0.00 0.00%
Library Foundation Donations- CP	50,000.00	0.00	0.00	(50,000.00) 0.00%
Oregon Community Foundation- Applegate	29,000.00	0.00	0.00	(29,000.00) 0.00%
Lindberg Estate	0.00	0.00	46,405.37	46,405.37 0.00%
Beginning Fund Balance-Unrestricted	6,700,000.00	0.00	0.00	(6,700,000.00) 0.00%
Beginning Fund Balance-Restricted	300,000.00	0.00	0.00	(300,000.00) 0.00%
Total Program Revenue	<u>17,640,490.00</u>	<u>28,282.53</u>	<u>228,411.98</u>	<u>(17,412,078.02) 1.47%</u>
Total Operating Revenue	<u>17,640,490.00</u>	<u>28,282.53</u>	<u>228,411.98</u>	<u>(17,412,078.02) 1.47%</u>

Jackson County Library District
Statement of Revenues and Expenditures
From 8/1/2017 Through 8/31/2017

	Current Month			YTD Budget Percentage received	
	YTD Budget	Actual	YTD Actual	Remaining	or spent to date
Total Revenue	17,640,490.00	28,282.53	228,411.98	(17,412,078.02)	1.46%
Expenditures					
Program Expenses					
Personnel Cost	100,000.00	0.00	0.00	100,000.00	0.00%
Accounting Services	45,000.00	3,583.04	3,583.04	41,416.96	8.73%
Auditing Services	11,000.00	0.00	0.00	11,000.00	0.00%
Administrative Services	110,000.00	9,152.79	9,152.79	100,847.21	9.15%
Bank Fees/Interest Expense	1,000.00	61.11	245.71	754.29	12.28%
Consultant Fees	50,000.00	4,837.80	4,837.80	45,162.20	9.67%
Insurance	20,000.00	0.00	0.00	20,000.00	0.00%
Legal Services	30,000.00	0.00	1,925.00	28,075.00	8.02%
Memberships and Dues	2,500.00	0.00	125.00	2,375.00	6.25%
Office Supplies- admin	2,000.00	252.79	252.79	1,747.21	12.63%
Postage	500.00	312.60	312.60	187.40	31.26%
Registration/Tuition/Travel	10,000.00	1,704.53	1,704.53	8,295.47	15.49%
Special fees and Expenses	0.00	94.00	94.00	(94.00)	0.00%
Advertising/Legal Notices	2,000.00	0.00	0.00	2,000.00	0.00%
Alarm Services	2,500.00	0.00	2,356.40	143.60	117.82%
Building Repair/Maintenance	432,635.00	0.00	36,052.92	396,582.08	8.60%
Custodial Services	320,000.00	27,065.91	27,065.91	292,934.09	8.59%
Custodial Supplies	12,000.00	1,178.47	1,178.47	10,821.53	0.00%
Landscape Services	6,600.00	0.00	2,000.00	4,600.00	40.00%
Maintenance Services	2,000.00	0.00	0.00	2,000.00	0.00%
Security Services	75,000.00	968.00	968.00	74,032.00	1.76%
Signs and Signal Materials	25,000.00	0.00	0.00	25,000.00	0.00%
Building Repair/Maintenance- B-7	310,000.00	8,811.00	102,594.12	207,405.88	33.09%
Copier Expense	0.00	0.00	25.50	(25.50)	0.00%
Equipment Repair/Maintenance	30,000.00	1,450.89	1,450.89	28,549.11	9.67%
Facility Furnishing Expense	25,000.00	0.00	0.00	25,000.00	0.00%
Minor Equipment	50,000.00	1,754.74	1,405.75	48,594.25	2.81%
Minor Equipment-Computers	360,000.00	33,724.50	33,724.50	326,275.50	6.59%
Supplies and Expenses-Facilities	0.00	314.54	314.54	(314.54)	0.00%
Computer Software and Licensing	0.00	6,683.00	6,683.00	(6,683.00)	0.00%
LS&S Contract	5,065,546.00	422,128.83	844,257.66	4,221,288.34	17.00%
Library Materials	848,720.00	141,296.49	45,978.94	802,741.06	5.57%
City Participation	32,000.00	0.00	0.00	32,000.00	0.00%
Strategic Plan Initiative	627,000.00	0.00	0.00	627,000.00	0.00%
E Rate Services	31,827.00	7,725.00	0.00	31,827.00	0.00%

Jackson County Library District
Statement of Revenues and Expenditures
From 8/1/2017 Through 8/31/2017

