

Josephine Community Library District
Budget Hearing and Board of Directors Regular Meeting
Wednesday, May 20, 2020 at 5:30pm, Virtual Meeting
Call (669) 900-9128. Meeting ID #858 5342 5407
Grants Pass branch, 200 NW C Street 97526

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 1. Approval of agenda 2. Approval of consent agenda a. April 15 budget meeting minutes b. April 15 board meeting minutes c. Resolution 2020-012 Policy 3-4-8 d. Resolution 2020-013 EconDev grant e. Resolution 2020-014 OCF grant 3. Public comment 4. Correspondence | Motion | J. Harelson J. Harelson J. Harelson J. Harelson | 5 min |
| Website Presentation | | M. Wyner | 15 min |
| Staff Reports 1. Library director's report 2. Library reopening plan 3. Patron privacy and COVID-19 4. Financial report | Report Report Report Report | K. Lasky N. Singer E. Avis K. Hay | 5 min 5 min 5 min 5 min |
| Action Items 1. FY20 Budget Hearing 2. FY20 Budget and Appropriations 3. FY20 Tax Rate 4. Establish LGIP Reserve Fund account 5. First reading: Personnel | Hearing Resolution Resolution Resolution Discussion | J. Harelson J. Harelson J. Harelson K. Lasky K. Lasky | 10 min 5 min 5 min 5 min 5 min |
| Board Member Reports 1. Library Foundation liaison report 2. Facilities Oversight Task Force report | Report Report | R. Stoltz Ellison/Samson | 5 min 5 min |
| Announcements 1. Comments from board members 2. Date and agenda items for next meeting | | All J. Harelson | 5 min |
| Adjourn | | J. Harelson | |

| Date and Time | Upcoming Meetings and Events |
|-----------------|--------------------------------------|
| June 17, 5:30pm | District Board Meeting, location TBA |
| | |

**Josephine Community Library District
Budget Committee Meeting
Wednesday, April 15, 2020 at 5:30 pm, Virtual Meeting
Call 720-707-2699. Meeting ID #137-366-815
Grants Pass branch, 200 NW C Street**

Budget Committee members present: Gina Marie Agosta, Beecher Ellison, Pat Fahey, John Harelson, Bill Kohn, Jay Meredith, Cassie Robinson, Laurel Samson, Joanne Stumpf

Budget Committee members absent: Tom Miller

Budget Officer present: Kate Lasky, Library Director

Staff present: Business Manager Kedron Hay, Communications Manager Brandace Rojo, Josephine Community Library Foundation Executive Director Rebecca Stoltz

Contractors: Communications Specialist Teresa Stover acting as co-host, Gerald Burns Financial Advisor for Budget Officer

Guests:

CALL TO ORDER. Budget Officer Kate Lasky called the meeting to order at 5:30 pm.

AGENDA ITEMS

Nomination of budget committee chair. *Motion:* Mr. Harelson moved to nominate Pat Fahey as the board chair. Mr. Kohn seconded

Budget Committee Member Gina Marie Agosta voted yes.

Budget Committee Member Beecher Ellison voted yes.

Budget Committee Member Pat Fahey voted yes.

Budget Committee Member John Harelson voted yes.

Budget Committee Member Bill Kohn voted yes.

Budget Committee Member Jay Meredith voted yes.

Budget Committee Member Cassie Robinson voted yes.

Budget Committee Member Laurel Samson voted yes.

Budget Committee Member Joanne Stumpf voted yes.

The motion passed unanimously.

Nomination of budget committee secretary. *Motion:* Mr. Fahey moved to nominate Brandace Rojo as the budget committee secretary.

Mr. Kohn seconded.

Budget Committee Member Gina Marie Agosta voted yes.

Budget Committee Member Beecher Ellison voted yes.

Budget Committee Member Pat Fahey voted yes.

Budget Committee Member John Harelson voted yes.

Budget Committee Member Bill Kohn voted yes.

Budget Committee Member Jay Meredith voted yes.

Budget Committee Member Cassie Robinson voted yes.

Budget Committee Member Laurel Samson voted yes.
Budget Committee Member Joanne Stumpf voted yes.
The motion passed unanimously.

Budget process and procedure.

Ground rules.

FY21 Budget Message. Referring to the “FY2020-21 Budget Message,” Ms. Lasky reviewed the highlights of the FY2020-21 budget.

Mr. Burns explained budget law and the function of the budget committee.

Budget discussion.

Mr. Fahey: Do we have to pay for an election when board members are elected?

Ms. Lasky: Yes. There are two open seats coming up for FY20-21

Ms. Stumpf: What assumptions were used in calculating estimated taxes to be received in upcoming year?

Ms. Lasky: Two approaches were used — we checked with the County assessor treasurer’s office for an estimate which was \$1.5M then we anticipated 93.5 percent would be collected. We also asked the County treasurer regarding recession and possible foreclosures and unpaid taxes due to the pandemic. The treasure said the revenue from taxes only dips about 1 percent at any time, including recessions.

Ms. Stumpf: Recommends being very cautious because we don’t know how long the effects of the pandemic will last.

Mr. Kohn: Echoes concerns of Ms. Stumpf. Will there be a reduction in staff or decrease in hours as a result of effects of pandemic?

Ms. Lasky: To meet goals stated in strategic plan, all 16 positions are currently filled and needed, especially due to the loss of volunteers at this time. Volunteers work about 14 FTEs annually. All members of staff continue to work during the pandemic. Anticipation is that staff will not be reduced though we are not hiring anyone new.

Mr. Fahey: Agrees that staff is needed at this time.

Ms. Stumpf: Why is the cost of Administration up 32 percent since last year.

Ms. Lasky: Travel and training, phone service, education assistance plan for employees, and others have increased. Ms. Lasky clarified that the Education Assistance Plan is the main increase. The plan allows up to \$1,000 per employee per year to be set aside for education assistance toward a degree.

Mr. Meredith: It’s great that we’ll be able to transfer over \$300,000 to Reserve Fund. How does the library services line in the Reserve Fund differ from the General Fund?

Ms. Lasky: In the Reserve Fund library services is not directly correlate with the definition of library services in the General Fund. In the Reserve Fund, money could be used for maintenance and repairs or an emergency also. The Reserve Fund is for all library operations.

Mr. Meredith: Do you anticipate using any of that in the next fiscal year for items on the Facilities Master Plan?

Ms. Lasky: No, the intent is to leave them in the fund for 10 years to use in the future.

Ms. Kohn: Is there a specific amount you'd like to see in the Reserve Fund?

Ms. Lasky: There is an opportunity to discuss the cap of the Reserve Fund at a regular board meeting.

Ms. Robinson: There is a larger than normal contingency due to the pandemic. Are there any funding, grants or assistance available to the library district due to economic injury?

Ms. Lasky: At this time, funding opportunities and resources are primarily set aside for payroll. The Institute for Museum and Library Services is currently working with congressional leaders to broaden the use of those funds through the CARES Act, but none is available at this time.

Ms. Samson noted that the budget is straight-forward.

Public comment. No public comment was offered.

Questions about the budget or process.

Mr. Kohn: Can the budget can be reviewed later in the year?

Mr. Fahey: Late summer or early fall may be set aside to review and possibly implement a supplementary budget.

Mr. Meredith: After budget committee process, there is no need for the budget committee. The board can make adjustments later unless an informal meeting is called.

Motion: Ms. Samson moved to approve the FY202-21 budget as is. Mr. Ellison seconded.

