

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

**Board members:**

Position 1	Position 2	Position 3	Position 4	Position 5
Beecher Ellison	Laurel Samson, Vice President	Gina Marie Agosta	Pat Fahey	John Harelson, President

Agenda Items	Action	Responsible	Time
<b>Call to Order</b>		L. Samson	
<b>Standing Items</b>			5 min
<ul style="list-style-type: none"> <li>1. Approval of agenda</li> <li>2. Approval of consent agenda               <ul style="list-style-type: none"> <li>• July 18 board meeting minutes</li> </ul> </li> <li>3. Public comment</li> <li>4. Correspondence</li> </ul>	Motion	L. Samson L. Samson  L. Samson L. Samson	
<b>Staff Reports</b>			
<ul style="list-style-type: none"> <li>1. Library director's report</li> <li>2. Financial report</li> <li>3. Strategic plan/board work plan</li> </ul>	Report Report Report	K. Lasky K. Hay L. Samson	10 min 5 min 5 min
<b>Action Items</b>			
<ul style="list-style-type: none"> <li>1. Library director performance review</li> <li>2. Policies, first reading: Governance</li> <li>3. Policies, first reading: Operations</li> <li>4. Strategic Plan, first reading: Objectives</li> </ul>	Discussion Discussion Discussion Discussion	L. Samson L. Samson K. Lasky K. Lasky	5 min 10 min 10 min 10 min
<b>Board Member Reports</b>			
<ul style="list-style-type: none"> <li>1. Library Foundation liaison report</li> <li>2. Facilities Oversight Task Force report</li> </ul>	Report Report	S. Cohen Ellison/Samson	5 min 5 min
<b>Announcements</b>			
<ul style="list-style-type: none"> <li>1. Comments from board members</li> <li>2. Date and agenda items for next meeting</li> </ul>		All L. Samson	5 min 5 min
<b>Adjourn</b>		L. Samson	

Date and Time	Upcoming Meetings and Events
August 16	Summer Meals Program ends
August 17	Something About Poetry Program in GP from 1-3pm
August 22	James Basker book talk in GP from 2-3pm
August 31	Master Gardeners in GP from 1-1:45pm
September 1	Rick Bartow art display in GP
September 14	AIM authors workshop in GP from 1-3pm
September 19	JCLD regular board meeting in GP at 5:15pm
September 22	The Great Book Grab in GP from noon-2pm

**Josephine Community Library District  
Board Regular Meeting Minutes  
Thursday, July 18, 2019 at 5:15 pm  
Ben Bones Room, Grants Pass Branch Library**

**Members present:** John Harelson, Beecher Ellison, Pat Fahey, Gina Marie Agosta

**Members absent:** Laurel Samson

**Staff present:** Library Director Kate Lasky, Communications Coordinator Brandace Rojo, Public Services Director Norma Singer, Cataloging Manager Robert Kohl

**Contractors:** Josephine County Library Foundation Interim Executive Director Teresa Stover

**Guests:** Josephine Community Library Foundation Board Member David Mannix

**CALL TO ORDER.** Mr. Harelson called the meeting to order at 5:15 pm.

### **STANDING ITEMS**

**Approval of agenda.** Mr. Harelson proposed to move actions items to the top of the list after the consent agenda.

#### **Annual board elections.**

**Motion:** Mr. Fahey moved to adopt resolution 2019-19 to nominate Mr. Harelson as board president and Ms. Samson as vice president. Mr. Ellison seconded. The motion passed unanimously.

#### **Board signers.**

**Motion:** Ms. Agosta moved to adopt resolution 2019-22 to remove past board vice president Jennifer Roberts as a signer and nominate John Harelson, Laurel Samson, Pat Fahey, and Kate Lasky as signers. Mr. Fahey seconded. The motion passed unanimously.

**Approval of consent agenda.** There were no changes to the consent agenda.

- **Approval of June meeting minutes.** The board reviewed the last regular board meeting minutes.
- **Resolution 2019-020** (LGIP)
- **Resolution 2019-021** (Policy 4-5-1)
- **Coraggio Group contract**

**Motion:** Mr. Fahey moved to approve the consent agenda including the June 20 board meeting minutes, resolutions numbered 2019-020 and 2019-021, and the Coraggio Group contract be approved as presented. Mr. Ellison seconded. The motion passed unanimously.

**Public comment.** There was no public comment.

**Correspondence.** There was no correspondence.

**Annexation petition review.** The board reviewed five new annexation petitions.

**Motion:** Mr. Fahey moved that the board endorse the annexation petitions for Barbara Dickinson, Alberta Heagney, Donna Chickering, Katherine Motoya, Mary Beth Camire. Mr.

Ellison seconded. The motion passed. Mr. Harelson and Ms. Lasky signed and stamped the petitions on behalf of the board.

## **ACTION ITEMS**

**Sheepscot retainer contract.** Ms. Lasky explained that the district has \$300,000 more in anticipated cash carryover. The contract is not reflected in the current budget. She requested an extension of the one-year contract with Sheepscot Creative for FY20.

Mr. Fahey had a question about what “adequate insurance” means in their contract.

**Action:** Ms. Lasky will follow up with the Special Districts Association of Oregon and Sheepscot Creative for clarification.

**Action:** Ms. Lasky will research what the definition of adequate insurance should be for standard contracts.

**Motion:** Mr. Fahey moved to accept the contract with Sheepscot Creative for a FY20 retainer. Ms. Agosta seconded. The motion passed unanimously.

**Website consultant contract.** Referring to the contract proposal for website consultation, Ms. Lasky offered an overview of the work Mark Wyner has proposed for a website discovery project.

**Motion:** Ms. Agosta moved to accept the contract with Mark Wyner for a website discovery project. Mr. Fahey seconded. The motion passed unanimously.

**Fine-free task force formation.** Ms. Lasky requested that at least one board member join the task force to review the removal of library overdue fines for adults. Ms. Agosta volunteered to join that task force.

**Motion:** Mr. Fahey made a motion to form a fine free task force and appoint Ms. Agosta as the board representative. Mr. Ellison seconded. The motion passed unanimously.

**Facilities Oversight Task Force.** Referencing the “Facilities Oversight Task Force” memo dated July 18, 2019, Ms. Stover reviewed the types of projects that the task force works on.