	Current Month		YTD Budget Percentage received		
	YTD Budget	Actual	YTD Actual	Remaining	or spent to date
Unique Management Services	15,914.00	3,862.50	0.00	15,914.00	0.00%
Electricity	231,540.00	22,134.54	24,241.89	207,298.11	10.67%
Natural Gas	45,000.00	910.39	910.39	44,089.61	1.65%
Garbage Service	15,000.00	1,292.52	1,478.48	13,521.52	14.78%
Water and Sewer Service	33,000.00	6,528.77	8,566.62	24,433.38	25.95%
Street and Storm Drain Fees	20,000.00	2,980.60	3,086.25	16,913.75	15.43%
Telecom-Voice and LD	65,000.00	4,970.87	4,970.87	60,029.13	7.64%
Telecom-Wide Area Network	130,000.00	8,644.95	8,644.95	121,355.05	6.49%
Telecom-Internet Services	36,000.00	29,415.82	2,079.96	33,920.04	5.77%
Municipal Assessments	1,500.00	255.19	273.26	1,226.74	27.32%
Maintenance & Fuel for Vehicles	15,000.00	1,275.20	1,317.53	13,682.47	8.78%
Hulburt Donation	125,000.00	18,644.07	8,268.24	116,731.76	5.51%
Library Friends Donations	65,000.00	7,781.26	5,585.08	59,414.92	8.59%
Library Foundation Donations	10,000.00	275.00	0.00	10,000.00	0.00%
General Public Donations	5,000.00	472.67	720.48	4,279.52	14.40%
OR Community Foundation-restricted	34,000.00	273.30	5.06	33,994.94	0.01%
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	759.41	0.00	0.00	0.00%
Ready to Read 2017 Grant	33,000.00	7,872.61	7,872.61	25,127.39	23.85%
Kent Family Trust	1,000.00	370.00	0.00	1,000.00	0.00%
Ready to Read 2016 Grant	0.00	2,836.96	0.00	0.00	0.00%
Library Foundation Donations- CP	50,000.00	0.00	0.00	50,000.00	0.00%
OR Community Foundation- unrestricted	12,000.00	0.00	0.00	12,000.00	0.00%
Lindberg Estate expense	0.00	7,250.29	7,250.29	(7,250.29)	0.00%
Capital Outlay	250,000.00	0.00	0.00	250,000.00	0.00%
Subtotal Materials and Supplies	9,732,882.00	801,906.95	1,213,561.82	8,519,320.18	12.47%
Contingency	750,000.00	0.00	0.00	750,000.00	0.00%
Ending Fund Balance	5,007,608.00	0.00	0.00	5,007,608.00	0.00%
Total Program Expenses	<u>15,590,490.00</u>	<u>801,906.95</u>	<u>1,213,561.82</u>	<u>14,376,928.18</u>	<u>7.82%</u>
Total Expenditures	<u>15,590,490.00</u>	<u>801,906.95</u>	<u>1,213,561.82</u>	<u>14,376,928.18</u>	<u>7.82%</u>
Transfer to Other Funds					
Transfer to Capital Improvement Fund	2,050,000.00	0.00	0.00	2,050,000.00	0.00%
Total Transfer to Other Funds	2,050,000.00	0.00	0.00	2,050,000.00	0.00%
Net Revenue Over Expenditures	<u>0.00</u>	<u>(773,624.42)</u>	<u>(985,149.84)</u>	<u>(985,149.84)</u>	<u>0.00%</u>

Director's Report
August 2017

Strategic Plan Progress

I spent a lot of time refining our strategic plan metrics document per the board retreat. I am immensely grateful to my team for their hardwork and unwavering dedication to this arduous process. I look forward to discussing this document with you (document included in board packet) at the board meeting, and most importantly, executing the contents. We have filled all of the newly strategic plan funded positions except the Early Literacy Bilingual Coordinator. We are actively recruiting and anticipate this position being filled by early October.

I am pleased to announce that we have hired the Digital Services team. Eric Molinsky has accepted the position of Digital Services Manager. Eric has provided technical support to JCLS residents for many years and is looking forward to creating a Best in Class Digital Services program at JCLS. Bret has an MLIS from San Jose State University and has experience in reference and teaching. David Heywood is working on his MLIS and has interned at the Ashland branch providing technical support directly to patrons. The team will start work on September 18th. Within two weeks of their start date we will publish "office hours" to let the public know when a member of a team will be at a branch and roll out the program for "assistance on demand".

Scott Blake, Medford Librarian, will begin as our Collection Development Librarian on September 18th. Scott has done most of his library work in public libraries in the Bay Area and has worked in Southern Oregon with Jackson County for a little over 2 ½ years. He has also worked as an Academic Librarian / Library Manager for a high-tech university in San Jose and as a Corporate Librarian / Library Manager for the West Coast office of a national engineering firm in San Francisco. Scott is looking forward to this new position because he enjoys collection development and this position will be an interesting challenge.

