

Josephine Community Library District
Board of Directors Regular Meeting
Wednesday, March 18, 2020 at 5:15 pm, AllCare Health
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			5 min
<ul style="list-style-type: none"> 1. Approval of agenda 2. Approval of consent agenda <ul style="list-style-type: none"> a. March 11 meeting minutes b. February 19 meeting minutes c. Policy 3-3-4 Security Cameras d. Policy 3-6-4 Loan Periods and Renewals 3. Public comment 4. Correspondence 5. Annexation petition review: Virginia Rothrock, Lawrence and Iva Moynihan, Joseph and Ashley Williamson 	Motion	<ul style="list-style-type: none"> J. Harelson J. Harelson J. Harelson J. Harelson J. Harelson 	
Staff Reports			
<ul style="list-style-type: none"> 1. Library director's report 2. Financial report 	Report Report	<ul style="list-style-type: none"> K. Lasky K. Hay 	15 min 5 min
Action Items			
<ul style="list-style-type: none"> 1. Facilities planning priorities 2. Library district and foundation MOU update 3. First reading: Volunteer Policy 5-16 4. First reading: Volunteer Policy 5-17 	Motion Discussion Discussion Discussion	<ul style="list-style-type: none"> J. Harelson K. Lasky K. Lasky K. Lasky 	15 min 5 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	<ul style="list-style-type: none"> D. Mannix Ellison/Samson 	5 min 5 min
Announcements			
<ul style="list-style-type: none"> 1. Comments from board members 2. Date and agenda items for next meeting 		<ul style="list-style-type: none"> All J. Harelson 	5 min
Adjourn		J. Harelson	

<i>Visit josephinelibrary.org for a complete list of upcoming programs and events</i>	
Date and Time	Upcoming Meetings and Events
April 8, 5:30pm, AllCare Health	Budget Committee Meeting
April 15, 5:15pm, TBD	District Board Meeting

**Josephine Community Library District
Board Special Meeting Minutes
Wednesday, March 11, 2020 at 5:30 pm
Ben Bones Room, Grants Pass branch**

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

Members absent: Beecher Ellison

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

Contractors: Communications Specialist Teresa Stover

Library Foundation board: Josephine Community Library Foundation Executive Director Rebecca Stoltz, David Mannix, Shad Shriver, Denise Kalic, Bill Kohn, Mary Walgrave, Sue Cohen, Steve Swearingen, Sara Katz, Randy Richardson

CALL TO ORDER. Mr. Harelson called the meeting to order at 5:30 pm.

STANDING ITEMS

Approval of agenda. There were no changes made to the agenda.

Motion: Mr. Fahey moved to approve the agenda. Ms. Samson seconded. The motion passed unanimously.

REPORTS

Facilities Oversight Task Force. Ms. Samson reported deficiencies of each current library building and the formation and function of the Facilities Oversight Task Force (FOTF). Below are highlights:

- FOTF determined that both Grants Pass and Williams branches need to be replaced and the Illinois Valley branch needs renovations.
- Progress so far includes the completion of a Feasibility Study, a Facilities Master Plan, work with Hacker architects for cost estimates, an environmental assessment of the proposed Grants Pass property, and an option to purchase property in Grants Pass.
- The goal is to solely raise funds through donations and grants.
- All fundraising and construction is estimated to be completed in 10–15 years.
- District capital improvement priorities in order of importance include: safety and security for staff, volunteers, and patrons, capital preservation, and library enhancement.
- FOTF recommended criteria to consider include: safety and security, cost, community need, service area, fundraising, scope of work for construction.

Mr. Swearingen reported that the Facilities Oversight Task Force is recommending to the library district board of directors proceed with the Scenario #3 timeline as presented, beginning with fundraising to secure the property in Grants Pass. The next steps would include fundraising and construction for the renovation of the Illinois Valley branch while preparing for the fundraising and construction of a new Williams branch.

PUBLIC COMMENT

Bob Brooks: With Grants Pass property that has existing business—what is happening to existing businesses? Will rent be collected to go towards fundraising?

Connie Roach: A suggestion to collect rent on properties at Grants Pass before construction begins because property is taxable.

Nancy Hitchcock: What is the deal with the county for the current building in Grants Pass?

Joanne Stumpf: Support of scenario #2 because Williams has the most immediate need. They've been waiting 10 years for running water and a bathroom. Some improvements have been made to the Illinois Valley branch. During campaign, many promises were made that something would be done for the Williams branch. Credibility and trust are the issue and the scope of project can likely be scaled down.

Nancy Hitchcock: Is there an understanding that the foundation is expecting to raise a large portion of the building costs from grants?

Elena Ciejek-Baez: Also in support of Scenario #2. Both Illinois Valley and Williams do a great service to their communities. Williams is very confined, and services are limited due to lack of space. If the branch was larger it would be used more.

BOARD DISCUSSION

Comments from board members. Ms. Lasky explained that the current lease for the Grants Pass building goes through 2025 and that the commissioners so far have been very supportive of the library. Lease is for \$1 a year until 2025. The Williams branch is on Three Rivers School District property and they are supportive of renewing an IGA to share land with the library.

Ms. Stover addressed the question about possible grants for the projects. Grants will make up about 15 percent. It's predicated on how much can be raised by the local community. Foundation grants and government grants such as community development, National Endowment for Humanities, and USDA. Thirty percent total between government programs and foundation grants is anticipated.

Mr. Shiver explained that the intent of the library district and foundation would be to leave the current businesses at the new Grants Pass library location and to collect rent until it's time to start construction. \$1.5 million needs to be raised in 24 months then current owner will carry the remaining balance to purchase.

Ms. Lasky explained that there is a sense of urgency around making a decision about the timeline for fundraising and construction because the foundation has asked the library district board to make its decision at the March 18 meeting. That decision will be used by the foundation to create the scope of work to hire a capital campaign consultant.

Mr. Shriver expressed that he does not have a preference.

Mr. Mannix prefers scenario #2 to start with the Williams branch.

Ms. Cohen expressed that the Illinois Valley branch is already owned by the library district due to needed repairs that are safety hazards. She is in favor of Scenario #3.

Ms. Kalic leans towards Scenario #3. Quickest and cheapest and will be a win for community to use in future fundraising.

Mr. Swearingen expressed the serious safety concerns with the Illinois Valley branch leading to FOTF making the recommendation for Scenario #3.

Mr. Richardson wants to raise the money for the Grants Pass property first. Due to constant repair issues at the Illinois Valley branch and request for funds to make repairs, he is hoping to renovate rather than patch up current building. He is in favor of Scenario #3.

Ms. Katz agrees that Illinois Valley branch is smaller and a bigger need currently. She is in favor of Scenario #3.

Mr. Kohn agrees that Grants Pass property needs to be paid for first. He defers to the library district about whether Illinois Valley or Williams is first but that Grants Pass construction and fundraising should be last.

Mr. Brooks asked if it is possible to do improvements to both at the Illinois Valley and the Williams branch at the same time. Mr. Harelson responded that he will advocate for a flexible plan to possibly allow for facilitating improvements to both at the Illinois Valley and the Williams branch at the same time.

Ms. Stumpf said the projections can be scaled back for Williams and suggested a modular building. Mr. Mannix responded that the library foundation has considered the scale of that branch. Mr. Richardson suggested a residential-size building in Williams.

Ms. Roach asked if the Williams branch would be in the same location. Mr. Shriver explained that Three Rivers School District is willing to expand the lot a bit but that it will be in the same general location.

Ms. Agosta mentioned that with Scenario #3 construction starts sooner which may help momentum of capital campaigns.

ANNOUNCEMENTS

Date and agenda items for next meeting. Mr. Harelson announced that the next regular meeting will be at 5:15 pm on Wednesday, March 18 at the Grants Pass branch.

ADJOURNMENT

The meeting adjourned at 6:38 pm.

Respectfully submitted,



Brandace Rojo for Board Secretary Kate Lasky
Josephine Community Library District

**Josephine Community Library District
Board Regular Meeting Minutes
Wednesday, February 19, 2020 at 5:15 pm
Ben Bones Room, Grants Pass branch**

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

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

Training: Board meetings. The board of directors watched an educational video by United for Libraries about holding board meetings.

