Josephine Community Library District
Board of Directors Regular Meeting
Thursday, September 18, 2019 at 5:15 pm, Grants Pass Branch Library

Agenda

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<td>Beecher Ellison</td>
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<td>Position 2</td>
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<td>Laurel Samson,</td>
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<td>Vice President</td>
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<td>Position 3</td>
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<td>Gina Marie Agosta</td>
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<td>Position 4</td>
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<td>Pat Fahey</td>
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<td>Position 5</td>
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<td>John Harelson,</td>
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<td>President</td>
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<th>Agenda Items</th>
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<td>Call to Order</td>
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<td>J. Harelson</td>
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<td>Standing Items</td>
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<td>1. Approval of agenda</td>
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<td>J. Harelson</td>
<td>5 min</td>
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<td>2. Approval of consent agenda</td>
<td>Motion</td>
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<td>4. Correspondence</td>
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<td>5. Training: What it means to be a trustee</td>
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<td>J. Harelson</td>
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<th>Employee Survey Insight Report</th>
<th>Report</th>
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| Staff Reports                  |        |              |      |
| 1. Library director’s report   | Report | K. Lasky | 15 min|
| 2. Financial report            | Report | K. Hay | 5 min |
| 3. Strategic plan/board work plan | Report | J. Harelson | 5 min|

| Action Items                   |        |              |      |
| 1. Policies, first reading: Operations | Discussion | K. Lasky | 5 min|
| 2. Library director performance review | Discussion | L. Samson | 5 min|

| Board Member Reports           |        |              |      |
| 1. Library Foundation liaison report | Report | S. Cohen | 5 min|
| 2. Facilities Oversight Task Force report | Report | Ellison/Samson | 5 min|
| 3. Fine Free Task Force report | Report | G.M. Agosta | 5 min|

| Announcements                  |        |              |      |
| 1. Comments from board members |        | All          | 5 min|
| 2. Date and agenda items for next meeting | | J. Harelson | 5 min|

Adjourn

J. Harelson

Date and Time | Upcoming Meetings and Events
--------------|---------------------------------------------
Sept 21       | The Great Book Grab in IV from noon–2pm   
Sept 22       | The Great Book Grab in GP from noon–2pm   
Sept 28       | Emergency Preparedness in GP 10–11:30am   
              | Master Gardeners in GP 1–1:15pm           
              | Cooking with Dee in GP from 2:30–4pm      
Oct 1          | K9 Reading Buddies Celebration in GP from 3–5pm 
Oct 12         | Something About Poetry in GP from 2–4pm    
Oct 16         | JCLD regular board meeting in Wolf Creek at 5:15pm 
Oct 25–26      | Readapalooza in GP                        

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CALL TO ORDER. Ms. Samson called the meeting to order at 5:15 pm.

STANDING ITEMS
Approval of agenda. There were no changes to the agenda.

Approval of consent agenda. Below are items included in the consent agenda. There were no changes to the consent agenda.

- Approval of July meeting minutes. The board reviewed the last regular board meeting minutes.

  Motion: Ms. Agosta moved to approve the consent agenda including the July 18 board meeting minutes. Mr. Ellison seconded. The motion passed unanimously.

Public comment. There was no public comment.

Correspondence. There was no correspondence.

STAFF REPORTS
Library director's report. Ms. Lasky reviewed the Library Director’s Report dated August 15, 2019. The following are highlights:

- Ms. Lasky recommended keeping the regular board meetings on the third or fourth week of the month. The board of directors decided to move meetings to the third Wednesday of each month beginning September 2019.

- Ms. Lasky requested approval of the revised collection development and technical services manager positions.

  Motion: Mr. Ellison moved to approve the revised job descriptions for the Collection Development Librarian and Technical Services Manager. Mr. Fahey seconded the motion. The motion passed unanimously.

- McMillan Publishers announced an embargo on selling e-books to libraries.

  Motion: Ms. Agosta moved to support the American Library Association’s stance on the embargo. Mr. Ellison seconded. The motion passed unanimously.

- The library foundation has a new website: jclfoundation.com.

- The board of directors will meet at the Wolf Creek branch for the October meeting.

ACTION ITEMS

Library director performance review. The board of directors discussed different review processes and decided to use the employee engagement survey results and list of goals to perform the review.

Policies, first reading: Governance and Operations. The board had its first reading and discussion of the following policies:

- Governance Article IV Section 2
- Operations 3-2-1, Collection Development
- Operations 3-2-2, Use of the Internet and Other Digital Reference Tools

The second reading of these policies will take place at the September board meeting.

BOARD MEMBER REPORTS

Library Foundation liaison report. Mr. Mannix reported that branding is completed with Sheepscot Creative. He reported that interviews for the Executive Director position started today.

Facilities Oversight Task Force. Mr. Ellison reported that there is still discussion about the preferred site and no final decisions have been made.

Fine Free Task Force. Ms. Agosta reported that at the first meeting today, staff, volunteers, and board member discussed the option of eliminating adult fines. They are recommending that the board of directors change the policy to eliminate overdue fines for all patrons. They also discussed how to communicate that to the volunteers and public.

ANNOUNCEMENTS

Comments from board members.

Date and agenda items for next meeting. Ms. Samson announced that the next regular meeting will be at 5:15 pm on Thursday, September 18.

ADJOURNMENT

The meeting adjourned at 6:15 pm.

Respectfully submitted,

Board Secretary Brandace Rojo
Josephine Community Library District
Background
The board developed and adopted its governance policies (also called bylaws) in July 2017, including Article IV Section 2 which indicates the library director will present an annual report before July 21 each year.

Since that time, the library director has presented two annual reports, the first in July 2018 and the second in July 2019.

Recommendation
To develop an annual report which accurately and comprehensively reflects “the condition of the library and the provision of library services to the community,” the library director and affected staff request the timeline be changed from July of each year to August to allow for more time to compile and analyze the data.

Currently the annual report is compiled and presented as a measure of success against the strategic plan. The policy currently requires the library director to report on “the condition of the library and the provision of library services to the community.” It is recommended to clarify the connection between the annual report and the strategic plan in the governance policies.

With the fiscal year ending on June 30, data sets cannot be accurately collected and compared to past years until after July 1. This allows a maximum of two weeks to collect and record new data from all departments (including branches), as well as consider the overall impact of any changes in the data and new information needed to explain the condition of the library and its services.

By adding one month to the annual report timeline, the board will have the opportunity to review a more comprehensive and thoroughly analyzed report, and the library director and staff will be able to fulfill their daily responsibilities as well as collect and analyze information for the report in a timely fashion.

The library director recommends the board revise its governance policy to separate the annual report from the annual election of board officers, change the July deadline for the annual report to August, and clarify the connection between the strategic plan and the annual report.
ARTICLE IV: MEETINGS

Section 1. The regular meetings shall be held once each month, the date and hour to be set by the Board of Directors at the first annual meeting, which is the first meeting of each fiscal year. The location shall be a facility within Josephine County which complies with current state and federal laws requiring access for disabled persons.

Section 2. The annual meeting shall be held in July of each year, [no later than July 21]. At the annual meeting the Board shall elect officers for that fiscal year, and shall adopt an annual report reflecting the condition of the library, and the provision of library services to the community.

Section 3. Special meetings may be called by the Secretary at the direction of the President, or at the request of three members, for the transaction of business as stated in the call for the meeting.

Section 4. Proper notification of the media and all persons who have requested regular notice will be given for all regular, annual and special meetings.

Section 5. A quorum for the transaction of business at any meeting shall consist of three members of the Board of Directors, present in person.

Section 6. In conducting all meetings, decisions will be by consensus when possible. Proceedings will be governed by Robert’s Rules of Order.

Section 7. and in August, the board shall adopt an annual report reflecting the condition of the library, and the provision of library services to the community as determined by the goals and objectives of the library’s strategic plan.

Bylaws of the Board of Directors of the Josephine Community Library District.

