



CALL TO ORDER/ROLL CALL

INTRODUCTIONS & PROCLAMATIONS

CONSENT AGENDA

(1) Minutes from July 13, 2017 Regular Meeting and (2) 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

1. Library Director Report.....8

NEW BUSINESS

1. Working Agreements.....14

OLD BUSINESS AND UPDATES

1. Comic Con Objectives Tied to Budget Request
2. Lindberg Estate – Southern Oregon Relocation Specialists Proposal.....15

COMMITTEE AND BOARD MEMBER REPORTS

1. Correspondence Committee
2. Facilities Committee
3. Policy Committee
4. Technology Committee
5. Individual Board Member Reports

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

FUTURE MEETINGS/EVENTS:

August 10-11 – JCLD Board Retreat
September 14 – Board Regular Meeting

MEETING TIME CHANGE EFFECTIVE SEPTEMBER 2017:

Beginning September 2017, the Board’s Regular Monthly meetings will start at 4:00 p.m. instead of 9:30 a.m.

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 noted. 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).

CALL TO ORDER

Kiefer called the meeting to order at 9:31 a.m.

INTRODUCTIONS AND PROCLAMATIONS

Kiefer introduced newly elected JCLD Board Directors Cathy Shaw and George Prokop. Kiefer introduced Alan Drescher, former Municipal Court Judge who would be administering the Oaths of Office.

OATH OF OFFICE

Cathy Shaw and George Prokop were sworn in by Mr. Drescher. Both Directors will serve a four year term which expires June 30th, 2021.

ELECTION OF OFFICERS

Electing a President

MOTION: Doty nominated Director Kiefer for JCLD Board President. Turner seconded the motion. The motion was passed unanimously.

Electing a Vice President

MOTION: Shaw nominated Director Prokop as JCLD Vice President. Turner seconded the nomination. The motion was passed unanimously.

OLD BUSINESS

Lindberg Estate Bequest to Ashland Library

By request of Bartholomew due to time constraints for Shane Antholz, Hornecker Cowling LLC this topic was moved up on the Agenda. Mr. Antholz reported the estate is ready to close and recommended using a Verified Statement as opposed to a formal, final accounting. By consenting to a verified statement, the District will be able to save time and money. Turner asked about proceeds outside of the house. Mr. Antholz responded there is about \$70,000 in a bank account with all the bills having been paid out with the exception of the expenditures regarding the closing of the estate.

MOTION: Turner moved to accept the verified statement in lieu of a final accounting in regards to the Lindberg Estate. Doty seconded the motion. Kiefer asked what the next steps would be. Mr. Antholz brought a consent form with him and explained that, provided the Board opted to sign the consent, it would be submitted with the verified statement and should be filed no later than Monday, July 17th, 2017. Following the judgment, he anticipates things happening quickly to include the deed being turned over and a check for the remaining bank account balance being issued. Mr. Antholz anticipates the only remaining paperwork would be the receipt for receiving the check for the balance of the Lindberg bank account, which the Board determined could be signed by Ms. Marston. The motion was passed unanimously.

CONSENT AGENDA

MOTION: Doty requested statistical data from the 2017 Medford Comic Con which had been provided by Laura Kimberly, Medford Branch Manager/Comic Con Coordinator be added to the minutes of the June 8th, 2017 Regular Board Meeting. Marston suggested adding a link on the website that would allow viewers to see the statistical data to which Doty accepted and withdrew her request. Turner noted that the June 14th, 2017 Special Meeting minutes reflected a unanimous decision to approve the Confidential Settlement and Release Agreement; however, Turner had voted “no”. Additionally, Kiefer noted a correction to the spelling of Lucien Kress’ name within the June 8th, 2017 Regular Board Meeting minutes. Doty moved to approve, as corrected, the minutes from June 8th, 2017 Regular Board Meeting and June 14th, 2017 Special Board Meeting. Turner seconded the motion. The motion passed unanimously.

ORAL REQUESTS AND COMMUNICATIONS FROM THE AUDIENCE

There were no comments from the public.

