

Josephine Community Library District
Budget Hearing and Board of Directors Regular Meeting
Wednesday, August 19, 2020 at 5:30pm, Virtual Meeting
Call (669) 900-9128. Meeting ID # 880 0677 2144
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, President	John Harelson

Agenda Items	Action	Responsible	Time
Call to Order		P. Fahey	
Standing Items			
1. Approval of agenda	Motion	P. Fahey	5 min
2. Approval of consent agenda		P. Fahey	
a. July 15 minutes			
b. Resolution 2020-024 CRF Grant			
c. Resolution 2020-025 Collins Grant			
3. Public comment		P. Fahey	5 min
4. Correspondence		P. Fahey	
5. Training: United for Libraries Short Takes		K. Lasky	10 min
Staff Reports			
1. Library director's report	Report	K. Lasky	15 min
2. Financial report	Report	K. Hay	5 min
Action Items			
1. FY19-20 Annual Report	Discussion	K. Lasky	15 min
2. TRSD IGA for Williams branch property	Discussion	K. Lasky	5 min
3. Pandemic procedure: Operations	Discussion	K. Lasky	5 min
4. Library director annual evaluation process	Discussion	P. Fahey	5 min
Board Member Reports			
1. Library Foundation liaison report	Report	D. Mannix	5 min
2. Facilities Oversight Task Force report	Report	Ellison/Samson	5 min
Announcements			
1. Comments from board members		All	5 min
2. Date and agenda items for next meeting		P. Fahey	
Adjourn		P. Fahey	

Date and Time	Upcoming Meetings and Events
September 16, 5:30pm	District Board Meeting, location TBA

Josephine Community Library District
Board Regular Meeting Minutes
Wednesday, July 15, 2020 at 5:30 pm
Virtual Meeting
Call 669-900-9128. Meeting ID #894-8755-0300

Members present: John Harelson, Gina Marie Agosta, Laurel Samson, Beecher Ellison, Pat Fahey
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: Nancy Hitchcock, Library Foundation Executive Director Rebecca Stoltz, and Library Foundation Liaison David Mannix

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

STANDING ITEMS

Approval of agenda. No further changes.

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

- **Approval of June 17 meeting minutes.** No changes were requested.
- **Policies, second reading:**
- Resolution 2020-017 Policy 3-4-10, Community Information Database
- Resolution 2020-018 TFFF Grants
- Resolution 2020-019 AllCare Grant
- Resolution 2020-020 OR CRF
- Resolution 2020-021 LGIP

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

Public comment. There was no public comment.

Correspondence. There was no correspondence.

Training: United for Libraries Short Takes. The Board of Directors watched an American Library Association video about evaluating the library director.

STAFF REPORTS

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

- The reconfiguration of public spaces continues as library staff prepares for physical distancing when volunteers and patrons are allowed to start re-entering the buildings.
 - Supply chain limitations and constraints are an issue as library staff orders supplies and items are backordered.
 - Seeking Coronavirus Relief Funds and grants for special districts to help support the cost of meeting state guidelines.
 - Plans to install no-touch self-checkout machines

- The community needs report will hopefully inform plans for the library for the next three years.
- The library is working on offering in-library student study appointments during the next school year on the days that students are not allowed on campus in partnership with the local school districts. There will be a max capacity to accommodate for physical distancing.

Financial report. Ms. Hay reviewed the June Financial Statement memo dated June 30, 2020. She also reviewed the Profit & Loss Budget vs. Actual-General Fund statement through June 2020, the Profit & Loss statement for grants through June 2020, and the Balance Sheet as of June 30, 2020.

Motion: Mr. Fahey moved to authorize Ms. Lasky to spend up to \$15,000 to move forward with Cascade projects. Mr. Ellison seconded. The motion passed unanimously.

Motion: Mr. Ellison moved to authorize Ms. Lasky to institute an annual 2% cost of living increase for staff for FY20-21 and to continue with merit-based pay increases up to 3%. Ms. Agosta seconded. The motion passed unanimously.

ANNUAL MEETING

FY20 election of President and Vice President.

Motion: Ms. Agosta moved to adopt resolution 2020-022 to nominate Mr. Fahey as board president and Ms. Samson as vice president. Mr. Fahey seconded. The motion passed unanimously.

Bank signers.

All new board officers are also current bank signers; so, no change in bank signers is required.

FY20-21 meeting date and time.

Board meetings will continue to be on Wednesdays at 5:30 pm.

ACTION ITEMS

Library director annual evaluation process.

President Fahey and Vice President Samson will meet to develop the process to complete the annual evaluation of the library director.

BOARD MEMBER REPORTS

Library Foundation liaison report. Mr. Mannix reported that the foundation spring drive ended at around \$30,000.

Progress is being made with the foundation's capital campaign consultant.

Facilities Oversight Task Force. Wolf Creek back door was removed and replaced with a window.

Ausland Group will be evaluating the plans for the Illinois Valley branch for a possible reduction in cost of renovations.

ANNOUNCEMENTS

Comments from board members. Board members continue to be impressed by how staff is handling the challenges of the pandemic.

Board members would like to continue to be cautious and slow with the library reopening plan.

Date and agenda items for next meeting. Mr. Fahey announced that the next regular meeting will be at 5:30 pm on Wednesday, August 19.

ADJOURNMENT

The meeting adjourned at 6:30 pm.

Respectfully submitted,

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

Brandace Rojo for Board Secretary Kate Lasky
Josephine Community Library District

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

In the Matter of Authorizing)
Expenditure of the Collins Foundation) Resolution No. 2020-025
Grant Offered to Josephine Community)
Library District)

WHEREAS, the Josephine Community Library District Board of Directors adopted its fiscal year 2020-2021 budget on May 20, 2020 and

WHEREAS, since the date of budget adoption, JCLD has applied for and accepted a \$58,000 grant from the Collins 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 \$58,000 grant from the Collins Foundation is authorized for expenditure in fiscal year 2020-21 for the Inclusive Library Web Project, which is focused on children, youth and families, Spanish translation and communication of the JosephineLink database.

DONE AND DATED this 19th day of August 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: August 19, 2020
SUBJECT: Library director's report

General Updates

- All employees continue to support and facilitate curbside service, phone support, virtual programming, and digital services. Management hopes to begin integrating volunteers back into operations in early September. Management continues to adjust reopening plans, procedures, and services to remain responsive and flexible in these uncertain times.
- Drafted the program overview for the Student Hours at the Library program, including goals, activities, timeline, budget, and funding plan. Submitted a grant for \$10,000 for the program to Chaney Family Foundation. Rotary Club of Grants Pass committed \$1,000 to the project. State of Oregon Coronavirus Relief Funds should reimburse expenses. Expenses include two temp-service employees, safety proctor and tutor. Seeking local temp services for this temporary program support. (*See attached job descriptions.*)
- Continued work on the 2020 Community Needs Assessment to support and inform board strategic planning in January 2021. Community postcard questions have been designed, printed, and distributed throughout the community. Four out of the six planned key informant interviews have been conducted. Four Zoom focus groups are scheduled for the last two weeks of August. Research on the community profile is complete and the report is being finalized. Collection assessments and program assessments are in progress and will be completed by the end of August. Reporting on these elements will take place through the fall, with the final report and findings presented to the board in December. (*See attached memo.*)
- Finalized foundation/district shared communications plan per the strategic plan. (*See attached.*)
- Finalized volunteer program plan to codify unique volunteer culture per the strategic plan. Supporting documents such as job descriptions, application, inter-departmental volunteer request form, volunteer handbook, and volunteer policies are available upon request. (*See attached.*)
- Submitted a second request for \$13,504 to the State of Oregon CARES Act Coronavirus Relief Fund (CRF) for Library COVID Response, including reimbursement of costs to renovate workstation configurations in the technical services area, install touchless sinks and hot water units, reupholster chairs to facilitate sanitizing, install computer webcams for videoconferencing, and purchase personal protective equipment. The request was approved. The library may continue to request reimbursement for COVID expenses every six weeks through November until a cap of \$250,000 is reached or until the funds are depleted.
- Awarded \$58,000 for the Inclusive Library Web project from Collins Foundation. The redesign of the website is also sponsored by Ford Family Foundation, Josephine Community Library Foundation, and Oregon Community Foundation. Total grant funds for the two-year project equal \$113,000.

- Oregon Library Association Legislative agenda will include support for school libraries and librarians in the coming biennium legislative session 2021.