Budget Committee Member Gina Marie Agosta voted yes.

Budget Committee Member Beecher Ellison voted yes.

Budget Committee Member Pat Fahey voted yes.

Budget Committee Member John Harelson voted yes.

Budget Committee Member Bill Kohn voted yes.

Budget Committee Member Jay Meredith voted yes.

Budget Committee Member Cassie Robinson voted yes.

Budget Committee Member Laurel Samson voted yes.

Budget Committee Member Joanne Stumpf voted yes.

The motion passed unanimously.

Motion: Ms. Stumpf moved to approve the tax rate at 39 cents for FY20-21. Mr. Harelson seconded.

Budget Committee Member Gina Marie Agosta voted yes.

Budget Committee Member Beecher Ellison voted yes.

Budget Committee Member Pat Fahey voted yes.

Budget Committee Member John Harelson voted yes.

Budget Committee Member Bill Kohn voted yes.
Budget Committee Member Jay Meredith voted yes.
Budget Committee Member Cassie Robinson voted yes.
Budget Committee Member Laurel Samson voted yes.
Budget Committee Member Joanne Stumpf voted yes.
The motion passed unanimously.

Information requests from Budget Committee.

Budget Committee and hearing schedule. No further meetings were scheduled for the Budget Committee.

ADJOURNMENT

Mr. Fahey adjourned the meeting at 6:30 pm.

Respectfully submitted,

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

Brandace Rojo for Board Secretary Kate Lasky
Josephine Community Library District

Josephine Community Library District
Board Regular Meeting Minutes
Wednesday, April 15, 2020 at 6:30 pm
Virtual Meeting
Call 720-707-2699. Meeting ID #137-366-815
Grants Pass branch, 200 NW C Street 97526

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

Members absent:

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

Contractors: Communications Specialist Teresa Stover

Guests: Josephine Community Library Foundation Executive Director Rebecca Stoltz

CALL TO ORDER. Mr. Harelson called the meeting to order at 6:31 pm.

STANDING ITEMS

Approval of agenda. No further changes.

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

- **Approval of March 18 meeting minutes.** The board reviewed the last regular board meeting minutes. No changes were made.
- **Policies, second reading:**
 - Policy 5-16, Harassment
 - Policy 3-17, Acceptable Use Policy

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

Public comment. There was no public comment.

Correspondence. There was no correspondence.

STAFF REPORTS

Library director's report. Ms. Lasky reviewed the Library Director's Report dated April 15, 2020. Ms. Lasky requested for board approval on the expenditure to repair the Illinois Valley branch parking lot.

Motion: Mr. Fahey moved to approve the expenditure for repairs to the Illinois Valley parking lot. Mr. Ellison seconded. The motion passed unanimously.

Ms. Lasky explained e-cards which are instant online library cards. The library can't verify whether someone who signs up for an e-card is in or out of the library district until they visit the library in person.

Mr. Harelson acknowledged that with the loss of the equivalent of 18 FTEs which are volunteers, paid staff has picked up a tremendous amount of work.

Financial report. Ms. Hay reviewed the March Financial Statement memo dated April 15, 2020. She also reviewed the Profit & Loss Budget vs. Actual-General Fund statement through March 2020, the

Profit & Loss statement for grants through March 2020, and the Balance Sheet as of March 31, 2020.

Reconciliations are not going to be done until after the pandemic stay-at-home order is over.

When cash carryover was built for the budget, it was underestimate. What would the board of directors like to do with the remainder?

ACTION ITEMS

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

- **Disaster/emergency policy.**

Mr. Fahey requested change allowing library director the authority to act in any way necessary without consulting the board if an immediate response is needed.

BOARD MEMBER REPORTS

Library Foundation liaison report. No news to report.

Facilities Oversight Task Force. Ms. Samson reported that adjustments were made to focus on the Illinois Valley branch first for fundraising and construction.

ANNOUNCEMENTS

Comments from board members.

Board members used this time to check in on each other about the current pandemic.

Mr. Harelson asked about the possibility of curbside service. Ms. Lasky reported that there was a request from the State Library for Oregon libraries to hold off. Ms. Singer reported findings from research she's been doing about how we can offer this service in the future.

Date and agenda items for next meeting. Mr. Harelson announced that the next regular meeting will be at 5:30 pm on Wednesday, May 20.

ADJOURNMENT

The meeting adjourned at 7:22 pm.

Respectfully submitted,



Brandace Rojo for Board Secretary Kate Lasky
Josephine Community Library District

Policy 3-4-8. Disasters and Emergency Preparedness

*Adopted 1/25/2018
Revised 10/18/2018
Revised xx/xx/xxxx*

JCLD maintains basic procedures to provide for the safety and security of library patrons, staff, and volunteers during emergency or hazardous situations. While not every possible emergency or disaster can be anticipated, in the event of unforeseen circumstances, the library director has full authority to take immediate action as necessary and work with relevant staff to quickly develop appropriate procedures, outlining a course of action that prioritizes staff, volunteer, and patron safety. Once human safety has been established, preservation of the library collection will be prioritized as outlined in the Collection Development Plan.

Based on facility size, each library location will have the appropriate number of:

- Adequately stocked first aid kits
- Fire extinguishers that have been inspected and certified annually
- Battery-operated flashlights

Each library location will maintain a floor plan of building with locations marked for:

- Exits
- Fire extinguishers
- First aid kits
- Utility shutoffs

Each library location will establish a site for regrouping in case the building is evacuated.

A. Fire

Do not panic, but do not underestimate the potential danger to patrons, volunteers, or staff represented by a fire. At the first indication of smoke or flame, immediately call 911 and then clear the building.

Fire extinguishers are placed strategically throughout each library branch. Locations are indicated on all Disaster Policy Maps. Supervisors are responsible for ensuring that their employees know the location and operating procedures for all fire extinguishers. The

Volunteer Manager is responsible for ensuring that all volunteers know the location and operating procedures for all fire extinguishers.

B. Health Emergencies

911 should be called immediately in the event of any serious problem. Staff members should exercise caution when administering first aid of even a minor nature because of the safety of the injured individual and the potential liability of the staff member. Without specialized training it is not advisable for staff to undertake more than keeping the sick or injured patron comfortable and protected from needless disturbance until medical help can be obtained. No medication, including aspirin, should ever be dispensed to the public without proper training.

C. Emergency Closure

During inclement weather sufficient to make travel hazardous or during emergencies, the library director or public services director may decide to close, delay opening, or close early one or more library facilities. Library patrons already in the facility will be notified immediately when schedule changes are decided. Library staff will make every reasonable effort to notify the general public when the library schedule is changed due to inclement weather conditions or emergencies.

D. Unruly Patrons

Unruly patrons may pose a danger to staff, volunteers, and other patrons. Library staff should walk away from a potentially violent situation and call 911 immediately. Rural branches with minimal public safety presence should also call the contracted private security company for assistance. The branch manager is responsible for assessing the situation and the patron's degree of volatility. Follow the procedure for dealing with unruly patrons as established by the public services director under the direction of the library director.

E. Active Shooter

An active shooter is an individual currently engaged in killing or attempting to kill people in a confined and populated area. Victims are selected at random and events are unpredictable and evolve quickly. If you hear gunshots, act immediately and alert others. Follow the Run-Hide-Fight protocol outlined in emergency procedures established by the public services director under the direction of the library director.

