# Josephine Community Library District Budget Hearing and Board of Directors Regular Meeting Wednesday, June 21, 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, Laurel Pat Fahey Gina Marie Agosta, Brenda Aguilera

President Samson Vice President

Agenda Items	Action	Responsible	Time
Call to Order		R. Selvig	
Standing Items		R. Selvig	5 min
Approval of agenda     Approval of consent agenda     a. May 17 Board Meeting minutes     b. Resolution 2023-035: Policy 3-3-6     3. Public comment	Motion		
4. Correspondence 5. Annexation petition review: Joanna Marie Gavlik and Jeffrey R Gavlik	Motion		
Staff Reports		., .	4.0
<ol> <li>Library director's report</li> <li>Financial report</li> </ol>	Report Report	K. Lasky K. Lasky	10 min 5 min
Grants administration report	Report	T. Stover	5 min
Action Items			
<ol> <li>First reading: Library Programs and Displays</li> <li>First reading: Surplus Property</li> <li>First reading: Volunteer Position/Time Commitment</li> <li>First reading: Volunteer Conduct and Termination</li> </ol>	Discussion Discussion Discussion Discussion	K. Lasky K. Lasky K. Lasky K. Lasky	5 min 5 min 5 min 5 min
Board Member Reports			
<ol> <li>Library Foundation liaison report</li> <li>Facilities Oversight Task Force report</li> </ol>	Report Report	R. Stoltz Samson/Fahey	5 min 10 min
Announcements			
<ol> <li>Comments from board members</li> <li>Date and agenda items for next meeting</li> </ol>		All R. Selvig	5 min
Adjourn		R. Selvig	

Date and Time	Upcoming Meetings and Events	
July 19, 5:30pm	District Board Meeting, Grants Pass branch	

Josephine Community Library District
Regular Board Meeting and Budget Hearing Minutes
Wednesday, May 17, 2023, at 5:30 pm
Grants Pass branch, 200 NW C Street, Grants Pass, OR 97526

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

Members absent: none

**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, Business Manager Shannon Hauberg, Adult Services Coordinator Kayla Rau, Technical Services Coordinator Rosalynn Smith, Public Services Manager Kirsten Edwards, Early Literacy Outreach Coordinator Gabby Favazza

**Contractors:** Grants Administrator Teresa Stover

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

**Public:** Dean Edwards, Alexandra Edwards, Larry Carpenter, Laura Guerrero, Matthew Hoff, Gale Shoemaker, Kathy Simmons, Karea Janssen, Debbie Cooke, Robert Cooke, Steve Chroninger

**CALL TO ORDER.** Ms. Selvig called the meeting to order at 5:32 pm.

# STANDING ITEMS

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

Approval of consent agenda. Consent agenda items included:

- April 5 Budget Meeting minutes
- April 19 Board Meeting minutes
- Resolution 2023-030: Policy 3-1-6
- Resolution 2023-031: Policy 3-4-2
- Resolution 2023-032: AuthRep

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

# Public comment.

#1 Dean Edwards is a new volunteer at the Grants Pass branch. He expressed that national Pride Month is "Christmas for democrats" and that if the library district goes through with the display during the month of June, it would be like democrats doing a victory lap after the recent May election results. He quoted the American Library Association's Library Bill of Rights which states that information presenting all points of view should be displayed in every display and felt that during national Pride Month not all viewpoints would be expressed. He suggested that Pride month displays should be done in October instead of

June because of national Coming Out Day on October 11 to keep Pride Month from appearing to be a political stunt by the library in June.

He feels like he was tricked into volunteering at an organization where he was told that he needed to leave his political and religious beliefs at the door. He also said that library volunteers need to be warned about Pride Month displays and how to handle complaints from community members who are upset about them. He also asked that the volunteer agreement form be updated to state that the library "will endorse political causes from time-to-time" and that volunteers should agree with them.

#2 Laura Guerrero has lived in Josephine County for 26 years and is a recent volunteer. She stated that the freedom to read is essential to our democracy and part of our first amendment rights and the public library is essential in upholding that. Not including all marginalized populations would be a form of censorship and unconstitutional. She said that the freedom to read also includes religious materials and shared that as a kid she could never find books about Hannukah or with Jewish themes and is glad to see more of that now.

#3 Larry Carpenter agrees with Mr. Edwards's statement. He shared that June 14 is the only day he celebrates in June for national Flag Day. He hopes something is done in the library on that day to celebrate the American Flag.

**Correspondence.** Ms. Lasky shared correspondence that was received by Martin Zottola supporting the freedom to read.

Annexation petition review. The board of directors reviewed annexation petitions from Helen Kruse, Evelyn Burden, Rachel & Grant Neemann, Neil Hooper, and Jerry Cortapassi. *Motion*: Mr. Fahey moved to endorse five annexation petitions from Helen Kruse, Evelyn Burden, Rachel & Grant Neemann, Neil Hooper, and Jerry Cortapassi. Ms. Agosta seconded. The motion passed unanimously.

### STAFF REPORTS

**Library director's report.** Ms. Lasky referred to the Library Director's Report dated May 17, 2023, highlighting the following items:

- Ms. Lasky shared that the annual spring volunteer party is on Sunday, May 21 at the Grants Pass branch.
- The library is seven years ahead of schedule for fundraising for building projects and significantly ahead of the 2030 projected timeline (drafted in 2019) for completion of construction of new libraries.
- New shelving purchased by the library foundation was installed in the Wolf Creek branch.
- Interviews for a new volunteer coordinator are underway.
- Summer Reading Program starts June 10. Registration begins on June 1.

- Library IT contractors do routine tests for phishing scams.
- Motion: Ms. Aguilera moved to authorize Ms. Lasky to sign a Quitclaim Deed and Lease Termination Agreement for the current Williams library building upon finalizing and completing the move of the library facilities to a new location. Mr. Fahey seconded. The motion passed unanimously.

**Financial report.** Ms. Lasky reviewed the April 2023 Financial Statement memo dated May 17, 2023. She also referred to the Profit & Loss Budget vs. Actual–General Fund statement through May 17, 2023, the P&L statement for Enhanced Library Services (grants) through April 2023, the P&L statement for Special Funds as of April 2023, and the Balance Sheet as of April 30, 2023.

