

JACKSON COUNTY LIBRARY DISTRICT BOARD
MINUTES FOR THE WORK STUDY SESSION
HELD ON SEPTEMBER 22, 2014

The Jackson County Library District Board Work Study Session was opened by President Jill Turner on Monday, September 22 at 3:00 p.m. in the Adams Community Meeting Room of the Medford Branch Library, 205 S. Central Avenue, Medford, Oregon. Those present were:

Board Director Carol Doty
Board Director Susan Kiefer
Board President Jill Turner
Vice President Monica Weyhe
Jackson County Library Business Manager Lisa Garcia
Jackson County Library Director Kim Wolfe
LSSI Regional Manager Dana Braccia (via Skype)
District Counsel Mark Bartholomew
Recording Secretary Betsy Randolph
Members of the Public

Absent: Director Maureen Swift

President Turner explained that only the enhanced services proposal and future agendas would be discussed at today's meeting. "This is a work study session, and we're not intending to make a decision today, nor to take public input for the decision. That's being scheduled for our next meeting."

A. Enhanced Services Proposal

LSSI Regional Manager Dana Braccia, participating by Skype, discussed the revised enhanced services proposal submitted which is for 58 hours per week at a cost of \$284,310. As with the earlier proposal, this is for a six-month period, January 1 through June 30, 2015 (*Submission Number 1*).

At the September 4, 2014 meeting, the Library Board had asked LSSI to come back with a revised proposal in the \$400,000 range. Ms. Braccia said that in this proposal LSSI wanted to honor the four-hour block model as it is in the current contract with the County, versus going into deeper negotiations. "It would be a stretch on our current infrastructure, but it's something we feel as an organization we'd be able to try and absorb and sustain for at least six months before we move into a period of new contract negotiations." Although "close to the cap of what would be possible," the proposal has a bit of flexibility.

Regarding the four-hour block model, President Turner explained that originally the contract (between LSSI and Jackson County) was written with that clause so that communities could come in and pick up additional hours. Early in the contract several entities did agree to fund additional hours, but since that initial time, no one has added hours. President Turner said that what LSSI has proposed honors the model in that clause.

President Turner asked for an explanation of the placement of hours at each branch location. Library Director Wolfe said that she and Ms. Braccia reviewed branches which have similar circulation, as well as the libraries which have enhanced hours. They considered that over the last seven years, the over-arching request has been to add hours. Additionally, there have been specific requests from the

public to increase the hours at Medford. Ms. Wolfe said they also took into account input received from branch managers, staff, and Friends groups.

In the proposal, Medford, whose circulation is similar to Ashland, was increased to 40 hours. Central Point gained 12 weekly hours for a total of 36 hours which is the same as Talent. Eagle Point gained 4 hours to match Rogue River's 28 per week. Rogue River and Eagle Point are similar in circulation and both had been regional reference libraries pre-closure. Rogue River's additional four hours had previously been covered by their Friends. Jacksonville and Phoenix were increased up to 22 hours to match White City (which had additional hours paid for by the White City Community Improvement Association). Ruch, Shady Cove, Gold Hill, and Applegate—another block of branches with similar circulation—were each adjusted up to 18 hours per week. Prospect was at eight hours, but as it has seen about a 500 percent circulation increase since the doors opened seven years ago, the decision was made to increase that branch up to 12 hours. Butte Falls gained two, for a total of ten open hours weekly.

“From an operational standpoint, this would be our recommendation of where to put the hours,” said Ms. Braccia.

Vice President Monica Weyhe voiced her understanding that this proposal is one-time, for the second half of the current fiscal year. At the end of the fiscal year, the contract with LSSI ends and many things will be up for negotiation. The budget committee will be looking at hours everywhere again. Any decision the Board would make on today's proposal would not set a precedent, as far as the numbers of hours at any particular branch, but would be reflective only for the rest of this fiscal year. Directors Doty and Kiefer agreed with her assessment.

President Turner asked about computer technology coverage in the proposal. “Am I correct in hearing that we're not adding an additional person and that LSSI, within their initial contract, would move someone around, and the computer technology needs, you think, can be met within this budget?”

Ms. Braccia replied that this proposal does not have the infrastructure that the first one did. However, she, Library Director Wolfe, and the organization are working internally to successfully support it for the next six months. “As a company...we may be adding in and just be absorbing it internally to make this a successful transition.”

Director Carol Doty asked Library Director Wolfe that if this proposal was accepted, would she anticipate some additional IT (information technology) hours could be added? Ms. Wolfe indicated she thought some could in order to sustain weekends and evening hours.

President Turner summarized the differences in the versions of the proposals: \$500,000 for 78 additional hours versus the one presented today of \$284,310 for 58 additional hours. “I want to thank you for sharpening your pencil on this proposal and making things a little bit more palatable on the checkbook,” she said.

