

Josephine Community Library District
Budget Hearing and Board of Directors Regular Meeting
Wednesday, November 17, 2021, at 5:30pm, Virtual Meeting
Call (669) 900-9128. Meeting ID # 857 5170 8619
Grants Pass branch, 200 NW C Street 97526

Agenda

Board members:

Position 1	Position 2	Position 3	Position 4	Position 5
Rachele Selvig	Laurel Samson, Vice President	Gina Marie Agosta	Pat Fahey, President	Brenda Aguilera

Agenda Items	Action	Responsible	Time
Call to Order		P. Fahey	
Introductions and Welcome		P. Fahey	
Standing Items 1. Approval of agenda 2. Approval of consent agenda a. October 20 minutes b. Resolution 2022-010 Policy 4-2-4 c. Website maintenance contract authorization d. Draft AFR from Gerald Burns, CPA 3. Public comment 4. Correspondence	Motion	P. Fahey	5 min
Staff Reports 1. Library director's report 2. Financial report	Report Report	K. Lasky K. Hay	10 min 5 min
Action Items 1. First Reading: Operations Policy	Discussion	K. Lasky	10 min
Board Member Reports 1. Library Foundation liaison report 2. Facilities Oversight Task Force report	Report Report	D. Mannix Samson/Selvig	5 min 5 min
Announcements 1. Comments from board members 2. Date and agenda items for next meeting		All P. Fahey	5 min 5 min
Adjourn		P. Fahey	

Date and Time	Upcoming Meetings and Events
December 1, 3:00pm	Cultural Competency Training (board, staff, volunteers, partners)
December 15, 5:30pm	District Board Meeting, location TBA

Josephine Community Library District
Regular Board Meeting Minutes
Wednesday, September 15, 2021, at 5:30 pm
Virtual Meeting
Call (669) 900-9128. Meeting ID #832 5772 0623

Members present: Laurel Samson, Pat Fahey, Brenda Aguilera, Rachele Selvig, Gina Marie Agosta

Members absent: none

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

Guests: Library Foundation Executive Director Rebecca Stoltz and Library Foundation Liaison David Mannix, Jackson County Library Social Services Manager Mehmood Madha

CALL TO ORDER. Mr. Fahey called the meeting to order at 5:32 pm.

GUEST PRESENTATION

Jackson County Library Social Services Manager. Mehmood Madha presented about his work in social services and public safety at Jackson County Library Services. Services offered include expert referral and one-on-one assistance with housing and voucher programs, legal advocacy, signing up for OHP, and more.

STANDING ITEMS

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

Approval of consent agenda. Below are items included in the consent agenda. No changes were requested.

- **September 15 minutes**
- **September 22 minutes**
- **Resolution 2022-009 Policy 3-2-2**

Motion: Ms. Samson moved to approve the consent agenda. Ms. Aguilera seconded. The motion passed unanimously.

Annexation petition. The board reviewed three new annexation petitions from Carlton Harvey and Rebecca Cobb, Julia and Aurora Menkee, Kevin and Constance Marr.

Motion: Ms. Samson moved to authorize Mr. Fahey to endorse the annexation petition for Sarah Mayer, Mona Staehr, Malcolm Drake, Jill Spangenberg, Geraldine Ventura. Ms. Selvig seconded. The motion passed.

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 October 20, 2021. The following are highlights:

- Ms. Lasky is collecting feedback about the first of the cultural competence courses taken by staff.
- Ms. Lasky is requesting a motion for a grant funding process for hotspots to lend out. **Motion:** Ms. Samson moved to accept the contract for \$75,000 for hotspots from the FCC on the condition that the library is approved for the grant. Ms. Aguilera seconded. The motion passed unanimously.
- **Motion:** Ms. Samson moved to authorize the expense of \$5,000 for Ed Tech Strategies E-rate consulting. Ms. Selvig seconded. The motion passed unanimously.
- The library reopened for Grab & Go service during regular operating hours on Tuesday, October 19.
- Spanish language radio and print ads about library services are now circulating in southern Oregon
- Staff is working hard to represent diverse groups in programming, displays, and website content
- The library is planning a robust civic engagement program that will launch in March called the Common Good Project.
- Emergency Preparedness classes in partnership with Josephine County Emergency Management will be resuming soon.

Financial report. Ms. Hay reviewed the September Financial Statement memo dated September 30, 2021. She also reviewed the Profit & Loss Budget vs. Actual–General Fund statement through September 2021, the Profit & Loss statement for grants through September 2021, and the Balance Sheet as of September 31, 2021.

ACTION ITEMS

Authorization of website maintenance contract. The board reviewed the new contract with web developer Mark Wyner.

First Reading: Personnel Policy. The board reviewed Policy 4-2-4. Eligibility of Employment

BOARD MEMBER REPORTS

Library Foundation liaison report. The capital campaign committee has begun meeting.

The year-end drive begins November 22 and will go through the end of December.

The foundation board has formally approved the purchase of a property in Williams to build a new library.

The first library foundation newsletter went out to donors in October.

Facilities Oversight Task Force. Ms. Samson reported that FOTF is waiting to receive ARPA funding to make the purchase of the property in Williams.

The CDBG application has been submitted.

ANNOUNCEMENTS

Comments from board members. Ms. Samson shared that she loves the stories from staff in board packets.