**Grants Administration.** Ms. Stover reported on the status of library district grants referring to the grant update memo dated May 17, 2023.

## **ACTION ITEMS**

**FY23-24 Budget Hearing.** The board referenced the FY 2023-24 Budget Message and FY24 Budget approved by the JCLD Budget Committee on April 5, 2023.

Ms. Selvig opened the Budget Hearing at 6:07 pm and invited public comment. With no comment from the public or the board, Ms. Selvig closed the Budget Hearing at 6:08 pm.

**FY23-24 Budget and Appropriations.** Ms. Selvig invited board discussion of the FY24 budget. *Motion:* Ms. Agosta moved to approve Resolution 2023-033 to adopt the FY24 budget and make appropriations for FY23. Mr. Fahey seconded. The motion passed unanimously.

**FY23-24 Tax Rate.** Ms. Selvig invited board discussion of the FY24 tax rate. *Motion:* Ms. Agosta moved to approve Resolution 2023-034 to levy the ad valorem property tax rate of 39 cents per \$1,000 assessed property value for FY23. Ms. Samson seconded. The motion passed unanimously.

**First reading: Policy 3-3-6. Use of the Virtual Meeting Booths.** The board of directors held its first reading of a new policy for the use of virtual meeting booths.

# **BOARD MEMBER REPORTS**

# Library Foundation liaison report.

Ms. Cohen reported that over \$260,000 was raised by over 200 donors during the crowdfund exceeding the goal to make the \$250,000 match from Four Way Community Foundation for the purchase of property for a new library in Grants Pass.

Oregon Community Foundation donated \$50,000 to the library foundation.

A celebration will take place on June 30<sup>th</sup> at 6 pm for library district and foundation board members and staff to celebrate recent capital campaign accomplishments.

The spring fundraising drive will take place the month of June.

A public celebration will take place on July 12 at the new property for the public.

# Facilities Oversight Task Force.

Ms. Samson reported

### **ANNOUNCEMENTS**

Comments from board members. Ms. Selvig stated that she is glad that the library is going to remain an open place for all individuals in the community.

Ms. Selvig shared that she appreciates Ms. Aguilera's time on the board.

Referring to the Pride Month display, Mr. Fahey shared that not having a display makes just as much of a statement as having one. Ms. Lasky shared that staff has been in discussion about Pride Month display for several weeks and two board members were included in the most recent conversation so that they can be aware. The library's job is to uphold the First Amendment and freedom to read. Ms. Lasky pointed out that there is no other institution in the community where controversial topics can be explored. Ms. Aguilera shared that she is happy to see representation of marginalized communities in the library and that she hopes to see that grow as the community becomes more diverse.

# Date and agenda items for next meeting.

The next regular board meeting will be at 5:30 pm on Wednesday, June 21.

# **ADJOURNMENT**

The meeting adjourned at 6:30 pm.

Respectfully submitted,

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: May 16, 2023

SUBJECT: Operations Policy: New Policy 3-3-6 Use of Virtual Meeting Booth

JCLD received a grant to purchase and install a virtual meeting booth at the Grants Pass branch. The booth will offer patrons a resource to access the Internet for virtual meetings and appointments in a soundproof space. Policy 3-3-6 address the use, technology, support, and access for this new resource.

# Policy 3-3-6. Use of the Virtual Meeting Booths

Adopted x/xx/2023

Josephine Community Library District (JCLD) provides access to private Internet meeting booths for virtual appointments, meetings, and visits (referred to simply as "meeting booths" and "meetings" in this policy). This policy ensures appropriate and effective use of this resource. Patrons may use meeting booths for virtual job interviews, virtual appointments, Zoom visits with friends/family, attending online courses, or other *live virtual meetings*. The meeting booths are not to be used for web browsing, watching movies, or any use other than live virtual meetings.

This resource facilitates patron access to resources necessary to fulfill basic life needs, stay connected, and pursue lifelong learning. Bringing opportunity, literacy, and connectivity to diverse patrons ensures our libraries remain relevant in this century and well into the next.

# A. Meeting Booth Use

- **a.** Reservations can be made up to one week in advance. Meeting booths are reserved in 30-minute increments and can be reserved for up to 2 hours at a time. Patrons may make one advance reservation each week.
- **b.** Drop-in spots may be available if you do not have a reservation. An advance reservation is not required. Drop-in spots are not guaranteed. Check in at the information desk to learn more about current drop-in availability and waitlists.
- c. If a patron has not checked in more than 15 minutes after the start of their reservation, the library may give the reservation to the next person waiting for a meeting booth.
- **d.** Patrons must sign the Meeting Booth Use Contract prior to use.
- e. Meeting booth use is limited to one to two people at a time.
- **f.** Food, drinks, and any items or substances that are sticky or may stain are not allowed in meeting booths.
- **g.** Patrons are expected to adhere to Policy 3-1-2 Patron Responsibilities and Rules of Conduct while using the meeting booths.
- h. All JCLD policies, especially the library's Code of Conduct and policy on Internet Use Rules, apply to meeting booth use. See Policy 3-1-2, *Patron Responsibilities and Rules of Conduct* and Policy 3-3-2, *Use of the Internet and Other Digital Reference Tools*, for more information.

# B. Technology

Meeting booths do not automatically include a library-provided computer or any other

technology. Anyone can reserve a meeting booth and bring their own computer. A library card is required to reserve a library-provided computer. The library does not provide guest computers for use in meeting booths. Wireless access is available during operating hours.

# C. Technical Assistance

Like in-person meetings, many virtual meetings require punctuality. JCLD staff and volunteers are not always available to assist patrons who must immediately connect to an in-process virtual session. Patrons are responsible for familiarizing themselves in advance with all applications, web portals, and any other tools or technology they may need to access their virtual meeting. If a patron would like assistance learning how to access their meeting, they are encouraged to make a separate appointment for technical assistance at the information desk. JCLD staff and volunteers are happy to assist patrons in advance, so they are prepared to access their meeting. A technology assistance session ensures staff or volunteers have adequate time to assist patrons with their technology needs.

