

Josephine Community Library District
Budget Hearing and Board of Directors Regular Meeting
Wednesday, December 15, 2021, at 5:30pm, Virtual Meeting
Call (669) 900-9128. Meeting ID # 817 7456 4640
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 3. November 17 minutes 4. December 1 minutes 5. Resolution 2022-011 SWA grant 6. Resolution 2022-012 Econ Dev grant 7. Public comment 8. 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. Second Reading: Operations Policy Collection 2. Draft AFR from Gerald Burns, CPA 3. First Reading: Finance Policy Contracts	Resolution Motion Discussion	K. Lasky	5 min 5 min 5 min
Board Member Reports 1. Library Foundation liaison report 2. Facilities Oversight Task Force report	Report Report	S. Cohen 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
Dec 21 - Jan 17	Grants Pass branch temporarily closed for maintenance
Jan 18, 5:30pm	District Board Meeting, location TBA
Jan 26, 3:30pm	Cultural Competency training, Zoom

Josephine Community Library District
Regular Board Meeting Minutes
Wednesday, November 17, 2021, at 5:30 pm
Virtual Meeting
Call (669) 900-9128. Meeting ID #857 5170 8619

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

Members absent: Brenda Aguilera

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

CALL TO ORDER. Mr. Fahey called the meeting to order at 5:40 pm.

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.

- **October 20 minutes**
- **Resolution 2022-10 Policy 4-2-2**
- **Website maintenance contract authorization**

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

Public comment. There was no public comment.

Correspondence. There was no correspondence.

STAFF REPORTS

Library director's report. Ms. Lasky reviewed the Library Director's Report dated November 17, 2021. The following are highlights:

- Received Economic Development funds from the county. They are covering the cost of new carpeting and asbestos abatement. The library in Grants Pass plans to close the last two weeks of December to have this work done.
- There is an issue of people sleeping in their cars outside of the Williams branch and the Williams Elementary School. Ms. Lasky would like to pay private company for additional patrol of the area at night.
- Interlibrary Loan is working again.
- The library is currently promoting the county's broadband survey on the civic engagement subject guide.
- Collection development and weeding are a challenge due to the past two years of the pandemic causing low circulation of print books. The collection development team is using different metrics to continue weeding the collection at this time.
- The library is still seeking a technical services manager and a Wolf Creek branch manager.

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

ACTION ITEMS

First Reading: Operations Policy. The board reviewed the collection development policy revision.

BOARD MEMBER REPORTS

Library Foundation liaison report. Ms. Stoltz announced that the fall fundraising drive launches just after Thanksgiving.

The property purchase contract for the new Williams property has been extended through March 2022 as state ARPA funds have not been released yet.

On November 30, the library will find out if the Community Development Block Grant was approved.

Facilities Oversight Task Force. The task force did not meet this month and has nothing new to report.

ANNOUNCEMENTS

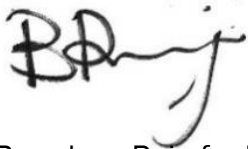
Comments from board members.

Date and agenda items for next meeting. Mr. Fahey announced that the next regular virtual meeting will be at 5:30 pm on Wednesday, December 15.

ADJOURNMENT

The meeting adjourned at 6:10 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

Josephine Community Library District

Training Workshop Minutes

Wednesday, December 1, 2021 at 3 pm

Virtual Meeting

Call (669) 900-9128. Meeting ID #837 3985 0452.

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

Board Members absent: Pat Fahey

Library staff present: Alissa Allen, Chris Arends, Alyssa Donoho, Kris Gleisner, Nolen Guerrero, Kedron Hay, Kate Lasky, Sarah Meyer, Lennart Pugh, Kayla Rau, Norma Singer, Rosalynn Smooth, Rebecca Stoltz, Amber Guient, Roberta Lee, Teresa Stover, Lorraine McInnes

Community members present: Hyla Lipson, Kristen O'Neill, Doranne Long, David Roark, Chuck Agostinelli, Lyndsey Jones

Facilitator: Dr. Michele Villagran

CALL TO ORDER. Board Vice President Laurel Samson called the meeting to order at 3 pm. She handed the meeting to Library Director Kate Lasky who introduced Dr. Michele Villagran of CulturalCo, LLC.

Dr. Villagran facilitated Session 2: Microaggressions.

CULTURAL COMPETENCE TRAINING WORKSHOP

Members of the Josephine Community Library District Board of Directors, employees, volunteers, and community partners participated in the second of a series of CulturalCo trainings called "Developing Your Cultural Competence Program" for public libraries.

ADJOURN

The meeting adjourned at 4:45 pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Brandace Rojo". The signature is stylized and cursive.

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 a Josephine County) Resolution No. 2022-012
Grant Offered to Josephine Community)
Library District)

WHEREAS, the Josephine Community Library District Board of Directors adopted its fiscal year 2021-2022 budget on May 19, 2021 and

WHEREAS, since the date of budget adoption, JCLD has applied for and accepted a grant from Josephine County Economic Development not to exceed \$66,000 in support of new carpet installation at the Grants Pass branch; 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 grant from Josephine County Economic Development not to exceed \$66,000 is authorized for expenditure in fiscal year 2021-22 for the carpet installation at the Grants Pass branch.

