

**Josephine Community Library District**  
**Board of Directors Regular Meeting**  
**Wednesday, April 19, 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
<b>Call to Order</b>		R. Selvig	
<b>Standing Items</b> <ol style="list-style-type: none"> <li>Approval of agenda</li> <li>Approval of consent agenda               <ul style="list-style-type: none"> <li>March 15 minutes</li> <li>March 25 minutes</li> <li>April 15 minutes</li> <li>Resolution 2023-028 Bylaws Article III-7</li> </ul> </li> <li>Public comment (three minutes each)</li> <li>Correspondence</li> <li>Annexation petition review: Kathryn M Lenstet</li> </ol>	Motion	R. Selvig	5 min
<b>Staff Reports</b> <ol style="list-style-type: none"> <li>Library director's report</li> <li>Financial report</li> <li>Grants administration</li> <li>Budget officer's report</li> </ol>	Report Report Report Report	K. Lasky K. Lasky T. Stover K. Lasky	10 min 5 min 5 min 5 min
<b>Stakeholder Survey Presentation</b>	Report	Coraggio	15 min
<b>Action Items</b> <ol style="list-style-type: none"> <li>First reading: Policy 3-1-2 Patron Conduct</li> <li>First reading: Policy 3-1-6 Weapons in the Library</li> <li>First reading: Policy 3-4-2 Meeting Space</li> </ol>	Discussion Discussion Discussion	K. Lasky K. Lasky K. Lasky	5 min 5 min 5 min
<b>Board Member Reports</b> <ol style="list-style-type: none"> <li>Library Foundation liaison report</li> <li>Facilities Oversight Task Force report</li> </ol>	Report Report	J. Christensen Fahey/Samson	5 min 5 min
<b>Announcements</b> <ol style="list-style-type: none"> <li>Comments from board members</li> <li>Date and agenda items for next meeting</li> </ol>		All R. Selvig	5 min 5 min
<b>Adjourn</b>		R. Selvig	

Date and Time	Upcoming Meetings and Events
May 17, 5:30pm	District Budget Hearing and Board Meeting, Grants Pass branch
June 21, 5:30pm	District Board Meeting, Grants Pass branch

Josephine Community Library District  
Regular Board Meeting Minutes  
Wednesday, March 15, 2023, at 5:30 pm  
Call (669) 900-9128. Meeting ID # 899 2359 4883  
Grants Pass branch, 200 NW C Street, Grants Pass, OR 97526

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

**Members absent:** Brenda Aguilera

**Staff present:** Library Director Kate Lasky, Communications & Partnership Manager Brandace Rojo, Youth Services Librarian Alyssa Donoho, Technical Services Manager Nolen Guerrero, Associate Director Michelle Rosenberger

**Contractors:** Grants Administrator Teresa Stover

**Partners:** Josephine Community Library Foundation liaison Sara Katz, Josephine Community Library Foundation Executive Director Rebecca Stoltz

**Public:** Julie Klokow, Laura Guerrero, Susanne Harmony, Nancy Hitchcock, Matthew Hoff, Henry Guerrero, Chris Bristol

**CALL TO ORDER.** President Rachele Selvig called the meeting to order at 5:34 pm.

## **STANDING ITEMS**

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

**Approval of consent agenda.** Consent agenda items included:

- February 15 minutes  
*Correction needed to remove the sentence "No public comment was provided." From the public comment section of the February 15 minutes.*
- Resolution 2023-027 JCLF grant  
***Motion:*** Mr. Fahey moved to approve the consent agenda with a correction to the public comment section of the February 15 minutes and approval of Resolution 2023-027. Ms. Agosta seconded. The motion passed unanimously.

**Public comment.** No public comment was provided.

**Correspondence.** Matthew Hoff and Laura Guerrero provided correspondence to the board of directors. Ms. Lasky summarized their emails.

**Annexation petition review.** The board of directors reviewed annexation petitions from Robert & Caroline Brooks, Trustees Brooks Living Trust, and Jackson & Dorit Brown

***Motion:*** Ms. Agosta moved to endorse annexation petitions from Robert & Caroline Brooks, Trustees Brooks Living Trust, and Jackson & Dorit Brown. Mr. Fahey seconded. The motion passed unanimously.

## **STAFF REPORTS**

**Library director's report.** Ms. Lasky referred to the Library Director's Report dated March 15, 2023, highlighting the following items:

- Ms. Lasky shared that she continues to investigate staff retirement options. The only way to have two retirement funds is to utilize a trust fund which will increase workflow for the finance department. Mr. Fahey suggested re-evaluating how to implement this benefit for library staff. Ms. Agosta mentioned that there might be another provider that the library can use that can implement a three percent match and a two percent fixed contribution for staff retirement benefits.
- Board and staff strategic planning takes place March 25 and April 15 from 25pm with Twin Goats LLC.

**Motion:** Ms. Agosta moved to approve the expenditure of \$8,500 to Twin Goats LLC to facilitate library strategic planning. Ms. Samson seconded. The motion passed unanimously.

- The library district was awarded the Affordable Connectivity Grant for \$209,000 from the FCC in partnership with Josephine County for a two-year project.
- About 1,100 community members took the annual library patron survey.
- Ms. Lasky was awarded Person of the Year by the Chamber of Commerce.
- Ms. Lasky referred to the memo on page 11 of the board packet regarding changes in a personnel policy removing the restriction stating that library staff cannot carry weapons. Ms. Lasky sought legal counsel through the SDAO and the library district's attorney. All confirmed that the removal of the language from the policy will afford library staff the same rights as patrons and that all is legal.

**Financial report.** Ms. Lasky reviewed the February 2023 Financial Statement memo dated March 15, 2023. She also referred to the Profit & Loss Budget vs. Actual-General Fund statement through March 15, 2023, the P&L statement for Enhanced Library Services (grants) through February 2023, the P&L statement for Special Funds as of February 2023, and the Balance Sheet as of February 28, 2023.

**Grants Administration.** Ms. Stover reported on the status of library district grants referring to the grant update memo dated March 15, 2023.

**Budget Officer's Report.** Ms. Lasky shared highlights from her report.

The first budget committee meeting takes place on April 5 at 5:30pm.

Ms. Lasky shared that standard COLA increases are at 8.5% and the amount that board library board members generally approve annually is 3%. She asked board members if they would like COLA included in the budget. They agreed that it should be included.

The technical services line item will increase due to interlibrary loan expenses and Polaris cost increases.

## **ACTION ITEMS**

**E-rate contract authorization.** Ms. Stover referenced the memo in the board packet and asked for board approval for a one-year renewal with Hunter Communication for their services.

***Motion:*** Mr. Fahey moved to approve Addendum B to extend the Hunter Communications contract. Ms. Samson seconded. The motion passed unanimously.

***Motion:*** Ms. Agosta moved to authorize Ms. Lasky to approve Hunter Communication to provide updated network equipment. Mr. Fahey seconded. The motion passed unanimously.

**Third reading: Governance Article III Section 11.** Ms. Selvig shared the proposed Governance Article for board members for review and discussion.

## **BOARD MEMBER REPORTS**

**Library Foundation liaison report.** Ms. Katz shared that the Oregon Community Foundation gave an unsolicited \$15,000 donation after their recent visit to the Grants Pass branch.

**Facilities Oversight Task Force.** The following highlights were shared:  
A development permit was approved by Josephine County for the new Williams branch.

The street address needs to be updated at the new Williams branch.

Design and development is complete for the Illinois Valley renovation project.

## **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, April 19.

## **ADJOURNMENT**

The meeting adjourned at 6:43 pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'BR' followed by a stylized flourish.

Brandace Rojo for Board Secretary Kate Lasky  
Josephine Community Library District

**Josephine Community Library District**  
**Strategic Planning Workshop Minutes**  
Saturday, March 25, 2023 at 9:00 am  
Club Northwest, 2160 NW Vine Street, Grants Pass

**Board Members present:** Brenda Aguilera, Pat Fahey, Gina Marie Agosta  
**Board Members absent:** Rachele Selvig, Laurel Samson  
**Library staff present:** Library Director Kate Lasky  
**Contractors present:** Teresa Stover  
**Community members present:** Tina Gotchall  
**Facilitator:** Michael Kosmala from Twin Goats, LLC

**CALL TO ORDER.** The workshop was called to order at 9:15 am.

**STRATEGIC PLANNING: VISION STATEMENT**

Michael Kosmala of Twin Goats, LLC facilitated the first of two strategic planning workshops with library board members and staff. Participants discussed ideas surrounding the library's vision, mission, and values.

**ADJOURN**

The workshop adjourned at 12:00 pm.

Respectfully submitted,

Board Secretary Kate Lasky  
Josephine Community Library District

**Josephine Community Library District**  
**Strategic Planning Workshop Minutes**  
Saturday, April 15, 2023 at 9:00 am  
Club Northwest, 2160 NW Vine Street, Grants Pass

**Board Members present:** Laurel Samson, Rachele Selvig, Pat Fahey, Gina Marie Agosta  
**Board Members absent:** Rachele Selvig, Laurel Samson  
**Library staff present:** Library Director Kate Lasky  
**Contractors present:** Teresa Stover  
**Facilitator:** Michael Kosmala from Twin Goats, LLC

**CALL TO ORDER.** The workshop was called to order at 9:15 am.

**STRATEGIC PLANNING: VISION STATEMENT**

Michael Kosmala of Twin Goats, LLC facilitated the second of two strategic planning workshops with library board members and staff. Participants discussed ideas surrounding the library's imperatives, initiatives, and objectives.

**ADJOURN**

The workshop adjourned at 12:00 pm.

Respectfully submitted,

Board Secretary Kate Lasky  
Josephine Community Library District

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

In the Matter of Updating for Board Code of Ethics for Josephine Community Library District	) ) ) )	Resolution No. 2023-028
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WHEREAS, the Board of Directors has reviewed the Bylaws, adopted in July 2017, governing the orderly conduct of Josephine Community Library District business; and

WHEREAS, the Board has revised the Bylaws to include a Code of Ethics; now therefore;

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves

The revised Josephine Community Library District Bylaws, which is attached hereto and incorporated herein by this reference, are authorized for implementation.

DONE AND DATED this 19<sup>th</sup> day of April 2023.

\_\_\_\_\_  
Pat Fahey, Board Member

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Gina Marie Agosta, Board Member

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Brenda Aguilera, Board Member

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Rachele Selvig, Board Member

\_\_\_\_\_  
Laurel Samson, Board Member

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

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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.

At its February board meeting, the Board provided feedback on a Board Member Code of Conduct draft and sent it back for review and revision.

### **Code of Ethics**

#### **ARTICLE III: BOARD OF DIRECTORS AND OFFICERS**

Section 11. Board members must adhere to the Code of Ethics for Members of the Board of Directors of Josephine Community Library District. They must affirm their commitment by signing the form within 30 days of being sworn into office and reaffirm at the first board meeting of each fiscal year. If a majority of the Board determines a Board member acted unethically, they may select a Board member to craft a resolution of censure. (See Addendum A)

<more on next page>



## Addendum A

### Josephine Community Library District Code of Ethics for Members of the Board of Directors

Members of the Board of Directors of Josephine Community Library District (JCLD) are accountable for JCLD resources and ensure the provision of quality library services. This Code of Ethics was adopted by the Board of Directors to affirm the Board's commitment to advocate for library services while maintaining the highest standards of truth, honor, and integrity which applies to all members of the Board. Board members must affirm their commitment by signing this form within 30 days of being sworn into office and reaffirm at the first board meeting of each fiscal year.