# D. Meeting Booth Access

The meeting booths are available to all patrons; however, this service may be restricted at any time for use not consistent with these guidelines. The restrictions can include being denied meeting booth and/or Internet use for a period of time, being asked to leave the library, or the removal by law enforcement authorities.

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

In the Matter of Adopting Policy 3-3-6, Virtual Meeting Booths, for Josephine Community Library District	) Resolution No. 2023-029 )
WHEREAS, the Board of Directors has revithe Josephine Community Library District;	ewed the new operations policy written for now therefore
The JOSEPHINE COMMUNITY LIBRARY DIS	TRICT BOARD OF DIRECTORS hereby
The revised Operations Policy 3-3-6, Use of attached hereto and incorporated herein by implementation.	<u> </u>
DONE AND DATED this 21st day of June 20	023.
Pat Fahey, Board Member	Gina Marie Agosta, Board Member
Brenda Aguilera, Board Member	Rachele Selvig, Board Member
Laurel Samson, Board Member	



# **Annexation Petitions**

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

	Property Owner	Address
1	GAVLIK, JEFFREY R & GAVLIK, JOANNA MARIE	18205 REDWOOD HWY

TO: Josephine Community Library District Board of Directors

FROM: Kate Lasky, Library Director

DATE: June 21, 2023

SUBJECT: Library director's report

# Action

• For the New Williams Library, two general contractor bids were received. The library and architect team met with the selected contractor to review cost details. A revised bid was received on June 9, and the contract between the library foundation and the contractor will be executed soon. The building permit was approved in early June, after about eight weeks. The groundbreaking date has been set for July 5, with construction scheduled for July to August, and the grand opening in late September.
With the new location, management is requesting permission from the board to review and update the Williams branch hours of operation to increase the Friday hours from 11am-4pm to 11am-6pm. The Williams branch manager currently works 34.5 hours a week to support the new Williams library construction project, and the district can incorporate the additional two hours of operation into the existing personnel budget with no change to projected expense. The library director requests a vote of the board.

 For the new fiscal year beginning July 1, a cost-of-living adjustment (COLA) for personnel due to inflation is enacted by the board. The FY23-24 budget projected a 5% COLA. The library director requests a vote of the board.

# **General Updates**

- Board members personal emails will no longer be used after June 30. Board member library email accounts now require two-factor authentication. Board members are encouraged to test library email accounts in the coming weeks to ensure that they are receiving all communications. Technical assistance is available upon request
- Board members are invited to the Community Celebration on Saturday, July 22 from 10am-12 at the new Grants Pass property in the parking lot. Come and celebrate the exciting accomplishment and the first step toward building a new downtown Grants Pass library. More details and ways to help are coming soon.
- A grant request of \$7,935 was approved by A Greater Applegate for a virtual meeting booth for the New Williams Library. The virtual meeting booth for the Grants Pass branch is scheduled to be installed in late June and was paid for by a grant from AllCare Health.
- For the Illinois Valley Library Renovation, construction documents are nearly complete
  due to the need to update with three additional parking spots according to Cave Junction
  City Planning Commission. The project is scheduled to go to bid in late June.
  Construction is expected to start by September.
- For more information about library programs and events, read the <u>Latest News</u> and the <u>Youth Library Newsletter</u> online.
- Received a Request for Reconsideration for a Pride Month display on May 17. See attached Request for Reconsideration and response.

#### **Stories**

- Online branch: A library patron responded to the last newsletter expressing his gratitude to the library for offering ebooks and audiobooks. These are his only means of access to reading and listening material since he is unable to leave his home.
- In Grants Pass, a Canadian visitor said, "Libraries are the place we can always go for order, peace and quiet and Wi-Fi." Two other patrons commented, "One of the library volunteers was amazing helping me with setting up a cell phone!" and "A library volunteer helped me get my pictures on my phone when no one else could. Thank you!"
- In Illinois Valley this past month, the branch manager and staff were unusually busy troubleshooting technology with patrons on tablets, laptops and phones. Activities included downloading the library's ebook app, Libby, to devices, updating operating systems on laptops, and tablets to keep devices working, and setting up new phones for service. An exasperated traveler from the mid-west came into the library with a new phone with pre-paid minutes to use the Wi-Fi and set up the new service. After struggling for an hour, he asked the branch manager for help. Thirty minutes later he put his girlfriend on the phone with staff to thank them for helping her technology-challenged partner finally call home.
- In Williams, a patron from Maine who had been visiting relatives in Williams was grateful she could renew her expired driver's license online and print her new documents at the library before she set off on her trip home.

### Successes

- In its first year of implementation, Interlibrary Loan (ILL) served 281 individuals with 588 items borrowed from other libraries and 66 lent out from JCLD. ILL is considered a public library essential service as part of the Oregon Library Association Public Library Standards. The total cost of the program was approximately \$4,000, representing a much lower cost than if JCLD had purchased the 588 patron requested items. This program also greatly extends patron access to materials without the need for additional shelving.
- The May Spring Fling volunteer appreciation event was attended by 75 participants, including staff and board members.
- Implementation of the new floating DVD collection among the rural branches resulted in new movies for regular patrons to borrow. The positive patron response was almost immediate.

# Challenges

- The grant awarded to Josephine County for the FCC Affordable Connectivity Program
   (ACP) partnership with the library has been delayed by three months. Consecutive unmet
   deadlines by the federal government are impacting the program's viability. The job
   description for this position cannot be finalized without FCC contract details. Recruitment
   for the position will also take some time. Challenges in the implementation of the
   program may escalate.
- The Wolf Creek branch manager resigned. Recruitment of a new branch manager is pending. High turnover at this branch is challenging. Also in Wolf Creek, the principal, and a long-time teacher at Sunny Wolf Charter School resigned. The partnership with the

charter school will require new partnership agreements and development in the coming months.