F. Evacuation

If a staff member determines that the library must be evacuated, it's important that patrons, volunteers, and staff exit the building in a calm, safe manner. Gather at the designated safe location to ensure all building occupants are accounted for. Follow the

evacuation procedures established for the library branch by the public services director under the direction of the library director.

G. Pandemic

Pandemic is the worldwide spread of a new disease. If you experience symptoms of a disease, do not come to the library. If you have been exposed to the disease, contact your health care provider to determine if you should be quarantined and notify the director.

The library will continue to operate until the director, in consultation with the public services director and business manager, determines, per the Pandemic Response Plan, if hours should be limited or the library closed.

The director will defer to resources such as, The Centers for Disease Control and Prevention (CDC), the World Health Organization (WHO), and the Oregon Health Authority (OHA) for guidance in such a circumstance.

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

| | | |
|--|---|-------------------------|
| In the Matter of Adopting Policies for |) | |
| Josephine Community Library District |) | Resolution No. 2020-012 |
| |) | |
| |) | |

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

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves

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

Operations Policy 3-4-8, Disasters and Emergency Preparedness (revised)

DONE AND DATED this 20th day of May 2020.

Pat Fahey, Board Member

Gina Marie Agosta, Board Member

John Harelson, Board Member

Beecher Ellison, Board Member

Laurel Samson, Board Member

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

In the Matter of Authorizing)
Expenditure of a Oregon Community) Resolution No. 2020-014
Foundation Grant Offered to Josephine)
Community Library District)

WHEREAS, the Josephine Community Library District Board of Directors adopted its fiscal year 2019-2020 budget on May 16, 2019 and

WHEREAS, since the date of budget adoption, JCLD has applied for and accepted a \$30,000 grant from the Oregon Community Foundation in support of the Inclusive Library Web Project; and

WHEREAS, in accordance with Josephine Community Library District Policy 2-9 and ORS 294.338(2), awarded grants that are not accounted for in the current fiscal year's budget may not be expended without board authorization; now therefore

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves

The \$30,000 grant from the Oregon Community Foundation is authorized for expenditure in fiscal year 2019-20 for the Inclusive Library Web Project, which is focused on accessibility for Spanish speakers and individuals with disabilities.

DONE AND DATED this 20th day of May 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: May 20, 2020
SUBJECT: Library director's report

General Updates

- The library received two grant awards this month. Four Way Community Foundation awarded a \$10,000 grant for the IV parking lot project, and Oregon Community Foundation awarded a \$30,000 grant for website development.
- Cataloging manager resigned. Former cataloging manager as well as collection librarian and library assistant are filling in until a full, competitive hiring process can be implemented.
- All department heads developed phased reopening plans and procedures. Public services director reconciled plans with Governor's published phases, and collated procedures accordingly. Procedures to phase in services will be compiled into a workplan. With proper precautions in place, procedures for initial phases appear manageable. Reopening plan is based on the research and practices from colleagues around the state and advice from the IMLS, State Library of Oregon, Public Library Association, American Library Association, and Special Districts Association of Oregon.

Stories

- **In Grants Pass**, recent media coverage regarding the potential reopening of some Josephine County businesses has resulted in an uptick in phone calls from patrons asking about our plans to reopen. Explaining the unique challenges presented by our volunteer-operated library system invariably results in an "a-ha moment" for the caller, with most then expressing appreciation for both the volunteers and the libraries. One caller commented, "I love my library and you guys are doing a great job!"
- **In Illinois Valley**, branch manager has really enjoyed helping walk patrons through registration for instant online library cards, Library2Go, and downloading the Libby app. One patron was extremely apologetic about having to call several times in one day to establish apps on different devices with different library cards so each of her children could utilize their library resources. Branch manager was happy to help.
- **In Williams**, the branch manager is maintaining consistent email contact with multiple volunteers and successfully coached one volunteer through the process of downloading OverDrive to access extensive library catalog of online materials. It's a real win to see our volunteers embracing library technology.
- **In Wolf Creek**, the branch manager arrived one day to a family sitting in the grassy side yard of the library. They brought a blanket and snacks and were watching shows together while enjoying the sunshine. The family waved and said, "Thank you for the WiFi!" Even though the libraries are closed, they are still a great place for families to come together.

Successes

- In Wolf Creek, WiFi being on 24/7 has been well received by the community. The parking lot and the yard around the library have both been filled with patrons working in their cars, video chatting, streaming shows, doing homework, and even an ODOT crew who regularly took their lunch at the library for a few weeks.

- A volunteer e-newsletter outlining the steps the library would need to take to reopen resulted in several conversations about the challenges of keeping volunteers, patrons, and staff safe and healthy. Volunteers appreciated the amount of care that the director and board are taking with these tough decisions. Volunteers are eagerly waiting to come back when it is safe to do so.

Challenges

- It has been challenging to obtain the Oregon Secretary of State Certificate of Good Standing and submit to the federal government to restart the process of enrollment in the Federal System for Awards Management (SAM) needed to apply for Federal grants, especially from IMLS and other federal agencies for emergency and regular grant funding. Current solution is to submit as a DBA.
- In Wolf Creek, during the closure, there has been a slight increase in trash left on library grounds. The branch manager and a few dedicated patrons have been working to keep the trash picked up as needed. Additionally, the library dumpster was tagged during what appeared to be a string of graffiti-related incidents around town one night.

Imperative #1 Enhance program quality and customer service

- Staff in public services departments have pivoted to developed virtual Summer Reading Program to begin June 1, three weeks earlier than originally planned. In partnership with the Grants Pass Daily Courier, the library will run weekly color ads on Sundays and Wednesdays with activities, recommended reading, and virtual program information during the 12-week program. Staff remain flexible in program delivery per the reopening plan.
- Multiple staff members have trained on content management for the new website, including calendar event input, community database entry, photos, page editing, and more. All departments provided additional copywriting and curation to develop the new 150-page website.
- Spanish language translation services have been employed to develop content for all website pages with funding from Oregon Community Foundation. This process will take more than a month to complete.
- Instant online library card registration is keeping pace with monthly statistics for new library card registrations in the past, about 250 per month.
- The community profile draft as part of the 2020 Community Information Needs Assessment is complete. Project is ongoing and will be presented to the board in November.
- Adult services manager is facilitating a May Facebook book club group after the April one was a success.
- Collection development has continued to focus on adding additional digital resources, including licensing new databases to support workforce development and adult education: Gale Presents: Udemy, Chilton Library, and Oregon Career Information System.
- Ebook purchasing continues weekly with a focus on reducing hold times for library patrons. April ebook checkouts were 24 percent higher than the monthly average for the first quarter of 2020 and the number of unique OverDrive usage was up 21 percent.

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

- Volunteer manager and branch managers maintain regular contact with volunteers through phone, email, Facebook, and eblasts.
- Collaboration among staff has been effective, productive, and critical during library closure. All staff are supporting cross-departmentally projects, including Summer Reading Program, website development, and more.
- Former partnership manager trained district staff on partnership management policies and procedures.
- All staff participating in webinars and online learning opportunities when applicable.
- Youth services librarian attending State Library meetings for youth services.
- Public services director attending weekly State Library Topic Talks.

Imperative #3 Enhance the facilities across the library systems

- Began implementation of E-rate Category 2 hardware to establish a Wide Area Network after Hunter Communications connected the Wolf Creek branch to highspeed Internet. E-rate project is on target to be completed before June 30 with contracted services from TIG.
- Capital Improvement Plan updated and shared with Facilities Oversight Task Force.
- Updating phone system at rural branches with Hunter Communication.
- Reupholstered chairs in Grants Pass and Wolf Creek.
- Illinois Valley hot water heater replaced and parking lot repaved.
- Reconfigured security cameras in Wolf Creek due to change in cabling for E-rate project.