PRESENTATIONS AND REPORTS

Library Director’s Report

Rahming began by thanking the Board for authorizing the Food for Fines program and referred to the “infographic” on page 13 of the Board Packet which was well received. This fall staff will follow up on the newly issued patron cards to determine how many of those patrons are still utilizing library services. He is pleased with the recent contract amendment between the District and LS&S which includes five staff positions. At the Board Retreat he would like to discuss the job descriptions with the Board and ensure that the descriptions are in-line with the Strategic Plan.

Significant discussion occurred regarding the Hotspot Lending Program section of the Library Director’s Report. While there is much more information that needs to be gathered prior to requesting implementation of the program, the Board does support the idea and looks forward to Rahming’s update in August or September. The goal of the program is to provide internet connectivity to those communities who do not have easily accessible Wi-Fi signals or patrons who do not have internet access in their homes.

Comic Con 2018

Laura Kimberly, Medford Branch Manager/Medford Comic Con Project Manager began by explaining that the 2018 Medford Comic Con would be a two day event (April 28th and 29th 2018) to allow more community involvement, reach a larger demographic, provide more service learning opportunities, and create a much larger economic impact, all of which ties in with the Strategic Plan. Kimberly provided a spreadsheet that broke down the identified positional needs, services and hours required and included the amount of funding being requested through several potential grant opportunities, as well as the amount of funds being requested of the District to cover additional staff.

MOTION: Turner moved to approve the 2018 Medford Comic Con Budget Request of \$16,200. Shaw seconded the motion. Prokop asked Kimberly if there was a list of objectives that would link the budget request directly to the Strategic Plan and stated that he would be more comfortable approving the budget if that could be provided. Kimberly assured the Board that she would be able to provide the objectives at the August 10th Regular Board Meeting. Turner suggested that since this would be an annual event that adding a Comic Con line item to the budget would be prudent. Doty moved to amend Turner’s motion by granting preliminary approval of \$5,000 until a clear list of objectives is provided that directly ties the original request of \$16,200 to the Strategic Plan. Turner accepted the amendment. Shaw seconded the amended motion. The motion was passed unanimously.

Jackson County Library Foundation (JCLF) Report

Amy Drake, Executive Director of JCLF, reported that the Foundation met with Margot Helphand, Helphand and Associates Consulting, and went over the Foundation's Work Plan, identifying goals and strategies. They are looking to be actively fundraising by early 2018.

NEW BUSINESS

Art Display and Exhibit Policy

There was Board discussion regarding the intent of the policy and what should be included within it. Bloom explained that while policies vary the one consistency she discovered was having policies that cover the guidelines of art displays and exhibits. These are not written to address how art is acquired or how donations are handled but rather to list standards that need to be followed and referred to when necessary. Additionally, the policy provides an explanation to library staff and community members on the stance that the District takes on displays and exhibits, regardless of ownership.

MOTION: Doty moved to approve the Art Display and Exhibit Policy. Shaw seconded the motion. The motion was approved unanimously.

Establish Board Meeting Day and Time for 2017-2018

Board Members and library staff weighed in on the topic, while multiple points were made for keeping the current meeting time. Ultimately, it was agreed that shifting the meetings to a later time on the second Thursday of the month would allow for more community involvement and attendance. With the time shifting to the late afternoon the issue of overtime for Library staff was addressed. Rahming noted that flextime would be available to staff wishing to attend the Board Meetings.

MOTION: Shaw moved to shift the time of the JCLD Regular Board Meeting to begin at 4:00 p.m. on the 2nd Thursday of each month beginning on September 14th, 2017. Prokop seconded the motion. The motion was approved unanimously.

District Organizational Items for 2017-2018

MOTION: Turner moved to accept the Executive Administrator's recommendations as presented for organizational items 1 through 9 (page 19 of the Board Packet). Doty seconded the motion. The motion was approved unanimously by roll call vote.