# 2021–2024 Strategic Plan Update

<u>Focus 1 Basic Needs</u>: Residents fulfill basic needs and gain life skills through library services, library partner services, and referrals to community resources. <u>Projects</u>: JosephineLINK, Resource and Materials Support, Partnerships

- Launched the 2023 Summer Reading Program. Partnering with the Grants Pass Daily Courier with weekly ads to support remote access. Staff at all four branches planned and implemented launch events, programs, and outreach. Management set a goal of 1,000 participants reading 250,000 minutes during the 8-week program. Board members are encouraged to view Summer Reading Program collateral including activity booklets, calendars, flyers, weekly incentive stickers, four different Pop-up Storybook Walk signs, webpage content, web calendar entries for accompanying events, a reading log web portal, press releases, displays, book giveaways, content for social media and newsletters, and registration stations at all four branches. Several partnerships are supporting the program, including Grants Pass School District 7, Gilder Lehrman Institute of American History, Josephine County Historical Society, Next Up, Evergreen Federal Bank BearFest, Bugs-R-Us, Southern Oregon University Extension Services Food Hero program, and more.
- Signed up with Northstar, a digital literacy database and curriculum offered by the State Library of Oregon. Plan to use Northstar in future thinktanks for the new volunteer-led Welcome to Computers programming to ensure that all participating volunteers have a solid base from which to tutor on different subjects.
- Partnered with Josephine County Food Bank for two cooking classes for kids, attended by 19 kids and 17 adults.
- In Grants Pass, two 2nd-grade classes from Ft. Vannoy Elementary. Approximately 45 students and eight adults attended for storytime and a tour of the library.
- Tabled at Frog-O-Faire and Porchfest with free early literacy book giveaways, information about the Summer Reading Program, and information about youth programs at the library.
- Continued partnership with Josephine County Jail to rehome discarded paperback books from JCLD this month.

<u>Focus 2 Diverse Perspectives</u>: Residents of diverse backgrounds have their information needs addressed equitably, their perspectives welcomed, and are represented at the library. <u>Projects</u>: Focus Groups, Programs, Collection Diversity Audit, Displays

- Featured Pride Month in displays at all four branches in support of gay, lesbian, bisexual, and transgender people who live in Josephine County. Updated the online <u>LGBTQ+</u> <u>Subject Guide</u> with the history of LGBTQ+ human rights in the US. June Pride Month has been featured annually at JCLD since the district was formed.
- Since 2021, the number of banned books and challenges to reading material, displays, and programs in public libraries has escalated, more than any other time in the history of the United States. During this challenging time, JCLD continues to adhere to the law to guide its actions; that is, the First Amendment of the US Constitution, Oregon Revised Statute, and Oregon Library Association (OLA) Public Library Standards.

 A Statement from OLA Executive Board and Intellectual Freedom Committee was issued on June 6 to reaffirm the basic values of librarianship and intellectual freedom. See attached.

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

<u>Projects</u>: Programs, Digital Literacy Displays, and Subject Guides

 Hosted the exhibit, A Brief History of Voting Rights in the US, from the Gilder Lehrman Institute of American History. The exhibit fees were donated by James Basker, executive director of the institute and former resident of Josephine County. Channel 12 highlighted the exhibit during its June 15 news coverage.



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

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

 Developed a new policy for Library-Initiated Programs and Displays to be reviewed by the board and new procedures for a) lost items due to theft, fire or flood, b) patron printing, c) suggested purchase feedback.

# **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.

- Improved Library of Things replacement procedures now afford the opportunity to expand upon kits that have been lost or worn out. For example, replacement binoculars kit now includes a carrying case with strap, a bird field guide, and a county parks map.
- Expanded the Oregon Collection at Illinois Valley to better facilitate patron information seeking behaviors for Historical Oregon books.
- Establish an account with youth publisher Jump! This publisher distributes nonfiction series that will enhance youth collections across all branches.

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.

- Volunteers continue to be scheduled, interviewed, oriented and trained thanks to the steady work of all the JCLD staff. A new volunteer coordinator was hired to begin on July 10
- Staff professional development included a self-paced training Providing Trauma-Informed Service in Small and Rural Libraries, Books Bans and Censorship: Managing Public Comment Sessions and Materials Challenges, and Prepared for Pride Month: a Conversation from the American Library Association.
- In Grants Pass, adult services coordinator facilitated a volunteer field trip to visit the
  Josephine County Law Library. They learned from county staff, asking questions and
  exploring the facility. Volunteers were excited for the extra chance to learn and
  requested more field trips in the future.
- Rebuilt quarterly volunteer training to accommodate needs for SRP, including slideshow, detailed slide notes, multiple handouts, and Zoom meeting. Expanded training on ACEs, formerly built/led by volunteer coordinator, to include information gathered from Providing Trauma-Informed Service in Small and Rural Libraries and Library 101, putting JCLD in context with the larger world of librarianship.
- Acquired access to online library database training in response to volunteer interest in learning more about these resources offered by the State Library. Provided access to online video tutorials to all Info volunteers to use at will.
- Replaced ADA automatic door access buttons in Grants Pass.
- Submitted the Jerry Kline Community Impact Award by the June 16 deadline in partnership with Josephine County and Grants Pass Chamber of Commerce.

# Early Literacy: Provide special programming to encourage children's literacy.

- Nine families (10 children) participated in the spring session of Kindergarten Toolbox. Six families (seven children) completed the program.
- In Williams, the branch manager presented information about the Summer Reading Program to the 2nd and 5th grade classes at Williams Elementary.
- In Illinois Valley, the Saturday Story and Craft Day has been building an audience each week, increasing with the launch of the Summer Reading Program.

# Lifelong Learning: Provide adult programs that encourage lifelong learning.

- The Gifts from the Garden program in partnership with Josephine County Food Bank had 15 participants with 10 of those at the Illinois Valley branch.
- The program Astronomy, Astrophysics, and Astrology Explained had 28 participants, 21 of whom had not attended any other library programs in the past year. Twenty-six participants filled out program evaluations. Four volunteers helped to set up/reset the room. One out of 11 books on display checked out, and one participant signed up for a new library card.

Technology: Provide access to the Internet and a variety of digital media with subsequent digital skill training.