Imperative #4 Develop efficient operating systems and structures.

- Library foundation board approved the updated MOU. Document is signed and archived.
- Library director remains in counsel with SDAO regarding patron policies for reopening procedures during COVID19 pandemic.
- Adult services manager is leading a team to input community database and calendar information for the new website, creating a procedure and style guide. Site will launch with 150 entries and a form for new submissions from the public. The community database is called "JosephineLINK."
- Transferred the josephinelibrary.org domain to be registered and controlled directly by the district instead of through a third party.
- Sheepscot Creative contract ended for the fiscal year on May 5. Library will contract with Sheepscot in the future on a per project bases.

Imperative #5 Build awareness and expand partnerships

- Website content development has dominated April and May communications priorities.
- Library running advertisements on radio, newspaper, listservs, and social media promoting digital services and Dolly Parton's Imagination Library.
- Library director participated in radio interviews in Illinois Valley and Grants Pass.
- Senator Merkley's office reached out to the library to support necessary changes to Facebook while the library's account was deactivated. Merkley's aid connected the library to Facebook's U.S. politics and outreach coordinator who authenticated the library's page.

- The director of Sunny Wolf Charter School is working with the Wolf Creek branch manager to ensure books the students and staff checked out for school purposes are returned before the end of the virtual school year.
- Partnership with College Dreams for internship is ongoing with remote work from home through the end of summer.
- Library foundation fundraising drive scheduled to run during the month of June. The foundation will send an appeal letter to existing donors for annual contributions. Donations will support the purchase of a downtown property for a new Grants Pass branch.
- Library director providing additional support to foundation in budget development and finance.

TO: Josephine Community Library District Board of Directors
FROM: Kate Lasky, Library Director and Norma Singer, Public Services Director
DATE: May 20, 2020
SUBJECT: COVID19 Library Reopening Plan

Resources

- ✓ American Library Association Reopening Libraries
<http://www.ala.org/advocacy/planning-reopening-resources>
- ✓ Governor Brown's Reopening Framework
https://drive.google.com/file/d/1JM2dwYVK4Y4IBxMT6Si5-H_LNua52tnu/view
- ✓ Institute of Museum and Library Sciences COVID19 Handling of Collections
<https://www.ims.gov/news/covid-19-research-partnership-inform-safe-handling-collections-reopening-practices-libraries>
- ✓ Public Library Association COVID19
<http://www.ala.org/pla/issues/covid-19>
- ✓ Special Districts Association of Oregon Weekly Newsletters
<https://www.sdao.com/>
- ✓ State Library of Oregon Resources for Reopening
<https://libguides.osl.state.or.us/coronavirus/respond>

Background

As of May 15, the library entered Chapter 1 of the reopening plan. Chapter 2 is scheduled to begin on May 28.

While the initial trigger to begin reopening procedures is aligned with Governor Brown's approval of Phase One for Josephine County, other phases of the Governor's plan may not directly align with all chapters of the libraries reopening plan. Some considerations for alignment include supply chain availability of adequate personal protective equipment for staff and volunteers to follow regulatory orders.

The continuous and sometime daily changes to county, state, and national leadership recommendations for reopening and other safety precautions is challenging to navigate as the library staff works to develop reliable plans.

It is recommended the library continue to maintain a flexible, responsive, yet conservative approach to reopening. The library's reopening plan may be easily reversed in case of additionally outbreaks.

Reopening plan

Chapter 1 – Employees Return (aligns with Oregon Phase 1)

- confirm all buildings are cleaned, sanitized, and deemed safe for staff to return
 - continue to telework when possible
 - stagger schedules in GP to minimize contact
 - follow CDC/OHA/OSHA recommendations for PPE
- stock all branches with cleaning supplies and PPE
- review all pending projects to determine priorities

- prepare policy for e-card transition to standard card
- resume weeding processes
 - create weeding lists for all branches
 - process previously weeded materials
- complete tech services processing for all pending materials

Chapter 2 – Open Book Drops (aligns with Oregon Phase 1)

- open book drops
 - allow quarantine period by opening drops Thursday/Friday, process the following Wednesday
 - check in after quarantined and cleaned unless item held
 - shelve returned items
- assign staff to assist with processing
 - branch managers
 - GP- public services director, maintenance coordinator, plus two additional (rotating)
- communicate across all platforms
 - signage on drops (delayed check in, no donations accepted)
- resume courier runs using designated staff back-up branch managers
- begin ordering pre-cataloged print materials based on tech services capacity

Chapter 3 – Open for Curbside Service (may align with Oregon Phase 1)

- begin curbside check-out service for held items
 - Friday/Saturday at all branches
 - maintain control of number processed based on staff capacity
- assign staff to assist with processing
 - branch managers, with one additional library assistant shift weekly in IV
 - GP- public services director, plus three additional (rotating)
- communicate across all platforms
 - process may vary by branch
 - instructional signage outside buildings
 - revise Polaris notifications
- process backlogged suggestions for purchase

Chapter 4 – Volunteers Return (aligns with Oregon Phase 2)

- begin reintegrating specific volunteer departments
 - as needed only, based on staff-tested procedures for services offered
- restrict to branches/areas that allow proper distancing
- assign specific shifts to minimize number of people in buildings
- require PPE
- prohibit patron contact
 - curbside interaction remains limited to staff only

Chapter 5 – Open for Computer Appointments (aligns with Oregon Phase 2)

- assess buildings for modifications to maximize space
 - remove excess chairs and floor displays

- move OPACs or use laptops in other areas
- remove toys and play structure from children's library
- reorganize technical services area
- calculate safe maximum occupancy for each building
- schedule appointments for 30-minute OPAC sessions
 - sanitize between patrons
- provide tech support only when proper distance is assured
- provide limited print services for pick-up
- email request to info@

Chapter 6 – Open for Limited Service (may align with Oregon Phase 2)

- open buildings to the public with physical distancing precautions
 - monitor number of patrons in buildings at one time
 - request patrons wear masks
 - spacing marked for lines (entry door, check-out, GP information desk)
- limit OPACS to every third station open
 - WM two stations available
 - sanitize between patrons
- remove AWE computer and catalog computer in GP children's library
- ensure adequate space at service desks
- designate carts throughout library or patrons to place browsed items for quarantine
- remove newspapers
- remove all seating except designated OPAC stations
- no programs, public meetings, or bookstore access

Chapter 7 – Open for Full Service (may align with Oregon Phase 3)

- return furniture, OPACs, children's library items
- open buildings with no restrictions
- invite volunteers to return
- limit attendees at programs/public meetings based on room capacity

TO: Josephine Community Library District Board of Directors
FROM: Kate Lasky, Library Director and Ellie Avis, Collection Librarian
DATE: May 8, 2020
SUBJECT: Patron Privacy in the COVID-19 Era

Issue: *The library has a legal and ethical obligation to protect patron privacy and confidentiality. As the library shifts resources into digital services during the COVID-19 pandemic, the complexity of meeting these obligations increases. This memo provides background information and context for the JCLD board of directors in the interest of informing future policy direction.*

Recommended resources

- ✓ American Library Association (ALA) Privacy Pages
<http://www.ala.org/advocacy/privacy>
- ✓ Data Privacy Project <https://dataprivacyproject.org/about/>
- ✓ International Federation of Library Associations (IFLA) 2019 Trend Report Insights Document <https://trends.ifla.org/insights-document>

Privacy is a core library value

Privacy is fundamental to library ethics and intellectual freedom. The Library Bill of Rights, adopted by the American Library Association (ALA) in 1939 and by Josephine Community Library District (JCLD) in 2018, states that “[a]ll people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use.” Article III of the Library Code of Ethics, also adopted by ALA in 1939, specifies that it is the library’s responsibility to “protect each library user’s right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired, or transmitted.” Further elaboration of these statements, provided in ALA’s “Privacy: An Interpretation of the Library Bill of Rights” (Revised 2019), and “Privacy and Confidentiality: Library Core Values” (Revised 2017), emphasize the critical role that privacy and confidentiality play in protecting intellectual freedom. The latter document affirms that “lack of privacy and confidentiality chills people’s choices, thereby suppressing access to ideas. The possibility of surveillance, whether direct or through access to records of speech, research and exploration, undermines a democratic society.”