Members of the Board of Directors of JCLD **commit to**:

- adhere to American Library Association (ALA) professional ethical codes, rules and guidelines, as required by Oregon law;
- adhere to ALA Library Bill of Rights as required by Oregon law and public library standards;
- be familiar with the history and formation of JCLD and in compliance with JCLD policies;
- respect the opinions of other Board members, even in cases of disagreement or opposing views;
- acknowledge and support the formal position of the Board in public forums;
- support the efforts of librarians in resisting censorship of library materials by groups or individuals;
- represent all patrons and potential patrons of JCLD fairly and equally;
- protect library users' rights to privacy and confidentiality; and
- immediately disqualify themselves whenever the appearance of or a conflict of interest exists.

Members of the Board of Directors of JCLD **pledge not to**:

- present personal philosophies or interests as those of JCLD, including on social media;
- interfere with the Library Director's management duties or supervision of staff and volunteers;
- be swayed by partisan interests, public pressure, or fear of criticism in fulfilling Board duties;
- engage in discrimination of any kind; or
- use Board member status to gain unwarranted privileges or advantages for themselves or others.

Members of the Board of Directors graciously commit the time and energy to ensure JCLD provides the best library services possible. If a Board member believes another Board member acted unethically, they may call it to vote. If a majority of the Board determines a breach of ethics occurred, the Board may select a Board member to craft a resolution of censure. A resolution of censure is an official statement of disapproval from the Board of Directors.

**Board Member:**

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Witness:**

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

ALA Professional Ethics: <https://www.ala.org/tools/ethics>

Oregon Public Library Standards: <https://www.olaweb.org/pld-standards>

Minimum Conditions for Public Libraries (ORS 357.405)

Official Recognition of Public Libraries (Oregon State Library Administrative Rule 543-010-0036)

## Annexation Petitions

April 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 **April 2023** board meeting for review and action.

	Property Owner	Address
1	Kathryn M Lenstet	9387 TAKILMA RD

TO: Josephine Community Library District Board of Directors  
FROM: Kate Lasky, Library Director  
DATE: April 19, 2023  
SUBJECT: Library director's report

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### Action

- Board and staff strategic planning with Twin Goats LLC was completed on April 15. The final draft of the strategic plan is included in the materials for board vote.
- Josephine County has taken the necessary steps to accept the grant award of \$209,780 from the FCC Affordable Connectivity Program (ACP). The library district is a partner and subrecipient of this grant. The grant pays for outreach to help qualifying households throughout Josephine County apply for discounts of up to \$30 per month for Internet services. With this grant, the library will hire a digital outreach coordinator for a 24-month program to implement outreach events and help people enroll in the program. The job description for this position has been drafted. The library director requests a board vote on the grant-funded new position.

### General Updates

- Received a Request for Reconsideration to remove all Spanish materials from the collections at the four branches of JCLD. The response to the request is attached for board review. See attached.
- Energy Trust of Oregon is updating lighting in Grants Pass and Wolf Creek. This activity will replace the fluorescent lights and ballasts with more energy efficient LED lights. Under the Energy Trust of Oregon program this is being done at no cost. The Grants Pass branch project is underway. The Wolf Creek branch will be completed later next month.
- Recruitment for an early literacy outreach coordinator is underway. This position is a temporary grant-funded position sponsored by The Ford Family Foundation.
- Implemented an adult DVD fiction floating collection between the Williams and Illinois Valley branches. A floating collection allows items to be housed at more than one branch so that new items may be available for browsing on the shelves. This type of collection is implemented through the integrated library system (ILS) and managed through the shelving procedures. If the adult DVD fiction collection works well as a floating collection, then the ability to float will be added to more collections and Wolf Creek will be included.

### Stories

- **In Grants Pass**, a young-adult patron came into the library to make copies of their resume. The patron said they are dyslexic and didn't learn to read until their teen years. Staff explained how to add the OpenDyslexic plugin to a browser, then walked patron back to the stacks to show them some of the library's dyslexia-friendly books. The patron was shocked to see books in this specialized format, saying, "I'm going to come back later today to renew my library card – this will be my reward after job-hunting!"
- **In Illinois Valley**, a mother called the branch and spoke with the branch services manager about her frustration with her son's school and their attention to his needs. Being new in the area, she was struggling to find reading resources for him, and he was falling behind his peers. The branch manager was able to connect her with a retired teacher who is a

weekly volunteer. The family now meets with their volunteer tutor once a week and the son's progress has impressed his mom, tutor, and teachers.

- **In Williams**, a patron needed to submit documents to an online portal for a homeowner's mortgage assistance program but only had paper copies. He was very pleased he could get help at the library to scan and upload his documents.
- **In Wolf Creek**, the community in the Wolf Creek area experienced an unusually cold and stormy month of March. The nearby Interstate was closed multiples times throughout the month. In addition, the area lost power on multiple occasions. Many of the needy or those without shelter in the Wolf Creek community utilized the library during the inclement weather as a reprieve. Individuals used the library's restrooms, Wi-Fi, and recharged their devices.

### **Successes**

- New volunteers trained in technical services to support interlibrary loan processing.
- Wolf Creek branch door count averages have continued to be positive with more than two months of operating with the updated hours (11am to 4pm on Wednesdays, Fridays, and Saturdays).
- "Bob Books" for beginning readers recently added to the collection have been consistently checking out since late January. The full series was purchased, which allows families to work on specific skills needed for children to be successful readers.
- Grants Pass branch updated all 15 items recommended by the fire inspector. Volunteers helped with the many of the repairs and the electrical contractor completed necessary work on outlets.

### **Challenges**

- Volunteers contribute an average of 6.9 FTEs annually, which is very much appreciated by everyone at the library. However, the library district will need to increase volunteer support to 12 FTEs in the coming fiscal year to meet operational needs.
- In Grants Pass, aggressive squirrels are being mitigated. Signage and communication educating patrons to not feed the squirrels is helping change patron habits.
- The Wolf Creek branch was forced to close due to weather conditions related to excessive snow and ice on March 4 and 8. These two dates did not fall on days in which there was activity with the Sunny Wolf Charter School. During days in which the weather was bad, the Wolf Creek library did see an increase on average of those needing shelter and dry/warm conditions.
- Grants Pass branch flagpole equipment is nearly rusted through and very difficult to use.

## **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

- Systemwide, circulated 22,901 items in March, with an average of 20,264 for FY22-23.
- Executed contract with Hunter Communications to provide \$24,328.40 of Internet-related equipment, configuration, and installation. Also executed contract addendum for the Hunter Communications contract worth \$26,940 per year to continue providing high-

speed wireless services and a wide area network to the four existing library branches. Both agreements were submitted to the FCC E-Rate program for discounted Internet equipment and services. The E-Rate program pays 80 percent of costs and the library pays the remaining 20 percent. Waiting to hear on FCC approval which is expected in June.

- Class visits continued in March at all four branches, with Williams reporting 164 students visiting over four separate days at the branch.
- [Gardening Month](#) displays circulated at a rate of 60 percent, with a record 90 percent of displayed items checking out from the Wolf Creek branch.
- More groups in the Illinois Valley community are using the library for gatherings, meetings, and presentations. In March, the IV Youth, IV Chamber of Commerce, and Visit Grants Pass groups all used the branch for events.
- Illinois River Valley Arts Council hosted a 3D Printing workshop over spring break at the IV branch. Over three sessions the classes covered the steps to complete a project, materials involved and the process of 3D printing.
- Redesigned Welcome to Computers format to allow for volunteer presenters. Next installment planned for August in Grants Pass and Illinois Valley, with a plan to onboard newly interested volunteers for July.

**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

- Holocaust program “Only Hope” in Grants Pass and Illinois Valley had 43 total attendees. Attendees of the program expressed appreciation for the quality of the speaker and the materials presented. 30 participants completed program evaluations.
- English Language Learning classes at the Grants Pass branch were well attended with 10 students. This program is lead by a volunteer and the Spanish Outreach Intern sponsored by The Ford Family Foundation.
- Continues preparations for Summer Reading Program. Handouts and a booklet have been translated into Spanish so that all collateral is bilingual, available in English and Spanish.

**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

- Program “Free Tax Assistance Afternoons” had 54 participants total with many reporting excellent service. The library will continue partnership with RSVP next year.

**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

- Two hundred and sixty-six new library cards were issued in March, with an average of 277 monthly new card registration for FY22-23.
- Completed patron engagement survey with Coraggio Group. Results emailed to board and staff. Presentation of results scheduled for April board meeting.

- Completed board and staff strategic planning sessions scheduled with Twin Goats LLC on March 25, and April 15.

### **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.**

- Books acquired at the Guadalajara Book Festival in December 2022 have started to arrive this month. This program was sponsored by American Library Association and The Ford Family Foundation.
- The Large Print section in the IV branch was reorganized to create easy access for patrons looking for these materials. All large print books were moved into a condensed area where patrons can browse from a seated position. An easy in-and-out chair is centrally located for use.

**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.**

- For the New Williams Library capital project, the Road Approach Permit was approved, and the address was changed to 158 Tetherow Road. The development permit was approved on March 24. The construction documents achieved 100% completion on April 7. The building permit application has been submitted and approval is expected within four weeks. The project goes out to bid for the general contractor this Wednesday, April 19. Construction is expected to take place from July through October.
- The Illinois Valley Library Renovation capital project has completed the Design Development phase. Design Development documents were reviewed by a third-party for constructability and cost estimate, and the team is currently analyzing costs and scope to align the project with the budget. The zoning permit application has been submitted to the City of Cave Junction. Construction is expected to start around September.
- Suggestions for safety at all branches are rolling out, which allows volunteers and staff to all anonymously comment and share concerns and ideas for a safer work environment. This is a huge force multiplier as volunteers become our eyes and ears for potential problems before they become serious.
- Shipments have been received for the Wolf Creek Library reconfiguration project. One remaining shipment is still in transit. Plans will need to be discussed and made in determining when best to undertake the removing of all books from the shelves and reorganizing on the newly built shelves. Once the new layout is complete the carpets will also be cleaned.
- The Williams branch HVAC and alarm system were repaired.
- In Grants Pass, two electrical projects are near completion, including an upgraded outlet in Children's Librarian's office which will allow us to properly use the battery backup to protect the JCLD computer there.

### Vision



A strong and vibrant community connected to the world.

### Mission



Serving our community through access to 21st Century library services.

### Values



We are guided by:

- Intellectual freedom
- Acting with integrity and accountability
- Respect for each other
- Equitable engagement for all

### Reputation



We are known for being:

- Dependable
- Essential
- Inclusive
- Innovative
- Responsive
- Trustworthy

### Position



Our community values the library system as a lifelong source of inspiration and knowledge for everyone.

### Imperatives



**Reimagine our library services**

### Objectives



Increase library usage as measured by the number of active library cards.

Deepen programming impact as measured by overall participation and participation by target demographics.

Increase utilization of technology resources as measured by overall usage and participation by target demographics.

### Initiatives



Work with community partners to implement county-wide building and technology projects.

Develop a programming roadmap with community input that includes expanded offerings for children and underserved populations.

Develop and implement a community engagement strategy that increases the number of active users and leverages visibility for building projects.

**Invest in our people and culture**

Increase the ratio of volunteers to staff

Improve staff and volunteer retention as measured by voluntary turnover

Strengthen existing employee retention activities with a focus on improved work/life balance and providing competitive pay and benefits.

Reinvent the roles staff and volunteers collectively play to shape a strong library culture.

Execute a volunteer recruitment and retention strategy that closes the gap on the ratio of volunteers to staff required to deliver optimal service.