Stories

- **Virtual and online branch:** A patron expressed gratitude for the teen Learn to Draw Magical Creature Wings virtual program. They thanked the library for offering the class, stating that it is hard to keep a teen busy during this trying time and that they appreciate the effort that we are putting forth.
- **In Grants Pass,** from a grateful patron: “Just wanted to say you all are the best. These books are truly like manna from heaven when they arrive in our house from the easy, safe curbside pickup. Having a fresh batch of stimulating books to read each week has had an immeasurably positive impact on my toddler's safer-at-home life. Not only does it make each passing week easier and more fun for our whole family, but it charts our daughter's life on a better course to have access to these books, so that hopefully she can return the favor and make the world a better place one day too.”
- **In Illinois Valley,** new to Cave Junction, three siblings came by the branch with their uncle to inquire if the library was open. As the branch manager explained the closure and curbside service, she was able to supply them with summer reading activity sheets and a craft kits for the very popular Fantasy Dragon Eggs to decorate white modeling clay with glitter and gems. The family was so excited about the craft that they promptly went home and completed it only to come back to the library the same day to show off their treasures. They return with big smiles to pick up new craft kits and books every week.
- **In Wolf Creek,** on one of the hottest days of the summer, the Wolf Creek branch doorbell rang well after curbside hours were over. Two young men were at the door, and said they were traveling through the area because they were moving. Their car was overheated, they didn't have great cell service, and they didn't know where else to go; so, they followed the signs in town to the library, hoping someone would be around to help them. The branch manager was able to help them locate a mechanic that was still open, give them directions, and give them some water while they waited for their engine to cool down. The next day, there was a kind voicemail thanking the branch manager waiting on the library phone.
- **In Williams,** a patron emailed the branch manager to write, “Your kindness to me is so very appreciated and I am glad to know you! Your work in the library shows a true passion for caring for others and your community service to those in need shows a level of kindness and compassion that is inspiring.”

Successes

- A patron came to the GP branch during curbside hours hoping to use a computer. Staff was able to check out a laptop and hotspot to the patron instead.
- The teen Learn to Draw Magical Creature Wings virtual program was a success with 15 youth participating in the program. As a result of the popularity of the program, library will partner with Grants Pass Museum of Art to host additional virtual art programs in the fall.

Challenges

- In Wolf Creek, the outside outlets have once again become a challenge. After hours, people have gotten through the tamper proof screws and covers to the outlets. This has

caused damage to the siding and concern about the safety and security of the building as well as patrons using curbside services. As a temporary fix, the branch manager is turning off the breakers tied to each outlet when leaving the building.

- Developing and implementing safety procedures for staff and volunteers in an ever-changing environment is challenging.

Imperative #1 Enhance program quality and customer service

- Developed and maintained content for 12 weeks of Summer Reading Program activities for all ages.
- Developed and implemented procedures for curbside check-out of technology (hotspots and laptops) to support digital inclusion initiatives.
- Craft kits for children are now being offered at all four branches during curbside.
- Developed Storybook Walk for downtown Grants Pass business store windows for families. Storybook Walk will launch the week of August 24.
- Developing a virtual K9 Reading Buddies program with partner.
- Developing a virtual book club for middle school students featuring selection from Oregon Battle of the Books collection. Students will receive a copy of the book after registration.
- Library collecting new statistics to measure usage called “COVID Stats.” These include new online library card registrations, curbside checkouts, curbside by age, and online cards converted to regular cards. Statistics will be presented to the board quarterly in FY20-21.
- Public access catalog (PAC) statistics are also an important indicator of engagement during closure. PAC activity compared to prior year reflects increased patron motivation to utilize catalog functions to obtain materials in addition to simply “browsing” our shelves. This is especially important at small branches with minimal shelf space.

	PAC Logins		
	Jul '19	Jul '20	% +/-
Grants Pass	2,336	2,996	28%
Illinois Valley	318	514	62%
Williams	55	64	16%
Wolf Creek	40	43	8%
System Total	2,749	3,617	32%
	PAC Requests Placed		
	Jul '19	Jul '20	% +/-
Grants Pass	1,271	2,367	86%
Illinois Valley	272	624	129%
Williams	57	93	63%
Wolf Creek	33	11	-67%
System Total	1,663	3,095	86%

- Shelf Shopper web form and processes were developed for patrons to easily request readers advisory services for curbside pickup. Initial response indicates this service is especially appreciated by parents and caregivers looking for children's materials
- Virtual storytimes now include book recommendations for young patrons.
- First website analytics audit complete (full report available upon request). The average number of visitors and pageviews remained consistent pre/post-redesign, yet pages per session have increased and bounces have decreased. This means the redesign has produced an overall increase in engagement.

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

- Contracting with Coraggio Group for distribution and analysis of the annual employee engagement survey in August.
- Collection librarian promoted to technical services manager. Now recruiting for three part-time library assistants to support technical services and communications. Former technical services manager continues to assist in cataloging 20 hours a week. Cataloging manager and partnership coordinator positions remain unfilled. (*See attached org chart.*)
- Redirecting library assistant priorities and utilizing on-call assistants has dispersed curbside and check-in workload so it is more manageable.
- All staff cross-training to support departmental priorities while facilitates are restricted and volunteers are unable to enter buildings.
- All staff continue to attend professional development webinars. Created webinar note-taking form for staff to use and rate webinars to increase shared knowledge and avoid excessive redundancy.
- Staff continue to keep in touch with volunteers via FB, email, and phone.
- Library director hosted OLA Leadership Retreat August 17-19 as incoming association president.

Imperative #3 Enhance the facilities across the library systems

- Filed Form 486 with USAC E-rate program for confirmation of extension of E-rate program and Year 2 reimbursements.
- Organized and renovated technical services area in Grants Pass to promote physical distancing. New desks for cataloging assembled and placed. Receiving table assembled
- Cascade Communications Services, Inc. completed the installation of new CAT6 cabling in the cataloging and patron computer services areas at the Grants Pass branch to accommodate the practice of physical distancing.
- Cascade Communications is expected to complete the re-cabling and switch relocation at the Illinois Valley branch in support of both physical distancing and the E-rate program in August 2020.
- Participated in Illinois Valley walkthrough with foundation member and electrician.
- Using Ben Bones Room in Grants Pass to store items in preparation for patron return, such as furniture and toys from children's library and other seating.
- All branches developing social-distancing-compatible floorplan to be included in reopening procedures.
- Painted lounge and bathrooms in Grants Pass.
- Wolf Creek deck is in the process of being removed.

Imperative #4 Develop efficient operating systems and structures.

- Developed and completed cataloging procedures for improved succession planning.
- Developed a system for assigning call numbers and formatting spine labels to order pre-processed items from Ingram. Communicated with vendor about library's needs and developed short-term and long-term solutions.
- Annual financial audit has begun. Business office compiling information for the audit prep checklist for audit.
- Library director and technical services manager joined Jackson County Library's RFP committee to review ILS, Polaris. Jackson County will be publishing an RFP for new ILS service in the coming months.
- Developed and implemented a website maintenance schedule. Various staff are being trained to assist with book carousel updates and general website maintenance to support the communications department.
- Continuously reviewing and updating the work plan defining departmental processes for each chapter of the reopening plan.

Imperative #5 Build awareness and expand partnerships

- Communications for the Summer Reading Program including working with the designer, newspaper, various departments, and weekly webpage creation has been completed.
- Designed, printed, and distributed Community Question pre-stamped post-cards throughout Josephine County with the support of partnering businesses.



- The communications team continues to work with Mark Wyner to adjust the new website for better usability.
- Wrote and designed Storybook Walk content, Stone Soup, scheduled to launch the week of August 24.

- Wolf Creek branch manager and Sunny Wolf Charter School Director partnering to support students in the upcoming school year.
- Received notice from the Josephine County Master Gardeners Young Master Gardeners program coordinator that due to the pandemic they are canceling the FY21 Young Master Gardner program. They hope to restart the program during the FY22 school year.
- Library foundation executive director continues to assist district in partnership management while the position remains vacant.

TO: Kate Lasky
 FROM: Teresa Stover
 DATE: August 13, 2020
 SUBJECT: 2020 Community Needs Assessment Update

To supply the board with robust information necessary to develop its 2021-2024 strategic plan in January 2021, the library is implementing a community needs assessment to determine how well the library’s collection and programs respond to the information needs of the community, especially the underrepresented populations of young adults (13-24 years) and the Latinx community.

The overarching question the needs assessment seeks to answer is “What are information needs and trends in Josephine County and to what extent are these needs being met?” Elements of the needs assessment will focus on groups which might be underrepresented in the community and in the library.

The following table outlines the components of the Community Needs Assessment, along with the questions being answered, current status, finish date, and board report date for each component.