Adopted July 5, 2017
BEFORE THE BOARD OF DIRECTORS
OF THE JOSEPHINE COMMUNITY LIBRARY DISTRICT

In the Matter of Adopting Policies for 
Josephine Community Library District 

Resolution No. 2019-024

WHEREAS, the Board of Directors has reviewed revised governance policy written for 
the Josephine Community Library District; now therefore

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby 
resolves

The following revised governance policy which is attached hereto and incorporated 
herein by this reference are authorized for implementation:

Governance Policy Bylaws of the Board of Directors, Article IV (revised)

DONE AND DATED this 18th day of September, 2019.

____________________________  _________________________
Pat Fahey, Board Member       Gina Marie Agosta, Board Member

____________________________  _________________________
John Harelson, Board Member    Beecher Ellison, Board Member

____________________________
Laurel Samson, Board Member
TO: Josephine Community Library District Board of Directors  
FROM: Kate Lasky, Library Director  
DATE: September 18, 2019  
SUBJECT: Second Reading of Operations Policies

The board had its first reading of the following policies at the August 15 board meeting. The board requested no changes for this policy, which is now presented for second reading and adoption. For the rationale behind the revised policy, see the policy memo in the August 15 board packet. Changes are highlighted in the policy text attached.

- Operations Policy 3-2-1, Collection Development (revised)
- Operations Policy 3-3-2, Use of the Internet and Other Digital Reference Tools (revised)

Resources: American Library Association
Hood River, Lake County, and Crook County library districts’ policies
3-2. Collection

Policy 3-2-1. Collection Development

Adopted 1/25/2018
Revised 10/18/2018

The purpose of Josephine Community Library District (JCLD) enriches the community through access to quality library services by providing is to provide all individuals in the community with carefully selected books and other materials to aid the individual in the pursuit of education, information, research, pleasure, and the creative use of leisure time. The JCLD Board of Directors, staff, and volunteers envision a vibrant community, strong in itself and connected to the world.

The collection development policy sets out the conceptual framework, guiding philosophy, and major procedures of the library’s collection development plan.Selection of materials is tied to the library’s strategic planning goals, its mission and vision statement, and the principles of intellectual freedom. The library honors diversity of viewpoints and the right of individuals to receive information. JCLD endorses the American Library Association Library (ALA) Bill of Rights (Policy 3-7-1), Freedom to Read statement (Policy 3-7-2), and Freedom to View (Policy 3-7-3). These statements may also be viewed on the ALA website at ala.org. The Library Bill of Rights (Policy 3-7-1) and The Freedom to Read statement (Policy 3-7-2) have been endorsed by the JCLD Board of Directors and are integral parts of this policy.

Authority
The responsibility for the library collection lies with the library director, who may designate other staff to participate in selection tasks. The Board of Directors determines the broad policies for collection development set forth in this document and the strategic plan. The policy is carried out by a collection development committee composed of staff responsible for selecting materials, developing procedures, and setting annual goals as determined by the library director. All staff members and the general public are encouraged to recommend materials for consideration as well.

The library seeks public input on materials selection through annual surveys, focus groups, committees, and other mechanisms used to assess community information needs.

Access
The library makes materials available in a variety of formats in an effort to provide inclusive and equitable access to resources for all community members, such as print, audio, and digital materials including books and magazines, audio books, electronic books, research and subscription databases, and web resources based on community information needs.

Except where noted elsewhere in this policy, all materials will be freely and easily accessible to the public in accordance with the ALA Free Access to Libraries for Minors statement (Policy 3-7-4). Youth are not limited to using materials in the children’s or young adult areas. Responsibility for a minor’s access to the collection rests solely with their parent or guardian. The library will not limit access to materials based on content or authorship, and selection will not be inhibited by the possibility that youth may use such items.

The use of rare and scholarly items, or items frequently subject to damage or theft, may be controlled to protect the materials for future patrons.

Labeling
Librarians employ objective professional judgment through selection, cataloging, classification, and readers' services to make available the information that library users want or need. Cataloging decisions, labels, or ratings applied in an attempt to restrict or discourage access to materials or to suggest moral or doctrinal endorsement is a violation of the First Amendment and the Library Bill of Rights.

Labeling systems in the library are employed as a means of organizing resources, providing guidance to users, and are viewpoint-neutral. Labels are used as directional aides and may include broad categories such as children’s fiction and nonfiction, reference materials, etc.

A. Responsibility for Selection
The ultimate responsibility for selection of library materials rests with the collection development librarian under the direction of the library director operating within the framework of the policies determined by the JCLD Board of Directors. This responsibility may be shared with other members of the library staff; however, because the library director must be available to answer to the JCLD board and the general public for actual selections made, the library director has the authority to reject or select any item contrary to the recommendations of the staff.

Criteria for Selection
Because of the volume of publishing, as well as the limitations of budget and space, the library must have a selection policy with which to meet community interests and needs. The
materials selection/collection development policy is used by the library staff in the selection of materials and also serves to acquaint the general public with the principles of selection. Collection materials are selected by trained staff members (selectors). Selectors may consult a variety of resources including but not limited to professional and amateur publications, websites, blogs, reviews, bestseller lists, current media, and local sources. Items will be selected considering the following criteria.

1. The main points considered in the selection of materials are:

   - **Individual merit of each item** Artistic, literary, historic, and/or scientific merit.
   - **Popular appeal and/or demand** Community needs and interests.
   - **Suitability of material for the clientele** Relevance and diversity of viewpoints.
   - **Existing library holdings** Availability, format, and accessibility.
   - **Budget** Clarity and accuracy of information.
   - **Current and historical significance**


3. The lack of a review or an unfavorable review shall not be the sole reason for rejecting a title which is in demand. Consideration is, therefore, given to requests from library patrons and books discussed on public media. Materials are judged on the basis of the work as a whole, not on a part taken out of context.

In addition to the above criteria, selectors will choose and categorize materials using the following protocols:

   - **Materials in the children’s collection** are selected to serve the needs of youth from birth through elementary school age.
   - **Materials in the young adult collection** are selected to serve the needs of individuals from middle school through high school age.
   - **Suggestions from patrons** are welcomed and considered using the standards outlined in this policy.
   - The library will acquire materials in languages commonly spoken at home by Josephine County patrons, including English and Spanish.
   - The library makes a special effort to select and retain items of local significance and history. Usual weeding practices do not apply to local historical materials.
   - Because the library serves a community with a wide range of ages, reading skills, and educational backgrounds, it will select materials of varying complexity.
Weeding
An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions. Any materials declared expendable must be approved by a trained staff member.

This ongoing process of weeding is the responsibility of the collection development librarian under the direction of the library director and is authorized by the JCLD Board of Directors. Withdrawn materials will be handled in a similar manner and under the same authority as donated materials (see Policy 3-2-2, Donated and Gifted Materials).
Policy 3-3-2. Use of the Internet and Other Digital Reference Tools

Josephine Community Library District (JCLD) provides access to the Internet as a means to enhance support the information needs and learning opportunities for the citizens-residents of the library’s service area. This policy ensures appropriate and effective use of this resource. Patrons may use the Internet for research and the acquisition of information to address their educational, vocational, cultural, and recreational needs.

A. Computer Access
Patrons must sign up to use the Internet computers. A guest computer is available for out-of-town visitors without a JCLD library card. Wireless access is available during operating hours. The Internet is available to all patrons; however, this service may be restricted at any time for use not consistent with these guidelines. The restrictions can include being denied Internet use for a period of time, being asked to leave the library, or the removal by law enforcement authorities. For more information, see Policy 3-1-2, Patron Responsibilities and Rules of Conduct.

B. Minor Children
Parents of minor children must assume responsibility for their children’s use of the library’s Internet services. Parents should inform their children of Internet sites whose content they do not want them to view or use and may wish to supervise their children’s Internet sessions. The library’s public Internet computers are filtered in compliance with the Children’s Internet Protection Act (CIPA). See Policy 3-1-4, Safe Children.