## **JOSEPHINE COMMUNITY LIBRARY DISTRICT**

**POSITION TITLE:** Digital Outreach Coordinator

**SUPERVISOR:** Communications and Partnership Manager

### **SUMMARY OF POSITION**

The Digital Outreach Coordinator provides outreach and information about the many technology resources available through Josephine Community Library and the Affordable Connectivity Program made available to all residents in Josephine County. This grant-funded position supports the work of the Communications and Partnership Manager to help promote discount Internet service by hosting events, classes, tabling, and presenting to library partners and patrons. This position helps maintain a team-oriented climate that will attract, keep, inspire, and motivate quality staff and volunteers and secure the trust and confidence of the Board of Directors.

### **ESSENTIAL FUNCTIONS**

- Carry the primary responsibility of coordination of the Affordable Connectivity Program
- Coordinate events and programs to promote Internet access and library resources
- Represent the library and make presentations about library services to the community
- Teach computer and Internet skills to the public in a workshop setting
- Recruit and train volunteers in outreach, events, and technology access
- Attend staff and IT committee meetings, and participate in work groups
- Collect statistics and other data and prepare reports as required
- Recommend technology-related and patron-related policies and procedures
- Develop technology assessments and plans based on customer needs
- Provide patron computer and Internet training
- Provide circulation and reference desk support

### **NON-ESSENTIAL FUNCTIONS**

- Other duties and tasks as required.

### **SCOPE OF AUTHORITY**

Work is recurring with occasional variations from the norm and involves a moderate amount of complexity. The incumbent works independently, determining their own practices and procedures, contributing to the development of new concepts and policies. Decisions are made within a broad interpretation of applicable laws and governmental guidelines. Errors could result in delay or loss of department services, poor public relations, loss of volunteers, and monetary loss.

### **SUPERVISORY RESPONSIBILITY**

Position may oversee and train volunteers and interns.

### **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 technical experience or aptitude in the information technology field, is highly motivated and well-organized, is a self-starter, with attention to detail, who works efficiently with



minimal supervision, and is able to work with a variety of personalities.

- Associates degree in related field; or two years of technology and database management is preferred.
  - Proficiency with ILS software (Polaris preferred) or database management, Microsoft Windows, Microsoft Office (Word and Excel), e-mail, Internet essentials, and basic troubleshooting is required.
- OR, any combination of education, training, and experience which demonstrates the candidate's ability to perform the duties and responsibilities as described.

#### **PHYSICAL DEMAND**

- Ability to perform physical tasks including frequent standing, bending, stooping, lifting to 50 lbs.
- Ability to use a computer, including keyboarding.

#### **JOB CONDITIONS**

Work takes place in a climate-controlled library generally during daytime hours.

#### **FLSA STATUS**

Non-exempt status. Temporary, grant-funded position.

#### **BACKGROUND CHECK**

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

## 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: Rachel Hacker Date: 3.16.23  
12:51 pm

Address: \_\_\_\_\_ (H)

Telephone: 541-660-8705 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 "LIBROS EN ESPANOL" - SECTION

Author UNKNOWN

Format: ☐ Book ☒ Audio Book ☒ Music CD ☐ DVD

Material designed for: ☒ Adult ☐ Young Adult ☒ Child

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

If not, then which part did you read? N/A

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. NOT AVAILABLE TO  
ALL AMERICANS EQUAL ACCESS.

PATRONIZE FUNDS 4 ONE ETHNICITY  
PEOPLE OF NATIONALITY / ORIGIN  
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?

WE OPEN A FOREIGN LANGUAGE SECTION  
FOR LANGUAGE LEARNERS →

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](http://josephinelibrary.org), or upon request.

ALL PUBLICATIONS NEED TO BE LANGUAGABLY  
AVAILABLE FOR ALL AMERICANS.

EQUAL ACCESS



Rachel Hacker  
541-660-8705  
rachelesheva61349@gmail.com

April 17, 2023

Dear Ms. Hacker,

Your request for reconsideration of all Spanish language materials in the library was forwarded to me. We understand your concerns and appreciate receiving feedback about our library collections. We have taken the time to review library standards and provide information about our collection development policy.

The Josephine Community Library District (JCLD) collection policy is used to inform the decisions made by the staff. JCLD selects books based on various criteria including but not limited to awards that it may have won, recognition that it may have received, and the story's ability to connect with readers for various reasons. We do consider the possibility that some items in our collections will not suit the information needs of every individual or group, but our mission is to provide a wide variety of materials to serve the information needs of all members of the community.

Oregon Public Library Standards set by the Oregon Library Association require libraries in Oregon to provide information in a variety of formats, subjects, and viewpoints so all members of the community have access to information. If more than 5 percent of a library community speaks a language other than English at home the library is to carry a significant amount of culturally appropriate materials in that language in a variety of formats. According to the 2020 census, 8.3 percent of Josephine County residents are Hispanic or Latino, including 12 percent of school aged children.

JCLD adheres to the American Library Association's Library Bill of Rights, which advocates for books and other library resources to be provided for the interest, information, and enlightenment of all people in the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation. Because it is the mission of JCLD to make information available to all our patrons, it is our decision that all Spanish language collections will be retained in the library as they are now. Additionally, if you are interested in accessing information in languages other than English, the library has resources if you would like to learn a variety of other languages. Library patrons can check out materials to learn languages or access the Mango language learning app on JCLD's website. A copy of our Collection Development Policy, along with all other library policies, can be found on JCLD's website.

Thank you,

Kate Lasky, library director  
klasky@josephinelibrary.org  
541-476-0571 ext. 110

TO: Josephine Community Library District Board of Directors  
FROM: Kate Lasky, Library Director  
DATE: April 19, 2023  
SUBJECT: March 2023 Financial Statement

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## Accounting

- The net income for the general fund on the P&L of \$480,722 does not equal the Balance Sheet net income of \$2,564,524. This is due to the Balance Sheet representing all funds/grants and the P&L representing only the General Library Operations fund, which does not include cash carryover from FY21-22.
- JCLD invoiced Josephine Community Library Foundation \$1,380.00 for 23 household scholarships on March 31.

## Statement of Financial Activities (general fund P&L)

### Revenue

- The district received \$1,469,597 for current year tax levy; total prior year's tax levy income is \$33,893, for a total to date tax revenue of \$1,504,066.
- Non-resident card fees in March equaled \$4,575.

### Expenses

- Collection development budget is \$175,000 for general fund purchases. Total collection development dollars spent through March equal \$153,756 and for special funds \$16,452, for a grand total of \$170,208.

## Special Contracts

- Special contracts for the month of January were \$17,825, which includes information technology, web development, technical writing, and patron engagement survey.

## Forecast

- Forecasted changes in the General Operating Fund revenue and expense will not affect the bottom line for the fiscal year and are evaluated monthly for use of contingency if required. The forecast has been updated for March 2023 to reflect the most current understanding of projected revenue and expense.

## Statement of Financial Position (balance sheet)

- The district assets include \$174,632 in the district checking account. The Grants Pass maintenance fund totals \$22,873 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 \$1,570,950 and a reserve fund of \$799,719. Cash Drawers at the four branches total \$390.
- The total combined assets of these accounts equal \$2,568,564

# Josephine Community Library District

## Balance Sheet

As of March 31, 2023

Mar 31, 23

### ASSETS

#### Current Assets

##### Checking/Savings

1000 · People's Bank of Commerce	174,631.75
1010 · People's Bank-Savings	22,873.75
1100 · General Pool 6000	1,570,949.75
1110 · LGIP - Reserve Fund	799,718.66
1150 · Cash Drawers	390.00

Total Checking/Savings 2,568,563.91

##### Other Current Assets

1310 · JoCo Reserve for Disputed Tax	19,052.49
--------------------------------------	-----------

Total Other Current Assets 19,052.49

Total Current Assets 2,587,616.40

#### Fixed Assets

1610 · Furniture and Equipment	303,130.91
--------------------------------	------------

Total Fixed Assets 303,130.91

**TOTAL ASSETS 2,890,747.31**

### LIABILITIES & EQUITY

#### Liabilities

##### Current Liabilities

##### Other Current Liabilities

##### 2100 · Payroll Liabilities

2130 · Health Insurance withholdings	4,239.73
--------------------------------------	----------

2135 · HSA withholdings	-200.00
-------------------------	---------

Total 2100 · Payroll Liabilities 4,039.73

2400 · Deferred Revenues(audit)	19,052.49
---------------------------------	-----------

Total Other Current Liabilities 23,092.22

Total Current Liabilities 23,092.22

Total Liabilities 23,092.22

#### Equity

3909 · General Fund Balance	1,446,208.55
-----------------------------	--------------

3909A · General Fund Appropriated	-1,446,208.55
-----------------------------------	---------------

3910 · GP Maint Fund Balance	12,866.35
------------------------------	-----------

3910A · GP Maint Fund Appropriated	-12,866.35
------------------------------------	------------

3911 · Reserve Fund Balance	492,164.82
-----------------------------	------------

3911A · Reserve Fund Bal Appropriated	-492,164.82
---------------------------------------	-------------

3920 · Capital Asset Investments	303,130.91
----------------------------------	------------

Net Income 2,564,524.18

Total Equity 2,867,655.09

**TOTAL LIABILITIES & EQUITY 2,890,747.31**

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

	Jul - Mar 23	Budget	\$ Over Budget	Forecast
<b>Ordinary Income/Expense</b>				
Income				
4000 • Current Year Tax Levy				
4001 • Current Tax Levy	1,469,597	1,512,100	-42,503	1,512,100
4005 • Prior Year Taxes	33,893	28,800	5,093	34,000
4020 • OtherTaxes/Bond Priors-LandSale	576			576
<b>Total 4000 • Current Year Tax Levy</b>	<b>1,504,066</b>	<b>1,540,900</b>	<b>-36,834</b>	<b>1,546,676</b>
4050 • Grant Revenue	780			780
4100 • Fees	40,272	22,500	17,772	50,000
4200 • Interest Income	28,885	6,000	22,885	35,000
4300 • Other Revenues	504	500	4	500
4310 • Donations	1,076	0	1,076	1,200
<b>Total Income</b>	<b>1,575,585</b>	<b>1,569,900</b>	<b>5,685</b>	<b>1,634,156</b>
Expense				
5000 • Personal Services	589,702	895,953	-306,251	795,953
6 • Materials and Services				
6.1 • Library Services				
5200 • Collection Development	153,756	175,000	-21,244	175,000
5300 • Technical Services	41,916	48,485	-6,570	48,485
6650 • Patron Services and Supplies	2,622	12,210	-9,588	10,000
6660 • Volunteer Support	3,155	1,911	1,244	5,000
6670 • Events at Library	3,103	17,732	-14,629	10,000
6680 • Communication & Outreach	31,820	33,550	-1,730	40,000
6690 • Special Contracts	110,069	89,000	21,069	125,000
<b>Total 6.1 • Library Services</b>	<b>346,441</b>	<b>377,888</b>	<b>-31,447</b>	<b>413,485</b>
6.2 • Maintenance and repairs				
5400 • Building Improvements	2,958	25,000	-22,042	5,000
5500 • Facilities & Equipment	50,104	46,284	3,820	55,000
5600 • Computer Maintenance	20,161	24,000	-3,839	24,000
<b>Total 6.2 • Maintenance and repairs</b>	<b>73,223</b>	<b>95,284</b>	<b>-22,061</b>	<b>84,000</b>
6.3 • Administration				
5700 • Insurance	9,950	10,450	-500	10,450
5800 • Travel & Training	11,263	44,456	-33,193	25,000
6640 • Auditor	9,400	19,300	-9,900	19,300
6699 • Legal Administration	512	2,200	-1,688	2,200
6700 • Administrative Support	9,990	20,843	-10,853	15,000
6800 • Telecommunications	12,684	17,295	-4,611	17,295
6850 • Utilities	31,698	44,682	-12,984	44,682
<b>Total 6.3 • Administration</b>	<b>85,498</b>	<b>159,226</b>	<b>-73,728</b>	<b>133,927</b>
<b>Total 6 • Materials and Services</b>	<b>505,161</b>	<b>632,398</b>	<b>-127,237</b>	<b>631,412</b>
<b>Total Expense</b>	<b>1,094,863</b>	<b>1,528,351</b>	<b>-433,488</b>	<b>1,427,365</b>
<b>Net Ordinary Income</b>	<b>480,722</b>	<b>41,549</b>		<b>206,791</b>
<b>Net Income</b>	<b>480,722</b>	<b>41,549</b>		<b>206,791</b>

**TO:** JCLD Board of Directors  
**FROM:** Teresa Stover, grants administrator  
**SUBJECT:** Grants update  
**DATE:** April 19, 2023

The library district applies for and receives grants for specific projects aligned with the library's core services and strategic goals. These funds are restricted to designated projects which enhance the library programs funded by the JCLD operating budget. Individual grant details are available from the library director.