Ms. Aguilera shared that it would be great to see ELL classes offered through the library to Spanish speaking community members.

Date and agenda items for next meeting. Mr. Fahey announced that the next regular virtual meeting will be at 5:30 pm on Wednesday, November 17.

ADJOURNMENT

The meeting adjourned at 7:11 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 Adopting Policies for)	Resolution No. 2022-010
Josephine Community Library District)	
)	
)	

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

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves

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

Personnel Policy, 4-2-4, Eligibility of Employment (revised)

DONE AND DATED this 17th day of November 2021.

Pat Fahey, Board Member

Gina Marie Agosta, Board Member

Brenda Aguilera, Board Member

Rachele Selvig, Board Member

Laurel Samson, Board Member

Policy 4-2-4. Eligibility of Employment

Adopted 10/19/2017

Revised 6/20/2019

Revised xx/xx/xxxx

Minimum Age Requirements

All employees of Josephine Community Library District (JCLD) must be at least 18 years of age.

Employment of Relatives

Employees who are relatives of JCLD employees seeking employment are subject to Policy 4-1-3, Anti-Nepotism, will not be eligible for JCLD employment where direct supervision is provided by a relative. A relative is defined as a spouse or significant other, parent/step parent, child/step child, grandparent, grandchild, brother/brother-in-law, sister/sister-in-law, uncle, aunt, nephew, niece, first cousin, in-laws (father, mother, son, daughter), parent, child, spouse, domestic partner, brother, sister, uncle, aunt, nephew, niece, in-law, and step relationships.

Pre-Employment Screening

All applicants who are offered a position for employment are subject to a full background screening to be completed before starting employment in accordance with the job description.

TO: Josephine Community Library District Board of Directors
FROM: Kate Lasky, Library Director
DATE: November 17, 2021
SUBJECT: Library director's report

General Updates

- Submitted application for Josephine County Economic Development Funds for \$53,076 for Grants Pass Library Carpet Replacement. The Board of County Commissioners approved the request with the revised amount of \$66,000.
- Grant proposal for \$100,000 to Oregon Community Foundation GO Kids program for the Kindergarten Toolbox program was denied. However, it was referred to the Ford Family Foundation, who approved the project for \$50,000.
- Submitted the preliminary FCC E-rate application for New Williams Library Broadband Project. In conjunction with this application, a Request for Proposals has been issued for service providers for the broadband build-out and ongoing service. Bids are due by December 16 and the bid opening will be December 17.
- Awaiting approval for the FCC Emergency Connectivity Fund (ECF) for full reimbursement of \$74,033 in equipment and service costs for 200 mobile hotspots and high-speed wireless service through Kajeet, Inc.

Stories

- **In Grants Pass**, an elderly, hearing-impaired gentleman came into the Grants Pass branch upset and frustrated after trying to purchase a Greyhound bus ticket by phone. Navigating a lengthy phone tree was difficult for him, and Greyhound charges a \$20 flat fee to purchase by phone, a 62 percent markup on his ticket. With no computer experience or email address (a Greyhound requirement), the patron relied on the library to set up email and purchase his ticket online. Using our assistive OPAC's large font setting allowed him to see and confirm the information entered, greatly relieving his anxiety. The patron left with his boarding pass and the extra \$20 phone fee still in his pocket.
- **In Illinois Valley**, families have returned to participate in Grab & Go hours. One large homeschool family was able to access the Internet, select books on current study subjects, and ensure all their students had reading materials for upcoming book reports.
- **In Williams**, a patron explained that he had lost his housing and moved into his van, he was very grateful he could come to the library and use the WIFI. He is looking forward to being able to come inside the branch soon. On 10/29 the branch manager arrived to 9 vehicles most with multiple passengers and 3 people who arrived on bikes or foot all using the WIFI before the branch was open.
- **In Wolf Creek**, the Sunny Wolf Charter School closed for about two weeks in late October due to side effects of the pandemic. One of the cooks tested positive for Covid-19, and the school could not remain open for in-person classes unless they were able to feed the students. It appears that there was very little danger of spreading the disease, and the school reopened as planned on Monday 25 October. The interim branch manager resumed visits to the students in their classrooms on the following day.

Successes

- Reinstated inter-library loan as in-person service launched.
- Reopening for in-person service has been well received by patrons, with many expressing their happiness at being able to enter the library.
- Volunteers have adapted quickly to the in-person service model, ensuring patrons are informed of our current operations.

Challenges

- Some volunteer shifts remain vacant despite the influx of new volunteers.
- Managing volunteer workflow will be challenging until patron traffic patterns are more established.

Strategic Plan Update

Focus 1 Basic Needs: Residents fulfill basic needs and gain life skills through library services, library partner services, and referrals to community resources.