“More doable,” added Director Susan Kiefer.

Board members discussed branch equities. Vice President Weyhe said that although she felt somewhat constrained by the four-hour block model, it has been working, and it would benefit them over the next six months. She indicated her satisfaction about how Library Director Wolfe and staff had spent time prioritizing and had been responsive in considering input throughout the years to arrive at the number of hours for each library. It was her opinion that “We can't be saying ‘plus an hour here, plus an hour

there' at this point." However, for next year's budgeting, Ms. Weyhe said she felt that parameters other than just circulation should be considered. While circulation is one of the major measures used in public libraries, it is only one of dozens, such as the number of programs, program attendance, in-library use, and use of electronic resources. These and more should be considered when determining hours for the libraries.

"I think that's approach I would also take," Director Kiefer said. "This gets us closer to where we wanted to go in the short term. I think that over the long term we should look at the whole system. Go back and look at each library and the hours that all are open and see what they should be...as we prepare to move forward past this initial year."

Library Director Wolfe added that the Library's strategic plan needed to be revised. Reviewing hours could be a part of that procedure. During that revision process, she said, "The Library would take public input on hours and services and do a whole study that can help us to move forward."

Director Doty presented three options she wanted the Board to consider. "The first one is to accept the proposal that we got today, because I think it is reasonably priced and provides hours to almost all the libraries that are in need right now. My only question is that it does not provide the far-sightedness that we're all talking about that we know we need to have."

The second option Director Doty proposed for consideration is to open negotiations now with LSSI for a new contract. At a recent meeting between herself, President Turner, and County Administrator Danny Jordan, she said that Mr. Jordan suggested it was possible to have a contract in place by March 2015. "He gave us a couple of reasons why he thought that would be a good idea, including that we have reduced resources right now, and he also offered to assist us with the negotiations because he's been through this process. I liked his recommendation because I thought it would permit us to address the salary and wage issues that have also come up fairly often from staff, and it would probably further stabilize the Library if we did a contract sooner than later, maybe a two- or three-year contract. I think that would be helpful to the staff."

Her third proposal was to purchase 20 hours now for Medford and possibly up to 12 hours for Central Point. She said she felt those two places were under the greatest stress. She thought there was flexibility in the proposal to not purchase all the hours immediately, and early in the new year the Board could "make a good effort to accommodate the needs of all the other libraries."

"Are you advocating for any of those?" asked Director Kiefer.

Although she said she would be "comfortable in pretty much accepting any of these options," Director Doty said, "I think I would be most comfortable in buying hours right now for Medford and Central Point and taking the County Administrator's recommendation and opening up negotiations fairly soon. It would probably not allow us the time that [Director Wolfe] is talking about...to do the strategic planning...but it might. I like the concept of getting a contract in place sooner and having all the libraries feel a little more stabilized than they even feel today."

Vice President Weyhe said, "I think that we've heard about needs and such from staff for more than just Medford and Central Point, so I would not be considering the third option." She also said that she felt it is very important to go through the strategic planning process. She said she felt that it would be a mistake for the Board to go ahead and negotiate too early before getting community input.

In answer to Director Doty's question about how long such a process takes, Library Director Wolfe explained that the strategic planning process often takes months. Vice President Weyhe commented that often libraries hire a contractor familiar with strategic goal planning, such as a retired librarian, to help speed through the process. In 2010, when the strategic plan was first drawn up, LSSI's CEO Ron Dubberly came in and helped. Since then, the current plan has been revised, but it ends this fiscal year.

President Turner expressed some reservations about the length of time needed to develop a new strategic plan, renegotiate a contract, hire an administrator, and create a budget yet within this fiscal year. However, Director Doty thought it would be possible to accomplish it all by the end of June.

"Do we have enough information, as board members, so that at our next meeting, after taking public input, that we could make a decision?" asked President Turner.

Director Doty said, "I would love to have additional input... a better sense of how the libraries perceive their growth in programs and in outreach. [Those] were not brought into this proposal that we were given today. I would just like to get a sense of how... some of the hours we are buying would go toward outreach [or] heavily into programming versus keeping the buildings open."

Library Director Wolfe replied, "This proposal is for just opening the doors and staffing the hours. It is not a proposal for additional outreach. Possibly some additional programs, but that's not filtered into this."

"So let's clarify," said Ms. Doty. "What we're getting with the 58 hours would be keeping the buildings open more. And we would be assured, though, of the 368 hours total that we would be paying for, is that ... at least the programs that are in existence now would be sustained."

"Correct," said Library Director Wolfe.