## Recent highlights

- Josephine County has accepted the \$209,780 FCC Affordable Connectivity Program (ACP) grant for the Josephine County ACP Outreach and Enrollment project. The library will be a subrecipient of part of this grant, which will pay for a Digital Outreach Coordinator to implement the project.
- The library has submitted its application to the FCC E-Rate program for discounted Internet services and equipment.

## Awarded grants status

Some grant funders send the funds upon award; others ask for invoices on expenditures and then reimburses the district. Either way, when a grant is awarded that was not confirmed at the time of budget development, the board authorizes the acceptance and expenditure of those funds.

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 March 14, 2023, there were \$53,335 in restricted grant funds yet to be spent from:
  - AllCare Health for the Virtual Meeting Booth program at the Grants Pass library
  - Ford Family Foundation for the Kindergarten Toolbox program
  - State Library of Oregon/Ready to Read for early literacy and summer reading programs
- As of March 14, 2023, there were \$61,871 available in reimbursable grant funds from:
  - Josephine Community Library Foundation for the Summer Reading Program online tool
  - Dorothy Thompson Fund for the library's print collection, via the library foundation
  - 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, which do not need to be fully spent out, are categorized as follows:

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



TO: Josephine Community Library District Board of Directors  
 FROM: Kate Lasky, Budget Officer and Library Director  
 DATE: April 17, 2023  
 SUBJECT: Budget Committee Update

## Budget Committee

The Budget Committee met on April 5 and approved the draft budget and tax rate to support library operations in FY2023-24. The following public notice will be issued on May 3.

The Board of Directors will facilitate the budget public hearing during its regular meeting on May 17 with public comment. Minutes from the April 5 budget committee meeting will be made available for the May 17 public hearing.

The board will move to adopt the budget at its June 21 board meeting.

FINANCIAL SUMMARY - RESOURCES			
TOTAL OF ALL FUNDS	Actual Amount 2021-22	Adopted Budget This Year 2022-23	Approved Budget Next Year 2023-24
Beginning Fund Balance/Net Working Capital	1,746,675	1,965,415	2,250,036
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	49,113	23,000	39,000
Federal, State and all Other Grants, Gifts, Allocations and Donations	197,349	93,000	538,900
Interest Income	19,892	6,000	19,000
Revenue from Bonds and Other Debt	0	0	0
Other Revenue	0	0	1,000
Interfund Transfers / Intrafund Enhanced Services Support	126,200	200,300	156,000
All Other Resources Except Current Year Property Taxes	46,022	28,800	30,000
Current Year Property Taxes Estimated to be Received	1,457,474	1,512,100	1,545,000
<b>Total Resources</b>	<b>3,642,725</b>	<b>3,828,615</b>	<b>4,578,936</b>

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
General Library Operations	1,248,835	1,662,604	1,784,650
Enhanced Library Services - Grants and Donations	203,909	147,100	619,900
GP Library Maintenance Fund	7,553	27,815	22,856
Reserve Fund - Future Services & Equipment	0	650,000	951,180
Interfund Transfers/Intrafund Enhanced Services Support	126,200	200,300	156,000
Contingencies	0	540,796	324,000
Special Payments	0	0	0
Unappropriated Ending Balance and Reserved for Future Expenditure	2,056,228	600,000	720,350
<b>Total Requirements</b>	<b>3,642,725</b>	<b>3,828,615</b>	<b>4,578,936</b>

FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM *			
Name of Organizational Unit or Program	FTE for that unit or program		
General Library Operations Personnel Services	776,269	895,954	1,058,650
FTE - General Library Operations	14	15	15
Enhanced Library Services Personnel Services	953	0	100,000
FTE Enhanced Library Services	0	0	2
Not Allocated to Organizational Unit or Program			
FTE			
<b>Total Requirements</b>	<b>777,222</b>	<b>895,954</b>	<b>1,158,650</b>
<b>Total FTE</b>	<b>14</b>	<b>15</b>	<b>17</b>



## Josephine Community Library District

Patron Survey Report Presentation

April 2023

Coraggio Group  
503.493.1452 | [coraggiogroup.com](https://coraggiogroup.com)

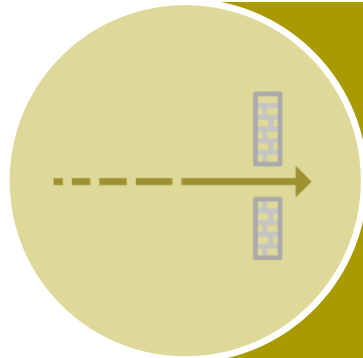
# About Coraggio Group

Since 2005, our consultants at Coraggio have been helping leaders envision their organization's future, create exciting plans, and foster the agile teams they need to get there. We've developed bold strategies, supported big organizational changes, inspired smarter ways of working, and engaged those whose voices needed to be a part of the conversation.



## Strategy

We help our clients make their most important strategic decisions and then turn those decisions into action.



## Change Management

We help leaders, and their organizations break through the complexities of organizational change.



## Leadership & Culture

We help develop stronger leaders and healthier organizational cultures.

# Clients We've had the Pleasure of Serving

In the past 18 years, we have worked with **over 100** state, county, and local government entities.





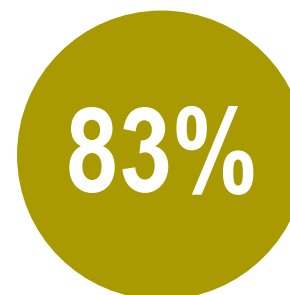
This report is a summary of the outreach and data collection effort conducted on behalf of Josephine Community Library District aimed at gathering insights and input from residents within the library district. Data was gathered through an online survey and paper survey that ran from February 13, 2023, to February 28, 2023.

This report was developed by asking patrons that participated in this survey questions around the following topics:

1. **Library Use**
2. **Quality of Existing Library Services**
3. **Quality of Online Resources**
4. **Priorities for Expanded Library Materials, Online Resources and Services**
5. **Patron and Volunteer Satisfaction**



**Survey Responses**



**Library Card Holders**

## Survey Overview



- Survey data provides useful information about the experiences and perspectives of those patrons that responded. It is important to remember that not all patrons responded.
- These survey results are one piece of the puzzle that must be taken into consideration with other data, such as the library's statistical usage data in order to create a fuller picture.
- When analyzing the survey data for this report, we identified 199 responses that appeared to be duplicates due to verbatim repeats on open-ended responses. These were removed to ensure survey response validity.

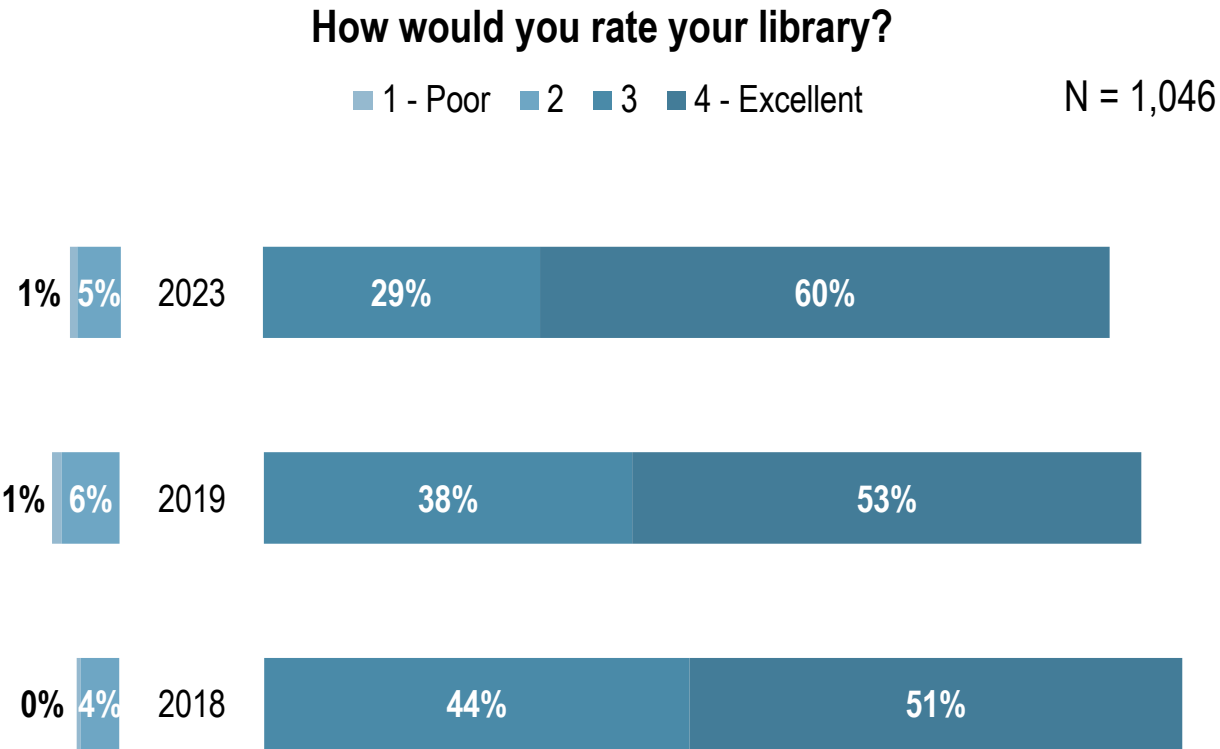
## Helpful Context

# Key Takeaways

1. Books and materials are still the main reason patrons come to the library. However, the library also increasingly serves as a community center and resource, providing services that patrons might not be able to get anywhere else.
2. The pandemic has impacted *how* and *why* people access the library. The success of the new online branch has also increased remote usage.
3. The range of library services that patrons desire and use differs based on income and education level. The library has been and continues to be a great resource for low-income patrons who rely on library computers for access to the Internet.
4. Library fees for residents outside the service area continues to be a contentious issue.
5. Patron sentiment towards libraries seems to be shifting in different directions. Those who appreciate libraries are even more appreciative now, while those who were not very interested in libraries are even less interested.
6. Volunteers are satisfied and fulfilled but less so compared to previous years. Opportunities exist to further increase satisfaction by providing volunteers with more trainings, communicating and listening to volunteer input, and recognition for the work that they do.

# Survey Participant Satisfaction

The 2023 survey found that more survey participants believe their library is “excellent” compared to previous years.