DONE AND DATED this 15th day of December 2021.

Pat Fahey, Board Member

Gina Marie Agosta, Board Member

Brenda Aguilera, Board Member

Rachele Selvig, Board Member

Laurel Samson, Board Member

TO: Josephine Community Library District Board of Directors
FROM: Kate Lasky, Library Director
DATE: December 15, 2021
SUBJECT: Library director's report

General Updates

- [Oregon Library Association](#) and the [American Library Association](#) published statements against censorship due to record number of book and resource challenges to schools and public libraries this year. Please click linked text to read the statements.
- Invited broadband vendors to respond to a Request for Proposal for the New Williams Library Broadband Project. Bids are due by December 16 and the bid opening will be December 17.
- The FCC Emergency Connectivity Fund (ECF) approved the proposal for full reimbursement of \$74,033 in equipment and service costs for 200 mobile hotspots and high-speed wireless service through Kajeet, Inc. However, this project and acceptance of funding is on hold pending word on a possible project date extension beyond June 30, 2022.
- Brand refresh is underway, with simplified brand guidelines and phasing out the tagline "Together we..." which is overused in the marketplace. Library will not have a main tagline, rather develop programmatic taglines to promote materials and services through short-term campaigns. This project is led by the library's communications team.

Stories

- **In Grants Pass**, we received a kind email from a parent of teens signed up for fall book boxes- "I just wanted to say thank you so much for the wonderful book boxes that you provided for our family. We picked them up yesterday, and my girls just were thrilled with them. It's been so fun to watch them really get into the journaling-craft book that was included especially (I guess those are a big thing on social media, so they knew right away what they were, and were so excited.) I left you a voicemail to say thanks as well."
- **In Illinois Valley**, a patron complimented and thanked the staff for putting together multiple displays to celebrate Native American heritage month. She was happy to see the territory her tribe had come from on the map of Oregon territories on display.
- **In Williams**, patron expressed gratitude that she can access Wi-Fi from the parking lot at the Williams branch as she takes an online continuing education course on Thursday's and does not have high speed Internet or access to cellular service at her house.
- **In Wolf Creek**, one day, a flock of 10 wild turkeys occupied the front porch for a short time, picking up food from the flower beds and sidewalk. Some even looked in through the windows, as if they wanted to come in (perhaps to get a book on how not to become Thanksgiving dinner). One way or another, the library serves *everyone*, even the local wildlife.

Successes

- The library hosted a record three virtual programs on the same day, engaging over 50 patrons interested in amateur radio, local authors, and early childhood literacy presented in Spanish. Extensive Zoom tech support provided by staff was recognized by a presenter: "Thank you for doing an amazing job handling all the technical aspects of the class and for the professionalism displayed during the introductions and start of classes."
- Received positive feedback from teens/tweens and parents picking up book boxes. Most teens didn't make it out of the library without opening their boxes and excitedly looking through the contents.
- Williams Elementary school renewed its partnership with the library, adding an additional class in 2022. Classroom visits begin again in January.

Challenges

- The IV branch driveway and dumpster area were littered with trash, clothing, food, etc. and ashes from a small campfire were left behind. Video footage showed two people without homes, who frequently camp around the library, unloading shopping carts and boxes of materials onto the driveway and into the adjoining shrubs over the 3-day weekend. The neighbor across the street called the fire department who came to address the fire and the perpetrators. The branch manager bagged up all the trash. The maintenance coordinator cut down shrubs to reduce privacy and discourage future camping.
- In Williams, the Wi-Fi router continues to need rebooting several times a week, sometimes the Wi-Fi can be off for more than 24 hours if it happens when the branch is not open. The branch manager has received some complaints, many people count on being able to use the service at their convenience and some are missing scheduled online appointments. The branch manager maintaining a log of these outages since May 2021. Updating routers at all branches is scheduled in January 2022.
- In Grants Pass, the volume of returned items was difficult to predict, resulting in insufficient staffing levels when the rate of return increased. Consequently, some patrons found replacement charges on their account for books they already returned. Check-in volunteers have been steadily clearing the backlog.

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 Ford Family Foundation finalized the \$50,000 grant for the Kindergarten Toolbox program. Funds are expected in mid-December.
- The State Library of Oregon approved the Ready to Read proposal for \$5,567 for the 2022 Early Literacy and Summer Reading programs.
- The communications department continues creating [interactive virtual rooms](#) for children, teens, and their parents to explore. This passive programming allows community members to learn about library resources in a fun way.
- In Grants Pass, Read and Return books relating to college readiness have been added to the Young Adult room. Other relevant books are being added to the YA collection.
- In Grants Pass, moved and enhanced parent resource collection. Reassigned books from adult collection to parent resource collection to increase circulation as well as planned future purchases to enhance collection.
- Continue to promote JosephineLINK with paid ads in English and in Spanish and maintain the database with the most current information for local service organizations with the help of Grants Pass information-desk volunteers in who check listings regularly.