Protecting privacy in the digital age:

When the Library Bill of Rights and Code of Ethics were drafted in the early 20th century, protecting privacy in libraries was relatively simple. With the advent of automated library systems, public internet services, online databases, and other digital services, protecting patron data has become much more problematic. Not only does the library collect data with every patron interaction, we also contract with a variety of third-party vendors who provide essential library services but may not share the library profession’s respect for patron privacy. The data landscape continues to shift at an increasing rate as new technologies like AI algorithms and facial recognition become common. The International Federation of

Library Associations (IFLA) has identified the changing boundaries around digital privacy as a key finding of their 2019 Trend Report:

The boundaries of privacy and data protection will be redefined: As data sets held by governments and companies support the advanced profiling of individuals, sophisticated methods of monitoring and filtering communications data will make tracking those individuals cheaper and easier. Combined with the economic value of this personal data and pervasiveness of our digital footprint, these developments have serious consequences for individual privacy and trust in the online world.

Digital equity

The more data that is collected, the easier it is to create digital profiles. These profiles are coveted by advertisers, identity thieves, and law enforcement alike. As reported by Garrett Hazelwood in a 2019 *Slate* article, personal data is one of the most valuable commodities in the world. Studies have found that minority and low-income members of society are disproportionately affected by surveillance and data breaches. Digital Equity Laboratory's 2018 report, *Equity & Digital Privacy in NYC*, outlines how vulnerable populations, especially people of color, are at greater risk of being profiled by law enforcement and targeted for minor infractions. A 2018 report from The AI Now Institute explains that since AI algorithms are trained on existing biased datasets, automated decision-making tools, search engines, and other technologies that rely on these algorithms tend to reinforce existing disparities. Focusing on the impacts to vulnerable populations has the benefit of improving privacy for all patrons. The library should be particularly wary of adopting new technologies or practices that increase data collection, enable non-consensual use of patron data, use automated decision-making algorithms, or impact privacy in other ways.

Pandemic response

Since we closed our doors in March, considerable resources have been reallocated to support the expansion of digital services, including implementing instant online library cards, investing in our ebook collection, licensing new databases, working remotely, and moving all programming online. This shift, along with the new website project, has implications for patron privacy and data protection. As the state lifts the stay-at-home order, libraries may be asked to provide patron data to public health officials to assist with contact tracing. These are difficult and uncertain times, but it is important that through this crisis we protect our patrons and maintain the trust of our community by continuing to uphold our core library values.

Steps to take

Because technology changes so rapidly, data privacy is a moving target, but there are actions JCLD can take to ensure we are protecting patron data to the best of our ability. The following are some of the actions the district could take to improve privacy protections for patrons:

Learn: Staff and patron training around data privacy and security is one of the best ways to improve our own practices and help patrons understand how to protect themselves. This is an iterative process as the technology landscape continues to change.

Assess: The library collects, stores, transfers, and uses patron data in a variety of ways. As we add digital services, the production and collection of patron data increases. Conducting an audit of our data privacy practices is one way to see where we can target our efforts.

Revise: JCLD Policy 3-1-1 Privacy and Confidentiality of Library Records should be revisited on a regular basis to ensure that it provides robust protections for patron data. The policy should follow ALA guidelines and require that vendors adhere to a standard such as that outlined in NISO Consensus Principles on Users' Digital Privacy in Library, Publisher, and Software-Provider Systems. The library's other technology policies should be included in this review to ensure alignment.

Additional Sources:

American Library Association. (1939). Code of Ethics. Retrieved from

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Retrieved from <https://www.nytimes.com/2019/03/23/sunday-review/human-contact-luxury-screens.html>

Digital Equity Laboratory. (2018, October 10). *Equity and Digital Privacy in NYC*. Retrieved from <https://www.digitalequitylab.org/equity-digitalprivacy-nyc/>

Electronic Frontier Foundation. (2016, December 5). Librarians, Act Now to Protect Your Users (Before It's Too Late). Retrieved from

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Hazelwood, G. (2019, May 28). Sell Your Data. Earn Passive Income. What Could Go Wrong?

Slate. Retrieved from <https://slate.com/technology/2019/05/data-exchanges-streamr-ubdi-ocean-protocol-privacy.html>

International Association of Privacy Professionals. Introduction to Privacy.

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NISO Consensus Principles on Users' Digital Privacy in Library, Publisher, and Software-Provider Systems. (2015, December 10). Retrieved from

<https://www.niso.org/publications/privacy-principles>

Reisman, D., J. Schultz, K. Crawford, M. Whittaker. (2018, April). *Algorithmic Impact*

Assessments: A Practical Framework for Public Agency Accountability. Retrieved from <https://ainowinstitute.org/aiareport2018.pdf>

TO: Josephine Community Library District Board of Directors
FROM: Business Manager Kedron Hay
DATE: May 20, 2020
SUBJECT: April 2020 Financial Statement

Action

- Library director and business manager request board approval for the allocated health care allowance be increased from \$525 to \$650 per employee mitigating the 25% increase in premium.

Benefits

Health insurance premium costs are significantly increasing July 1 ,2020. In consideration of renewal of current plans:

- Health insurance premium costs increased 25% for the most enrolled in plan.
- Budget includes 15 enrollees; we currently have 9.
- FY19-20 budgeted health insurance allowance \$81,900; total FY19-20 expense \$50,052.
- FY20-21 budget health insurance allowance is \$94,500; projected expense based on increase to \$650 per employee is \$76,140, falling within budget.
- There would be no budget impact for an increase in the allowance.

Accounting

- The net income for the general fund on the P&L of \$377,637 does not equal the Balance Sheet net income of \$380,185. This is due to the Balance Sheet representing all funds/grants and the P&L representing only the General Library Operations fund. \$377,637 plus \$2,548 (net income of grants only) equals \$380,185.
- There was no invoicing for April 2020 household scholarships.
- LGIP interest rate in April 2020 was 1.75%.
- Cynthia Harelson CPA continues to provide third-party reconciliation of all district bank statements to the accounting system monthly. They can remotely access the QuickBooks account to provide this important monthly oversight of district accounting.

Statement of Financial Activities (general fund P&L)

Revenue

- The district received \$8,459 for current year tax levy and \$2,112 of prior year's tax levy income in April 2020; total year to date tax revenue is \$1,357,717.
- There were no non-resident card fees for the month of April.