Resolution 2017-03: To Authorize Checking Account, Designated Personnel and Signers

MOTION: Shaw moved to accept Resolution 2017-03. Doty seconded the motion. The motion was approved unanimously.

Resolution 2017-04: To Authorize LGIP Account, Designated Personnel and Signers

MOTION: Shaw moved to accept Resolution 2017-04. Doty seconded the motion. The motion was approved unanimously.

Resolution 2017-05: To Authorize Credit Card, Designated Personnel and Signers

MOTION: Shaw moved to accept Resolution 2017-05. Doty seconded the motion. The motion was approved unanimously.

Board Liaisons to Outside Entities, Commissions, Committees and Boards

MOTION: Doty moved to table Board Liaisons to Outside Entities, Commissions, Committees and Boards until the Board Retreat on August 10th - 11th, 2017. Shaw seconded the motion. The motion was approved unanimously.

Committee Appointments

MOTION: Doty moved to amend the previous motion to table Board Liaisons to Outside Entities, Commissions, Committees and Boards until the Board Retreat on August 10th - 11th, 2017 to include Committee Appointments. Shaw seconded the motion. The motion was approved unanimously.

Board Retreat

Kiefer provided a general summarization of the Board Retreat which is scheduled to immediately follow the August 10th, 2017 Regular Board Meeting and will conclude on August 11th, 2017. She informed the Board Members that cabins have been rented at the Green Springs Inn located in Ashland, Oregon.

Staff Training Day – October 9th, 2017

MOTION: Turner moved to approve the closure of all JCLS locations on October 9th, 2017 for Staff Training Day. Doty seconded the motion. The motion was approved unanimously.

OLD BUSINESS

MOTION: Shaw moved to add Community Promotional/Strategic Plan Expenditures to the Agenda under Old Business. Turner seconded the motion. The motion was approved unanimously.

Community Promotional/Strategic Plan Expenditures

To provide clarity within the JCLD budget line items the Board reached a consensus in changing the name Community Promotional/Strategic Plan Expenditures to Consultant Fees.

COMMITTEE AND BOARD MEMBER REPORTS

Correspondence Committee

Nothing to report at this time.

Facilities Committee

The next Facilities Committee meeting is tentatively scheduled for September 12th, 2017 but that date could be changed depending on scheduling.

Policy Committee

Kiefer informed the Board that the next policy that the Board will see is a social media policy and that would likely be at the September 10th, 2017 Regular Board Meeting.

Technology Committee

Nothing to report at this time.

Individual Reports

MOTION: Doty moved to authorize Director Cathy Shaw and Director Jill Turner to work on emptying the home and smaller storage buildings connected to the Lindberg Estate and authorized minimal expenditures to be used in that effort. Prokop seconded the motion. The motion was approved unanimously.

Adjourn

Kiefer adjourned the meeting at 11:37 a.m.

/s/ Donovan Edwards

Recording Secretary

Jackson County Library District
Statement of Revenues and Expenditures
From 7/1/2017 Through 7/31/2017

	Current Month			YTD Budget Percentage received	
	YTD Budget	Actual	YTD Actual	Remaining	or spent to date
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	8,712.56	8,712.56	(71,287.44)	17.42%
Other Income	10.00	0.00	0.00	(10.00)	0.00%
E Rate	103,000.00	9,363.70	9,363.70	(93,636.30)	4.35%
Reimbursements From RCC	25,000.00	20,551.00	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	0.00	(25,000.00)	0.00%
Government Agency Rentals	103,180.00	105,329.68	105,329.68	2,149.68	99.36%
Inter-library Loan Fees	1,200.00	0.00	0.00	(1,200.00)	0.00%
Library Card Replacement Fees	1,000.00	0.00	0.00	(1,000.00)	0.00%
Late Fee Charges	75,000.00	8,001.73	8,001.73	(66,998.27)	7.62%
Lost/Damaged Materials	10,000.00	0.00	0.00	(10,000.00)	0.00%
Photocopy/Fax Sales	13,000.00	0.00	0.00	(13,000.00)	0.00%
Patron Refunds	(3,000.00)	0.00	0.00	3,000.00	0.00%
Printer Sales	13,000.00	0.00	0.00	(13,000.00)	0.00%
On Line Fee Collections	10,000.00	351.88	351.88	(9,648.12)	2.09%
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	0.00	(5,000.00)	0.00%
OR Community Foundation- restricted	12,000.00	7,777.23	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	3,000.00	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	46,405.37	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 Revenue	<u>17,640,490.00</u>	<u>209,493.15</u>	<u>209,493.15</u>	<u>(17,430,996.85)</u>	<u>1.34%</u>

