

Josephine Community Library District
Board of Directors Regular Meeting
Wednesday, October 16, 2019 at 5:30 pm, Wolf Creek Branch Library
Agenda

Board members:

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

Agenda Items	Action	Responsible	Time
Call to Order		J. Harelson	
Standing Items 1. Approval of agenda 2. Approval of consent agenda a. September 18 meeting minutes b. Policy 3-2-2 Donated Materials c. Policy 3-6-6 Fees d. Draft AFR from Gerald Burns, CPA 3. Public comment 4. Correspondence	Motion	J. Harelson J. Harelson J. Harelson J. Harelson	
Staff Reports 1. Library director's report 2. Financial report 3. Strategic plan/board work plan	Report Report Report	K. Lasky K. Hay J. Harelson	10 min 5 min 5 min
Action Items 1. Authorization of website consultant contract 2. Policies, first reading: Operations, Personnel 3. Policies, first reading: Governance/Bylaws	Resolution Discussion Discussion	K. Lasky K. Lasky J. Harelson	10 min 5 min 5 min
Board Member Reports 1. Library Foundation liaison report 2. Facilities Oversight Task Force report	Report Report	D. Mannix Ellison/Samson	5 min 5 min
Announcements 1. Comments from board members 2. Date and agenda items for next meeting		All J. Harelson	5 min
Executive session: Performance Review To review the performance of a chief executive officer, other officers, employees, and staff members of the district per ORS 192.660(2)(i)		J. Harelson	10 min
Adjourn		J. Harelson	

Date and Time	Upcoming Meetings and Events
October 25-26	Readapalooza, Grants Pass branch
October 31	Rick Bartow art display ends, Grants Pass branch
November 3, 10am-3pm	FOL Holiday Bazaar, Grants Pass branch
November 12 - December 31	Library Foundation's fundraising drive
November 20, 5:15pm	JCLD regular board meeting, Grants Pass branch
November 11, 1 - 3pm	AIM writing workshop, Grants Pass branch
December 7, 4:30 - 6:30pm	Volunteer appreciation holiday party, Grants Pass branch
December 14, 1 - 3pm	Something About Poetry, Grants Pass branch

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

Members present: Laurel Samson, John Harelson, Pat Fahey, Gina Marie Agosta

Members absent: Beecher Ellison

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

Contractors: Communications Specialist Teresa Stover

Guests: Josephine Community Library Foundation Board Member David Mannix

CALL TO ORDER. Mr. Harelson called the meeting to order at 5:19 pm.

STANDING ITEMS

Approval of agenda. Ms. Lasky requested to change the library foundation liaison to Mr. David Mannix.

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

- **Approval of August meeting minutes.** The board reviewed the last regular board meeting minutes.
- **Policies, second reading: Governance**
 - Policy 3-2-1, Collection Development
 - Policy 3-3-2, Use of the Internet and Other Digital Reference Tools
- Strategic Plan update

Motion: Mr. Fahey moved to approve the consent agenda including the August 15 board meeting minutes and resolutions 2019-023 and 2019-024. Ms. Agosta seconded. The motion passed unanimously.

Public comment. There was no public comment.

Correspondence. There was no correspondence.

Employee Survey Insight Report. Associate Principal Colin Stoetzel from Coraggio Group presented the 2019 Employee Engagement Insight Report to the board of directors including action steps for improvement opportunities.

STAFF REPORTS

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

- Ms. Lasky requested the approval of a new HVAC system at the Wolf Creek branch after the temperature reached 114 degrees inside the library building.
Motion: Ms. Samson moved to approve the expenditure of \$6,706 for a new HVAC system at the Wolf Creek branch. Mr. Fahey seconded the motion. The motion passed unanimously.
- Ms. Lasky requested the approval of an annual \$950 for MARCIVE to update records with new terms and improve searchability.

Motion: Ms. Agosta moved to approve the expenditure of \$5,686 and an annual \$950 for MARCIVE. Mr. Fahey seconded the motion. The motion passed unanimously.

- The final 2018-19 Annual Report was published and is available on the library website.
- The annual patron survey launches on November 4.
- The Welcome to Computers workshop pilot, in partnership with Free Geek, is at max capacity with 10 people on the waitlist proving a need for this service in the community.
- Ms. Lasky reviewed the web assessment and recommendations by Mark Wyner.

ACTION: Ms. Lasky will provide a proposal for a contract with Mark Wyner to build the new library website at the October board meeting.

Financial report. Ms. Lasky reviewed the August Financial Statement memo dated September 18, 2019. She also reviewed the Profit & Loss Budget vs. Actual – General Fund statement through August 2019, the Profit & Loss statement for grants through August 2019, and the Balance Sheet as of August 31, 2019.