Expenses

- Collection development budget is \$175,000 for general fund purchases. Total collection development dollars spent for the general fund is \$7,424 and \$216 for special funds in April. Total year to date collection development purchases are \$159,522 for all funds.

Special Contracts

- Special contracts include \$3,480 for technical/grant writing to Stover Writing Services, \$25,125 for website development to Mark Wyner, \$2,100 to Sheepsco Creative for marketing, and \$5,000 to EdTech Strategies for E-rate consultation in the month of April.

Grants

- Total of grant expenses for the month of April is \$6,204.
- Total revenue received from grants in FY20 is \$115,102 representative of 12 grants.

Statement of Financial Position (balance sheet)

- The district assets include \$96,533 in the district checking account. The Grants Pass Maintenance Fund totals \$15,350 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 \$1,388,500. 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 \$1,520,606 including \$39,325 in restricted grant funds and restricted maintenance reserve fund.

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

| | Actual April-20 | Year to Date Actual | Annual Budget | \$ Over (Under) Budget | Budget Forecast |
|-------------------------------------|--------------------|------------------------|---------------------|---------------------------|---------------------|
| Ordinary Income/Expense | | | | | |
| Income | | | | | |
| 4000 - Current Year Tax Levy | \$ 8,459 | \$ 1,326,301 | \$ 1,352,601 | \$ (26,300) | \$ 1,352,601 |
| 4005 - Prior Year Taxes | \$ 2,112 | \$ 31,416 | \$ 22,475 | \$ 8,941 | \$ 25,000 |
| 4100 - Fines and Fees | \$ - | \$ 9,034 | \$ 17,000 | \$ (7,966) | \$ 15,000 |
| 4102 - Non-Resident Card Fees | \$ - | \$ 33,931 | \$ 40,000 | \$ (6,069) | \$ 40,000 |
| 4200 - Interest Income | \$ 2,422 | \$ 28,944 | \$ 17,500 | \$ 11,444 | \$ 28,000 |
| 4300 - Other Revenues | \$ - | \$ 1,761 | \$ - | \$ 1,761 | \$ 2,000 |
| 4310 - Donations | \$ - | \$ 192 | \$ - | \$ 192 | |
| Total Income | \$ 12,992 | \$ 1,431,580 | \$ 1,449,576 | \$ (17,996) | \$ 1,462,601 |
| Expense | | | | | |
| 5000 - Personal Services | \$ 55,370 | \$ 602,132 | \$ 809,191 | \$ (207,059) | \$ 809,191 |
| 5200 - Collection Development | \$ 7,424 | \$ 114,669 | \$ 175,000 | \$ (60,331) | \$ 175,000 |
| 5300 - Technical Services | \$ 1,258 | \$ 38,852 | \$ 44,495 | \$ (5,643) | \$ 44,495 |
| 5400 - Building Improvements | \$ 2,430 | \$ 6,052 | \$ 41,020 | \$ (34,968) | \$ 41,020 |
| 5500 - Facilities & Equipment | \$ 1,714 | \$ 21,318 | \$ 41,953 | \$ (20,635) | \$ 41,953 |
| 5600 - Computer Maintenance | \$ 50 | \$ 6,553 | \$ 19,675 | \$ (13,122) | \$ 19,675 |
| 5700 - Insurance | \$ - | \$ 8,517 | \$ 7,959 | \$ 558 | \$ 7,959 |
| 5800 - Travel & Training | \$ 683 | \$ 14,887 | \$ 23,850 | \$ (8,963) | \$ 23,850 |
| 6630 - Election | \$ - | \$ - | \$ 1,000 | \$ (1,000) | \$ 1,000 |
| 6640 - Auditor | \$ - | \$ 17,859 | \$ 15,000 | \$ 2,859 | \$ 15,000 |
| 6650 - Patron Services and Supplies | \$ 157 | \$ 2,461 | \$ 7,680 | \$ (5,219) | \$ 7,680 |
| 6660 - Volunteer Support | \$ 189 | \$ 1,098 | \$ 2,900 | \$ (1,802) | \$ 2,900 |
| 6670 - Events at Library | \$ 124 | \$ 2,166 | \$ 13,120 | \$ (10,954) | \$ 13,120 |
| 6680 - Communication & Outreach | \$ 2,563 | \$ 16,137 | \$ 26,700 | \$ (10,563) | \$ 26,700 |
| 6690 - Special Contracts | \$ 36,763 | \$ 143,510 | \$ 156,000 | \$ (12,490) | \$ 156,000 |
| 6699 - Legal Administration | \$ - | \$ 561 | \$ 2,000 | \$ (1,439) | \$ 2,000 |
| 6700 - Administrative Support | \$ 731 | \$ 13,857 | \$ 22,499 | \$ (8,642) | \$ 22,499 |
| 6800 - Telecommunications | \$ 1,029 | \$ 11,764 | \$ 11,280 | \$ 484 | \$ 14,000 |
| 6850 - Utilities | \$ 3,101 | \$ 31,550 | \$ 36,426 | \$ (4,876) | \$ 36,426 |
| 8000 - Transfers & Contingency | | | \$ (100,000) | \$ - | \$ - |
| Total Expense | \$ 113,586 | \$ 1,053,943 | \$ 1,357,748 | \$ (403,805) | \$ 1,460,468 |
| Net Ordinary Income | \$ (100,594) | \$ 377,637 | \$ 91,828 | \$ 285,809 | \$ 2,133 |
| Net Income | \$ (100,594) | \$ 377,637 | \$ 91,828 | \$ 285,809 | \$ 2,133 |

**Josephine Community Library District
Enhanced Library Services
April 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 | (1,539) | (1,539) | (1,539) |
| 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 | (6,620) | (6,620) | (6,620) |
| Four Way-2019 Safety/Security | 6,526 | 0 | 6,526 | 6,526 | 0 | (6,526) | (6,526) | 0 |
| Friends of the Library | 13,128 | 14,176 | 20,100 | 27,304 | (8,888) | (14,496) | (23,384) | 3,920 |
| JCCC-History/Poetry-2019 | 1,500 | 0 | 1,500 | 1,500 | (80) | (1,420) | (1,500) | 0 |
| JCLF | 0 | 42,711 | 40,000 | 42,711 | (7,150) | (17,873) | (25,023) | 8,868 |
| 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 | (1,152) | (1,152) | (1,152) |
| Kiwanis-2019 | 2,000 | 0 | 2,000 | 2,000 | 0 | (1,301) | (1,301) | 699 |
| Kiwanis-Hearts Mission-2019 | 500 | 0 | 500 | 500 | 0 | (500) | (500) | (0) |
| 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 | (535) | (535) | 10,832 |
| Solid Waste Agency | 5,055 | 3,411 | 5,000 | 8,466 | (832) | (7,634) | (8,466) | (0) |
| Total | 67,807 | 115,083 | 196,509 | 182,890 | (43,507) | (107,555) | (149,523) | 24,547 |