The online library catalog, known as Polaris ILS, is a separate database from the website.
While the online catalog has some website features, it is not as robust as a managed
website to support an online branch of the library. Management updated the Polaris
features to make it more patron friendly, including banner and dashboard (sidebar) to
highlight the Summer Reading Program, and book feature carousels to include newest
items, "New Adult Books" and "New DVDs."



# Request for Reconsideration of Library Materials and Services

The library recognizes that some materials and services are controversial and that any given item, program, or display may offend some patrons. Selection of materials and services 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, strategic plan, Oregon Library Association Public Library Standards, 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: <u>Dean</u> Foward
Date: 17 May 2023
Address: 163 Budiskin Rd Grants Pass OR 97526
Telephone: 206-591-1389 Email: deanedw@protonmail.com
Whom do you represent? 凶 Self ロ Organization
Name <i>N/A</i>
Have you read the American Library Association Library Bill of Rights, the library's strategic plan, and or the library's operations policy for collection development, programs, or displays?
∑XYes □No
These documents are available on our website, josephinelibrary.org, or upon request.
Item requested for reconsideration:  Title of work or program, or description of display: Pride Duplays in Library

	Author, artist, or presenter: Library Staff creating the Diplays
	Format: □ Book □ Audio □ DVD □ Program Ø Display □ Other
	Material designed for: 反 Adult 又 Young Adult 区 Child
	Did you read, see, listen to, or otherwise use the material or service in its entirety? The RNO  It has not been setup yet. I have seen pride  15 plants by colour from the last libraries
	If not, then which part did you read or see, listen to, or otherwise use? Kniz County WA Libraries
	Have you read or heard reviews of this material or service? Tyes \( \omega \) No They have not been Set up or a mounced to the public yet.
	If yes, please name review source:
1)	To what in the material/s or of the service do you object? Please be specific.  (1) They one political in nature (2) They violate clause II of the ALA, these
	Displays will Not represent " All points obutw" because they can't.
	3 these displays violate clause IV because the library has not "cooperated
	without "persons and groups concerned" with the subsect matter. see say
	What do you feel might be the result of reading, viewing, hearing or participating in this work?
	The library is dependent on it's volunteer Staff. Nosedy wants
	To support causes which violate their political, moral, or
	religious convictions. These displays have not been announced or
	seen by volunters and folks might not be so happy to give their time come
	For what age group would you recommend this material or service?
	Adults, but the library should stay out of the political fray running Is there anything good about the material or service? Rumpart in our Society Hy With New
	They provide one slice & one view point about a contentions politice
	issue our society is debating.

A Note: chause III re: "challenging consorship". "Hate Speech" is the modern term for consorship

what would you like your library to do about this material or service? Cancel these displays until the situation can be properly debated by the library board of Inectors.

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

Staff Show Id be notified ASAP. They need to know the complaints are coming, that they present view of a dividing political topic, and whereas volunteers may not want to support these and may leave for "Pride month".

3 update the volunteer service agreement, particularly the "volunteers should leave their political & mond views at the door to better serve all patrons 4 with an addendum will support them.

Nobody should volunteer under false pretenses where the organization violates their political, maral, or relisions



Dean Edwards 163 Buckskin Rd Grants Pass, Oregon 97526

May 26, 2023

Dear Mr. Edwards.

Your Request for Reconsideration of a Pride Month display at Josephine Community Library, dated May 17, 2023, was forwarded to me in my role as library director. Because your request is for a display that is not currently available to the public, your request for reconsideration is declined. We do not accept challenges to materials, programs, or displays that do not currently exist in the library, as the entire public has not been given the opportunity to assess the materials or services in their full context, nor are we able to see how they are serving the Josephine County community if they haven't yet been made available.

Kind regards,

Kate Lasky, library director klasky@josephinelibrary.org





June 6, 2023

Statement from the Oregon Library Association and the Intellectual Freedom Committee

RE: Materials Challenges and Intellectual Freedom

In December 2021, the Oregon Library Association (OLA) and the Intellectual Freedom Committee (IFC), with input from the OLA Equity Diversity Inclusion and Anti-Racism Committee, issued a joint statement condemning the current wave of book challenges and censorship attempts occurring at schools and libraries across the State of Oregon and the country. Since then, censorship attempts have continued to rise at an alarming rate. The IFC and OLA are reaffirming our stance, supporting libraries and schools in continuing to protect the First Amendment rights of all library users.

The materials that have most often been targeted for restriction or removal include topics specific to the <u>2SLGBTQIA+</u> experience or on subject matters that relate to race, racism, or the experiences of the BIPOC (Black, Indigenous, and People of Color) community.

The bulk of current challenges have been traced to groups pursuing a special-interest, political agenda that seeks increased control over the ideas and information available to minors, particularly in school and library settings. We see concerned parents being manipulated by disinformation and co-opted into a coordinated effort that threatens the core American values of free expression and free access to ideas. These threats result in muting the voices of historically marginalized groups, just as these communities are finally beginning to gain fair representation in library collections.

The ninth principle within the ALA Code of Ethics states:

"We affirm the inherent dignity and rights of every person. We work to recognize and dismantle systemic and individual biases; to confront inequity and oppression; to enhance diversity and inclusion; and to advance racial and social justice in our libraries, communities, profession, and associations through awareness, advocacy, education, collaboration, services, and allocation of resources and spaces."

Libraries have a duty to provide resources that ensure equitable service to and representation of the diverse groups and perspectives of their communities. As explained in the ALA's <u>EDI Interpretation of the Library Bill of Rights</u>, "All community members will feel truly welcomed and included when they see themselves reflected in collections that speak to their cultures and life experiences... Socially excluded, marginalized, and underrepresented people, not just the mainstream majority, should be able to see themselves reflected in the resources and programs that libraries offer."

Further, many of these challengers have used cyberbullying and personal intimidation tactics toward libraries and individual library workers. Some of the tactics have included social media campaigns designed to mobilize support for censorship rather than sensitivity and critical thought, attending board meetings with the intent of aggressively requesting immediate action regarding library materials, and personally attacking individual library workers, including posting their personal information, photos, and phone numbers on social media. The IFC condemns the use of intimidation and extralegal means aimed at censorship which are antithetical to ALA's *Freedom to Read* statements.