Cardholder Registrations

The Board in the past has expressed concerns regarding the accuracy of our cardholder statistics. Susan Bloom, Access Services Coordinator, has spent part of the summer working on database clean-up, assessing our data for optimal efficiency, and to assuage this concern of the Board. She is presenting these figures at the September Board Meeting.

Jackson County Library District Award 2017

The Jackson County Library District is receiving the Oregon Resource Association's 2017 Award for Public Employer of the Year. The JCLD has received this award for Laura Kimberly's exemplary teamwork with Pathways, the qualified rehabilitation facility that provides janitorial services to the libraries. Laura's work at the Medford Library has shown the brightest as she has partnered and worked with our team to create an amazing work environment for people with severe disabilities. The Excellence Award Banquet is on Thursday, September 14 from 5-7:30

pm at the Eagle Crest Resort in Redmond, OR. To learn more about the Oregon Resource Association, follow this link: <http://www.oregonresource.org/index.html>

Partnership with Medford School District 549c and Back-to-School Nights

We have partnered with the Medford School District to conduct library outreach to students and families to be able to better support literacy, educational milestones, graduation goals, and distribute information regarding library services and resources available. Library staff has attended Back-to-School Nights at area elementary schools. We are currently scheduled to attend 16 Elementary Back-to-School Nights across the county to promote library services.

Customer Satisfaction

Our staff consistently provides exemplary customer service. I constantly receive written feedback from customers affirming their excellent work. Below is some of the feedback I received in the month of August:



A customer mailed this photo to Ashland Manager, Kristin Anderson, with the following note “We went to the library but they were closed.”

Dear Librarians,

Thank ~~xx~~ you for my bag! you have taught me to have perseverance and a love of reading. Thanks to you I have gained a new confidence when it comes to reading! you always made me feel welcome & that I mattered. I will take my new love to books with me to Tennessee! Thank you for all you have done especially for my new

book bag!

*A few latitudes
of gratitude
for all you've done!*

Toby Banfield

To everyone that helped our son, as parents you want the best for your child, we have seen such a huge growth in Tobias this past year, he has thrived & become so much more right in front of us! You all are a huge part of his happiness & new found confidence! Thank you for taking the time to encourage us all, & show Toby a better way. Before this he was severely bullied at school for his reading level & inability to sound out words, we found out he has dyslexia & started him at your library, everytime we came in, he got a little more confident & is now reading all by himself & choosing his own books to check out! Happy Boy, HAPPY Parents! :)

...grateful, happy, excited, elated, bewildered, amazed, loved, adored, cherished, supported, important, fussed-over, acknowledged, pleased, obliged, praised, honored, recognized, merry, mirthful, joyful, cheerful, delighted, gleeful, glad, contented, satisfied, enraptured, cheery, jolly, sparkling, enchanted, blissful, jovial, peaceful, exhilarated, gratified, ecstatic, charmed, pleasant, overjoyed, lighthearted, radiant, vivacious, sunny, smiling, content, animated, lively, spirited, exuberant, good-humored, jubilant, playful, thrilled, carefree, in good spirits, happy as a lark, beside myself, jazzed up, bubbling over, tickled to death, happy-go-lucky, in seventh heaven, on cloud 9, walking on sunshine, high as a kite, forever in your debt, embarrassed, unworthy, pleased as punch, happy as a clam, overjoyed..

A very special thanks to Patricia for the cool book bag! Bryan & Jenny

Jackson County Library 2017 Summer Reading Brief

Jackson County Library Services provides a free voluntary summer reading program with activities that link stories to real-world experiences and special performances to engage and motivate young readers. Librarians help children and teens select reading materials that match their reading ability and, most importantly, their personal interests.

During the 2017 summer reading program:

- **5,015** children and teens participated in Jackson County Library Services' summer reading program.
- **3296** children and teens reached their reading goals and finished the program.
- **5,596** people attended **229** summer reading activities and events.
- **68%** of children ages 0-12 who participated read at least ten books for a total of **80,822** books.
- **276** teens turned in **1751** reviews of books, audiobooks and library programs.
- **352** adults participated and read **4128** books this summer.
- Our booktalk specialist visited **10** summer food sites and shared information about books and the library with **502** children and adults.

This year's summer reading program was supported by the Kenneth A. and Lucille D. Hulburt Family Trust, the Carolyn Osgood Hannum Memorial Fund and Friends of the Library groups as well as many local businesses and organizations throughout Jackson County.

New This Year....

In past years our Outreach to Homebound patrons have not been included in adult summer reading but this year our staff designed a program that would work with the delivery schedule. Patrons loved commenting on their favorite books and those comments will be published in subsequent Outreach to Homebound newsletters. One patron commented: "The Outreach Summer Reading Program opened my eyes to carefully consider the character, plot and everything in between. The program was a great education for me. You've taught me and encouraged me to be a more critical reader. I will keep these thoughts in mind as long as new books are written and published."