CALL TO ORDER. Mr. Harelson called the meeting to order at 5:27 pm.

STANDING ITEMS

Approval of agenda. There were no changes made to the agenda.

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

- **Approval of January 15 meeting minutes.** The board reviewed the last regular board meeting minutes. No changes were made.
- **Approval of the February 1 workshop minutes.** The board reviewed the workshop minutes. No changes were made.
- **Policies, second reading:**
 - Policy 3-6-1, Operations
 - Policy 3-6-2, Operations
 - Policy 3-6-5, Operations

Motion: Ms. Agosta moved to approve the consent agenda including the January 15 board meeting minutes, joint board workshop minutes, and Resolution 2020-005 for Operations Policy 3-6-1, Library Card Eligibility, Operations Policy 3-6-2, Library Card Registration, and Operations Policy 3-6-5, Hold Requests; and with the removal of Resolution 2020-004. Ms. Samson seconded. The motion passed unanimously.

Personnel Policies.

- Policy 4-10-1, Personnel
 - Mr. Ellison requested a reference in this policy that the volunteer acceptable use policy is located in the volunteer policies.

Motion: Mr. Fahey moved to approve resolution 2020-004 with modifications to Personnel Policies 4-8-2 and 4-10-1. Ms. Samson seconded the motion. The motion passed unanimously.

Public comment. There was no public comment.

Correspondence. There was no correspondence.

ANNUAL AUDIT REPORT

Pauly Rogers, LLC. presented the 2019 annual financial audit report to the library board of directors. There were no issues with the audit and it was filed with the Secretary of State.

Motion: Ms. Samson moved to accept the 2019 annual audit report presented by Pauly Rogers, LLC. Mr. Fahey seconded. The motion passed unanimously.

STAFF REPORTS

Library director's report. Ms. Lasky reviewed the Library Director's Report dated February 19, 2020. The following are highlights:

- The Community Needs Assessment is a pilot project to identify what gaps the library has in its collection.
- The Williams branch roof needs repair. Ms. Lasky is planning on allocating funds from the Maintenance Fund for the repair.
- Ms. Lasky presented staffing changes and an updated library district organizational chart. She presented the new job descriptions for a communications manager and partnership coordinator.
- The library foundation awarded the library district \$30,000 for the website redesign project.

Financial report. Ms. Hay reviewed the December Financial Statement memo dated February 19, 2020. She also reviewed the Profit & Loss Budget vs. Actual – General Fund statement through January 2020, the Profit & Loss statement for grants through January 2020, and the Balance Sheet as of January 31, 2019.

ACTION ITEMS

Contingency Authorization. Ms. Lasky requested a transfer appropriation authority from the Contingency fund to the General Library Operations fund for web development, facilities maintenance and improvements, and technical writing services.

Motion: Mr. Fahey moved to approve Resolution 2020-006 for the authorization of the transfer of Contingency funds in the budget of Josephine Community Library District. Mr. Ellison seconded. The motion passed unanimously.

Budget Committee Recruitment. Ms. Lasky reported that we had two candidates apply for the positions: Cassie Robinson, director of finance for Northwest, and Joanne Stumpf, former finance and human resources director for the City of Grants Pass. Both were accepted.

Motion: Mr. Ellison moved to appoint Cassie Robinson and Joanne Stumpf to serve 3-year terms on the Josephine Community Library District budget committee. 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 3-3-4, Security Cameras
 - Mr. Harelson asked for clarification in the policy that it is okay for the library director to release surveillance to law enforcement in special circumstances.
- Operations 3-6-4, Loan Periods and Renewals

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

BOARD MEMBER REPORTS

Library Foundation liaison report. Mr. Mannix reported that the library foundation has met three times since their last report. The foundation has worked on communications about the building improvement projects.

The library foundation and the library district met early in February for a joint board session and strategic planning.

Donna Robinson has resigned the board and a new board member, Denise Kalic has joined the foundation board.

A brochure to be used for the capital campaign is in draft phase and should be ready by the March 11 public meeting.

Facilities Oversight Task Force. Ms. Lasky reported that as a result of the joint board session, she and the foundation executive director created benchmarks for the upcoming capital improvement projects. The FOTF will have two meetings to begin discussing the timeline for capital improvement projects.

The regular FOTF meeting will be held on March 6. Ms. Agosta will attend in Mr. Ellison's place. On March 11, a public meeting will be held to seek public input about the timeline for capital improvement projects.

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, March 18 at the Grants Pass branch.

ADJOURNMENT

The meeting adjourned at 6:50 pm.

Respectfully submitted,



Brandace Rojo for Board Secretary Kate Lasky
Josephine Community Library District

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.

Video surveillance footage may be disclosed without search warrant, subpoena, court order to take action in the case of an immediate threat.

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

Annexation Petitions

March 18, 2020

The following property owners are petitioning that their properties be annexed to the Josephine Community Library District. Their petitions will be on hand at the March 18 board meeting for review and action.

	Property Owner	Address
1	Rothrock, Virginia	128 Cherry St. Merlin, OR 97532
2	Moynihan, Lawrence D & Iva J	1844 Southgate Way Grants Pass, OR 97527
3	Williamson, Joseph R & Ashley	2510 Elk Ln Grants Pass, OR

TO: Josephine Community Library District Board of Directors
FROM: Kate Lasky, Library Director
DATE: March 18, 2019
SUBJECT: Library director's report

General Updates

- Budget development is in progress with Budget Committee meeting scheduled for April 8. All committee members have been informed of meeting time and date. An alternative conferencing site has been identified to ensure all committee members are able to participate with regards to library closure and coronavirus prevention.
- Josephine County awarded the district \$16,000 in economic development funds to support the Internet Infrastructure Project (a.k.a. Library Internet Equity Project or E-rate). This project is now fully funded.
- The new website development and redesign project is in progress. *See attached memo for update and ADA compliance assurance process.*

Stories

- **In Grants Pass**, after receiving her library card, a new patron mentioned she was a kindergarten teacher with Family Solutions, a local organization providing services to troubled families. She was excited to learn about the library's themed book bags, selecting one to take with her. A volunteer offered to hold the heavy bag at the check-out desk while she searched for more books and she replied, "No need to keep looking, you already gave me exactly what I need for my kids!"
- **In Illinois Valley**, the branch celebrated Black History Month during storytime with a special craft and story. Each week was inspired by different icons of history, such as Dr. Mae Jemison, Louis Armstrong, Alma Thomas, and Michelle Obama. Children created unique pieces of art while listening to stories about their lives and listening to music. A patron pulled aside the branch manager to personally thank her for the special attention to Black History Month since her children had reported back to her that the elementary school had skipped it completely. Being an African American mother of two, she was grateful for the inclusion of her culture in her library.
- **In Williams**, the Williams Community preschoolers and their teacher delivered a large handmade card to the Williams branch manager as a token of appreciation for the on-going partnership. The card included the signatures of the toddlers next to the titles of their favorite books.
- **In Wolf Creek**, while one of our regular patrons was checking out materials, they relayed that life had been especially difficult for them lately. The patron then remarked "You guys and the library are the one thing that I can count on in my life right now. Thank you for being here."

Successes

- Wolf Creek is noticing a steady increase in Sunny Wolf Charter School students and families visiting the library outside of their regular school visits.

Challenges

- Libraries system closed due to COVID-19 pandemic. All branches are closed until further notice. *See attached procedure for protocols.*

- Two out of three toilets in the Wolf Creek branch continue to have issues with clogging, the third toilet was replaced in August 2019 and has been working as it should.

Imperative #1 Enhance program quality and customer service

- All programs and events are cancelled due to library closure.
- New full-time library assistant is conducting Welcome to Computers class with 10 participants. Feedback so far is overwhelmingly positive. Adult services manager is working with library assistant to plan future computer classes at all branches.
- The youth services librarian began implementing early literacy stations after the preschool storytimes at Grants Pass. The early literacy stations include different activities such as letter recognition, rhyming practice, and writing that will give caregivers and children an opportunity to practice the five early literacy skills (read, write, talk, play, and sing) after storytime. Plans are underway to implement the stations at all library branches.
- In Wolf Creek, a new monthly storytime will begin in March.

