

Josephine Community Library District
Board of Directors Regular Meeting
Wednesday, February 19, 2020 at 5:15 pm, Grants Pass branch
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
Call to Order		J. Harelson	
Standing Items			
<ul style="list-style-type: none"> 1. Approval of agenda 2. Approval of consent agenda <ul style="list-style-type: none"> January 15 meeting minutes February 1 workshop minutes Resolution 2020-004: Second reading <ul style="list-style-type: none"> Personnel Policy 4-8-2 and 4-10-1 Resolution 2020-005: Second reading <ul style="list-style-type: none"> Operations Policy 3-6-1, 3-6-2, 3-6-5 3. Public comment 4. Correspondence 5. Training: Board Meetings 	Motion	<ul style="list-style-type: none"> J. Harelson J. Harelson J. Harelson J. Harelson K. Lasky 	<ul style="list-style-type: none"> 5 min 10 min
Annual Audit Report	Motion	Pauly Rogers LLC	15 min
Staff Reports			
<ul style="list-style-type: none"> 1. Library director's report 2. Financial report 	Report Report	K. Lasky K. Hay	10 min 5 min
Action Items			
<ul style="list-style-type: none"> 1. Contingency authorization 2. Budget Committee recruitment 3. First reading: Operations Policy 3-3-4, 3-6-4 	Resolution Motion Discussion	K. Lasky K. Lasky K. Lasky	10 min 5 min 5 min
Board Member Reports			
<ul style="list-style-type: none"> 1. Library Foundation liaison report 2. Facilities Oversight Task Force report 	Report Report	D. Mannix Ellison/Samson	5 min
Announcements			
<ul style="list-style-type: none"> 1. Comments from board members 2. Date and agenda items for next meeting 		All J. Harelson	5 min
Adjourn		J. Harelson	

Date and Time	Upcoming Meetings and Events
February 21, 11am	US Cellular cell phone basics, Grants Pass branch
February 22, 1pm	Life Happens: resume writing workshop, Grants Pass branch
February 25, 11am	LINC meeting, Grants Pass branch
February 29, 1pm	Master Gardener program for adults, Grants Pass branch
March 4, 10am	Welcome to Computers, Grants Pass branch
March 5, 5pm	Spring Cleaning tips with Jenny, Grants Pass branch
March 6, 10am	Facilities Oversight Task Force meeting, Grants Pass branch
March 6-7	GP Mini Book Grab
March 14, 1pm	AIM Workshop, Grants Pass branch
March 14, noon	Musical Storytime, Illinois Valley branch
March 18, 5:15pm	JCLD regular board meeting, Grants Pass branch

**Josephine Community Library District
Board Regular Meeting Minutes
Wednesday, January 15, 2020 at 5:15 pm
Ben Bones Room, Grants Pass branch**

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

Members absent: none

Staff present: Library Director Kate Lasky, Communications Coordinator Brandace Rojo, Business Manager Kedron Hay, Public Service Director Norma Singer

Contractors: Communications Specialist Teresa Stover

Guests: Josephine Community Library Foundation Liaison David Mannix, Josephine Community Library Foundation board member Steve Swearingen

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

STANDING ITEMS

Approval of agenda. Mr. Harelson moved the Facilities Oversight Task Force report to the first item on the agenda.

Approval of consent agenda. Below are items included in the consent agenda.

- **Approval of December 18 meeting minutes.** The board reviewed the last regular board meeting minutes. No changes were made.
- **Policies, second reading:**
 - Policy 3-1-5, Operations
- **Carpenter Grant expenditure**

Motion: Ms. Agosta moved to approve the consent agenda including the December 18 board meeting minutes with suggested edits and resolutions 2020-002 Operations Policy 3-1-5, public records and 2020-003 for the authorization of the expenditure of the Carpenter Grant. Ms. Samson seconded. The motion passed unanimously.

Public comment. There was no public comment.

Correspondence. There was no correspondence.

Training: What it means to be a trustee. The board of directors watched an educational video by United for Libraries about what it means to be a trustee.

STAFF REPORTS

Library director's report. Ms. Lasky reviewed the Library Director's Report dated January 15, 2020. The following are highlights:

- Joint board strategic planning session on February 1
- Feasibility study is complete and the results show that while it is a formidable task to raise the money, it is doable.
- Ms. Lasky requested advice about revisions to Policy 3-3-4, Security Cameras to differentiate between the policy for crimes in-library and crimes outside of the library.

- Percentage of out-of-district patrons signing up for library cards is steadily increasing month after month.
- There are two open positions on the library district budget committee. Applications are due February 7, 2020.
- Ms. Lasky reviewed updates to the initiative work plan including completing a community needs assessment, providing staff with professional development opportunities, and more.

Financial report. Ms. Hay reviewed the December Financial Statement memo dated January 15, 2020. She also reviewed the Profit & Loss Budget vs. Actual – General Fund statement through December 2019, the Profit & Loss statement for grants through December 2019, and the Balance Sheet as of December 31, 2019.

Ms. Hay reported that Hunter Communications has provided an update on the E-rate project. Majority of Easements have been received. The ODOT permit is waiting on that process to be complete. The board requested a map of the I-5 fiber crossings.

Action: Ms. Hay and Ms. Lasky will ask Hunter Communications for a map to share with the board of directors.

ACTION ITEMS

Authorization of contract for E-rate consultant.

Motion: Ms. Samson moved to approve the authorization of the contract with the E-rate consultant at Ed-Tech Solutions. Mr. Fahey seconded. The motion passed unanimously.

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

- Operations 3-6-1, Library Card Eligibility
- Operations 3-6-2, Library Card
- Operations 3-6-5, Hold Requests
- Personnel 4-8-2, Harassment Policy
 - Under section B the last sentence should be changed to “...sexual assault **is** defined as unwanted...”
 - Mr. Harelson suggested adding a list of resources for staff in need of services

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

BOARD MEMBER REPORTS

Library Foundation liaison report. Mr. Mannix reported that the library foundation is in the process of conducting interviews for the hire of an Executive Director.

\$64,500 was raised in the end-of-year fundraising drive.

Facilities Oversight Task Force. Mr. Swearingen reported that the environmental study came back clean and the Facilities Oversight Task Force will recommend to the JCLF board to exercise the option.

ANNOUNCEMENTS

Comments from board members. There were no comments.

Date and agenda items for next meeting. Mr. Harelson announced that the next regular meeting will be at 5:15 pm on Wednesday, February 19 at the Grants Pass branch. Agenda items include the second reading of Personnel and Operations policies and a training video from United for Libraries.

ADJOURNMENT

The meeting adjourned at 6:25 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

**Josephine Community Library District
Board Workshop Minutes
Saturday, February 1, 2020 at 2:30 pm
Grants Pass Library, Ben Bones Room**

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

Members absent: none

Staff present: Library Director Kate Lasky

Contractors: Communications Specialist Teresa Stover

Guests: Josephine Community Library Foundation board members Boyd Peters, Mary Walgrave, Randy Richardson, Sue Cohen, Steve Swearingen, David Mannix, Shad Shriver, Doug Walker, Sara Katz; prospective board member Denise Kalic; workshop facilitator Michael Kosmala

CALL TO ORDER. Mr. Harelson called the meeting to order at 2:35 pm. He turned the meeting over to Library Director Kate Lasky, who turned the meeting over to workshop facilitator Michael Kosmala.