COMPONENT	QUESTIONS	STATUS	FINISH DATE	BOARD REPORT
Community profile	What changes and trends are happening in Josephine County?	Research is complete and the report is being refined.	The final report is due August 21.	September 16
Collection assessment	What is the state of and plans for the youth and adult collection of books and other materials?	The youth and adult collection assessments are nearly complete.	The collection assessment reports are due August 31.	October 21
Program assessment	What is the state of and plans for youth and adult library programs?	The youth and adult program assessments are nearly complete.	The program assessment reports are due August 31.	November 18
Key informant interviews: With six community leaders about Latinx and young people	<ul style="list-style-type: none"> What services and programs does your organization offer to Latinx and/or young adults? What’s your perception of the information needs of Latinx and/or young adults? 	Interviews started July 29 and four interviews been completed with representatives of RCC, Three Rivers School District, and College Dreams. Two more are planned with representatives of Grants Pass District 7.	The final two interviews will be completed by August 21 and data analysis by September 30.	October 21

COMPONENT	QUESTIONS	STATUS	FINISH DATE	BOARD REPORT
Community questions: Four postcard questions distributed to the community at large	<ol style="list-style-type: none"> 1. One thing I wish I knew more about is... 2. Name one thing that would make your life easier. 3. What would make our community better? 4. How do you spend your time/money? 	The four postcards were distributed throughout Josephine County the week of August 3 and are being promoted for wide participation.	Postcard answers are due August 31, and data analysis by September 30.	November 18
Focus groups: Four conversations about priorities, interests, and hopes of Latinx and young people, indicating their information needs	<ol style="list-style-type: none"> 1. One thing I wish I knew more about is... 2. Name one thing that would make your life easier. 3. What would make our community better? 4. How do you spend your time/money? 5. How can the library help fulfill your information needs? 	The first focus group will be held on August 18 or 20. The other three focus groups will be held the week of August 24.	All focus groups will be completed by August 27 and data analysis completed by September 30.	November 18
Community Needs Assessment Report: Summarizing all research components	What are the information needs and trends in Josephine County and to what extent are these needs being met?	The report structure has been designed. Data analysis will finish in September and the report will be written in the fall.	The final draft of the report will be completed by November 30.	December 16

Volunteer Program

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 - 1.7 VolunTEENs
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 - 2.2 Dedicated space
 - 2.3 Opportunities
 - 2.4 Volunteer input
 - 2.5 Appreciation
- 3 Evaluating program

Conclusion

Introduction

Josephine Community Library District's (JCLD) unique structure makes the day-to-day involvement of multiple volunteers a necessity. The Volunteer Program is designed to maximize the engagement and fulfillment of 200+ monthly volunteers.

Goal

To recruit, engage, and retain volunteers in the operational functions of JCLD's four library branches.

Process

1. Internal structure

1.1 Recruitment

Outreach/partners The library recruits volunteers in various ways. Many begin as patrons and are recruited by the volunteers they interact with in the library. Other methods include websites such as Volunteer Match and Just Serve, presentations to local clubs such as PEO and the Chamber of Commerce, mentions in the public JCLD newsletter, and ads in the local newspaper.

1.2 Initial processing

Applications/background check All volunteers fill out an application and provide their information for a criminal background check to be run by a third-party vendor (see attached). Sensitive information is kept in a locked cabinet and shredded after 90 days. Contact information is added to the volunteer “Great List” upon satisfactory completion of the background check. A welcome email is then sent by the volunteer manager (VM) to the volunteer with the invitation to visit their library for an interview with either the VM in Grants Pass or the branch manager at the other branches. All volunteers are given the date of the next customer service workshop and encouraged to attend.

Interview Upon meeting prospective volunteers who have completed the background check process, the VM thanks them for volunteering and ensures they are familiar with the JCLI and JCLD story. The VM then discusses interests, skills, and shift availability with the volunteer to determine placement on either a weekly or episodic basis. It is important to emphasize that JCLD is happy to accommodate absences for any reason, thanks to volunteers stepping in to fill shifts.

Job descriptions When an agreement on position has been reached by the VM and volunteer, a job description is shared outlining expectations for the role and an overview of the position (see attached example).

1.3 Orientation

Volunteer trainers Volunteer trainers are identified in each position with the help of the staff person most familiar with the department and are an important part of preserving volunteer culture. Commonly, staff will work closely with the volunteer trainer to create the training program with the support of the VM. The VM schedules a time that works for both the trainer and the new volunteer to facilitate the training. On occasions such as major procedure change, a newly created position, or volunteer shortage, a staff person may step in to train the new volunteer.

Customer service workshop/orientation A customer service workshop is held quarterly (currently at the Grants Pass (GP) branch) to introduce volunteers to available staff and present basic and library-specific customer service considerations. Included in this workshop are discussions about the ALA Bill of Rights, privacy concerns, mandatory reporting, and a brief introduction to the concept of ACES (see attached).

Schedule The VM maintains schedules for the GP branch circulation desk, children’s library, information desk, maintenance team, and cataloging department as well as event and special project volunteers. Shelving volunteers have no set schedule. Staff submits a Volunteer Request form (see attached) for episodic volunteers and the VM stays in close contact with staff about short- and long-term volunteer needs. Branch managers in Illinois Valley (IV), Williams (WM), and Wolf Creek (WC) schedule branch volunteers as needed.

Tracking hours Each department in the GP branch and the additional three branches has a form to track hours. The VM records these hours monthly and is responsible for regular reporting, including quarterly retention statistics.

1.4 Policies

Volunteer policies Volunteer policies are regularly updated by the VM with input from branch managers to be approved by the board of directors. These are located on the library website.

Volunteer handbook The volunteer handbook contains a history of JCLI and JCLD along with brief explanations of volunteer policies, an emergency map, and a confidentiality and partnership agreement to be signed and returned by the volunteer (see attached).

1.5 Communications

Communication logs Communication (comm) logs are kept at each GP department and each branch. These logs include position-specific information as well as press releases, newsletters, and event flyers. They also act as a communication tool between volunteers with each other and staff. The VM in GP and branch managers are responsible to keep information current and staff are expected to review regularly and remind volunteers about it.

Volunteer newsletter The volunteer newsletter is compiled by the VM to be distributed on or near the first of each month. Suggested content is sent to staff every month for input, edits, and updates. The newsletter is sent via email to the “Great List” and paper copies are distributed in comm logs and bulletin boards (see attached example).

Bulletin boards Bulletin boards in the volunteer area of each branch are kept up-to-date with program and event flyers, newsletter copies, and other internal communication materials.

1.6 Confidentiality

Shred background check info monthly Applications are reviewed monthly to shred sensitive information after 90 days of date on background check authorization.

Keep volunteer contact info private JCLD maintains a strict policy of not sharing volunteer information outside of JCLD and affiliates.

1.7 VolunTEENs

Recruitment JCLD recruits “VolunTEENs” (ages 13-17) for assistance with its Summer Reading Program (SRP) and other events throughout the year. Signage in the teen areas, flyers sent to school counselors, and public newsletters are used for recruitment.

Handbook/policies The VolunTEEN handbook is regularly updated with applicable volunteer policies and teen branding (see attached).

Interview/orientation A teen orientation is held prior to SRP to address the policies in the handbook and scheduling. If a teen is applying at a different time of year, an interview is held with the VM or branch manager.

Scheduling/training The youth services librarian (YSL) works closely with VolunTEENs, branch managers, and the VM to determine available teen positions, shifts, and training needs.

Tracking VolunTEENs record their time for each branch which is tracked by the VM and retained for future uses (scholarships, etc.).

2. Maintain volunteer culture

2.1 Staff interactions

Staff While the VM is the main contact for all volunteers, staff are expected to work closely with volunteers in a respectful and productive manner.

Names/nametags Nametags are essential due to the large quantity of volunteers at JCLD. It is important that staff learn volunteer names in their departments as soon as possible.

Conversations Staff are counted on to keep conversations in their departments positive. Avoiding controversial topics such as politics and religion is stressed. The library is introduced to volunteers in the customer service workshop and interviews as a “politics-free zone”. Staff is also expected to monitor volunteer engagement and satisfaction and alert the VM to potential challenges.

Engagement: The VM may ask staff for support in introducing new volunteers to teammates and checking in regularly during the first several shifts to ensure new volunteer feels welcome. All staff recognizes that spending time visiting with volunteers is not an interruption, but an important part of their job. Staff is responsible for updating VM on regular or episodic volunteer opportunities in their department.

- **Identify:** Staff consider their workload and duties and identify volunteer opportunities with the assistance of the VM.
- **Plan ahead:** When organizing a project that requires a specific skill set it is important to plan ahead because most volunteers are available for a limited time each week. Best practices when assigning a project include:
 - the reason for the project
 - written procedures
 - clear expectation of outcome
 - review of progress within the first hour to ensure procedures are clear
- **Create:** In some cases, staff may be asked to create volunteer opportunities within their department to ensure engagement. For example, a book cleaning project might be organized to provide temporary light duty for a shelving volunteer recovering from an injury. Another example is creation of a permanent volunteer position to ensure inclusion of marginalized populations; this may be accomplished in partnership with a community organization.