Strategic Plan/board work plan. There were no updates

ACTION ITEMS

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

- Governance Article IV Section 2
- Operations 3-2-2, Use of the Internet and Other Digital Reference Tools
- Operations, 3-6-6, Fines and Fees

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

Library director performance review. Ms. Samson reviewed the library director annual review that was sent to the board of directors this week with a request that all board members complete the questionnaire and email the results back before the next board meeting. The compiled results will be discussed at the October board meeting.

BOARD MEMBER REPORTS

Library Foundation liaison report. Mr. Mannix reported that Shad Shriver is now the president of the library foundation and Donna Robinson was elected vice president. He highlighted that the foundation wants to articulate its priorities and values for the types of programs they want to fund for the library district.

Discussion with consultants to inform the capital campaign have begun but no decisions will be made until a library foundation executive director is hired.

Ms. Stover added that the end-of-year fundraising campaign and rebranding launch will begin in November.

Facilities Oversight Task Force. Ms. Samson reported that the exploration of a Grants Pass property purchase is making progress.

Fine Free Task Force. There were no updates

ANNOUNCEMENTS

Comments from board members. Mr. Fahey shared that the library may be asked to partner in the Rogue Community College Innovation Hub in the future.

Date and agenda items for next meeting. Ms. Lasky announced that the next regular meeting will be at 5:30 pm on Wednesday, October 17 at the Wolf Creek branch.

ADJOURNMENT

The meeting adjourned at 7:02 pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'BRoj', with a stylized flourish at the end.

Board Secretary Brandace Rojo
Josephine Community Library District

TO: Josephine Community Library District Board of Directors
FROM: Kate Lasky, Library Director
DATE: October 16, 2019
SUBJECT: Second Reading of Operations Policies

The board had its first reading of the following policies at the September 2019 board meeting. The board requested no changes for these policies, which are now presented for second reading and adoption. For the rationale behind the revised policy, see the Fine Free Task Force memo in the July 2019 board packet. Changes are highlighted in the policy text attached.

- Operations Policy 3-2-2, **Donated Materials** (revised)
- Operations Policy 3-6-6, **Fees** (revised)

Resources

[“Economic Barriers to Information Access,”](#) Interpretations of the Bill of Rights, American Library Association, Accessed July 5, 2017.

[“Removing Barriers to Access: Eliminating Library Fines and Fees on Children’s Materials,”](#) Colorado State Library, 2016.

Saint Paul Public Library, Fact Sheet, 2018, <http://bit.ly/2DcFLd2>

References

The Josephine Community Library’s strategic plan counts “equity and inclusion” among its guiding values. In its February 2019 update, the board approved equity directives through its values and initiatives:

Imperative (1): Enhance program quality and customer service

- Initiative: Develop and implement a plan to build equity across all populations

Imperative (5): Build awareness and expand partnerships

- Initiative: Develop and implement an outreach plan that deepens engagement and participation with diverse groups in our community

Equity is defined as a commitment to making library services and the organization accessible, providing fair access to the resources and opportunities needed for success, and mitigating barriers to full participation.

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 ~~or~~ 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:

Audio book case	\$7 per item
Music CD case	\$2 per item
DVD case (holds 1-2 discs)	\$3 per item
DVD case (holds 3 or more discs)	\$7 per item

**BEFORE THE BOARD OF DIRECTORS
OF THE JOSEPHINE COMMUNITY LIBRARY DISTRICT**

In the Matter of Adopting Policies for Josephine Community Library District))))	Resolution No. 2019-025
--	------------------	-------------------------

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 3-2-2, Donated Materials (revised)

Operations Policy 3-6-6, Fees revised)

DONE AND DATED this 16th day of October, 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: **October 16, 2019**
SUBJECT: **Library director's report**

Action

- Submission of library district annexation petitions has slowed, with only three in the queue. It appears most long-time patrons inclined to annex have already done so, while new patrons rarely select annexation when offered out-of-district options at registration. Library director recommends the board consider asking the political action committee to campaign for annexations.
- Monthly board reports on library card scholarships demonstrate a stable scholarship program for alternative library cards, see report below. Library director recommends reporting on library card scholarships quarterly for FY19–20.

General Updates

- The District completed the recruitment process for the open collection development librarian position. Ellie Avis accepted the position and will transition from her duties as Williams branch manager to the new role in the coming weeks. The Williams branch manager position is now open and in active recruitment.
- The foundation hired a new full-time, permanent, executive director, Heather Lydon, who began employment in the first part of October. Her office will be located at the Grants Pass branch.
- Coraggio Group is working with staff to develop the annual patron survey. The survey is scheduled to launch on November 4. Please encourage friends and associates to participate. Feedback from the public will be used to develop the FY20–21 budget.

Stories

- **In Grants Pass**, the first patron to check out a hotspot was wheelchair bound. After one fast phone call to troubleshoot connecting the hotspot, the patron has had a wonderful time working from home instead of traveling to the library. The patron shared that it was an uncomfortable trip of several blocks, especially in bad weather, and that the hotspot has been a huge help.
- **In Illinois Valley**, a couple visited the branch to get their library cards. Having just moved into the area, they were excited to borrow movies and use the online resources especially because their services at home were delayed. When the district map showed that they were out of the district they became irritated and rude, deciding to not get a library card that day. A few days later when the husband needed to scan and email his ID, he came back into the library to ask for help. While the branch manager assisted him

with all the tasks he needed, his wife picked out DVD's. He later applied for a library card and left \$20 in the foundation donation jar.

