

Josephine Community Library District
Board of Directors Regular Meeting
Wednesday, February 15, 2023 at 5:30pm,
Grants Pass branch, 200 NW C Street 97526
Agenda

Board members:

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

Agenda Items	Action	Responsible	Time
Call to Order		R. Selvig	
Standing Items 1. Approval of agenda 2. Approval of consent agenda January 18 minutes Resolution 2023-024 Policy 2-3 Resolution 2023-025 Policy 3-4-2 Resolution 2023-026 Policy 4-2-7 3. Public comment (three minutes each) 4. Correspondence 5. Annexation petition review: Bertha A. Miller Trust and Kraai, Menno J. M. & Kraai, Jennie May, Robinson Joint Trust	Motion	R. Selvig	5 min
Staff Reports 1. Library director's report 2. Financial report 3. Grants administration 4. Budget officer's report	Report Report Report Report	K. Lasky K. Lasky T. Stover K. Lasky	10 min 5 min 5 min 5 min
Action Items 1. Second reading: Governance Article III Section 11	Discussion	R. Selvig	5 min
Board Member Reports 1. Library Foundation liaison report 2. Facilities Oversight Task Force report	Report Report	S. Cohen Selvig/Samson	5 min 5 min
Announcements 1. Comments from board members 2. Date and agenda items for next meeting		All R. Selvig	5 min 5 min
Adjourn		R. Selvig	

Date and Time	Upcoming Meetings and Events
March 15, 5:30pm	District Board Meeting, Grants Pass branch

Josephine Community Library District
Regular Board Meeting Minutes
Wednesday, January 18, 2023, at 5:30 pm
Hybrid Meeting
Call (669) 900-9128. Meeting ID #843 0199 6324
Grants Pass branch, 200 NW C Street, Grants Pass, OR 97526

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

Members absent: none

Staff present: Library Director Kate Lasky, Communications & Partnership Manager Brandace Rojo, Operations Manager Kirsten Edwards, Youth Services Librarian Alyssa Donoho, Technical Services Coordinator Rosalynn Smith, Technical Services Manager Nolen Guerrero

Contractors: Grants Administrator Teresa Stover

Partners: Library Foundation Executive Director Rebecca Stoltz, Josephine Community Library Foundation liaison Sue Cohen

Public: Arden Sleadd, Victoria Marshall, Matt Morsa, Heidi Napier, Matthew Hoff, Indra Nichols, Steve Chroninger, Nancy Chroninger

CALL TO ORDER. President Rachele Selvig called the meeting to order at 5:32 pm.

STANDING ITEMS

Approval of agenda. No changes were made to the agenda.

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

Approval of consent agenda. Consent agenda items included:

- December 21 minutes
- Resolution 2023-020 Policy 3-4-9
- Resolution 2023-021 Policy 4-2-10 and 5-8
- Resolution 2023-022 Policy 4-5-4
- Resolution 2023-023 AllCare Grant

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

Public comment. No public comment was provided.

A member of the community asked what the most important service is that the library provides. Ms. Selvig let the member of the community know the board meeting agenda and the proper process to open discussion in the future.

Correspondence. Ms. Selvig shared correspondence from community member Arden Sleadd with responses to 15 questions she posed to local homeschool family members in a Facebook group about satisfaction with Josephine Community Library and its offerings with 22 respondents.

Ms. Selvig gave the history of the library from the 2008 closure to the nonprofit to the district. Over 200 volunteers work to keep the libraries open. She expressed her thanks for providing feedback.

Ms. Selvig shared correspondence from library staff thanking them for an increase in 401k match.

Annexation petition review. There were no annexation petitions to review.

STAFF REPORTS

Library director's report. Ms. Lasky referred to the Library Director's Report dated January 18, 2023, highlighting the following items:

- Ms. Lasky shared that furniture for the new Williams branch will need to begin being ordered.
Motion: Ms. Samson moved to authorize Ms. Lasky to spend \$35,000 to . Mr. Fahey seconded. The motion passed unanimously.
- Wolf Creek reconfiguration of shelving is going to be rearranged and have shelved lowered since the majority of patrons are children.
Motion: Mr. Fahey moved to authorize Ms. Lasky to spend \$25,000 for the Wolf Creek reconfiguration project. Ms. Samson seconded. The motion passed unanimously.
- AllCare Health granted funds for expenditure of \$13,685 gift for the specific purpose of purchasing a telehealth booth for the Grants Pass library.
- *Motion:* Mr. Fahey moved to authorize Ms. Lasky to spend xxx for a telehealth booth. Ms. Samson seconded. The motion passed unanimously.
- The board discussed different options for implementing 401k changes for staff.
- A new business manager was hired and a job opening is posted for a technology coordinator.
- Safety is a concern at the Wolf Creek branch. An incident report was filed for a person who was trying to break into the building. The branch manager called the police who was unable to go help. It took an hour for a private security company to get there and help the branch manager. Ms. Lasky and staff have temporarily changed hours to close at 4 pm.
- Ms. Lasky shared an incident from Sunday. She was alone working at the library when someone broke the glass at the front door of the Grants Pass branch. She called the police and the person was arrested.
- Ms. Lasky shared that overcrowding is an issue in Grants Pass. Unfortunately, staff had to turn away 15 people during the Cooking with Dee program earlier in January. Forty-seven people attended K9 Reading Buddies, which is a record.
- The library is partnering with UCAN and RSVP to offer a much-needed tax help program twice a week at the Grants Pass branch during the months of February and March.
- The library is partnering with Josephine County to submit an application for an Affordable Connectivity Program grant. If approved, this grant would support the

salary of a staff person to do community outreach for the Affordable Connectivity Program.

Financial report.

Ms. Lasky reviewed the December 2022 Financial Statement memo dated January 18, 2023. She also referred to the Profit & Loss Budget vs. Actual-General Fund statement through December 2022, the P&L statement for Enhanced Library Services (grants) through December 2022, the P&L statement for Special Funds as of December 2022, and the Balance Sheet as of December 31, 2022.

Grants Administration.

Ms. Stover reported on the status of library district grants referring to the grant update memo dated January 18, 2023.

ACTION ITEMS

First reading: Cash & Purchasing Policy 2-3. The board held its first reading of this new policy and suggested edits.

First reading: Meeting Space Policy 3-4-2. The board held its first reading of this new policy.

First reading: Employee Conduct Policy 4-2-7. The board held its first reading of this policy and suggested edits.

First reading: Board Policy 5-8, 4-2-10. The board held its first reading of this new policy.

Ms. Agosta would like to establish a code of conduct for board members. She also shared that it is common practice among nonprofits.

Mr. Fahey shared that the Rogue Community College board is going through the same process currently.

BOARD MEMBER REPORTS

Library Foundation liaison report. Ms. Cohen reported that the fall fundraising drive brought in \$81,000 which is more than that drive has ever brought in.

The Four Way Community Foundation has offered a \$250,000 matching gift to raise the rest of the money to purchase the property for a Grants Pass branch. The first ad ran in the Daily Courier today.

The library foundation continues to pursue grant funding for projects related to renovations.

Facilities Oversight Task Force. Ms. Stoltz highlighted the following:

- The application for permits for the Williams construction process was held up because the board president was the only one authorized to sign. The issue has been resolved.
- The Facilities Oversight Task Force meets with ZCS architects every other week.
- The Illinois Valley project is going through the assessment process so that applications for permits can be submitted.

ANNOUNCEMENTS

Comments from board members. Date and agenda items for next meeting.

The next regular board meeting will be at 5:30 pm on Wednesday, February 15.

ADJOURNMENT

The meeting adjourned at 6:42 pm.