We recognize the role of parents/guardians to make reading and viewing choices for their children, but that right only exists on an individual basis. Individual parents do not have a right to make those choices for others. Blanket restrictions imposed by government or school officials that are applied to all readers remove the right from individual parents to make choices for their own children. The vast majority of books challenged are not on mandatory reading lists, but simply exist in the library. The proper response to objectionable materials in the library is to not read them, or not let your child read them. Removing or restricting materials for all readers violates the rights of parents/guardians to make those same choices for their children.

In sum, the IFC supports parents' involvement in education and guidance in media selections for their own minor children, but we stand firmly behind our Library Bill of Rights and the Freedom to Read statements and against overarching actions which violate the First Amendment rights and dignity of others. Libraries have a core responsibility to uphold the principles of intellectual freedom and to stand up against censorship, regardless of the age, background, race, gender or any other characteristic of the reader, and the IFC supports our school and public library efforts to protect these freedoms. The OLA and IFC reaffirm the ALA Statement on Book Censorship and support all Oregon libraries in their efforts to protect materials from censorship, especially the voices of the oppressed and marginalized.

The IFC supports the undeniable right of all readers, regardless of age, background, gender, sexual orientation, or race, to information with a full range of ideas, opinions, concepts, topics and thoughts, and calls on parents, educators, administrators, and board members to resist attempts to censor materials. Of course not every book is right for every reader, but the right of every reader to read what they choose must be honored.

Emily O'Neal Star Khan

IFC Chair 2022-2023 OLA President, 2022-2023

This statement comes from the Oregon Library Association (OLA) and OLA's Intellectual Freedom Committee (IFC), with input and support from the OLA EDI and Antiracism Committee. OLA is a professional organization of Oregon library workers. The IFC provides expertise and support for intellectual freedom issues on behalf of OLA and is the professional committee with the charges to support intellectual freedom and to respond to censorship. OLA in combination with IFC supports Oregon school and public libraries in managing challenges to materials within their library collections.

TO: Josephine Community Library District Board of Directors

FROM: Kate Lasky, Library Director

DATE: June 21, 2023

SUBJECT: May 2023 Financial Statement

# **General Updates**

• Of the \$15,0000 in expenses for repair and maintenance costs submitted to Josephine County, \$9,095.00 was approved. The library director completed the transfer May 22, 2023, from the Grants Pass Maintenance Fund to the General Fund to offset the approved amount.

# Accounting

- The net income for the general fund on the P&L of \$212,191 does not equal the Balance Sheet net income of \$2,615,756. 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 for 23 household sponsorships for the month of May.

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

### Revenue

- The district received \$1,487,089 for current year tax levy; total prior year's tax levy income is \$37,678, for a total to date tax revenue of \$1,525,343.
- Non-resident card fees for May equaled \$4,331.

# **Expenses**

- Collection development budget is \$175,000 for general fund purchases. Total collection development dollars spent through May equal \$181,750 and for special funds \$19,155, for a grand total of \$200,905. The forecast has been updated to reflect \$181,750 from the general fund. June collection development expenses will be offset by the Dorothy Thompson Fund.
- Technical Services increased due to a Polaris upgrade and renewal contract. The 5-year contract allows JCLD to receive fixed pricing as opposed to annual increases based on the Consumer Price Index.

# **Special Contracts**

• Special contracts for the month of May were \$10,489, which includes information technology, web development and technical writing services.

# **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 May 2023 to reflect the most current understanding of projected revenue and expense.

# Statement of Financial Position (balance sheet)

- The district assets include \$61,044 in the district checking account. The Grants Pass maintenance fund totals \$13,781 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 \$1,401,951 and a reserve fund of \$804,824. Cash Drawers at the four branches total \$390.
- The total combined assets of these accounts equal \$2,281,989.

# Josephine Community Library District Profit Loss Budget vs. Actual

General Fund July 2022 through May 2023

	Jul - May 23	Budget	\$ Over Budget	Forecast
Ordinary Income/Expense				
Income				
4000 · Current Year Tax Levy				
4001 · Current Tax Levy	1,487,089	1,512,100	-25,011	1,512,100
4005 · Prior Year Taxes	37,678	28,800	8,878	36,000
4020 · OtherTaxes/Bond Priors-LandSale	576			576
Total 4000 · Current Year Tax Levy	1,525,343	1,540,900	-15,557	1,548,676
4050 ⋅ Grant Revenue	780			780
4100 ⋅ Fees	50,065	22,500	27,565	50,000
4200 · Interest Income	43,586	6,000	37,586	40,000
4300 · Other Revenues	504	500	4	500
4310 · Donations	1,076	0	1,076	1,200
Total Income	\$1,621,354	\$1,569,900	\$51,454	\$1,641,15
Expense				
5000 · Personal Services	752,734	895,953	-143,219	810,000
6 · Materials and Services				
6.1 · Library Services				
5200 · Collection Development	181,750	175,000	6,750	181,750
5300 · Technical Services	81,297	48,485	32,812	83,000
6650 · Patron Services and Supplies	3,253	12,210	-8,957	10,000
6660 · Volunteer Support	3,619	1,911	1,708	5,000
6670 · Events at Library	7,948	17,732	-9,784	10,000
6680 · Communication & Outreach	40,781	33,550	7,231	40,000
6690 · Special Contracts	144,028	89,000	55,028	150,000
Total 6.1 · Library Services	462,676	377,888	84,788	479,750
6.2 · Maintenance and repairs				
5400 · Building Improvements	3,888	25,000	-21,112	5,000
5500 · Facilities & Equipment	52,062	46,284	5,778	60,000
5600 · Computer Maintenance	27,307	24,000	3,307	24,000
Total 6.2 · Maintenance and repairs	83,257	95,284	-12,027	89,000
6.3 · Administration				
5700 · Insurance	9,950	10,450	-500	10,450
5800 · Travel & Training	14,323	44,456	-30,133	25,000
6640 - Auditor	12,400	19,300	-6,900	19,300
6699 - Legal Administration	1,232	2,200	-968	2,200
6700 · Administrative Support	20,053	20,843	-790	20,843
6800 · Telecommunications	15,474	17,295	-1,821	17,295
6850 · Utilities	37,064	44,682	-7,618	44,682
Total 6.3 · Administration	110,496	159,226	-48,730	139,770
Total 6 · Materials and Services	656,429	632,398	24,031	708,520
Total Expense	\$1,409,163	\$1,528,351	-\$119,188	\$1,518,52
Net Ordinary Income	212,191	41,549	, .,	122,636
ncome	212,191	41,549		122,636