LIBRARY DISTRICT AND LIBRARY FOUNDATION JOINT MEETING

Setting the Stage. Mr. Kosmala welcomed the members of both the library district and library foundation boards and guests, and all introduced themselves. He reviewed the agenda (attached to these minutes) and expected outcomes of the joint meeting. He pointed out that tomorrow the library foundation board will meet to refresh its strategic plan.

State of the Partnership. The group discussed the current state of the partnership, including strengths, learnings, and possible improvements.

2020 Context. The group reviewed key commitments of both organizations to each other and discussed any key changes in the environment.

Joint Interests. The group reviewed the existing partnership and discussed possible updates. They discussed the structure and timeline for formalizing agreements.

Close. Mr. Kosmala reviewed key accomplishments of the meeting, commitments made, and next steps. Detailed notes of the session and its outcomes are attached.

ADJOURNMENT

The meeting adjourned at 3:53 pm.

Respectfully submitted,



Teresa Stover

On behalf of Board Secretary Kate Lasky
Josephine Community Library District

Josephine Community Library District

February 1, 2020 JCLD/JCLF Joint Meeting Summary Notes

ATTENDING

<i>Library District Representatives</i>	<i>Foundation Representatives</i>	<i>Foundation Guests</i>
John Harelson	Susan Cohen	Denise Kalic
Gina Marie Agosta	Sara Katz	
Pat Fahey	David Mannix	<i>Twin Goats LLC</i>
Laurel Samson	Boyd Peters	Michael Kosmala
Beecher Ellison	Randy Richardson	
Kate Lasky	Shad Shriver	
	Steve Swearingen	
	May Walgrave	
	Doug Walker	

AGENDA

The joint meeting focused on the following outcomes:

- Reflect on the current state of the partnership between both organizations
- Provide context for the coming year
- Discuss topics of strategic interest to ongoing partnership
- Leave with a shared understanding and accountabilities

STATE OF PARTNERSHIP

Meeting attendees were asked to reflect on the current state of the partnership.

Where are we strong?

- *We have a shared purpose*
- *Trust – we're equal partners*
- *Open communication*
- *Joint Committee (FOTF)*
- *Shared financial commitment*
- *Joint messaging/rebranding*

What have we learned?

- *Collaboration between staff is important*
- *We need some formalized structures/policies*
- *We have different rules (i.e. Library District vs. Foundation) that we have to live by*
- *Our common purpose – it's about the library services in the county*

What we can do better (or what will need more focused attention)?

- *Coordination and collaboration on messaging, especially when it comes to the Capital Campaign*
- *Coordinating activities between both entities at the Executive level*

CONTEXT FOR 2020

Next, attendees shared key commitments for each organization in 2020 and highlighted community-wide efforts that were relevant to both organizations.

JCLD

- New website
- Community Needs Assessment
- Pursuing high speed internet access to Wolf Creek
- Jackson County partnership

JCLF

- Hiring and onboarding of a new Executive Director
- Signing the option to buy on Grants Pass Library Property (\$1.87m in total costs, \$1.5m in two years)

Community-Wide Fundraising Efforts

- Hospital (2 counties)
- Fairgrounds

Taxpayers

- Messaging - Will need to make it clear that the Foundation is raising funds for new buildings and we are not using taxpayer dollars

Other Community Efforts

- School Levy
- Fire District

PARTNERSHIP MOVING FORWARD

The group reflected on existing decision-making agreements/processes between both organizations and acknowledged that no significant changes were required at this time. Additional comments of note included:

- FOTF, a joint JCLD/JCLF committee, has been very effective and will continue to work on topics of strategic importance moving forward.
- The process for making decisions around ongoing capital improvement needs was tested this past year and is working as intended.

Members of the JCLD Board were given the opportunity to propose questions they would like to see addressed in the Foundation's Strategic Plan update. Questions focused primarily on fundraising and included:

Q: How will the decision to move forward with the Grant Pass property impact the Foundation's broader fundraising efforts? Will this shift the focus of the Foundation's efforts in the next two years?

A: The Foundation will provide an update to JCLD once they complete the Strategic Plan update.

Q: How will we (JCLD and JCLF) decide where to start first?

A: In 2020, FOTF will be tasked with prioritizing the plans for new facilities (i.e. where will we start first and why, etc.). Members of the committee will make these meetings available to the public for the sake of transparency and engagement with the community. The decision making process between both boards is already in place.

The conversation closed with a brief conversation on the Memorandum of Understanding (MOU). Kate Lasky (from the District) will work with Rebecca Stoltz, the new JCLF Executive Director, to make updates to the MOU for review and approval by both boards.

Submitted by Michael Kosmala, Twin Goats LLC

Template Policy 4-8-2. Workplace Harassment Policy in response to SB479

Anything highlighted in yellow are sections that must be filled out with your specific organization details

Anything highlighted in grey are required to be in the policy by SB 479 and should not be removed

I. EQUAL EMPLOYMENT OPPORTUNITY

[Organization Name] Josephine Community Library District (“JCLD”) is committed to fair employment practices and non-discrimination, including pay equity for all employees. ~~We do not~~ JCLD does not discriminate based on a protected class such as race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law including in the payment of wages or screen applicants based on their current or past compensation.

II. PURPOSE - STATEMENT PROHIBITING WORKPLACE HARASSMENT

[Organization Name] JCLD is committed to providing a work environment in which all individuals are treated respectfully. All employees of [Organization Name] JCLD should have the expectation that they work in a professional environment and that [Organization Name] JCLD promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment.

[Organization Name] JCLD expects that all relationships among persons will be respectful and professional, free of bias, prejudice and harassment in the workplace, at work related event, or any activity coordinated by or through the organization.

III. POLICY

This policy applies to all employees, elected officials, board or commission members, volunteers, interns and any other person we interact with in the course of accomplishing the work of the organization.

This workplace harassment policy has been developed to ensure that all employees can work in an environment free from unlawful harassment, discrimination and retaliation. [Organization Name] JCLD will make every reasonable effort to ensure that all concerned are familiar with these policies and are aware that any complaint in violation of these policies will be investigated and resolved appropriately.

Discrimination, harassment and retaliation are not acceptable.

Any employee who has questions or concerns about these policies should talk with our primary contact [Working Title] the JCLD library director or as an alternative you may reach [Working Title] the JCLD business manager.

A. RETALIATION

[Organization Name] JCLD encourages reporting of all perceived incidents of discrimination or harassment. Reports of incidents of discrimination and harassment will be promptly and thoroughly

investigated. We JCLD prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

B. SEXUAL HARASSMENT

Sexual harassment constitutes discrimination and is illegal under federal and state laws.

For the purposes of this policy, “sexual harassment” is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or c) such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.

Under Oregon Law sexual assault is defined as unwanted conduct of a sexual nature that is inflicted upon a person or compelled through the use of physical force, manipulation, threat, or intimidation.

C. HARASSMENT

Harassment based on any other protected class is also strictly prohibited. For this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law, or that of his or her relatives, friends or associates, and that: a) has the purpose or effect of creating an intimidating, hostile or offensive work environment, b) has the purpose or effect of unreasonably interfering with an individual’s work performance, or c) otherwise adversely affects an individual’s employment opportunities.

D. REPORTING AN INCIDENT OF HARASSMENT, DISCRIMINATION OR RETALIATION

[Organization Name] JCLD encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that their behavior is unwelcome and to request that it stop. Often this action alone will resolve the problem. We JCLD recognizes, however, that an individual may prefer to pursue the matter through complaint procedures.