- **In Williams**, a patron asked about poetry and short story zines. The branch manager let him know that the library doesn't have a zine collection, but asked what kind of poetry he was interested in. He explained that he was looking to connect with other writers in the area. The branch manager showed him the flyer for the upcoming "Something About Poetry" workshop at the Grants Pass branch and he said he would plan on attending.
- **In Wolf Creek**, the branch manager taught a mini-lesson covering Banned Books Week to third through fifth grade students from Sunny Wolf Charter School during one of their weekly class visits. After an explanation of what Banned Books Week is all about, a student exclaimed "But why would anyone want to ban Harry Potter?" This began a spirited discussion between students, school staff, and the library team on what it means for young readers to celebrate their freedom to read.

Successes

- Volunteer retention was at 92 percent for the first quarter of FY19-20.
- Continuing the district's efforts to re-home weeded books, two long-time library volunteers traveling to a family event in Southern California delivered 10 boxes of books to the Paradise Genealogical Society (PGS). Following last year's devastating fires, PGS is now resident in Chico, CA and gratefully accepted the donation of over 250 books as they rebuild their collection.
- Students and staff from Sunny Wolf Charter School have expressed that they are very happy to have graphic novels and early chapter books in their own collections.

Challenges

- Receiving accurate and timely invoices from Hunter Communications for the Internet Infrastructure Project continues to be a challenge. Business manager, library director, and E-rate consultant met with Hunter COO and clarified deliverables for October. The district staff is following up to ensure proper invoicing and compliance with FCC USAC filing practices. E-rate consultation from EdTech Strategies has provided invaluable support, guidance, and communication with Hunter.
- Public services director attended community meeting in Wolf Creek organized to introduce sheriff's deputy (patrolling the area) to the community and discuss solutions to ongoing vandalism at several businesses, including the library. Deputy recommended the library file a Josephine County trespass letter of consent, now in process. Last month, unwanted activities around the library building was a challenge, such as using power and vandalizing the property (deck damage). This month, use of outside outlets has decreased but continues. No further damages to outlets have occurred. The Wolf Creek library parking lot, which is shared with the Sunny Wolf Charter School and Wolf Creek Community Center is still 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. All partners have ensured that WiFi is turned off at night.

Imperative #1 Enhance program quality and customer service

- Fines on all adult materials were removed on October 1, as discussed with the board at its September board meeting. The Fine Free Task Force made the recommendation to remove adult fines in August. The revised Fines and Fees Policy 3-6-6 had its first reading at the September board meeting with no changes and its second reading will occur at the October board meeting as part of the consent agenda.
- Program attendance in Grants Pass has increased in September with programs such as Much Ado About Writing, Emergency Preparedness, Master Gardeners, and Cooking with Dee.
- The first Welcome to Computers class launched with 14 participants. All students have been referred from local organizations such as the Gospel Rescue Mission, Women's Crisis Support Team, WIC, WorkSource, and HASL Center for Independent Living. During the first class, participants expressed interest in learning about office software and online safety.
- Submitted a grant for \$10,000 to Rotary PorchFest for a teen version of the Welcome to Computers class. The grant would purchase laptop computers as incentive giveaways for teens who successfully complete the five-week workshop.
- Upgraded the Polaris catalog to the most current version, incorporating the latest features, bug fixes, and security measures. Activated the ability for patron account self-service password re-set following Polaris upgrade. Previously requiring staff intervention, this option now permits patrons 24/7 access through the online catalog to re-set forgotten passwords. Staff and volunteers say this comes up often and that the new feature will be a time-saver as well as more convenient for patrons.
- Mobile hot spots soft launch is complete. Hot spot checkout is underway and now marketed through social media and newspaper advertising.

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

- The Williams branch manager attended a two-day Oregon Humanities Facilitation Training in Medford.
- The youth services librarian attended the first Summer Reading Summit for Oregon libraries, hosted by the State Library of Oregon.
- Library director will attend Library Legislative Day in May 2020 in Washington DC — trip will be paid for by the Oregon Library Association as part of her responsibilities as president-elect.
- Library director and communications coordinator provided fundraising drive training for foundation's new executive director.