1:22 PM 06/19/23 Cash Basis

# Josephine Community Library District Balance Sheet

As of May 31, 2023 May 31, 23

ASSETS	
Current Assets	
Checking/Savings	
1000 ⋅ People's Bank of Commerce	\$61,044
1010 · People's Bank-Savings	\$13,781
1100 · General Pool 6000	\$1,401,951
1110 · LGIP - Reserve Fund	\$804,824
1150 · Cash Drawers	\$390
Total Checking/Savings	\$2,281,989
Other Current Assets	
1310 · JoCo Reserve for Disputed Tax	\$19,052
Total Other Current Assets	\$19,052
Total Current Assets	\$2,301,041
Fixed Assets	
1610 · Furniture and Equipment	\$314,715
Total Fixed Assets	\$314,715
TOTAL ASSETS	\$2,615,756
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2100 · Payroll Liabilities	
2130 · Health Insurance withholdings	\$7,401
2155 · Retirement 401(k)	\$1,942
Total 2100 · Payroll Liabilities	\$9,343
2400 · Deferred Revenues(audit)	\$19,052
Total Other Current Liabilities	\$28,396
Total Current Liabilities	\$28,396
Total Liabilities	\$28,396
Equity	
3909 · General Fund Balance	\$1,446,209
3909A · General Fund Appropriated	-\$1,446,209
3910 · GP Maint Fund Balance	\$12,866
3910A · GP Maint Fund Appropriated	-\$12,866
3911 · Reserve Fund Balance	\$492,165
3911A · Reserve Fund Bal Appropriated	-\$492,165
3920 · Capital Asset Investments	\$303,131
Net Income	\$2,284,229
Total Equity	\$2,587,360
TOTAL LIABILITIES & EQUITY	\$2,615,756

TO: JCLD Board of Directors

**FROM:** Teresa Stover, grants administrator

SUBJECT: Grants update DATE: June 21, 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

- A \$13,685 grant from AllCare Health has purchased a two-person virtual meeting booth for the Grants Pass library. Policies and procedures are being established and the booth has been en route.
- The library is awaiting a contract with Josephine County for the FCC Affordable Connectivity Program (ACP) grant for the ACP Outreach and Enrollment project. As subrecipient, the library is projected to receive \$187,800 over two years for a Digital Outreach Coordinator and other project expenses.
- The Josephine Community Library Foundation FY24 budget is continuing its allocations for reimbursable grants to the library district on an as-needed basis for Building Improvements, Building Maintenance, Library Card Sponsorships, Technology, and Responsive (other purposes).

# Awarded grants status

Upon award announcement, some grant funders send the funds upon award; others ask for invoices on expenditures and then reimburse 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. The following is the status of awarded grants:

- As of May 16, 2023, there were \$35,290 in restricted grant funds yet to be spent from:
  - AllCare Health for the Virtual Meeting Booth program at the Grants Pass library
  - o Ford Family Foundation for the Kindergarten Toolbox program
  - State Library of Oregon/Ready to Read for early literacy and summer reading programs
- As of May 16, 2023, there were \$63,166 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
  - o 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 budgets for reimbursable grants to the library district on an as-needed basis. These grants are categorized as follows:

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

TO: Josephine Community Library District Board of Directors

FROM: Kate Lasky, Library Director

DATE: June 21, 2023

SUBJECT: Policy review and revision

# First Reading Operations Policy 3-2-5 Library-Initiated Displays and Programs

To clarify the current procedure for the selection of library displays and programs, this new policy is presented to the board of directors for review, editing, and approval.

# First Reading Finance Policy 2-7 Surplus Property revised

The Surplus Policy is revised to allow for more flexibility in donating an item to local nonprofit as well as another library, giving them two types of organizations an equal value. The previous version required JCLD to seek out another library as a first option, making procedure has become cumbersome and time consuming as few other libraries exist in Josephine County.

# First Reading Volunteer Policy 5-4 Volunteer Time and Commitment revised

Currently, JCLD offers volunteer opportunities on an unlimited basis. Given the need for JCLD to include as many volunteers as possible, it is recommended some limitations exist to prevent overcommitment by one volunteer. Overcommitment by one volunteer disallows other volunteers from participating and may be an unfair burden on JCLD if/when the volunteer is no longer able to participate in the program. A maximum of 15 hours a week is encouraged with the understanding that some extenuating circumstances may occur. Teen volunteer opportunities require teens to be able to volunteer independently from their parents. In some cases, parents of teens should not attend or participate in a teen volunteer opportunity due to limited space and collaboration with other teens. Language has been added to the policy to clarify the importance of teen independence in volunteering at JCLD.

# First Reading Volunteer Policy 5-4 Volunteer Standard of Conduct and Dismissal revised

To align the volunteer conduct policy with the foundational principles of the employee conduct policy with the addition of expected conduct, including adherence to the ALA Library Bill of Rights, Code of Ethics, and other significant policies regarding librarianship and the profession of information science.

The restriction of explosives and firearms is retained in the volunteer conduct policy because volunteers are not allowed or expected to be the designated person in charge at any library facility, especially at a rural branch. Only JCLD employees are required to assume this role and responsibility.