[Organization Name] JCLD encourages reporting of all perceived incidents of discrimination, harassment or retaliation, regardless of the offender’s identity or position. Individuals who believe that they have been the victim of such conduct should discuss their concerns with [Working Title] the JCLD library director or [Working Title] the JCLD business manager. See the complaint procedure described in section E.

Following receipt of a complaint or concern management will follow-up every three months for one year to ensure no further concerns or retaliation are experienced. However, employees should not wait for the management follow-up to share related experiences. If an employee would like the follow-up to discontinue the follow-up process a request must be submitted in writing to the [Working Title] the JCLD library director.

E. COMPLAINT PROCEDURE

Individuals who believe they have been the victims of conduct prohibited by this policy or believe they have witnessed such conduct should discuss their concerns with [Working Title] the JCLD library director if you are unable to reach the primary contact please reach out to [Working Title] the JCLD business manager. We encourage employees to document the event(s), associated date(s), and potential witnesses.

[Organization Name] JCLD encourages the prompt reporting of complaints or concerns so that action can be taken quickly. Early reporting and intervention are very often the most effective method of resolving actual or perceived incidents of harassment. However, complaints and concerns may be brought forward within four years of the alleged violation. We encourage employees to document the events, associated dates, and potential witnesses.

Any reported allegations of harassment, discrimination or retaliation will be investigated quickly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the event(s) or may have other relevant knowledge.

[Organization Name] JCLD will maintain confidentiality throughout the investigatory process to the extent possible with acceptable investigation and appropriate corrective action.

Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include training, referral to counseling or corrective action. Examples of possible corrective action may include a warning, written reprimand, reassignment, temporary suspension without pay, or termination as [Organization Name] JCLD believes appropriate under the circumstances.

False and malicious complaints of harassment, discrimination or retaliation, as opposed to complaints that, even if erroneous, are made in good faith, may be the subject of appropriate disciplinary action.

We encourage employees to bring their concerns and complaints to the organization, and understand that, at times however, this may not be the choice of the employee. Below is a list of the external complaint options. Please reach out to the preferred choice to determine the appropriate timelines for their processes.

- Oregon Bureau of Labor and Industries at the following web address:
https://www.oregon.gov/boli/CRD/Pages/C_Crcompl.aspx
- Civil or Criminal Action. In these circumstances, a Notice of Claim must be provided to the Oregon Bureau of Labor in accordance with ORS 30.275.

F. EMPLOYMENT AGREEMENTS

No employee will be required or invited to sign an agreement requiring the non-disclosure of information related to discrimination or sexual assault as a condition of employment, continued employment, promotion, compensation or the receipt of benefits. An employee may request this type of agreement and, upon request, will be provided at least seven (7) days to change their mind.

G. ADDITIONAL EMPLOYEE SUPPORT SERVICES

Employees may choose to use other support services throughout and following instances related to concerns and complaints. The organization provides the following for additional assistance:

NOTE: insert specific resources for each bullet below

- Legal Resources
- Counseling and Support Services and/or Employee Assistance Services
- Bureau of Labor and Industries (971) 673-0761
- State of Oregon Law Library (503) 986-5640

Policy 4-10-1. Acceptable Use Policy

Adopted xx/xx/xxxx

Objective

This policy describes the acceptable use and monitoring of Josephine Community Library District's (JCLD) electronic communication / information systems including computers, electronic mail, internet access, operating systems, storage media, voicemail, copy machines, etc. These are the property of JCLD and are to be used for business purposes in serving the interest of JCLD, patrons, vendors and partners in the course of normal operations. The use of the district's electronic communication / information systems for non-job-related purposes is strictly prohibited and employees should not have any expectation of privacy when using these systems or any related equipment.

This policy applies to employees, contractors, consultants, partners, temporaries and other workers at JCLD. This policy applies to all equipment and software that is owned or leased by JCLD.

JCLD reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

Josephine Community Library District (JCLD) implements this policy not to impose restrictions that are contrary to JCLD's culture of openness and trust. JCLD is committed to protecting its employees, partners and the district from illegal and damaging actions by individuals either knowingly or unknowingly.

General Use

Only authorized users may access the internet on district owned equipment and software. The district's name should not be used in social media forums without prior written authorization from the library director. Employees should not mail, upload or broadcast any information for personal gain including but not limited to: chain letters, solicitations, employment opportunities, sale of products, and / or searches of non-business related sites or any obscene or offensive material.

All JCLD computing devices must be secured with a password protected screensaver. An individual must lock the screen / log off when the device is unattended.

Employees, contractors and partners must use extreme caution when opening email attachments received from unknown senders, which may contain malware.

Employees, contractors and partners have a responsibility to promptly report any theft of unauthorized disclosures of JCLD proprietary information.

Unacceptable Use

Employees, contractors, consultants, partners, temporaries and other workers are prohibited to engage in the following activities while using district owned or leased resources. This list is not meant to be exhaustive, but an attempt to provide a framework for unacceptable usage:

- Any activity that is illegal under local, state, federal or international law.
- Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, including but not limited to the installation or distribution of “pirated” or other software products that are not appropriately licensed for use by JCLD.
- Unauthorized copying of copyrighted material including but not limited digitization and distribution of photographs, music, etc.
- Introduction of malicious programs in the network of server (e.g. viruses, worms, trojan horses, email bombs, etc.)
- Revealing your passwords and use of your account by others.
- Circumventing user authorization or security of any host, network or account.
- Providing information about or lists of JCLD’s employees to outside parties.
- ~~The use of devices, technologies or software that has not been authorized by JCLD, designed to conceal a user's location and usage, including but not limited to: onion routing, virtual private networking connections, proxy servers, etc~~
~~The use of encryption devices or software that has not been authorized by JCLD including but not limited to: Tor, Ultrasurf, Hide my IP, ExpressVPN, Private Internet Access, proxy servers, etc.~~
- Any form of harassment via email or telephone.

Non-compliance and violations of this policy may be subject to disciplinary action, up to and including termination of employment, contract or partnership.

Resources:

SDAO Communication and Software Policy

SANS Institute <https://www.sans.org/security-resources/policies/general/pdf/acceptable-use-policy>

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

In the Matter of Adopting Policies for Josephine Community Library District))))	Resolution No. 2020-004
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WHEREAS, the Board of Directors has reviewed the personnel policies written for the Josephine Community Library District; now therefore

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves

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

- Personnel Policy, 4-8-2, Workplace Harassment Policy (revised)
- Personnel Policy, 4-10-1, Acceptable Use Policy (new)

DONE AND DATED this 19th day of February 2020.

Pat Fahey, Board Member

Gina Marie Agosta, Board Member

John Harelson, Board Member

Beecher Ellison, Board Member

Laurel Samson, Board Member

3-6. Circulation

Josephine Community Library District (JCLD) encourages the use of library services by individuals of all ages to support their personal, educational, recreational, and professional needs. The following policies and guidelines are provided to ensure consistent and equitable access to library services for all patrons.

Policy 3-6-1. Library Card Eligibility

Adopted 3/15/2018

Revised 5/18/2018

Revised x/xx/xxxx

A. Full-Service Cards

The following categories of individuals are eligible to register for full-service library cards when adequate identification is provided:

- All residents of the Josephine Community Library District are eligible for a full-service card; applicants must show photo identification with current address.
- Residents of areas outside the library district may register for a card after paying a household out-of-district fee; applicants must show photo identification with current address. See Out-of-District Cards section below.
- Youth under age ~~16~~ 4 to 18 may be issued their own library card when accompanied by an adult providing their signature and proof of identity and address. An adult's signature on a youth application constitutes the adult's permission for the youth to have a borrower's card and signifies a willingness to assume financial responsibility for all items checked out on the card.