Imperative #3 Enhance the facilities across the library systems

- Carpenter Foundation awarded the library a \$16,000 grant for 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.
- Received a bid to remove the rotting deck at the Wolf Creek branch and replace the door to the deck with a window. A request for funding from the foundation's capital improvement fund has been submitted. Waiting for review.
- Maintenance coordinator leading the renovation of the Ben Bones storage room. The space is being converted into an office for the executive director of the foundation. The library foundation is funding the project up to \$5,000.
- As the Grants Pass branch is leased through Josephine County, the building operations and maintenance department is seeking bids for asbestos removal and tile replacement at the Grants Pass branch.
- The Big Shift of all books and sections at the Grants Pass branch is now complete, per the Facilities Master Plan. Updated library map for shelvers and patrons is now available, and new signage is in process. In conjunction with the Big Shift, the district hosted its third Great Book Grab to redistribute weeded items in Illinois Valley on Saturday, September 21 and another on Sunday, October 6 in Grants Pass. Personal trainers from Club Northwest volunteered to set up for the Grants Pass event, hauling 8,000 books out of the storage pod to display on tables. More than 75 percent of all items were rehomed. The district is set to remove the storage pod in the coming month as collection weeding tappers off to a more regular collection maintenance cycle.

Imperative #4 Develop efficient operating systems and structures.

- Library director reviewed boilerplate contract language with the SDAO, specifically the phrase "adequate and reasonable insurance," as requested at the August board meeting. Adequate insurance depends on the type of work the district is contracting for; insurance needs should be reviewed per individual contract. The boilerplate language should be tailored more specifically based on the event or activity. The district's insurance agent will help determine what amount is reasonable and adequate based on contract needs (i.e., it's going to be vastly different if contracting to have someone do landscape maintenance vs. transporting children to an offsite event, as an example). Coverage in the boilerplate is intentionally left vague to allow for tailoring.
- Gerald Burns CPA finalized the Annual Financial Report (AFR) to submit to Pauly Rogers & Co.

Library cards issued/renewed in September:

- 838 issued/renewed
- 521 (62%) in-district, 317 (38%) outside of district boundaries
- 72 out-of-district patrons paid for annual library cards
- 245 out-of-district patrons appreciated alternative options
- 24 households received scholarships, benefitting 31 patrons
- Chart below reflects quarterly averages along with current month recap

Alternative cards	Q4		Q1		Sept	
	monthly		monthly			
Adult scholarship	5	2%	10	3%	9	3%
Junior scholarship	34	11%	28	8%	22	7%
District annexation	5	2%	2	1%	3	1%
Property in district	7	2%	9	3%	15	5%
Internet only	3	1%	5	1%	2	1%
Volunteer	1	0%	1	0%	1	0%
Other (student, educator)	21	8%	15	5%	28	9%
Paid monthly card	134	45%	166	49%	165	52%

Imperative #5 Build awareness and expand partnerships

- Communications department is working closely with the new foundation executive director to support internal and external communications.
- Raising awareness for the Macmillan Publishing embargo through social media #eBooksForAll. Embargo is set to begin on November 1.

Partnership Updates

- Library director and technical services manager met with library directors of Rogue Community College and Jackson County Library to begin the process of setting up a reciprocal borrowing system between Josephine and Jackson. A reciprocal program will allow any patron with a library card in good standing in Josephine or Jackson to receive a library card in the partnering library system. This is the first step in setting up a resource sharing system per the board's strategic plan. An MOU is being developed for board review and will be shared for all-agency feedback and input in the coming months.
- The Williams branch renewed its partnership with Williams Community Preschool for the 2019/2020 school year. The new class began weekly visits on 9/25. The branch manager presented a storytime and book care lesson to 19 preschoolers, their teacher, and parent volunteers.
- JCLD received 10 laptops as a hardware grant from Free Geek. The computers are up and running and are being used for the Welcome to Computers class. The Williams

branch manager is continuing conversations with Free Geek about the Welcome to Computers project and keeping options open for potential future collaborations.

- Grants Pass Friends of the Library awarded the district \$10,000 to support adult literacy through the purchase of read and return “quick reads” for adults and new e-books in high demand by district patrons. Funds for these projects were outside the collection development budget and will enhance customer service.
- Dolly Parton Imagination Library continues to send books to children. Funding for the program is made possible by the four Rotary Clubs in Josephine County, AllCare Health, Oregon Community Foundation, Pacific Financial, and Welch Investment Group.

Program statistics

- 1,773 children in Josephine County are currently registered
- 387 children graduated program
- Since launching Dolly Parton’s Imagination Library in May of 2018, 21,690 books have been mailed to children in ages birth to five in Josephine County.
- Over 70% of registrations are completed online.

Total books mailed by age group, May 2018–October 2019

- Group 1 under 1 year old (1,068 books)
- Group 2 turning 1 year old (4,040 books)
- Group 3 turning 2 years old (4,884 books)
- Group 4 turning 3 years old (4,726 books)
- Group 5 turning 4 years old (4,515 books)
- Group 6 turning 5 years old (2,457 books)

TO: Josephine Community Library District Board of Directors
FROM: Business Manager Kedron Hay
DATE: October 16, 2019
SUBJECT: September 2019 Financial Statement

Accounting

- The net income for the general fund on the P&L of -\$218,601 does not equal the Balance Sheet net income of -\$246,322. This is due to the Balance Sheet representing all funds/grants and the P&L representing only the general fund. -\$218,601 plus -\$27,721 (net income of grants only) equals -\$246,322.
- JCLD invoiced Josephine Community Library Foundation \$1,380 for 23 household scholarships for August and \$7,937 for Wolf Creek repairs.
- The annual financial report draft was submitted to library director and business manager.