Projects: JosephineLINK, Resource and Materials Support, Partnerships

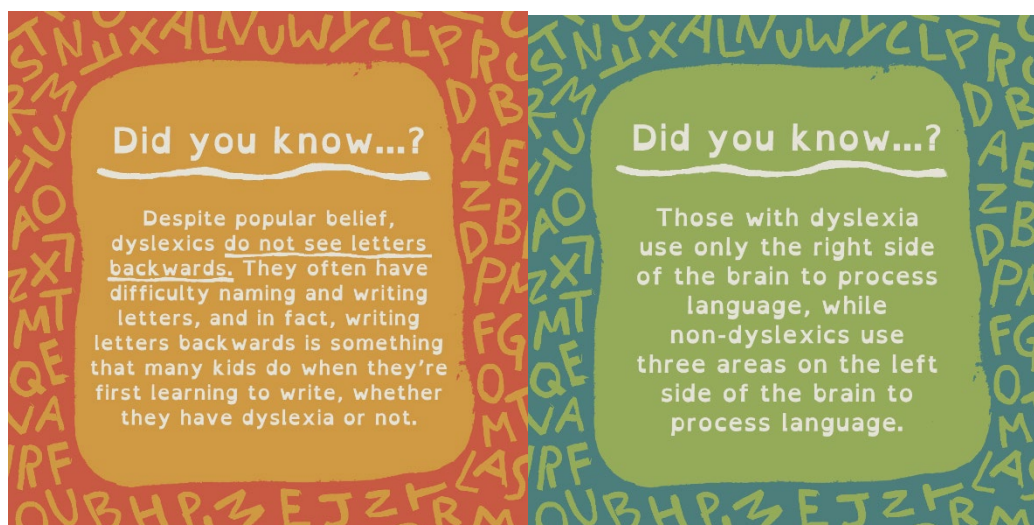
- The communications department continues to keep the JosephineLINK community database up-to-date with the most current information for local service organizations with the help of Info Desk volunteers who check listings regularly.
- The Latinx Interagency Network Committee (LINC) group facilitated by the communications manager continues to be a great form of outreach to the Latinx and Spanish-speaking communities in Josephine County and the surrounding counties.
- Several patrons who do not have access to digital tools have taken advantage of the library's reopening to purchase bus tickets, plane tickets, print out tax forms, and otherwise use library Internet access computers.
- Read and Return books on the topic of college readiness have been purchased for the Young Adult room.
- College Prep Kits shared with Project Youth+ for distribution.

Focus 2 Diverse Perspectives: Residents of diverse backgrounds have their information needs addressed equitably, their perspectives welcomed, and their group represented at the library.

Projects: Focus Groups, Programs, Collection Diversity Audit, Displays

- Several volunteers have joined the diversity audit project and will start reviewing the adult fiction collection as soon as the procedures are finalized.
- Drafted the Bilingual Art Projects for Kids grant proposal for \$1,500 to Josephine County Cultural Coalition.
- Día de los Muertos craft kits have been popular. A team of volunteers assembled 200 children's craft kits and 75 teen craft kits for all four branches. The Día de los Muertos display in the children's room a success, with over half of the items checking out.
- Added and displayed new DVDs to highlight Indigenous actors and stories as part of Native American History month. The Williams branch manager audited the collection for books pertaining to Native American History Month, noting the collection is robust with multiple selections in every category.

- Set up accessibility workstations at all four branches, including signs to alert patrons what disabilities and updated customer service guides for branch managers and volunteers to facilitate use of the correct software and hardware.
- Library staff worked with the communications department to develop subject guides and social media for Hispanic Heritage Month, Bilingual Appreciation Month, and Dyslexia Awareness Month.
- The communications department library assistant created a dyslexia-friendly comic and several social media graphics celebrating Dyslexia Awareness Month that was used to promote library services and offering to support people with Dyslexia. The comic and social graphics were so well designed that other libraries and organizations shared them on their social media pages.



Focus 3 Civic Engagement: Residents have the information and learning opportunities they need to participate in local, state, and national issues and decision-making.

Projects: Programs, Digital Literacy Displays, and Subject Guides

- Planning for spring civic engagement program tentatively titled “The Common Good” March–May 2022 to lead up to the May elections. This will be a badge program focusing on seven different aspects of civic engagement: Politics, Culture, Local Economy, Ecological Footprint, Empathy, Many Hands (volunteerism), and Above and Beyond. Developing content, giveaways, and programming in Beanstack software.
- Scheduled Oregon Humanities Conversation Project, “Housing and Belonging,” for March 2022 to coincide with the Common Good Project.

Focus 4 Library Systems: Residents benefit from a well-managed library that employs efficient operating systems and structures.

Projects: Policy Review, Strategic Planning, Edge Assessment, Project Outcome, Program Evaluation, Cultural Competency Training

- Awaiting award announcements on the Community Development Block Grant (CDBG) application for \$1.5 million for the IV Library Renovation, expected by November 30. Doing preliminary work on the Environmental Review Record and RFPs.
- Policy review scheduled for all Operations Policies.
- Next Cultural Competency training scheduled for Wednesday, December 1 at 3pm.

Core Services Update

Collection: Maintain and circulate a curated and balanced collection of catalogued books and other materials selected for a wide range of interests for adults, youth, and children in the community.

- Weeding “inherited” former county library non-fiction books from the children’s collections and updated books ordered to fill the gaps created by weeding. The result will be a refreshed, relevant children’s non-fiction collection across all branches.
- Finished updating the young adult graphic novel collection to reflect fiction and non-fiction with the correct call numbers.

Early literacy: Provide special programming to encourage children’s literacy.

- The communications department continues to work with the youth services department and contractor Claudia Cervantes, author of the book “Con tu Ayuda Mamá,” to prepare for the launch of the library’s first all-Spanish-language early literacy program at the beginning of November called “Lectoescritura en los primeros años.” So far seven families are registered to participate.