B. Out-of-District Cards

In fairness to those taxpayers who are residents and property owners within JCLD boundaries, an annual fee will be charged to patrons who live outside of the district. The amount of the flat, per-household fee is evaluated each year during the budget process to be sure it is equitable and a fair value for services. The current fee is \$60 per household.

Out-of-district patrons must have a current library card in good standing to check out materials or access library-provided databases from home.

JCLD may waive or reduce this fee for certain reasons that may include, but are not limited to, volunteer work, educational need, or outreach efforts. This may include:

- Certified educators teaching within Josephine County (must show current school ID). Card must be renewed each year by showing valid school ID.
- Transitional residence facilities.
- Active library volunteers who reside outside the district are eligible for a volunteer library card. Eligibility for a volunteer card is reviewed quarterly.

C. Library Cards for Non-Resident District Property Owners

Owners of properties located within the district but who reside outside the district support the libraries through their in-district property taxes and therefore may be eligible for library cards.

To apply, the property owners must show photo identification and complete the “Library District Property Confirmation” form on which they specify their in-district property address, and attest that they own this property.

This policy will be reviewed annually.

D. Internet-Only Cards

Internet-~~only~~ cards provide public access computer use privileges to patrons, but no borrowing privileges. These cards are available at no charge and proof of address is not required. Acceptable identification includes, but is not limited to:

- government-issued identification
- credit card
- organization membership card
- insurance card
- student body card

E. Internet Guest Pass

A guest pass is available to allow visitors access to public computers. No identification is required to use a guest pass.

Library cards are not required for in-house services, or to participate in library programs.

Policy 3-6-2. Library Card Registration

Adopted 3/15/2018

Revised 9/27/2018

Revised 12/20/2018

Revised 11/20/2019

Revised x/xx/xxxx

A. Application

To receive a full-service library card, patrons aged 168 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 168 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.

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.

Policy 3-6-5. Hold Requests

Adopted 3/15/2018

Revised x/xx/xxxx

Hold requests may be placed by patrons either online, in person, or over the phone. Patrons will be notified by email, text message, or phone when the items are available. There is no charge to the patron for placing a hold request on an item. Hold requests are held for 107 business days before being placed back in circulation.

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

In the Matter of Adopting Policies for)
Josephine Community Library District) **Resolution No. 2020-005**
)
)

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 is attached hereto and incorporated herein by this reference are authorized for implementation:

- Operations Policy 3-6-1, Library Card Eligibility (revised)
- Operations Policy 3-6-2, Library Card Registration (revised)
- Operations Policy 3-6-5, Hold Requests (revised)

DONE AND DATED this 19th day of February 2020.

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: February 19, 2019
SUBJECT: Library director's report

General Updates

- Hunter Communications continues to seek easements for the Internet Infrastructure Project. Staff requested information from Hunter regarding the I-5 crossings per board request. Hunter explained the easements are not for I-5 itself, rather for the property on each side of I-5. ODOT will not issue a permit for the I-5 crossing until Hunter has signed easement agreements for each side of the crossing. The crossings are aerial. A map will be made available at the board meeting.
- The FY18–19 financial audit has been completed by Pauly Rogers LLC and filed with the Secretary of State.
- Collection development team designed an information needs assessment tool to inform updating the collection development plan to meet Oregon Library Association Public Library Standards per the strategic plan. *See attached memo.*
- Partnership Manager Rebecca Stoltz was hired as the executive director of the library foundation, and as a result resigned her post as partnership manager with the district.

Stories

- **In Grants Pass**, a patron at the Grants Pass info desk told volunteers, “Everyone always looks so happy to be here! You all must have fun.” The volunteers agreed that they had a wonderful time volunteering at the library.
- **In Illinois Valley**, a volunteer shared the following story:
“When I was six years old, my class went to the library for a day. The library in my hometown was huge with high ceilings. The teacher showed us how to use the card catalog and told us to find a certain book. I never found the book and remember crying. I avoided libraries for many years. If I did go to the library, I would feel overwhelmed and never left with a book. Recently I started using the library for internet services at the IV branch. The staff was so welcoming and friendly that I asked a volunteer for help finding a book. I haven't stopped reading since. I regained a passion for reading and learning and began spending a lot of my time at the library with my kids. My decision to join the volunteer team at the library gave me purpose and confidence to enroll in school to get my degree and continue my goal of life-long learning.”
- **In Williams**, the branch manager, in collaboration with public services director and volunteer manager, successfully communicated the importance of enforcing library policy to a patron and branch volunteer who had expressed ongoing disagreement with said policies, achieving an amicable resolution.
- **In Wolf Creek**, shortly after the launch of Mango (new online language database), the branch manager helped a patron set up an account. As they worked together, the patron expressed that she was very excited to have access to relearn her native German. She explained that for years, she had wanted to teach her daughters German, but had not been confident enough in her skills, nor had the resources to be able to do so. Once the account was successfully set up, she went on her way, already engrossed in a lesson on her walk home.

Successes

- In Grants Pass, Sensational Storytime will begin again on February 25 and run for six-week sessions. The Wolf Creek branch manager will be leading the program with volunteer assistance and under the direction of the youth services librarian.
- The Approachable Art partnership with the Grants Pass Museum of Art had a very successful first program. The Impressionists lecture was attended by 35 people and more than 20 of these then went to the museum to participate in creating their own artwork. This program is scheduled quarterly with a different focus each time.
- The first meeting of the Grants Pass branch chess club drew a crowd of approximately 20 enthusiastic players of all ages and levels of expertise.

Challenges

- In Wolf Creek, Frontier internet was down for over five hours during the weekly charter school visit to the library. The sheer number of books being checked in and out caused major slowdowns and required a full day of staff time to recover.

Imperative #1 Enhance program quality and customer service

- Completed and submitted Edge Assessment to evaluate JCLD's digital services.
- A January customer service workshop was attended by 14 Grants Pass volunteers, one Williams volunteer, and one Illinois Valley volunteer. Eleven of these had recently applied, one was a long-time volunteer, and four turned in volunteer applications after the workshop. All have trained for a position or scheduled training for the near future.

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

- Hired new cataloging manager, Leah Ruby, who began work on February 11. Both former technical services managers are providing training.
- Communications coordinator was promoted to communications manager and will oversee a new partnership coordinator. *See attached organizational chart.*
- The collection development librarian has completed the Alternative Basic Library Education (ABLE) Technical Services Sequence.
- Williams branch manager attended e-book and customer service workshops in Grants Pass to learn online library technical assistance skills.
- Back-up volunteer trainers are being identified and trained at each station in Grants Pass. The volunteer-to-volunteer trainings are an important aspect of the volunteer culture.
- Library director attended SDAO conference in Seaside February 6–9. Participated district financing workshop hosted by SDAO municipal financing advisor with Business Oregon, USDA, SDAO bond counsel, and The Bank of Commerce Oregon (as well as other workshops). Additional information available upon request.

Imperative #3 Enhance the facilities across the library systems

- Williams branch library building requires repair of entryway eave and fascia due to continued heavy rot. Repair is a high priority on the Capital Improvement Plan and estimated cost of repair is approximately \$4,500. Management plans to use unrestricted

revenue from the Maintenance Fund to cover the expense. The board will see this expense in next month's financial statement.