2.2 Dedicated space

Lounge JCLD branches designate areas for volunteers to take a break, eat a snack, and visit as space allows.

Snacks The VM is responsible for keeping snacks, treats, and coffee on-hand for GP volunteers. Branch managers at the other branches see to this.

Personal belongings Each branch has a safe space or locker for volunteers to store their belongings.

2.3 Opportunities

More/less responsibility The VM is constantly identifying volunteers who may be interested in cross-training in an additional or different department. These opportunities are presented but never forced. Volunteers are always able to decrease hours/shifts as needed as well.

Flexibility Shorter or atypical shifts are created around an interested volunteer's schedule to the best of the VM's ability. Volunteer vacations, etc., are covered by other volunteers and staff as necessary. The VM is responsible for filling these shifts as often as possible via email, phone, and in-person requests. Due to the nature of volunteering, library volunteers should never be made to feel bad for missing shifts, regardless of the reason. The VM may suggest/offer a shift change if it is an option.

2.4 Volunteer input

Surveys Annual volunteer surveys are conducted via email and print copies to gauge volunteer contentment and engagement.

Comm logs Volunteers are encouraged to write any questions/suggestions in the comm log in the event that the VM or another staff person is not available.

Conversations The VM is expected to have constant interactions with as many volunteers as possible. Branch managers fill this role at the IV, WM, and WC branches. Staff are depended on to request and pass along input from the volunteers in their areas.

2.6 Appreciation

It is important to recognize all volunteers as equals, rather than identifying certain volunteers based on tenure or number of hours contributed. Every volunteer is equally important to the success of the program.

Biannual appreciation events

Biannual appreciation events are planned (currently in June and December). The library provides an entrée and beverages and volunteers bring food to share. This provides an opportunity for staff to thank volunteers publicly. An affordable token is given to volunteers at the winter appreciation event.

Volunteer library card

Volunteers are issued a "Volunteer Library Card" valid for one year after their first shift. These are updated in 3-month increments every quarter that the volunteer is active.

Annual recognition banner The VM works with the communication department to design an annual recognition banner. The GP branch displays a large one including all system volunteers and total volunteer hours and each branch receives a legal-sized banner listing its volunteers. A general thank you to volunteers of the Friends of the Library and Josephine County Library Foundation is included on the large banner.

Periodic “thank you” eblast The library director periodically sends out an eblast to the “Great List” thanking volunteers for their service and emphasizing the importance of volunteers for keeping the libraries open.

Handwritten, mailed cards These may be thank you, get well, thinking of you, or sympathy cards. The VM is responsible to send these out as often as possible.

Review history and update story annually The VM is responsible with staff input to annually review the history of the volunteer program and update the volunteer handbook, website information, etc. as needed.

3. Evaluating program

Measuring success A number of factors are used to determine volunteer engagement, including survey results, the number of cross-trained volunteers, and volunteers returning from extended absences (snowbirds, etc.).

Annual survey results Annual volunteer surveys are conducted via email and print copies to gauge volunteer contentment and engagement.

Request for feedback Occasionally staff will ask simple yes/no or similar questions in newsletter, comm logs, or volunteer areas. This method works best for instances such as volunteer lounge paint and layout, appreciation event dates, etc.

Conversations Staff is asked to monitor volunteer engagement and satisfaction and alert the VM to potential challenges.

Focus group In some cases, small groups of key volunteers may be asked to meet to review and discuss a potential change.

Retention rate The calculated quarterly retention rate is used in part to determine volunteer satisfaction. The VM is expected to know why some volunteers have not recorded hours, such as moving, illness, work schedule, etc.

Number of new volunteers added quarterly New volunteers trained and placed annually helps to gauge community engagement in the program.

Conclusion

Josephine Community Library considers volunteers an essential part of community engagement at all four branches. Retention of volunteers is paramount to the success of the library. Engaging them in meaningful work, requesting their input on decisions, and showing appreciation on a regular basis makes the library a pleasant place to begin and continue to volunteer.

JOSEPHINE COMMUNITY LIBRARY DISTRICT

POSITION TITLE: Proctor

SUPERVISOR: Public Services Director

SUMMARY OF POSITION:

The Proctor performs a variety of duties to support the safety and security of student computer services. The Proctor provides a clean and sanitary workspace, maintains a quiet atmosphere, and assures compliance of rules and procedures.

ESSENTIAL FUNCTIONS

- Administer temperature prior to entrance and document negative result.
- Verify student identification and maintain daily attendance.
- Inform students of the code of conduct, rules, and procedures and ensure compliance.
- Maintain quiet and secure atmosphere, including proper social distancing.
- Clean and sanitize student work area and bathroom.
- Ensure compliance with all rules and procedures.

NON-ESSENTIAL FUNCTIONS

- Other duties and tasks as required.

QUALIFICATIONS

- High school diploma or equivalent.
- Proficiency with Microsoft Windows, Microsoft Office (Microsoft Word and Excel), e-mail and Internet essentials.

KNOWLEDGE, SKILLS AND ABILITIES

- Strong computer literacy skills.
- Spanish language ability preferred.

PHYSICAL DEMAND:

- Ability to perform physical tasks including frequent standing, bending, stooping, and lifting up to 25 pounds.
- Ability to use a computer.

WORKING CONDITIONS: Work takes place in a climate-controlled library during daytime hours.

FLSA STATUS: Non-exempt status. Part-time, temporary position.

BACKGROUND CHECK and DRUG SCREENING: Any job offer tendered is contingent upon satisfactory completion of a background check.

JOSEPHINE COMMUNITY LIBRARY DISTRICT

POSITION TITLE: Tutor

SUPERVISOR: Public Services Director

SUMMARY OF POSITION:

The Tutor performs a variety of duties to support student learning. The Tutor assists students with homework, projects, test preparation, and research.

ESSENTIAL FUNCTIONS

- Provide one-on-one instruction to students.
- Assist students in a broad scope of academic tasks and subjects.
- Provide positive and constructive feedback.
- Teach skills to improve performance.
- Review class material and assignments with students.
- Ensure compliance with all rules and procedures.

NON-ESSENTIAL FUNCTIONS

- Other duties and tasks as required.

QUALIFICATIONS

- A combination of education, training, and experience that demonstrates the candidate's ability to perform the duties and responsibilities as described.
- Knowledge of a variety of academic subjects.
- Middle school experience preferred.
- Proficiency with Microsoft Windows, Microsoft Office (Microsoft Word and Excel), e-mail and Internet essentials.

KNOWLEDGE, SKILLS AND ABILITIES

- Strong computer literacy skills.
- Strong verbal and written communication to clearly explain academic concepts.
- Ability to motivate and encourage students to improve productivity and learning.
- Creativity and flexibility to personalize learning approach for individual students.
- Spanish language ability preferred.

PHYSICAL DEMAND:

- Ability to perform physical tasks including frequent standing, bending, stooping, and lifting up to 25 pounds.
- Ability to use a computer.

WORKING CONDITIONS: Work takes place in a climate-controlled library during daytime hours.

FLSA STATUS: Non-exempt status. Part-time, temporary position.

BACKGROUND CHECK and DRUG SCREENING: Any job offer tendered is contingent upon satisfactory completion of a background check.

Library Foundation and District Communications Plan

DRAFT: August 14, 2020

The purpose of the communications plan is to establish a mutual understanding between Josephine Community Library Foundation and Josephine Community Library District concerning the procedures to effectively partner in internal and external communications.

In accordance with both the foundation and district's strategic plans, this communications plan has been created to establish procedures between foundation and district staff to effectively collaborate and align communications and distribute information both internally and externally.

The foundation and district value their partnership and recognize the importance of aligning communications and the need to collaborate as vital to the success of both organizations.

Foundation and district staff agree to the procedures outlined below.

1. Constituent communication

a. Board communication

To ensure that library leadership is informed, the foundation executive director and district library director attend district and foundation board meetings. If one board has a question for the other board, it will be brought to the respective director to share with their board and relayed back through the organization's director.

b. Volunteer communication

The district's volunteer manager is responsible for foundation volunteer recruitment, screening, scheduling, and communication. When the foundation needs volunteer support, a request for volunteers must be made to the volunteer manager at least 14 days in advance. The foundation staff will refer volunteers to the volunteer manager for any questions, concerns, support, or complaints.

Foundation staff will work with the district's volunteer manager to request that information be included in the volunteer newsletter. Foundation staff is responsible for providing content within the deadline. Foundation staff will not send eblasts directly to district volunteers without the volunteer manager permission and approval.

c. Patron communication

The district patron database may not be used for foundation fundraising communications. The foundation will not have access to patron email lists or have permission to directly email fundraising messages to patrons.