Respectfully submitted,

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

Brandace Rojo for Board Secretary Kate Lasky
Josephine Community Library District

TO: Josephine Community Library District Board of Directors
FROM: Kate Lasky, Library Director
DATE: February 15, 2023
SUBJECT: Policy review and revision

First Reading Financial Policy 2-3-7 Expenditures Approval

Currently, the library director must seek approval from the board for expenditures in excess of \$5,000. This low threshold has the potential to delay board approved projects. For example, the board is aware furniture will be ordered for the new Williams branch. Once ordered, these items take up to 80 days to ship from the manufacturer. Expenditure approval prevented the library director from ordering these items as soon as possible. Continued delays purchasing necessary items has the potential to delay the completion of approved projects with already narrow time limits.

Currently, sub-section 7.c. of the policy says the library director is exempt from seeking approval for expenditures that are, "Regular payments on contracts that have been pre-approved by the Board of Directors." Changing "contracts" to "contracts and/or projects" will allow the library director to facilitate progress toward the timely completion of board approved projects.

First Reading Operations Policy 3-4-2 Meeting Space

JCLD offers meeting space at all four branches for different hours of availability depending on branch location and staff hours.

To better facilitate public access to make reservations for the meeting space, staff developed an online reservation form and calendar.

Policy 3-4-2 Meeting Space is updated to reflect the new technology, specifically the final approval process to reserve a room online. The policy is also updated to include criteria for use of the space previously listed on the Meeting Space Application.

First Reading Personnel Policy 4-2-7 Conduct

Currently, JCLD personnel policy prohibits employees from "Bringing to any JCLD location any dangerous or unauthorized materials including explosives, firearms, or any dangerous weapons.

Given the increasing number of incidents at all four branches and growing concerns for employee safety, employees of JCLD should be given the opportunity to protect themselves as they see fit in compliance with Oregon law. Oregon law already limits the types and amounts of explosives, firearms, or dangerous weapons allowable to possess.

Policy 2-3. Cash and Purchasing

Revised 10/18/2018

Josephine Community Library District (JCLD) shall follow these specific policies and procedures for cash and purchasing.

1. Cash disbursement

- a. Check-signing authority is limited to the library director, board president, board vice-president, and one other board member.
- b. Two signatures are required on each check.
 - i. Some regularly recurring bills and payments may be paid electronically by the library director or designee.
 - ii. Bills and payments authorized to be paid electronically shall be established by board resolution.
 - iii. Invoices must be retained and reviewed by the board president or vice president.
 - iv. All electronic transactions will receive second-signer approval.
 - v. Procedures that will ensure that acceptable internal control procedures over disbursements is maintained to the extent practicable will be adopted by management and reported to the board.
- c. Authorization of payment is required by the library director or designee.
- d. Original invoices shall be attached to checks before signing.
- e. Pre-signing any check is prohibited.
- f. Blank checks are prohibited.
- g. Checks shall be numbered sequentially.
- h. The check stock shall contain security safeguards to prevent fraud.
- i. The check stock shall be secured, and use shall be documented.
- j. Voided checks shall be defaced and retained in the financial records.
- k. Signature stamps are prohibited.

2. Cash handling

- a. Daily cash counts shall be performed.
- b. Deposits shall be performed weekly or when cash to be deposited exceeds \$1,000, whichever comes first. More frequent deposits may be required by the library director as circumstances require.
- c. Cash till control and reconciliation shall be standard policy.

3. Bank account reconciliation

Management shall review bank account reconciliations monthly. Reconciliations will use a proof of cash format or similar that reconciles all debit and credit differences between the bank account and the district's general ledger.

4. Surplus funds

Available surplus funds may be invested according to ORS with the primary consideration being the security of public funds. The primary disbursement bank account balance will be maintained at a level necessary to pay disbursements for the ensuing two weeks. All surplus funds will be kept in the district's account in the Oregon State Treasurer's Local Government Investment Pool (LGIP) until a separate policy, approved by the Oregon State Treasurer's Short Term Fund Board, is adopted by the district board.

5. Banking

Banking shall be conducted according to ORS and applicable accounting practices.

6. Purchasing

- a. Original invoices shall be required.
- b. Employees of the district shall not serve as independent contractors to the district.
- c. Employees of the district shall not accept consideration from an outside entity while performing district duties.

7. Expenditures approval

The Board of Directors shall approve all expenditures for supplies, materials, equipment, or any contract obligating the district in excess of \$5,000 with the following exceptions:

- a. Purchase of emergency services or materials which cannot be delayed until the next board meeting but exceed \$5,000. Such purchases must be approved by the board president and comply with ORS.
- b. Payments of monthly statements from board-approved vendors, composed of individual invoices not exceeding \$5,000, incurred while conducting regular library business such as purchasing collection materials or office supplies or paying credit statements.
- c. Regular payments on contracts and/or projects that have been pre-approved by the Board of Directors.

The library director shall authorize all expenditures or contracts up to \$5,000 except contracts for legal services.

Total expenditures within a budgetary fund category (for example, Materials and Services) may not exceed the budgeted allocation of that category without prior approval of the Board of Directors.

Policy 3-4-2. Meeting Space

Revised 9/21/2022XX/XX/XXXX

Community meeting space is available at all JCLD branch libraries. When not in use by JCLD and affiliates, space is available to groups who complete an application and receive confirmation of availability.

If requested meeting space is available, reservations are tentative until official review and approval of the Meeting Space Application is completed, and final confirmation is received from JCLD. Application review is to ensure compliance with library policies and local ordinance. Decisions are based on factors such as meeting room capacity and availability of parking at the branch indicated on the Meeting Space Application. Meetings or programs that would interfere with the library's operation by causing a safety hazard or security risk are prohibited.

Groups must adhere to conditions agreed to in the Meeting Space Application.

The fact that a group is granted permission to meet in the library in no way constitutes endorsement by the library or its affiliates.

JCLD's Meeting Space Application includes terms and conditions for use and application process as follows:

Josephine Community Library supports and endorses the American Library Association's Library Bill of Rights, which states: "Libraries which maintain meeting spaces, exhibit space or other facilities open to the public should make them available on equal terms to all persons, regardless of their beliefs or affiliations." The fact that an organization is permitted to meet at the library does not constitute an endorsement of the organization's beliefs by Josephine Community Library.

Reservations and Use

- Library-sponsored events have priority in the use of meeting room space. The library reserves the right to reschedule confirmed meeting room reservations to accommodate library-sponsored programs and events. Cancellations by either the group or the library must be made 24 hours in advance of the meeting date.
- Reservations may be made three months in advance. Use is granted on a first-come, first-served basis. Use of the meeting room may be limited to four hours per month for each group, due to limited meeting room space.
- No admission fees may be charged or solicited. No donations of money or other property may be solicited or collected from the audience. No promotions or sales of services, products, merchandise, materials, or other items are allowed.

- Meeting room equipment includes tables, chairs, Meeting Owl Pro (360-degree camera, speaker, microphone), laptop, and 82-inch flat screen monitor.
- Light refreshments may be brought in. Kitchen facilities are not available.

Liability and Regulations

- Users of the meeting space must adhere to current state mandates and directives.
- All persons and/or groups to whom usage of meeting rooms has been granted agree to hold the library harmless from any and all liability for injury to persons or property as a result of the activity.
- Users of meeting space may be asked to leave if use is deemed disruptive or in any way contrary to library policy and may be excluded from future use of the meeting room.
- In publicizing a meeting to be held in a library meeting space, the sponsoring group must be clearly identified. Groups must not imply library sponsorship of their program or organization in their publicity.
- Library staff may enter and remain in a meeting space at any time during a scheduled meeting.
- An adult age 18 or older must sign the meeting room application, and at least one adult age 18 or older must be present when youth groups use the meeting rooms.
- Users are responsible for rearranging tables and chairs. Meeting space must be left clean, in good repair and in the same condition as found. Any group that damages library property will be liable for costs incurred in connection with such damage and may lose the privilege of using meeting space in the future.
- The library is not responsible for theft of or damage to property brought into a library meeting space.