Jackson County Library District
Statement of Revenues and Expenditures
From 7/1/2017 Through 7/31/2017

	Current Month			YTD Budget Percentage received	
	YTD Budget	Actual	YTD Actual	Remaining	or spent to date
Expenditures					
Personnel Cost	100,000.00	0.00	0.00	100,000.00	0.00%
Accounting Services	45,000.00	0.00	0.00	45,000.00	0.00%
Auditing Services	11,000.00	0.00	0.00	11,000.00	0.00%
Administrative Services	110,000.00	0.00	0.00	110,000.00	0.00%
Bank Fees/Interest Expense	1,000.00	184.60	184.60	815.40	9.23%
Consultant Fees	50,000.00	0.00	0.00	50,000.00	0.00%
Insurance	20,000.00	0.00	0.00	20,000.00	0.00%
Legal Services	30,000.00	4,165.00	4,165.00	25,835.00	17.35%
Memberships and Dues	2,500.00	125.00	125.00	2,375.00	6.25%
Office Supplies- admin	2,000.00	0.00	0.00	2,000.00	0.00%
Postage	500.00	0.00	0.00	500.00	0.00%
Registration/Tuition/Travel	10,000.00	1,557.62	1,557.62	8,442.38	14.16%
Advertising/Legal Notices	2,000.00	0.00	0.00	2,000.00	0.00%
Alarm Services	2,500.00	2,356.40	2,356.40	143.60	117.82%
Building Repair/Maintenance	432,635.00	36,052.92	36,052.92	396,582.08	8.60%
Custodial Services	320,000.00	25,527.38	25,527.38	294,472.62	8.10%
Custodial Supplies	12,000.00	976.65	976.65	11,023.35	0.00%
Landscape Services	6,600.00	2,516.00	2,516.00	4,084.00	50.32%
Maintenance Services	2,000.00	0.00	0.00	2,000.00	0.00%
Security Services	75,000.00	9,645.72	9,645.72	65,354.28	17.53%
Signs and Signal Materials	25,000.00	95.00	95.00	24,905.00	0.38%
Building Repair/Maintenance- B-7	310,000.00	98,319.12	98,319.12	211,680.88	31.71%
Copier Expense	0.00	25.50	25.50	(25.50)	0.00%
Equipment Repair/Maintenance	30,000.00	354.87	354.87	29,645.13	2.36%
Facility Furnishing Expense	25,000.00	0.00	0.00	25,000.00	0.00%
Minor Equipment	50,000.00	0.00	0.00	50,000.00	0.00%
Minor Equipment-Computers	360,000.00	15,148.27	15,148.27	344,851.73	2.96%
LS&S Contract	5,065,546.00	422,418.83	422,418.83	4,643,127.17	8.50%
Library Materials	848,720.00	88,801.11	88,801.11	759,918.89	10.77%
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	0.00	0.00	31,827.00	0.00%
Unique Management Services	15,914.00	0.00	0.00	15,914.00	0.00%
Electricity	231,540.00	20,368.37	20,368.37	211,171.63	8.97%
Natural Gas	45,000.00	0.00	0.00	45,000.00	0.00%

Jackson County Library District
Statement of Revenues and Expenditures
From 7/1/2017 Through 7/31/2017