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

- Oregon Library Association Conference is cancelled due to coronavirus pandemic.
- National Library Legislative Day in Washington DC is cancelled due to coronavirus pandemic.
- Recruitment for new partnership coordinator is ongoing but on hold during library closure.
- Per the strategic plan, volunteer program change-management guidelines have been drafted and distributed to staff for review.
- Williams branch manager attended “Librarian as Verb: Activating Your Rural Community” webinar, “Pop-up Storytimes” webinar, and “Homelessness 201” online training with Ryan Dowd.
- Williams branch manager trained substitute manager on new policies and procedures.
- Illinois Valley branch volunTEEN requested a new name on his badge as he now identifies as she. She was so relieved at how easy it was to talk to her co-workers at the library and how respectful everyone was about her choices.

Imperative #3 Enhance the facilities across the library systems

- Completed repair of entryway eave and fascia at the Williams branch. Painting is in progress.
- Awaiting bids for Illinois Valley parking lot and sidewalk repair to meet ADA code.
- The addition of a window to replace the deck door at the Wolf Creek branch was approved by the county. Currently in process of replacing door with a window and removing rotting deck.
- Waiting for a bid to update Grants Pass lighting with recommended LED units.
- Installed new display shelf at Williams branch library.
- Hunter Communications continues to seek easements for the Internet Infrastructure Project.
- Replacing water heater at Illinois Valley branch.

Imperative #4 Develop efficient operating systems and structures.

- Developed procedures for responding to coronavirus pandemic in advance of library closure.
- Conversion from monthly cards to a quarterly option will be rolled out April 1, with a goal of transitioning monthly patrons to quarterly cards by calendar year-end. This change will minimize

disruption in service for patrons, simplify card renewal procedures for our volunteers, and reduce the paperwork and staff time dedicated to processing monthly cards.

- Continued seeking grants for the Inclusive Library Web (web redesign) project. Submitted a \$10,000 proposal to West Family Foundation. Received a verbal confirmation from Collins Foundation that, based on the JCLD letter of interest, JCLD is approved to submit a full proposal for about \$40,000 this summer for a funding decision in October. Participated in a site visit with Oregon Community Foundation in support of a \$40,000 proposal. Josephine Community Library Foundation agreed to fund up to \$30,000 toward the project.
- Continued the 2020 Community Information Needs Assessment Pilot, which will identify the information needs of the Josephine County community, especially by groups of community members who aren't necessarily library users. The needs assessment design has been finalized, and the community profile and the adult and youth collection assessments are now under development. Seeking grant funding to support this project.

Imperative #5 Build awareness and expand partnerships

- Library closure due to the coronavirus pandemic is dominating all communications priorities on all platforms. The communications team will lead messaging about online and digital library services during the closure, as well as necessary public information regarding library operations.
- Partnering with Easter Seals for workforce support. Former Easter Seals worker timed out. Now hosting a fulltime Easter Seals maintenance assistant at the Grants Pass branch to help with cleaning and basic upkeep.
- Partnering with College Dreams for an intern in youth services. Intern is supporting social media and communications with teens as well as other children's library tasks.
- The Oregon Digital Library Consortium requested input by vote from its member libraries regarding whether to boycott MacMillan e-books in response to the publisher's imposition of restrictions on library purchasing of new releases. JCLD voted "yes" to join the 79 other library systems and consortia nationwide that are currently boycotting MacMillan e-books. ODLC should tally votes from members and make its final decision by mid-March.
- Sheepscot Creative, communications manager, and library director planning content integration for website development and redesign project. Launch of new website is scheduled for May. Prior to the Summer Reading Program.
- Sheepscot Creative met with the communications teams from the library district and library foundation to assist in determining how the two organizations can align and support one another's communications regarding the capital improvements and capital campaigns.

TO: **Josephine Community Library District Board of Directors**
FROM: **Kate Lasky, Library Director**
DATE: **March 18, 2019**
SUBJECT: **Library website development project update**

Update: The website redesign and development project are in progress and on target to launch in May. Phase 1 is complete, having produced a clear information architecture based on previous assessment, profile development, and testing. The library is now in Phase 2 developing wire frames and further testing user experience and accessibility. Content development is in progress with the district's communications manager leading. Content integration is scheduled for the week of April 20.

ADA compliance information: The ADA was signed into law in 1990, at a time when websites weren't a consideration for the general public. But recently some courts have been referencing Title III of the Website Content Accessibility Guidelines (WCAG) 2.0 Level AA (<https://www.w3.org/WAI/standards-guidelines/wcag/>). Legally, the requirements are ambiguous, but WCAG is an excellent reference tool for testing website accessibility. The library project is using WCAG testing tools to validate the work in this area. The legal requirements afford website proprietors flexibility in how they make their sites accessible. Ultimately, developers are tasked to do the best they can, test the work, and work to fix errors if they are reported.

Accessibility comprises not only considerations for those with disabilities, but also for the broad array of browsing platforms and devices. The quality assurance process includes tests for people with limited mobility, vision/hearing impairments, and literacy, as well as economic disparity and language barriers. Moreover, the value of inclusivity is emphasized as a JCLD standard. Diversity in production/testing will ensure the website and its content are accessible to everyone. This consideration will apply to the entire process as an overarching principle.

Some areas of focus on the library's project:

1. **Color blindness.** The library's visual design will be tested for sufficient contrast and color differentiation. Contrast is vital for legibility and color differentiation must be decipherable when it's intended to convey information (such as a color-based labeling system). While it's not possible (or at least known how) to present full-color spectrums to those who see with color deficiencies, our testing ensures that this doesn't get in their way of content legibility, navigation cues, and interaction cues.

2. **Complete blindness.** People who aren't able to see websites can still use them with assistive devices called screen readers. Just as the name suggests, these devices read websites to visitors. The content itself is read aloud with respective semantic markup (headers, lists, block quotes, etc. to provide hierarchical context), images are described using text-based alternatives called "alt text," and videos offer transcriptions. Screen readers also provide navigational guidance by denoting what text/images can be interacted with and where they lead. We know how to build accessible code to make accommodations for people who are using screen readers, but we still test our work using validation tools.

3. Limited visibility. Many people rely on significant magnification to read text (on/off websites). The library will test to ensure that people can give text sizes a boost when necessary. Most people seeking larger fonts simply need a little boost. The library will do its best to preserve as much of the design integrity as possible in these circumstances and focus on readability at a minimum. A very small minority of people need to dramatically increase font sizes to degrees that will completely dismantle all design/legibility, irrespective of what preemptive actions are taken. Assistive devices in these scenarios often remove visual design and convert website content to something like rich text formatting. We also prepare for this with semantic markup.

4. Limited or atypical mobility/dexterity. While often ignored as an accessibility checkpoint, many people have a challenging time navigating websites (on both desktop and mobile) because link targets are too small or too close together, or because they are unable to use a mouse and/or keyboard. The library will do its best to design links/navigation to be easily targeted, making things easier for these visitors.

5. Content understandability and orientation. People using screen readers and people with limited knowledge of the website's language (which must be denoted in the code) rely on clear labels/titles to understand where they are in a website structure and where they'll go if they follow a link. First, page titles must be unique, brief, and meaningful. The library will use this criteria in conjunction with characteristics that help with general orientation and search engine optimization (SEO). Second, navigation must be consolidated and concise, with clear labels that provide sufficient context. With proper markup, navigational components will be grouped and swiftly communicated by a screen reader. Finally, linked text in narrative passages and single call-to-actions must convey meaning. Take, for example, the sentence "we have a list of recommended reading that might interest you." Linking the words "recommended reading" provides meaning that can't be conveyed when using an alternative such as "for a list of recommended reading, click here," in which case the words "click here" would be linked. People can choose to have a screen reader read all navigation/links on a page without reading the actual content. In comparison the aforementioned examples would either read "recommended reading" or "click here" without context. The website developer will help to educate the library team on preparing appropriate pages titles and navigation labels to meet this requirement.

6. Contingency design. Interactive forms present an array of potential roadblocks, and the library will prepare for all of them. The most important consideration is validation. Knowing which fields are required, which fields don't meet validation requirements upon submitting a form, and how to correct mistakes, are all vital to ensuring that someone can complete a form submission. The library website will adequately prepare people for the submission process before interacting with a form, appropriately display where errors have occurred, and help them get back on track. While developers have decades of experience with this, the library will use validation tools to help check the work.