Cash Basis

**Josephine Community Library District
P&L Special Funds (all transactions)
As of April 30, 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 | | 16,497.98 | 26,497.98 |
| Transfer per Lease Agreement for 2019 | 5,000.00 | Expenses | | | | |
| Interest Earned | 39.90 | GP hot water heater | 630.07 | WM A/C | 4,383.00 | |
| | <u>26,497.98</u> | GP gutter/glashing | 238.50 | IV sewer | 3,771.00 | |
| | | GP gutter cleaning | 85.00 | IV facia/eave | 5000 | |
| 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>15,350.12</u></u> | GP fans | 398.00 | | | |
| | | Total Expensed | <u>2,993.86</u> | | <u>13,154.00</u> | <u>16,147.86</u> |
| | | To be Transferred | | | | |
| | | Remaining | <u><u>7,006.14</u></u> | | <u><u>3,343.98</u></u> | <u><u>10,350.12</u></u> |
| Expense | | | | | | |
| 5500 - Facilities & Equipment | | | | | | |
| 5402 Branch Building Improvemen | 11,134.79 | | | | | |
| 5501 - Bld Repairs & Maintenance | 4,383.00 | | | | | |
| 5505 - Equipment Improvement & M | 630.07 | | | | | |
| Total Expense | <u><u>16,147.86</u></u> | | | | | |

Josephine Community Library District
Balance Sheet
As of April 30, 2020

Apr 30, 20

| | |
|--|--------------------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| 1000 · People's Bank of Commerce | 96,533 |
| 1010 · People's Bank-Savings | 15,350 |
| 1100 · General Pool 6000 | 1,388,500 |
| 1120 · Jo Co Treasury Account | -13 |
| 1150 · Cash Drawers | 390 |
| Total Checking/Savings | <u>1,500,760</u> |
| Other Current Assets | |
| 1310 · JoCo Reserve for Disputed Tax | 19,846 |
| Total Other Current Assets | <u>19,846</u> |
| Total Current Assets | <u>1,520,606</u> |
| Fixed Assets | |
| 1610 · Furniture and Equipment | 303,131 |
| Total Fixed Assets | <u>303,131</u> |
| TOTAL ASSETS | <u><u>1,823,737</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 | 380,185 |
| Total Equity | <u>1,817,618</u> |
| TOTAL LIABILITIES & EQUITY | <u><u>1,823,737</u></u> |

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

In the Matter of Adopting the Budget)
and Making Appropriations) **Resolution No. 2020-010**
for Fiscal Year 2020-21 for)
Josephine Community Library District)

WHEREAS, the Josephine Community Library District Budget Committee has received the FY21 budget message, received comments from citizens, and approved the FY21 budget; now therefore

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves:

1. The budget for fiscal year 2020-21 in the sum of \$3,373,046 is adopted and is now on file at the Grants Pass branch of Josephine Community Library District in Grants Pass, Oregon.
2. The amounts shown below are appropriated for the fiscal year ending June 30, 2021 for the following purposes:

| | |
|--|--------------------|
| General Fund: Library Operations | \$1,542,280 |
| General Fund: Enhanced Library Services—Grants and Donations | \$251,400 |
| Reserve Fund: Grants Pass Library Maintenance Fund /Reserve | \$712,766 |
| Contingency | \$321,300 |
| | |
| Total Appropriations, All Funds | \$2,773,046 |
| Total Unappropriated Amounts, All Funds | \$600,000 |
| | |
| TOTAL BUDGET | \$3,373,046 |

DONE AND DATED this 20th day of May 2020.

Pat Fahey, Board Member

Gina Marie Agosta, Board Member

John Harelson, Board Member

Beecher Ellison, Board Member

Laurel Samson, Board Member

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

In the Matter of Levying Ad Valorem)
 Property Tax Rates for Josephine) **Resolution No. 2020-011**
 Community Library District for Fiscal)
 Year 2020-21)

WHEREAS, on June 14, 2017, the Board of County Commissioners, Josephine County, Oregon, issued Order 2017-027 to form and establish the Josephine Community Library District with the general powers granted by ORS 357-216 to 357-286 and the specific powers granted by ORS 357-261, and to establish a permanent tax limit of \$0.39 per \$1,000 of assessed valuation on property within the district boundaries;

WHEREAS, on May 20, 2020, the Josephine Community Library District Board of Directors adopted the budget and made appropriations for fiscal year 2020-21; now therefore

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves

The taxes provided for in the adopted budget at the rate of \$0.39 per \$1,000 of assessed value are hereby imposed and categorized for tax year 2020-21 upon the assessed value of all taxable property within the Josephine Community Library District. The tax rates are categorized as follows:

| General Government Limitation | |
|-------------------------------|------------------|
| Permanent Tax Rate Levy | \$0.3900/\$1,000 |
| Totals | \$0.3900/\$1,000 |

DONE AND DATED this 20th day of May 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: Kedron Hay, Business Manager
DATE: May 20, 2020
SUBJECT: LGIP Reserve Fund Account

Action

- Business manager requests board vote for the approval of a separate LGIP for the Reserve Fund.

The Reserve Fund was established for the purposes of emergencies, future library services and operations, and capital and maintenance improvement projects. Reserve Funds are currently held in the LGIP general fund.

It is recommended by JCLD budget liaison Gerald Burns, CPA that the Reserve Fund be segregated into its own account for clearer reporting.

Additionally, in terms of succession planning, a separate Reserve Fund account draws a distinct line for control measures and is considered a best practice.

TO: Josephine Community Library District Board of Directors
FROM: Kate Lasky, Library Director
DATE: May 20, 2020
SUBJECT: First reading of new Personnel Policy 4-3-4

Resources

Special Districts Association of Oregon

SHRM, Society for Human Resource Management

<https://dl.acm.org/doi/fullHtml/10.1145/1232743.1232773>

Background

The following Personnel Policy is presented for the board's first reading this month:

- Revised Personnel Policy 4-3-4, **Telecommuting and Remote Work Policy (new)**

Recommendation

Given the current situation of a pandemic, management felt it prudent to establish a policy for employees to work from home. Many employers are seeing that telecommuting is a determinant for employee productivity, satisfaction, and retention. There are supporting statistics showing that telecommuting increases productivity and is sustainable. As times and environments change, we anticipate telecommuting becoming an effective long-term solution for our employees.

Policy 4-3-4. Telecommuting and Remote Work Policy

Adopted xx/xx/xxxx

Telecommuting and remote work may pose advantages for both JCLD and its employees, including increased productivity and performance, enhanced employee recruitment and retention, emergency response, and greater work-life balance. Telecommuting is not an entitlement or a JCLD wide benefit, and it in no way changes the terms and conditions of employment with JCLD. Telecommuting may be appropriate for some employees and jobs but not for others. Telecommuting is a voluntary work arrangement determined by the employee's supervisor and human resources in which eligible employees fulfill their job responsibilities at a site other than their branch location during their regularly scheduled work hours for a period of time as determined by their supervisor.

In the event of an emergency, reference Policy 3-4-8 Disasters and Emergency Preparedness. JCLD may allow or require employees to temporarily work from home to ensure business continuity. These employees will be advised of such requirements by their supervisor.

Procedures

Telecommuting can be informal, such as working from home for a short-term project or on the road during business travel, or a formal, set schedule of working away from the office as described below. Either an employee or a supervisor can suggest telecommuting as a possible work arrangement.

Employees who desire a remote work arrangement should submit a written email request with a work plan to their supervisor and human resources.

Any telecommuting arrangement made will be on a trial basis and may be discontinued at will and at any time at the request of either the employee, their supervisor, or the library director. Every effort will be made to provide 30 days' notice of such change to accommodate commuting, childcare, and other issues that may arise from the termination of a telecommuting arrangement. There may be instances, however, when no notice is possible.

Eligibility

Individuals requesting formal telecommuting arrangements must be employed with JCLD for 90 days of continuous, regular employment and must have a satisfactory performance record.