C. Inappropriate Use
Users should be aware that the inappropriate use of electronic information resources can be a violation of local, state, and federal laws and can lead to prosecution. The user will be held responsible for his or her actions using the Internet. Users are expected to abide by the policies below which include generally accepted rules of network etiquette. Unacceptable uses of the service will result in the suspension or revocation of Internet use privileges.
D. **Unmoderated Internet**
The Internet is a decentralized, unmoderated global network; Josephine Community Library District has no control over the content found there. The library will not censor access to material nor protect users from offensive information, and the library is not responsible for the availability and accuracy of information found on the Internet.

In compliance with the Children’s Internet Protection Act (CIPA), JCLD has installed filters on all library computers to block access to images that are obscene, depict child pornography, or are deemed harmful to minors. Adult patrons conducting legitimate research or other lawful purposes on the library’s public access computers may request that staff bypass filters to access information that would otherwise be filtered.

E. **No Virus-free Guarantee**
The library cannot assure that data or files downloaded by users are virus-free. The library is not responsible for damages to equipment or data on a user’s personal computer from the use of data downloaded from the library’s Internet service.

F. **No Privacy Guarantee**
The use of the Internet and email is not guaranteed to be private. Messages relating to or in support of illegal activities will be reported to the proper authorities.

G. **Email**
Users may use the Internet for the receipt and transmission of electronic mail (email) as long as they use a free email service which will establish and maintain an account for them; the library is unable to manage email accounts for any organizations or individuals.

H. **Internet Sessions**
Internet use is offered in 30-minute sessions on a first-come, first-served basis. Each user must sign up to use the Internet computers. Each user is allowed one session—if there is no patron waiting for the service at the end of a session, the user may have another session, but after having had the service for 30 minutes, the user must abandon use of the Internet if another patron requests use of the service.

The Research/Database computers offer users 60-minute sessions. Users must sign up at the Information Desk. Reservations for use of the Research/Database computers may be made in person or by phone up to a week in advance.

I. **Wireless Access**
The library has established wireless (wi-fi) access to the Internet for laptop users to
enhance and expand access to this important tool in the library. Users of laptop computers and other portable devices with a wireless network connection can use the library’s wireless access to browse the Internet. Wireless users are expected to adhere to this Internet use policy. Violations will result in the loss of library and computer privileges.

The library does not filter or monitor the use of the Internet by users’ own wireless devices. Parents need to be aware that wireless access is free and unrestricted.

J. Internet User Rules

1. Users will respect and uphold copyright laws and all other applicable laws and regulations; they will not use it for illegal purposes.
2. Users will respect the rights and privacy of others by not accessing private files.
3. Users agree not to incur any costs for the library through their use of the Internet service.
4. Users shall not create and/or distribute computer viruses, spyware, Trojans, malware, or any other illegal utility over the Internet.
5. Users shall not deliberately or willfully cause damage to computer equipment, programs, or parameters.
6. Users shall not damage or alter computer equipment, systems or software.
7. Absolutely no food or drink is allowed at the Internet computers.
8. Users shall not display, print or send any material that is obscene, libelous, threatening, or harassing.
9. JCLD is not responsible for any user’s misuse of copyright or other violation of local, state, or federal law or regulation; the user agrees, by use of JCLD’s equipment, to indemnify, defend, and hold JCLD, its officers, agents, employees, and volunteers harmless from any claim, action, or loss arising from use of JCLD’s equipment and services, including Internet access.
10. JCLD reserves the right to terminate an Internet session at any time for failure to comply with this policy.
BEFORE THE BOARD OF DIRECTORS 
OF THE JOSEPHINE COMMUNITY LIBRARY DISTRICT

In the Matter of Adopting Policies for 
Josephine Community Library District 

Resolution No. 2019-023 

WHEREAS, the Board of Directors has reviewed revised operations policies written for the Josephine Community Library District; now therefore 

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves 

The following revised operations policies which are attached hereto and incorporated herein by this reference are authorized for implementation: 

Operations Policy 3-2-1, Collection Development (revised) 

Operations Policy 3-3-2, Use of the Internet and Other Digital Reference Tools (revised) 

DONE AND DATED this 18th day of September, 2019.

____________________________  ________________________
Pat Fahey, Board Member    Gina Marie Agosta, Board Member 

____________________________  ________________________
John Harelson, Board Member Beecher Ellison, Board Member 

____________________________
Laurel Samson, Board Member
TO: Josephine Community Library District Board of Directors
FROM: Kate Lasky, Library Director
DATE: September 18, 2019
SUBJECT: JCLD strategic plan revision

Resources
JCLD Strategic Plan
JCLD Workplan
JCLD Dashboard with key performance indicators

References

**Imperative 1:** Enhance program quality and customer service
**Objective:** Maintain high patron satisfaction
**Objective:** 10% year-over-year increases in acquisitions
**Objective:** Achieve “Enhanced status in OLA Public Library Standard by 2021
**Initiative:** Update the collection development plan to improve materials against Oregon Library Association Public Library Standards
**Initiative:** Develop a three-year programming plan that responds to community needs and includes criteria for review, approval, allocation, and ongoing evaluation of resources
**Initiative:** Develop and implement a plan to build equity across all populations

Background
In December 2018, the district board adopted its strategic plan. Since that time, the library director and staff have recorded and analyzed monthly, quarterly, and annual key performance indicators against the strategic objectives to measure success. This collated information comprises the organizational dashboard and is updated quarterly.

In January 2019, the district board updated its strategic plan to include a new objective to increase acquisitions by 10% annually. The board wanted to ensure that the library delivered on its campaign during the library district election to provide “better books” (part of the tagline, “More hours, better books, and stable funding.”

Key performance indicators for acquisitions and/or collection development include, but are not limited to, statistics for circulation, turnover, online catalog logins, Gale Database sessions, Learning Xpress logins, Library2Go checkouts.

In FY 2018–19, the district added about 14,000 new items and removed 35,000 outdated items, including audio cassettes and other outdated formats. The capacity to add new items is determined not only by the budget, but also by the shelf space available and the staff and volunteers available to process the new items.

Recommendation
With limited shelf space and staff/volunteer time, the budget is not the only factor that determines the library’s capacity to increase the addition of new materials annually. An unintended consequence of continuously increasing acquisitions could result in staff being
forced to remove valuable items to make room for new acquisitions. This model of collection development is unsustainable and does not serve to improve program quality and customer service. In a nutshell, more is not necessarily better.

The library director recommends the board revise the JCLD Strategic Plan to replace “10% year-over-year increases in acquisitions” with “Year-over-year increase in the quality of the library collection.”

Key performance indicators to determine overall quality of the collection include those mentioned earlier (turnover) as well as the age of the collection and the replacement of damaged or “shabby” items. Improving quality over quantity will better sustain organizational goals to also improve space and support staff and volunteers.
TO: Josephine Community Library District Board of Directors  
FROM: Kate Lasky, Library Director  
DATE: September 18, 2019  
SUBJECT: Library director’s report

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**Action**

- The Wolf Creek branch library HVAC system experienced air conditioning compressor failure last month. Due to high temperatures with the hottest day reaching 114° Fahrenheit, the library director made the decision to replace the unit promptly due to emergency health and safety concerns. A request for funding has been submitted to the library foundation. The new HVAC system costs $6,706 (attached) and exceeds the library directors spending authority. Library director request a motion of the board to approve this expense.

- Review and approve subscription to MARCIVE, a standard library catalog clean-up service to update records with new terms, author information, etc. Annual fee will be $950. Initial fee includes extensive deferred catalog record maintenance for 150,000 records at 2.6 cents per cataloging record. Total initial cost, including annual fee, is $5,686 (attached) and exceeds the library directors spending authority. This item was budget for FY 2019–20. Library director request a motion of the board to approve this expense.

- Review web assessment memo and recommendations (attached). Approve next steps.

**General Updates**

- Final FY2018–19 annual report has been completed and posted on the website. We will use the report in communications and outreach, as well as grant applications.