Lifelong learning: Provide adult and teen programs that encourage lifelong learning.

- Hosted NaNoWriMo’s 2021 virtual Plotting Party.

Facilities and people: Provide a pleasant experience and convenient space for library users, with trained volunteers and professional staff available for guidance in the acquisition of information.

- Illinois Valley Friends of the Library held its last IV FOL Book Sale. The two-day outdoor sale generated \$638.04 in donations and cleared out both the Friends room and the storage closet.
- Grab & Go door “gatekeeping” position has transferred from staff to volunteers.
- In Grants Pass, three new volunteers have been trained and scheduled to shifts and two new VolunTEENs have been onboarded to the children’s library. Three former volunteers have returned to the library after reopening.
- Youth services librarian completed online Children’s Services Fundamentals course. The course provided information and training on the philosophy and values of library service to children, conducting reader’s advisory and reference interviews, planning programming, and much more.
- Williams branch manager completed the 10-hour Super Charged Storytimes course (evaluation in J drive), the branch manager ordered some story time books with an early literacy lens. The branch manager completed “Code of Ethics” equitable service and access self-paced course and Actively Anti-Racist Service to Leisure Readers seminar.
- In Williams, a patron explained that he had lost his housing and moved into his van, he was very grateful he could come to the library and use the WIFI. He is looking forward to being able to come inside the branch soon. On 10/29 the branch manager arrived to 9 vehicles most with multiple passengers and 3 people who arrived on bikes or foot all using the WIFI before the branch was open.

TO: Josephine Community Library District Board of Directors
FROM: Business Manager Kedron Hay
DATE: November 17, 2021
SUBJECT: October 2021 Financial Statement

Accounting

- The net income for the general fund on the P&L of -\$365,367 does not equal the Balance Sheet net income of -\$410,672. This is due to the Balance Sheet representing all funds/grants and the P&L representing only the General Library Operations fund. -\$365,367 plus -\$45,305 (net income of special funds only) equals -\$410,672.
- JCLD invoiced Josephine Community Library Foundation \$600 for 10 household scholarships.
- LGIP interest has dipped to 0.45%.

Statement of Financial Activities (general fund P&L)

Revenue

- The district received \$0 for current year tax levy and \$2,212 of prior year's tax levy income in October 2021; total year to date tax revenue is \$22,559.
- Non-resident card fees for the month of October is \$2,595.

Expenses

- Collection development budget is \$175,000 for general fund purchases. Total collection development dollars spent in October from the general fund are \$24,901 and \$1,433 for special funds. Total year-to-date collection development purchases equal \$61,393 for all funds.
- Library to Go in the amount of \$13,125 is included in collection development.
- Technical services includes \$30,227 for the annual renewal of Polaris.

Special Contracts

- Special contracts include \$3,165 for technical/grant writing to Stover Writing Services, \$1,875 to EdTech Strategies for ECF services, and \$2,698 to Mark Wyner for web development services in the month of October.
- ITs Managed was paid \$2,035 in the month of October.

Grants

- Total of grant expenses for the month of October is \$8,437.
- Total revenue received from grants in FY22 is \$0 representative of 12 grants.

Statement of Financial Position (balance sheet)

- The district assets include \$90,195 in the district checking account. The Grants Pass maintenance fund totals \$20,389 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 \$760,009 and a reserve fund of \$468,911. Cash Drawers at the four branches total \$390, and \$8,113 is held by the Josephine County Treasurer in the treasury account.

- The total combined assets of these accounts equal \$1,347,994 including \$502,010 in restricted grant funds, maintenance fund, and reserve fund.

Josephine Community Library District
Profit & Loss Budget vs. Actual - General Fund
October 2021