Procedure: Coronavirus Pandemic Response Plan	
Policy Number: None	Date: 03-13-20
Forms/Attachments: None	Responsibility: Library Director

Purpose:

Josephine Community Library recognizes and shares the community’s concerns with the evolving COVID-19 pandemic in March 2020. We are taking extra precautions to protect the health and welfare of patrons, volunteers, and staff at all four library branches in Grants Pass, Illinois Valley, Williams, and Wolf Creek. Library management understands that the situation is fluid and evolving and library staff must be responsive to directives from the Oregon Health Authority and the Office of the Governor.

Pandemic:

A pandemic is defined as the worldwide spread of a new disease. (World Health Organization <https://www.who.int>)

Information Resources:

The Center for Disease Control and Prevention (CDC) <https://www.cdc.gov/coronavirus/2019-ncov>
 Oregon Health Authority (OHA) <https://www.oregon.gov/oha/PH/DISEASESCONDITIONS/DISEASESAZ/Pages/emerging-respiratory-infections.aspx>

Procedure:

Operations: Listed below are the library’s levels of pandemic response, with examples for how each level will be managed. The examples given are not exhaustive, and other criteria than what is listed may be used to determine the appropriate response level as decided by the director in conjunction with public services director and business manager. The library will continue to operate as usual until the director determines we have reached Level 1, 2, or 3 as defined below. The director, in consultation with public services director and business manager, will determine if hours should be limited or the library closed.

The library will develop an internal and external communications plan for the following:

Level 1: At least one incident of COVID-19 is reported within Josephine County and the local or state health department advises limiting public gatherings

- Library hours will remain the same
- Staff may be asked to take on other responsibilities not in their job description
- Projects may be suspended until further notice to cover for absent volunteers and support service staff
- Library programs and outreach events will be cancelled as needed at the discretion of the director, public services director and adult services and volunteer manager
- Orders of new shipments of materials and books may be suspended as needed
- Staff should avoid close contact with patrons and co-workers. Attempt to maintain a distance of six feet and wash your hands after contact is made.

- Staff should avoid sharing phones, keyboards, or other work equipment without disinfecting between uses and/or washing hands after use
- Volunteers should disinfect phones, keyboards and other work equipment at shift change
- Toys will be removed at all branches

Level 2: Multiple incidents of COVID-19 are reported in Josephine County

- Library hours for the public may be reduced or adjusted
- All library programs and outreach events will be cancelled
- All room reservations will be notified their reservations have been cancelled, and staff will work with them to reschedule
- Staff hours may be reduced, but all employees will be required to report to work when assigned. If not assigned to work, they will be paid for their normal weekly hours with regular pay (not sick, vacation, or personal leave)
- Staff may be expected to work additional hours from home

Level 3: Many incidents of COVID-19 are reported in Josephine County, the local or state health department recommends no public gatherings, and Grants Pass District 7 schools close.

- The library will be closed to the public
- Book drop may be closed
- Material due dates and library card expiration dates will be extended
- Staff may report to work or work from home to work on operational projects
- Staff may be required to work some shifts and will be paid for their normal weekly hours with regular pay (not sick, vacation, or personal leave)
- Volunteers will be asked to stay away from the libraries until notified it is safe to return
- Board meetings may be cancelled or postponed

Employees: If you or someone in your household experiences symptoms of COVID-19 (Coronavirus) such as fever, cough, or shortness of breath, do not come to work. Call your healthcare provider and they will help you decide if you need an appointment. If you do not have a primary care physician, contact an urgent care facility for a same-day appointment. If they choose to test you and the results are positive, remain off work until cleared. If you test negative, you may return to work when you feel better and are no longer contagious. You should be fever-free for 24 hours before returning. Any time taken off for illness will be paid as Sick Leave. If you do not have Sick Leave accrued, your available Vacation or Personal leave will be used. If you do not have any leave time accrued, your time off will be unpaid.

If you know you have been exposed to coronavirus, contact your healthcare provider. If they determine you should be quarantined until the incubation period has passed, obtain documentation that includes the quarantine dates and notify the director. You will be paid for your normal weekly hours during the quarantine period with regular pay (not sick, vacation, or personal leave).

Staff may not decline to work in order to avoid exposure. Vacation and other leave requests will be addressed according to policy.

Volunteers are always urged to take their own and their fellow volunteers' health into consideration when deciding whether to report for their volunteer shifts. If a volunteer chooses to stay home, they are asked to notify the volunteer manager or branch manager as soon as possible.

The best way to prevent the spread of the any virus is to wash hands and disinfect surfaces frequently. Because of our role in the community, library staff should share only accurate information and model evidence-based practices. Surfaces should be cleaned daily and books disinfected as much as possible. Refer to CDC guidelines for health care and prevention of the coronavirus.

TO: **Josephine Community Library District Board of Directors**
FROM: **Business Manager Kedron Hay**
DATE: **March 18, 2020**
SUBJECT: **February 2019 Financial Statement**

Accounting

- The net income for the general fund on the P&L of \$533,056 does not equal the Balance Sheet net income of \$540,954. This is due to the Balance Sheet representing all funds/grants and the P&L representing only the General Library Operations fund. \$533,056 plus \$7,898 (net income of grants only) equals \$540,954.
- JCLD invoiced Josephine Community Library Foundation \$1,680 for 28 household scholarships.
- Contingency transfer of \$100,000 is reflected in the P&L. Building improvements was increased \$15,000 to \$41,020, and special contracts increased \$85,000 to \$156,000.

Statement of Financial Activities (general fund P&L)

Revenue

- The district received \$12,313 for current year tax levy and \$1,636 of prior year's tax levy income in February 2020; total year to date tax revenue is \$1,306,014.
- Non-resident card fees equaled \$3,515 for the month of February.

Expenses

- Collection development budget is \$175,000 for general fund purchases. Total collection development dollars spent for the general fund is \$12,345 and \$1,964 for special funds in January. Total year to date collection development purchases are \$132,235 for all funds.

Special Contracts

- Special contracts include \$3,060 for technical/grant writing to Stover Writing Services, \$3,750 to Mark Wyner, \$2,817 to Twin Goats LLC for the joint-board session and \$2,100 to Sheepscot Creative for marketing in the month of February.

Grants

- Total of grant expenses for the month of February is \$2,757.
- Total revenue received from grants in FY20 is \$107,743 representative of 12 grants.

Statement of Financial Position (balance sheet)

- The district assets include \$14,626 in the district checking account. The Grants Pass Maintenance Fund totals \$15,346 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 \$1,631,180. 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 \$1,681,375 including \$38,861 in restricted grant funds and restricted maintenance reserve fund.