- An organizational chart has been included in the board packet as requested at the August board meeting (attached).

- As authorized by the passage of HB 2243, the State Library has worked with a Rulemaking Advisory Committee to develop draft Oregon Administrative Rules that establish minimum conditions that public libraries must meet to be officially recognized by the State Library. The Notice of Proposed Rulemaking Filing, which includes the statement of need and fiscal impact and the draft proposed rules, is open for public comment and available on the State Library’s website. You may comment on the proposed rules through October 17, 2019. See library director’s attached comment.

- Employee engagement survey has been completed and the insight report will be presented to the board by Coraggio Group at the September board meeting.

- The Fine Free Task Force met Thursday, August 15 at 2:30pm and made the recommendation to remove adult fines. The revised Fines and Fees Policy 3-6-6 will have its first reading at the September board meeting.

- Coraggio Group is working with staff to develop the annual patron survey, scheduled to launch on November 4.

- Library director is reviewing the phrase “adequate insurance” with the SDAO, as requested at the August board meeting. Due to restructuring within the SDAO and staff events/vacations, response is delayed.
Stories

- **In Grants Pass**, a resident of a local women's crisis shelter visited the library to get a library card. Staff worked with the patron and the agency to ensure confidentiality and provided copies of a specially formatted card application to be distributed to other shelter residents, allowing them to apply for a card safely and securely.
- **In Illinois Valley**, the library hosted an embroidery class in collaboration with the Illinois River Valley Arts Council. A 4-week course taught eight youth beginning stitching to complete a project. The instructor was elated that parents came to class and worked right alongside their children.
- **In Wolf Creek**, at the Wolf Creek branch special event, Space Day, the branch manager, volunteers, and attendees experimented with setting off mini rockets using Alka-Seltzer and water. The group seemed to hold their breath while the film canister filled with gas. Finally, it shot up so high that the wind blew it onto the roof. The group cheered and one boy shouted, “Science is so COOL!” Later, that same boy said, “I didn’t know you could do stuff like this at the library.”

Successes

- In conjunction with “The Big Shift” at the Grants Pass branch, a volunteer shelf-read the entire non-fiction collection, locating 156 books (approximately $4,000 worth) which had been considered lost or missing.

Challenges

- A heated incident between two men at the IV branch resulted in a 911 call, but no charges were filed. Branch manager was able to maneuver the situation out of the building and eject the instigator to the sidewalk until police could arrive. A library incident report has been completed and filed.
- Unwanted activities around the library building using power and vandalizing the property (deck damage) is a challenge. Outside outlets on the Wolf Creek branch building continue to be broken and one has been permanently damaged. The Wolf Creek library parking lot, which is shared with the Sunny Wolf Charter School and Wolf Creek Community Center is busy with activity throughout the night. This is causing concern by the branch manager and library maintenance coordinator, school maintenance coordinator, and neighbors to the parking area. Law enforcement support in this area is limited.
- Invoicing with Hunter Communications for e-rate has been challenging. Invoicing from Hunter to the district for Internet service and fiberoptic buildouts should have begun in July. The library director and business manager are working diligently with Hunter Communications and e-rate consultant EdTech Strategies to manage invoicing accurately, promptly, and according to e-rate requirements.

**Imperative #1 Enhance program quality and customer service**

- The youth services librarian will be working with the collection development team and to assess the adult DVD collection at all the libraries to identify gaps in the collection as well as develop a more thorough selection plan.
- Submitted the Ready to Read grant application for $11,331 for 2020 Early Literacy and Summer Reading Program.
• Received 10 laptops from FreeGeek in support of the library’s digital inclusion project and the Welcome to Computers class scheduled to begin on September 26 and run for five weeks. The class will cover computer and internet basics, internet safety, and library resources. The Williams branch manager will lead the class instruction and FreeGeek will provide free laptops for all participants who complete the course.
• Class visits from Sunny Wolf Charter School for the 2019-2020 school year began on September 10.
• Mobile hot spots are now available for checkout from all four branches. A soft launch is underway to troubleshoot technical issues patrons may experience due to differing technology skills, devices, and reception. Marketing will begin in October.

**Imperative #2 Nurture a work culture that values and supports its staff and volunteers**
• The Williams branch manager and communications coordinator will be attending the Guadalajara Book Festival in Mexico as part of the American Library Association (ALA) Book Fair Free Pass Program to purchase updated Spanish materials for the library’s Spanish collection. Hotel and festival passes are paid for by ALA. The district is paying for airfare and other travel expenses. Both employees speak Spanish. Travel expenses are within budget projections for employee travel and training.
• The position of collection development librarian is posted on the library website, open until filled. Interviews have begun, with four scheduled the week of September 16.
• Staff implemented a damaged-books replacement project and departments worked together to create processes and procedures. The project involves volunteers systematically pulling worn and damaged books from the shelves to be replaced. Other volunteers then help find replacements within Ingram (library materials distributor), supporting the interim collection librarian and youth services librarian while they work to update the library collection. Two volunteers have been trained to assist thus far.
• On-call library assistants completed training on public service desks and accepted several shifts, providing much-needed support for staff and volunteers.
• Library director invited to be keynote speaker on community engagement at Oregon northwest regional library in-service training on October 18 in Newport.
• Technical services manager attended National Network of Libraries of Medicine webinar “Collection Management for Healthy Communities” to learn more about collection evaluation, resources for obtaining appropriate health-related resources, and considerations for managing health and wellness collections most suitable to the community’s language, literacy, and interests related to health concerns.
• Volunteer manager attended self-paced tutorial “From Compassion to Action: Serving those with Mental Health Challenges in the Library.”

**Imperative #3 Enhance the facilities across the library systems**
• Website assessment has been completed. Findings from the assessment will inform next steps in website redesign as part of the digital inclusion initiative supported through NTEN and the library’s Digital Inclusion Fellowship.
• Security cameras were installed in all branches. This project was paid for by Josephine County and Four Way Community Foundation.
• The library foundation approved financial support to remove hazardous trees and limbs on the Illinois Valley branch property. Tree cutting is scheduled for October. The cost is
$4,730. This will leave the foundation’s $8,000 budgeted building maintenance fund with a balance of $3,270 for FY 2019–20.

- District staff is currently renovating the projector room in the Grants Pass building to create office space for the new foundation executive director. The new executive director is scheduled to begin on October 1. The library foundation has given its primary approval to fund the renovation so work could begin on a short timeframe.
- In Grants Pass, Spanish language materials have been moved to a larger space near the computers to provide room for growth and a display of translated library forms and community resource information.

**Imperative #4 Develop efficient operating systems and structures.**

- On site audit review by Pauly Rogers & Co and the subsequent audit exit meeting has been completed. Board President John Harelson attended the exit meeting, along with library director and business manager. Exit meeting found no material or significant deficiencies. District is set for a clean opinion in FY18–19.
- Gerald Burns CPA is finalizing the Annual Financial Report (AFR) to submit to Pauly Rogers & Co to complete the audit. Audit presentation to the district board scheduled for the end of the calendar year.

Library cards issued/renewed in August:
- 787 issued/renewed
- 468 (59%) in-district, 319 (41%) outside of district boundaries
- 91 out-of-district patrons paid for annual library cards
- 228 out-of-district patrons appreciated alternative options
- 23 households received scholarships, benefitting 37 patrons
- Chart below reflects quarterly averages along with current month recap

<table>
<thead>
<tr>
<th>Alternative cards</th>
<th>Q3 monthly average</th>
<th>Q4 monthly average</th>
<th>August</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult scholarship</td>
<td>10</td>
<td>5</td>
<td>8</td>
</tr>
<tr>
<td>Junior scholarship</td>
<td>26</td>
<td>34</td>
<td>29</td>
</tr>
<tr>
<td>District annexation</td>
<td>8</td>
<td>5</td>
<td>3</td>
</tr>
<tr>
<td>Property in district</td>
<td>7</td>
<td>7</td>
<td>4</td>
</tr>
<tr>
<td>Internet only</td>
<td>8</td>
<td>3</td>
<td>7</td>
</tr>
<tr>
<td>Volunteer</td>
<td>13</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Other (student, educator)</td>
<td>4</td>
<td>21</td>
<td>8</td>
</tr>
<tr>
<td>Paid monthly card</td>
<td>128</td>
<td>134</td>
<td>168</td>
</tr>
</tbody>
</table>

**Imperative #5 Build awareness and expand partnerships**

- The communication coordinator worked with local photographer Ezra Marcos to schedule three days of photoshoot session for library marketing photos. Ezra was able to capture photos of teens, patrons, and volunteers in the library attending programs, using digital devices, checking out Library of Things items, and reading books and newspapers.
• Cataloging manager represented the district at the OLA Technical Services Round Table (TSRT) Steering Committee meeting.