Executive Director Report September 2017

1. Oregon Cultural Trust Grant

We are very excited to share that the Foundation has received a Cultural Development Grant from the Oregon Cultural Trust!

This \$11,432 grant will support Baby's First Book, which promotes early childhood literacy by providing newborns with a keepsake book and local library information, in English or Spanish. The Foundation was one of only six Cultural Development Grant recipients in Southern Oregon.

More information on the Oregon Cultural Trust awards is available at <http://culturaltrust.org/blog/news/cultural-trust-awards-2-94-million-to-136-oregon-nonprofits/>

2. Foundation Finance Committee

The Finance Committee is currently revisiting the Foundation's investments and investment policy. This includes working with the Oregon Community Foundation and possibly moving some of the Foundation's holdings to our existing endowment fund in order to maximize the return.

3. Friends of the Library

In addition to attending the Presidents' Forum meetings, the Foundation is reaching out to all of the Friends groups and hopes to attend their monthly meetings through Fall 2017. Our goal is to increase communication and to begin developing a collaborative, trusted relationship with all of the Friends.

4. Donation for the Ashland Library

A donor gave a \$2,500 donation to the Ashland Library in honor of his mother's 90th birthday. Since the honoree used to volunteer at the library as a reader, this donation will be commemorated on a plaque in the Teen section. The Foundation will highlight this gift as an example of donation and naming opportunities to help support the JCLS. The plaque unveiling and reception will be on Sunday, October 8, hopefully at 3:30 pm. I'll send out a formal invitation once the time is confirmed with the donor.

LEARN

Goal: Jackson County Library Services advance Jackson County's education priorities



OBJECTIVE 1: Support early learning to promote school readiness.

- Establish a baseline by the end of FY 17/18 and improve the effectiveness of our early literacy story times by 10% in each successive year. Create an evaluation tool related to the six tips of our Ready to Read program and administer yearly. **(OLA E 1.23)**
- Increase annually by 10% the number of day care providers benefiting from our outreach. The baseline is 47 childcare sites serviced as of July 2017. **(OLA E 1.23)**
- By July 2018 10% of pre-school children in Jackson County will attend an early literacy program at the library and increase by 5% each successive year. The baseline is 12,250 children. This assumes an estimate of 216,527 residents in 2016 with 5.6% of that number being under 5 years of age. **(OLA E 1.23)**



OBJECTIVE 2: Help people develop the skills to search for, locate, evaluate, and effectively use information to meet needs.

- Use of non-catalog databases will increase by 10% per year. The library will establish the baseline for this objective by December 2017. **(OLA 1.18)**
- By July of 2018 10% of patrons system wide use our virtual reference and reader's advisory services. **(OLA E 1.24)**
- 75% of respondents in an annual community survey will express that the library provides effective reference and reader's advisory services. **(OLA E 1.24)**

OBJECTIVE 3: Provide information and tools needed for the academic success of students in public, private, home schools, trade schools, and higher education.



- By July 2018 50% of Jackson County students in grades 1 – 6 have a library card with a 10% increase each successive year. We will establish a baseline this fiscal year for successive year tracking. **(OLA E 1.23)**
- By July 2019 establish and implement a system wide homework help model with 10% participation of students in grades 1 – 12 with 5% increase each successive year. **(OLA E 1.12)**

OBJECTIVE 4: Support personal growth and lifelong learning through high-quality programs.

- By July 2018 report that all library branches deliver consistent cutting edge program across all branches. Cutting edge programming refers to offering programming that is consistent with library trends that engages our community in a prolific manner. For the most part, our locations with affluent Friends groups accomplishes this task; however, our metric compels us to make this a "system wide" reality. **(OLA E 1.12 and E 1.24)**
- By 2019 the library will host a New York Times best-selling author at a Jackson County venue. In 2020, host an event featuring the author of the highest circulation fiction book in our system of 2019. **(OLA E 1.24)**



CONNECT

Goal: Jackson County Libraries are open, thriving spaces where people link to the universe of possibilities that enrich their lives.

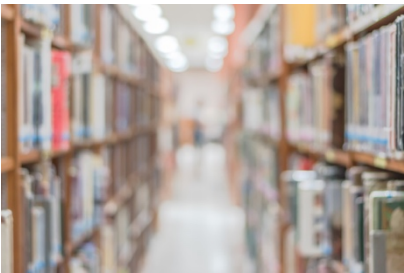


OBJECTIVE 1: Provide safe and welcoming spaces for people of all ages, cultures and backgrounds to connect with others and to engage in individual pursuits.