Policy 4-2-7. District Expectations of Employees

Adopted 7/19/2018

Each employee of Josephine Community Library District (JCLD) is a part of a team of public employees, and public satisfaction with the district depends on order and discipline to fulfill its mission and provide efficient and quality service to library patrons.

Personal Conduct

Employees are encouraged to exhibit the following professional behavior:

1. Promote the district's mission, vision, and values.
2. Be familiar with the Library Bill of Rights, the Freedom to Read Statement, the district's core services, and the district's strategic direction.
3. Render accurate, unbiased, and courteous responses to all requests for assistance.
4. Practice public-focused work principles.
5. Protect each user's right to privacy with respect to information sought or received and materials or services used.
6. Maintain efficiency in accordance with the district job description and standard of performance.
7. Properly use and care for all district properties, equipment, and materials.
8. Avoid situations in which personal interests might be served or financial benefits gained at the expense of patrons, coworkers, or the district.
9. Practice cost-consciousness in the discharge of duties and recommend work procedures which will result in a cost savings or improved public service.
10. Maintain a neat and clean personal appearance.
11. Refrain from the use of language which might offend public sensibilities.
12. Treat the public and coworkers with courtesy and respect.

Ethics

District employees are considered public officials under Oregon law and are subject to Oregon Government Ethics Laws. When acting in their official capacity, employees may not use district time, equipment, or services for their personal benefit, the benefit of a relative of the employee as defined by Oregon law, the benefit of a member of the employee's household, or the benefit of a business with which the employee, a relative of the employee, or a member of the employee's household is associated.

When not acting in their official capacity, employees are welcome to use district services with the same privileges and responsibilities as the general public. They also may not use information they learned through their official capacity for personal gain unless that information is available to the general public.

Examples of Prohibited Conduct

The following are examples of conduct that is prohibited and that may lead to disciplinary action:

1. Insubordination, including improper conduct toward a supervisor, refusal to perform tasks assigned by a supervisor, or willful violation of any reasonable and lawful directive prescribed by a supervisor.
2. Violation of lawful duty or district policies and procedures.
3. Possession, distribution, sale, use of illegal drugs, or being under the influence of drugs or alcohol while on duty.
- ~~4. Bringing to any JCLD location any dangerous or unauthorized materials including explosives, firearms, or any dangerous weapons.~~
54. Theft or unauthorized removal or possession of property belonging to JCLD, coworkers, volunteers, or the public.
65. Misusing, destroying, or damaging property belonging to JCLD, a coworker, volunteer, patron, or visitor.
76. Fighting, violent or threatening behavior, badgering, yelling, abusive or derogatory language, or similar conduct toward the public or a coworker while on the premises, or during any time of official action on behalf of JCLD.
87. Violation of established safety policies or otherwise endangering the safety of other employees, volunteers, or patrons.
98. Any purposeful conduct that may be determined to be harassment of any kind, including sexual harassment (see policy 4-8-2, *Harassment*).
- ~~109.~~ Smoking in any area designated as “non-smoking.”
- ~~110.~~ Being wasteful of material, property, or working time.
- ~~121.~~ Being absent from work without permission or failing to report to the supervisor when absent; being habitually tardy.
- ~~1312.~~ Release of confidential information or patron records except in accordance with the adopted policies.
- ~~1413.~~ Personal acceptance of gifts during any calendar year with an aggregate value of more than \$50, or other violations of Oregon government ethics laws.
- ~~1514.~~ Altering or falsifying any record, intentionally destroying or altering any record, or similar action that would compromise the integrity of the library system.
- ~~1615.~~ Falsifying or making a material omission on an employment application or materials inquiring about background information prior to hiring and/or an official record of JCLD.

Commented [IN1]: Oregon law already restricts the types of explosives, firearms, or dangerous weapons citizens are allowed to possess, making this policy redundant. JCLD employees are often in situations where they are working alone or are the only employee in a particular section of the library. Rural branch managers are often alone in isolated locations. Limited law enforcement in Josephine County means rural branch managers will not likely receive timely assistance in the event of an emergency. This reality became evident when the Wolf Creek branch manager could not receive assistance from the Sheriff's Office during a recent attempted break in at the Wolf Creek branch. Removing this policy would allow employees to protect and potentially defend themselves as they see fit in compliance with Oregon law.

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

In the Matter of Adopting Policy 2-3,)	
Cash and Purchasing, for Josephine)	Resolution No. 2023-024
Community Library District)	

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

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves

The revised Finance Policy 2-3, Cash and Purchasing, which is attached hereto and incorporated herein by this reference, is authorized for implementation.

DONE AND DATED this 15th day of February 2023.

Pat Fahey, Board Member

Gina Marie Agosta, Board Member

Brenda Aguilera, Board Member

Rachele Selvig, Board Member

Laurel Samson, Board Member

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

In the Matter of Adopting Policy 3-4-2,)
Meeting Space, for Josephine)
Community Library District) **Resolution No. 2023-025**

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

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves

The revised Operations Policy 3-4-2, Meeting Space, which is attached hereto and incorporated herein by this reference, is authorized for implementation.

DONE AND DATED this 15th day of February 2023.

Pat Fahey, Board Member

Gina Marie Agosta, Board Member

Brenda Aguilera, Board Member

Rachele Selvig, Board Member

Laurel Samson, Board Member

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

In the Matter of Adopting)	
Policy 4-2-7, Employee Conduct, for)	Resolution No. 2023-026
Josephine Community Library District)	

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

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves

The revised Personnel Policy 4-2-7, Employee Conduct, which is attached hereto and incorporated herein by this reference, is authorized for implementation.

DONE AND DATED this 15th day of February 2023.

Pat Fahey, Board Member

Gina Marie Agosta, Board Member

Brenda Aguilera, Board Member

Rachele Selvig, Board Member

Laurel Samson, Board Member

Annexation Petitions

February 2023

The following property owners are petitioning that their properties be annexed to the Josephine Community Library District. Their petitions will be on hand at the February 2023 board meeting for review and action.

	Property Owner	Address
1	Bertha Miller	144 KEN ROSE LN
2	Menno Kraai	11844 TAKILMA RD
3	Jon and Kelly Robinson	166 TAHOE CIRCLE

TO: Josephine Community Library District Board of Directors
FROM: Kate Lasky, Library Director
DATE: February 12, 2023
SUBJECT: Library director's report

Action

- The library's payroll provider ADP is unable to facilitate the board's request for both a fixed retirement contribution and a matching retirement contribution. The only service they can offer is an additional one-time annual contribution for all employees. This solution would be challenging to both administer and budget. Library director request board direction on next steps.

General Updates

- Wolf Creek branch new hours are Wednesdays, Fridays, and Saturdays from 11am to 4pm. The change in hours is the result of safety concerns regarding recent incidents at the rural branch after dark.
- Launched third-party [Stakeholder Survey](#) to support upcoming board strategic planning process. Board and staff strategic planning meetings scheduled for March 24-25 and April 14-15. Board members will meet on Saturday mornings. Board members are encouraged to save the date.
- Hired a new associate director as the result of the recruitment of a technology coordinator. This position is similar to the established position of public services director, and will provide leadership of the technical services, operations, and youth services departments. This position will also provide technology coordination tasks outlined in the technology coordinator job description. See attached job description and organizational chart.
- As requested, drafted a response to board email communication from Arden Sleadd regarding concerns and issues raised through a Facebook survey. See attached response.
- Oregon Community Foundation (OCF) visited the Grants Pass branch with the new OCF Executive Director Lisa Mensah, their executive team, and several library donors and supporters to learn more about [Our Story](#) and the library foundation's upcoming capital projects.
- Library director updated board meeting agenda to correctly list board member positions. Board Member Pat Fahey and Board Member Gina Marie Agosta position numbers have been corrected.