	Current Month			YTD Budget Percentage received	
	YTD Budget	Actual	YTD Actual	Remaining	or spent to date
Garbage Service	15,000.00	960.55	960.55	14,039.45	9.60%
Water and Sewer Service	33,000.00	3,780.27	3,780.27	29,219.73	11.45%
Street and Storm Drain Fees	20,000.00	176.85	176.85	19,823.15	0.88%
Telecom-Voice and LD	65,000.00	4,377.59	4,377.59	60,622.41	6.73%
Telecom-Wide Area Network	130,000.00	8,644.95	8,644.95	121,355.05	6.49%
Telecom-Internet Services	36,000.00	2,002.48	2,002.48	33,997.52	5.56%
Municipal Assessments	1,500.00	114.44	114.44	1,385.56	11.44%
Maintenance & Fuel for Vehicles	15,000.00	750.65	750.65	14,249.35	5.00%
Hulburt Donation	125,000.00	24,078.42	24,078.42	100,921.58	16.05%
Library Friends Donations	65,000.00	8,858.03	8,858.03	56,141.97	13.62%
Library Foundation Donations	10,000.00	3,043.63	3,043.63	6,956.37	51.58%
General Public Donations	5,000.00	720.48	720.48	4,279.52	14.40%
OR Community Foundation-restricted	34,000.00	232.80	232.80	33,767.20	0.68%
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	457.87	457.87	(457.87)	0.00%
Ready to Read 2017 Grant	33,000.00	3,255.34	3,255.34	29,744.66	9.86%
Kent Family Trust	1,000.00	0.00	0.00	1,000.00	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	17.97	17.97	(17.97)	0.00%
Subtotal Materials and Services	9,482,882.00	790,110.68	790,110.68	8,692,771.32	8.33%
Capital Outlay	250,000.00	0.00	0.00	250,000.00	0.00%
Contingency	750,000.00	0.00	0.00	750,000.00	0.00%
Ending Fund Balance	<u>5,007,608.00</u>	<u>0.00</u>	<u>0.00</u>	<u>5,007,608.00</u>	<u>0.00%</u>
Total Expenditures	<u>15,590,490.00</u>	<u>790,110.68</u>	<u>790,110.68</u>	<u>14,800,379.32</u>	<u>5.09%</u>
Transfer to Other Funds					
Transfer to Capital Improvement Fund	<u>2,050,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,050,000.00</u>	<u>0.00%</u>
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>(580,617.53)</u>	<u>(580,617.53)</u>	<u>(580,617.53)</u>	<u>0.00%</u>

Director's Report
July 2017

Summary

We are delighted that all of our locations are serving as cooling centers as summer heat temperatures reach record numbers. Though we have always assumed this role, the City of Medford and *Mail Tribune* publicly referred constituents to us who require a reprieve from the heat. We conclude summer of reading next week. Many thanks to our youth services department and staff for another robust program with high participation and well planned and executed programming.

Betsy Randolph Retirement

With an ambivalence of sadness and joy, I announce the retirement of Betsy Randolph. Betsy is indeed the rock of our organization: seeing us through many trials and tribulations and remaining a steady and viable fixture. What separates Betsy from the norm is that she faces challenges with a smile. Her consistency is infectious, reaping the admiration and respect of colleagues, staff, and companywide officials alike. Betsy began her career with JCLS in 1995 and transitioned with LS&S in 2007. She was awarded employee of the month in 2009. We will miss her immensely. Please join me in wishing Betsy well in a much deserved retirement.

Children's Festival

At the beginning of July, the Storytelling Guild presented the 51st Annual Children's Festival at The Britt Grounds in Jacksonville – July 8-10, 2017. Sponsored by the Storytelling Guild of Jackson County, this innovative 3 day event took place Britt Gardens in Jacksonville and brings out the creativity of both the young and young at heart as it has for generations. This “just for kids” event has served as an affordable summertime experience in the Rogue Valley for generations. Children of all ages were able to visit Jackson County Library Services' at the Storytelling Tree to hear stories, make a paver for the community gardens at the Medford Library, and show off their creativity with a paper bag hat. Ellie Hilton and Laura Kimberly were the major booth chairs for the Storytelling Tree joined by fellow JCLS youth staff, Brystan Strong, Marne Kapule, Susie Gabumpa, Terra McLeod, and Leigh Blair. We had a group of 12 dedicated volunteers of all ages as well. We had over 2,000 children visit the Storytelling Tree over the course of the three days to enjoy stories, crafts, and creating memories. Many of the families have visited the Medford Library to check out their paver, a book, sign up for Summer Reading, and to sign up for library card. This yearly event helps JCLS and our youth staff connect with the community, inform families of the services and resources available at their public library, and enjoy the Storytelling Tree experience.