- Installed Sharps Containers in public restrooms at the Grants Pass branch to ensure the safety of patrons and the maintenance coordinator when she is cleaning the restrooms.
- In Wolf Creek, installed an outside outlet cover on the front of the building, resulting in reduced amount of trash left near the front of the building.

Imperative #4 Develop efficient operating systems and structures.

- Annual review of library card options and related procedures noted the challenges presented by the steady increase in monthly cards. Branch managers and circulation volunteers concur that a quarterly card option is an acceptable alternative for patrons, especially considering scholarship opportunities offered if the quarterly \$15 fee is a financial hardship.
- Initiated the monthly grant spending check-in with grant project leads to improve ongoing grant project administration and internal communication.
- Based on recommendations from the website developer and other marketing professionals, the library has made the switch from Constant Contact to Mail Chimp for mass email service.
- Submitted a \$10,000 grant proposal to Chaney Family Foundation for the E-rate buildout to Wolf Creek and Illinois Valley.
- Requested grant funding for the library's website redesign project from the library foundation, Collins Foundation, and Oregon Community Foundation. Requests are pending.

Imperative #5 Build awareness and expand partnerships

- The first Latinx Interagency Network Committee (LINC) meeting, hosted at the Grants Pass branch had over 30 different agencies and organizations who work directly with the Spanish-speaking community in attendance. All were eager to share what their organizations were doing to serve the Spanish-speaking community in Josephine County.
- The summer reading program planning is underway. A first draft of the summer reading program booklet has been completed.
- District board members and staff participated in the joint JCLF-JCLD strategic planning workshop.
- District staff provided facilities support to the foundation in its strategic planning efforts. Foundation continues to work on finalizing its strategic plan.
- Library director serving as chair of Chamber of Commerce Government Affairs Committee and volunteering as an interviewer for Business Services & Retention survey.

TO: Josephine Community Library District Board of Directors
FROM: Kate Lasky, Library Director
DATE: February 19, 2020
SUBJECT: 2020 Community Information Needs Assessment Pilot

The Josephine Community Library District strategic plan includes initiative 1.1: “Update the collection development plan to improve materials against Oregon Library Association library standards.” To help fulfill this initiative, the collection development team will conduct a community needs assessment per collection development best practices:

- *Collection Development Using the Collection Mapping Technique: A guide for librarians* by Loertscher and Crompton (2018)
- *Information Retrieval System Design: Principles & Practice* by Virginia Tucker (2015)

Project goal and outcomes

The goal of the 2020 Community Information Needs Assessment Pilot is to identify the information needs of the Josephine County community, especially of those who are not current library users and members of groups that might be underserved by the library collection of books and other materials.

The needs assessment will be made up of the following components:

- Community profile (what is this community like, how is the community changing)
- Collection assessment (what’s the state of and plans for the youth and adult collection)
- Community survey results (who is and who is not using the library and what are barriers)
- Key informant interviews (engaging community to define focus group makeup and questions)
- Focus groups (conversations and themes about information needs)

This assessment will result in a report that will identify the collection needs of various segments of the community, highlighting any needs or information gaps that are not yet being fulfilled for current and potential library users.

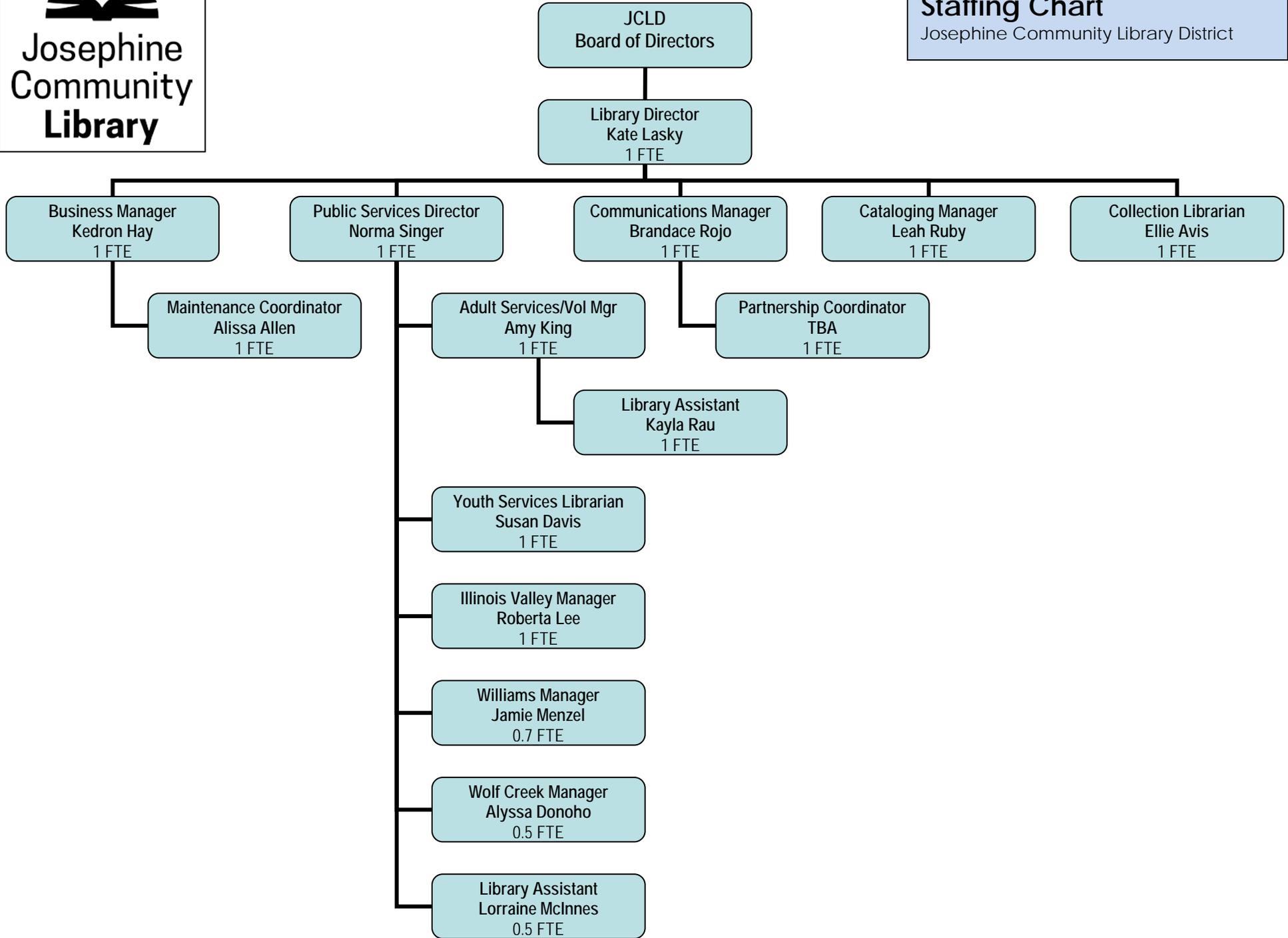
Project team and milestones

1. Needs assessment design completed.	February 28
2. Community profile compiled.	March 25
3. Patron surveys summarized for collection findings.	March 31
4. Outreach participant categories and broad questions defined.	April 8
5. Interview questions, tools, and logistics completed.	April 30
6. Key informant interviews completed.	May 14
7. Focus groups completed.	May 31
8. Data collated and summarized.	June 29
9. Youth and adult collection assessment complete.	July 17
10. Data from all components analyzed.	October 9
11. Community profile presented to board.	October 21
12. Collection assessment summary presented to board.	November 18
13. Final report including findings published.	November 30
14. Final needs assessment findings presented to board.	December 16