Stories

- **Online branch:** Received call from patron who works with survivors of domestic violence. Caller had a list of books they wished to get to their clients but was unsure if they were available in the library's collection or through interlibrary loan. Emailed patron detailed instructions on how to search the online catalog, make a suggestion for purchase, and search interlibrary loans.
- **In Grants Pass,** we received a call from a library in Sedona, Ariz. about a JCLD book on mushroom foraging that had been mistakenly returned there. Sedona kindly shipped back the book on this much-coveted topic. We realized upon receiving it that it had

originally checked out on March 6, 2020, before its epic three-year journey to the Southwest.

- **In Illinois Valley**, the branch hosted 17 participants for the program “How to Write Short Stories and Get Them Published,” which was roughly five times as many as expected.
- **In Williams**, a Williams resident who is a retired professor was happy to learn that she could schedule appointments when the library is closed to present a series of online seminars. She previously had to use the voice only option for her classes because her Internet connection wasn’t good enough at home to use the camera. She has four appointments scheduled.
- **In Wolf Creek**, the district-wide library display theme for the month of January 2023 was “New Year, New Books.” From an initial display of 11 books, a total of 27 books featured in the display at the Wolf Creek branch were checked out over January, resulting in 71 percent display circulation. This is by far the highest monthly display circulation percent from the Wolf Creek branch over the last year.

Successes

- The library’s website reached a search engine milestone of 2,500 clicks from Google searches during the month of January, demonstrating search engine optimization improvement.
- Building safety and maintenance issues are being resolved quickly with the new operations manager joining the team, from Josephine County facilities repairing lights, repairing poor drainage, and clearing bushes that encouraged dangerous vagrancy to installing battery backups on all our computers. The Grants Pass branch annual carpet cleaning and fire inspections are moving forward and scheduled.
- The Wolf Creek branch will remain open on the same days; Wednesdays, Fridays, and Saturdays; but regular operating hours on Wednesdays and Saturdays were changed. Going forward, the Wolf Creek branch will be open from 11am to 4pm on all operational days. Further statistics are needed as the new hours have only been in effect for one week, but so far, the door count at Wolf Creek is higher than normal since the change.

Challenges

- The Wolf Creek branch was forced to close on Wednesday February 1 due to an ongoing manhunt in the area and Sheriff’s advice to keep doors locked. Luckily the manhunt resolved, the Sheriff’s office issued an official announcement that there was no longer an ongoing threat to the community, and the Wolf Creek branch was able to resume regularly scheduled hours on Friday February 3.
- Developing procedures and ordering the new virtual meeting booth is delayed due to the need to address some confusion from the public about the term “telehealth booth.” The virtual meeting booth, or Zoom booth, will function much like a telephone booth did in the 20th Century, allowing patrons to communicate using modern technology currently in demand with not only service providers, but also potential employers for job interviews, teachers for classes and presentations, family members for communications, etc.

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

- In January, Sunny Wolf Charter School students visited the Wolf Creek branch every Tuesday for a total of five library visits. Over those five visits total attendance averaged 117, consisting of an average of 101 students and 16 teachers or aids.
- Beginning on January 31, the Sunny Wolf Charter School preschool class was given a time slot to visit the Wolf Creek branch library. Now students spanning seven grade levels visit the Wolf Creek branch weekly.
- Developed spring and summer teen/tween book boxes for 75 book boxes for each quarter.
- The library received about 12 hot spots from US Cellular that were donated from schools and other community organizations that had extra.

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

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

- Communications team is translating library's stakeholder survey into Spanish to better reach all members of the community.
- Completed an acquisitions and cataloging project to add 24 sets of early literacy books to our library system to be distributed across all four branches. This book series, Bob books, has been used for many years in educational settings and will be especially helpful for families in our community who are homeschooling.

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

- Launched UCAN/RSVP Tax Aide partnership program to provide tax assistance at the Grants Pass branch February through March two sessions per week.

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

- Ninety-two percent of adult program participants in this period completed program evaluations.
- Updated hotspot inspection procedure for Grants Pass branch; extended new inspection procedure to all branches.
- Continued development of an online meeting room reservation calendar for patrons.
- Library's safety committee met to address safety and security concerns, maintaining logs for tracking information.

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.

- District-wide displays for adult collections of new books had a 60 percent overall circulation rate.
- Technical services department continued work on reordering damaged youth books from all branches, as well as replacing lost and missing books.

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.

- The Illinois Valley Library Renovation continues working through the Design Development phase which is approximately 60 percent complete. The site survey and geotechnical investigation are now complete. The hazardous building materials assessment is in process.
- For the New Williams Library project, the development permit application was submitted on December 9 to the Josephine County Planning Department and approval is expected by the end of February. Construction documents are under development, and next steps will be submitted for the building permit and going out to bid for the general contractor. Estimated opening date is late September 2023.
- Removed the self-check station from the Williams branch because there are too few outlets in the building to support the number of hard drives and other technology equipment plugged in. We look forward to installing it in its designed spot at the new branch building.

Early Literacy: Provide adult and teen programs that encourage lifelong learning.

- Books formerly used for the First Steps program are being rehomed to attendees of the Sprout a Reader program. Every week at Sprout, each child gets to pick two to three board books to add to their at-home libraries. Approximately 150 books have been rehomed so far.

Lifelong Learning: Provide adult programs that encourage lifelong learning.

- Program “How to Write Short Stories and Get Them Published” in Grants Pass had 27 attendees, two of whom signed up for new library cards. Four out of 14 books on display checked out. Twenty-five participants completed program evaluations.

JOSEPHINE COMMUNITY LIBRARY DISTRICT

POSITION TITLE: Associate Director

SUPERVISOR: Library Director

SUMMARY OF POSITION

The Associate Director provides leadership and management of technical services, operations, and youth services, ensures excellent customer service while seeking to meet current information needs and anticipates future needs of the community. This position is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control. This position also manages the technology platform in public services including the integrated library system (ILS). The Associate Director works with the Business Manager, Communications Manager, and other Department Heads to help maintain a team-oriented climate that attracts, keeps, inspires, and motivates quality staff and volunteers and secures the trust and confidence of the Board of Directors.

ESSENTIAL FUNCTIONS

- Directs the work of technical services, operations, and youth services, including reference and volunteer programs in accordance with library policies and procedures.
- Supports managers in projects related to collection development, cataloging, technology, volunteers, reference, and youth services.
- Evaluates projects, programs, and services, making changes as necessary to comply policies.
- Develops and implements operations policies and procedures, including maintaining library inventories of hardware, software, furniture, and equipment.
- Administers Integrated Library System (ILS) to maximize options and services.
- Administers the annual budget for technical services, collection development, youth services, and information technology, and assists the library director with preparation of annual budget.
- Assesses community needs and implements library service programs to meet those needs in efficient and effective ways.
- Manages service for computer problems, software updates, printer issues, and other technology matters.
- Mentors and trains staff in youth services and technical services on collection development, supervising the regular evaluation and development of the library collection.
- Coordinates with IT contracted network service provider, and monitors IT service requests and budget.
- Supports, monitors, and reports on the implementation of the library's strategic plan.
- Supports interdepartmental communication in the delivery of efficient operations and public services.
- Supports the unique volunteer program as a key component of public service and community engagement.
- Maintains and reports on work related to the capital improvement plan and library inventory according to policy.

NON-ESSENTIAL FUNCTIONS

- Other duties and tasks as required.