- By July 2018 updated library signage will reflect the diversity of the community. **(OLA E 1.25, and H 1.1)**
- By July 2018 75% of the Jackson County library users will express in a community survey that Jackson County libraries are welcoming, dynamic and engaging places to use, meet, and engage with others. By July 2019 we expect this number to increase to 85 %, and 95% by July 2020. **(OLA E 1.24)**
- By September 2018 the library will have a full-time bilingual and multicultural Community Outreach coordinator focused on developing programs and services for Jackson County’s Hispanic community. **(OLA C 2.7)**



OBJECTIVE 2: Customize hours, spaces, services and collections to meet community needs.



- By July 2018 the library will operate four pop-up events at various venues in Jackson County. Pop-up events refer to us setting up outreach booths/tables and providing satellite service and promotion throughout the community- taking the library to the customers. **(OLA E 1.27)**
- By July 2018 the library website and promotional materials will be available in English and Spanish. **(OLA E 1.25)**
- By July 2018 the library will conduct a survey and at least two focus groups to obtain input from the Spanish speaking community about the library’s collection and will use the data to refresh and expand Spanish language materials. **(OLA E 1.24)**

OBJECTIVE 3: Build public awareness and engagement through strategic marketing.

- Library card registrations will increase 5% per year. The baseline is 7,407 - new patron registrations in FY 16/17. **(OLA E 1.21)**
- Attendance at library programs will increase 10% each year. The baseline is 71,300 – attendance at all library programs in FY 16/17 (Does not include attendance at Comic Con). **(OLA E 1.24)**

OBJECTIVE 4: Implement new models and collaborate with others to improve information access and delivery.

- By January 2018 implement the hot spot lending program across the system. By August 2018 have evaluation complete toward meeting program goals and recommendations for moving forward. **(OLA E 1.27)**
- By July 2020 have a pop-up library van extending the reach of the library across Jackson County. **(OLA E 1.27)**
- By July 2018 implement a mobile friendly application for cell phones and tablets. **(OLA E 1.27 and F 1.5)**



GROW

Goal: Jackson County Library Services contribute to the economic vitality of our communities



OBJECTIVE 1: Emphasize 21st century literacies such as information, finance and health in library programs.

- By July 2018 at least 300 Jackson County residents will attend programs designed to support healthy living and financial acumen. **(OLA F 2.1)**
- By July 2018 the library will have established at least 5 partnerships with health providers, financial institutions and other relevant organizations to provide programs. **(OLA H 5.4)**



OBJECTIVE 2: Educate for digital literacy and marketable workplace skills to improve prospects for employment.



- By July 2018 usage of Learning Express will increase 10% and increase 10% each successive year. **(OLA F 2.1)**
- By July 2018 at least 300 Jackson County residents will receive one-on-one information literacy assistance from library staff annually with a 25% increase annually. **(OLA C 1.11 and C 1.12)**
- By July 2019 the library will offer information literacy workshops both scheduled and on demand at each location. **(OLA C 1.11)**
- By July 2020 establish and idea lab within the system where people can produce creative content. **(OLA C 1.12)**

OBJECTIVE 3: Leverage partnerships to develop and promote job growth and business success.

- By July 2020 the library will partner with at least 6 local organizations to be part of the “Ask the Expert” program. **(OLA H 5.4)**



LEARN

Goal: Jackson County Library Services advance Jackson County's education priorities



Current Tasks to Accomplish Objectives	SP	Amend #1	OLA	Owner	Due Metric
Develop a resource plan to supplement early literacy programs at the Medford, Ashland and Central Point branches to alleviate over-crowding	L 1.0		E	Youth Services Manager	12/31/17
Expand library's outreach to childcare to include services delivered in both English and Spanish	L 1.0		E	Youth Services Manager	By July 2018 - 50% of the library's outreach to childcare will be delivered in both English and Spanish
Develop a resource plan to supplement early literacy programs at the Medford, Ashland and Central Point branches to alleviate over-crowding	L 1.0		E	Youth Services Manager	12/31/17
Provide staff training in early literacy best practices.	L 2.0		E	Youth Services Manager	6/30/18
Develop standardized class visits, library tables and teacher orientation packages. We will use outcome-based evaluate to measure the effectiveness of this program. The Institute of Museum and Library Services defines outcomes as benefits to people: specifically, achievements or changes in skill, knowledge, attitude, behavior, condition, or life status for program participants. Adjustments to the program will be based upon feedback from the participants through surveys, feedback and observation. The measures are not available at this time but will be in place before the program is rolled out to the schools.	L 3.0		E	Medford Branch Manager	9/30/18

CONNECT

Goal: Jackson County Libraries are open, thriving spaces where people link to the universe of possibilities that enrich their lives.