	Actual October-21	Year to Date Actual	Annual Budget	\$ Over (Under) Budget	Budget Forecast
Ordinary Income/Expense					
Income					
4000 - Current Year Tax Levy	\$ -	\$ -	\$ 1,468,000	\$ (1,468,000)	\$ 1,468,000
4005 - Prior Year Taxes	\$ 2,212	\$ 22,559	\$ 27,900	\$ (5,341)	\$ 33,000
4100 - Fees	\$ 110	\$ 1,024	\$ -	\$ 1,024	\$ -
4102 - Non-Resident Card Fees	\$ 2,595	\$ 10,975	\$ 22,500	\$ (11,525)	\$ 27,500
4200 - Interest Income	\$ 638	\$ 3,545	\$ 13,860	\$ (10,315)	\$ 13,860
4300 - Other Revenues	\$ 85	\$ 459	\$ -	\$ 459	\$ -
4310 - Donations	\$ -	\$ 25	\$ -	\$ 25	\$ -
Total Income	\$ 5,640	\$ 38,587	\$ 1,532,260	\$ (1,493,673)	\$ 1,542,360
Expense					
5000 - Personal Services	\$ 64,855	\$ 238,313	\$ 886,163	\$ (647,850)	\$ 886,163
5200 - Collection Development	\$ 24,901	\$ 43,011	\$ 175,000	\$ (131,989)	\$ 175,000
5300 - Technical Services	\$ 30,504	\$ 32,316	\$ 44,077	\$ (11,761)	\$ 44,077
5400 - Building Improvements	\$ 738	\$ 8,242	\$ 45,150	\$ (36,908)	\$ 45,150
5500 - Facilities & Equipment	\$ 1,384	\$ 4,648	\$ 45,154	\$ (40,506)	\$ 45,154
5600 - Computer Maintenance	\$ 451	\$ 916	\$ 12,700	\$ (11,785)	\$ 12,700
5700 - Insurance	\$ -	\$ -	\$ 9,500	\$ (9,500)	\$ 9,500
5800 - Travel & Training	\$ 363	\$ 5,166	\$ 44,156	\$ (38,990)	\$ 44,156
6630 - Election	\$ -	\$ 6,361	\$ 100	\$ 6,261	\$ 6,300
6640 - Auditor	\$ -	\$ 400	\$ 17,500	\$ (17,100)	\$ 17,500
6650 - Patron Services and Supplies	\$ 913	\$ 2,355	\$ 11,100	\$ (8,745)	\$ 11,100
6660 - Volunteer Support	\$ -	\$ 211	\$ 2,500	\$ (2,289)	\$ 2,500
6670 - Events at Library	\$ 250	\$ 3,872	\$ 16,920	\$ (13,048)	\$ 16,920
6680 - Communication & Outreach	\$ 2,647	\$ 8,835	\$ 30,500	\$ (21,665)	\$ 30,500
6690 - Special Contracts	\$ 9,773	\$ 25,628	\$ 73,780	\$ (48,152)	\$ 81,000
6699 - Legal Administration	\$ 85	\$ 289	\$ 2,000	\$ (1,711)	\$ 2,000
6700 - Administrative Support	\$ 2,250	\$ 7,597	\$ 19,958	\$ (12,361)	\$ 19,958
6800 - Telecommunications	\$ 1,127	\$ 4,515	\$ 14,040	\$ (9,525)	\$ 14,040
6850 - Utilities	\$ 2,897	\$ 11,281	\$ 40,620	\$ (29,339)	\$ 40,620
8000 - Transfers & Contingency	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expense	\$ 143,137	\$ 403,954	\$ 1,490,918	\$ (1,086,964)	\$ 1,504,338
Net Ordinary Income	\$ (137,497)	\$ (365,367)	\$ 41,342	\$ (406,709)	\$ 38,022
Net Income	\$ (137,497)	\$ (365,367)	\$ 41,342	\$ (406,709)	\$ 38,022

**Josephine Community Library District
Enhanced Library Services
October 2021**

	Revenue Collected through FY21	Revenue Year to Date FY22	Annual Budget	Total Revenue	Expenditure Spent through FY21	Expenditure Year to Date FY22	Total Expenditure	Remaining Fund Balance
Grant Revenue								
AllCare - unrestricted	10,000	0	10,000	10,000	0	(4,162)	(4,162)	5,838
Chaney Family Foundation	5,000	0	5,000	5,000	(847)	(3,904)	(4,751)	249
Collins Foundation - Inclusive Weg	58,000	0	58,000	58,000	(46,525)	(11,475)	(58,000)	0
Dorothy Thompson Fund - 2021	0	0	25,000	0	(6,065)	(18,935)	(25,000)	(25,000)
JCCC - adult craft kits	1,500	0	1,500	1,500	(838)	(672)	(1,510)	(10)
JCLF-building maintenance	43,813	0	8,000	43,813	(39,317)	0	(39,317)	4,496
JCLF-building improvements	734	0	25,000	734	(734)	0	(734)	0
JCLF inclusive web	5,000	0	5,000	5,000	0	(5,000)	(5,000)	0
Kiwanis - Hearts with a Mission 2021	500	0	500	500	0	0	0	500
OCF-Sprout a Reader	8,423	0	8,423	8,423	(1,336)	(1,295)	(2,631)	5,792
Ready to Read Program 2021	11,304	0	11,304	11,304	(4,975)	(4,656)	(9,631)	1,673
Rotary Club of GP-student hours	1,000	0	1,000	1,000	(390)	(610)	(1,000)	0
Total	145,274	0	158,727	145,274	(101,027)	(50,709)	(151,736)	(6,462)

Cash Basis

**Josephine Community Library District
P&L Special Funds (all transactions)
As of October 2021**

	<u>Maintenance Fund (Special Funds)</u>		<u>Restricted</u>		<u>Unrestricted</u>	<u>Totals</u>
Maintenance Fund Beginning Balance	21,458		20,000		16,537	36,537
Transfer per Lease Agreement for 2019/2020/2021	15,000	Expenses				
Interest Earned	79	GP hot water heater	630	WM A/C	4,383	
	<u>36,537</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>20,389</u></u>	GP fans	398			
		Total Expensed	<u>2,994</u>		<u>13,154</u>	<u>16,148</u>
		To be Transferred				
		Remaining	<u>17,006</u>		<u>3,383</u>	<u>20,389</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 October 31, 2021