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

- Submitted proposal for \$1,500 to Josephine County Cultural Coalition for Bilingual Art Projects for Kids. Expect to hear results in December.
- Facilitated Josephine County Latinx Interagency Network Committee meetings and announcements.
- Completed first Spanish-language early literacy series, “La lectoescritura en los primeros años.” All three sessions were a success with 14 early literacy kits distributed.

- Bilingual Día de los Muertos kits were so popular, 270 of 275 prepared kits for children and teens were distributed by month end.
- Updated the [Race and Society Subject Guide](#) to highlight Native American Heritage Month.
- Purchasing Spanish language books for all ages via the Guadalajara International Book Fair (FIL).
- Facebook book club featured “The Wrong Kind of Indian” by indigenous author Jessica Mehta. Hosted two diverse authors in four-part virtual program Introducing Oregon Authors.
- Continued working on adult fiction diversity audit, training volunteers and reviewing project design functionality.
- Promoting the library system’s accessibility resources through online posts, paid ads, and newsletter.
- In Grants Pass, developed two displays for Native American Heritage Month, generating check out of 50 percent in adult area and 76 percent in children’s area. In Williams, Native American displayed items also circulated well.
- In Grants Pass, trained information desk volunteers and patrons how to use MS Magnifier to zoom into the screen while using Polaris, greatly easing their computer usage.

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 continues for spring civic engagement program titled “Rogue Civics” March–May 2022 to lead up to the May elections. To dovetail with the program, the youth services librarian is seeking out civics-related materials for the youth collections, filling a gap in the collection.

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

- Business Oregon approved a \$1.5 million Community Development Block Grant (CDBG) for the IV Library Renovation, working with lead applicant City of Cave Junction. Next steps are kick-off meetings, agreements, procurement/RFPs, and Environmental Review Record. (*See City of Cave Junction City Council Memo attached.*)
- Polaris ILS modifications and extensive operational planning required for pending month-long closure are in process.
- Board, staff, volunteers, and community partners participated in second session of Cultural Competency series with Dr. Michele Villagran.

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.

- Added more Spanish parent resource books and updated them to the correct call number. This will make it easier to find and help address the needs of the Spanish speaking parents.
- Added several more Library of Things storytime bags for children which have checked out frequently.
- In Grants Pass, Storytime in a Bag kits circulation increased 127 percent in November 2021 compared to November 2020.
- In Grants Pass, volunteers have been using catalog cleanup reports to make corrections to the catalog on a monthly basis.

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

- Hosted a five-part amateur Hamm radio workshop through Zoom.
- Trained virtual-program participants how to use Zoom.

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.

- Staff participated in team building activity with Soul Canyon Training and Development LLC.
- Working with Josephine County Building Operations and Maintenance on carpet replacement in Grants Pass.
- The Solid Waste Agency approved a proposal requesting \$55,000 for Grants Pass library asbestos abatement. Selected bid is \$29,000.
- SDAO denied a proposal requesting \$10,000 for a Safety & Security grant for asbestos abatement and automatic doors. Stated lack of funding for all requests as the reason.
- Staff professional development:
 - Public services director attended webinar “Library Dementia Services” to gain perspective on best practices for dementia-friendly customer service.
 - Library director completed semester toward MLIS, including courses in intellectual freedom and library research.
- Seven new volunteers have been fully trained and placed on shifts, greatly expanding our capacity (particularly at information desk in Grants Pass). Two returning volunteers are being assigned a refresher training before resuming shifts, and two volunteer applicants are awaiting background checks.
- Five volunteers supporting the work of the adult fiction diversity audit.
- To quickly bring new volunteers up to speed, volunteer trainers have gone above and beyond expectations, sometimes coming in when not scheduled or staying on for an extra shift.
- In Grants Pass, information desk volunteers complained about the difficulty of working with only one monitor when managing tasks that land in the volunteer@ email account. Plan to add a second monitor to the sitting workstation to accommodate.
- In Grants Pass, installed door window and emergency phone in Ben Bones Room for safety. Installed door handle and key lock in door near foundation office. Repaired AC in IT server room.
- Installed automatic ADA doors in Grants Pass for staff and volunteer access. Requesting funding support from library foundation.

TO: Meadow Martell and Rebecca Patton, City of Cave Junction
FROM: Kate Lasky, Rebecca Stoltz, Teresa Stover, Josephine Community Library
SUBJECT: Illinois Valley Library Renovation Status Report
DATE: December 8, 2021

CONGRATULATIONS TO US ALL! The City of Cave Junction has been awarded a \$1.5 million block grant for the Illinois Valley Library Renovation. Construction is expected to start next summer.