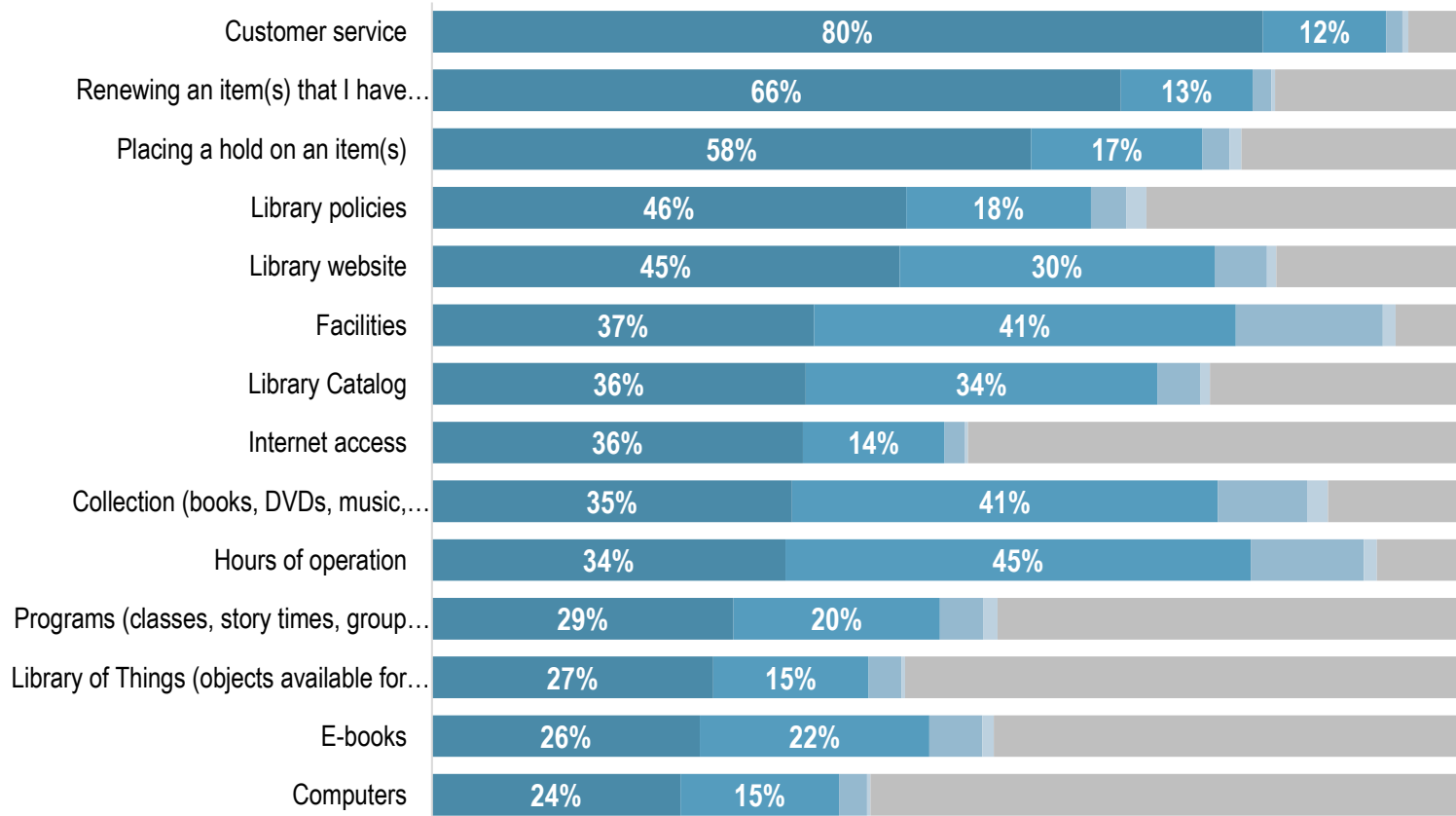




## How would you rate each of the following library services?

■ 4 - Excellent ■ 3 ■ 2 ■ 1 - Poor ■ No opinion

N = 880



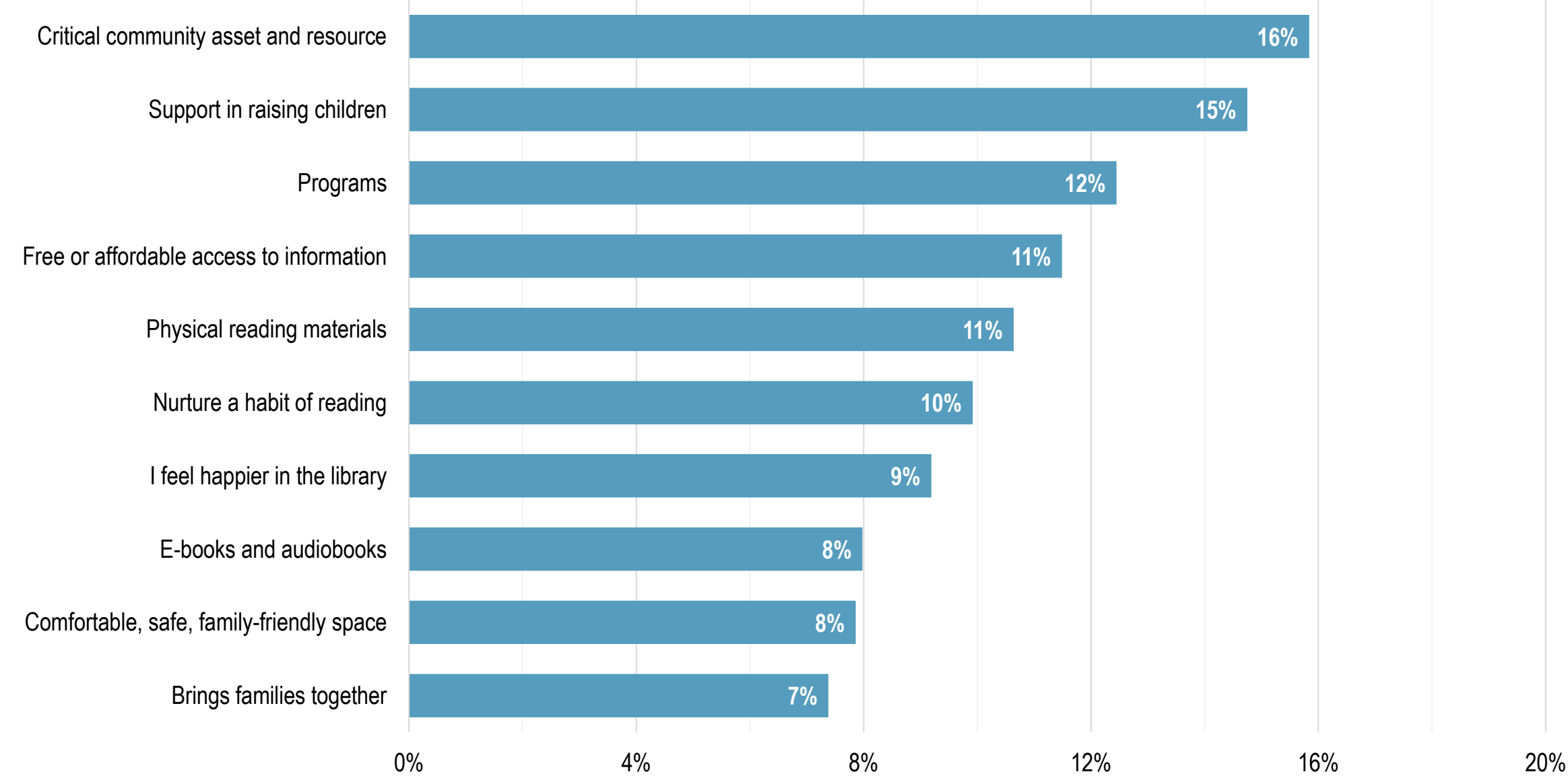
- Survey participants rated all services high a 3.22 or higher, indicating overall satisfaction with each library service.
- Many services were well-rated, but had a significant proportion of respondents who had “no opinion”, suggesting that these services such as internet access, Library of Things, e-books, and computers are used by a smaller group of survey participants.
- Illinois Valley was the highest rated branch across all services, with it's lowest score being hours of operation, rated 2.98.
- Those who frequent the library more often rate the library better than those who frequent it less.

## Library Services & Materials

### Quality of library services and materials

# How has the library made an impact on you, your family, or your community?

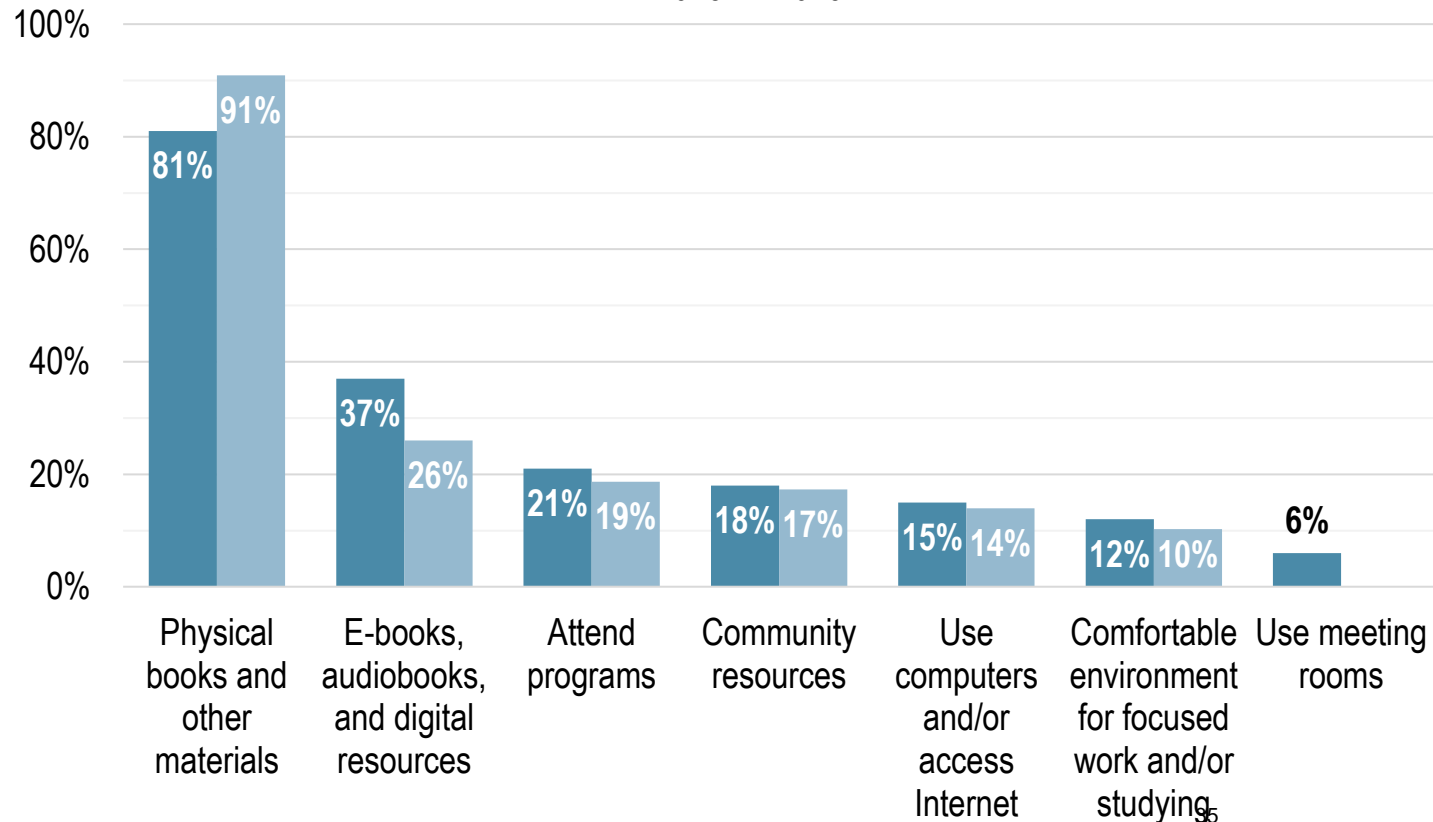
(top 10 categories)



Books and materials are still the main reason patrons come to the library. However, the library also increasingly serves as a community center and resource, providing services that patrons might not be able to get anywhere else.