Staffing Chart

Josephine Community Library District



JOSEPHINE COMMUNITY LIBRARY DISTRICT

POSITION TITLE: Partnership Coordinator

SUPERVISOR: Communications Manager

SUMMARY OF POSITION

The Partnership Coordinator is a key leader in communications, public relations, and program development. Working with the Communications Manager, this position is responsible for developing and maintaining community partnerships, assisting with internal and external communications, and reviewing new programs and initiatives according to strategic goals. The Partnership Coordinator ensures positive outcomes on partner projects and advocates for partner interests with staff and volunteers. Working with the Communications Manager, Library Director, and Department Heads, the Partnership Coordinator maintains 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

- Facilitate partnership development and initiatives.
- Implement and enhance partnership engagement plan.
- Manage third-party and internal partnership inquiries.
- Maintain partnership database and report on partnership agreements.
- Make public presentations and represent the library district at community events.
- Assist with internal and external communications activities.
- Assist with the coordination of partnership and outreach events.

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 departmental budget responsibility under the direction of the Communications Manager and 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 recruits, selects, trains, schedules and assigns tasks to 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:

- Bachelor's degree in related field; OR, Associate's degree and four years of professional experience; OR, any combination of education, training, and experience which demonstrates the candidate's ability to perform the duties and responsibilities as described
- Excellent written and oral communication skills. Bilingual Spanish-English a plus.
- Demonstrated ability to build community relationships for an organization.

- Experience with social media is preferred.
- Strong organizational skills, self-managing administrative ability.
- 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.
- Fluency in Microsoft Office suite.
- Experience working with volunteers.
- Ability to prepare and make public presentations.

PHYSICAL DEMAND

- Ability to perform physical tasks including frequent standing, bending, stooping and lifting up 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.

JOSEPHINE COMMUNITY LIBRARY DISTRICT

POSITION TITLE: Communications Manager

SUPERVISOR: Library Director

SUMMARY OF POSITION

The Communications Manager is a key leader in marketing, public relations, and program development. Working with the Library Director, this position is responsible for implementing the internal and external communications plan. The Communications Manager is responsible for executing the communications strategy and marketing plans for Josephine Community Library District and oversees the communications team to achieve the library's outreach and marketing goals. The Communications Manager is a resource for the Department Heads and 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. developing community partnerships,

The person in this position will develop and oversee MOU's and agreements with key stakeholders such as local school districts, the community college, government agencies, and non-profit organizations.

ESSENTIAL FUNCTIONS

- Provide oversight and management of internal and external communications.
- Manage and enhance the library's communications platform.
- Develop public relations strategies for library events and programs as needed.
- Develop and administer the departmental budget.
- Develop, update, and maintain website content.
- Make public presentations and represent the library district at community events.
- Coordinate, schedule, and train volunteers and staff in communications and brand maintenance.
- Coordinate the work of third-party contractors.
- Conduct patron, volunteer, and staff surveys.
- Assist in developing and implementing communications plan and policies.
- Assist in analyzing and reporting impact of communications on organizational success.

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 departmental budget responsibility under the direction of the Communications Manager and 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 recruits, selects, trains, schedules and assigns tasks to the 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

- Two years of professional experience in a related field and a Bachelor's degree; OR, five years of professional experience in a communications position and an Associate's degree in a related field; OR, any combination of education, training, and experience which demonstrates the candidate's ability to perform the duties and responsibilities as described.
- Demonstrated ability to develop strategic communications for an organization, including brand maintenance.
- Excellent written and oral communication skills. Bilingual Spanish-English a plus.
- Experience with social media is a must. Experience managing social media for an organization preferred.
- Experience with website management and internet use for communications.
- 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.
- Fluency in Microsoft Office suite.
- Experience working with volunteers.
- Ability to prepare and make public presentations.
- Perform some advanced calculations, including budget analysis and data manipulation.
- Make independent decisions, sometimes with limited information.

MINIMUM QUALIFICATIONS: Education, Training, and Experience: Bachelor's degree in related field with one year of professional experience in communications; OR, Associate's degree and two years of professional experience; OR, any combination of education, training, and experience which demonstrates the candidate's ability to perform the duties and responsibilities as described. Experience with social media is a must.

PHYSICAL DEMAND

- Ability to perform physical tasks including frequent standing, bending, stooping and lifting up 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 and DRUG SCREENING: Any job offer tendered is contingent upon satisfactory completion of a background check including driving record and a drug screening.

TO: **Josephine Community Library District Board of Directors**
FROM: **Business Manager Kedron Hay**
DATE: **February 19, 2020**
SUBJECT: **January 2019 Financial Statement**

Accounting

- The net income for the general fund on the P&L of \$632,820 does not equal the Balance Sheet net income of \$643,517. This is due to the Balance Sheet representing all funds/grants and the P&L representing only the General Library Operations fund. \$632,820 plus \$10,697 (net income of grants only) equals \$632,820.
- JCLD invoiced Josephine Community Library Foundation \$1,140 for 19 household scholarships.
- Pauly Rogers & Co. completed the audit and filed with the Secretary of State.
- Building improvements forecast has been increased \$15,000 to \$41,020.
- It was stated in the January memo that a supplemental budget would be presented to the board of directors at this February board meeting. The decision was made to request a contingency transfer and the resolution is in the packet for adoption.
- Unrestricted maintenance funds will be used to repair the eave and fascia over the front entrance at the Williams branch. The projected cost of this repair is less than and up to \$5,000.

Statement of Financial Activities (general fund P&L)

Revenue

- The district received \$19,244 for current year tax levy and \$2,376 of prior year's tax levy income in January 2020; total year to date tax revenue is \$1,292,065.
- Non-resident card fees equaled \$4,660 for the month of January.

Expenses

- Collection development budget is \$175,000 for general fund purchases. Total collection development dollars spent for the general fund is \$23,092 and \$4,866 for special funds in January. Total year to date collection development purchases are \$117,926 for all funds.

Special Contracts

- Special contracts include \$2,940 for technical/grant writing to Stover Writing Services, \$8,750 to Mark Wyner, \$4,021 to Coraggio Group for the patron survey and \$4,200 representing two months of payment to Sheepscot Creative for marketing in the month of January.

Grants

- Total of grant expenses for the month of December is \$12,734.
- Total revenue received from grants in FY20 is \$105,487 representative of 12 grants.
- JCLD requested and received \$3,411 from Solid Waste Agency for the floor project. The remaining Solid Waste Agency funds of \$4,223 were applied to this project totaling \$7,634.

Statement of Financial Position (balance sheet)

- The district assets include \$34,423 in the district checking account. The Grants Pass Maintenance Fund totals \$15,344 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 \$1,713,948. Cash Drawers at the four branches total \$390, and \$19,846 is held by the Josephine County Treasurer in the treasury account.
- The total combined assets of these accounts equal \$1,783,938 including \$38,192 in restricted grant funds and restricted maintenance reserve fund.