Oct 31, 21

ASSETS	
Current Assets	
Checking/Savings	
1000 · People's Bank of Commerce	90,195
1010 · People's Bank-Savings	20,389
1100 · General Pool 6000	760,009
1110 · LGIP - Reserve Fund	468,911
1120 · Jo Co Treasury Account	-13
1150 · Cash Drawers	390
Total Checking/Savings	<u>1,339,881</u>
Other Current Assets	
1310 · JoCo Reserve for Disputed Tax	8,113
1500 · Interfund Loans	5,000
Total Other Current Assets	<u>13,113</u>
Total Current Assets	<u>1,352,994</u>
Fixed Assets	
1610 · Furniture and Equipment	303,131
Total Fixed Assets	<u>303,131</u>
TOTAL ASSETS	<u><u>1,656,125</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
2020 · People's Bank Visa Cards	
2023 · People's Bank Visa - 3046	-31
Total 2020 · People's Bank Visa Cards	<u>-31</u>
Total Credit Cards	-31
Other Current Liabilities	
2100 · Payroll Liabilities	
2130 · Health Insurance withholdings	669
2150 · Retirement SIMPLE	3,253
Total 2100 · Payroll Liabilities	<u>3,921</u>
2400 · Deferred Revenues(audit)	8,113
2900 · Interfund loan payables	5,000
Total Other Current Liabilities	<u>17,035</u>
Total Current Liabilities	<u>17,004</u>
Total Liabilities	17,004
Equity	
3909 · General Fund Balance	2,859,455
3909A · General Fund Appropriated	-1,112,793
3910 · GP Maint Fund Balance	15,331
3910A · GP Maint Fund Appropriated	-15,331
3920 · Capital Asset Investments	303,131
Net Income	-410,672
Total Equity	<u>1,639,121</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,656,125</u></u>

TO: Josephine Community Library District Board of Directors
FROM: Kate Lasky, Library Director
DATE: November 17, 2021
SUBJECT: Policy Collection Development revision

Resources and references

American Library Association [Workbook for Selection Policy Writing Hood River Library District](#) and [Crook County Library District](#) policies

Background

The library director participated in coursework through San Jose State University as part of the Master of Library and Information Science program and collection development policy writing. The director reviewed and updated the district's collection development policy related to procedures, diversity, and intellectual freedom in the community.

The policy includes criteria for selection and sources for selection are now listed. Procedures are outlined for selection and recommendations. Limitations are placed on who may make a request for reconsideration to Josephine County residents.

The addition of local and archival materials is added to the policy to preserve our area's history.

Recommendation

Update the collection development policy to be reviewed every three to five years.

3-2. Collection

Policy 3-2-1. Collection Development

Adopted 1/25/2018

Revised 10/18/2018

Revised 9/18/2019

Josephine Community Library District (JCLD) ~~recognizes that its patrons are diverse. The district further recognizes that public libraries provide access to informational, cultural, educational, and recreational materials. JCLD enriches the community through access to quality library services by providing~~ provides carefully selected books and other materials to aid the individual in the pursuit of education, information, research, pleasure, and the creative use of leisure time. ~~The JCLD Board of Directors, staff, and volunteers envision a vibrant community, strong in itself and connected to the world.~~

~~The collection development policy sets out the conceptual framework, guiding philosophy, and major procedures of the library's collection development plan. Selection of materials is tied to the library's strategic planning goals, its mission and vision statement, and the principles of intellectual freedom. The library honors diversity of viewpoints and the right of individuals to receive information. JCLD endorses the American Library Association Library (ALA) Bill of Rights (Policy 3-7-1), Freedom to Read statement (Policy 3-7-2), and Freedom to View (Policy 3-7-3). These statements may also be viewed on the ALA website at ala.org.~~

Intellectual Freedom

~~The right to access materials of varying viewpoints is an important part of the intellectual freedom basic to democracy. The principles of intellectual freedom are guaranteed in the First Amendment of the United States Constitution and Article I of the Oregon Constitution. In keeping with those principles, the library favors no viewpoint and endorses the following American Library Association statements:~~

- Libraries: An American Value
<http://www.ala.org/advocacy/intfreedom/statementspols/librariesamerican>
- Library Bill of Rights
<http://www.ala.org/advocacy/intfreedom/librarybill>
- Freedom to Read
<http://www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement>
- Freedom to View
<http://www.ala.org/advocacy/intfreedom/statementspols/freedomviewstatement>

- [Free Access to Libraries for Minors](http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/freeaccesslibraries)

<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/freeaccesslibraries>

Except where noted elsewhere in this policy, all materials will be freely and easily accessible to the public. Youth are not limited to using materials in the children's or young adult areas. Responsibility for a minor's access to the collection rests solely with their parent or guardian. The library will not limit access to materials based on content or authorship, and selection will not be inhibited by the possibility that youth may use such items.

Authority ~~and Responsibility for Selection~~

The responsibility for the library collection lies with the library director, who may designate other staff to participate in selection tasks. The Board of Directors determines the ~~bread~~ policies for collection development set forth in this document ~~and the strategic plan~~. The policy is carried out by a collection development committee composed of staff responsible for selecting materials, developing procedures, and setting annual goals as determined by the library director. All staff members and the general public are encouraged to recommend materials for consideration as well.

~~The library seeks public input on materials selection through annual surveys, focus groups, committees, and other mechanisms used to assess community information needs.~~

Access

The library makes materials available in a variety of formats in an effort to provide inclusive and equitable access to resources for all community members, such as print, audio, and digital materials including books and magazines, audio books, electronic books, research and subscription databases, and web resources based on community information needs.