The Illinois Valley Library Renovation will expand the Cave Junction library with a large community meeting space with a teaching kitchen, an early learning center with a maker space, and an outdoor learning area set up for science, technology, engineering, arts, and math (STEAM) programs.

This monthly status update includes progress on fundraising, the block grant, and the renovation itself. Please contact us for questions or additional details. Also see updates at <https://jclfoundation.org/illinois-valley-library-renovation-project>. Thank you.

Fundraising

The library foundation is awaiting the grant agreement for funding approved by the state legislature for library capital projects in Josephine County, \$900,000 of which is designated for the Illinois Valley Library Renovation. Rep. Lily Morgan shared that the grant agreements are under review and are expected sometime this month.

CDBG process

- On December 6, Business Oregon announced that the City of Cave Junction has been awarded a \$1.5 million HUD Community Development Block Grant (CDBG) for the Illinois Valley Library Renovation. The agreement between Business Oregon and City of Cave Junction is expected in January. See the attached library press release for more information.
- A project kick-off meeting between the city and library partners is planned for later this month.
- Monthly check-ins among the city, library, and Business Oregon will resume soon.
- The library partner has started work on the environmental assessment, which must be completed before funds are released and construction starts.
- Next steps will be to issue RFPs for design and build activities, grant administration, labor standards monitoring, and possibly environmental review.

Renovation

- ZCS Engineering & Architecture completed the final concept drawings and cost estimates in August and were included in the block grant application. The ZCS Project Summary Report for Illinois Valley Library Renovation & Addition is available on request.
- An RFP will be issued for design-build firms to bid on schematic design, design development, construction documents, and construction.

News Release

FOR IMMEDIATE RELEASE:

December 7, 2021

FOR MORE INFORMATION, CONTACT:

Kate Lasky, 541-476-0571 x110

Teresa Stover, 541-659-1850

Block grant awarded for Illinois Valley Library renovation

Grants Pass, December 7, 2021 — Next year the Illinois Valley branch of Josephine Community Library will see major renovations thanks to a \$1.5 million block grant from Business Oregon. Renovations will include the addition of a large community meeting space, a teaching kitchen, outdoor learning area, and children’s maker space.

“It is exciting to see the Community Development Block Grant awarded to the City of Cave Junction for the library renovations,” said state Rep. Lily Morgan. “This project will be a vital piece in serving the community for years to come. I am grateful for the hard work of Josephine Community Library and Mayor Meadow Martell in obtaining this grant.”

The library’s facilities master plan cites safety, space, and maintenance issues in the Illinois Valley library building located at 209 West Palmer in Cave Junction. In partnership with the library, the City of Cave Junction was the lead applicant to Business Oregon for the Community Development Block Grant (CDBG) through the U.S. Department of Housing and Urban Development (HUD).

With this block grant award, library leaders say all necessary funds are now in place for the project to proceed. The Oregon State Legislature via Rep. Morgan is contributing \$900,000 from the American Rescue Plan Act (ARPA) toward the Illinois Valley library renovation. Last summer, a crowdfund raised \$110,000 with donors including local community members, Southern Oregon Sanitation, the Carpenter Foundation, and an anonymous donor who matched the entire crowdfund.

“We are thrilled to finally be able to update the Illinois Valley library branch, which is 62 years old, well-loved, and severely worn out,” said Library Director Kate Lasky. “We know that the renovations, based on thoughtful input from local residents, will make a tremendous difference to the people of this community.”

–more–

With the building expansion, the Illinois Valley public will see expanded library services. These include access to more materials and technology, increased capacity for large and small community meetings, new indoor and outdoor learning areas for children, and special programs that support community information needs.

Next steps will include procurement, design development, environmental review, and permitting, with the goal of starting construction in summer 2022. Requests for proposals are expected to be posted in January.

For more information, contact Library Director Kate Lasky at 541-476-0571 ext. 110 or email info@josephinelibrary.org. Visit jclfoundation.org/illinois-valley-library-renovation-project for details.

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In Josephine County, Oregon, residents receive public library services through Josephine Community Library District, formed in May 2017 as a special library district with branches in Grants Pass, Illinois Valley, Williams, and Wolf Creek. From public information and early childhood literacy to access to the Internet and critical support for families, seniors, entrepreneurs, and job seekers, Josephine Community Library is committed to connecting diverse community members to reliable resources and technology. For more information about library services or to volunteer, visit josephinelibrary.org, email info@josephinelibrary.org, or call 541-476-0571.

TO: **Josephine Community Library District Board of Directors**
FROM: **Business Manager Kedron Hay**
DATE: **December 15, 2021**
SUBJECT: **November 2021 Financial Statement**

Accounting

- The net income for the general fund on the P&L of \$539,055 does not equal the Balance Sheet net income of \$486,149. This is due to the Balance Sheet representing all funds/grants and the P&L representing only the General Library Operations fund. \$539,055 plus -\$52,906 (net income of special funds only) equals \$486,149.
- JCLD invoiced Josephine Community Library Foundation \$960 for 16 household scholarships.
- LGIP interest remains at 0.45%.