SUPERVISORY RESPONSIBILITY

Position has full supervisory responsibility for the Technical Services Manager, Operations Manager, and Youth Services Librarian, including hiring, termination, and pay recommendations.

CONTACTS/COMMUNICATION

Contacts are generally made with others both within and outside the organization. Communication takes place electronically, via the telephone, and face to face and may be on a one-to-one basis or to groups. Contacts are seldom about confidential or sensitive matters.

QUALIFICATIONS

The ideal candidate for this job has experience in the financial sector, is highly motivated and well-organized, is a self-starter who works efficiently with minimal supervision, and has the ability to work with a variety of personalities.

- MLS from an ALA-accredited library school or equivalent experience that demonstrates the ability to perform the duties and responsibilities of the position.
- Five years of experience management and/or supervisor position.
- Proficiency with ILS software (Polaris preferred), Microsoft Windows, Microsoft Office (Word and Excel), e-mail, Internet essentials, and basic troubleshooting is required.
- Ability to perform some advanced calculations, including budget analysis and data manipulation.
- Ability to make independent decisions, sometimes with limited information.
- Must be a team player, willing to respond quickly and flexibly to changing events and work assignments in a dynamic and challenging work environment.
- Ability to work effectively and diplomatically under pressure.

PHYSICAL DEMAND

- Ability to perform physical tasks including frequent standing, bending, stooping, lifting to 25 lbs.
- Ability to use a computer, including keyboarding.

JOB CONDITIONS

Work takes place in a climate-controlled library generally during daytime hours with some evening and weekend work.

FLSA STATUS

Exempt status.

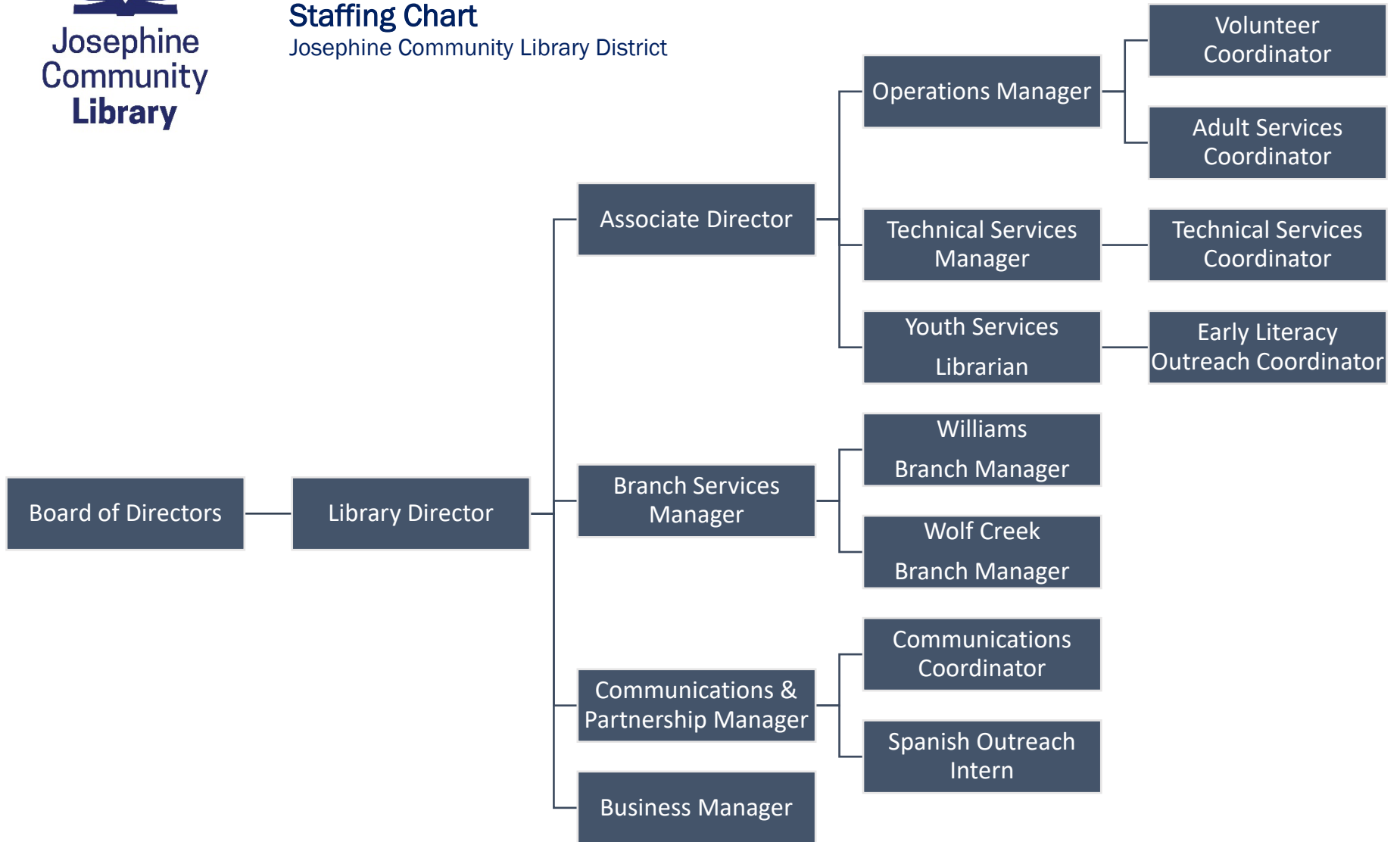
BACKGROUND CHECK

Any job offer tendered is contingent upon satisfactory completion of a background check including driving record.



Staffing Chart

Josephine Community Library District



TO: Josephine Community Library District Board of Directors
FROM: Kate Lasky, Library Director
DATE: February 15, 2023
SUBJECT: Intellectual Freedom and First Amendment Rights

Resources

Oregon Administrative Rule Chapter 543, Division 10
American Library Association: Library Bill of Rights
Josephine Community Library District Operation Policies

Background

On January 18, 2023, Josephine Community Library District (JCLD) Board of Directors received an email from a concerned patron who surveyed 22 people in a Facebook group about library services. As requested by the board at the previous board meeting, this memo was drafted as a follow up.

Response

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. It is the right of patrons to decide which materials are suitable for them, and the responsibility of parents to make those decisions for their children. Certain library materials will be acceptable to some and unacceptable to others. JCLD's goal is to provide access so patrons may choose which materials are suitable for them and their families. Parental guidance is important and commendable.

Per Oregon Administrative Rule 543, libraries in Oregon are legally required to abide by policies shaped by guiding principles from the American Library Association (ALA). For more information on Oregon Administrative Rules visit the website of the Oregon Secretary of State. A most important ALA document, the Library Bill of Rights, dictates "Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation." A full copy of the ALA's Library Bill of Rights can be found on their website by following the link below.

JCLD favors no viewpoint, and in accordance with ALA's Library Bill of Rights advocates for the rights of patrons to read free of any censorship or pre-judgement regarding the materials they choose. Striving to curate collections that fulfill the information needs of all communities the library district serves, the JCLD Board of Directors approved a comprehensive collection development policy that guides all decisions regarding material selection.

JCLD considers several factors and utilizes many resources to avoid bias in the selection process. Some criteria for selection include favorable reviews found in standard selection sources, current and historical significance, contribution of representative viewpoints on controversial issues, high degree of potential user appeal, high artistic or literary style, and community needs and interests. This is by no means an exhaustive list of factors JCLD

considers when selecting new library materials. JCLD's full Collection Development Policy can be found on the library district's website by following the link below.