### Why do you access the library?

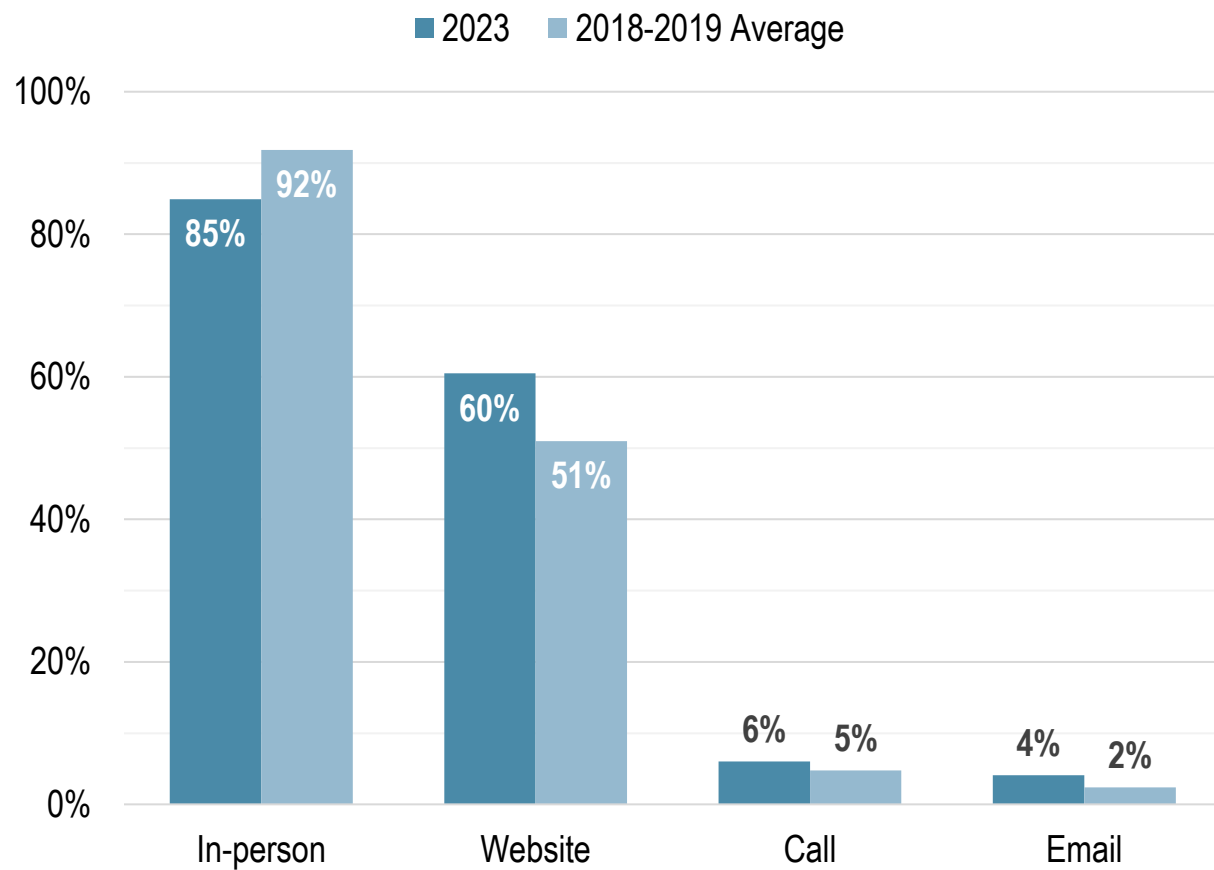
■ 2023 ■ 2019



- Survey participants are accessing the library more for digital resources, physical facilities, and social purposes, and less for physical books and materials.
- BIPOC participants had significantly lower use of digital resources and instead indicated using the computers and Internet, attending programs, and accessing community resources.
- Similarly, use of digital resources seems to increase with education and income, suggesting that digital library resources is a privilege that is not accessible to everyone.

The pandemic has impacted *how* and *why* people access the library.  
The success of the new online branch has also increased remote usage.

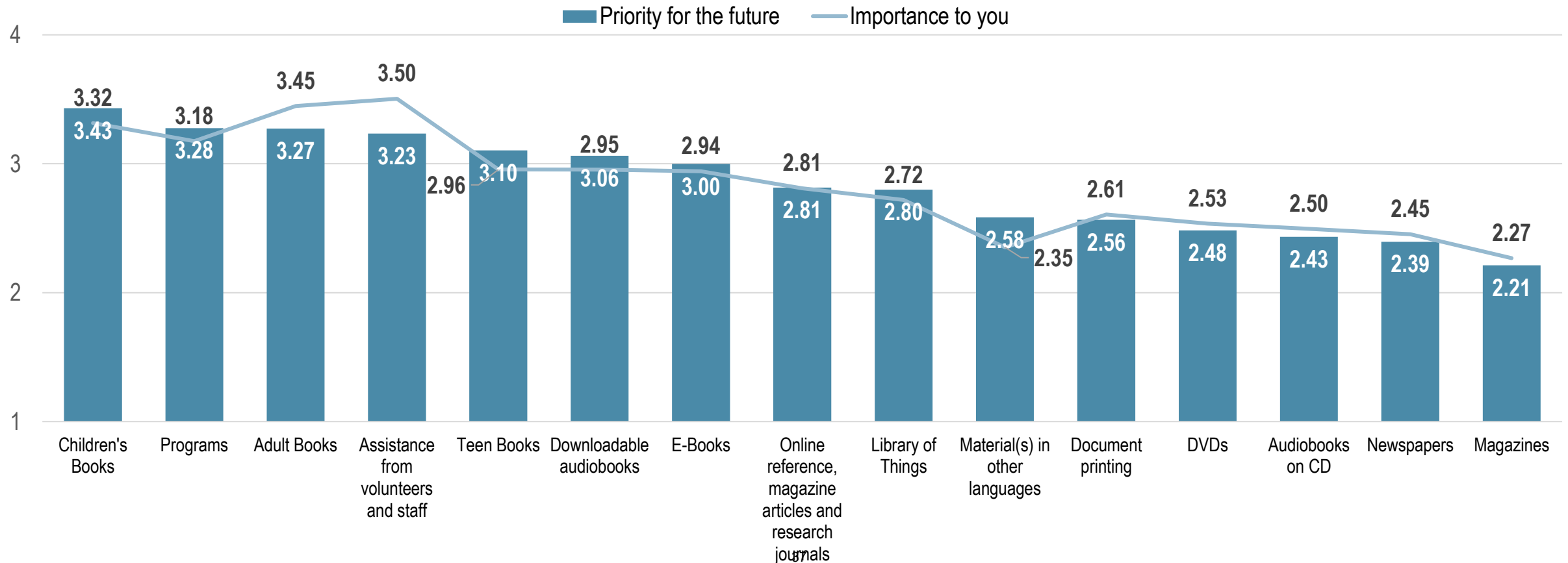
### How do you access the library?



There is a clear shift in library use patterns since 2019, likely due to the way the COVID-19 pandemic has changed library operations and the development of the new JCLD website. Remote access to library services is on the rise, while in-person access has declined.

The range of library services that patrons desire and use differs based on income and education level.

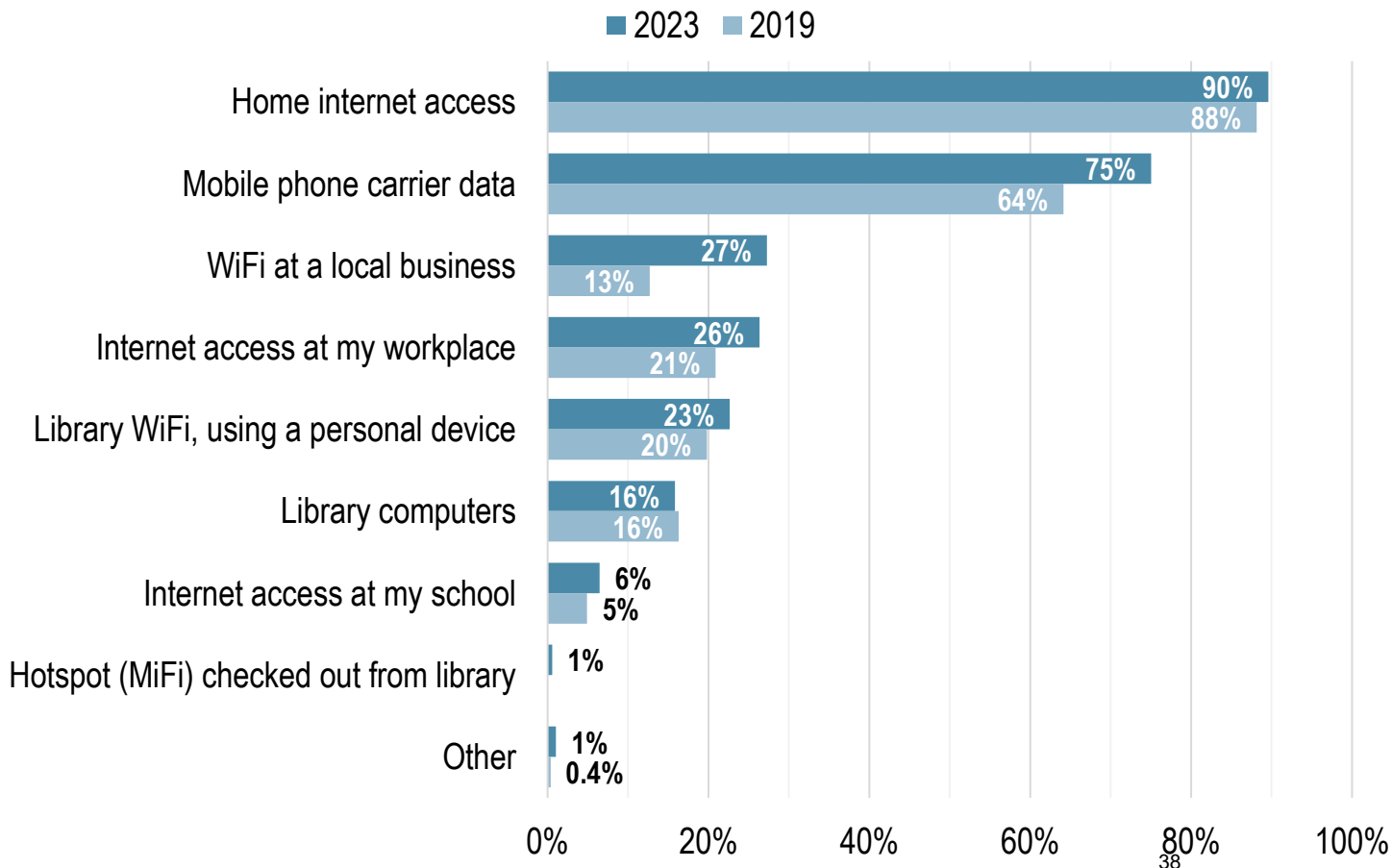
### Please rate our library services by importance and priority for future improvements





The library has been and continues to be a great resource for low-income patrons who rely on library computers for access to the Internet.