**Motion:** Mr. Fahey moved to appoint Ms. Samson and Mr. Ellison as the board representatives on the facilities oversight task force. Ms. Agosta seconded. The motion passed unanimously.

**Capital Improvement Plan.** Referencing the “Capital Improvement Plan Prioritized” memo dated July 18, 2019, Ms. Lasky reviewed the recommendations made for facilities repairs. Ms. Lasky will incorporate facilities improvements in her director’s report.

**Motion:** Mr. Fahey moved to accept the capital improvement plan as presented. Ms. Agosta seconded. The motion passed unanimously.

**Carpenter Grants authorization.** Ms. Stover presented that the library district is requesting a \$20,000 grant to help cover the e-rate project.

**Motion:** Ms. Agosta moved to approve the Carpenter Grant application for \$20,000. Mr. Ellison seconded. The motion passed unanimously.

## **STAFF REPORTS**

**Library director's report.** Ms. Lasky reviewed the Library Director's Report dated July 18, 2019. The following are highlights:

- New position for library assistant
- Job opening for collection development librarian
- Recent DEI training was excellent
- Cataloguing manager has added cover art in the online catalog now
- Internet Infrastructure Project broke ground in Illinois Valley and should have the build out to Wolf Creek completed by January 2020

**Motion:** Ms. Agosta moved to approve the title of library assistant on-call position. Mr. Fahey seconded. The motion passed unanimously.

**Financial report.** Ms. Lasky reviewed the June Financial Statement memo dated July 18, 2019. She also reviewed the Profit & Loss Budget vs. Actual – General Fund statement through June 2019, the Profit & Loss statement for grants through June 2019, and the Balance Sheet as of June 30, 2019.

Mr. Harelson reviewed June financials and signed off on them. He noted no deficiencies.

**Strategic plan/board work plan.** Developing a new board member orientation process and accompanying materials has been accomplished.

**Annual report.** Referencing the FY19 Annual Report, Ms. Lasky reported on the library district's first full year.

Mr. Fahey suggested adding a section for collection to the FY19 District Expenses pie chart.

Mr. Harelson suggested moving the deadline for the Annual Report to August going forward.

## **BOARD MEMBER REPORTS**

**Library Foundation liaison report.** Mr. Mannix reported that the feasibility study interviews will be completed tomorrow.

The library foundation website is going live next week.

A position for a permanent executive director will post next week and be open until August 16. Ms. Stover's contract as interim has been extended until someone is hired.

The library foundation had a chance to visit the Illinois Valley branch for their July meeting.

**Facilities Oversight Task Force.** No current updates.

## **ANNOUNCEMENTS**

**Comments from board members.** Mr. Fahey noted that District 7 has a makerspace trailer that they are gifting to RCC. He suggested the library district find a way to integrate it into library programming at each of the branches.

**Date and agenda items for next meeting.** Mr. Harelson announced that the next regular meeting will be at 5:15 pm on Thursday, August 15. Agenda items include library director review.

Mr. Harelson will not be present for the August meeting.

Ms. Agosta requested to review meeting times and possible change them to Wednesday evenings.

## **ADJOURNMENT**

The meeting adjourned at 7:20 pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'BRojo', written in a cursive style.

Board Secretary Brandace Rojo  
Josephine Community Library District

TO: Josephine Community Library District  
FROM: Kate Lasky, library director  
DATE: August 15, 2019  
SUBJECT: Library director's report

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### Action

- Evaluate board meeting dates and affirm board meeting schedule for FY 2019–20. Library director recommends the board continue to meet the third week of the month. No specific recommendation for day of the week.
- Library director requests board approval of revised collection development position description and new technical services manager position. These changes will reorganize the collection development department by assigning departmental oversight to the technical service manager (currently cataloging manager). This change will not impact the personnel budget.
- Schedule the October board meeting in Wolf Creek. See attached.
- McMillan Publishers announced an embargo on selling e-books to libraries. The American Library Association has issued a statement against this practice. See attached. The library director requests the board move to support ALA's stance on the embargo.
- The State Library of Oregon has purchased statewide access to online Trustee (Board) Training courses from United for Libraries. These courses are free to all Oregon library directors, staff, and library board members through September 30, 2020. Courses include Short Takes for Trustees, a series of 10 short videos (8-10 minutes each) that can be shown during board meetings; The Trustee Academy, a series of online courses to help board members become exceptionally proficient in their roles on behalf of libraries; and, Special Bonus Webcast: *Troubled Library Boards: Prevention and Survival*, a single webinar to assist board members dealing with stressful situations. Schedule trainings with the library director.

### General Updates

- The Pop-Up Food Pantry has been relocated from the Wolf Creek branch community room to the Community Building a few blocks away. Friday, August 2 is the first day for the Food Pantry in the new location.
- Board Google calendar reflects board member availability and special meetings. Board members are asked to send library director updates to their schedules to be added to the calendar. Board members may request assistance as needed.
- All board member emails have been added to Tech Tips distribution list. Please check junk mail if you are not receiving Tech Tips.
- The Fine Free Task Force is scheduled to meet Thursday, August 15 at 2:30pm. Updates will be presented to the board at its September meeting.
- Received and responded to a Request for Reconsideration per the Collection Development Policy. See attached.

### Stories

**In Grants Pass**, a patron at the information desk commented that they did not realize they could come to the library for tech help until getting the library email promoting tech time. The patron had been unable to use multiple devices and spent significant money trying to learn them. An information desk volunteer spent an hour helping and the patron was very grateful.

**In Illinois Valley**, a patron who regularly attends storytime and summer reading program activities with her daughter confessed to the branch manager that being a stay-at-home mom is challenging for her. Knowing that her library welcomes her, and her toddler anytime is a huge comfort.

**In Williams**, despite some technical difficulties, the new Tech Tips newsletter has been well-received by staff and volunteers alike. One volunteer asked for a list of the links that appeared in the emails.

The Williams branch manager shared the “tip sheets” that had previously been created as a digital literacy resource. The volunteer responded: “This looks wonderful! If you're okay with it, I'd like to send it to some folks in Swaziland (where I served in the Peace Corps 2013–2015). I think some folks there would find it really useful!” The communications coordinator has now turned the tip sheets into a web page, which can be linked from the desktop of public computers.