Current Tasks to Accomplish Objectives	SP	Amend #1	OLA	Owner	Due
Create a collection management plan based upon best practices.	C 2.0	#10	D	Collection Manager	12/31/17
Provide District Board with quarterly collection development report specifying enhancements and evidence that our collection is responding appropriately to community needs.	C 2.0	#10	D	Collection Manager	Ongoing/ first report 3/1/2018
Create a collection management plan based upon best practices.	C 2.0	#10	D	Collection Manager	10/31/17
Implement strategies to improve collection performance using FY 16/17 as the baseline.	C 2.0	#10	D	Collection Manager	Ongoing
Refresh and expand Spanish language materials to meet the demands of the Latino population of Jackson County	C 2.0		D	Collection Manager	6/30/18
Create a comprehensive marketing plan annually, including measurable goals and a quarterly review of performance to goals.	C 3.0		C	Marketing Coordinator	12/1/17
Utilize Gale analytical software to identify non-library users and develop marketing strategies to target these groups. The quarterly review (noted in the above task) will track progress.	C 3.0		C	Marketing Coordinator	12/1/17 – marketing plan identifies non-library users. Ongoing- quarterly review tracking goals and progress.

GROW

Goal: Jackson County Library Services contribute to the economic vitality of our communities



Current Tasks to Accomplish Objectives	SP	Amend #1	OLA	Owner	Due
Pilot Mobile Makerspace boxes which all libraries can use. We will use outcome-based evaluate to measure the effectiveness of this program. The Institute of Museum and Library Services defines outcomes as benefits to people: specifically, achievements or changes in skill, knowledge, attitude, behavior, condition, or life status for program participants. Adjustments to the program will be based upon feedback from the participants through surveys, feedback and observation. The measures are not available at this time but will be in place before each box is rolled out to staff for programs.	G 1.0	#10	F	Digital Services Manager	6/30/18
Expand information resources to support emerging markets within Jackson County	G 1.0	#10	F	Access Services Coordinator	6/30/18
Develop a comprehensive Digital Literacy plan for the community and staff	G 2.0	#10	F	Digital Services Manager	12/31/17
Deploy Technology Associates to deliver both on demand and scheduled digital literacy training at the point of need	G 2.0	#10	F	Digital Services Manager	9/30/17

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Special Districts Insurance Services (SDIS) members are eligible to apply for the Safety and Security Matching Grant to help fund new safety and security related projects for their districts. The maximum matching grant per district is \$5,000. SDIS may not fund all grant requests. Fill out and return your application for your district to be considered.

The grant program will not have a specific focus as it did last year. All safety and security program grant applications will be weighted the same with the exception of applicants that have never received grant funding being given priority.

Frequently Asked Questions

What does "matching grant" mean?

This is a 50/50 matching grant program, which means the cost of the project will be split equally between your district and SDIS, up to a maximum of \$5,000.

What do you mean by "a maximum of \$5,000"?

If your district is planning a \$10,000 project, you can apply to receive a maximum of \$5,000 from SDIS.

Who decides if our grant request is accepted or denied?

The SDIS Safety Grant Committee will review each application to determine which applications are eligible to receive funding.

What projects will qualify for the matching grant?

Your district may apply for any new safety or security project you choose. Examples include video surveillance equipment, security systems, enhanced parking lot lighting, and safe shop equipment. Routine maintenance to existing facilities and normal business expenses will not be considered.

When is the application deadline?

Applications must be received by SDAO no later than noon on Friday, December 1, 2017. Applications received after noon on Friday, December 1, 2017 will not be considered. Submit applications to SDAO, PO Box 12613, Salem, Oregon 97309 or fax to (503) 371-4781.

** Preference will go to those members that did not receive a grant last year. If money is left over, we will award funds to prior recipients based on meeting the safety/security requirement and by the order in which applications were received. The SDIS Safety & Security Grant Program assists members with funding of safety and security projects that lead to reduced exposure in high-level claims categories. It is our goal to eliminate or lower risk to the SDIS insurance program by supporting members' proactive approaches to preventing loss.*



[Download a fillable PDF](#)

Deadline: Noon on Friday, December 1, 2017

Safety & Security Grant Contact Information

SDAO

Attn: [Sandy Galaway](#)

PO Box 12613

Salem OR 97309-0613

Email: sgalaway@sdao.com

Toll-free: 800-285-5461 ext. 111

Phone: 503-375-8891

Fax: 503-371-4781

Please complete each field below, either on this form or on a separate sheet. Be sure to print clearly.

Name of SDAO Member District: _____

Complete Mailing Address: _____ Phone Number: _____

_____ Fax: _____

Contact Person: _____ E-Mail: _____

Brief description of proposed project:

Total cost: _____

Breakdown of cost(s):

Impact on staff, volunteers, and/or community safety:

*** NOTES:**

- Routine maintenance to existing facilities and/or equipment and normal business expenses will not be considered.
- Labor costs for district employees are not eligible for in-kind matching.