Except where noted elsewhere in this policy, all materials will be freely and easily accessible to the public in accordance with the ALA Free Access to Libraries for Minors statement (~~Policy 3-7-4~~). Youth are not limited to using materials in the children's or young adult areas. Responsibility for a minor's access to the collection rests solely with their parent or guardian. The library will not limit access to materials based on content or authorship, and selection will not be inhibited by the possibility that youth may use such items.

The use of rare and scholarly items, or items frequently subject to damage or theft, may be controlled to protect the materials for future patrons.

Labeling

Librarians employ objective professional judgment through selection, cataloging, classification, and readers' services to make available the information that library users want or need. Cataloging decisions, labels, or ratings applied in an attempt to restrict or

discourage access to materials or to suggest moral or doctrinal endorsement is a violation of the First Amendment and the Library Bill of Rights.

Labeling systems in the library are employed as a means of organizing resources, providing guidance to users, and are viewpoint-neutral. Labels are used as directional aides and may include broad categories such as children's fiction and nonfiction, reference materials, etc.

Criteria for Selection

Because of the volume of publishing, as well as the limitations of budget and space, the library must have a selection policy with which to meet community interests and needs. ~~The materials selection/collection development policy is used by the library staff in the selection of materials and also serves to acquaint the general public with the principles of selection.~~

Collection materials are selected by trained staff members (selectors). Selectors may consult a variety of resources including but not limited to primary sources, such as AASA Science Books and Films, ALA Booklist, American Film & Video Association Evaluations, Horn Book Guide, Kirkus, Library Journal, New York Times Book Review, Publisher's Weekly, School Library Journal, and others.

~~professional and amateur publications, websites, blogs, reviews, bestseller lists, current media, and local sources. Items will be selected considering the following criteria.~~

1. The main points considered in the selection of materials are:

- Favorable reviews found in standard selection sources
- Favorable recommendations based on preview and examination of materials by professional personnel
- Reputation and significance of the author, producer, and publisher
- Current and historical significance
- Validity, currency, and appropriateness of material
- Contribution the material makes to breadth of representative viewpoints on controversial issues
- High degree of potential user appeal
- High artistic quality and/or literary style
- Quality and variety of format
- Value commensurate with cost and/or need
- Timeliness or permanence
- Budget and space considerations
- Integrity
- ~~Artistic, literary, historic, and/or scientific merit.~~
- ~~Community needs and interests.~~
- ~~Relevance and diversity of viewpoints.~~
- ~~Availability, format, and accessibility.~~
- ~~Clarity and accuracy of information.~~

In addition to the above criteria, selectors will choose and categorize materials using the following protocols:

- Materials in the children's collection are selected to serve the needs of youth from birth through elementary school age.
- Materials in the young adult collection are selected to serve the needs of individuals from middle school through high school age.
- Suggestions from patrons are welcomed and considered using the standards outlined in this policy.
- The library will acquire materials in languages commonly spoken at home by Josephine County patrons, including English and Spanish.
- The library makes a special effort to select and retain items of local significance and history. Usual weeding practices do not apply to local historical materials.
- Because the library serves a community with a wide range of ages, reading skills, and educational backgrounds, it will select materials of varying complexity.

Procedures

- In selecting community resources, professional personnel will evaluate available resources and community needs and will consult reputable, professionally prepared aids to selection, and other appropriate sources. The actual resource will be examined when possible and necessary.
- Recommendations for purchase involve administrators, librarians, patrons, library personnel, and community persons, as appropriate.
- Gift materials shall be judged by the selection criteria and shall be accepted or rejected by those criteria.
- Selection is an ongoing process that includes removal of materials no longer appropriate and how to replace lost and worn materials still of community value.
- Requests, suggestions, and reactions for the purchase of materials shall be gathered from staff to the greatest extent possible and patrons when appropriate.
- Reviews of proposed acquisitions will be sought in the literature of reputable professional organizations and other reviewing sources recognized for their objectivity and wide experience.
- Materials will be examined by professional staff to the extent necessary or practicable to apply criteria.
- Materials for the DVD and film collection will be selected by professional staff and through use of professional review sources.
- Media and other materials, such as Library of Things, selection will be coordinated by the assigned staff or the library director and may involve library specialists.

- Professionally recognized reviewing periodicals, standard catalogs, and other selection aids are used by the staff to guide them in their selection.

Suggest a Purchase

JCLD welcomes input from the public regarding the contents of the collection. Patrons wishing to suggest titles for acquisition may fill out a *Suggest a Purchase*, and all such suggestions will be considered for acquisition in accordance with the *Collection Development Policy*. [KL1]

Local and Archival Materials

To preserve the area's unique history and meet the needs of local researchers, the library collects materials pertaining to Oregon and the local area. These items may be kept in protected areas or be restricted to use only in the library. Copies may also be available for checkout. Items in this collection include the following:

- Histories for areas of Southern Oregon, with special emphasis on Josephine County and surrounding areas
- Materials relevant to the unique commercial, industrial, cultural, and civic enterprises of Josephine County and Southern Oregon
- Directories covering Josephine County
- Yearbooks for schools within Josephine County
- Historical works on Oregon generally
- Travel guides and resources with historic value that cover Josephine County or Southern Oregon
- Documents from governmental entities operating within Josephine County or Southern Oregon with historical value for library patrons
- Works in areas useful for genealogical research specific to Josephine County and Southern Oregon
- Rare and unusual fiction with historical value for Josephine County patrons.