**In Wolf Creek**, two sisters who regularly come into the Wolf Creek branch for the Summer Reading Program consistently ask to play with the kinetic sand each time they come in. One day, the Branch Manager overheard the two animatedly talking, using various voices and sound effects. She peeked around the corner to find the girls had brought in their own toys and were waging an epic battle using the kinetic sand as their changing landscape! The library is a great place to get creative.

### **Successes**

- In Wolf Creek, “missing” children’s books have continued to reappear due to the elimination of fines for youth materials.
- Illinois Valley branch high speed internet was connected on July 29. Service was smooth and efficient on their busiest day of the week in contrast to usual 12 – 15 disconnects.

### **Challenges**

- In Wolf Creek, a part of the back-deck railing has been broken and serves as a foothold for people to climb onto the deck after hours. This has resulted in the outside outlet box being broken into, minor vandalism, and trash being left behind. Although this area is well lit, it is not easily visible from the road.
- There seems to be a lot of confusion in the community surrounding the E-rate project. Many community members commented on social media posts about progress made for the E-rate project that they have not noticed any internet improvements at their homes. Communication about the E-rate project only affecting the library buildings will be highlighted in future correspondence.

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

- “The Big Shift” (moving nonfiction collection to allow for expansion of shelf-space for fiction collection) is underway in the Grants Pass branch. Shelving maps and status updates are posted weekly to communicate with staff and volunteers. Signage in the library has been effective in communicating with patrons.
- The minimum age requirement to obtain a library card is no longer in effect (formerly age five). Within minutes of distributing revised card applications allowing children under four to receive cards, we welcomed our first three-year-old patron. Removing this arbitrary age limit encourages parents to obtain cards for their children and allows out-of-district patrons to check out books to read to their young children the same day instead of waiting for adult scholarship approval.

### **Imperative #2 Nurture a work culture that values and supports its staff and volunteers**

- Employee engagement survey is in progress.
- The Williams branch manager attended a weekend training in New York as part of the Library Freedom Institute, a digital privacy course for library professionals. She networked with librarians from across the country and attended skill building workshops on communications, advocacy, and training.
- Public Services Director attended Public Library Association webinar “Hotspot Lending at Your Library” in preparation for rollout of our Library of Things hotspots.

**Imperative #3 Enhance the facilities across the library systems**

- Received funding approval from the FCC E-rate program for the portion of the Internet Infrastructure Project which will configure a wide area network connecting all four branches, called Category 2. The project is in progress and scheduled to finish by June 2020.
- Submitted request for funding to the library foundation to remove hazardous trees and limbs on the Illinois Valley branch property. Tree removal has been neglected for decades and is a high priority for safety and preservation of capital, as listed on the Capital Improvement Plan.
- Submitted a grant proposal to the Carpenter Foundation for \$20,000 in support of the Library Internet Equity Project. This is a subset of the Internet Infrastructure Project, which is installing high-speed fiber-optic Internet lines at the Illinois Valley and Wolf Creek branches and configuring a wide-area network connecting all four branches. Although the FCC E-rate program is paying for 85–90 percent of eligible costs (\$172,339) of the Internet Infrastructure Project, other funding sources are needed to pay the other costs, which total \$36,534.
- In Grants Pass, a new doorway was installed between offices behind circulation and information desks to allow easier communication between public services director and adult services/volunteer manager and provide a secondary exit in case of emergency.

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

- Department heads received new departmental budgets and track expenditures monthly in detail to ensure proper allocation of funds and budget oversight at all levels of management.
- Annual audit is in progress. Audit visit is scheduled for the first week of September.
- In response to ongoing improvement to internal controls the following updates have been made:
  - Library director checking audit trail in QuickBooks monthly.
  - QuickBooks financials are “closed” monthly after third-party reconciliation. Journal entries are required for all changes made after months are closed.

Library cards issued/renewed in July:

- 924 issued/renewed
- 541 (59%) in-district, 383 (41%) outside of district boundaries
- 142 out-of-district patrons paid for annual library cards
- 241 out-of-district patrons appreciated alternative options
- 37 households received scholarships, benefitting 46 patrons
- Chart below reflects quarterly averages along with current month recap

Alternative cards	Q3		Q4		July	
	10	4%	5	2%	14	4%
Adult scholarship	10	4%	5	2%	14	4%
Junior scholarship	26	9%	34	11%	32	9%
District annexation	8	3%	5	2%	1	0%
Property in district	7	2%	7	2%	9	2%
Internet only	8	3%	3	1%	6	2%
Volunteer	13	4%	1	0%	2	1%
Other (student, educator)	4	1%	21	8%	9	2%
Paid monthly card	128	43%	134	45%	165	43%

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

- Website assessment project launched on July 29 and is in progress. The assessment report will be presented at the September board meeting.
- Overall, weekly ads in the Daily Courier and Country Weekly have helped increase attendance and participation in library programs. For example, an ad placed in July to promote volunteering at the library resulted in an increase in new volunteer applications from 2-4 a month to 10 applications.
- The Library of Things logo designed by Sheepscot Creative has allowed the library to showcase a cohesive collection on social media and in print ads. Overall usage continues of this collection continues to increase.

**Authors Innovative Marketing (AIM):** AIM's mission is to work together to promote our members and their craft, increase public awareness of our authors, illustrators, and their work, and expand out readership and increase personal sales, with the common goals of promoting local authors. AIM is partnering with the library to provide a workshop, hosted by a different local author with a different theme every other month. This program is modeled after the successful partnership with Oregon Poet's association and will alternate months with the poetry workshops.

**Grants Pass & Josephine County Chamber of Commerce:** As part of her responsibility as ambassador chair, partnership manager is planning the three-day statewide 2019 Chamber Ambassador Convention to be held August 23–25. With two weeks remaining before the convention, partnership manager is concentrating time on this partnership.

**Grants Pass Kiwanis Club:** As part of the library's grant partnership with Kiwanis, partnership manager presented grant outcomes to Kiwanis. Kiwanis members were eager to hear about what's new at the library and how their funding is being used to support the children in the community.