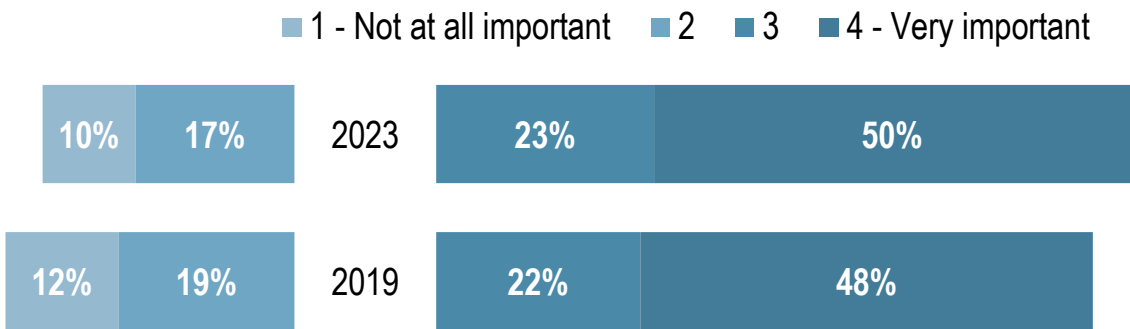
### What methods have you used to access the Internet in the past year?



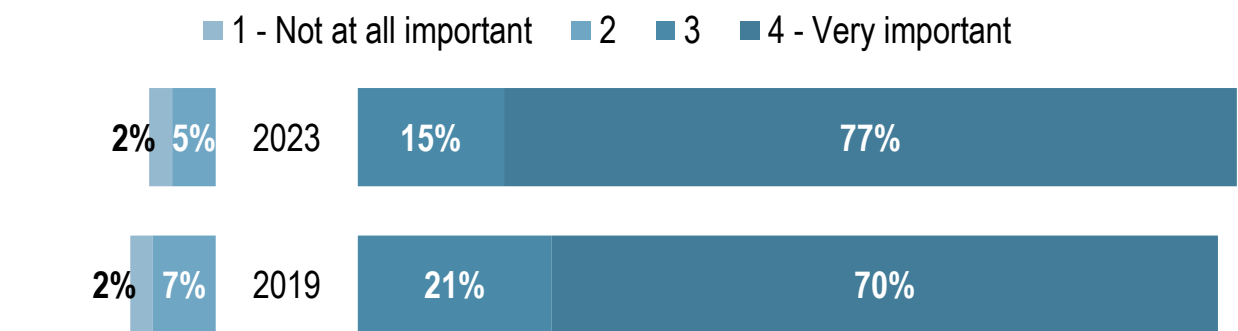
- Survey participants with low household incomes and less education are more likely to utilize the library or local business WIFI to access the internet.
- Those who visited the library more frequently were less likely to have internet service at home and more likely to utilize the library for internet access.

The library has been and continues to be a great resource for low-income patrons who rely on library computers for access to the Internet.

For your own use



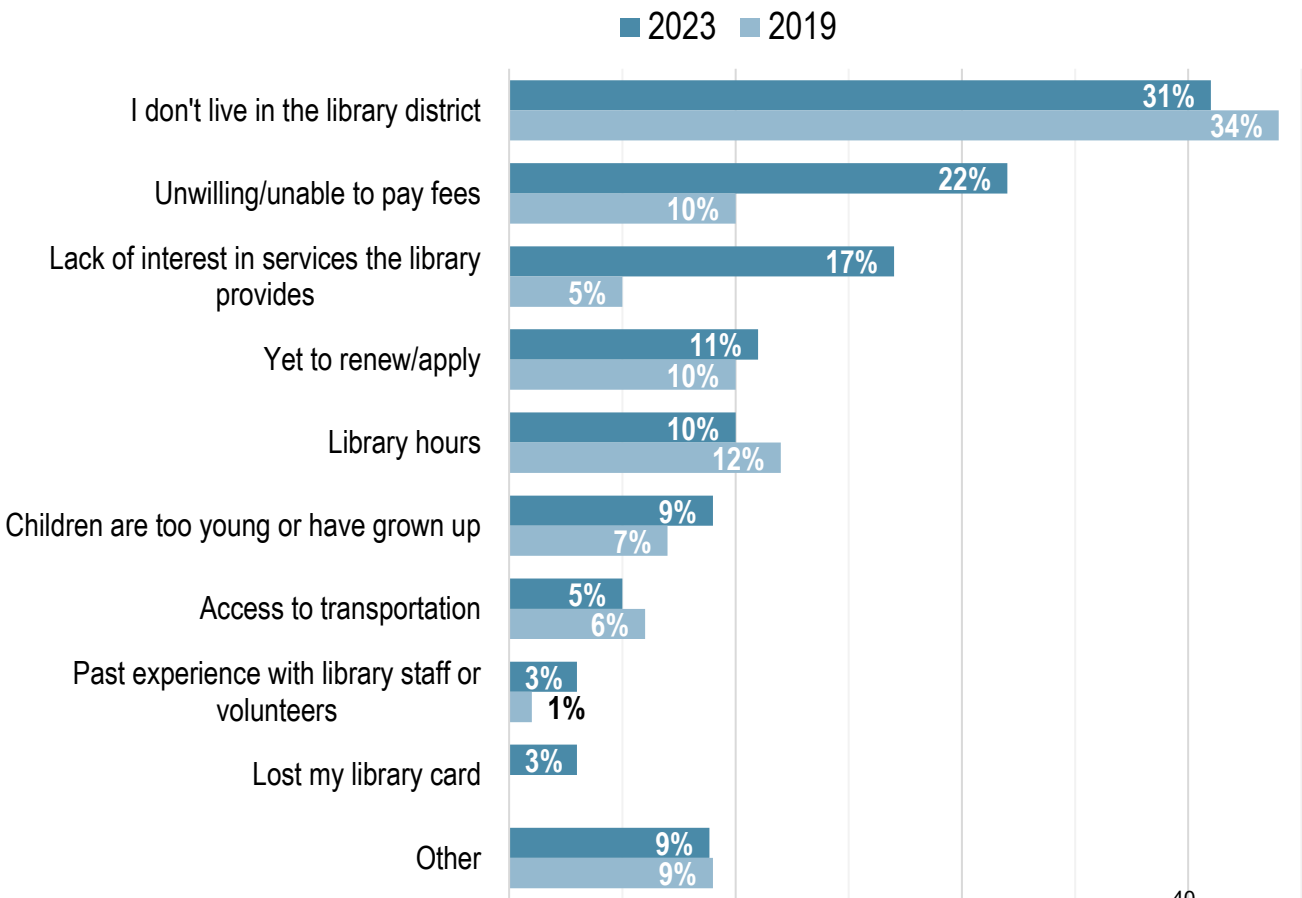
For others to use



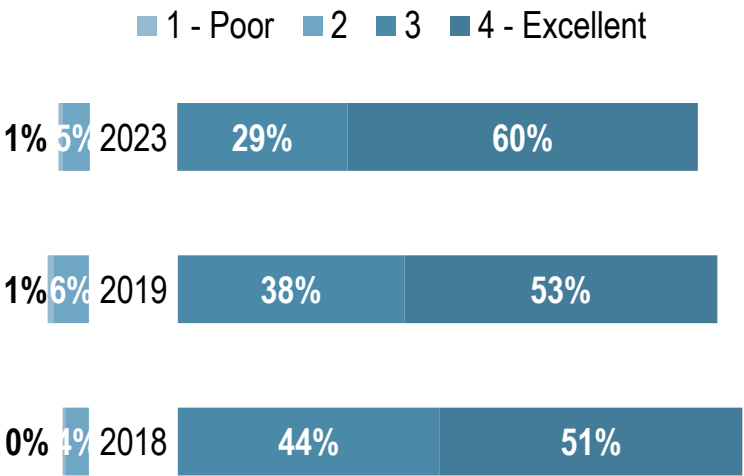
- Patrons that participated in this survey believe access to online resources, computers and internet are very important to them and others.
- Having access to the internet is especially important to those with lower incomes and those looking for work.
- 87% of survey participants at Illinois Valley rated the importance of library computer and internet access as “very important”.

Library fees for residents outside the service area continues to be a contentious issue. Patron sentiment towards libraries seems to be shifting in different directions. Those who appreciate libraries are even more appreciative now, while those who were not very interested in libraries are even less interested.

### Reasons for not having a library card



### How would you rate your library?



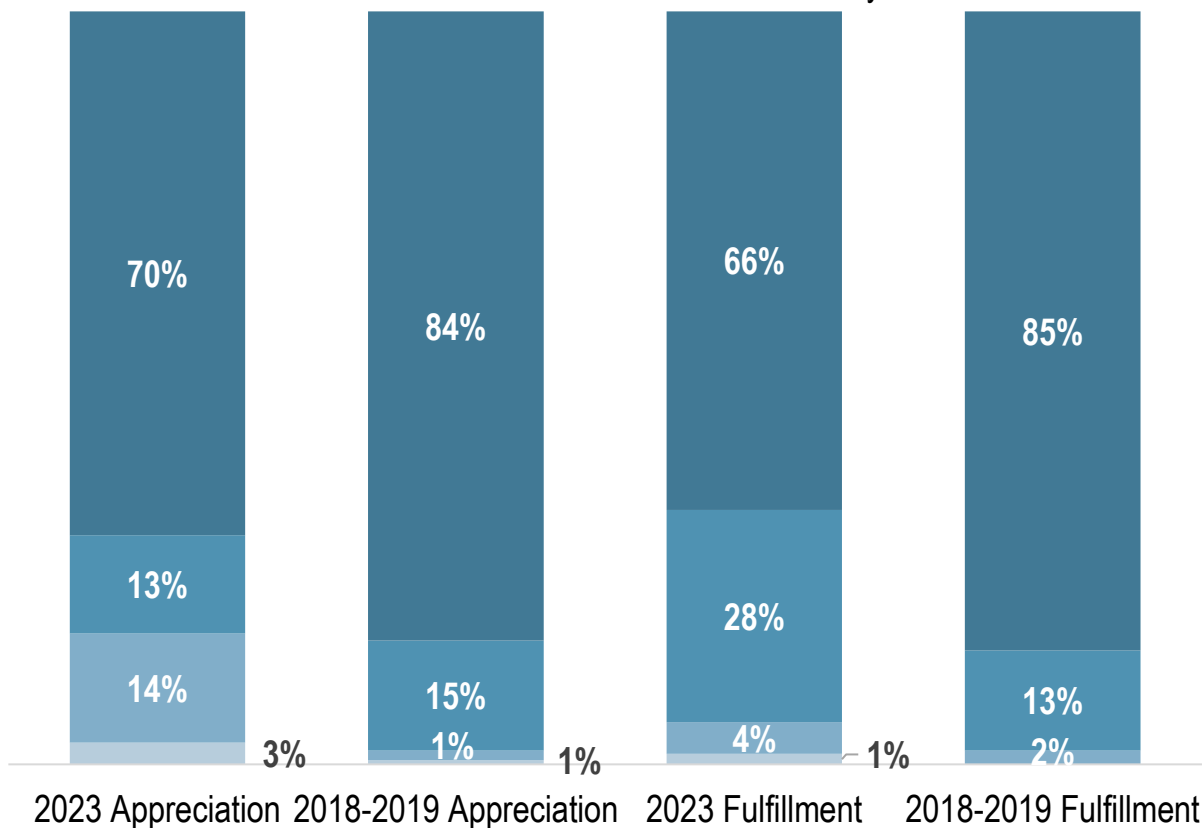
- Not living in the library district remains the primary reason for not having a library card.
- Significantly more survey participants this year are unhappy about paying the library access fees.
- More survey participants have lost interest in library services.



Volunteers are satisfied and fulfilled but less so compared to previous years. Opportunities exist to further increase satisfaction by providing volunteers with more trainings, communicating and listening to volunteer input, and recognition for the work that they do.

How fulfilled and appreciated  
do you feel as a volunteer?