Statement of Financial Activities (general fund P&L)

Revenue

- The district received \$0 for current year tax levy and \$2,698 of last year's tax levy income in September 2019; year to date tax revenue is \$0.
- Non-resident card fees equaled \$2,995 for the month of September.

Expenses

- Collection development budget is \$175,000 for general fund purchases. Total collection development dollars spent for the general fund is \$773 and \$8,220 for special funds in September. Total year to date collection development purchases are \$46,715 for all funds.

Special Contracts

- Special contracts include \$630 for technical/grant writing to Stover Writing Services and \$3,438 to Mark Wyner for JCLD website assessment.

Grants

- Total of grant expenses for the month of September is \$17,792.
- Total revenue received from grants in FY20 is \$13,118 representative of 12 grants.

Statement of Financial Position: (balance sheet)

- The district assets include \$31,500 in the district checking account. The Grants Pass Maintenance Fund totals \$15,337 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 \$833,110. 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 \$892,112 including \$29,880 in restricted grant funds and restricted maintenance reserve fund.

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

	Actual September-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	\$ 2,698	\$ 15,911	\$ 22,475	\$ (6,564)
4100 · Fines and Fees	\$ 1,337	\$ 4,534	\$ 17,000	\$ (12,466)
4102 · Non-Resident Card Fees	\$ 2,995	\$ 14,600	\$ 40,000	\$ (25,400)
4200 · Interest Income	\$ 2,022	\$ 7,422	\$ 17,500	\$ (10,078)
4300 · Other Revenues	\$ 823	\$ 1,523	\$ -	\$ 1,523
4310 · Donations	\$ -	\$ -	\$ -	\$ -
Total Income	\$ 9,875	\$ 43,990	\$ 1,449,576	\$ (1,405,586)
Expense				
5000 · Personal Services	\$ 54,928	\$ 187,727	\$ 809,191	\$ (621,464)
5200 · Collection Development	\$ 773	\$ 28,080	\$ 175,000	\$ (146,920)
5300 · Technical Services	\$ 742	\$ 1,920	\$ 44,495	\$ (42,575)
5400 · Building Improvements	\$ -	\$ 329	\$ 26,020	\$ (25,691)
5500 · Facilities & Equipment	\$ 971	\$ 2,982	\$ 41,953	\$ (38,971)
5600 · Computer Maintenance	\$ 74	\$ 508	\$ 19,675	\$ (19,167)
5700 · Insurance	\$ 107	\$ 107	\$ 7,959	\$ (7,852)
5800 · Travel & Training	\$ 841	\$ 1,642	\$ 23,850	\$ (22,208)
6630 · Election	\$ -	\$ -	\$ 1,000	\$ (1,000)
6640 · Auditor	\$ -	\$ -	\$ 15,000	\$ (15,000)
6650 · Patron Services and Supplies	\$ 223	\$ 677	\$ 7,680	\$ (7,003)
6660 · Volunteer Support	\$ 164	\$ 535	\$ 2,900	\$ (2,365)
6670 · Events at Library	\$ 314	\$ 200	\$ 13,120	\$ (12,920)
6680 · Communication & Outreach	\$ 1,810	\$ 5,266	\$ 26,700	\$ (21,434)
6690 · Special Contracts	\$ 5,268	\$ 19,232	\$ 71,000	\$ (51,768)
6699 · Legal Administration	\$ -	\$ -	\$ 2,000	\$ (2,000)
6700 · Administrative Support	\$ 1,038	\$ 2,887	\$ 22,499	\$ (19,612)
6800 · Telecommunications	\$ 1,249	\$ 2,818	\$ 11,280	\$ (8,462)
6850 · Utilities	\$ 2,523	\$ 7,681	\$ 36,426	\$ (28,745)
8000 · Transfers & Contingency	\$ -	\$ -	\$ -	\$ -
Total Expense	\$ 71,024	\$ 262,591	\$ 1,357,748	\$ (1,095,158)
Net Ordinary Income	\$ (61,149)	\$ (218,601)	\$ 91,828	\$ (310,429)
Net Income	\$ (61,149)	\$ (218,601)	\$ 91,828	\$ (310,429)