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

	Actual February-20	Year to Date Actual	Annual Budget	\$ Over (Under) Budget	Budget Forecast
Ordinary Income/Expense					
Income					
4000 - Current Year Tax Levy	\$ 12,313	\$ 1,277,927	\$ 1,352,601	\$ (74,674)	\$ 1,352,601
4005 - Prior Year Taxes	\$ 1,636	\$ 28,087	\$ 22,475	\$ 5,612	\$ 25,000
4100 - Fines and Fees	\$ 740	\$ 8,393	\$ 17,000	\$ (8,607)	\$ 15,000
4102 - Non-Resident Card Fees	\$ 3,515	\$ 31,856	\$ 40,000	\$ (8,144)	\$ 40,000
4200 - Interest Income	\$ 3,270	\$ 23,328	\$ 17,500	\$ 5,828	\$ 28,000
4300 - Other Revenues	\$ 13	\$ 1,761	\$ -	\$ 1,761	\$ 2,000
4310 - Donations	\$ 192	\$ 192	\$ -	\$ 192	
Total Income	\$ 21,679	\$ 1,371,543	\$ 1,449,576	\$ (78,033)	\$ 1,462,601
Expense					
5000 - Personal Services	\$ 57,941	\$ 493,076	\$ 809,191	\$ (316,115)	\$ 809,191
5200 - Collection Development	\$ 12,345	\$ 95,486	\$ 175,000	\$ (79,514)	\$ 175,000
5300 - Technical Services	\$ 60	\$ 37,233	\$ 44,495	\$ (7,262)	\$ 44,495
5400 - Building Improvements	\$ 230	\$ 1,379	\$ 41,020	\$ (39,641)	\$ 41,020
5500 - Facilities & Equipment	\$ 2,780	\$ 18,906	\$ 41,953	\$ (23,047)	\$ 41,953
5600 - Computer Maintenance	\$ 1,092	\$ 5,847	\$ 19,675	\$ (13,828)	\$ 19,675
5700 - Insurance	\$ 7,403	\$ 8,517	\$ 7,959	\$ 558	\$ 7,959
5800 - Travel & Training	\$ 3,368	\$ 11,573	\$ 23,850	\$ (12,277)	\$ 23,850
6630 - Election	\$ -	\$ -	\$ 1,000	\$ (1,000)	\$ 1,000
6640 - Auditor	\$ 11,850	\$ 17,859	\$ 15,000	\$ 2,859	\$ 15,000
6650 - Patron Services and Supplies	\$ 492	\$ 2,158	\$ 7,680	\$ (5,522)	\$ 7,680
6660 - Volunteer Support	\$ 40	\$ 772	\$ 2,900	\$ (2,128)	\$ 2,900
6670 - Events at Library	\$ 20	\$ 1,785	\$ 13,120	\$ (11,335)	\$ 13,120
6680 - Communication & Outreach	\$ 1,564	\$ 11,470	\$ 26,700	\$ (15,230)	\$ 26,700
6690 - Special Contracts	\$ 17,076	\$ 85,486	\$ 156,000	\$ (70,514)	\$ 156,000
6699 - Legal Administration	\$ 68	\$ 561	\$ 2,000	\$ (1,439)	\$ 2,000
6700 - Administrative Support	\$ 1,000	\$ 11,772	\$ 22,499	\$ (10,727)	\$ 22,499
6800 - Telecommunications	\$ 960	\$ 9,538	\$ 11,280	\$ (1,742)	\$ 14,000
6850 - Utilities	\$ 3,155	\$ 25,069	\$ 36,426	\$ (11,357)	\$ 36,426
8000 - Transfers & Contingency			\$ (100,000)	\$ -	\$ -
Total Expense	\$ 121,443	\$ 838,487	\$ 1,357,748	\$ (619,262)	\$ 1,460,468
Net Ordinary Income	\$ (99,764)	\$ 533,056	\$ 91,828	\$ 441,228	\$ 2,133
Net Income	\$ (99,764)	\$ 533,056	\$ 91,828	\$ 441,228	\$ 2,133

**Josephine Community Library District
Enhanced Library Services
February 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	(4,339)	(4,339)	(4,339)
Four Way-2019 Safety/Security	6,526	0	6,526	6,526	0	(6,526)	(6,526)	0
Friends of the Library	13,128	9,176	20,100	22,304	(8,888)	(8,980)	(17,868)	4,436
JCCC-History/Poetry-2019	1,500	0	1,500	1,500	(80)	(1,420)	(1,500)	0
JCLF	0	40,371	40,000	40,371	(7,150)	(17,873)	(25,023)	6,528
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	(488)	(488)	12
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	(50)	(50)	11,317
Solid Waste Agency	5,055	3,411	5,000	8,466	(832)	(7,634)	(8,466)	(0)
Total	67,807	107,743	196,509	175,550	(43,507)	(97,562)	(140,102)	26,628

Cash Basis

**Josephine Community Library District
P&L Special Funds (all transactions)
As of February 29, 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		16,494.07	26,494.07
Transfer per Lease Agreement for 2019	5,000.00	Expenses				
Interest Earned	35.99	GP hot water heater	630.07	WM A/C	4,383.00	
	<u>26,494.07</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>15,346.21</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>8,340.07</u></u>	<u><u>15,346.21</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 February 29, 2020

Feb 29, 20

ASSETS	
Current Assets	
Checking/Savings	
1000 · People's Bank of Commerce	14,626
1010 · People's Bank-Savings	15,346
1100 · General Pool 6000	1,631,180
1120 · Jo Co Treasury Account	-13
1150 · Cash Drawers	390
Total Checking/Savings	<u>1,661,529</u>
Other Current Assets	
1310 · JoCo Reserve for Disputed Tax	
1310 · JoCo Reserve for Disputed Tax - Ot	19,846
Total 1310 · JoCo Reserve for Disputed Tax	<u>19,846</u>
Total Other Current Assets	<u>19,846</u>
Total Current Assets	<u>1,681,375</u>
Fixed Assets	
1610 · Furniture and Equipment	303,131
Total Fixed Assets	<u>303,131</u>
TOTAL ASSETS	<u><u>1,984,505</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2100 · Payroll Liabilities	
2130 · Health Insurance withholdings	522
Total 2100 · Payroll Liabilities	<u>522</u>
2400 · Deferred Revenues(audit)	5,597
Total Other Current Liabilities	<u>6,118</u>
Total Current Liabilities	<u>6,118</u>
Total Liabilities	<u>6,118</u>
Equity	
3900 · Fund Balance 'Unassigned' (Gen)	1,134,303
3920 · Capital Asset Investments	303,131
Net Income	540,954
Total Equity	<u>1,978,387</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,984,505</u></u>

TO: JCLF/JCLD board members, donors, and community members
FROM: JCLF/JCLD Facilities Oversight Task Force
Sue Cohen, Steve Swearingen, Rebecca Stoltz
Laurel Samson, Beecher Ellison, Kate Lasky
DATE: March 18, 2020
SUBJECT: **Facilities planning recommendations**

Recommendation

- ▶ The Task Force recommends a tandem effort to support both the Illinois Valley and Williams branch building projects after the foundation has raised funds to support its option to purchase property in Grants Pass (Scenario #3).
- ▶ Illinois Valley building repair and renovation is most timely due to safety and security issues including electrical, ADA compliance, HVAC, and deferred roof maintenance.
- ▶ Scenario #3 allows for overlapping timelines such that fundraising efforts may coincide with community outreach to re-envision a smaller, more sustainable building project in Williams.

See attached timelines and additional background information from March 11 FOTF memos for reference.

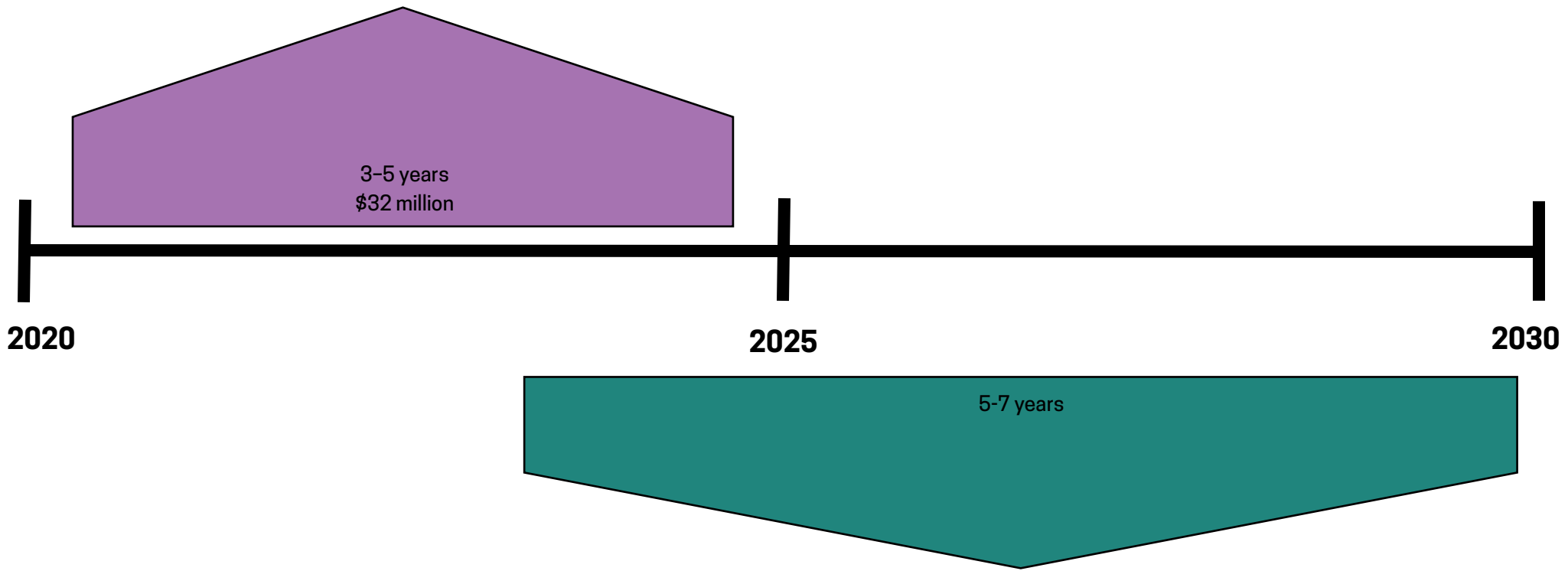
Next Steps

- ▶ Library district board makes a decision at its March 18 board meeting.
- ▶ Once the district board makes a decision, the foundation can create a scope of work to contract with capital campaign consultant.
- ▶ Library foundation contracts with capital campaign consultant and begins planning capital campaign(s).