Before entering into any telecommuting agreement, the employee and manager, with the assistance of the human resource department, will evaluate the suitability of such an arrangement, reviewing the following areas:

- Employee suitability. The employee and manager will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful telecommuters.
- Job responsibilities. The employee and manager will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement.
- Equipment needs, workspace design considerations and scheduling issues. The employee and manager will review the physical workspace needs and the appropriate location for the telework.
- Tax and other legal implications. The employee must determine any tax or legal implications under IRS, state and local government laws, and/or restrictions of working out of a home-based office. Responsibility for fulfilling all obligations in this area rests solely with the employee.

If the employee and manager agree, and the human resource department concurs, a draft telecommuting agreement will be prepared and signed by all parties, and a 90-day trial period will commence.

Evaluation of telecommuter performance during the trial period will include regular interaction by phone, video/audio conferencing, instant messaging, text messaging, emailing between the employee and the supervisor, and weekly meetings to discuss work progress and problems. At the end of the trial period, the employee and supervisor will each evaluate and make recommendations for continuance or modifications. Evaluation of telecommuter performance beyond the trial period will be consistent with that received by employees working at the office in both content and frequency.

Employee Responsibilities

Employees are expected to work their normal work schedule unless they receive supervisor's prior approval to adjust their schedule. Employees need to remain productive and responsive during their schedule work hours.

Employees are expected to maintain a presence with fellow colleagues while working remotely by using phone, video/audio conferencing, instant messaging, text messaging, email, etc. The employee is expected to maintain the same response times as if they were at their branch and will be available for meetings as required.

Employees are expected to have a working telephone or cellphone at their remote location.

Employees are expected to arrange for child/dependent care as necessary for the hours in which the employee works from home. Personal tasks and errands should only be performed during the employee's scheduled breaks and lunches. Telecommuting is not designed to be a replacement for appropriate childcare. Although an individual employee's schedule may be modified to accommodate childcare needs, the focus of the arrangement must remain on job performance and meeting business demands. However, in pandemic circumstances, exceptions may be made for employees with caregiving responsibilities. Prospective telecommuters are encouraged to discuss expectations of telecommuting with family members prior to entering a trial period.

JCLD is not responsible for operating costs of any personal equipment, home maintenance, of personal equipment or any other costs, such as electric, telephone, etc. associated with the use of the employee's remote work.

Remote Work Location

Employees must have an appropriate work environment in their remote work location. JCLD is not responsible with costs associated in establishing such environment.

Employees should not hold business visits or in-person meetings at their alternative work location unless approved by their supervisor.

Employees are responsible for notifying their supervisor of any injuries sustained at their alternative work location and in conjunction with their regular work duties.

Equipment

On a case-by-case basis, JCLD will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software, modems, phone and data lines and other office equipment) for each telecommuting arrangement. The human resource and information system departments will serve as resources in this matter. Equipment supplied by the organization will be maintained by the organization. Equipment supplied by the employee, if deemed appropriate by the organization, will be maintained by the employee. JCLD accepts no responsibility for damage or repairs to employee-owned equipment. JCLD reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the organization is to be used for business purposes only. The telecommuter must sign an inventory of all JCLD property received and agree to take appropriate action to protect the items from damage or theft. Upon termination of employment, all company property will be returned to the company, unless other arrangements have been made.

JCLD will supply the employee with appropriate office supplies (pens, paper, etc.) as deemed necessary. JCLD will also reimburse the employee for business-related expenses, such as phone calls and shipping costs, that are reasonably incurred in carrying out the employee's job.

Security

Consistent with the organization's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of proprietary company and customer information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.

Safety

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. Injuries sustained by the employee in a home office location and in conjunction with his or her regular work duties are normally covered by the company's workers' compensation policy. Telecommuting employees are responsible for notifying the employer of such injuries as soon as practicable. The employee is liable for any injuries sustained by visitors to his or her home worksite.

Time Worked

Telecommuting employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using JCLD's time-keeping system. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the telecommuter's supervisor. Failure to comply with this requirement may result in the immediate termination of the telecommuting agreement.

Employees may be required, at any time, to commute to a branch. This is considered commute time and is not eligible for reimbursement for this travel.

Ad Hoc Arrangements

Temporary telecommuting arrangements may be approved for circumstances such as inclement weather, special projects or business travel. These arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance.

Other informal, short-term arrangements may be made for employees on family or medical leave to the extent practical for the employee and the organization and with the consent of the employee's health care provider, if appropriate.

All informal telecommuting arrangements are made on a case-by-case basis, focusing first on the business needs of the organization.

**Josephine Community Library District
Telecommuting and Remote Work Agreement**

Employee Information

Name: _____ Hire date: _____

Job title: _____

Department: _____

FLSA status: Exempt Nonexempt

This telecommuting agreement will begin and end on the following dates:

Start date: _____ End date: _____

Temporary work location: _____

Employee schedule: _____

The employee agrees to the following conditions:

- The employee will remain accessible and productive during scheduled work hours.
- Nonexempt employees will record all hours worked and meal periods taken in accordance with regular timekeeping practices.
- Nonexempt employees will obtain supervisor approval prior to working unscheduled overtime hours.
- The employee will report to the employer's work location as necessary upon directive from their supervisor.
- The employee will communicate regularly with their supervisor and co-workers, which includes a weekly meeting.
- The employee will comply with all JCLD rules, policies, practices and instructions that would apply if the employee were working at the employer's work location.
- The employee will maintain satisfactory performance standards.
- The employee will make arrangements for regular dependent care and understands that telecommuting is not a substitute for dependent care. In pandemic and other emergency circumstances, exceptions may be made for employees with caregiving responsibilities.
- The employee will maintain a safe and secure work environment at all times.
- The employee will report work-related injuries to his or her manager as soon as practicable.

JCLD will provide the following equipment: _____

The employee will provide the following equipment: _____

- The employee agrees that Josephine Community Library District's (JCLD) equipment will not be used by anyone other than the employee and only for business-related work. The employee will not make any changes to security or administrative settings on JCLD equipment. The employee understands that all tools and resources provided by the company shall remain the property of the company at all times.
- The employee agrees to protect company tools and resources from theft or damage and to report theft or damage to his or her manager immediately.
- The employee agrees to comply with JCLD's policies and expectations regarding information security. The employee will be expected to ensure the protection of proprietary company and customer information accessible from their home offices.
- The employee understands that all terms and conditions of employment with the company remain unchanged, except those specifically addressed in this agreement.
- The employee understands that management retains the right to modify this agreement on a temporary or permanent basis for any reason at any time.
- The employee agrees to return company equipment and documents within five days of termination of employment.

Employee signature: _____

Date: _____

Supervisor signature: _____

Date: _____

Human Resources signature: _____

Date: _____

TO: Josephine Community Library District Board of Directors
FROM: Facilities Oversight Task Force: Beecher Ellison, Sue Cohen, Kate Lasky,
Laurel Samson, Rebecca Stoltz, Steve Swearingen
DATE: May 20, 2020
SUBJECT: Facilities Update

The Facilities Oversight Task Force met on May 1, 2020 to discuss the next steps in addressing the Capital Improvement Plan for Illinois Valley, the dependencies for each repair, and how to determine the most efficient order to prevent work from being redone in the future.

ACTION: FOTF is seeking expert advice on priority of projects for the Illinois Valley branch. It's anticipated that electrical system repairs are likely to be named the top priority. A scope of work will be developed for the Illinois Valley branch given the priorities.