Director Kiefer weighed in. "I think I would just as soon rest with this proposal as it's made, and focus any additional information gathering that we might do toward whatever ongoing program we want down the road. This satisfies me, at least, for the unfairness charges I have heard about when we decided to pay for the additional hours that have been present at some of the branches, while the other branches have been left out. This would solve the equity problem in the short term, see what sustainable budget we can come up with in the long run, and give us a chance to look at the contract options that we will have going forward." She also said, "I think March would be exceedingly optimistic in terms in trying to get a contract in place. I want a good contract, not a rushed one. This proposal is to get us to June. I'm happy with the information that supports this. And I'd just as soon put this to bed and get on with it."

As the Board members agreed that they had enough information, President Turner stated, "It is our intent to have a public hearing on our enhanced services proposal, and as it stands right now, we will leave it with the 58 hours, which was LSSI's last proposal." This will be on the next agenda.

2. Future Agendas

President Turner listed several things to be addressed at future meetings:

- The public hearing on the LSSI's enhanced services proposal
- Review of policies that Directors Kiefer and Weyhe have been working on
- A report from Business Manager Lisa Garcia about capital outlay. (There is a \$250,000 line item for capital outlay about which a priority should be set. There is some preliminary engineering being done and Lisa may have more information at next month's meeting.)

- Donations held by the County in its carry-over fund
- The Library Board’s financial statement for the first quarter
- Discuss setting an additional monthly meeting and/or an additional goal-setting session
- Schedule quarterly detailed reports to be received from the Foundation, Friends groups, and the library staff on what their organization or department is doing
- Revisit public relations, following up on communications from the public

Director Doty said she would like to talk about the need to hire a “part-time, high-powered staff person.”

President Turner also asked the board members if they wanted to have a facilitated planning day and asked them to use their Google calendar in order to let everyone know when they were available during the month of October.

3. Adjourn

There being no further business, the meeting was adjourned at 3:55 p.m.

The next Jackson County Library District meeting will be a Regular Board Meeting to be held Thursday, October 2 at 9:00 a.m. in the Adams Room of the Medford Branch Library, 205 South Central Avenue, Medford, OR.

/s/
Jill Turner, President

/s/
Carol Doty, Director

/s/
Susan Kiefer, Director

/s/ absent
Maureen Swift, Director

/s/
Monica Weyhe, Vice President

Betsy Randolph
Recording Secretary

Approved on: October 2, 2014



September 22, 2014
 LSSI Price Proposal - REVISED
 Increase in Library Service Hours
 Jackson County, OR

Overall Increase In Hours: 58
 Cost of Additional Hours For the Period of January 1, 2015 – June 30, 2015: **\$ 284,310**

| Library | Population* | Circ FY 2013/2014 | Pricing Using 4-Hour Block Model | Current Hours | Proposed Additional Hours | Total New Hours | Additional Cost |
|---------------|-------------|-------------------|----------------------------------|---------------|---------------------------|-----------------|------------------|
| APPLEGATE | 4000** | 22,598 | \$12,299.00 | 12 | 6 | 18 | \$18,449 |
| ASHLAND | 20,295 | 413,717 | \$73,792.00 | 40 | 0 | 40 | \$0 |
| BUTTE FALLS | 430 | 4,128 | \$12,299.00 | 8 | 2 | 10 | \$6,150 |
| CENTRAL POINT | 17,315 | 124,972 | \$22,138.00 | 24 | 12 | 36 | \$66,414 |
| EAGLE POINT | 8,575 | 51,948 | \$22,138.00 | 24 | 4 | 28 | \$22,138 |
| GOLD HILL | 1,220 | 25,077 | \$14,144.00 | 16 | 2 | 18 | \$7,072 |
| JACKSONVILLE | 2,840 | 58,460 | \$14,144.00 | 20 | 2 | 22 | \$7,072 |
| MEDFORD | 76,295 | 452,477 | \$98,390.00 | 24 | 16 | 40 | \$393,560 |
| PHOENIX | 4,570 | 43,627 | \$14,144.00 | 16 | 6 | 22 | \$21,216 |
| PROSPECT | 455** | 10,922 | \$12,299.00 | 8 | 4 | 12 | \$12,299 |
| ROGUE RIVER | 2,145 | 77,322 | \$36,896.00 | 28 | 0 | 28 | \$0 |
| RUCH | 1030** | 35,011 | \$14,356.00 | 16 | 2 | 18 | \$7,178 |
| SHADY COVE | 2,920 | 33,235 | \$14,144.00 | 16 | 2 | 18 | \$7,072 |
| TALENT | 6,170 | 107,197 | \$14,144.00 | 36 | 0 | 36 | \$0 |
| WHITE CITY | 7975** | 41,099 | \$18,975.00 | 22 | 0 | 22 | \$0 |
| TOTAL | | | | 310 | 58 | 368 | \$568,619 |
| | | | | | | 1/2 Year | \$284,310 |

*206,310 Jackson County Population Portland State University Population Research Ctr 2013
 **Unincorporated areas - estimated totals