**Josephine County Library Foundation:** District staff continues to work with the library foundation as advisors for communications, fundraising, and facilities issues. District staff assisted in the foundation's feasibility study interviews with community members about the proposed major building projects.

The library foundation launched its new website and branding. Visit [jclfoundation.org](http://jclfoundation.org).

The library foundation has opened recruitment for its executive director position. Information is available on their new website. District staff are assisting with recruitment of the foundation's permanent executive director.

## JOSEPHINE COMMUNITY LIBRARY DISTRICT

POSITION TITLE: Collection Development Librarian

SUPERVISOR: ~~Library Director~~ Technical Services Manager

### SUMMARY OF POSITION

The Collection Development Librarian ~~is in charge~~ is responsible for the selection of adult nonfiction, fiction, electronic resources, media, periodicals, and the reference collection materials. ~~This position, providing supports selection, collection~~ maintenance, and provides weeding guidance at multiple branches. The Collection Development Librarian ~~is a resource for the Reference Librarian works closely with the Public Services Director, Adult Services and Volunteer Manager, and Children's Youth Services Librarian and other Department Heads to help maintain~~ as well as Information Desk volunteers and the public in research techniques and utilizing the online catalog and electronic resources. ~~This position helps maintain~~ a team-oriented climate that will attract, keep, inspire, and motivate quality staff and volunteers and secure the trust and confidence of the Board of Directors.

### ESSENTIAL FUNCTIONS

#### Collection Development

- ~~Build strength in information resources in all formats and media for adult patrons~~ Evaluate and selects materials and resources in various formats to develop and maintain the collection using professional resources, judgment, and internal collection policies and procedures.
- Recommend forward-thinking plans for growth and management of the collections for adult patrons.
- Identify areas in which additional materials are needed at all four branches and order new titles.
- Oversee the deselection and replacement of materials at all four branches and order titles.
- Create pathfinders and bibliographies for various library resources, including electronic resources, to support users' needs and interests.
- Recommend updates to the library website to improve patron access.
- ~~Plan and select materials for library theme based displays.~~
- ~~Update the government documents collection, especially state and local.~~
- Maintain awareness of local and current interests, events and trends, and anticipate demand for materials.
- Assist the ~~Public Services Director~~ Technical Services Manager and Library Director in establishing the collection development budget, ~~particularly for reference, nonfiction, and electronic resources.~~
- Manage and expend the annual budget for adult nonfiction materials as well as trust or grant funds targeting specific subject areas of the adult collection.
- Evaluate pre-screened donations for possible inclusion in the collection.
- Manage patron Suggestions for Purchase for adult materials in all formats.
- ~~Administer the online subscription databases.~~
- Effectively search a variety of sources including print and digital resources, as well as external information sources and referrals to inform selection decisions.
- Prepare and make public presentations.
- Prepare and analyze monthly, quarterly, and annual collection reports including but not limited to collection mapping and other statistical data to determine overall usage.
- Respond to Requests for Reconsideration in the adult collection in collaboration with the Intellectual Freedom Committee.
- Assist in the development and implementation of the interlibrary loan (ILL) and reciprocal borrowing program.

#### Adult Services

- ~~• Provide guidance in using the online catalog. Help with directional, reader's advisory, and informational questions.~~
- ~~• Be a resource in the uses of the online catalog and research databases.~~

## NON-ESSENTIAL FUNCTIONS

Other duties and tasks as required.

## SCOPE OF AUTHORITY

Work is recurring with occasional variations from the norm and involves a moderate amount of complexity. The incumbent works independently, determining their own practices and procedures, contributing to the development of new concepts and policies. Decisions are made within a broad interpretation of applicable laws and governmental guidelines. Position has full departmental budget responsibility under the direction of the Library Director and makes recommendations regarding capital expenditures. Errors could result in delay or loss of department services, poor public relations, loss of volunteers, and monetary loss.

## SUPERVISORY RESPONSIBILITY

Position oversees volunteers.

## CONTACTS/COMMUNICATION

Contacts are generally made with others both within and outside the organization. Communication takes place electronically, via the telephone, and face to face and may be on a one-to one basis or to groups. Contacts are seldom about confidential or sensitive matters.

## QUALIFICATIONS

- Master's degree from an ALA-accredited library program or equivalent experience that demonstrates the ability to perform the duties and responsibilities of the position.
- ~~and three (3)~~Three years professional experience in adult public services and/or working with library collections and selecting materials in a public or comparable library system is ~~required~~preferred.
- Proficiency with ILS software (Polaris preferred), Microsoft Windows, Microsoft Office (Word and Excel), e-mail, Internet essentials, and basic troubleshooting is required
- ~~• Experience with an integrated library system (ILS) such as Polaris is preferred.~~
- ~~• Experience in collection development and the knowledge, skills, abilities, and behaviors necessary to provide superior service to patrons, volunteers, and staff.~~
- Knowledgeable of the general principles and techniques of professional library work and skills necessary to perform the duties and responsibilities of the position.
- Familiar with the general reading interests of public library patrons and knowledge of key authors in various popular genres.
- Informed about the information resources available in a broad range of subject areas of interest to the library's patrons.
- Ability to perform some advanced calculations, including budget analysis and data manipulation.
- Ability to make independent decisions, sometimes with limited information.
- Must be a team player, willing to respond quickly and flexibly to changing events and work assignments in a dynamic and challenging work environment.
- Ability to work effectively and diplomatically under pressure.

## ~~Includes the ability to:~~

- ~~• Effectively search a variety of sources including print and digital resources, as well as external information sources and referrals.~~
- ~~• Prepare and make public presentations.~~
- ~~• Use current desktop software, including Microsoft Word, Excel, and PowerPoint.~~

- ~~Manage complex projects; prioritize and accurately perform a variety of tasks under the pressure of deadlines.~~
- ~~Communicate clearly and concisely, both orally and in writing.~~
- ~~Perform some advanced calculations, including budget analysis and data manipulation.~~
- ~~Make independent decisions, sometimes with limited information.~~
- ~~Ability to work effectively and diplomatically under pressure.~~

#### **PHYSICAL DEMAND**

- Ability to perform physical tasks including frequent standing, bending, stooping, lifting to 25 lbs.
- Ability to use a computer, including keyboarding

#### **JOB CONDITIONS**

Work takes place in a climate-controlled library generally during daytime hours with some evening and weekend work.