To be considered, your grant application must be completed in full and submitted to SDAO no later than noon on Friday, December 1, 2017. Submit completed applications to SDAO, PO Box 12613, Salem, Oregon 97309, fax to 503-371-4781, or e-mail to sgalaway@sdao.com. Questions? Contact Sandy Galaway at 800-285-5461, extension 111 or 503-375-8891.

AMENDMENT TO AGREEMENT FOR LIBRARY TECHNOLOGY CONSULTANT SERVICES

1. This is Amendment No. 1 to the Library Technology Consultant Services Agreement dated March 9, 2017, between the Jackson County Library District (“District”) and Kress Consulting (“Consultant”).
2. Consultant has been asked to assist the District in creating and implementing a multi-year technology plan and budget that builds on the recommendations included in Consultant’s *JCLD Proposed Technology Budget 2020-2021*, dated May 19, 2017.
3. The purpose of this Amendment is to make provisions for Consultant to continue providing District with professional services and to provide for cost reimbursement.
4. The Agreement is hereby amended as follows:
 - A. Section 2, Description of Consultant’s Services and Delivery Schedule, is hereby replaced in its entirety with the following:**

Consultant shall do, perform, and carry out in a legal and proper manner, as reasonably determined by District, professional services that include but are not limited to: assistance in the creation of the District’s technology plan; identification and evaluation of alternative solutions; budget review and input; risk analysis; and guidance in the decision-making process.
 - B. Section 3, Compensation, is hereby replaced in its entirety with the following:**

District shall reimburse Consultant for professional services at a rate of \$150/hour. Consultant’s travel and other expenses shall not be reimbursed by District, unless otherwise agreed to by the parties in writing.
 - C. Section 4, Effective Date and Duration, is hereby replaced in its entirety with the following:**

This Contract shall remain in effect until terminated by either party in writing.

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

_____ Susan Kiefer Board President Jackson County Library District	Date	_____ Lucien Kress Principal Consultant Kress Consulting	Date
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Approved as to legal sufficiency:

Mark Bartholomew, Legal Counsel

The Jackson County Library District Board requested information on how patron registrations are reported to the Oregon State Library. This memorandum reviews two procedures. The first is the procedure for reporting patron registrations. Second is the process to maintain patron records within the Integrated Library System (ILS) through the purge of expired patron registration records.

Section 1: Procedure for Reporting Patron Registrations

JCSL and RCC share an Integrated Library System (ILS) that maintains patron records. The ILS has 209,414 patron records in the system segmented by Patron Codes. The current view of patron records based upon registration status can be seen in the following chart:

JCLS Patron Registration as of June 22, 2017

JCLS patron registration not expired	64,651
Registration expired in FY16/17	8,091
Total	<u>72,742</u>
Registration expired in FY 15/16	39,544
Registration expired in FY 14/15	76,192
Registration expired in FY 13/14	8,686
Registration expired in FY 12/13	116
Registration expired in FY 11/12	63
Registration expired in FY 10/11	33
Registration expired in FY 09/10	43
Total	<u>124,677</u>
RCC Student/Faculty Records	11,995
	<u>11,995</u>
Total Patron Records in ILS	<u>209,414</u>

JCSL reports the number of registered users to the Oregon State Library on a yearly basis. The method for reporting registered users was based upon a calculation using the number of JCLS

records in the ILS less the **number of patrons who were inactive due to fines over \$10 during the FY 2015/2016.**

For example at the end of FY 2015/2016 JCLS had 193,666 patrons in the database. This count did not include RCC registrations. Of that number 34,433 records had fines over \$10. The number of registered users reported to the Oregon State Library in FY 2015/2016 was 159,233.

The count included 89,405 records with expired registrations. These are patrons that could not have checked out materials, used the public computers or accessed e-resources on line because of the expired status of their card.

This method used does not accurately reflect actual library users. A more realistic method would be to use the number of current patron registrations plus the number of registrations that expired in the prior fiscal year.

Using this revised methodology JCSL would have reported 69,828 registered users for the FY 2015/2016 report.

Staff recommends that we adopt this method to report patron registrations effective Fiscal Year 2016/2017.