In-library communications at the four branches in Grants Pass, Illinois Valley, Williams, and Wolf Creek must be approved by the district's public services director. Once approved, posters/brochures/flyers are placed on the courier shelf for each rural branch. Items for the Grants Pass branch are given to the public services director to display.

Working with district's communications manager, the foundation may request fundraising messaging to be included in the district's newsletter. The foundation is responsible for providing content within the deadline provided by communications manager.

d. Donor communication

The district has permission to use the foundation's mailing list in the shared content management system for library programming communications. Foundation staff will provide the updated list upon request.

The district's library director, business manager, public services director, adult services and volunteer manager, and communications manager have signed the foundation's donor confidentiality agreement. Foundation staff is responsible to ensure that any other appropriate district staff signs the donor confidentiality agreement.

The foundation's donor acknowledgment process includes participation from the library director as part of the foundation's donor cultivation process and demonstrates the partnership between both organizations. The digital signatures of the district's library director and foundation's executive director are used on acknowledgment letters for gifts of \$25-\$99. Both directors personally sign acknowledgement letters for gifts of \$100 and above. In addition, both directors sign personal thank-you cards for all major gifts of \$500 and more.

2. Resource sharing

Shared digital assets

The district and foundation will share all photography, video, and graphic assets created on behalf of either organization.

The district shares its MailChimp account to allow foundation staff to send emails to donors.

Library data sharing

The district will provide to foundation staff the following library statistics to be used in marketing materials and donor communications: number of library cardholders; number of new

cards per month; number of items checked out per month; number of items circulated per month; and volunteer hours per month, annually, and by project as requested.

Upon request, the foundation will provide to district staff donor statistics such as number of donors and amount raised per drive or campaign to be used on district marketing materials and communication with library stakeholders.

Prior to requesting information, both district and foundation staff will review the other's annual reports and the district's state statistical report to locate information. If specific statistical information is not listed, foundation or district staff can request information from director.

The district and foundation will share their organizational policies with each other.

The district will provide an updated media contact list to the foundation upon request for the foundation's use to send press releases.

3. Social media

As an important aspect of branding and communications, each organization will share and post on social media using the organization's established voice as defined in their branding. The district uses social media to promote current library programming and the foundation shares selected district messaging as a tool to help patrons understand the potential of the new library buildings.

The district will share fundraising messaging from the foundation on social media channels to help expand the reach of the foundation's messages. In addition, staff and volunteers of both organizations are encouraged to comment, like, and share content posted on the district's and foundation's social media pages.

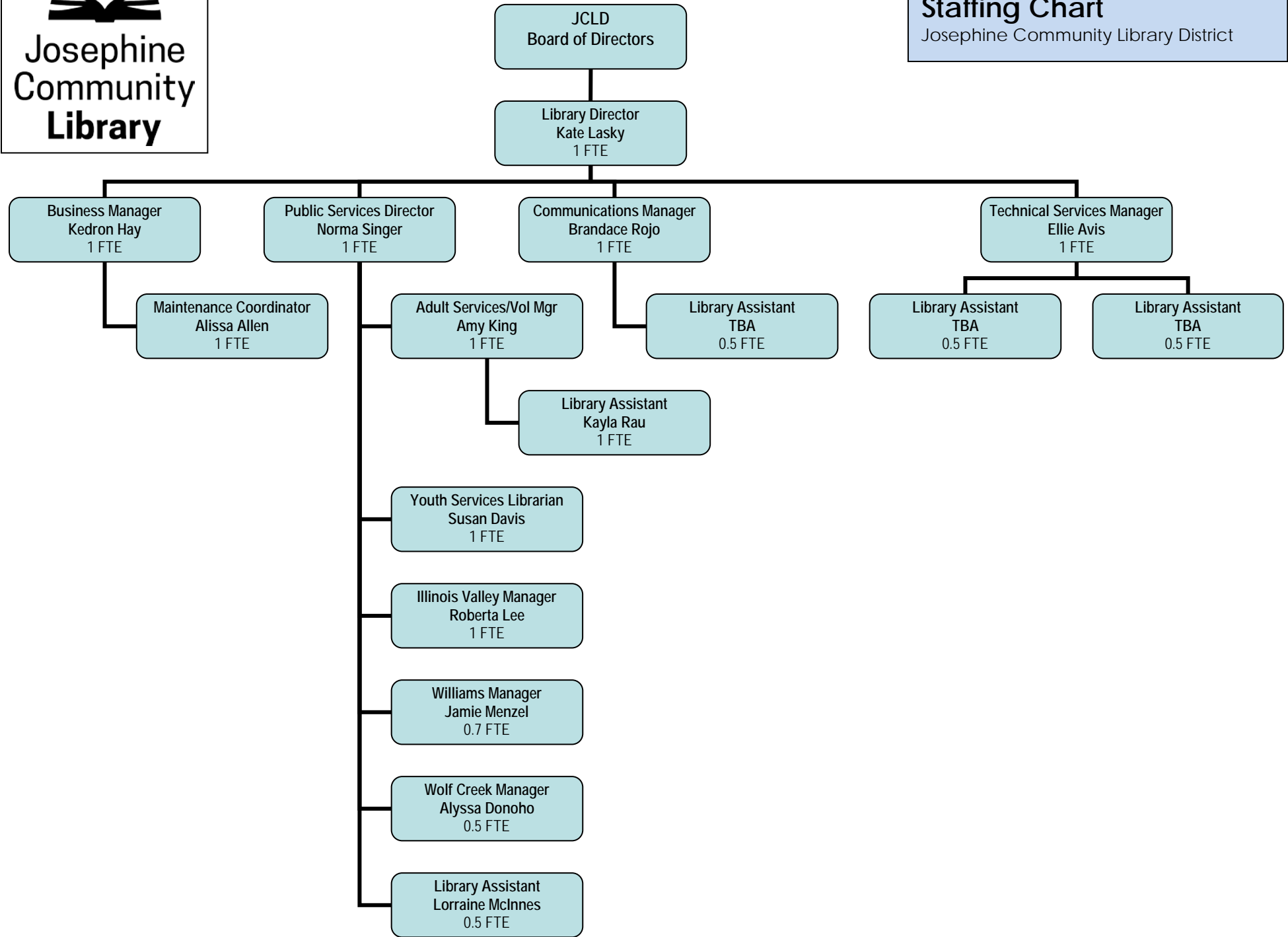
Staff and volunteers of both organizations are not permitted to develop or create library-related content — such as fliers, logos, images, and events — to post on their own personal social media pages.

4. Commitment to regular communication

The success of the partnership between the foundation and district relies on the collaboration between both organizations. To ensure that the partnership continues to be a success, the foundation's executive director and the district's library director commit to monthly check-ins to discuss current projects and related communications needed.



Staffing Chart
Josephine Community Library District



TO: Josephine Community Library District Board of Directors
FROM: Business Manager Kedron Hay
DATE: August 19, 2020
SUBJECT: July 2020 Financial Statement

Action

- Library director and business manager request an increase in the not to exceed amount to contract with Cascade Communications to install new CAT6 cabling in the Wolf Creek branch to accommodate social distancing and a new self-check out station. The not exceed cost for library director approval is \$15,000 and Cascade has invoiced \$14,205. The additional Wolf Creek installation is expected to be approximately \$2,000.

Accounting

- The net income for the general fund on the P&L of -\$100,146 does not equal the Balance Sheet net income of -\$92,403. This is due to the Balance Sheet representing all funds/grants and the P&L representing only the General Library Operations fund. -\$100,146 plus \$7,743 (net income of special funds only) equals -\$92,403.
- There was no invoicing for July 2020 household scholarships.
- LGIP interest rate dipped to 1.00%.

Statement of Financial Activities (general fund P&L)

Revenue

- The district received \$0 for current year tax levy and \$8,751 of prior year's tax levy income in July 2020; total year to date tax revenue is \$8,751.
- There were no non-resident card fees for the month of July.

Expenses

- Collection development budget is \$175,000 for general fund purchases. Total collection development dollars spent for the general fund is \$22,721, which includes \$12,194 for library to go and \$7,125 for OCLC, and \$423 for special funds in July. Total year to date collection development purchases are \$23,144 for all funds.

Special Contracts

- Special contracts include \$3,435 for technical/grant writing to Stover Writing Services in the month of July.

Grants

- Total of grant expenses for the month of June is \$19,178.
- Total revenue received from grants in FY20 is \$26,765 representative of 11 grants.

Statement of Financial Position (balance sheet)

- The district assets include \$27,855 in the district checking account. The Grants Pass Maintenance Fund totals \$15,355 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 \$1,096,666 and a “Reserve Fund” of \$150,302. 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 \$1,313,359 including \$65,527 in restricted grant funds and restricted maintenance reserve fund.