#### **FLSA STATUS**

Non-exempt status.

#### **BACKGROUND CHECK ~~and DRUG SCREENING:~~**

Any job offer tendered is contingent upon satisfactory completion of a background check including driving record ~~and a drug screening.~~

## JOSEPHINE COMMUNITY LIBRARY DISTRICT

**POSITION TITLE:** Technical Services Manager

**SUPERVISOR:** Library Director

### **SUMMARY OF POSITION**

The Technical Services Manager provides leadership and management to ensure robust collection development, maintenance, and technical services processes are practiced. The Technical Services Manager works closely with the Public Services Director, Collection Development Librarian, Business Manager, and other Department Heads to help maintain a team-oriented climate that attracts, keeps, inspires, and motivates quality staff and volunteers and secures the trust and confidence of the Board of Directors.

### **ESSENTIAL FUNCTIONS**

#### **Management**

- Provide supervision and assistance to collection development librarians to ensure overall operational consistency system-wide.
- Provide supervision and assistance to cataloging staff and volunteers and all cataloging activities.
- Aid branch managers in technical services and collection development.
- Train and schedule staff and volunteers in all related technical services and collection development activities to meet organizational goals.

#### **Administration**

- Assist the library director with preparation of annual technical services and collection budget.
- Attend and/or facilitate staff, volunteer, and project meetings relevant to technical services and collection management.
- Facilitate vendor relationships and contracts related to technical services and collection management.
- Prepare monthly, quarterly, and annual reports to support strategic planning and communication.
- Develop and maintain technical services and collection policies and procedures.
- Facilitate effective and efficient workflow, quality control, procurement, and database management practices.

#### **Collection Development**

- Anticipate trends, develop goals, and formulate strategies for the successful development and maintenance of all district library collections and resources.
- Provide overall supervision and management of collection development activities.
- Ensure inter-departmental communication for the improvement of collection management services.
- Oversee interlibrary loan (ILL) and reciprocal borrowing program.
- Coordinate display and discovery of local catalog records and electronic content (research databases and other electronic services) in the Public Access Catalog.

#### **Cataloging Department**

- Carry the primary responsibility for maintenance of the Integrated Library System (ILS).
- Monitor, maintain, and ensure integrity of cataloging bibliographic, authority, and item records.
- Order cataloging supplies as needed.
- Develop, implement, and oversee interlibrary loan (ILL) and reciprocal borrowing program.

## **NON-ESSENTIAL FUNCTIONS**

- Other duties and tasks as required.

## **SCOPE OF AUTHORITY**

Work is recurring with occasional variations from the norm and involves a moderate amount of complexity. The incumbent works independently, determining their own practices and procedures, contributing to the development of new concepts and policies. Decisions are made within a broad interpretation of applicable laws and governmental guidelines. Position has full departmental budget responsibility under the direction of the Library Director and makes recommendations regarding capital expenditures. Errors could result in delay or loss of department services, poor public relations, loss of volunteers, and monetary loss.

## **SUPERVISORY RESPONSIBILITY**

Position has full supervisory responsibility for the Collection Development Librarian including hiring, termination, and pay recommendations.

## **CONTACTS/COMMUNICATION**

Contacts are generally made with others both within and outside the organization. Communication takes place electronically, via the telephone, and face to face and may be on a one-to-one basis or to groups. Contacts are seldom about confidential or sensitive matters.

## **QUALIFICATIONS**

The ideal candidate for this job has experience in the financial sector, is highly motivated and well-organized, is a self-starter who works efficiently with minimal supervision, and has the ability to work with a variety of personalities.

- MLS from an ALA-accredited library school or equivalent experience or equivalent experience that demonstrates the ability to perform the duties and responsibilities of the position.
- Five years of experience management and/or supervisor position.
- Proficiency with ILS software (Polaris preferred), Microsoft Windows, Microsoft Office (Word and Excel), e-mail, Internet essentials, and basic troubleshooting is required.
- Ability to perform some advanced calculations, including budget analysis and data manipulation.
- Ability to make independent decisions, sometimes with limited information.
- Must be a team player, willing to respond quickly and flexibly to changing events and work assignments in a dynamic and challenging work environment.
- Ability to work effectively and diplomatically under pressure.

## **PHYSICAL DEMAND**

- Ability to perform physical tasks including frequent standing, bending, stooping, lifting to 25 lbs.
- Ability to use a computer, including keyboarding.

## **JOB CONDITIONS**

Work takes place in a climate-controlled library generally during daytime hours with some evening and weekend work.

## **FLSA STATUS**

Exempt status.

## **BACKGROUND CHECK**

Any job offer tendered is contingent upon satisfactory completion of a background check including driving record.

# ALA denounces new Macmillan library lending model, urges library customers to voice objections

For Immediate Release  
Thu, 07/25/2019

**Contact:**

Emily Wagner

Assistant Director, Communications

Public Policy and Advocacy Office

American Library Association

[ewagner@alawash.org](mailto:ewagner@alawash.org)

WASHINGTON, DC - The American Library Association (ALA) denounces the new library ebook lending model announced today by Macmillan Publishers. Under the new model, a library may purchase one copy upon release of a new title in ebook format, after which the publisher will impose an eight-week embargo on additional copies of that title sold to libraries.

“Macmillan Publishers’ new model for library ebook lending will make it difficult for libraries to fulfill our central mission: ensuring access to information for all,” said ALA President Wanda Brown. “Limiting access to new titles for libraries means limiting access for patrons most dependent on libraries.

“When a library serving many thousands has only a single copy of a new title in ebook format, it’s the library – not the publisher – that feels the heat. It’s the local library that’s perceived as being unresponsive to community needs.

“Macmillan’s new policy is unacceptable,” said Brown. “ALA urges Macmillan to cancel the embargo.”

The new Macmillan ebook lending model is an expansion of an existing policy that went into effect in July 2018, when the company, without warning, issued a four-month embargo applying solely to titles from the company’s Tor imprint. At the time ALA stated that the delay would hurt readers, authors and libraries.