• As part of the digital inclusion project with NTEN, Williams branch manager has been conducting outreach to local organizations serving low income and disadvantaged communities in order to recruit participants and spread awareness about the upcoming Welcome to Computers class. The branch manager and partnership manager presented the project and other library information to HASL Center for Independent Living. Response to the new Welcome to Computers pilot program has been very positive and all registration is full (with a waiting list).

New Partners:
• **College Dreams:** A new college dreams paid intern will begin working in the children’s library with the youth services librarian in September. The intern has been a dedicated volunTEEN for the last two years.

• **Illinois Valley Radio Station KXCJ–LP:** The library was invited to be part of a revolving line-up of public agencies answering questions on air and talking about their organization on KXCJ-LP– Valley News and Views (Tuesdays, 6-7pm) in Cave Junction. Partnership manager and Illinois Valley branch manager participated the evening of August 27, discussing the district boundaries, ways to get a library card, library programs, and answered a few calls from Illinois Valley community members. The library will participate quarterly.

Partnership Updates:
• **Grants Pass & Josephine County Chamber of Commerce:** The 3-day statewide ambassador convention was held on August 22–25. The library partnership manager coordinated the event as part of her responsibilities as a Chamber Ambassador. It was a very successful event and the Chamber of Commerce appreciates its partnership with the library. The library was listed as a sponsor and logo was included on event program and sponsor banner.

• **Sunny Wolf Charter School:** Partnership manager and Wolf Creek branch manager met with the new school principal to discuss library visits for the 2019-2020 school year. Wolf Creek branch manager is implementing library lessons as part of weekly class visits, customized for each grade level.

• **Josephine County Library Foundation:** District Board Members Beecher Ellison and Laurel Samson have joined the Facilities Oversight Task Force.
  The foundation selected three candidates who will move on to a second interview stage later this month. They hope to have the new executive director on board in October.
  Interim Executive Director Teresa Stover will onboard/train the person.
  The foundation’s Year-End Fundraising Drive will run November 12–December 31. After the executive director is hired, the foundation will engage a capital campaign consultant to advise on the building fund drive for the three major building projects.
We Propose to:

- Supply + Install a new York 4.0 ton YHE48B22SNA com Pos pad + Remote + Recorder existing Air
- Supply + Install a new York Air Handler TME200N21 w/ TXV
- Supply + Install a new 10 kw SL-14TX1 + 10 kw 51-GTHW140D100G and a coil CM480X11 UV mech Room
- Supply + Install a new copper Refrigerant line set
- Supply + Install a new Honeywell S855 Vision-Pro w/ wireless outdoor sensor
- Supply electrical + permit
- Supply + Install a 3/4" Eildz Slide w/ return
- Supply + Install a 2" Return Sliding Return

Express Limited Warranty:
- 5 years labor
- Compressor is warranted for: 10 years by York
- Heat Exchanger is warranted for: 15 years by York
- Manufacturer’s Parts Warranty:

Periodic maintenance as recommended by manufacturer is required for warranties to remain in effect.

Other Items:
- Included
- Gas Piping:
- Pre-poured equipment pads:
- Permits:

Installed Price: $7,195.00

Less w/LO: $1,890.00

Less HBA: $405.00

Less:

Electrical Allowance: $1,900.00

Total Investment: $5,070.00

Payment to be made as follows:
50% Down - 50% Balance Due Upon Completion

payment is made.

Owner(s) Name: Wolf Creek Library
Address: 200 W N C St.
City, State, Zip: Grants Pass, OR 97526
Date: Aug 23, 19
Phone: 541-160-7809

Job Name: Lee
Job Location:

Approved: JCLD
Account: AH2
Class: gen
Department:

All material is guaranteed to be as specified. All work will be completed in a good workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written change orders, and will become an extra charge over any above the estimate. All agreements are contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are covered by liability and Workman's Compensation Insurance.

Unless otherwise agreed to above all payments are to be made by cash or check.
## MARCIVE Authority Processing

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Unit price</th>
<th>Extended</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authority Processing, Per Record Backfile</td>
<td>150,000</td>
<td>$0.026</td>
<td>$3,900.00</td>
</tr>
<tr>
<td>discount pricing for sending over 100,001 records</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reading Notes Profile Fee</td>
<td>1</td>
<td>$26.00</td>
<td>$26.00 one-time</td>
</tr>
<tr>
<td>adding Lexile and Accelerated Reader to available matches</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Authority Processing Record Load</td>
<td>1</td>
<td>$350.00</td>
<td></td>
</tr>
<tr>
<td>Comprehensive Notification Service: Tier 2 Annual</td>
<td>1</td>
<td>$950.00</td>
<td>$950.00</td>
</tr>
<tr>
<td>Authority Processing Overnight Setup</td>
<td>1</td>
<td>$90.00</td>
<td>$90.00 one-time</td>
</tr>
<tr>
<td>Authority Processing, Per Record Overnight</td>
<td>12,000</td>
<td>$0.06</td>
<td>$720.00</td>
</tr>
</tbody>
</table>

**ESTIMATED TOTAL FOR BACKFILE & ONGOING MAINTENANCE** $5,686.00
Additional Options

**Comprehensive Authority Notification**

<table>
<thead>
<tr>
<th>Service</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comprehensive Notification Bib Delete ($0.05 per record/$10 min/$50 max)</td>
<td>$0.05</td>
</tr>
<tr>
<td>Comprehensive Notification Authority Deletes ($0.05 per record/$10 min.)</td>
<td>$0.05</td>
</tr>
<tr>
<td>Comprehensive Notification Report</td>
<td>$150.00</td>
</tr>
<tr>
<td>Comprehensive Notification DB Reload</td>
<td>$500.00</td>
</tr>
<tr>
<td>Comprehensive Notify Full Authority &amp; Bib File Replacement</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Comprehensive Notification DB Reload Overage</td>
<td>$0.06</td>
</tr>
</tbody>
</table>

**Timelines**

1. Library completes Authorities Control Profile and sends to us.
2. We return a final cost summary for purchase order creation.
3. Library sends original purchase order and FTPs all bib records.
4. We create a test file within 1-2 days for standard specifications which consists of a file of randomly selected bib records that have been updated according to profile specs, file(s) of matching authority records, a statistical report, a heading activity report that helps evaluate the test, and any other requested reports.
5. Library loads the test bib and authority records into the local system, reviews the test results & approves the test in writing.
6. We anticipate completion of the project within 1-2 days after test approval for standard projects.
7. If elected, we will set the Library up for Overnight Authorities Processing and initiate the subscription to Authorities Notification Service or Comprehensive Notification Service.
8. Library is billed at this time for the backfile processing costs, the one-time setup for Overnight Authorities Service, and the subscription to either of the Notification services. Overnight Authorities Service and MARC Record Enrichment Service are billed on a monthly basis.

**From the time you send us your bib database,**

1. Continue to catalog new receipts--and keep track of the date,
2. Add/modify holdings,
3. Write your procedures for loading monthly Notification files and the internal schedule for sending newly created bib records for upgrade through Overnight Authorities Service,
4. But do not modify or delete bib records sent to us at this time, else you will lose this work with the updated bib records.