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

	Actual July-20	Year to Date Actual	Annual Budget	\$ Over (Under) Budget	Budget Forecast
Ordinary Income/Expense					
Income					
4000 - Current Year Tax Levy	\$ -	\$ -	\$ 1,425,000	\$ (1,425,000)	\$ 1,425,000
4005 - Prior Year Taxes	\$ 8,751	\$ 8,751	\$ 27,200	\$ (18,449)	\$ 27,200
4100 - Fines and Fees	\$ 8	\$ 8	\$ -	\$ 8	\$ -
4102 - Non-Resident Card Fees	\$ -	\$ -	\$ 45,000	\$ (45,000)	\$ 45,000
4200 - Interest Income	\$ 1,481	\$ 1,481	\$ 22,000	\$ (20,519)	\$ 22,000
4300 - Other Revenues	\$ 310	\$ 310	\$ -	\$ 310	\$ -
4310 - Donations	\$ -	\$ -	\$ -	\$ -	\$ -
Total Income	\$ 10,550	\$ 10,550	\$ 1,519,200	\$ (1,508,650)	\$ 1,519,200
Expense					
5000 - Personal Services	\$ 76,095	\$ 76,095	\$ 843,600	\$ (767,505)	\$ 843,600
5200 - Collection Development	\$ 22,721	\$ 22,721	\$ 175,000	\$ (152,279)	\$ 175,000
5300 - Technical Services	\$ -	\$ -	\$ 42,600	\$ (42,600)	\$ 42,600
5400 - Building Improvements	\$ 66	\$ 66	\$ 13,800	\$ (13,734)	\$ 13,800
5500 - Facilities & Equipment	\$ 909	\$ 909	\$ 49,800	\$ (48,891)	\$ 49,800
5600 - Computer Maintenance	\$ -	\$ -	\$ 13,800	\$ (13,800)	\$ 13,800
5700 - Insurance	\$ -	\$ -	\$ 9,400	\$ (9,400)	\$ 9,400
5800 - Travel & Training	\$ 3,494	\$ 3,494	\$ 44,200	\$ (40,706)	\$ 44,200
6630 - Election	\$ -	\$ -	\$ 10,000	\$ (10,000)	\$ 10,000
6640 - Auditor	\$ -	\$ -	\$ 17,500	\$ (17,500)	\$ 17,500
6650 - Patron Services and Supplies	\$ -	\$ -	\$ 9,100	\$ (9,100)	\$ 9,100
6660 - Volunteer Support	\$ 12	\$ 12	\$ 2,900	\$ (2,888)	\$ 2,900
6670 - Events at Library	\$ -	\$ -	\$ 13,200	\$ (13,200)	\$ 13,200
6680 - Communication & Outreach	\$ (385)	\$ (385)	\$ 30,500	\$ (30,885)	\$ 30,500
6690 - Special Contracts	\$ 4,410	\$ 4,410	\$ 95,500	\$ (91,090)	\$ 95,500
6699 - Legal Administration	\$ 17	\$ 17	\$ 2,000	\$ (1,983)	\$ 2,000
6700 - Administrative Support	\$ 643	\$ 643	\$ 19,900	\$ (19,257)	\$ 19,900
6800 - Telecommunications	\$ 657	\$ 657	\$ 15,200	\$ (14,543)	\$ 15,200
6850 - Utilities	\$ 2,056	\$ 2,056	\$ 40,600	\$ (38,544)	\$ 40,600
8000 - Transfers & Contingency	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expense	\$ 110,695	\$ 110,695	\$ 1,448,600	\$ (1,337,905)	\$ 1,448,600
Net Ordinary Income	\$ (100,146)	\$ (100,146)	\$ 70,600	\$ (170,746)	\$ 70,600
Net Income	\$ (100,146)	\$ (100,146)	\$ 70,600	\$ (170,746)	\$ 70,600

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

	Revenue Collected through FY20	Revenue Year to Date FY21	Annual Budget	Total Revenue	Expenditure Spent through FY20	Expenditure Year to Date FY21	Total Expenditure	Remaining Fund Balance
Grant Revenue								
AllCare - Covid 19	4,098	0	4,098	4,098	0	(4,098)	(4,098)	0
Carolyn Rice	0	1,765	1,765	1,765	(1,765)	0	(1,765)	0
Carpenter Foundation - erate	16,000	0	16,000	16,000	(10,695)	(3,331)	(14,026)	1,974
Covid Relief Fund - State of Oregon	6,562	0	40,000	6,562	(6,562)	(5,625)	(12,186)	(5,625)
Dorothy Thompson Fund - 2020	0	0	25,000	0	(8,878)	(423)	(9,301)	(9,301)
Friends of the Library	29,804	0	20,100	29,804	(27,019)	0	(27,019)	2,785
Ford Family Foundation	0	25,000	25,000	25,000	0	0	0	25,000
JCLF	27,411	0	40,000	27,411	(25,023)	(3,856)	(28,879)	(1,468)
Josephine County Economic Dev - erate	16,000	0	16,000	16,000	0	0	0	16,000
Kay Jean Turner - 2019	0	0	2,000	0	(2,000)	0	(2,000)	(2,000)
Ready to Read Program 2020	11,367	0	11,367	11,367	(1,760)	(1,845)	(3,605)	7,762
Total	111,242	26,765	201,330	138,007	(83,702)	(19,178)	(102,880)	35,127

Cash Basis

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

	<u>Maintenance Fund (Special Funds)</u>		<u>Restricted</u>		<u>Unrestricted</u>	<u>Totals</u>
Maintenance Fund Beginning Balance	21,458		15,000		16,503	31,503
Transfer per Lease Agreement for 2019/2020	10,000	Expenses				
Interest Earned	45	GP hot water heater	630	WM A/C	4,383	
	<u>31,503</u>	GP gutter/ glashing	239	IV sewer	3,771	
		GP gutter cleaning	85	IV fascia/eave	5,000	
Transfers to General Fund	<u>-16,148</u>	GP ceiling tiles	42			
		GP water fountain	1,600			
Total Maintenance Fund Balance at 6/30/2019	<u><u>15,355</u></u>	GP fans	398			
		Total Expensed	<u>2,994</u>		<u>13,154</u>	<u>16,148</u>
		To be Transferred				
		Remaining	<u><u>12,006</u></u>		<u><u>3,349</u></u>	<u><u>15,355</u></u>
Expense						
5500 - Facilities & Equipment						
5402 - Branch Building Improvements	11,135					
5501 - Bld Repairs & Maintenance	4,383					
5505 - Equipment Improvement & Maint.	630					
Total Expense	<u><u>16,148</u></u>					

Josephine Community Library District
Balance Sheet
 As of July 31, 2020

Jul 31, 20

ASSETS	
Current Assets	
Checking/Savings	
1000 · People's Bank of Commerce	27,855
1010 · People's Bank-Savings	15,355
1100 · General Pool 6000	1,096,666
1110 · LGIP - Reserve Fund	150,302
1120 · Jo Co Treasury Account	-13
1150 · Cash Drawers	390
Total Checking/Savings	<u>1,290,555</u>
Other Current Assets	
1310 · JoCo Reserve for Disputed Tax	19,846
1500 · Interfund Loans	2,958
Total Other Current Assets	<u>22,804</u>
Total Current Assets	<u>1,313,359</u>
Fixed Assets	
1610 · Furniture and Equipment	303,131
Total Fixed Assets	<u>303,131</u>
TOTAL ASSETS	<u><u>1,616,490</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2100 · Payroll Liabilities	
2130 · Health Insurance withholdings	111
Total 2100 · Payroll Liabilities	<u>111</u>
2400 · Deferred Revenues(audit)	11,775
2900 · Interfund loan payables	2,958
Total Other Current Liabilities	<u>14,844</u>
Total Current Liabilities	<u>14,844</u>
Total Liabilities	<u>14,844</u>
Equity	
3900 · General Fund Balance	2,226,265
3910 · GP Maint Fund Balance	853
3915 · Fund Balance Appropriated	-836,200
3920 · Capital Asset Investments	303,131
Net Income	-92,403
Total Equity	<u>1,601,646</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,616,490</u></u>

Three Rivers School District

Land Lease Agreement

THIS AGREEMENT, entered into this date, by and between Josephine Community Library District, through its Board of Directors, and Three Rivers School District, through its Board of Directors;

WITNESSETH:

WHEREAS, Three Rivers School District entered into an agreement with Josephine County in 1977 for the placement of a public library building on certain property owned by Three Rivers School District, adjacent to the Williams Elementary School, in Williams, Oregon; and

WHEREAS, Josephine Community Library District was formed as a special municipal corporation after voter approval in May 2017 to conduct library operations and with the mission of enriching the community through access to quality library services across Josephine County; and

WHEREAS, the parties wish to continue the agreement for the use of the property for the purpose of a public library building for the next 30 years; and

WHEREAS, such an Intergovernmental Cooperative Agreement is in the best interest of all the people of Josephine County, Oregon, and specifically authorized by ORS Chapter 190

NOW, THEREFORE, IT IS HEREBY AGREED mutually as follows:

1. Three Rivers School District by and through its duly authorized Board of Directors, hereby gives Josephine Community Library District, through its duly authorized Board of Directors, permission to continue to use the school property in Williams, Oregon for the purpose of a public library building.
2. The parties mutually agree that either party upon 3-year's written notice may terminate this agreement, and Josephine Community Library District shall then remove or sell its structure to Three Rivers School District for fair market value prior to the end of such a 3-year period.
3. If Three Rivers School District posts the property for sale, Josephine Community Library will be given 3-year's written notice to terminate this agreement and first rights of refusal to purchase the property for fair market value prior to the end of such a 3-year period.