Statement of Financial Activities (general fund P&L)

Revenue

- The district received \$976,911 for current year tax levy and \$3,513 of prior year's tax levy income in November 2021; total year to date tax revenue is \$1,002,983.
- Non-resident card fees for the month of November is \$1,620.

Expenses

- Collection development budget is \$175,000 for general fund purchases. Total collection development dollars spent in November from the general fund are \$8,475 and \$167 for special funds. Total year-to-date collection development purchases equal \$69,192 for all funds.

Special Contracts

- Special contracts include \$1,590 for technical/grant writing to Stover Writing Services and \$2,944 to Mark Wyner for web development services in the month of November.
- ITs Managed was paid \$2,500 in the month of November.

Grants

- Total of grant expenses for the month of November is \$7,897.
- Total revenue received from grants in FY22 is \$0 representative of 12 grants.

Statement of Financial Position (balance sheet)

- The district assets include \$97,435 in the district checking account. The Grants Pass maintenance fund totals \$20,392 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 \$1,645,806 and a reserve fund of \$469,084. 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 \$2,241,207 including \$495,820 in restricted grant funds, maintenance fund, and reserve fund.

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

	Actual November-21	Year to Date Actual	Annual Budget	\$ Over (Under) Budget	Budget Forecast
Ordinary Income/Expense					
Income					
4000 - Current Year Tax Levy	\$ 976,911	\$ 976,911	\$ 1,468,000	\$ (491,089)	\$ 1,468,000
4005 - Prior Year Taxes	\$ 3,513	\$ 26,072	\$ 27,900	\$ (1,828)	\$ 33,000
4100 - Fees	\$ 411	\$ 1,435	\$ -	\$ 1,435	\$ -
4102 - Non-Resident Card Fees	\$ 1,620	\$ 12,595	\$ 22,500	\$ (9,905)	\$ 27,500
4200 - Interest Income	\$ 5,484	\$ 9,029	\$ 13,860	\$ (4,831)	\$ 13,860
4300 - Other Revenues	\$ 389	\$ 848	\$ -	\$ 848	\$ -
4310 - Donations	\$ -	\$ 25	\$ -	\$ 25	\$ -
Total Income	\$ 988,328	\$ 1,026,915	\$ 1,532,260	\$ (505,345)	\$ 1,542,360
Expense					
5000 - Personal Services	\$ 57,652	\$ 295,965	\$ 886,163	\$ (590,199)	\$ 886,163
5200 - Collection Development	\$ 8,475	\$ 51,487	\$ 175,000	\$ (123,513)	\$ 175,000
5300 - Technical Services	\$ 78	\$ 32,394	\$ 44,077	\$ (11,683)	\$ 44,077
5400 - Building Improvements	\$ 617	\$ 8,858	\$ 45,150	\$ (36,292)	\$ 45,150
5500 - Facilities & Equipment	\$ 694	\$ 5,343	\$ 45,154	\$ (39,811)	\$ 45,154
5600 - Computer Maintenance	\$ 63	\$ 978	\$ 12,700	\$ (11,722)	\$ 12,700
5700 - Insurance	\$ -	\$ -	\$ 9,500	\$ (9,500)	\$ 9,500
5800 - Travel & Training	\$ 405	\$ 5,571	\$ 44,156	\$ (38,585)	\$ 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	\$ -	\$ 2,355	\$ 11,100	\$ (8,745)	\$ 11,100
6660 - Volunteer Support	\$ 92	\$ 303	\$ 2,500	\$ (2,197)	\$ 2,500
6670 - Events at Library	\$ 122	\$ 3,994	\$ 16,920	\$ (12,926)	\$ 16,920
6680 - Communication & Outreach	\$ 3,167	\$ 12,001	\$ 30,500	\$ (18,499)	\$ 30,500
6690 - Special Contracts	\$ 7,394	\$ 33,022	\$ 73,780	\$ (40,758)	\$ 81,000
6699 - Legal Administration	\$ -	\$ 289	\$ 2,000	\$ (1,711)	\$ 2,000
6700 - Administrative Support	\$ 1,811	\$ 9,324	\$ 19,958	\$ (10,634)	\$ 19,958
6800 - Telecommunications	\$ 1,273	\$ 5,788	\$ 14,040	\$ (8,252)	\$ 14,040
6850 - Utilities	\$ 2,147	\$ 13,428	\$ 40,620	\$ (27,192)	\$ 40,620
8000 - Transfers & Contingency	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expense	\$ 83,989	\$ 487,860	\$ 1,490,918	\$ (1,003,058)	\$ 1,504,338
Net Ordinary Income	\$ 904,339	\$ 539,055	\$ 41,342	\$ 497,713	\$ 38,022
Net Income	\$ 904,339	\$ 539,055	\$ 41,342	\$ 497,713	\$ 38,022