Section 2:

JCLS follows long established guidelines, processes and procedures to govern the system-wide management of data. Patron records that are expired or inactive without materials on loan and zero fines are purged every three years. The last purge was done in May 2014. The Oregon State Library recommends that patron registration records be purged every three years. We will be conducting the three year purge this year. The following chart provides a view of patrons and amount owed to the library segmented by fine/fee range for patron registrations expired prior to FY 2016/2017:

JCLS Patron Registrations Expired prior to FY 2016/2017

Fine/Fee Range	Patrons	Amount Owed
Zero	73,810	0.00
\$.01 - \$9.99	31,684	\$97,621.51
\$10.00 - \$99.99	18,677	\$837,893.87
\$100.00 - 499.99	455	\$56,205.73
\$500.00 +	31	\$40,859.11
	124,657	\$1,032,580.22

Following the process used in prior database purges we would delete all of the registrations with a zero balance on the account. This would be 73,810 records that show the registration expired

prior to FY 2016/2017. The remaining records would stay in the database because of unpaid fines/fees.

Staff requests guidance from the Library District Board on whether to delete the records of expired cards with fines/fees attached or keep the records active until payment is received.

JCLD Facilities Committee Update and Recommendation

Two recommendations:

- 1) **Scope of work**
- 2) **Funding**

1) **Scope of work**

Situation: The current HVAC unit for Medford had an estimated life of 20 years and replacement of this unit was planned for in the 2020-2021 budget at an estimated cost of \$175K. The unit has three compressors and one of them has recently broken and needs replaced. The unit has continued to provide adequate cooling for the Medford library functioning at 67% capacity this summer, but continued satisfactory operation at this capacity is unlikely to continue on this aging equipment. While investigating the broken compressor it was discovered that there is also a leak in the unit that needs repaired.

Alternatives:

- 1) Repair - Total cost \$63K
 - Estimated replacement cost for the compressor is \$38K.
 - Estimated cost of repairing the leak is ~\$25K.
 - Repairing these units does not necessarily increase the estimated life of the HVAC system and it is likely the entire unit will need to be replaced in a few years.
 - If the unit were repaired and were to have problems again next summer, we could run into a situation where the Medford library had no air conditioning for 1 week+, possibly closing the library.
- 2) Full chiller replacement – Estimated cost \$175K
 - If approved, the bids would go out in the winter (December) and the work would be scheduled for the March/April timeframe.
 - The air conditioning for the building will be out of service for ~ 1 week and the installation will require coordination with the city to close down one street for one day while the unit is hoisted to the roof.

Recommendation 1: Replace the unit in 2017-2018 rather than repair the existing system and “band-aid” a system nearing the end of its expected life.

2) Funding (assuming we replace and not repair):

Neither replacement nor repair of this unit was included in the Facilities budget for 17-18. The chiller replacement was estimated for 2020-2021 at a cost of \$175K.

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 Major Building Maintenance Projects

PROJECTS BY FISCAL YEAR	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
2020-2021					
Branch Libraries: LED Parking Lot Lights				\$ 100,000	
Ashland Library: Replace HVAC				\$ 300,000	
White City Library: Replace concrete				\$ 50,000	
Medford Library: Chiller Replacement				\$ 175,000	
Total				\$ 625,000	
2021-2022					
Phoenix Library: Replace HVAC					\$ 30,000
Jacksonville Library: Replace HVAC					\$ 30,000
Eagle Point Library: Replace HVAC					\$ 50,000
Total					\$ 110,000

6/8/2017

Alternatives:

- 1) Pay for the full replacement cost from the Capital Improvements fund and keep all other planned facilities projects on track for the year.
- 2) Delay some of the projects in the current budget (e.g. two floor replacements, and "other") freeing up to \$60K towards the replacement costs and requiring as little as \$115K to be paid from the Capital Improvement fund this year.

Recommendation 2: Fund the repair from the Capital Improvement fund and keep all planned FY17-18 facilities projects on track per plan.

**JCLD Facilities Committee Recommendation
RE: Branch Manager Requests for Facility & Landscape Services**

9/7/17

The following policy has been proposed and reviewed by County Facilities Maintenance Staff, the Library Director, and members of the Facilities Committee. It is proposed to JCLD Board for approval, September 14, 2017

POLICY:

Step 1: Requests for Facility and Landscape Services will be sent from Branch Managers only to cstroud@jcls.org. If a request is urgent, it should be so marked by Branch Manager and a phone call placed to County office 541-774-6971.

Step 2: Crystal will consult with Jamar, until she and he are on the same page about requests. When requests are approved, they will be marked “Request Approved” along with additional information, if needed, and sent back to Branch Manager. At the same time, Crystal will forward the approved request to: desautra@jacksoncounty.org, PhilliTJ@jacksoncounty.org, HutcheMA@jacksoncounty.org, RobinsMC@jacksoncounty.org, and to dedwards@rvcog.org.

If Crystal is unavailable to respond to Branch Manager’s request in a timely manner, the Library Director will appoint a temporary substitute to perform the request review.

Step 3: If request is not responded to within 30 days, Branch Manager is asked to re-submit request to Donovan Edwards, dedwards@rvcog.org who will review status of request with the County, and will notify the Branch Manager the status of work request and when action will be taken.