Capital Campaign(s) Scenario #1

- Library foundation fundraising
- Library district community input and construction

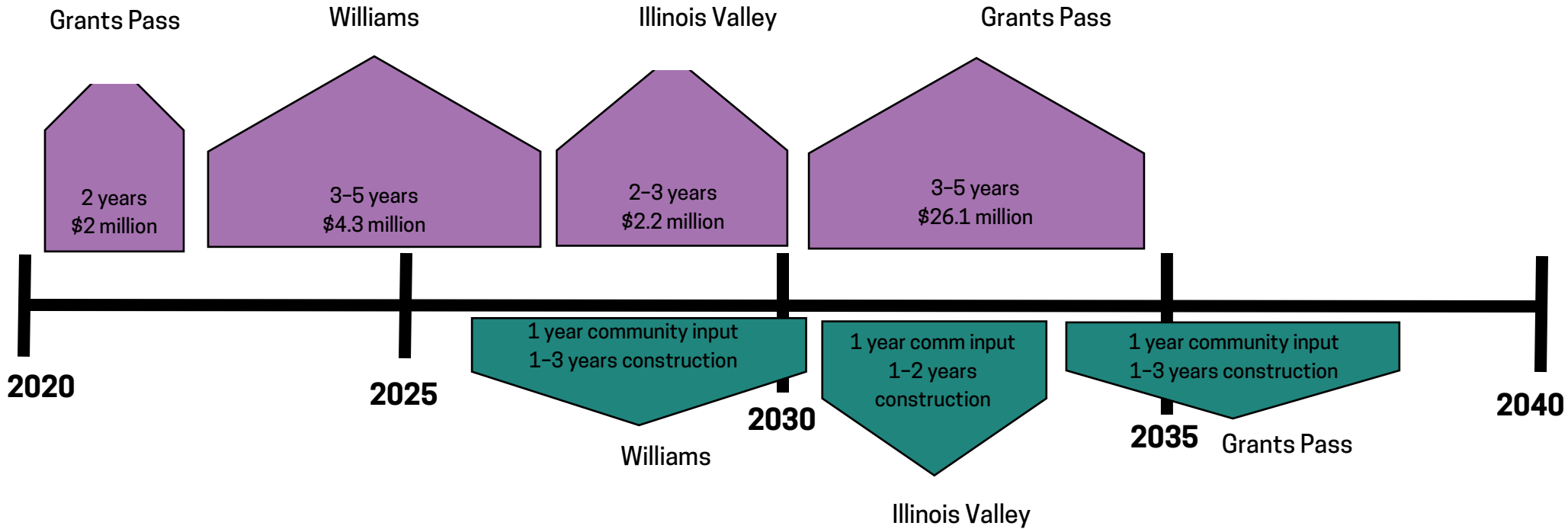
Grants Pass, Williams, and Illinois Valley



Grants Pass, Williams, and Illinois Valley

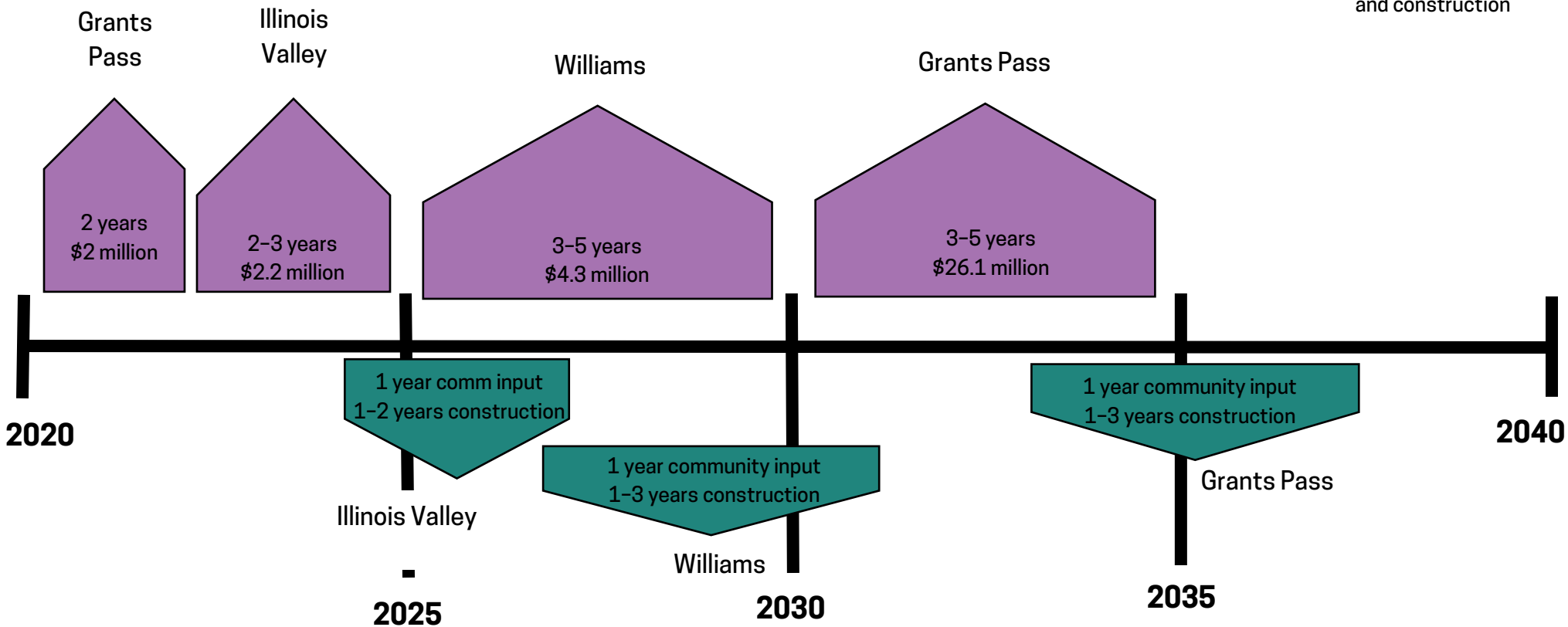
Capital Campaign(s) Scenario #2

-  Library foundation fundraising
-  Library district community input and construction



Capital Campaign(s) Scenario #3

-  Library foundation fundraising
-  Library district community input and construction



TO: JCLF/JCLD board members, donors, and community members
FROM: JCLF/JCLD Facilities Oversight Task Force
Sue Cohen, Steve Swearingen, Rebecca Stoltz
Laurel Samson, Beecher Ellison, Kate Lasky
DATE: March 11, 2020
SUBJECT: **Facilities Master Plan and Construction Phases**

Background

- Immediately following the formation of the Library District in May 2017, community members, volunteers, and donors expressed concern about the state of the existing buildings, especially in Grants Pass, Williams, and Illinois Valley, due to disrepair and lack of bathroom facilities in Williams.
 - Grants Pass and Illinois Valley library buildings were constructed in the late 1950s and were last updated in the mid-1970s.
 - The Williams branch is a temporary mobile unit constructed in 1977.
- The library district and library foundation formed a joint task force to complete a Facilities Master Plan in accordance with Oregon Library Association Public Library Standards and to address community interest and concerns about the buildings.
- The library foundation is committed to securing improved library services for children, teens, adults, and seniors for decades to come.