**Josephine Community Library District
Enhanced Library Services
November 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	(10,000)	(10,000)	0
Chaney Family Foundation	5,000	0	5,000	5,000	(847)	(3,931)	(4,778)	222
Collins Foundation - Inclusive Weg	58,000	0	58,000	58,000	(46,525)	(11,513)	(58,038)	(38)
Dorothy Thompson Fund - 2021	0	0	25,000	0	(6,065)	(18,935)	(25,000)	(25,000)
Dorothy Thompson Fund - 2022	0	0	25,000	0	0	(152)	(152)	(152)
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
JCLF security alarm	0	0	3,571	0	0	0	0	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)	(2,113)	(3,449)	4,974
Ready to Read Program 2021	11,304	0	11,304	11,304	(4,975)	(5,681)	(10,656)	648
Rotary Club of GP-student hours	1,000	0	1,000	1,000	(390)	(610)	(1,000)	0
Total	145,274	0	187,298	145,274	(101,027)	(58,607)	(159,634)	(14,360)

Cash Basis

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

	<u>Maintenance Fund (Special Funds)</u>		<u>Restricted</u>		<u>Unrestricted</u>	<u>Totals</u>
Maintenance Fund Beginning Balance	21,458		20,000		16,540	36,540
Transfer per Lease Agreement for 2019/2020/2021	15,000	Expenses				
Interest Earned	<u>81</u>	GP hot water heater	630	WM A/C	4,383	
	36,540	GP gutter/glashing	239	IV sewer	3,771	
		GP gutter cleaning	85	IV facia/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>20,392</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>17,006</u></u>		<u><u>3,386</u></u>	<u><u>20,392</u></u>
Expense						
5500 - Facilities & Equipment						
5402 - Branch Building Improvements	11,135					
5501 - Bld Repairs & Maintenance	4,383					
5505 - Equipment Improvement & Maint.	<u>630</u>					
Total Expense	<u><u>16,148</u></u>					

Josephine Community Library District
Balance Sheet
 As of November 30, 2021

Nov 30, 21

ASSETS	
Current Assets	
Checking/Savings	
1000 · People's Bank of Commerce	97,435.11
1010 · People's Bank-Savings	20,391.65
1100 · General Pool 6000	1,645,806.07
1110 · LGIP - Reserve Fund	469,084.33
1120 · Jo Co Treasury Account	-13.00
1150 · Cash Drawers	390.00
Total Checking/Savings	2,233,094.16
Other Current Assets	
1310 · JoCo Reserve for Disputed Tax	8,113.20
1500 · Interfund Loans	5,000.00
Total Other Current Assets	13,113.20
Total Current Assets	2,246,207.36
Fixed Assets	
1610 · Furniture and Equipment	303,130.91
Total Fixed Assets	303,130.91
TOTAL ASSETS	2,549,338.27
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
2020 · People's Bank Visa Cards	
2025 · People's Bank Visa - 3152	-14.43
Total 2020 · People's Bank Visa Cards	-14.43
Total Credit Cards	-14.43
Other Current Liabilities	
2100 · Payroll Liabilities	
2130 · Health Insurance withholdings	26.66
2150 · Retirement SIMPLE	270.52
Total 2100 · Payroll Liabilities	297.18
2400 · Deferred Revenues(audit)	8,113.20
2900 · Interfund loan payables	5,000.00
Total Other Current Liabilities	13,410.38
Total Current Liabilities	13,395.95
Total Liabilities	13,395.95
Equity	
3909 · General Fund Balance	2,859,455.35
3909A · General Fund Appropriated	-1,112,793.02
3910 · GP Maint Fund Balance	15,330.80
3910A · GP Maint Fund Appropriated	-15,330.80
3920 · Capital Asset Investments	303,130.91
Net Income	486,149.08
Total Equity	2,535,942.32
TOTAL LIABILITIES & EQUITY	2,549,338.27

TO: Josephine Community Library District Board of Directors
FROM: Kate Lasky, Library Director
DATE: December 15, 2021
SUBJECT: Policy review and revision

Second Reading – Collection Development Policy 3-2

- 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.
- All updates are highlighted with Track Changes with the addition of core collection and diverse perspectives.
- Resources and references
 - [ALA Workbook for Selection Policy Writing](#)
 - [Hood River Library District](#)
 - [Crook County Library District](#)

First Reading – Contracts Policy 2-8

- Policy 2-8, Contracts, has been updated to include the following new sections:
 - Small Procurements for Goods and Services up to \$10,000
 - Intermediate Procurements for Goods and Services up to \$150,000
 - Requests for Proposals for Goods and Services over \$150,000
- These changes were made to summarize the relevant procurement statutes that staff frequently refer to and to confirm the district practice for the various levels of procurement.
- The existing section on Sole Source Procurement was revised to further clarify the definition of a sole source procurement.
- Throughout the policy, titles were added to the cited ORS chapter number references.
- All updates are highlighted with Track Changes.
- Resources and references
 - [Chapter 279A, Public Contracting, General Provisions \(oregonlegislature.gov\)](#)
 - [Chapter 279B, Public Contracting, Public Procurements \(oregonlegislature.gov\)](#)
 - [Chapter 279C, Public Contracting, Public Procurements and Related Contracts \(oregonlegislature.gov\)](#)

Recommendation

Update Collection Development Policy 3-2.