As a rule, the library limits selection to documents pertaining to the local area. Photographs, memorabilia, newspapers, and other artifacts are collected by the Josephine County Historical Society.

Weeding Removal, Replacement, and Maintenance

In order to keep the collection vital and useful and to use space efficiently, the library will regularly remove items from the collection that are worn, outdated, of little historical significance, or no longer in demand. All collections are reviewed and revised on an ongoing basis to meet contemporary and future community needs. Library staff use professional judgment and expertise to decide which materials to retain, replace, repair, or remove.

An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn volumes is dependent upon current

~~demand, usefulness, more recent acquisitions, and availability of newer editions. Any materials declared expendable must be approved by a trained staff member.~~

The library makes every effort to rehome discarded material¹⁵; however, withdrawn materials will be handled in a similar manner and under the same authority as donated materials (see Policy 3-2-2, *Donated and Gifted Materials*).

Policy 3-2-2. Donated and Gifted Materials

Adopted 2/21/2019

Revised 10/16/19

Books and Materials

JCLD accepts donations of books and other library materials in good condition which meet current collection development criteria. Items in poor physical condition, outdated material formats, condensed/abridged titles, textbooks, magazines and encyclopedias will not generally be accepted for donation. The library's acceptance of a donated item does not constitute an agreement to add it to the collection; the library will make all necessary decisions as to the retention, location, cataloging and other considerations related to the use, disposition and disposal of all donations. The library does not assess the value of gifts made to the library. Valuation should be determined by the donor.

Cash Donations

Monetary donations may be made to the Josephine County Library Foundation, the local Friends of the Library, or to JCLD. Donations to the foundation or the local Friends of the Library will be administered by the receiving organization subject to its own policies.

Donations to JCLD may be tax-deductible, and the library will issue a receipt upon request but will not appraise gifts. Acknowledgment of donated items for memorial purposes is also available by request. Sponsorship of the collection or materials must meet the selection criteria outlined in Policy 3-2-1.

Donations of Art

JCLD has only a limited ability to store or display art and has limited ability to provide security. As display space is typically utilized to display artwork on loan from local artists, the library district generally does not accept donations of artwork.

Policy 3-2-3. ~~Patron Input~~^[KL2] Request for Reconsideration

Adopted 1/25/2018
Revised 10/18/2018

~~JCLD welcomes input from the public regarding the contents of the collection. Patrons wishing to suggest titles for acquisition may fill out a *Request for Purchase*, and all such suggestions will be considered for acquisition in accord with Policy 3-2-1, Collection Development.~~^[KL3]

Patrons wishing to express concerns about materials already in the collection may formally request that JCLD reconsider its classification or possession of an item by submitting a *Request for Reconsideration of Library Material* to the ~~collection development librarian~~^{library director.} ~~or youth services librarian.~~ The ~~librarian~~^{library director} will convene the collection development team to ~~will search published reviews of~~^{review} the questioned material and make a written recommendation concerning the material to the library director. In consultation with appropriate staff, the library director will ~~promptly review the item in question, together with any available published reviews of the material, and will~~ render a decision as to appropriate action. ~~Challenged resources will remain in the collection and available for lending during the reconsideration process.~~^[KL4] It is recommended that patrons submitting a request for reconsideration take the time to read or view the entire work. The ~~responsible librarian~~^{collection development team} will draft a written response to the requestor as approved by the library director. Should the patron wish to pursue the matter further, he or she may ask that the library director bring the matter before the JCLD Board of Directors. The board will consider the request and ~~staff~~ recommendations at the next regular board meeting and will render a decision as to appropriate action. This decision will be final and will be conveyed in writing to the patron submitting the request.

~~Patron input is limited to residents within the library district service area as stakeholders in public library services. Patron input may be extended to residents of Josephine County when and if the patron can demonstrate active engagement in local library services.~~^[KL5]

~~Form~~^[KL6]



Request for Reconsideration
of Library Material

The library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval but solely on the basis of the principles set forth in our collection development policy and American Library Association Library Bill of Rights. These documents are available on our website, josephinelibrary.org, or upon request.

Name of person making request: _____

Date: _____

Address: _____

Telephone: _____ Email: _____

Whom do you represent? Self Organization

Name _____

Have you read the American Library Association Library Bill of Rights and our collection development policy?

Yes No

These documents are available on our website, josephinelibrary.org, or upon request.

Item requested for reconsideration:

Title of work: _____

Author _____

Format: Book Audio Book Music CD DVD

Material designed for: Adult Young Adult Child

Did you read, see, listen to, or otherwise use the material in its entirety? Yes No

If not, then which part did you read? _____

Have you read or heard reviews of this material? Yes No

If yes, please name review source: _____

To what in the material/s do you object? Please be specific.

What do you feel might be the result of reading, viewing, or hearing this work?

For what age group would you recommend this work? _____

Is there anything good about the work? _____

What would you like your library to do about this material? _____

Thank you for taking the time to fill out this request. A response will be mailed when a review of the material is completed. Additional information regarding requests for reconsideration is available on our website, josephinelibrary.org, or upon request.