Since last fall, Hachette Book Group (HBG) and Penguin Random House (PRH) have eliminated “perpetual access” for libraries and replaced it with a two-year access model. Simon & Schuster changed from a one-year to two-year access model. While re-evaluating their business models, none of these firms implemented an embargo—deciding that equitable access to information through libraries is also

in their business interest. HarperCollins continues with its 26-loan model. Macmillan now stands alone in its embargo policy among the largest (Big 5) publishers.

Macmillan will decrease its price to \$30 for the single initial copy of an ebook. Unlike other Big 5 publishers, this copy of Macmillan titles come with perpetual access. After the embargo period, additional copies will be available for \$60 per copy for two years of access.

“This new embargo is the latest evidence of a troubling trend in the publishing industry,” said Brown. “ALA is developing a strategy to address this trend in the long term. Following the model of ALA’s former Digital Content Working Group, this advocacy effort will extend several years, not several months, and will not be limited to one company in the publishing ecosystem. ALA will push harder and explore all possible avenues to ensure that libraries can do our jobs of providing access to information for all, without arbitrary limitations that undermine libraries’ abilities to serve their communities.

“In the short term, ALA calls on library customers of Macmillan Publishers to tell CEO John Sargent they object to the publishing company’s new policy.”

Macmillan Publishers  
Attn: Mr. John Sargent, CEO  
120 Broadway Street  
New York, NY 10271  
Phone: 646-307-5151  
Email: [press.inquiries@macmillan.com](mailto:press.inquiries@macmillan.com)  
Twitter: @MacmillanUSA

ALA asks that these communications also be sent to ALA’s Public Policy and Advocacy Office at [alawash@alawash.org](mailto:alawash@alawash.org).

# Request for Reconsideration of Library Material

The library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval but solely on the basis of the principles set forth in our collection development policy and American Library Association Library Bill of Rights.

These documents are available on our website, josephinelibrary.org, or upon request.

Name of person making request: Debi DeBusk Date: 6-20-19

Address: 941 NE 12<sup>th</sup> St, Grants Pass, OR 97526

Telephone: 541 479-5683 Email: \_\_\_\_\_

Whom do you represent?  Self  Organization Name \_\_\_\_\_

Have you read the American Library Association Library Bill of Rights and our collection development policy?  
 Yes  No These documents are available on our website, josephinelibrary.org, or upon request.

### Item requested for reconsideration:

Title of work The end of Eddy

Author <sup>?</sup> It was on the display of "together we celebrate American pride"

Format:  Book  Audio Book  Music CD  DVD

Material designed for:  Adult  Young Adult  Child

Did you read, see, listen to or otherwise use the material in its entirety?  Yes  No

If not, then which part did you read? \_\_\_\_\_

Have you read or heard reviews of this material?  Yes  No

If yes, please name review source: \_\_\_\_\_

To what in the material/s do you object? Please be specific. I feel this relayed

Child pornography, while there were no pictures

the writing about a sexual encounter between two  
children was so explicit that I can't get it out of my head  
What do you feel might be the result of reading, viewing, or hearing this work? \_\_\_\_\_

This would be a good book, showing what the  
main character went through, if it did not have the  
one part of the fully described children's sex acts  
For what age group would you recommend this work? none

Is there anything good about the work? yes the story of what this  
child went through & the way he was treated  
because of who he was is a good lesson <sup>to others</sup> of ~~what~~  
What would you like your library to do about this material? how not to treat people

either black out the explicit sexual  
acts between the children (not your normal  
take it off the shelf. (doctor play) or

Thank you for taking the time to fill out this request. A response will be mailed when a review of the material is completed. Additional information regarding requests for reconsideration is available on our website, josephinelibrary.org, or upon request.

Debi DeBusk  
941 NE 12th Street  
Grants Pass, OR, 97527

Dear Ms. DeBusk,

Your request for reconsideration of the title *The End of Eddy* by Édouard Louis was forwarded to me and the collection development staff of Josephine Community Library. We understand your concerns and appreciate receiving feedback on our collection from members of the public. We have taken the time to carefully review the book, read the passages you mentioned, and seek out reviews from national publications.

Josephine Community Library selects books based on various criteria including but not limited to awards that it may have won, recognition that it may have received, and the story's ability to connect with readers for various reasons. *The End of Eddy* is highly regarded as an autobiographical novel which addresses questions about class and sexuality in contemporary society. It was nominated for the 2019 International Dublin Literary Award, the San Francisco Chronicle Best Book of the Year, the Lambda Literary Award, and the 2019 Guardian Best Books of the Year. Reviews for *The End of Eddy* praise it as a mesmerizing story about difference and adolescence, one that is far more realistic than most (*New York Times Book Review*).

*The End of Eddy* is a true account of the author's experiences growing up in Picardy, France in the late 1990s and early 2000s. The author has stated that every word in the novel is true. The passages you identify as child pornography are the actual experiences of the author and are presented as an important part of the author's life story. As such, the book has merit for both the awards and honors mentioned above, and its cultural relevancy as a memoir.

Josephine Community Library adheres to the American Library Association's Freedom to Read statement and the Library Bill of Rights, which advocate for the rights of patrons, such as yourself, to read free of any censorship or pre-judgment regarding the materials they choose. We do consider the possibility that some of our materials will be acceptable to one person or group, and unacceptable to another, but our mission is to provide access so that patrons may choose for themselves what they want to see, read, and hear. For this reason,

we do not add additional labeling to books regarding their content or black out words in the text. The book is cataloged in the adult section for patrons who are able to discern whether the content is suitable.

Because of the importance of making culturally relevant materials available to the public and because the book is appropriately housed with adult materials, the reconsideration committee has decided to retain *The End of Eddy* in its entirety as part of the library's collection.