1 - Not at all 2 3 4 - Very



- Volunteers remain relatively satisfied and fulfilled by the work they do, but there has been a significant change since 2018 and 2019.
- 17% of current volunteers (2023) feel that they rarely or never felt appreciated for their work.



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coraggiogroup

503.493.1452 | [coraggiogroup.com](http://coraggiogroup.com)

TO: Josephine Community Library District Board of Directors  
FROM: Kate Lasky, Library Director  
DATE: April 5, 2023  
SUBJECT: Operations Policy Review and Revision- Tobacco

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### Resources

ORS 433.845 Prohibition of aerosolizing, smoking, or vaporizing in public place or place of employment.

### Background

Currently, JCLD policy places a complete prohibition on the use of tobacco products on library property. This revision replaces complete prohibition with a partial outdoor prohibition to align with Oregon law (ORS 433.845).

### Operations Policy 3-1-2 Patron Responsibilities and Rules of Conduct

#### A. Rules of Conduct

For the comfort and safety of patrons, volunteers, and staff, and the protection of library property, the following are the library rules of conduct:

- Use of ~~tobacco products~~, controlled substances, or alcohol on library property is prohibited.
- It is prohibited to smoke, aerosolize, or vaporize inhalants, including tobacco products, within 10 feet of library entrances, exits, windows that open, and ventilation intakes.

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TO: Josephine Community Library District Board of Directors  
FROM: Kate Lasky, Library Director  
DATE: April 13, 2023  
SUBJECT: Patron Policy 3-1-6 Weapons in the Library

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## **Memo**

Recently Personnel Policy 4-2-7 was revised to remove language prohibiting JCLD employees from “bringing to any JCLD location any dangerous or unauthorized materials including explosives, firearms, or any dangerous weapons.” After a potentially dangerous situation at a rural branch JCLD consulted the Sheriff’s Office and legal counsel before deciding to revise the policy. Oregon law already prohibits who can possess the above items and where; it also provides specific exemptions to the law. Removing the prohibition simply affords employees the opportunity to make their own decisions in accordance with the same laws all Oregonians must adhere to. The policy change caused confusion. A new policy is necessary to provide clarity and guidance on the matter.

## **First Reading Patron Policy 3-1-6 Weapons in the Library**

Josephine Community Library District (JCLD) takes the safety of all library workers, volunteers, patrons, and potential patrons seriously. JCLD strives to create a safe and welcoming environment for all members of the community. JCLD deplores violence in all forms. Harassment, physical abuse, fighting, and threatening or dangerous behavior will never be tolerated.

Oregon law places special restrictions on the possession of weapons in public buildings. This section clarifies Oregon law and JCLD’s weapons policy. The information provided in this policy does not, and is not intended to, constitute legal advice; instead, all information, content, and materials available in this policy are for general informational purposes only. Information in this policy may not constitute the most up-to-date legal or other information.

Oregon law provides guidance on the possession of firearms or dangerous weapons in public buildings (ORS 166.370).

- All firearms, excluding handguns in certain situations, are prohibited at the library.
- Dangerous weapons are prohibited at the library.
  - In this context, the term “dangerous weapon” has a specific legal definition. An item must be wielded in a specific way for it to be considered a dangerous weapon.
  - “A dangerous weapon means any weapon, device, instrument, material or substance which under the circumstances in which it is used, attempted to be used or threatened to be used, is readily capable of causing death or serious physical injury” (ORS 161.015).
- Handguns are prohibited at the library.
  - Oregon law provides exemptions for various individuals (ORS 166.370). Those exempt from the prohibition include individuals in various professions such as, but not limited to, law enforcement; and individuals who possess a valid Concealed Handgun License (CHL).
  - Although Oregon law specifically allows individuals with a valid “Concealed” Handgun License to possess a handgun in public buildings, the law does not require the handgun to be concealed. JCLD respectfully requests those with a CHL conceal their handguns.

JCLD is committed to following Oregon State Law. Any violation of the above rules will result in an immediate and appropriate response, including notifying law enforcement for appropriate legal action.

TO: Josephine Community Library District Board of Directors  
FROM: Kate Lasky, Library Director  
DATE: April 5, 2023  
SUBJECT: Operations Policy Review and Revision- Meeting Space

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### Background

Currently, JCLD policy specifies a three-month limit on meeting room reservations. This time limit is challenging to manage due to limited meeting space and increased demand. Staff recommend allowing a two-month limit but changing the policy to allow for flexibility in making recurring reservations.

### Operations Policy 3-4-2. Meeting Space

#### Reservations and Use

- Reservations may be made ~~three months~~ in advance and staff may limit recurring meetings in order to accommodate access to the meeting space. 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.

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: April 14, 2023  
SUBJECT: FOTF Memo

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## **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**

An update on the New Williams Library scope, cost, and schedule is included in the board packet. See attached.

On March 23, we received notification from the Josephine County Planning Department that the address change from 20140 Williams Highway to 158 Tetherow Road and the development permit has been finalized and approved.

The construction documents achieved 100% completion. ZCS has submitted the construction documents to Josephine County for the building permit. The RFP for a general contractor will be posted by ZCS the week of April 17 and will close on May 22. Bids will be sent to the foundation director as project "owner".

Bimonthly meetings are scheduled with the ZCS team for the Williams project. The next meeting will be held on Wednesday, April 26 at 4pm at ZCS's office and online. FOTF members are encouraged to attend.

The old well was decommissioned by Clouser Drilling at no charge to the library foundation thanks to the generosity and support of the owners Kevin and Helen Gill.

**Action:** Foundation is working with library director and staff to promote the RFP for the general contractor using the foundation and district's communications platform. The RFP will also be promoted with a focus on the Williams area.

**Action:** Foundation director is planning a groundbreaking ceremony in June or July. Major donors and the community will be invited. More details soon.

**Action:** Foundation and library directors are meeting with the planning department director to share difficulties encountered in the permitting process with the Williams project in hopes of illuminating future delays in permitting for upcoming building projects.

**Action:** Foundation director is attending the monthly New Williams Library listening session on Thursday, April 20 from 5-6pm to provide an update on milestones met and updates timeline for construction as well as answer any questions from community members.

**Action:** Foundation director will work with volunteers to dismantle and dispose of the stage.

**Illinois Valley branch**

CDBG grants administrator provided an update on the Illinois Valley Renovation scope, cost, and schedule. See attached.

A review of the 100% complete design documents was conducted by a third party for constructability and cost estimate. Based on this report, the project is currently close to \$150,000-\$200,000 over budget.

FOTF members met to discuss options within the scope of the project to bid as alternatives and select other materials to bring the cost of the project down.

***Action:*** Foundation director will pick up printed construction documents to review with FOTF members to make decisions on cost savings before the construction documents are completed.

**Wolf Creek**

In February, the foundation approved the district's funding request of \$25,000 for the Wolf Creek Reconfiguration Project. The Wolf Creek branch shelving is inadequate for service for students. Library usage reflects greater circulation of children and teen resources, and low circulation of adult materials. The library is reconfiguring the Wolf Creek branch to reflect usage statistics by swapping the youth area and the adult area and lowering shelving height to increase line of sight for safety and security.

The furniture for this project has been purchased and is awaiting shipment. FOTF received an update on the project's status.

**TO:** JCLF and JCLD boards  
**FROM:** Rebecca Stoltz, New Williams project manager  
**SUBJECT:** New Williams Library update  
**DATE:** April 12, 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 158 Tetherow Road in Williams by October 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 were submitted to Josephine County on December 9. The Planning Department conditionally approved the site plan on February 15. We applied for the road approach permit and were approved with no changes required. On March 23, we received notification of the address change from 20140 Williams Highway to 158 Tetherow Road, and also learned that the design development permit is now approved.
- On April 7, construction documents achieved 100% completion. ZCS will submit the construction documents to Josephine County for the building permit.
- The Request for Proposals (RFP) for the general contractor is expected to be published and distributed this month. After a four-week bid period, proposals will be evaluated. Selection and contract negotiation will finish in June.
- Clouser Drilling has committed to decommissioning the property’s old well.
- The new circulation desk, mobile shelving units, and other furniture have been ordered and received, and are now in a storage facility in Grants Pass.
- Library leaders and architects continue twice-monthly meetings to discuss design, engineering, and schedule. Recent discussions have included book drop, interior and exterior lighting, the gate, and casework.
- 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.
- Construction is now scheduled from July to October. The library move is anticipated for mid-October, with the grand opening around October 21, 2023.
- The following table shows high-level project milestones.



✓ - Completed      • - In progress      \* Concurrent milestones

		<b>Milestone</b>	<b>Duration</b>	<b>Start</b>	<b>Finish</b>
✓	2	<b>County Land Use Development Permit approved</b>	<b>6-12 weeks</b>	<b>12/9/2022</b>	<b>3/24/2023 (15 weeks)</b>
•	3	Construction Documents updated and reviewed by owner	2 weeks	3/28/2023	4/12/2023
*	4	Building Permit application submitted	1 day	4/13/2023	4/14/2023
	5	<b>County Building Permit approved</b>	<b>6-8 weeks</b>	<b>4/17/2023</b>	<b>5/26/2023 (6 weeks)</b>
*	6	Construction bid period	4 weeks	4/26/2023	5/24/2023
	7	General contractor selected	2 weeks	5/24/2023	6/7/2023
*	8	Library leaders review and accept general contractor contract	4-5 weeks	6/7/2023	7/6/2023
	9	<b>Groundbreaking ceremony held</b>	<b>Saturday</b>	<b>7/8/2023</b>	<b>7/8/2023</b>
*	10	Exterior renovations completed	2 months	7/10/2023	9/1/2023
*	11	Interior renovations completed	1-2 months	7/10/2023	9/1/2023
	12	Furniture, fixtures, equipment, technology installed	6 weeks	9/4/2023	10/13/2023
	13	Substantial completion, punch list	3 weeks	10/2/2023	10/20/2023
	14	<b>New Williams Library Grand Opening and Ribbon Cutting</b>	<b>Saturday</b>	<b>10/21/2023</b>	<b>10/21/2023</b>

## 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)	\$300,000
State of Oregon ARPA grant via Rep. Morgan	
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
<b>Total</b>	<b>\$900,000</b>

**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:** April 5, 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 demonstration 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.**
  - Drafted an agreement between Rogue Valley Council of Governments (RVCOG) and the City of Cave Junction for labor standards monitoring during construction. Currently under review.
- **Architectural design and engineering.**
  - Aprexis, LLC, has reviewed the 100% complete design development drawings and has submitted its constructability review and cost estimate. Parties will review and discuss later this week.
  - Advantage Environmental has submitted its report on the hazardous building materials assessment.
  - The zoning permit application is being prepared to submit to City of Cave Junction Planning.
  - ZCS is developing the construction documents for completion in May. The project will then go to bid for the general contractor for construction to start around September.
  - Twice-monthly project design meetings continue among the City of Cave Junction, Josephine Community Library District and Foundation, and ZCS Engineering & Architecture.
- **Environmental Assessment.**
  - In progress: Endangered Species, Explosive and Flammable Materials, Historic Preservation, Site Contamination, and Wild and Scenic Rivers.
  - Starting: Environmental Justice, Land Development, Socioeconomic, Community Facilities, and Natural Features.
  - Completed: Air Quality, Airport Hazards, Coastal Barrier Resources, Coastal Zone Management, Farmlands Protection, Flood Insurance, Floodplain Management, Noise Abatement and Control, Sole Source Aquifer, and Wetlands Protection.
- **Finance.** Business Oregon continues to reimburse for budgeted expenses against the block grant.
- **Communication.** Responding to a request for project information for the *Illinois Valley News*.

### **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.