IN WITNESS WHEREOF, the parties hereto have duly executed this Agreement, by and through their duly authorized Boards of Directors, this 12 day of Aug, 2020

THREE RIVERS SCHOOL DISTRICT

JOSEPHINE COMMUNITY LIBRARY DISTRICT



Board Chair

Board President

TO: Josephine Community Library District Board of Directors
FROM: Kate Lasky, Library Director
DATE: August 19, 2020
SUBJECT: First Reading of Covid-19 Procedure

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

- Procedure 8.5, **Covid-19 Safety within the Library (new)**
The procedure defines how employees, volunteers, and visitors ensure adherence to governmental guidelines and proper implementation of safety protocols in response to the pandemic.

Background:

The Governor and Oregon Health Authority have issued guidelines regarding safety measures for the reopening of businesses. The library, in anticipation of reopening in stages, developed procedures to ensure the safety and health of library staff, volunteers, and patrons.

Resources:

Executive Orders – State of Oregon
Oregon Health Authority
Jackson County Library

Procedure: 8.5 COVID-19 Safety within the Library	
Policy Number: 3-4-8. Disasters and Emergency Preparedness, 4-3-4. Telecommuting and Remote Work Policy	Date Revised: August 13, 2020
Forms/Attachments: <i>Leave in a Global Pandemic</i>	Responsibility: See below

Purpose: COVID-19 safety procedures for employees, volunteers, and visitors at all library facilities ensure adherence to governmental guidelines and proper implementation of the stringent protocols established in response to the pandemic.

Responsibility:

Staff	Responsibility
Library Director	overall management
Public Services Director and Branch Managers	public spaces
Business Manager	vendor, contractor, and visitor compliance
Managers	staff compliance*
Volunteer manager	volunteer compliance*
Facilities coordinator	cleaning materials, personal protective equipment, specific deep cleaning
Communications manager	signs and notices

Term "staff" used within procedure refers to both employees and volunteers

Procedure:

1. **Physical Distancing:** To provide proper practice physical distancing maintain a minimum 6-foot distance from others and avoid contact such as handshaking and hugging. In areas that preclude proper distance (hallways, small offices) be mindful of others and provide as much distance as possible.
 - a. Library Public Spaces:
 - i. Safe spacing will be noted with sticker decals in high-traffic areas to ensure physical distancing of 6 feet
 - ii. Arrow decals will be placed to direct traffic flow
 - iii. Acrylic shields will be installed in areas of frequent direct, face-to-face contact with patrons
 - b. Staff Areas:
 - i. Space will be reconfigured to maximize physical distance
 - ii. Work shifts in shared office spaces may be staggered to ensure proper distancing
 - iii. Avoid non-essential gatherings
 - iv. Do not use common areas if physical distancing cannot be obtained
 - v. Seating will be limited to a number that allows the area to remain within proper occupancy levels that ensure physical distancing
 - c. Breaks/Lunches:
 - i. Seating will be limited in the lunchroom to a maximum of one chair per table
 - ii. Staff is required to adhere to staggered break schedules
 - iii. Consider other spaces for taking breaks/lunches, such as outdoors (weather permitting), other quiet office locations

2. **Personal Protective Equipment:** Personal Protective Equipment (PPE) is designed to protect the wearer against injury and infection and include: face masks, gloves, and safety glasses. Staff is responsible for using the appropriate PPE and knowing the circumstances under which they are required.
 - a. Facial Covering/Face Mask:
 - i. All staff and visitors must wear a facial covering/face mask in library buildings (required by state Executive Order for ages 5 and above).
 - b. Gloves:
 - i. Gloves will be provided to staff for use at their discretion. While disposable gloves are not recommended for general work activities, such as using the computer, staff who choose to use gloves must follow the proper procedure for removing them, including proper handwashing afterwards.
 - ii. All staff must wear gloves when:
 - Cleaning and handling disinfectant cleaners and wipes that require them. Please check all directions on cleaning products prior to using them.
 - Handling items suspected of being contaminated.

3. **General Disinfection:** Frequent cleaning of commonly touched surfaces destroys germs and helps prevent the spread of infection.
 - a. Staff will be responsible for cleaning their immediate workstation and other areas used throughout the day.
 - i. Dedicated workstations will be wiped down at the beginning of the workday.
 - ii. Shared workstations will be sanitized at the end a shift to ensure safety for the next user.
 - iii. Maintenance department will ensure light switches, doorknobs, restrooms, and other common items are disinfected regularly. Please read the instructions on disinfection products before using. Certain products require sitting on the surface for several minutes prior to wiping off.
 - iv. Follow general disinfection guidelines below:

#	Area	Disinfection Content	Disinfectant	Disinfection Measures	Frequency
1	Dedicated workstations and offices	Tables, chairs, desks, keyboards, mouse, telephones	Use an approved disinfectant as directed.	Sprayer and towels, or wipes	Beginning of workday, and as needed
2	Shared workstations and offices	Tables, chairs, desks, keyboards, mouse, telephones		Sprayer and towels, or wipes	End of shift, and as needed
3	Lunchrooms and staff restroom	Tables, chairs, counters, handles, sink, toilet		Sprayer and towels, or wipes	After each use, and as needed
4	Shared equipment such as book trucks, copiers, and printers	Areas of common contact		Sprayer and towels, or wipes	Before and after each use
5	Public computers	Tables, chairs, desks, keyboards, mouse		Sprayer and towels, or wipes	Before and after each use, and as needed

4. **Essential Supplies:** Essential supplies, such as disinfectants and PPE, are required to help reduce infectious contact and the spread of COVID-19.
 - a. Maintenance Coordinator will be responsible for ensuring JCLD has adequate supplies as indicated in guidelines below:

#	Type		Quantity
1	Masks	Disposable or Cloth Masks	Minimum 30-day supply
2	Gloves	Disposable gloves	Minimum 30-day supply
3	Safety Glasses	Polycarbonate safety shields	Minimum 30-day supply
5	Disinfectant Spray/Wipes	Refer to EPA approved disinfectant listing— https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2	Minimum 30-day supply
6	Hand Sanitizer	Refillable hand sanitizer with alcohol, 60%-70%	Minimum 30-day supply
7	Hand Soap	Hand soap	Minimum 30-day supply
8	Paper Towels	Paper towels	Minimum 30-day supply

5. Professional Cleaning/Disinfection:

- a. Professional cleaning/disinfection protocol is triggered when staff is identified as being COVID-19 positive by testing and will be implemented as soon as practical after the positive test.
- b. The library director will notify staff when the Professional Cleaning/Disinfection protocol is triggered.
- c. Managers will ensure that all staff vacate the premises, or areas identified, so that Professional Cleaning/Disinfection can occur.
- d. The affected branch must be closed for a period of at least 24 hours while a comprehensive disinfection of all common surfaces is performed. If the window for the protocol falls when the branch is normally closed, it may not result in any disruption of service to the public. While the scope of professional cleaning/disinfection is presumed to be the full branch; the footprint, however, may be reduced if there is sufficient rationale to do so.
- e. If the result of this action is a brief closure of a library branch, the Communications Manager will post signs and notices to let patrons know of the closure, but not necessarily the nature of, as this is a sensitive issue and should be done as discreetly as possible.

6. Inbound Books/Materials/Packages: Books, supplies, and packages frequently arrive at library locations from areas of known and unknown risks for COVID-19. Staff will take precautions to ensure inbound items are received and handled in a safe manner.

- a. Outside packages:
 - i. Move packages to a designated area for opening
 - ii. Use an approved disinfectant to clean the surface of the package and allow to dry before opening packages
 - iii. Discard packaging in appropriate containers
 - iv. Ensure proper handwashing with soap and water, or hand sanitizer if not available, after handling packages and library materials
 - v. Staff may choose to wear gloves when handling materials and opening boxes
- b. Library materials:
 - i. Quarantine returned library materials for recommended period prior to checking in

7. Patrons, Contractors, and Visitors: Screening of visitors and contractors is important in helping to reduce the potential risk of exposure and the likelihood of spreading infection to others.