**Josephine Community Library District
Enhanced Library Services
September 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)	93	(25,000)	0
Dorothy Thompson Fund - 2019	0	0	25,000	0	(189)	(17,917)	(18,106)	(18,106)
Four Way-2019 Safety/Security	6,526	0	6,526	6,526	0	(6,526)	(6,526)	0
Friends of the Library	13,128	3,600	20,100	16,728	(8,888)	(393)	(9,281)	7,447
JCCC-History/Poetry-2019	1,500	0	1,500	1,500	(80)	0	(80)	1,420
JCLF	0	7,100	40,000	7,100	(7,150)	(8,146)	(15,296)	(8,196)
Josephine County-2019 Safety/Security	5,500	0	5,500	5,500	0	(4,114)	(4,114)	1,386
Kay Jean Turner - 2019	0	0	2,000	0	0	0	0	0
Kiwanis-2019	2,000	0	2,000	2,000	0	(475)	(475)	1,525
Kiwanis-Hearts Mission-2019	500	0	500	500	0	0	0	500
Ready to Read Program 2019	11,016	0	11,016	11,016	(1,275)	(3,368)	(4,643)	6,373
Solid Waste Agency	5,055	0	5,000	5,055	(832)	0	(832)	4,223
Total	67,807	13,118	144,142	80,925	(43,507)	(40,847)	(84,354)	(3,428)

Cash Basis

**Josephine Community Library District
P&L Special Funds (all transactions)
As of September 30, 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		16,484.54	26,484.54
Transfer per Lease Agreement for 2019	5,000.00	Expenses				
Interest Earned	26.46	GP hot water heater	630.07	WM A/C	4,383.00	
	<u>26,484.54</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>15,336.68</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>8,330.54</u></u>	<u><u>15,336.68</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 September 30, 2019
 Sep 30, 19

ASSETS	
Current Assets	
Checking/Savings	
1000 · People's Bank of Commerce	31,500.45
1010 · People's Bank-Savings	15,336.68
1100 · General Pool 6000	833,109.95
1150 · Cash Drawers	390.00
Total Checking/Savings	<u>880,337.08</u>
Other Current Assets	
1310 · JoCo Reserve for Disputed Tax	11,775.10
Total Other Current Assets	<u>11,775.10</u>
Total Current Assets	<u>892,112.18</u>
Fixed Assets	
1610 · Furniture and Equipment	303,130.91
Total Fixed Assets	<u>303,130.91</u>
TOTAL ASSETS	<u><u>1,195,243.09</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
2020 · People's Bank Visa Cards	
2020.1 · People's Bank Visa - 1552	-1,464.84
Total 2020 · People's Bank Visa Cards	<u>-1,464.84</u>
Total Credit Cards	<u>-1,464.84</u>
Other Current Liabilities	
2400 · Deferred Revenues(audit)	5,596.59
Total Other Current Liabilities	<u>5,596.59</u>
Total Current Liabilities	<u>4,131.75</u>
Total Liabilities	4,131.75
Equity	
3900 · Fund Balance 'Unassigned' (Gen)	1,134,302.53
3920 · Capital Asset Investments	303,130.91
Net Income	-246,322.10
Total Equity	<u>1,191,111.34</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,195,243.09</u></u>

**BEFORE THE BOARD OF DIRECTORS
OF THE JOSEPHINE COMMUNITY LIBRARY DISTRICT**

In the Matter of Authorizing the)
Mark Wyner Contract for)
Josephine Community Library District) **Resolution No. 2019-026**

WHEREAS, the library’s website is considered a unique branch of the system and has more than 11,000 pageviews per month and

WHEREAS, online information services are of great importance in the 21st Century, and

WHEREAS, extensive assessment of the library website was conducted, and a determination made to launch a new website, and

WHEREAS, Mark Wyner submitted a proposal to redesign and launch the JCLD website in the amount of \$86,150, travel cost upon approval, WP engine hosting at \$350 per year and recurring costs of up to \$3,000 per month for technical support billed at \$75 per hour, and which has been reviewed by library staff; now therefore

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves

1. Library Director Kate Lasky is authorized to sign the contract with Mark Wyner, a copy of which is attached to this resolution and incorporated herein; and
2. Library Director Kate Lasky or her staff designees will direct and support the efforts of Mark Wyner to assist the district with the website redesign.

DONE AND DATED this 16th day of October, 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: October 16, 2019
SUBJECT: First Reading of Operations Policies

The following operations policies are presented for the board's first reading in October:

- **New Operations Policy 3-3-4, Security Cameras**

The safety committee met and determined that cameras were needed at all four branches to ensure the safety of patrons, volunteers and staff. This policy defines the purpose of the cameras and the correct usage procedures

Resources: Deschutes library policies

Neptune public library policies

Skokie library policies

Bloomington public library policies

- **Revised Operations Policy 3-6-2, Library Card Registration**

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 3-6-2 eliminates library card replacement fees for missing cards per the recommendation from the Fine Free Task Force.

For more information, see the July 7, 2019 Fine Free Task Force Memo.

Policy 3-3-4. Security Cameras

Video Surveillance Use Policy

Josephine Community Library District strives to maintain facilities that are safe and secure for staff, volunteers, and patrons. To this end, selected areas of the library premises are equipped with video cameras that are recording at all times. Cameras will be placed only in areas where patrons, staff, and volunteers have no reasonable expectation of privacy. Signs informing the public of video surveillance are posted at library entrances.