Phase 1 Facilities Master Plan (completed June 2018)

- The library foundation paid for contracted services by Penny Hummel Consulting to facilitate community, volunteer, and staff input, ensuring that library services were the top priority in building design and maintenance.
- Based on input from community focus groups, Penny Hummel recommended replacing the existing Grants Pass and Williams libraries with new facilities, renovating the Illinois Valley library, and evaluating the Wolf Creek library's mechanical and security systems to determine maintenance needs.
- A public presentation to the library district and library foundation was held at the Grants Pass branch on June 21, 2018 and is available online at jclfoundation.org.

Phase 2 Facilities Master Plan (completed February 2019)

- The library foundation paid for contracted services by Hacker, a professional architectural firm with experience in library space development for optimum patron service.
- The pre-design concepts recommended by the Hacker included Wolf Creek improvements, an Illinois Valley expansion, preliminary concept drawings for a new Williams building, and site criteria and a preliminary conceptual design for a new Grants Pass building, including cost estimates for all projects.
- A public presentation to the library district and library foundation was held at the Grants Pass branch on January 31, 2019 and is available online at jclfoundation.org.

Feasibility Study (completed December 2019)

- The library foundation paid for a feasibility study examining the possibility of a capital campaign for three major building projects. The research was completed in August 2019 and the report was completed in December 2019. This study examines community sentiment for the building projects. It also reviewed and projected fundraising potential through foundation grants, special government programs for building projects, and direct donations.

Recent Activity

Environmental assessment on proposed new Grants Pass property

In December 2019, the library foundation had a phase 1 environmental assessment completed on the proposed property. The report, completed by EMC Engineers, showed no findings, and recommended no further environmental assessments.

Option to purchase property for a new Grants Pass library location

On February 11, the library foundation signed an option to purchase the property for \$1,875,000 by February 11, 2022. The first installment of \$50,000 was paid toward the option to purchase the property.

Next: Capital Campaign

Based on results from the feasibility study, the capital campaign will be designed and launched, and funds will be raised. Fundraising strategies will include individual and business contributions, special government programs for building projects, and foundation grants.

Design and construction phases

- **Phase 3. Schematic Design.** This phase details the preliminary conceptual designs into final design concepts and drawings including floor plans and elevations.
- **Phase 4. Design Development.** This phase produces detailed drawings specifying the building systems including structural, civil, mechanical, electrical, and plumbing. The cost estimate is refined.
- **Phase 5. Construction Documents.** The construction documents and specifications, including finishes, are developed.
- **Phase 6. Construction.** Buildings are constructed or renovated.

TO: JCLF/JCLD board members, donors, and community members
FROM: JCLF/JCLD Facilities Oversight Task Force
Sue Cohen, Steve Swearingen, Rebecca Stoltz
Laurel Samson, Beecher Ellison, Kate Lasky
DATE: March 11, 2020
SUBJECT: **Feasibility Study Summary**

Leaders and other stakeholders of the libraries in Josephine County are gathering information to make decisions about moving forward with three library building projects. Much of this information is based on research summarized in the Facilities Master Plan and Feasibility Study. More information will come from public input and further deliberation.

Feasibility Study for a Capital Campaign for Library Building Projects

At this point, the library foundation commissioned a feasibility study to gauge community sentiment about the building projects and fundraising potential.

As part of this study, which was conducted in summer 2019, 46 intentionally selected community members within and beyond the library sphere participated in interviews. Each subject was asked their opinions about libraries in general, the libraries in Josephine County, the proposed building projects, expected community support for the building projects, and their own hypothetical support.

The following summarizes the answers of feasibility study participants on the five questions specifically about the three building projects:

Does one project excite your interest or enthusiasm more than the others?

- Grants Pass: 48 percent
- Williams: 23 percent
- Illinois Valley: 12 percent
- All three projects are equally exciting: 17 percent

Which of the three projects do you see as responding to the greatest need?

The greatest number of study participants said the Williams project responds to the greatest need because of the lack of a toilet or running water, the small space, and the age of the “temporary” building. Next was Grants Pass, because it serves a higher population.

- Williams: 45 percent
- Grants Pass: 29 percent
- Illinois Valley: 12 percent
- Williams and Illinois Valley equally: 7 percent
- Williams and Grants Pass equally: 5 percent
- All three equally: 2 percent

What sequence would you suggest for the three projects?

The top three suggested sequences were as follows:

- Illinois Valley then Williams then Grants Pass: 21 percent
- Grants Pass then Williams then Illinois Valley: 21 percent
- Williams then Illinois Valley then Grants Pass: 13 percent

Another way of looking at the responses about sequencing is which project was suggested as first and which was suggested to be last:

First

- Grants Pass first: 36 percent
- Williams first: 33 percent
- Illinois Valley first: 29 percent
- All three at once: 2 percent

Last

- Grants Pass last: 58 percent
- Illinois Valley last: 22 percent
- Williams last: 17 percent
- At three at once: 3 percent

Proponents of the Illinois Valley project being first stated that it's the least expensive project and therefore the most attainable in a shorter timeframe.

Proponents of the Grants Pass project being first stated that it's the most exciting project serving the highest population.

Proponents of the Williams project being first stated that this building has the highest need and therefore should be first.

Several supporters of starting with either the Illinois Valley or Williams project liked the idea of starting with one of the rural areas.

What's your impression of the building sizes?

The following are the top comments on the building sizes:

- All three are the right size: 32 percent
- Williams is too large: 13 percent
- Grants Pass is just right: 12 percent
- Illinois Valley is just right: 12 percent

What's your impression of the building cost estimates?

- Just right: 45 percent
- Too high: 40 percent
- Too low: 2 percent
- Don't know: 13 percent

Although the majority of study participants said that the building costs seem reasonable given the needs, nearly all of them acknowledged having sticker shock and wondering how the library foundation will raise so much money.

Some participants warned that regardless of the accuracy of the cost estimates, the high amount could scare off donors and prevent the library foundation from gaining any momentum with fundraising. They suggested getting a second opinion on the cost estimates. One participant pointed out that it cost \$400,000 to build the Wolf Creek branch, which opened in 2003.

Several participants, especially those experienced with public building projects, suggested that if the estimate is \$35 million, the library foundation should realistically seek \$40 million.

Several participants pointed out that the longer it takes the foundation to build the projects, the more they'll cost.

Details about the feasibility study participants

The study participants included all 14 board members of the library foundation, which will be responsible for the capital campaign. Interviewees also included a sampling of library district board members, library staff members, and library donors and volunteers.

Study participants outside the library sphere included community leaders and influencers who were not necessarily library users or advocates.

Among the interviewees were four development professionals, three building professionals, four local elected officials, three Illinois Valley residents, and three Williams residents.

Recommendation

The Task Force recommends a tandem effort to support both the Illinois Valley and Williams branch building projects after the foundation has raised funds to support its option to purchase property in Grants Pass (Scenario #3).

Illinois Valley building repair and renovation is most timely due to safety and security issues including electrical, ADA compliance, HVAC, and deferred roof maintenance.

Scenario #3 allows for overlapping timelines such that fundraising efforts may coincide with community outreach to re-envision a smaller, more sustainable building project in Williams.

Memorandum of Understanding (MOU) between Josephine Community Library District and Josephine Community Library Foundation

This is a Memorandum of Understanding (hereinafter “MOU”) between Josephine Community Library District (hereinafter “District”) and the Josephine County Library Foundation (hereinafter “Foundation”).

1. Purpose and Scope

The purpose of this MOU is to establish a mutual understanding between the parties concerning their respective roles and responsibilities in the areas of fundraising, communications, volunteers, and administrative infrastructure in benefit to public library services in Josephine County.