Hotspots Lending Program Update

We met with a representative of Verizon on 8/1/17 to explore options for our Hotspot lending program. There are several plans for us to consider when we move forward ranging from plans with unlimited data and shared data with limits. Our planning will start in earnest in September when the digital associate team is in place. This team will work on program design, logistics, training documents and policy. We anticipated that a draft policy will be available for board review no later than the November District Board meeting. The targeted launch date is January 1, 2018.

Supporting Medford School District

We hosted a meeting with Medford School District librarians and administrators to put a plan in place for this upcoming school for the library to support their literacy initiatives in correlation with our strategic plan. We established the following grade level benchmarks:

1st Grade: Children’s librarian visits all first grade classrooms

2nd Grade: All second grade classes visit the library (the school district will provide transportation)

3rd Grade: All third graders receive a popular book in the mail at home

4th Grade: All fourth grade classes receive a booktalk program

6th Grade: Research trip to the library/Night of the Notables Dress Rehearsal at the library/Booktalk program

7th Grade: All seventh grade classes receive a booktalk program

9th Grade: Freshmen resource perspective orientation at the library

12th Grade: “Adulging” classes & Senior Projects

In addition to these grade level benchmarks, we plan to meet with parents and promote library services at all “Back to School Night” events.

Strategic Plan Actions

I am eager to present at the board retreat on 8/10 to discuss our strategic plan actions for this fiscal year. I have attached a draft of what my team is presently working on. I will have a final and more thorough version to share with board members at the retreat.

CONNECT

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

Objective: Customize hours, spaces, services and collections to meet community needs							
	Action	SP	Amend #1	OLA	Owner	Due	Metric
1	Create a collection management plan based upon best practices. The collection management plan will address: <ul style="list-style-type: none"> • Collection goals and strategy • Collection analysis methods and tools • Discovery and access • Selection for weeding • Promotion 	C 2.0	#10	D	Collection Manager	9/30/17	Action Complete
2	Implement strategies to improve collection performance using FY 16/17 as the baseline	C 2.0	#10	D	Collection Manager	Ongoing	<ul style="list-style-type: none"> • Increase Per Capita Circulation by x% within FY 17/18 • Increase Turn Over Rate by x% within FY 17/18 • Increase System Circulation by x% within FY 17/18 • Increase System Circulation of eResources by x% within FY 17/18 • Decreased holds-to-wait ratios for customers
3	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	<ul style="list-style-type: none"> • Increase percentage of Spanish language materials from x% to x% • Complete two focus groups with community members

Objective: Build public awareness through strategic marketing							
	Action	SP	Amend #1	OLA	Owner	Due	Metric
4	Create a comprehensive marketing plan that will build public awareness of the resources and services provided by the library	C 3.0		C	Marketing Coordinator	10/01/17	Action Complete
5	Identify non-library users using analytical software and develop outreach practices to turn these people into library users.	C 3.0		C	Marketing Coordinator	10/01/17	Conduct two campaigns targeting specific groups on non-library users
6	Produce promotional materials and information about the library in Spanish	C.3.0		C	Marketing Coordinator	9/01/17	<ul style="list-style-type: none"> Website has Spanish translation option Identified materials are available in Spanish
	Dependent upon funding being provided for translation services and production of materials						