Kind regards,

Kate Lasky, library director  
klasky@josephinelibrary.org

TO: Josephine Community Library District Board of Directors  
FROM: Business Manager Kedron Hay  
DATE: August 15, 2019  
SUBJECT: July 2019 Financial Statement

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### **Accounting**

- The net income for the general fund on the P&L of -\$95,935 does not equal the Balance Sheet net income of -\$95,837. This is due to the Balance Sheet representing all funds/grants and the P&L representing only the general fund. -\$95,935 plus \$99 (net income of grants only) equals -\$95,837.
- JCLD invoiced Josephine Community Library Foundation \$2,640 for 44 household scholarships for June.
- Line items of grant revenue, transfer from GF/Special Revenue, beginning cash and in-kind gift revenue have been removed from the P&L Budget vs. Actual – General Fund report.
- The budget amount of total available cash on hand of \$836,200 was exceeded in the amount of \$289,283 of which \$43,396 is restricted. The board will discuss and allocate the additional funds at the next board meeting under the advice of the library director and Audit Liaison Gerald Burns, CPA.

### **Statement of Financial Activities** (general fund P&L)

#### **Revenue**

- The district received \$0 for current year tax levy and \$6,210 of last year's tax levy income in July 2019; year to date tax revenue is \$0.
- Non-resident card fees equaled \$3,992 for the month of July.

#### **Expenses**

- Collection development budget is \$175,000 for general fund purchases. Total collection development dollars spent is \$17,302 year to date, including \$11,740 for Library to Go's annual fee.
- Line item 5300 Technical Services includes the annual subscription to the library catalog (Polaris). Technical Services is separated from collection development for budgeting purposes.

#### **Special Contracts**

- Special contracts include \$1,035 for technical/grant writing to Stover Writing Services and \$3,438 for Mark Wyner, LLC for website redesign consulting.

#### **Grants**

- Total of grant expenses for the month of June is \$7,290.
- Total revenue received from grants in FY 2019-20 is \$7,388 representative of 12 grants.

**Statement of Financial Position:** (balance sheet)

- The district assets include \$102,674 in the district checking account. The Grants Pass Maintenance Fund totals \$15,333 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 \$917,929. 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 \$1,048,100 including \$33,866 in restricted grant funds and restricted maintenance reserve fund.

**Josephine Community Library District**  
**Profit & Loss Budget vs. Actual - General Fund**  
**July 2019**

	Actual July-19		Year to Date Actual		Annual Budget		\$ Over (Under) Budget
Ordinary Income/Expense							
Income							
4000 · Current Year Tax Levy	\$ -	\$	-	\$	1,352,601	\$	(1,352,601)
4005 · Prior Year Taxes	\$ 6,210	\$	6,210	\$	22,475	\$	(16,265)
4100 · Fines and Fees	\$ 1,396	\$	1,396	\$	17,000	\$	(15,604)
4102 · Non-Resident Card Fees	\$ 7,325	\$	7,325	\$	40,000	\$	(32,675)
4200 · Interest Income	\$ 2,691	\$	2,691	\$	17,500	\$	(14,809)
4300 · Other Revenues	\$ -	\$	-	\$	-	\$	-
4310 · Donations	\$ -	\$	-	\$	-	\$	-
Total Income	\$ 17,622	\$	17,622	\$	1,449,576	\$	(1,431,954)
Expense							
5000 · Personal Services	\$ 81,150	\$	81,150	\$	809,191	\$	(728,041)
5200 · Collection Development	\$ 17,302	\$	17,302	\$	175,000	\$	(157,698)
5300 · Technical Services	\$ 1,000	\$	1,000	\$	44,495	\$	(43,495)
5400 · Building Improvements	\$ 329	\$	329	\$	26,020	\$	(25,691)
5500 · Facilities & Equipment	\$ 1,233	\$	1,233	\$	41,953	\$	(40,720)
5600 · Computer Maintenance	\$ -	\$	-	\$	19,675	\$	(19,675)
5700 · Insurance	\$ -	\$	-	\$	7,959	\$	(7,959)
5800 · Travel & Training	\$ 327	\$	327	\$	23,850	\$	(23,523)
6630 · Election	\$ -	\$	-	\$	1,000	\$	(1,000)
6640 · Auditor	\$ -	\$	-	\$	15,000	\$	(15,000)
6650 · Patron Services and Supplies	\$ 223	\$	223	\$	7,680	\$	(7,457)
6660 · Volunteer Support	\$ 261	\$	261	\$	2,900	\$	(2,639)
6670 · Events at Library	\$ (114)	\$	(114)	\$	13,120	\$	(13,234)
6680 · Communication & Outreach	\$ 845	\$	845	\$	26,700	\$	(25,855)
6690 · Special Contracts	\$ 5,993	\$	5,993	\$	71,000	\$	(65,007)
6699 · Legal Administration	\$ -	\$	-	\$	2,000	\$	(2,000)
6700 · Administrative Support	\$ 1,134	\$	1,134	\$	22,499	\$	(21,365)
6800 · Telecommunications	\$ 1,026	\$	1,026	\$	11,280	\$	(10,254)
6850 · Utilities	\$ 2,848	\$	2,848	\$	36,426	\$	(33,578)
8000 · Transfers & Contingency	\$ -	\$	-	\$	-	\$	-
Total Expense	\$ 113,557	\$	113,557	\$	1,357,748	\$	(1,244,191)
Net Ordinary Income	\$ (95,935)	\$	(95,935)	\$	91,828	\$	(187,763)
Net Income	\$ (95,935)	\$	(95,935)	\$	91,828	\$	(187,763)

**Josephine Community Library District  
Enhanced Library Services  
July 2019**

	Revenue Collected through FY19	Revenue Year to Date FY20	Annual Budget	Total Revenue	Expenditure Spent through FY19	Expenditure Year to Date FY20	Total Expenditure	Remaining Fund Balance
Grant Revenue								
Dorothy Thompson Fund	22,582	2,418	25,000	25,000	(25,093)	0	(25,093)	(93)
Dorothy Thompson Fund - 2019	0	0	25,000	0	(189)	0	(189)	(189)
Four Way-2019 Safety/Security	6,526	0	6,526	6,526	0	(6,526)	(6,526)	0
Friends of the Library	13,128	0	20,100	13,128	(8,888)	(19)	(8,907)	4,221
JCCC-History/Poetry-2019	1,500		1,500	1,500	(80)	0	(80)	1,420
JCLF	0	4,970	0	4,970	(7,150)	0	(7,150)	(2,180)
Josephine County-2019 Safety/Security	5,500		5,500	5,500	0	(469)	(469)	5,031
Kay Jean Turner - 2019	0	0	2,000	0		0	0	0
Kiwanis-2019	2,000		2,000	2,000	0	0	0	2,000
Kiwanis-Hearts Mission-2019	500		500	500	0	0	0	500
Ready to Read Program 2019	11,016		11,016	11,016	(1,275)	(276)	(1,551)	9,465
Solid Waste Agency	5,055		5,000	5,055	(832)	0	(832)	4,223
<b>Total</b>	<b>67,807</b>	<b>7,388</b>	<b>104,142</b>	<b>75,195</b>	<b>(43,507)</b>	<b>(7,290)</b>	<b>(50,797)</b>	<b>24,399</b>