- a. A visitor/contractor who exhibits symptoms of potential COVID-19 infection, or who have had known exposure to persons with confirmed COVID-19 infection within the past 10 days, will not be permitted into library buildings.

- b. Any visitor/contractor entering library buildings will be required to wear a facial covering/face mask.
 - c. Maintenance coordinator or employee hosting a visitor will ensure surfaces areas touched are sanitized at departure.
 - d. Library patrons age 5 and above entering the library buildings are required to wear a facial covering/face mask per Governor Kate Brown’s order effective 7/24/2020.
 - e. Signage will notify patrons that they must wear a mask and that they should not enter the library if they are experiencing any symptoms of COVID-19.
 - f. Medical exemptions are not a reason for patrons to be in the library without a facial covering/mask. Accommodations will be made to provide alternative services whenever possible.
 - g. Patrons will be asked to:
 - i. Wear masks while at the library
 - ii. Maintain proper physical distancing
 - iii. Observe all posted signage
 - iv. Follow established traffic patterns
 - v. Check out their own materials at the designated self-service stations when possible
 - vi. Keep the protective acrylic shield between themselves and staff
8. **Employee Self Screening:** Self-Screening is important in helping to reduce the likelihood of spreading infection to others.
- a. Daily self-screening is **mandatory** for staff and is performed before they arrive to work.
 - b. Staff who feel ill prior to work, must stay home. Employees will use sick leave to compensate for missed work hours.
 - c. Staff should understand how COVID-19 is transmitted and be aware of symptoms that might indicate COVID-19 infection. COVID-19 is transmitted from one person to another, namely through coughing, sneezing, talking, touching, or via objects touched by someone with the virus.
 - i. Symptoms of potential COVID-19 infection include, but are not limited to the following:
 - Temperature of 38° C (100.4 F), or higher
 - Shortness of breath, difficulty breathing
 - Cough
 - Loss of taste or smell
 - Sore throat
 - Muscle Pain
 - Chills
 - Repeated shaking with chills
 - d. If ill staff experience COVID-19 symptoms and determine they need to be tested, they must stay home until the test results are available. Staff can return to work if they are no longer ill and receive a negative test.
 - e. Any exposure to persons with confirmed COVID-19 infection during the last 14 days, or any symptoms of potential COVID-19 infection, should be reported to their supervisor before coming to work.
 - f. Staff will self-quarantine and the business manager will contact employees to discuss next steps.
 - g. The volunteer manager will follow-up with volunteers. Information about individual staff’s health will be kept confidential.

9. **III Staff:** It is important that staff know what to do when they become ill during a work shift. Quick action will help prevent the potential spread of COVID-19 infection to others.
- a. Staff having symptoms of potential COVID-19 infection while at work will be directed to go home immediately.
 - b. Staff with a fever (temperature of 100.4 F or higher) are expected to go home immediately and not return to the workplace until they have been fever-free for 24 hours without the use of fever reducing medications.
 - c. If an employee develops symptoms of potential COVID-19 infection while at work:
 - i. Employee’s facial covering/mask will remain on.
 - ii. Employee will notify their direct supervisor, or HR if they are unavailable, preferably by phone or email. Their symptoms and condition will be kept confidential.
 - d. If a volunteer develops symptoms of potential COVID-19 infection while at work:
 - i. Volunteer’s facial covering/mask will remain on.
 - ii. Volunteer will notify volunteer manager or branch manager, preferably by phone or email. Their symptoms and condition will be kept confidential.

10. Self-Quarantining and Return to Work:

- a. Staff sent home from work due to symptoms of potential COVID-19 infection will not be allowed to return to work until he/she has submitted a letter from their healthcare provider to HR confirming a negative test for COVID-19.
- b. Staff who are symptomatic are not eligible to work remotely.
 - i. If the Employee on self-quarantine is asymptomatic while awaiting the results of the COVID-19 test, they may be eligible to work remotely from home until the results return.
 - ii. The employee must contact HR for evaluation and approval prior to working remotely.
- c. An employee who is sent home to self-quarantine due to being a “Persons in Contact” with an individual positive for COVID-19 infection, and is asymptomatic, may be eligible to work remotely from home.
 - i. They will monitor for symptoms while on self-quarantine. If they continued to be asymptomatic, they may be eligible to return to the office after a period of 10 days from the date of exposure.
 - ii. If the “Persons in Contact” develops COVID-19 symptoms during the 10-day period, they must notify HR immediately of symptoms and will be considered to have a potential COVID-19 infection.
 - The employee will be tested.
 - The Employee will be required to submit a letter from their healthcare provider confirming a negative test for COVID-19 before returning to work
- d. An employee who has tested positive for COVID-19 can return to work after they are released from care from a physician and can produce a negative test.
 - i. The employee must provide Human Resources with a doctor’s note to return to work.
- e. Each case involving an employee who is positive for COVID-19, or who is in self-quarantine due to symptoms or exposure to a confirmed COVID-19 infection, will be reviewed individually by HR to determine whether the employee can return to the workplace.
- f. All Staff are responsible for contacting HR with questions and concerns regarding eligible benefits, if available.

- g. Privacy will be maintained for those who have been tested, awaiting test results, or in a self-isolation.

11. Leave: There are both state and federal protected types of leave available to staff who are in self-quarantine, or who have tested positive for COVID-19. Types of leave include paid and unpaid options.

- a. Emergency Paid Sick Leave Act (EPSLA):
 - i. Can be used by all staff no matter their length of employment with JCLD.
 - Those who have tested positive for COVID-19 or are caring for immediate family members who have tested positive can qualify for EPSLA.
 - Those individuals under a Federal, State, or local quarantine notice, or advised to self-quarantine by a physician can also qualify.
 - Staff showing symptoms related to COVID-19 and are awaiting medical diagnosis are also able to use EPSLA.
 - ii. Full-time staff regularly working 40 hours per week can receive up to 80 hours of paid time.
 - iii. Hours will be pro-rated for staff who work less than 40 hours per week.
 - iv. The rate of pay will be staff’s regular rate, up to a maximum of \$511 per day and a total of \$5,100.
- b. Emergency Family and Medical Leave Expansion Act (EFMLEA):
 - i. Can be used for those who have worked for JCLD for more than 30 days.
 - Those who are parents and have children who are affected by school or childcare facility closures, and who cannot work remotely, can qualify for this type of leave.
 - ii. The first 10 workdays are unpaid, but the employee can use their vacation or sick accruals to cover that time.
 - iii. After that, the employee receives 2/3 of their regular pay with up to a maximum of \$200 per day.
 - iv. A total of 80 hours is available for full-time workers and pro-rated for those working 39 hours or less.
- c. Unpaid Leave: Beyond the legislature that provides staff with paid leave, there is unpaid protected leave that an employee may take. Both provide for time off and your job will be protected if you qualify.
 - i. Oregon Family Leave Act (OFLA)
 - ii. Family Medical Leave Act (FMLA)
- d. Human Resources: For any of the leave discussed during this section, please contact Human Resources.
 - i. To qualify for leave under the COVID-19 pandemic, proof of a positive COVID-19 test and/or a doctor’s note may be required.
 - ii. For more information on types of leave, please review the Human Resources Department document, *Leave in a Global Pandemic*.

12. Enforcement of Safety Procedures: These procedures outline the protocols and protective measures to be followed by library staff during the coronavirus pandemic.

- a. For the health and safety of all staff, it is essential that these guidelines are adhered to.
- b. Intentional failure by an employee to comply with these protocols and protective measures may result in disciplinary action.

- c. Any employee who knowingly reports for work while sick with a potentially contagious illness, or who refuses to go home when directed, will be sent home immediately and subjected to discipline, up to and including termination of employment.

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
Advisor: Alissa Allen, district maintenance coordinator
DATE: July 10, 2020
SUBJECT: Facilities Oversight Task Force Memo

The Facilities Oversight Task Force continues to review and plan next steps to address the Illinois Valley and Williams building projects.

For Illinois Valley, a local electrician visited the branch and inspected all electrical boxes. It was recommended to replace one box to meet code prior to upgrading the HVAC system. The fuse box next to the main heat pump should be repaired.

Due to poor air quality at the Illinois Valley branch and the COVID-19 pandemic public safety concerns for air quality, the replacement of the HVAC system and upgrade to correlating electrical work to support a new HVAC system may qualify for State of Oregon Coronavirus Relief Fund (CARES Act). The library district would apply for these funds as a reimbursement.

ACTION: District maintenance coordinator will secure three bids to replace HVAC and upgrade to correlating electrical work to support a new HVAC system.