JCLD values and regularly seeks out input from the community to improve library services. For that reason, JCLD has conducted large scale patron surveys for many years. JCLD aims to enrich the community through access to quality library services across Josephine County. Data from the survey are used in working toward fulfillment of that mission. The survey is administered and reviewed by an independent, third-party research company. This year's patron survey recently launched and can be accessed through the JCLD website, or by following the direct link below. JCLD invites and encourages all residents of Josephine County, whether they are library patrons or not, to take the survey. The last day to take the survey is Thursday, February 23, 2023.

Patrons wishing to express concerns about materials already in the collection or library services such as programs and displays may formally request that JCLD reconsider its classification or possession of an item or engagement in programs or displays by submitting a Request for Reconsideration of Library Material and Services to the library director. 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. The Request for Reconsideration of Library Material and Services form can be found in JCLD's Operation Policies on the library district's website by following the link below.

Per ALA guidelines for library-initiated programs and displays, "Programs should not be canceled because of the ideas or topics of the program, or the views expressed by the participants or speakers, nor should library workers censor or remove displays because someone may disagree with the content." The full document titled Library-Initiated Programs and Displays as a Resource: An Interpretation of the Library Bill of Rights can be found on the ALA website by following the link below.

Important Links

ALA Library Bill of Rights: <https://www.ala.org/advocacy/intfreedom/librarybill>

JCLD Collection Development Policy: <https://josephinelibrary.org/wp-content/uploads/2022/05/3-2-1.pdf>

JCLD Patron Survey: <https://www.research.net/r/JCLDPatron>

JCLD Request for Reconsideration of Library Material and Services:

<https://josephinelibrary.org/wp-content/uploads/2022/10/request-for-reconsideration.pdf>

ALA Library-Initiated Programs and Displays as a Resource:

<https://www.ala.org/advocacy/intfreedom/librarybill/interpretations/programsdisplays>

TO: Josephine Community Library District Board of Directors
FROM: Kate Lasky, Library Director
DATE: February 15, 2023
SUBJECT: January 2023 Financial Statement

Accounting

- The net income for the general fund on the P&L of \$654,430 does not equal the Balance Sheet net income of \$684,732. This is due to the Balance Sheet representing all funds/grants and the P&L representing only the General Library Operations fund.
- JCLD invoiced Josephine Community Library Foundation \$1,380 for 23 household scholarships on February 1.

Statement of Financial Activities (general fund P&L)

Revenue

- The district received \$1,412,754 for current year tax levy; total prior year's tax levy income is \$29,140, for a total to date tax revenue of \$1,441,894.
- Non-resident card fees in January equaled \$4,547.

Expenses

- Collection development budget is \$175,000 for general fund purchases. Total collection development dollars spent through January equal \$116,595 and for special funds \$14,508, for a grand total of \$131,103.

Special Contracts

- Special contracts for the month of January were \$16,102, which includes information technology, web development, technical writing, and employee engagement survey.

Forecast

- Forecasted changes in General Fund revenue and expense will not impact the bottom line for the fiscal year and will be evaluated in January for use of contingency if required. Forecast has not changed since the previous month report to the board.
 - Revenue to increase by \$6,000 to include projected fees collected for fiscal year.
 - Expenses will decrease in personnel services by as much as \$100,000 for fiscal year.
 - Expenses to increase in Special Contracts by \$12,820 for IT services and \$9,000 for employee and patron surveys.
 - Expenses to increase in Computer Maintenance by \$18,000 for one new server.
 - Expenses to increase in Elections for the May 2023 board election, three positions.

Statement of Financial Position (balance sheet)

- The district assets include \$130,212 in the district checking account. The Grants Pass maintenance fund totals \$17,869 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 \$1,9993,887 and a reserve fund of \$600,113. Cash Drawers at the four branches total \$390.
- The total combined assets of these accounts equal \$2,742,471.

Josephine Community Library District

Balance Sheet

As of January 31, 2023

Jan 31, 23

ASSETS

Current Assets

Checking/Savings

1000 · People's Bank of Commerce	130,212
1010 · People's Bank-Savings	17,869
1100 · General Pool 6000	1,993,887
1110 · LGIP - Reserve Fund	600,113
1150 · Cash Drawers	390

Total Checking/Savings 2,742,471

Other Current Assets

1310 · JoCo Reserve for Disputed Tax	19,052
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Total Other Current Assets 19,052

Total Current Assets 2,761,524

Fixed Assets

1610 · Furniture and Equipment	303,131
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Total Fixed Assets 303,131

TOTAL ASSETS 3,064,655

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

2100 · Payroll Liabilities

2130 · Health Insurance withholdings	1,710
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2135 · HSA withholdings	-200
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Total 2100 · Payroll Liabilities 1,510

2400 · Deferred Revenues(audit)	19,052
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Total Other Current Liabilities 20,563

Total Current Liabilities 20,563

Total Liabilities 20,563

Equity

3909 · General Fund Balance	3,314,476
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3909A · General Fund Appropriated	-1,258,247
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3911 · Reserve Fund Balance	468,049
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3911A · Reserve Fund Bal Appropriated	-468,049
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3920 · Capital Asset Investments	303,131
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Net Income	684,732
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Total Equity 3,044,092

TOTAL LIABILITIES & EQUITY 3,064,655

Josephine Community Library District
Profit Loss Budget vs. Actual
General Fund July 2022 through January 2023

	Jul - Jan 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4000 · Current Year Tax Levy				
4001 · Current Tax Levy	1,412,754	1,512,100	-99,346	93%
4005 · Prior Year Taxes	29,140	28,800	340	101%
4020 · OtherTaxes/Bond Priors-LandSale	576			
Total 4000 · Current Year Tax Levy	1,442,470	1,540,900	-98,430	94%
4100 · Fees	31,220	22,500	8,720	139%
4200 · Interest Income	24,882	6,000	18,882	415%
4300 · Other Revenues	504	500	4	101%
4310 · Donations	1,051	0	1,051	100%
Total Income	1,500,128	1,569,900	-69,772	96%
Expense				
5000 · Personal Services	453,530	895,953	-442,423	51%
6 · Materials and Services				
6.1 · Library Services				
5200 · Collection Development	116,595	175,000	-58,405	67%
5300 · Technical Services	38,838	48,485	-9,647	80%
6650 · Patron Services and Supplies	1,998	12,210	-10,212	16%
6660 · Volunteer Support	2,841	1,911	930	149%
6670 · Events at Library	1,049	17,732	-16,683	6%
6680 · Communication & Outreach	25,038	33,550	-8,512	75%
6690 · Special Contracts	82,478	89,000	-6,522	93%
Total 6.1 · Library Services	268,836	377,888	-109,052	71%
6.2 · Maintenance and repairs				
5400 · Building Improvements	2,150	25,000	-22,850	9%
5500 · Facilities & Equipment	43,524	46,284	-2,760	94%
5600 · Computer Maintenance	14,437	24,000	-9,563	60%
Total 6.2 · Maintenance and repairs	60,111	95,284	-35,173	63%
6.3 · Administration				
5700 · Insurance	9,950	10,450	-500	95%
5800 · Travel & Training	8,678	44,456	-35,778	20%
6640 · Auditor	0	19,300	-19,300	0%
6699 · Legal Administration	272	2,200	-1,928	12%
6700 · Administrative Support	11,176	20,843	-9,667	54%
6800 · Telecommunications	9,889	17,295	-7,406	57%
6850 · Utilities	23,257	44,682	-21,425	52%
Total 6.3 · Administration	63,221	159,226	-96,005	40%
Total 6 · Materials and Services	392,168	632,398	-240,230	62%
Total Expense	845,698	1,528,351	-682,653	55%
Net Ordinary Income	654,430	420,839		
Net Income	654,430	420,839		

TO: JCLD Board of Directors
FROM: Teresa Stover, grants administrator
SUBJECT: Grants update
DATE: February 15, 2023

The library district applies for and receives grants for specific projects in line with the library's core services and strategic goals. These funds are restricted for spending only for those designated programs and enhance the library programs funded by the JCLD operating budget. More details about the individual grants are available from Kate.