**Overnight Authorities**

1. Send cataloging file to MARCIVE via FTP.
2. MARCIVE makes updated file available for FTP pickup the next business day.

Matching authority records can be supplied with the updated cataloging file OR when Notification is run.

Original purchase order or other official authorization is required. Discounted price based on volume; within range unit prices prevail. Library is invoiced for actual number of bib records processed and options chosen. Shipping is prepaid and added to the Library's invoice. MARCIVE invoices first of each month for work completed previous month. Payment is net 30 days. MARCIVE accepts only U.S. dollars, and checks for U.S. funds drawn on a U.S. bank. Payments can also made with money order, Visa, MasterCard, American Express, Discover Card, or electronic transfer. MARCIVE requires prepayment of the total estimate for all non-US libraries. Any changes to profile specifications, or requested additional services must be done in writing. MARCIVE will send a written response to the Library, including any additional costs, and wait for instructions on how to proceed. Prices valid for 90 days.
SUBJECT: Website assessment findings and recommendations
DATE: September 18, 2019

Background
The library’s website can be considered a unique branch of the system. With more than 11,000 pageviews per month, online users are doing everything from searching the calendar to checking out materials, all remotely through the library’s website. In fact, some patrons only visit the online library, while others may use both or be unfamiliar with online services altogether. The library’s mission to enrich the community through access to quality library services includes the information needs of this highly diverse group, and like all the library’s branches, updates and improvements are required.

Given the importance of online information services in the 21st Century, as well as the need to assure ADA digital compliance, the district board approved a contract with Mark Wyner to conduct a thorough assessment of the library website.

Resources and research
Over the past two months, Mark Wyner has conducted an extensive assessment of the library website including stakeholder interviews, website and analytics audits, comparative landscape analysis, and technology recommendations.

- Mark Wyner’s full report is available upon request. The report details the findings from nine stakeholder interviews, audit of website and visitor analytics, a comparative landscape analysis, and technology recommendations.
- Findings will be used to implement a website redesign in FY 2019–20.
- The current JCLD website utilizes Wordpress (premium level) as its content management system (CMS). The design and functionality of the library’s site is outdated, it is difficult to navigate, and some key resources are not available.
- Recommendation is to subscribe to the business level of Wordpress and contract with a web designer who will customize the library website to meet current community information needs. Mr. Wyner noted in his findings that Wordpress is also recommended by the American Library Association: click here to read the recommendation.

- Custom-built Wordpress — contract with a web developer to design and build the site, and then provide maintenance and support for an annual retainer.
  - Setup: $50,000-$70,000. Annual cost: $6,000-$18,000.

Recommendation
Library director recommends requesting a contract proposal from Mark Wyner for web design to begin on November 1, 2019. This time frame will allow the library to launch the new website in spring of 2020, prior to (and in support of) the Summer Reading Program, as well as add key website-specific questions to the upcoming patron survey scheduled to launch on November 4.
From: ORProdSPSupport-donotreply@egov.com [mailto:ORProdSPSupport-donotreply@egov.com]
Sent: Monday, September 9, 2019 5:01 PM
To: Jennifer Patterson <JenniferPatterson@oslmail.osl.state.or.us>
Subject: Administrative Rules Comment

<table>
<thead>
<tr>
<th>First Name</th>
<th>Kate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name</td>
<td>Lasky</td>
</tr>
<tr>
<td>Organization</td>
<td>Josephine Community Library District</td>
</tr>
<tr>
<td>Phone</td>
<td>000-000-0000</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:klasky@josephinelibrary.org">klasky@josephinelibrary.org</a></td>
</tr>
</tbody>
</table>

Comment on proposed rule:
The rules are clear and easily applicable to the library system in Josephine County. Specifically, I appreciate that the definition for "public funding" includes in-kind contributions. This will allow small, rural libraries that receive financial support from partnering governments in the form of facilities, finance, courier, etc. to better communicate how they maintain operations sustainably.

Submission ID: 463c27f4-5d24-4722-808e-d859d1e6c38a
TO: Josephine Community Library District Board of Directors  
FROM: Business Manager Kedron Hay  
DATE: September 18, 2019  
SUBJECT: August 2019 Financial Statement

Accounting
- The net income for the general fund on the P&L of -$157,452 does not equal the Balance Sheet net income of -$167,383. This is due to the Balance Sheet representing all funds/grants and the P&L representing only the general fund. -$157,452 plus -$9.931 (net income of grants only) equals -$167,383.
- JCLD invoiced Josephine Community Library Foundation $2,160 for 36 household scholarships for July.
- In respect to the additional cash on hand, $289,283 of which $43,396 is restricted, the Oregon Department of Revenue was consulted, and it was determined a supplemental budget is not required at this time. The district is not required to make any changes to the budget if expenses do not exceed the appropriation. For the library district, the appropriation is General Library Operations at $1,358,900 and Enhanced Library Operations at $258,400. The library director recommends evaluating the need for a supplemental budget in a few months, after some time has passed in the fiscal year and contingency will not offset additional approved expenses for web design, marketing, and other items. A forecast column will be added to the monthly financial statement for the board.

Statement of Financial Activities (general fund P&L)
Revenue
- The district received $0 for current year tax levy and $7,003 of last year’s tax levy income in August 2019; year to date tax revenue is $0.
- Non-resident card fees equaled $4,280 for the month of August.

Expenses
- Collection development budget is $175,000 for general fund purchases. Total collection development dollars spent for the general fund is $10,054 and $10,415 for special funds in August. Total year to date collection development purchases are $37,722 for all funds.
- JCLD contracted with an Ashland photographer for library stock photos in the amount of $1,450 which is included in communications and outreach.

Special Contracts
- Special contracts include $1,110 for technical/grant writing to Stover Writing Services and $3,427 to Coraggio Group for the employee engagement survey.

Grants
- Total of grant expenses for the month of August is $15,745.
- Total revenue received from grants in FY20 is $13,118 representative of 12 grants.
Statement of Financial Position: (balance sheet)

- The district assets include $115,543 in the district checking account. The Grants Pass Maintenance Fund totals $15,335 and is held in a savings account with People’s Bank. LGIP account “General Pool 6000” represents tax dollars transferred from the Josephine County Treasurer to the required government investment account and totals $827,633. Cash Drawers at the four branches total $390, and $11,775 is held by the Josephine County Treasurer in the treasury account.
- The total combined assets of these accounts equal $970,676 including $35,032 in restricted grant funds and restricted maintenance reserve fund.
# Josephine Community Library District
## Profit & Loss Budget vs. Actual - General Fund
### August 2019