Purpose and Scope:

The purpose of video surveillance is to gather information that may be used to prosecute, or investigate instances of theft, vandalism, or public endangerment on the library premises.

The library's video surveillance system shall be used only for the protection and safety of patrons, volunteers, employees, assets, property, and to identify persons breaking the law or violating the library's Code of Conduct.

Confidentiality:

Video records may contain personally identifiable information about an individual who has used the library ("patron information") and as such, will be considered part of a patron's "library record" and accorded the same level of confidentiality and protection provided by [Oregon Rev. Statutes § 192.502 - Paragraphs 4 and 23](#) and JCLD Policy 3.1.1 Privacy and Confidentiality of Library Records

Access to Footage:

The system will be secure and will only be viewed by those trained and authorized to do so.

Persons with authorized access to the CCTV surveillance system shall be limited to: a. The Library Director and their designees b. The Public Services Director and their designees c. The Maintenance Coordinator, d. Branch Managers, and e. Contractors authorized by the Library Director or Maintenance Coordinator, for the limited purpose of performing repair, installation, and maintenance on the system.

Disclosure of Footage:

Video records may be used by individuals authorized under this policy to identify the person or persons responsible for library policy violations, criminal activity on library property, or violation of the Library's Code of Conduct.

When criminal activity is identified, incident-specific still images or video records may be shared with law enforcement to assist in the investigation and prosecution of the crime identified.

Video records may be shared with other library employees, upon approval by the Director, in order to identify person(s) suspended from library property and to maintain a safe, secure and policy-compliant environment.

Video records shall not be used or disclosed other than as specifically authorized by this policy.

All requests for video footage or still images from the security system will be referred to the Library Director or their designee.

Video surveillance footage will be disclosed to law enforcement only pursuant to legally valid search warrant, subpoena, court order, or where otherwise required by law.

Confidentiality concerns prohibit the general public from viewing security camera footage that contains patron information. Members of the general public requesting footage will be advised to make a request through law enforcement.

Retention and Storage of Footage

Images from the library video security system are stored digitally on hardware in the library. Security camera footage will be kept confidential and security recording equipment is housed in a locked area. Logs will be kept of all instances of access to, and use of, recorded data to enable a proper audit trail.

Recorded video will be retained for a period of no more than 30 days and will then be automatically erased, unless retained as part of a criminal investigation or court proceedings (criminal or civil).

Policy 3-6-2. Library Card Registration

Adopted 3/15/2018

Revised 9/27/2018

Revised 12/20/2018

A. Application

To receive a full-service library card, patrons aged 18 and older must complete and sign an application, providing name, mailing address, street address, telephone number, date of birth, and proof of identity with photo.

Applicants under 18 must complete an application, providing name, mailing address, street address, telephone number, and date of birth. Applicant must be accompanied by adult over age 18 accepting responsibility for the minor's use of the library card. Adult signing application must provide name, address, and proof of identity with photo.

JCLD recognizes privacy concerns regarding retention of personal information. Library card applications are destroyed within 30 days of review, and identifying information within the integrated library system may be deleted or altered upon patron request.

B. Proof of Identity and Address

The person accepting responsibility for use of the library card (the adult applicant or the adult signing a minor's application) must provide proof of identity and of current residence address. Acceptable forms of proof of identity include a valid driver's license or a state ID card. Acceptable forms of proof of current residence address include: a valid driver's license, state ID card, utility bill, rent receipt, lease or mortgage agreement, imprinted check, or a postmarked piece of mail delivered to the street address. Staff members are encouraged to use sound but flexible judgment in accepting applications and address proof, remembering that our goals are to verify that the applicant lives within the area that supports JCLD financially and to have enough information to contact the patron regarding overdue, billing, and other notices.

C. Missing Cards

All patrons are expected to bring their library cards with them if they intend to check out items. Exceptions may be made for the occasional forgotten card on a one-time basis. ~~Lost cards will be replaced for \$3.~~

D. Expiration

All library cards will automatically expire in accordance with the type of card issued. Cards must be renewed in person with valid proof of address and identification appropriate for the type of card. Outstanding fines should be resolved, and out-of-district fees are due at renewal. Rebates are not available for any unused portion of time remaining on out-of-district cards.

TO: **Josephine Community Library District Board of Directors**
FROM: **Kate Lasky, Library Director**
DATE: **October 16, 2019**
SUBJECT: **Board Governance Policy Article IV revision**

Explanation

The board developed and adopted its governance policies (also called bylaws) in July 2017, including Article IV Section 3 which indicates a special meeting of the board may be convened three members of the board. Because three members of the board represent a quorum, Section 3 is not in compliance with Oregon public meeting law.

Article IV Section 5 indicates all members of the board must meet in person, which is not currently the practice of the board as they allow board members to call into the meeting.