Objective: Implement new models and collaborate with others to improve information access and delivery							
	Action	SP	Amend #1	OLA	Owner	Due	Metric
7	Provide library services to the community outside the library buildings	C 3.0		C	Access Services Coordinator	6/30/18	<ul style="list-style-type: none"> Stand up four pop up libraries at 10 selected community events Hot Spot lending program implemented
	Dependent upon funding being provided for staffing pop-up libraries and Hot Spot lending program						

GROW

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

Objective: Emphasize 21 st century literacies such as information, finance and health in library programs							
	Action	SP	Amend #1	OLA	Owner	Due	Metric
8	Create Mobile Makerspace boxes which can be used by all libraries	G 1.0	#10	F	Digital Services Manager	12/31/17	Six Mobile Makerspace boxes deployed
9	Expand information resources to support emerging markets within Jackson County	G 1.0	#10	F	Access Services Coordinator	6/30/18	Four subject guides created for identified areas of growth

Objective: Educate for digital literacy and marketable workplace skills to improve prospects for employment							
	Action	SP	Amend #1	OLA	Owner	Due	Metric
10	Develop a comprehensive Digital Literacy plan for the community	G 2.0	#10	F	Digital Services Manager	12/31/17	Action Complete
11	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	Technology Associates start delivering services

LEARN

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

Objective: Support early learning to promote school readiness							
	Action	SP	Amend #1	OLA	Owner	Due	Metric
12	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	10/31/17	Action Complete
13	Expand library's outreach to childcare to include services delivered in both English and Spanish	L 1.0		E	Youth Services Manager	10/1/17	Bilingual Early Literacy Coordinator is on board and delivering services

Objective: Provide information and tools needed for the academic success of students in public, private, home schools, trade schools and higher education							
	Action	SP	Amend #1	OLA	Owner	Due	Metric
14	Library managers will attend local community school events to provide information about library services	L 2.0		E	Library Director	6/30/18	Each library manager attends at least two events by 6/30/18
	Dependent upon funding being provided to support additional hours for branches						
15	Partner with schools to develop a student oriented program for Hot Spot lending	L 2.0		E	Digital Services Coordinator	12/31/17	Complete documentation confirming plans
16	Develop standardized class visits, library tables and teacher orientation packages at all schools in Jackson County	L 3.0		E	Library Director		Action Complete

WORKING AGREEMENTS

- ~ We let the Board Chair call on people to speak and track who is in the queue.
- ~ We let people finish.
- ~ We encourage the expression of multiple viewpoints, including disagreements.
- ~ We speak to the issue succinctly with context.
- ~ We take time to understand each other's perspectives.
- ~ We check assumptions.
- ~ We summarize as we move through the agenda to assist in knowing where we are.
- ~ We stay on track and know what has been discussed.
- ~ We disagree respectfully.
- ~ We speak with one voice following votes.
- ~ We surface any issues directly and promptly with others.
- ~ We recognize that members have differing styles of communication.



July 26, 2017

Jackson County Library District
% Ms. Cathy Shaw
489 Allison St
Ashland, Or 97520

Dear Ms. Shaw:

Thank you for allowing me the opportunity to speak with you concerning assistance with your upcoming clean out. We look forward to working with you to make it as easy a process as possible and helping make sure it's as pleasant an experience as possible. We estimate the price to completely take care of everything we discussed to be \$7900.00. This includes the following:

- Complete Clean out of the home, out buildings and yard
- Coordination of all services needed to complete the clean out such as window washers, house cleaners, dumpsters, gardener, handyman, and any additional services needed
- Donation of any items deemed safe and clean to charities
- Selling of any antiques or items in the home, giving 60% of the sale back to the library
- Getting the house ready for sale
- Removing wheel chair ramp
- Other services needed as we get into home

We only charge for the services rendered, so if we finish sooner than expected we will refund the amount left over. We work quickly and professionally to ensure your move process is as comfortable and stress free as possible. We guarantee you ease of mind as you settle in to your new home.

A deposit of 40% is required to secure your dates on our calendar. Should you need to cancel, please do so seven days before the scheduled start date. Cancelling later will result in forfeiture of the deposit. The deposit may be used as credit toward a later job upon review of the circumstances of the cancellation; however, this is at the company's discretion.