<table>
<thead>
<tr>
<th>Ordinary Income/Expense</th>
<th>Actual August-19</th>
<th>Year to Date Actual</th>
<th>Annual Budget</th>
<th>$ Over (Under) Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Income</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4000 · Current Year Tax Levy</td>
<td>$ - $</td>
<td>$ - $</td>
<td>$ 1,352,601</td>
<td>$ (1,352,601)</td>
</tr>
<tr>
<td>4005 - Prior Year Taxes</td>
<td>$ 7,003 $</td>
<td>$ 13,213 $</td>
<td>$ 22,475</td>
<td>$ (9,262)</td>
</tr>
<tr>
<td>4100 - Fines and Fees</td>
<td>$ 1,801 $</td>
<td>$ 3,196 $</td>
<td>$ 17,000</td>
<td>$ (13,804)</td>
</tr>
<tr>
<td>4102 - Non-Resident Card Fees</td>
<td>$ 4,280</td>
<td>$ 11,605</td>
<td>$ 40,000</td>
<td>$ (28,395)</td>
</tr>
<tr>
<td>4200 · Interest Income</td>
<td>$ 2,711 $</td>
<td>$ 5,401 $</td>
<td>$ 17,500</td>
<td>$ (12,099)</td>
</tr>
<tr>
<td>4300 · Other Revenues</td>
<td>$ 700 $</td>
<td>$ 700 $</td>
<td>$ - $</td>
<td>$ 700 $</td>
</tr>
<tr>
<td>4310 · Donations</td>
<td>$ - $</td>
<td>$ - $</td>
<td>$ - $</td>
<td>$ - $</td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td>$ 16,495 $</td>
<td>$ 34,115 $</td>
<td>$ 1,449,576</td>
<td>$ (1,415,461)</td>
</tr>
<tr>
<td><strong>Expense</strong></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5000 · Personal Services</td>
<td>$ 51,649 $</td>
<td>$ 132,799 $</td>
<td>$ 809,191</td>
<td>$ (676,392)</td>
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<tr>
<td>5200 · Collection Development</td>
<td>$ 10,054 $</td>
<td>$ 27,307 $</td>
<td>$ 175,000</td>
<td>$ (147,693)</td>
</tr>
<tr>
<td>5300 · Technical Services</td>
<td>$ 177 $</td>
<td>$ 1,177 $</td>
<td>$ 44,495</td>
<td>$ (43,318)</td>
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<tr>
<td>5400 · Building Improvements</td>
<td>$ -</td>
<td>$ 329 $</td>
<td>$ 26,020</td>
<td>$ (25,691)</td>
</tr>
<tr>
<td>5500 · Facilities &amp; Equipment</td>
<td>$ 778 $</td>
<td>$ 2,011 $</td>
<td>$ 41,953</td>
<td>$ (39,942)</td>
</tr>
<tr>
<td>5600 · Computer Maintenance</td>
<td>$ 434 $</td>
<td>$ 434 $</td>
<td>$ 19,675</td>
<td>$ (19,241)</td>
</tr>
<tr>
<td>5700 · Insurance</td>
<td>$ - $</td>
<td>$ - $</td>
<td>$ 7,959</td>
<td>$ (7,959)</td>
</tr>
<tr>
<td>5800 · Travel &amp; Training</td>
<td>$ 474 $</td>
<td>$ 801 $</td>
<td>$ 23,850</td>
<td>$ (23,049)</td>
</tr>
<tr>
<td>6630 · Election</td>
<td>$ - $</td>
<td>$ - $</td>
<td>$ 1,000</td>
<td>$ (1,000)</td>
</tr>
<tr>
<td>6640 · Auditor</td>
<td>$ - $</td>
<td>$ - $</td>
<td>$ 15,000</td>
<td>$ (15,000)</td>
</tr>
<tr>
<td>6650 · Patron Services and Supplies</td>
<td>$ 231 $</td>
<td>$ 454 $</td>
<td>$ 7,680</td>
<td>$ (7,226)</td>
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<tr>
<td>6660 · Volunteer Support</td>
<td>$ 111 $</td>
<td>$ 372 $</td>
<td>$ 2,900</td>
<td>$ (2,528)</td>
</tr>
<tr>
<td>6670 · Events at Library</td>
<td>$ -</td>
<td>$ (114)</td>
<td>$ 13,120</td>
<td>$ (13,234)</td>
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<tr>
<td>6680 · Communication &amp; Outreach</td>
<td>$ 2,610 $</td>
<td>$ 3,455 $</td>
<td>$ 26,700</td>
<td>$ (23,245)</td>
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<tr>
<td>6690 · Special Contracts</td>
<td>$ 7,972 $</td>
<td>$ 13,965 $</td>
<td>$ 71,000</td>
<td>$ (57,035)</td>
</tr>
<tr>
<td>6699 · Legal Administration</td>
<td>$ - $</td>
<td>$ -</td>
<td>$ 2,000</td>
<td>$ (2,000)</td>
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<tr>
<td>6700 · Administrative Support</td>
<td>$ 714 $</td>
<td>$ 1,849</td>
<td>$ 22,499</td>
<td>$ (20,685)</td>
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<tr>
<td>6800 · Telecommunications</td>
<td>$ 543 $</td>
<td>$ 1,569</td>
<td>$ 11,280</td>
<td>$ (9,711)</td>
</tr>
<tr>
<td>6850 · Utilities</td>
<td>$ 2,310 $</td>
<td>$ 5,158 $</td>
<td>$ 36,426</td>
<td>$ (31,268)</td>
</tr>
<tr>
<td>8000 · Transfers &amp; Contingency</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
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<tr>
<td><strong>Total Expense</strong></td>
<td>$ 78,058</td>
<td>$ 191,567</td>
<td>$ 1,357,748</td>
<td>$ (1,166,182)</td>
</tr>
<tr>
<td><strong>Net Ordinary Income</strong></td>
<td>$ (61,563)</td>
<td>$ (157,452)</td>
<td>$ 91,828</td>
<td>$ (249,280)</td>
</tr>
<tr>
<td><strong>Net Income</strong></td>
<td>$ (61,563)</td>
<td>$ (157,452)</td>
<td>$ 91,828</td>
<td>$ (249,280)</td>
</tr>
</tbody>
</table>
### Josephine Community Library District

#### Enhanced Library Services

**August 2019**

<table>
<thead>
<tr>
<th>Grant Revenue</th>
<th>Revenue Collected through FY19</th>
<th>Revenue Year to Date FY20</th>
<th>Annual Budget</th>
<th>Total Revenue through FY19</th>
<th>Expenditure Year to Date FY20</th>
<th>Expenditure Annual Budget</th>
<th>Total Expenditure Remaining FY20</th>
<th>Fund Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dorothy Thompson Fund</td>
<td>22,582</td>
<td>2,418</td>
<td>25,000</td>
<td>25,000</td>
<td>(25,093)</td>
<td>93</td>
<td>(25,000)</td>
<td>0</td>
</tr>
<tr>
<td>Dorothy Thompson Fund - 2019</td>
<td>0</td>
<td>0</td>
<td>25,000</td>
<td>0</td>
<td>(189)</td>
<td>(10,101)</td>
<td>(10,290)</td>
<td>(10,290)</td>
</tr>
<tr>
<td>Four Way-2019 Safety/Security</td>
<td>6,526</td>
<td>0</td>
<td>6,526</td>
<td>6,526</td>
<td>0</td>
<td>(6,526)</td>
<td>(6,526)</td>
<td>0</td>
</tr>
<tr>
<td>Friends of the Library</td>
<td>13,128</td>
<td>3,600</td>
<td>20,100</td>
<td>16,728</td>
<td>(8,888)</td>
<td>(243)</td>
<td>(9,131)</td>
<td>7,597</td>
</tr>
<tr>
<td>JOCC-History/Poetry-2019</td>
<td>1,500</td>
<td>0</td>
<td>1,500</td>
<td>1,500</td>
<td>(80)</td>
<td>0</td>
<td>(80)</td>
<td>1,420</td>
</tr>
<tr>
<td>JCLF</td>
<td>0</td>
<td>7,100</td>
<td>40,000</td>
<td>7,100</td>
<td>(7,150)</td>
<td>(3,323)</td>
<td>(10,473)</td>
<td>(3,373)</td>
</tr>
<tr>
<td>Josephine County-2019 Safety/Security</td>
<td>5,500</td>
<td>0</td>
<td>5,500</td>
<td>5,500</td>
<td>0</td>
<td>(469)</td>
<td>(469)</td>
<td>5,031</td>
</tr>
<tr>
<td>Kay Jean Turner - 2019</td>
<td>0</td>
<td>2,000</td>
<td>2,000</td>
<td>2,000</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>2,000</td>
</tr>
<tr>
<td>Kiwanis-2019</td>
<td>2,000</td>
<td>0</td>
<td>2,000</td>
<td>2,000</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>2,000</td>
</tr>
<tr>
<td>Kiwanis-Hearts Mission-2019</td>
<td>500</td>
<td>0</td>
<td>500</td>
<td>500</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>500</td>
</tr>
<tr>
<td>Ready to Read Program 2019</td>
<td>11,016</td>
<td>0</td>
<td>11,016</td>
<td>11,016</td>
<td>(1,275)</td>
<td>(2,486)</td>
<td>(3,761)</td>
<td>7,255</td>
</tr>
<tr>
<td>Solid Waste Agency</td>
<td>5,055</td>
<td>0</td>
<td>5,055</td>
<td>5,055</td>
<td>(832)</td>
<td>0</td>
<td>(832)</td>
<td>4,223</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>67,807</strong></td>
<td><strong>13,118</strong></td>
<td><strong>144,142</strong></td>
<td><strong>80,925</strong></td>
<td>(43,507)</td>
<td>(23,056)</td>
<td>(66,562)</td>
<td><strong>14,364</strong></td>
</tr>
</tbody>
</table>
### Josephine Community Library District