Awarded grants status

Staff members responsible for implementing grant-funded projects meet monthly to discuss project and spending updates. The following is the status of awarded grants:

- As of January 17, 2023, there were \$60,767 in restricted grant funds yet to be spent from:
 - AllCare Health for the Zoom Booth program at the Grants Pass library
 - Ford Family Foundation for the Kindergarten Toolbox program
 - Kiwanis Club for Teen/Tween Book Box and Baby's First Book
 - Roundhouse Foundation for Teen/Tween Book Boxes
 - State Library of Oregon/Ready to Read for early literacy and summer reading programs

- As of January 17, 2023, there were \$31,372 available in reimbursable grant funds from:
 - State Library of Oregon/Oregon Digital Newspaper Project to digitize the IV News
 - FCC/E-Rate for Wide Area Network Services
 - FCC/E-Rate for New Williams Library Internet

Note: The two FCC/E-Rate funds don't pass through the library but are handled directly between the selected vendor and the E-Rate program administrator.

Josephine Community Library Foundation grants

Along with the grants listed above, Josephine Community Library Foundation annually budgets for reimbursable grants to the library district on an as-needed basis. These grants, categorized as follows, do not need to be spent out:

- Building improvements
- Building maintenance
- Library card scholarships
- Technology
- Responsive

The library foundation has received major gifts that are passed through to the library district for specific purposes, for example, the Dorothy Thompson Fund for the print collection and the Dorothy Juszczuk-gift for library programs.

TO: Josephine Community Library District Board of Directors
FROM: Kate Lasky, Library Director
DATE: February 15, 2023
SUBJECT: FY24 Budget Committee Recruitment and Budget Meetings

Budget Committee Recruitment

JCLD appointed two new Budget Committee members in 2023. All committee member terms are current. See attached Budget Committee roster.

Budget Committee Meetings

The first week of April is the anticipated first meeting of the Budget Committee. It is expected that the budget process will take place through May 2023, with a committee-approved budget will be presented at the May 17 board meeting, and budget adoption by the board of directors will take place at the June 21 meeting.

The following Budget Committee calendar summarizes the FY23-24 budget process along with tentative budget committee meeting dates.

April 5, 2023 at 5:30 pm: Budget Committee meeting #1 (hybrid)

Committee elects its chair and adopts committee ground rules and ratifies the Budget Committee calendar.

Budget Officer presents the budget message and budget document.

Public comment is heard.

The committee may vote to approve the property tax rate and the budget and refers them to the board of directors or submit further questions or information requests for an additional meeting.

(IF NEEDED) May 3, 2023 at 5:30 pm: Budget Committee meeting #2 (hybrid)

Budget Officer resolves questions and presents requested budget revisions.

Public comment is heard.

The committee may submit further questions or information requests.

The committee votes to approve the property tax rate and the budget and refers them to the board of directors.

Note that the district board's regular meetings take place the third Wednesday of each month. Therefore, library Board of Directors' activities on the budget would be as follows:

- Wednesday, May 17, 2023: Presentation of committee-approved budget
- Wednesday, June 21, 2023: Board adopts FY24 budget

FY23 ends on Wednesday, June 30, 2023. At this point, the work of the FY23-24 Budget Committee will be complete.

committee member	board member or appointee	affiliation	term
Gina Marie Agosta Board Vice President	board member	patient experience coordinator Asante	2019-2023
Brenda Aguilera	board member	program manager, Project Youth Plus former Spanish teacher, Grants Pass High School	2019-2023
Pat Fahey	board member	general manager, Sutherlin Sanitary Service	2019-2023
Bill Kohn, MD	appointee	physician, retired	2023-2027
Lawton Lesueur	appointed	owner, Midland Empire Insurance	2023-2027
Jay Meredith, CPA	appointee	finance director, City of Grants Pass	2020-2023
Cassie Robinson, MSA	appointee	director of finance, Club Northwest	2020-2024
Laurel Samson, MBA	board member	consultant, Laurel Samson Management Services former city manager, City of Grants Pass	2022-2026
Rachel Selvig, JD Board President	board member	partner, Cauble, Selvig &Whittington, LLP	2021-2025
Joanne Stumpf	appointee	finance director, retired, City of Grants Pass	2020-2024

TO: **Josephine Community Library District Board of Directors**
FROM: **Rachele Selvig, Board President**
DATE: **February 15, 2023**
SUBJECT: **Governance Policy review and revision**

Board President Rachele Selvig requests the consideration of the Board to include a conduct agreement and/or policy in its governing bylaws.


At its January board meeting, the board decided to update the Governance Policy to include that all Board Members must agree to follow a Code of Conduct with a separate document they must sign, and the board may release a joint statement publicly condemning a board member's unethical conduct or actions.

Code of Conduct

ARTICLE III: BOARD OF DIRECTORS AND OFFICERS

Section 11. Board members must adhere to the Board Member Code of Conduct. Board members must indicate they agree and sign a Code of Conduct form within thirty (30) days of being sworn in as a Board Member and to reaffirm adherence to the Code of Conduct by signing a statement annually. (See Addendum A)

<more on next page>

 **Josephine
Community Library**
Board Member Code of Conduct

The Josephine Community Library District (JCLD) Board of Directors adopted the Board Member Code of Conduct to clearly define expectations and responsibilities of how a Board Member is to comport and conduct themselves on behalf of JCLD. It is mandatory for Board Members to sign the Code of Conduct within thirty (30) days of being sworn in as a Board Member and to reaffirm adherence to the Code of Conduct by signing a statement annually.

JCLD Board Members are accountable for JCLD resources as well as ensuring JCLD provides the best possible service to the communities it serves. Every Board Member makes a personal commitment to contribute the time and energy to faithfully carry out their duties and responsibilities effectively and with absolute truth, honor, and integrity.

- Board Members shall respect the opinions of other Board Members and not be critical or disrespectful when they disagree or oppose a viewpoint different than their own.
- Board Members shall comply with all the laws and regulations that apply to them and to JCLD.
- Board Members, in fulfilling their responsibilities, shall not be swayed by partisan interests, public pressure, or fear of criticism.
- Board Members shall not engage in discrimination of any kind and shall uphold library patrons' rights to privacy in the use of library resources.
- Board Members must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of JCLD, acknowledging and supporting the formal position of the Board even if they disagree- including but not limited to statements made on social media.
- Board Members must respect the confidential nature of library business and not disclose such information to anyone.
- Board Members must be aware of and in compliance with JCLD policies.
- A Board Member shall immediately disqualify themselves whenever the appearance of or a conflict of interest exists.
- Board Members shall not use their position to gain unwarranted privileges or advantages for themselves or others from the library or from those who do business with the library.
- Board Members shall not interfere with the management responsibilities of the Library Director or the supervision of library staff and/or volunteers.
- Board Members shall support the efforts of librarians in resisting censorship of library materials by groups or individuals.
- Board Members shall use appropriate channels of communication.

Board Members are expected to maintain the highest standards of conduct and ethical behavior. The Board will be prepared to investigate the factual basis behind any charge or complaint of Board Member misconduct. A Board Member may be subject to a resolution of censure by the Board should it be determined Board Member misconduct has occurred. Censure is an official expression of disapproval passed by the Board.

A complaint of Board Member misconduct will be referred to an ad hoc committee composed of three Board Members not subject to the complaint. In a manner deemed appropriate by the committee, a fact-finding process shall be initiated and completed within a reasonable period of time to determine the validity of the complaint. The committee shall be guided in its inquiry by the standards set forth in the Board Member Code of Conduct as defined in policy. The Board Member subject to the charge of misconduct shall not be precluded from presenting information to the committee. The committee shall, within a reasonable period of time, make a report of its findings to the Board of Directors for action.