Josephine Community Library District
Profit & Loss Budget vs. Actual - General Fund
January 2020

	Actual January-20	Year to Date Actual	Annual Budget	\$ Over (Under) Budget	Budget Forecast
Ordinary Income/Expense					
Income					
4000 - Current Year Tax Levy	\$ 19,244	\$ 1,265,614	\$ 1,352,601	\$ (86,987)	\$ 1,352,601
4005 - Prior Year Taxes	\$ 2,376	\$ 26,451	\$ 22,475	\$ 3,976	\$ 25,000
4100 - Fines and Fees	\$ 926	\$ 7,653	\$ 17,000	\$ (9,347)	\$ 15,000
4102 - Non-Resident Card Fees	\$ 4,660	\$ 28,341	\$ 40,000	\$ (11,659)	\$ 40,000
4200 - Interest Income	\$ (58)	\$ 20,058	\$ 17,500	\$ 2,558	\$ 28,000
4300 - Other Revenues	\$ 88	\$ 1,747	\$ -	\$ 1,747	\$ 2,000
4310 - Donations			\$ -	\$ -	
Total Income	\$ 27,236	\$ 1,349,863	\$ 1,449,576	\$ (99,713)	\$ 1,462,601
Expense					
5000 - Personal Services	\$ 53,445	\$ 435,136	\$ 809,191	\$ (374,056)	\$ 809,191
5200 - Collection Development	\$ 23,092	\$ 83,140	\$ 175,000	\$ (91,860)	\$ 175,000
5300 - Technical Services	\$ 4,740	\$ 37,174	\$ 44,495	\$ (7,321)	\$ 44,495
5400 - Building Improvements	\$ 614	\$ 1,149	\$ 26,020	\$ (24,871)	\$ 41,020
5500 - Facilities & Equipment	\$ 4,887	\$ 16,126	\$ 41,953	\$ (25,827)	\$ 41,953
5600 - Computer Maintenance	\$ 265	\$ 4,755	\$ 19,675	\$ (14,920)	\$ 19,675
5700 - Insurance	\$ 1,007	\$ 1,114	\$ 7,959	\$ (6,845)	\$ 7,959
5800 - Travel & Training	\$ 1,211	\$ 8,205	\$ 23,850	\$ (15,645)	\$ 23,850
6630 - Election	\$ -	\$ -	\$ 1,000	\$ (1,000)	\$ 1,000
6640 - Auditor	\$ -	\$ 6,009	\$ 15,000	\$ (8,991)	\$ 15,000
6650 - Patron Services and Supplies	\$ (245)	\$ 1,666	\$ 7,680	\$ (6,014)	\$ 7,680
6660 - Volunteer Support	\$ 84	\$ 732	\$ 2,900	\$ (2,168)	\$ 2,900
6670 - Events at Library	\$ 1,018	\$ 1,765	\$ 13,120	\$ (11,355)	\$ 13,120
6680 - Communication & Outreach	\$ 2,180	\$ 9,905	\$ 26,700	\$ (16,795)	\$ 26,700
6690 - Special Contracts	\$ 21,186	\$ 68,410	\$ 71,000	\$ (2,590)	\$ 156,000
6699 - Legal Administration	\$ 493	\$ 493	\$ 2,000	\$ (1,507)	\$ 2,000
6700 - Administrative Support	\$ 2,844	\$ 10,773	\$ 22,499	\$ (11,726)	\$ 22,499
6800 - Telecommunications	\$ 1,622	\$ 8,578	\$ 11,280	\$ (2,702)	\$ 14,000
6850 - Utilities	\$ 4,595	\$ 21,914	\$ 36,426	\$ (14,512)	\$ 36,426
8000 - Transfers & Contingency			\$ -	\$ -	\$ -
Total Expense	\$ 123,040	\$ 717,044	\$ 1,357,748	\$ (640,705)	\$ 1,460,468
Net Ordinary Income	\$ (95,803)	\$ 632,820	\$ 91,828	\$ 540,992	\$ 2,133
Net Income	\$ (95,803)	\$ 632,820	\$ 91,828	\$ 540,992	\$ 2,133

**Josephine Community Library District
Enhanced Library Services
January 2020**

	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								
Carolyn Rice	0	0	1,765	0	0	(967)	(967)	(967)
Carpenter Foundation - erate	0	16,000	16,000	16,000	0	(8,000)	(8,000)	8,000
Dorothy Thompson Fund - 2018	22,582	2,418	25,000	25,000	(25,093)	93	(25,000)	0
Dorothy Thompson Fund - 2019	0	25,000	25,000	25,000	(189)	(24,811)	(25,000)	(0)
Dorothy Thompson Fund - 2020	0	0	25,000	0	0	(3,124)	(3,124)	(3,124)
Four Way-2019 Safety/Security	6,526	0	6,526	6,526	0	(6,526)	(6,526)	0
Friends of the Library	13,128	8,600	20,100	21,728	(8,888)	(7,706)	(16,594)	5,134
JCCC-History/Poetry-2019	1,500	0	1,500	1,500	(80)	(1,452)	(1,532)	(32)
JCLF	0	38,691	40,000	38,691	(7,150)	(17,634)	(24,784)	5,086
Josephine County-2019 Safety/Security	5,500	0	5,500	5,500	0	(5,500)	(5,500)	0
Kay Jean Turner - 2019	0	0	2,000	0	0	(901)	(901)	(901)
Kiwanis-2019	2,000	0	2,000	2,000	0	(426)	(426)	1,574
Kiwanis-Hearts Mission-2019	500	0	500	500	0	(475)	(475)	25
Ready to Read Program 2019	11,016	0	11,016	11,016	(1,275)	(9,741)	(11,016)	(0)
Ready to Read Program 2020	0	11,367	11,367	11,367	0	0	0	11,367
Solid Waste Agency	5,055	3,411	5,000	8,466	(832)	(7,634)	(8,466)	(0)
Total	67,807	105,487	196,509	173,294	(43,507)	(94,805)	(137,345)	27,129

Cash Basis

**Josephine Community Library District
P&L Special Funds (all transactions)
As of January 31, 2020**

	<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		16,492.30	26,492.30
Transfer per Lease Agreement for 2019	5,000.00	Expenses				
Interest Earned	34.22	GP hot water heater	630.07	WM A/C	4,383.00	
	<u>26,492.30</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>15,344.44</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>8,338.30</u></u>	<u><u>15,344.44</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 January 31, 2020

Jan 31, 20

ASSETS

Current Assets

Checking/Savings

1000 · People's Bank of Commerce	34,423
1010 · People's Bank-Savings	15,344
1100 · General Pool 6000	1,713,948
1120 · Jo Co Treasury Account	-13
1150 · Cash Drawers	390

Total Checking/Savings 1,764,092

Other Current Assets

1310 · JoCo Reserve for Disputed Tax	19,846
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Total Other Current Assets 19,846

Total Current Assets 1,783,938

Fixed Assets

1610 · Furniture and Equipment	303,131
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Total Fixed Assets 303,131

TOTAL ASSETS 2,087,069

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

2100 · Payroll Liabilities	
2130 · Health Insurance withholdings	522

Total 2100 · Payroll Liabilities 522

2400 · Deferred Revenues(audit)	5,597
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Total Other Current Liabilities 6,118

Total Current Liabilities 6,118

Total Liabilities 6,118

Equity

3900 · Fund Balance 'Unassigned' (Gen)	1,134,303
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3920 · Capital Asset Investments	303,131
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Net Income	643,517
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Total Equity 2,080,950

TOTAL LIABILITIES & EQUITY 2,087,069

TO: Josephine Community Library District Board of Directors
FROM: Kate Lasky, Library Director
DATE: February 19, 2020
SUBJECT: Contingency Transfer Process and Request

Background

Anticipated need for additional fund in General Library Operations includes:

1. Website development: At its July 18, 2019 meeting, a proposal from Mark Wyner was introduced to the board for the redevelopment of the district's website. At the October 16, 2019 meeting the resolution 2019-026 was adopted authorizing library director to execute the contract with Mark Wyner.
2. Facilities maintenance and improvements: Management anticipates of increased costs for building improvements at the branches. As per the capital improvement plan presented at the July 18, 2019 meeting, several projects are of high priority and need to be performed for the safety and preservation of the library's facilities.
3. Technical writing: Library director anticipates that technical writing may exceed current budget in support of the Community Needs Assessment.