You will find the contract attached to the back of this packet, you may sign it if you agree and would like to move forward. If you have any questions, concerns, or would like to discuss the contract, please call the office at (541) 622-4818 or email Linda@assistyourmove.com.

Sincerely,

Linda Farland
Owner
Southern Oregon Relocation Specialists LLC

Southern Oregon Relocation Specialists

Estimate for: Jackson County Library District Date: July 26, 2017_____

	Rate	Hours	Total Price
Consultant Time	\$50/hr	2	\$100.00
Clean Out Crew	\$195./hr per hour per hour for 4 Associates	30 hrs	\$5850.00
Dumpsters	Est 2 Dumpsters		Est \$600.00
House Cleaning Crew			Est \$4-500.00
Window Washers			Est \$250-300.00
Yard Clean up			Est \$500.00
Handyman Repairs			Est \$200-\$400

40% Deposit: _____ \$3160.00

Total Cost: _____ \$7900.00

This Estimate pricing is based on the lowest estimated price for the added services. Due to the condition of the home there may be other costs which we will not know until we get into the home. Oil Tank and Heater are two unknowns at this time.

Notes:

1. Additional labor requires a three-hour minimum.
2. Any items sold online will be subject to a 30% commission by Southern Oregon Relocation Specialists, but will not incur an hourly charge.
3. Job sites outside of a 15 mile radius of Medford are subject to a \$.55/mile fuel surcharge

Southern Oregon Relocation Specialists

Contract For Services

Date: July 27, 2017

Jackson County Library District, hereinafter “Purchaser,” desires to purchase from Southern Oregon Relocation Specialists, LLC, hereinafter “Provider,” certain service(s) and/or labor (“the Services”). Purchaser and Provider therefore agree as follows:

1. Provider agrees to furnish Purchaser with the following Services: Complete clean out of home, hiring of all services needed to complete that process, overseeing all services, assistance with any other services, as requested by Purchaser.
2. In connection with providing such Services, Provider will furnish all of the required materials and perform or contract for the performance of all labor necessary to complete the Services in a substantial, timely, and professional manner in conformance with customary industry practices.
3. The purchase price of the Services is estimated at \$7900.00. Payment will be due and payable at date of completion of Services or one month from the start date of the job.
4. Should Provider discover that extraordinary materials and/or labor will be required to furnish the Services, Purchaser shall be responsible for payment of all extra costs incurred.
5. Provider shall be responsible for any claims asserted by any of its employees, suppliers and/or subcontractors arising from providing the Services, or related in any way thereto, including, but not limited to, any claims for wages, subcontract payments, taxes, insurance, personal injury and/or property damage. Unless expressly set forth hereinabove, any permit fees shall be in addition to the purchase price.
6. Purchaser agrees to pay a deposit of 40% of the price of Services. In the case of cancellation, if the Purchaser does not cancel seven

Southern Oregon Relocation Specialists

days prior to start date of the Services, the deposit of \$3160.00 is forfeited to Provider unless Provider agrees to apply the deposit toward later services.

7. In the event that an action is brought to enforce, or for the breach of, any of the provisions of this Contract, the prevailing party shall be entitled to recover its reasonable attorney fees, at arbitration and/or trial and on appeal. In addition, the prevailing party will be entitled to recover any and all other costs incurred in such litigation, including the cost of depositions, experts and any other expense, whether or not such expense would ordinarily be allowable under the Oregon Rules of Civil procedure and/or Oregon Revised Statutes.

8. This Contract may not be assigned by either party without the written consent of the other, which consent will not be unreasonably withheld.

9. If any party to this Contract is other than a natural person, the person signing below on behalf of that party certifies that he or she is duly authorized to enter into this Contract on behalf of that party.

..... Date

Provider

..... Date

Purchaser

Approved as to Legal Sufficiency

Mark Bartholomew, Legal Counsel
Jackson County Library District