Recommendation

It is recommended the board review and update Article IV Section 3 to align with Oregon public meeting law. It is for the board to determine the best option for special meeting requests. Note that under Oregon public meeting law, there exist provisions for calling emergency meetings which are not considered the same as special meetings.

It is recommended the board review and update Article IV Section 3 by deleting the mention of “present in person” to allow board members to call into the meeting.

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. At the annual meeting the Board shall elect officers for that fiscal year.

Section 3. Special meetings may be called by the Secretary at the direction of the President, or at the request of ~~three members~~ a board member when the President is unavailable, 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. 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.

TO: Josephine Community Library District Board of Directors
FROM: Kate Lasky, Library Director
DATE: October 16, 2019
SUBJECT: First Reading of Personnel Policies

The following personnel policy is presented for the board's first reading this month:

- Revised Personnel Policy 4-5-1, **Vacation**
The policy revision offered will serve to better attract and retain new employees, more competitive with working environments. More flexibility and time off is expected and this revision will attract and retain a robust library workforce.

Recommendation:

The policy revision was recommended by management and supervisory staff of the library district. It is recommended the board approve a broader, more attainable vacation benefit such that new employees to the district may increase their benefit annually.

Section 4-5. Time Off

Policy 4-5-1. Vacation

Adopted 12/16/2017

Revised 1/25/2018

Revised 7/18/2019

Revised xx/xx/xxxx

Josephine Community Library District (JCLD) vacation benefits are intended to provide eligible employees with a period of paid rest and relaxation away from work. Accordingly, employees are encouraged to schedule vacations each year, and to use all earned vacation benefits.

If a holiday falls during an employee's scheduled vacation, the employee will receive holiday pay for the day, if eligible for such pay, and will not be charged for vacation benefits for the day.

JCLD provides vacation benefits to its regular full-time and part-time employees who work 20 hours a week or more. Eligible employees will commence earning vacation benefits on the 91st day of employment. Vacation hours are accrued for each paid hour. Vacation credits shall not accrue during any unpaid leave of absence. Accrued and unused vacation benefits shall be paid upon termination of employment.

Years of Employment	Full-time 40 hours per week	Vacation hours accrued per pay period	Part-time 20 hours per week	Vacation hours accrued per pay period
For years 1—5 <u>1</u>	80 hours	3.08	40 hours	1.54
For years 6—10 <u>2</u>	100 120 hours	4.62 <u>3.85</u>	50 60 hours	2.31 <u>1.92</u>
For years 11 or more <u>3</u>	120 160 hours	6.15 <u>4.62</u>	60 80 hours	3.08 <u>2.31</u>
<u>For year 4</u>	<u>140 hours</u>	<u>5.38</u>	<u>70 hours</u>	<u>2.69</u>
<u>For years 5 or more</u>	<u>160 hours</u>	<u>6.15 hours</u>	<u>80 hours</u>	<u>3.08</u>

Any variance in regularly scheduled hours worked per week between 20 hours and 40 hours would be prorated in the same manner as outlined in the chart.

Vacation accrued shall not exceed the maximum of 120 hours in a year for full-time employees and 60 hours in a year for part-time employees, to be carried over on an

employee's anniversary date. Any hours in excess of that amount will be forfeited. For example, full-time employees who accrue 120 hours of vacation forfeit any unused hours in excess of 120 hours.

Utilization of vacation time shall be approved by the library director or direct supervisor for all employees. Vacation time may be used for sick leave as defined in Policy 4-5-3, *Sick Leave*, when the sick leave accrual has been exhausted, or for family leave as defined in Policy 4-5-4, *Leaves*. All time granted shall be compensated at the normal pay rate for the employee. Vacation time for the library director shall be reviewed and approved by the president of the JCLD Board of Directors.

TO: Josephine Community Library Foundation (JCLF) Board of Directors
FROM: Facilities Oversight Task Force: Beecher Ellison, Laurel Samson,
Kate Lasky, Sue Cohen, Steve Swearingen, Teresa Stover
DATE: October 16, 2019
SUBJECT: Facilities update

Recent activity

Exploration of Grants Pass property purchase. The foundation continues to negotiate the purchase of property for a future Grants Pass library site. The proposal for an option to purchase property was rejected by the owners of one property but accepted with conditions by the owners of a second property.

In August, the foundation board authorized board member Steve Swearingen to pursue negotiations on the accepted option proposal. The proposal for the property is now on its third round of negotiation, and the terms have changed from those originally proposed. The terms outline the due diligence period, cost of a first-year option, costs of extending the option, purchase price, and interest rate on a carried loan.

The foundation's attorney Ben Freudenberg is in the process of drafting the next iteration of the option contract. Foundation board members are currently seeking contractor options so that inspections may be completed within the proposed due diligence period.

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

Building maintenance and improvements. The district submitted a funding request to the foundation to remove the rotting Wolf Creek deck and replace the deck door with a window. The contracted work costs \$4,350. This is a capital improvement and will be reviewed and approved by the Facilities Oversight Task Force.