Recommendation

Library director requests \$100,000 to be transferred from the Contingency fund to the General Library Operations fund for the stated purposes. The JCLD FY20 budget has total appropriations of \$2,544,300, and a Contingency appropriation of \$171,900.

According to Local Budget Law (ORS 294.305 to 294.565), a governing body may transfer appropriation from one fund to another by resolution if the amount of the transfer is less than 15 percent of total appropriations in the fund [ORS 294.463(2)].

If the amount of the transfer is more than 15 percent of total appropriations in the fund, the transfer must be done by supplemental budget, which is a modification to the adopted budget. The supplement budget meeting notice must be published. Whether the Budget Committee must be convened, and a supplemental budget hearing is held depends on the percentage of change from the original budget.

The requested \$100,000 transfer is 7 percent of total appropriation for General Library Operations fund of \$1,358,900, and therefore is well within the limit to be approved by board resolution.

The funds would be used to provided website development, facilities maintenance and improvements, and technical writing services.

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

In the Matter of Authorizing the)
 Transfer of Contingency Funds in the) Resolution No. 2020-006
 Budget of Josephine Community Library)
 District)

WHEREAS, the Josephine Community Library District Board of Directors adopted its budget for fiscal year 2019-2020 on June 20, 2019; and

WHEREAS, the Board of Directors has found it necessary to transfer appropriation authority from the Contingency fund to the General Library Operations fund for web development, facilities maintenance and improvements, and technical writing; and

WHEREAS, a transfer of appropriation authority is a decrease of one existing appropriation and a corresponding increase of another existing appropriation, with no net change in the total amount of all appropriations (ORS 294.463); and

WHEREAS, the amount which may be transferred from Contingency by resolution is limited to 15 percent of the total appropriations in the fund; and

WHEREAS, the amount to be transferred is \$100,000, which is 7 percent of total appropriations in the General Library Operations fund and well within the 15 percent limit; now therefore

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves

In the Josephine Community Library District FY20 budget, the appropriation of \$100,000 is transferred from the Contingency Fund to the Library Services Fund.

	Existing	Changes	Adjusted
General Library Operations	\$1,358,900	\$100,000	\$1,458,900
Enhanced Library Services	\$258,400	\$0	\$258,400
Interfund Transfers	\$155,100	\$0	\$155,100
Contingencies	\$171,900	(\$100,000)	\$71,900
Unappropriated Ending Fund Balance and Reserved for Future Expenditure	\$600,000	\$0	\$600,000
	\$2,544,300		\$2,544,300

DONE AND DATED this 19th day of February 2020.

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: February 19, 2020
SUBJECT: FY21 Budget Committee Recruitment and Budget Meetings

Budget Committee Recruitment

The library district has received two applications for the two open seats on the Budget Committee per the recruitment in January.

Recruitment for new members included a press release, inclusion in the library patron and volunteer newsletters, a social media posting, and website promotion. The application submissions window ran from January 10 through February 7.

Applications will be reviewed at February 19 board meeting and scored by the Board of Directors per the application criteria tool. Final scores will be revealed at the meeting and the board will make its selection and ratify the new members.

Budget Committee Meetings

The week of March 30, 2020 is the anticipated first meeting of the Budget Committee. It is expected that the budget process will take place through May 2020, a committee-approved budget will be presented at the May 20, 2020 board meeting, and budget adoption by the board of directors will take place at the June 17, 2020 meeting.

The following Budget Committee calendar summarizes the FY20 budget process along with tentative budget committee meeting dates.

Week of March 30, 2020: Budget Committee meeting #1

Committee elects its chair and adopts committee ground rules and ratifies the Budget Committee calendar.

Budget Officer presents the budget message and budget document.

Public comment is heard.

The committee may vote to approve the property tax rate and the budget and refers them to the board of directors or submit further questions or information requests for an additional meeting.

Week of April 20, 2020: Budget Committee meeting #2 (if needed)

Budget Officer resolves questions and presents requested budget revisions.

Public comment is heard.

The committee may submit further questions or information requests.

The committee votes to approve the property tax rate and the budget and refers them to the board of directors.

Note that the district board's regular meetings take place the third Wednesday of each month.

Therefore, board activities on the budget would be as follows:

- Wednesday, May 20, 2020: Presentation of committee-approved budget
- Wednesday, June 17, 2020: Board adopts FY21 budget

FY20 ends on Tuesday, June 30, 2020. At this point, the work of the FY21 Budget Committee is complete.

TO: Josephine Community Library District Board of Directors
FROM: Kate Lasky, Library Director
DATE: February 19, 2020
SUBJECT: First reading of revised Operations Policy 3-3-4 and 3-6-4

The following operations policies are presented for the board's first reading this month:

- Revised Operation Policy 3-3-4, **Security Cameras (revised)**
 - The sharing of video records is clarified to be at the discretion of the library director and designees.
 - Requests for video footage is clarified to be in writing.

- Revised Operation Policy 3-6-4, **Loan Periods and Renewals (revised)**
 - Change in number of print materials available for check-out at one time is policy correction to reflect ILS specifications that have always been in place.
 - Recommendation to increase number of DVDs available for check-out provides greater access to these materials, especially for patrons at rural branches. DVD checkout limit was set at three due to the time-consuming process required when discs were stored in separate cases behind the circulation desk. This process is no longer required for most collections. Circulation volunteers are supportive of increasing the DVD checkout limit to five.
 - Reference to "limited cards" has been replaced with verbiage that allows flexibility when working with partner organizations requesting specific parameters. For example, Sunny Wolf Charter School asked that we limit check-outs to three per student, resulting in a new "student card" option.

Policy 3-3-4. Security Cameras

Adopted 11/20/2019

Adopted xx/xx/xxxx

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 § 192.355 - 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 at the discretion of the Library Director and their designees.

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 written 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 may be disclosed to law enforcement only pursuant to legally valid search warrant, subpoena, court order, or where otherwise required by law. Material requested through a search warrant may be released immediately but will be confined to the specific times and camera feeds requested. Other types of requests will be reviewed by legal counsel before release.

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 3-6-4. Loan Periods and Renewals

Adopted 3/21/2019

Adopted x/xx/xxxx

The loan period for all circulating materials, except DVDs and Library of Things items, is 21 days; the loan period for DVDs and Library of Things items is 10 days.

Reference materials and current issues of selected weekly periodicals do not circulate.

Patrons with full-service library cards may check out ~~unlimited~~ 100 print material items and a maximum of ~~three~~ five DVDs concurrently. ~~Patrons with limited cards may check out a total of two items. Provisional cards may be issued for which non-standard borrowing privileges apply.~~

Eligible items are automatically renewed one time. Ineligible items include:

- Library2Go materials
 - Overdue items
 - Items with holds from other users