Print Name: _____ Signature: _____ Date: _____

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
DATE: **February 15, 2023**
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.

FOTF acts as the monitoring committee for the both the Williams and Illinois Valley capital projects and is responsible for processing any requests for additional concepts that will affect the project scope, budget, and schedule to prevent scope creep which may overextend resources and result in project delays. Any changes to the scope are added to the scope definition and agreed to before they are scheduled and changes to the scope will reflect realistic changes to deadlines, budget, and people or staff time.

UPDATE

Williams and Illinois Valley branches

See attached status updates.

Wolf Creek branch

The library foundation voted to sponsor the Wolf Creek branch new shelving project to better accommodate students using the branch weekly. Shelves have been ordered with a scheduled delivery in 12 weeks. A draft project plan and floor plan has been developed.

TO: JCLF and JCLD boards

FROM: Rebecca Stoltz, New Williams project manager

SUBJECT: New Williams Library update

DATE: February 13, 2023

This report is the New Williams Library project update. For details on the overall project scope, cost, and schedule, please refer to the "New Williams Library Project Charter Agreement" presented at the May 2022 board meetings and endorsed by both boards.

Scope: Josephine Community Library District and Josephine Community Library Foundation are improving library services in the Williams area by renovating a new Williams branch library at the new location of 20140 Williams Highway in Williams by June 2023. The renovation will include 1,000 square feet of library use, a designated children's area, updated technology including broadband Internet, running water, an ADA restroom, and an asphalt parking lot with 12 spaces including one ADA space.

New Williams Library schedule

The following are recent accomplishments and upcoming milestones.

- The site plan and development permit package was submitted to the Josephine County Planning Department on December 9. Planning asked for additional information which has been provided. We expect to hear on approval by the end of February.
- Construction documents are close to completion. After we receive the development permit, we'll submit the construction documents for the building permit and also go out to bid for the general contractor.
- Energy Trust of Oregon has approved this project for lighting and insulation.
- Library leaders and architects continue twice-monthly meetings to discuss design, engineering, and schedule. Recent discussions have centered on the floor plan, circulation desk, interior and exterior lighting, access to the mezzanine, and the parking lot.
- Monthly Williams listening sessions take place at 5-6 pm the third Thursday of each month at the Williams Grange. This is an opportunity for community members to drop by and discuss questions about the project. Board members are welcome to join in. Contact Rebecca for scheduling.
- The Request for Proposals (RFP) for the general contractor is under development and is expected to be published and distributed in March after the county development permit is approved. After a four-week bid period, proposals will be evaluated. Selection and contract negotiation will finish in May.
- Construction will happen from May to August. The library move will happen in early September, with the grand opening scheduled around September 6, 2023.
- The following table shows high-level project milestones.

√ - Completed • - In progress * Concurrent milestones

	Milestone	Duration	Start	Finish
√	1 Site plan submitted to Josephine County for Development Permit	1 day	12/9/2022	12/9/2022
•	2 County Land Use Development Permit approved	6-12 weeks	12/9/2022	3/3/2023 (12 weeks)
	3 Construction Documents updated and reviewed by owner	4 weeks	3/6/2023	3/21/2023
*	4 Building Permit application submitted	1 day	4/3/2023	4/3/2023
	5 County Building Permit approved	6-8 weeks	4/4/2023	5/9/2023 (6 weeks)
*	6 Construction bid period	4 weeks	3/21/2023	4/17/2023
	7 General contractor selected	2 weeks	4/17/2023	4/28/2023
*	8 Library leaders review and accept general contractor contract	4-5 weeks	5/28/2023	5/24/2023
	9 Groundbreaking ceremony held	Saturday	5/27/2023	5/27/2023
*	10 Exterior renovations completed	2 months	5/29/2023	7/20/2023
*	11 Interior renovations completed	1-2 months	5/29/2023	7/20/2023
	12 Furniture, fixtures, equipment placed	1 month	7/21/2023	8/30/2023
	13 Substantial completion, punch list	3 weeks	8/17/2023	8/23/2023
	14 New Williams Library Grand Opening and Ribbon Cutting	Saturday	9/6/2023	9/6/2023

New Williams Library cost

The project budget is \$900,000, including \$550,000 for the property and \$350,000 for construction and renovation. Of this, ZCS Engineering & Architecture has estimated construction and soft costs at \$184,400. Other costs include the site plan, site survey, property maintenance, security, parking lot change, furniture/fixtures/equipment, additional items identified during design, contingency, moving, Internet, and audits. The following table shows that the library foundation has raised \$830,400 from donations and grants. A final \$69,600 is yet to be raised and two grants are planned.

Sale of donated property	\$250,000
CSFRF (Coronavirus State Fiscal Recovery Fund) State of Oregon ARPA grant via Rep. Morgan	\$300,000
Josephine County ARPA funding	\$90,000
Four Way Community Foundation grant	\$10,000
Community fundraising drive through June 30, goal \$135,000	\$140,400
Oregon Community Foundation grant, received in August	\$40,000
Ford Family Foundation grant, planned	\$48,500
Roundhouse Foundation grant, planned	\$21,100
Total	\$900,000

TO: Meadow Martell and Rebecca Patton, City of Cave Junction
Kate Lasky, Rebecca Stoltz, Josephine Community Library

FROM: Teresa Stover, library block grant administrator

SUBJECT: Illinois Valley Library Renovation Status Report

DATE: February 9, 2023

In partnership with Josephine Community Library District and Josephine Community Library Foundation, the City of Cave Junction is renovating the Illinois Valley Library, located at 209 W. Palmer in Cave Junction. The renovation will expand the 4,264-square-foot library to 5,779 square feet, including a new 1,515-square-foot 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. See more information at <https://jclfoundation.org/illinois-valley>.

Current and upcoming milestones

- **Procurement.**
 - Developing an agreement between Rogue Valley Council of Governments (RVCOG) and the City of Cave Junction for labor standards monitoring during construction.
- **Architectural design and engineering.**
 - Twice-monthly project design meetings are continuing among representatives of the City of Cave Junction, Josephine Community Library District, Josephine Community Library Foundation, and ZCS Engineering & Architecture. Recent discussions have focused on the community meeting room addition, the demonstration kitchen, and lighting and finishes throughout the building.
 - The project is in the Design Development phase, which is about 60 percent complete and expected to finish this month. Floor plans and elevation drawings are undergoing cycles of review.
 - Pariani Land Surveying has completed its site survey and under review by the civil engineering team.
 - The Galli Group has submitted the *Geotechnical Investigation and Site Specific Seismic Analysis Report*. The structural engineering team is reviewing the report and foundation recommendations.
 - Advantage Environmental is contracted to conduct the hazardous building materials assessment, which will take place before submitting the building permit application.
 - Constructability review and cost estimating will start soon. Construction documents are scheduled for March to May. Then the project will go to bid for the general contractor.
- **Finance.** The Energy Trust of Oregon has approved the project for rebates for energy-efficient lighting and insulation. Business Oregon has approved a budget adjustment. Business Oregon is continuing to reimburse for budgeted expenses against the block grant.

Project funding

The renovation is being funded by a \$1.5 million federal Community Development Block Grant (CDBG) awarded by the U.S. Department of Housing and Urban Development (HUD) to the City of Cave Junction and administered by Business Oregon. Also funding this project are the 2021 community crowdfund and grants to the library foundation from the American Rescue Plan Act (ARPA) via Rep. Lily Morgan and the Oregon State Legislature and the Carpenter Foundation.