Update Contracts Policy 2-8.

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 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>

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- Free Access to Libraries for Minors

<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 ~~broad~~ 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
- Community needs and interest
- High artistic quality and/or literary style
- Quality and variety of format
- Diverse authors and perspectives
- 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.

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.

Library staff regularly identify core collection materials which require a separate procedure for removal and maintenance. Core collection items may be checked out less frequently than other materials and are reviewed by library staff no less than every five years. The selection criteria for core collection materials align with the main points for consideration in the selection of materials with emphasis on:

- Artistic, literary, historic, and/or scientific merit
- Diverse authors and perspectives

~~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 material; 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~~ 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.~~

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.~~ 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.~~

~~Form~~



**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.

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

In the Matter of Adopting Policies for Josephine Community Library District))))	Resolution No. 2022-013
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WHEREAS, the Board of Directors has reviewed the revised operations policies written for the Josephine Community Library District; now therefore

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves

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

- Operations Policy 3-2-1, Collection Development (revised)
- Operations Policy 3-2-2, Donated and Gifted Materials (revised)
- Operations Policy 3-2-3, Request for Reconsideration (revised)

DONE AND DATED this 15th day of December 2021.

Pat Fahey, Board Member

Gina Marie Agosta, Board Member

Brenda Aguilera, Board Member

Rachele Selvig, Board Member

Laurel Samson, Board Member

TO: Josephine Community Library District Board of Directors
FROM: Kate Lasky, Library Director
DATE: December 15, 2021
SUBJECT: Policy review and revision

Policy 2-8, Contracts, has been updated to include the following new sections:

- Small Procurements for Goods and Services up to \$10,000
- Intermediate Procurements for Goods and Services up to \$150,000
- Requests for Proposals for Goods and Services over \$150,000

These changes were made to summarize the relevant procurement statutes that staff frequently refer to and to confirm the district practice for the various levels of procurement.

The existing section on Sole Source Procurement was revised to further clarify the definition of a sole source procurement.

Throughout the policy, titles were added to the cited ORS chapter number references.

References

[Chapter 279A, Public Contracting, General Provisions \(oregonlegislature.gov\)](#)

[Chapter 279B, Public Contracting, Public Procurements \(oregonlegislature.gov\)](#)

[Chapter 279C, Public Contracting, Public Procurements and Related Contracts \(oregonlegislature.gov\)](#)

Policy 2-8. Contracts

Adopted 1/25/2018

Revised x/xx/20xx

Josephine Community Library District (JCLD) follows the Oregon Model Public Contracting Rules (ORS 279A.065, “Public Contracting - General Provisions”) when purchasing goods and services and for construction projects, subject to the additions or exceptions provided in this policy.

1. Local Contract Review Board

Except when otherwise provided in JCLD policies, the powers and duties of the Local Contract Review Board (LCRB) under the Public Contracting Code shall be exercised and performed by the JCLD Board of Directors.

2. Delegation of Contracting Authority

Unless expressly limited by the Local Contract Review Board or JCLD policies, all powers and duties given or assigned to contract agencies by the Public Contracting Code may be exercised or performed by the board chair, library director, or his/her designee, including the authority to enter into emergency contracts pursuant to ORS 279B.080, “Emergency Procurements.” and ~~279C.320(1)~~.

3. Personal Services Contracts

Personal services shall be defined to include those services that require specialized technical, creative, professional, or communication skills or talents, unique and specialized knowledge, or the exercise of discretionary judgment, and for which the quality of the service depends on attributes that are unique to the service provider. Such services shall include, but are not limited to: architects, engineers, surveyors, attorneys, accountants, auditors, computer programmers, artists, designers, performers, and consultants. The library director or his/her designee shall have the authority to determine whether a particular service is a "personal service" under this definition.

Personal service contracts do not require a competitive bidding process. When screening or selecting a personal service contractor, the district will consider qualifications, performance history, expertise, knowledge, creativity, and the ability to exercise sound judgment. The selection is based primarily on these factors rather than price.

Unless otherwise provided in this section, contracts for architectural, engineering, photogrammetric mapping, transportation planning or land surveying services shall be awarded according to ORS 279C.110(3) “Selection Procedures for Consultants to Provide Services”. A contract for architectural, engineering, photogrammetric mapping, transportation planning or land surveying services may be entered into by direct appointment if such contract is estimated not to exceed \$45,000 in a fiscal

year, or if the project described in the contract consists of work that has been substantially described, planned or otherwise previously studied or rendered in an earlier contract with the consultant that was awarded under this policy, and the new contract is a continuation of that project.