WHEREAS, the District is a special district municipal corporation organized under the laws of the State of Oregon, formed after voter approval in May 2017 to provide stable tax funding to conduct library operations and with the mission of enriching the community through access to quality library services across Josephine County; and

WHEREAS, the Foundation is a private, nonprofit organization founded in 1987 under the laws of the State of Oregon, historically having provided a means of receiving and managing capital bequests and other legacy gifts and provided a means of supplementary capital funding to support public libraries in Josephine County in whatever form said libraries have existed, said private additional funding being customary for public libraries in the United States; and

~~WHEREAS, according to the 2017 Memorandum of Understanding between JCLF and the nonprofit organization Josephine Community Libraries, Inc. (JCLI), JCLF committed to integrate fundraising operations and steward funds previously belonging to JCLI and to accept board applications from previous JCLI board members; to become proactive in fundraising projects as it and JCLD deem appropriate; and to value the efforts of staff, volunteers, donors, and culture that support and enable delivery of library services; and~~

WHEREAS, according to its strategic plan adopted in 2018 [and updated in 2020](#), the Foundation seeks to ensure the long-term sustainability of libraries in Josephine County by cultivating relationships, facilitating legacy planning, managing financial assets on behalf of donors, and providing financial support for specific programmatic and facility needs and goals of the library system; and

WHEREAS, according to its strategic plan adopted in 2018 [and updated in 2020](#), the Foundation committed to the imperatives of investing in new and improved facilities, ~~increasing community awareness, deepening donor engagement,~~ and strengthening organizational excellence; and

WHEREAS, while the missions of the District and the Foundation are aligned with libraries in Josephine County and both parties collaborate in fundraising efforts for library support, the District focus is library operations [and directing capital improvements](#) and the Foundation focus is donor development and fundraising;

NOW THEREFORE, both parties mutually agree to the roles and responsibilities outlined in this MOU.

2. Joint Responsibilities under this MOU

The District and the Foundation mutually agree to:

- Support high-quality library services to the community.
- Preserve and deepen the engagement and trust with members of the community to benefit future generations.
- Operate and make decisions in such a way that honors the library's existing culture including [taxpayers](#), staff, volunteers, and donors to support and enable delivery of services.
- Provide representatives to work in partnership on key activities described in this MOU.
- Develop policies and procedures for shared and coordinated communications.
- Mutually share library photos, videos, and other intellectual property for promotional and fundraising purposes.
- Provide all necessary orientation and training to the Foundation's volunteer recruits, ensuring preservation of the library's volunteer culture.
- [Exchange mutually dependent budget line item information each spring during budget development.](#)
- [Align communications strategy and messaging through the development of a joint communications plan which will inform donors and the public about capital projects, goals, and the impact of](#)

[fundraising.](#)

- [Coordinate grant requests so that the District and the Foundation are not requesting grants from the same funders in the same time period.](#)

3. District Responsibilities under this MOU

The District agrees to:

- ~~Participate in the development and implementation of a JCLF branding project and communications strategy to inform donors and the public about activities, goals, and impact of fundraising, by June 30, 2019.~~
- Maintain a media distribution list for press releases and share it with the Foundation upon request. [The Foundation shall treat this list as confidential and shall not use it for non-Foundation communications. This list is confidential and shall not be shared with outside entities.](#)
- Upon request from the Foundation and approval by the District, promote Foundation fundraising messages in the District newsletter, social media platform, and in-library fliers and bulletin boards.
- Provide the Foundation with donor development and fundraising consultation [for up to five hours per week, for the benefit of helping in the smooth transition of the development operation, spending an average of 2–5 hours per week through December 31, 2019.](#)
- Support responsiveness to donors by assisting with day-to-day donor questions and/or referring to Foundation staff.
- Respond to Foundation volunteer requests and recruit, run background checks, and manage volunteers who meet the identified requirements.
- Provide administrative infrastructure for \$1 per year lease as part of the Foundation's co-location in the Grants Pass branch library. [This lease is subject to approval by Josephine County who is the property owner and lease holder. The such administrative infrastructure includes dedicated office space and computer workstation, meeting space, occasional additional computer workstation space, a four-drawer locking file cabinet, a drive on the library server, at least two email addresses with the josephinelibrary.org domain, and reasonable use of the copy machine and printers. The property and files in the Foundation file cabinet, server, and email addresses will be considered the confidential property of the Foundation and are not subject to public records requests to the District.](#)

4. Foundation Responsibilities under this MOU

The Foundation agrees to:

- [Assume full responsibility for the fund development operation, including the spring and year-end fundraising drives as well as the capital campaigns for the three building projects, to include campaign strategy, mailings, marketing, acknowledgements, and DonorPro recordkeeping and reporting.](#)
- Secure donor permission and share its confidential donor records with the District so that District staff can support donor culture and respond quickly to incidental questions from donors who visit or call the library during open hours, understanding that the Foundation is co-located in the Grants Pass branch ~~and that JCLF does not currently have full-time staff to offer the responsiveness necessary for donor cultivation.~~
- Publish an annual report on funds raised and spent in order to build trust with the community and to share with library volunteers and patrons.
- Identify volunteer requirements and submit them to the District Volunteer Manager in order to coordinate library volunteers' time between the two different organizations. Identify volunteer requirements and submit them to the District Volunteer Manager in order to coordinate volunteer hours worked.
- ~~Develop criteria and procedures for disbursement of funds from the Margaret R. Bennett Library Fund, George R. Borders Trust, and Kaye Jean Turner Library Trust Fund to JCLD by June 30, 2019.~~
- ~~Develop criteria, procedures, and form for non-trust fund requests from JCLD, including building improvement projects, programs, and other special library projects, by June 30, 2019~~
- Submit, on the District's request and upon the Foundation's approval, grant proposals on the District's behalf to funding organizations that do not grant to library district municipal corporations, such proposals and reports to be prepared by the District for the Foundation's approval.

5. It is mutually understood and agreed by and between the parties that:

- This MOU is at-will and may be modified by mutual consent of authorized representatives from the District and the Foundation.
- This MOU shall become effective upon signature by the authorized officials from the District and the Foundation and will remain in effect until modified or terminated by any one of the parties by mutual consent or until one or more of the parties cease to exist.

John Harelson, Josephine Community Library District Board President

date

Shad Shriver, Josephine Community Library Foundation Board President

date

TO: Josephine Community Library District Board of Directors
FROM: Kate Lasky, Library Director
DATE: March 18, 2020
SUBJECT: First reading of Volunteer Policy 5-16 and 5-17

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

- Volunteer Policy 5-16, **Harassment Policy (new)**
The policy defines the parameters of harassment, prohibition, reporting and complaint procedures.

Background:

In compliance with Senate Bill 479 passed by the Oregon Legislature as a requirement beginning January 2020 for compliance by all districts, the library district revised its harassment policy for personnel and it was suggested in the previous board meeting that we incorporate a policy for volunteers.

- Volunteer Policy 5-17, **Acceptable Use Policy (new)**
The policy defines the acceptable use for volunteers using library computers.

Background:

The library recently adopted an Acceptable Use Policy for personnel, and it was suggested a previous board meeting that we incorporate a policy for volunteers.

Policy 5-16. Value and Purpose

Adopted x/xx/xxxx

JCLD takes all forms of discrimination and harassment against its volunteers seriously. This includes sexual assault and discrimination on the basis of race, color, religion, sex, sexual orientation, national origin, marital status, age, uniformed service, or disability by any volunteer or employee of JCLD. In accordance with Oregon law, the following information is provided to volunteers to report any prohibited conduct while in service for the library.

- Prohibited conduct should be reported to the volunteer manager as soon as possible. The volunteer manager will seek library director and board council in how to address and mitigate the reported behavior.
- The report may be made to the branch manager in the case that the volunteer manager is not an available option.
- JCLD will not require or coerce a volunteer to enter into a nondisclosure or non-disparagement agreement. These are legally binding contracts in which a volunteer would promise to treat harassment or discrimination information as a secret and not disclose to others without proper authorization. Volunteers may choose to enter into one of these agreements, at which time they have seven days to reverse their decision.
- Volunteers are asked to work with the volunteer manager or public services manager to document any incidents involving sexual assault or discrimination on the basis of race, color, religion, sex, sexual orientation, national origin, marital status, age, uniformed service, or disability.

Policy 5-17. Acceptable Use Policy

Adopted x/xx/xxxx

Only service desk and cataloging volunteers have access to networked computers. These volunteers are asked to take advantage of the public computers available at each branch for any personal use. Usage of networked library computers for activities which require logging into a personal account is strongly discouraged. This helps to keep the library network safe from unintentionally downloaded viruses and spyware.