**P&L Special Funds (all transactions)**

**As of August 31, 2019**

<table>
<thead>
<tr>
<th>Maintenance Fund (Special Funds)</th>
<th>Restricted</th>
<th>Unrestricted</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintenance Fund Beginning Balance</td>
<td>21,458.08</td>
<td>10,000.00</td>
<td>26,482.59</td>
</tr>
<tr>
<td>Transfer per Lease Agreement for 2019</td>
<td>5,000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interest Earned</td>
<td>24.51</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>26,482.59</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expenses</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interest Earned</td>
<td>24.51</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>26,482.59</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transfers to General Fund</td>
<td>-11,147.86</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>GP hot water heater</td>
<td>630.07</td>
</tr>
<tr>
<td></td>
<td></td>
<td>WM A/C</td>
<td>4,383.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>GP gutter/glashing</td>
<td>238.50</td>
</tr>
<tr>
<td></td>
<td></td>
<td>IV sewer</td>
<td>3,771.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>GP gutter cleaning</td>
<td>85.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>GP ceiling tiles</td>
<td>42.29</td>
</tr>
<tr>
<td></td>
<td></td>
<td>GP water fountain</td>
<td>1,600.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>GP fans</td>
<td>398.00</td>
</tr>
<tr>
<td>Total Maintenance Fund Balance at 6/30/2019</td>
<td>15,334.73</td>
<td></td>
<td>15,334.73</td>
</tr>
</tbody>
</table>

**Expense**

<table>
<thead>
<tr>
<th>Expense</th>
<th>Restricted</th>
<th>Unrestricted</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>5500 - Facilities &amp; Equipment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5402 Branch Building Improvemen</td>
<td>6,134.79</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5501 - Bld Repairs &amp; Maintenance</td>
<td>4,383.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5505 - Equipment Improvement &amp; M</td>
<td>630.07</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Expense</td>
<td>11,147.86</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

To be Transferred

Remainder

Total Expensed

8,154.00

11,147.86
# Josephine Community Library District

## Balance Sheet

**As of August 31, 2019**

### ASSETS

#### Current Assets

- **Checking/Savings**
  - 1000 · People's Bank of Commerce  
    - 115,542.93
  - 1010 · People's Bank-Savings  
    - 15,334.73
  - 1100 · General Pool 6000  
    - 827,633.39
  - 1150 · Cash Drawers  
    - 390.00

Total Checking/Savings  
- 958,901.05

- **Other Current Assets**
  - 1310 · JoCo Reserve for Disputed Tax  
    - 11,775.10

Total Other Current Assets  
- 11,775.10

**Total Current Assets**  
- 970,676.15

#### Fixed Assets

- **1610 · Furniture and Equipment**  
  - 303,130.91

**Total Fixed Assets**  
- 303,130.91

**TOTAL ASSETS**  
- 1,273,807.06

### LIABILITIES & EQUITY

#### Liabilities

- **Current Liabilities**
  - **Credit Cards**
    - 2020 · People's Bank Visa Cards  
      - 2020.1 · People's Bank Visa - 1552  
        - -1,839.84

Total 2020 · People's Bank Visa Cards  
- -1,839.84

Total Credit Cards  
- -1,839.84

- **Other Current Liabilities**
  - 2400 · Deferred Revenues(audit)  
    - 5,596.59

Total Other Current Liabilities  
- 5,596.59

**Total Current Liabilities**  
- 3,756.75

#### Equity

- **3900 · Fund Balance 'Unassigned' (Gen)**  
  - 1,134,302.53

**3920 · Capital Asset Investments**  
- 303,130.91

**Net Income**  
- -167,383.13

Total Equity  
- 1,270,050.31

**TOTAL LIABILITIES & EQUITY**  
- 1,273,807.06
The following operations policies are presented for the board’s first reading in September:

- Revised Operations Policy 3-2-2, **Donated and Gifted Materials**
  The policy removes the current two-year time limit and clarifies what books and materials are acceptable as donations. Some donated items in excellent condition published earlier than two-years ago may be used to replace damaged and worn books.

- Revised Operations Policy 3-6-6, **Fines and Fees**
  The Fine Free Task Force met Thursday, August 15 at 2:30pm and made the recommendation to remove adult fines. The revised Fines and Fees Policy 3-6-6 eliminates fines for adult materials, per the recommendation from the Fine Free Task Force.
  For more information, see the July 7, 2019 Fine Free Task Force Memo.
Policy 3-2-2. Donated and Gifted Materials

Adopted 2/21/2019

Books and Materials
JCLD accepts donations of books and *other library materials in good condition* DVDs published or released within the last two years in *new condition* which meet *current* collection development criteria. *Items in poor physical condition, outdated material formats, condensed/abridged titles, textbooks, magazines and encyclopedias* will not generally be *accepted for donation*. The library’s acceptance of a donated item does not constitute an agreement to add it to the collection; the library *will make all necessary decisions as to the retention, location, cataloging and other considerations related to the use, disposition and disposal* reserves the right to dispose of all donations as it sees fit. The library does not *assess the value of gifts made to the library*. Valuation should be determined by the donor.

Cash Donations
Monetary donations may be made to the Josephine County Library Foundation, the local Friends of the Library, or to JCLD. Donations to the foundation or the local Friends of the Library will be administered by the receiving organization subject to its own policies.

Donations of Art
JCLD has only a limited ability to store or display *art*, and *art and* has limited ability to provide security. As display space is typically utilized to display artwork on loan from local artists, the library district generally does not accept donations of artwork.
3-6-6. **Fines and Fees**

Adopted 3/15/2018
Revised 1/17/2019
Revised 5/16/2019

Borrowing privileges will be suspended if a patron has $10 or more in outstanding fines or fees. Privileges will be restored when outstanding charges are brought below this amount.

**Late Fines:** Adult materials not returned by the due date incur late fines of 25 cents per day. Late fines are not charged on for Adult, Children’s and Young Adult materials.

**Item Replacement Fees:** Replacement fees for lost or irreparably damaged materials are based on the purchase price reflected within the library catalog system minus a 20 percent allowance for library volume discount. Ancillary fees are as follows:

<table>
<thead>
<tr>
<th>Item Type</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audio book case</td>
<td>$7 per item</td>
</tr>
<tr>
<td>Music CD case</td>
<td>$2 per item</td>
</tr>
<tr>
<td>DVD case (holds 1-2 discs)</td>
<td>$3 per item</td>
</tr>
<tr>
<td>DVD case (holds 3 or more discs)</td>
<td>$7 per item</td>
</tr>
</tbody>
</table>
Recent activity

**Exploration of Grants Pass property purchase.** The proposal for an option to purchase property for a future Grants Pass library site was rejected by the owners of one property, but accepted with conditions by the owners of the second property. In August, the JCLF board authorized Steve to pursue negotiations on the accepted option proposal. Communications are continuing with the property owner, and library foundation attorney Ben Freudenberg is in the process of drafting the option contract.

The option terms, as well as the property site under consideration, should be held as confidential within the district and foundation boards until an agreement is executed.

**Building maintenance and improvements.** In September, the district submitted a funding request to the foundation to replace the Wolf Creek HVAC system, which experienced an air conditioning compressor failure. The new HVAC system costs $6,706. Because this request will be funded through the foundation’s building improvement fund as a capital improvement, the FOTF reviewed and approved the expenditure.