Cash Basis

**Josephine Community Library District  
P&L Special Funds (all transactions)  
As of July 31, 2019**

	<u>Maintenance Fund (Special Funds)</u>		<u>Restricted</u>		<u>Unrestricted</u>	<u>Totals</u>
Maintenance Fund Beginning Balance	21,458.08		10,000.00		16,480.70	26,480.70
Transfer per Lease Agreement for 2019	5,000.00	Expenses				
Interest Earned	22.62	GP hot water heater	630.07	WM A/C	4,383.00	
	<u>26,480.70</u>	GP gutter/glashing	238.50	IV sewer	3,771.00	
		GP gutter cleaning	85.00			
Transfers to General Fund	<u>-11,147.86</u>	GP ceiling tiles	42.29			
		GP water fountain	1,600.00			
Total Maintenance Fund Balance at 6/30/2019	<u><u>15,332.84</u></u>	GP fans	398.00			
		Total Expensed	<u>2,993.86</u>		<u>8,154.00</u>	<u>11,147.86</u>
		To be Transferred				
		Remaining	<u><u>7,006.14</u></u>		<u><u>8,326.70</u></u>	<u><u>15,332.84</u></u>
Expense						
5500 - Facilities & Equipment						
5402 Branch Building Improvemen	6,134.79					
5501 - Bld Repairs & Maintenance	4,383.00					
5505 - Equipment Improvement & M	630.07					
Total Expense	<u><u>11,147.86</u></u>					

**Josephine Community Library District**  
**Balance Sheet**  
As of July 31, 2019

Jul 31, 19

ASSETS

Current Assets

Checking/Savings

1000 · People's Bank of Commerce	102,674
1010 · People's Bank-Savings	15,333
1100 · General Pool 6000	917,929
1150 · Cash Drawers	390

Total Checking/Savings	<u>1,036,325</u>
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Other Current Assets

1310 · JoCo Reserve for Disputed Tax	11,775
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Total Other Current Assets	<u>11,775</u>
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Total Current Assets	<u>1,048,100</u>
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Fixed Assets

1610 · Furniture and Equipment	303,131
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Total Fixed Assets	<u>303,131</u>
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<b>TOTAL ASSETS</b>	<b><u><u>1,351,231</u></u></b>
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LIABILITIES & EQUITY

Liabilities

Current Liabilities

Credit Cards

2020 · People's Bank Visa Cards	
2020.1 · People's Bank Visa - 1552	-1,840
Total 2020 · People's Bank Visa Cards	<u>-1,840</u>

Total Credit Cards	<u>-1,840</u>
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Other Current Liabilities

2100 · Payroll Liabilities

2135 · HSA withholdings	600
2150 · Retirement SIMPLE	5,278

Total 2100 · Payroll Liabilities	<u>5,878</u>
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2400 · Deferred Revenues(audit)	5,597
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Total Other Current Liabilities	<u>11,474</u>
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Total Current Liabilities	<u>9,635</u>
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Total Liabilities	9,635
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Equity

3900 · Fund Balance 'Unassigned' (Gen)	1,134,303
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3920 · Capital Asset Investments	303,131
----------------------------------	---------

Net Income	-95,837
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Total Equity	<u>1,341,597</u>
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<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u><u>1,351,231</u></u></b>
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**TO: Josephine Community Library District Board of Directors**  
**FROM: Kate Lasky, Library Director**  
**DATE: August 15, 2019**  
**SUBJECT: Board Governance Policy Article IV Section 2 revision**

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### **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.

**JOSEPHINE COMMUNITY LIBRARY DISTRICT**  
**Bylaws of the Board of Directors**  
(abridged)

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.~~<sup>[KL1]</sup> 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.<sup>[KL2]</sup>

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

Adopted July 5, 2017

TO: Josephine Community Library District Board of Directors  
FROM: Kate Lasky, Library Director  
DATE: August 15, 2019  
SUBJECT: Policy 3-2-1 Collection Development revision

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### **Resources and references**

American Library Association

Hood River, Lake County, and Crook County library districts' policies

"Collection Development using the Collection Mapping Technique: A guide for librarians" by Loertscher and Crompton (2018)

### **Background**

The library director participated in a collection development course through San Jose State University as part of her Master of Library and Information Science program. The director reviewed the district's collection development policy against the class textbook standards.

The policy should include the mission and vision of the library, a definition of collection development and endorsement of the American Library Association intellectual freedom standards, a clear statement of authority, a statement about access and labeling, a comprehensive list of selection criteria, and mention of the youth and children's collection.

### **Recommendation**

Update the collection development policy to meet textbook standards.

## 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.~~ [KL1]

~~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. [KL2] 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.~~ [KL3]

#### 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. [KL4]

### 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. [KL5]

#### 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. [KL6]

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.[KL7]

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[KL8]

2. Reviews are a major source of information about new materials. The primary sources of reviews are *Publisher's Weekly*, *New York Times Book Review*, *ALA Booklist*, *School Library Journal*, *The Horn Book Guide*, *Library Journal*, *Kirkus*, and others.

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.

[KL9]

### 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. The library makes every effort to rehome discarded material, however, ~~W~~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**

Adopted 1/25/2018  
Revised 12/20/2018  
Revised 1/17/2019

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.~~<sup>[KL10]</sup>

**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.

TO: Josephine Community Library District Board of Directors  
FROM: Kate Lasky, Library Director  
DATE: August 15, 2019  
SUBJECT: JCLD strategic plan revision

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## 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 nut shell, 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.