4. Small Procurements for Goods and Services up to \$10,000

The library district may award a procurement of goods or services that does not exceed \$10,000 in any manner the contracting agency deems practical or convenient, pursuant to ORS 279B.065 “Small Procurements”.

5. Intermediate Procurement for Goods and Services up to \$150,000

The library district may award a procurement of goods or services between \$10,000 and \$150,000, pursuant to ORS 279B.070, “Intermediate Procurements.” When conducting an intermediate procurement, the library district shall seek at least three informally solicited competitive price quotes or competitive proposals from prospective contractors. The library district shall keep a written record of the sources of the quotes or proposals received. If three quotes or proposals are not reasonably available, fewer will suffice, but the library district shall make a written record of the effort makes to obtain the quotes or proposals.

The library district may award the contract to the contractor whose quote or proposal will best serve the interests of the library, taking into account price as well as considerations including, but not limited to, experience, expertise, product functionality, suitability for a particular purpose and contractor responsibility.

6. Requests for Proposals for Goods and Services over \$150,000

For procurement of goods or services exceeding \$150,000, the library district shall distribute and publish a Request for Proposal (RFP) for competitive bids, pursuant to ORS 279B.060 “Competitive Sealed Proposals.”

The Request for Proposal will contain the information required by ORS 279B.060 (2) and will be published as a public notice. The sealed proposals will be opened at the time and date specified in the RFP. The library district will evaluate the proposals and request any necessary additional information from proposers. If and when a choice is made, the library will issue or electronically post the Notice of Intent to Award as described in ORS 279B.135 “Notice of Intent to Award” to each proposer who was evaluated, at least seven days in advance of the contract award to the selected vendor.

4.7. Sole-Source Procurement

When necessary, the district's Local Contract Review Board, library director, or his/her designee may award a contract for goods or services without competition if they determine in writing that the goods or services are available from only one source. enter into a sole-source procurement pursuant to ORS 279B.075 “Sole-Source Procurements”.

5.8. Electronic Advertising

Pursuant to ORS 279C.360 “Requirement for Public Improvement Advertisements” and ORS 279B.055C(4c) “Competitive Sealed Bidding,” electronic advertisement of public contracts in lieu of newspaper publication is authorized when it is cost-effective to do so. The board president, library director, or designee shall have the authority determine when electronic publication is appropriate, and consistent with the district’s public contracting policies ~~(OAR 137-47-0270(3))~~.

TO: Josephine Community Library Foundation Board of Directors
Josephine Community Library District Board of Directors
FROM: Facilities Oversight Task Force: Rachele Selvig, Kate Lasky, Laurel
Samson, Rebecca Stoltz, Steve Swearingen, Doug Walker
Advisor: Alissa Allen, district maintenance coordinator
DATE: December 13, 2021
SUBJECT: FOTF Memo

BACKGROUND

The Facilities Oversight Task Force (FOTF) provides oversight of the Facilities Master Plan for the purpose of alignment between the district and the foundation. The FOTF advises on capital improvements that impact the Facilities Master Plan as the long-term vision of the library facilities.

UPDATES

With the City of Cave Junction as the lead applicant, the library district was awarded \$1.5 million in CDBG funding for the Illinois Valley renovation project. The Illinois Valley Renovation is now fully funded.

Illinois Valley branch

Next steps include partnering and coordinating with the City of Cave Junction, attending Business Oregon trainings, and developing the RFP for the design/build project. This work will take place the beginning of the new year with construction starting in summer. The goal is to complete the project by January 2023, barring any workforce and supply chain shortages.

The environmental assessment is in progress. As a reminder, this assessment must be completed before funds are released and construction starts.

Williams

The foundation was awarded the Josephine County for American Rescue Plan Act (ARPA) grant for \$90,000 to help fund the New Williams Library Project Phase 1. Phase 1 includes:

- Acquiring services to bring high-speed fiber-optic Internet to the property.
- Moving the existing library structure to the new location, ensuring that the library continues to serve the community while the new building is being designed and built.
- Plumbing the site so the Williams library can finally have running water and bathrooms.
- Paving the parking lot to make the area a safe and accessible place to visit the library and access Wi-Fi, even while the new library is under construction.
- Timeline for Phase One dependent on FCC E-rate program cycle, FY 2022-23.

The foundation will receive the \$1.2M in ARPA funds allocated by Rep. Morgan in December. As a result, an addendum has been signed with the property owner with the agreement to release \$5,000 non-refundable earnest funds to seller if ARPA funds aren't received by the 5th of each month until March 2022. Escrow will close as soon as ARPA funding is received on or before 3/5/2022

Action: Foundation and library directors are meeting with ZCS to refine scope of work for the Williams Library Project Phase 1. Foundation will contract with ZCS to investigate options including construction trailers and evaluating the current building on new site for the Williams library.

Capital Improvements Plan

The Grants Pass branch will be temporarily closed December 21 through January 17 to replace the carpets in the main part of the library, business office, and cataloging areas.

This project is funded with Josephine County economic development funds, a grant from the Solid Waste Agency, and matching funds from the district.