# Policy 3-2-5. Library-Initiated Displays and Programs

Adopted 7/19/2023

Josephine Community Library District (JCLD) curates displays and provides programs to support the mission of the library by providing users with additional opportunities for accessing lifelong learning, early literacy, technology, as well as information, education, and recreation. Library-initiated programs include, but are not limited to, lectures, physical displays, digital displays, exhibits, community forums, participatory workshops, creative learning programming, wellness programs, storytimes, book clubs, discussion groups, and presentations for social, cultural, educational, or entertainment purposes. Library-initiated programs may take place onsite at the library, off-site at other locations, or online, and may be provided by library staff, volunteers, or partners.

Library-initiated programs and displays utilize library worker expertise of community interests, collections, services, and facilities to provide access to information resources. They introduce patrons and potential patrons to library resources and the library's role as a facilitator of information access. JCLD may participate in cooperative or joint programs with other agencies, organizations, institutions, or individuals to facilitate information access in the community the library serves. JCLD may also choose to promote library programs, services, and resources through physical or digital displays and signs.

### Intellectual Freedom

The right to access materials of varying viewpoints is an important part of the intellectual freedom basic to democracy. The principles of intellectual freedom are guaranteed in the First Amendment of the United States Constitution and Article I of the Oregon Constitution. In keeping with those principles, JCLD favors no viewpoint and endorses the American Library Association Library Code of Ethics, Library Bill of Rights, Freedom to Read, Freedom to View, and Free Access for Minors adopted by the JCLD Board of Directors in Appendix A.

JCLD defends the First Amendment rights of speakers and participants to express themselves. Programs will not be canceled because of the ideas or topics of the program, or the views expressed by the participants or speakers, nor will JCLD censor or remove displays because individuals or groups may disagree with the content. Library sponsorship of a program does not constitute an endorsement of the program content, or the views expressed by the participants or speakers. Inclusion of material in a library display does not constitute JCLD endorsement of the material's content or its creator's views.

# Authority and Responsibility for Selection

The responsibility for program selection and displays lies with the library director, who may designate other staff to participate in program development. The implementation of

programs and displays lies with branch or department managers, who may designate other staff or volunteers to assist with curating displays. The Board of Directors determines the policies for programs and displays set forth in this document. All staff members and the public are encouraged to recommend programs or displays for consideration as well.

### Access

Except where noted elsewhere in this policy, all materials will be freely and easily accessible to the public in accordance with the ALA Free Access to Libraries for Minors statement. Youth are not limited to using materials in the children's or young adult areas. Responsibility for a minor's access to programs and displays rests solely with their parent or guardian.

The library will not limit access to materials featured in displays based on content or authorship, and selection will not be inhibited by the possibility that youth may use such items. Parents and guardians may restrict their own children's access to library programs, but no person or organization can interfere in others' access and participation. A parent or guardian may discuss their child's access to and participation in library programs with their child, but may not impose those decisions on others, including other people's children.

## Criteria for Selection

Article I of the Library Bill of Rights states, "Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves." Socially excluded, marginalized, and underrepresented people, not just the mainstream majority, should be able to see themselves reflected in the programs and displays JCLD offers. JCLD actively seeks to include a variety of programs and displays representing diversity of genres, formats, ideas, and expressions with a multitude of viewpoints and cultural perspectives that reflect the diversity in the community and the world.

Selection criteria for displays and programs may reflect JCLD's Collection Development Policy 3-2-1 including but not limited to current and historical significance, contribution of representative viewpoints on controversial issues, community needs and interest, diverse authors and perspectives, and timeliness.

- Staff and volunteer recommendations as well as suggestions from patrons are welcomed when curating displays and considered using the standards in this policy.
- JCLD actively seeks to include a variety of programs and displays representing diversity of genres, formats, ideas, and expressions with a multitude of viewpoints and cultural perspectives that reflect the diversity in the communities served by the library district.
- Materials representative of JCLD's strategic plan or current programs, such as the Summer Reading Program might be selected for inclusion in displays.

- JCLD strives to include materials created by authors representative of diverse populations, also called "own voices," in curating displays and initiating programming, especially in the case of marginalized communities.
- The library may curate displays in languages commonly spoken at home by Josephine County patrons or potential patrons, including English and Spanish.
- Displays in the children's collection are selected to serve the needs of youth from birth through elementary school age and may include some displays for parents.
- Displays in the young adult collection are selected to serve the needs of individuals from middle school through high school age.

# **Display Procedures**

Materials for JCLD displays are selected to suit the information needs of all patrons or potential patrons JCLD serves. Materials are selected based on various topics of high interest including holidays, celebrations, seasons, or pertinent interests expressed by library users. JCLD appreciates that not every display will be of interest to every library user, but the goal is to represent the diverse communities JCLD serves throughout each year. The library director is ultimately responsible for district wide display themes and individual librarians may opt to create additional displays if there is a noted interest for materials in the respective communities served.

When a theme is identified JCLD utilizes various search methods to identify apt materials for displays. Methods used include but are not limited to; JCLD catalogue searches and search engines that display materials associated with specific themes, authors, or keywords; the Dewey decimal location of materials of certain topics, or online searches.

Materials included in displays include but are not limited to; materials explicitly about the theme, materials created by individuals represented in the theme, or historical accounts. For example, if the theme is Asian American heritage, materials may include items about the history of Asian Americans in the United States, materials about various Asian countries, materials written or directed by Asian American authors or directors, or cookbooks featuring recipes from various countries in Asia. Materials might consist of chapter books, picture books, audiobooks, DVDs, or graphic novels. Every effort is made to include materials in the two languages with a high rate of native speakers in Josephine County, English and Spanish. When applicable to the theme, JCLD strives to include materials representing a wide range of opinions.

The library director and staff may defer selection of materials or curation of displays to volunteers familiar with the selection criteria. Employees or experienced volunteers select materials from a variety of media according to the above selection criteria. In the case of virtual displays, library staff publish materials based on the above selection criteria, and they may also seek volunteer or community input in making those decisions.

For front facing displays of books within standard library shelves, also known as "face-outs," materials may be chosen randomly or based on popularity of the item, historical significance, circulation statistics, or current relevance.

# **Library-Initiated Program Procedures**

JCLD implements programs that are standard to libraries across the United States such as the Summer Reading Program and strives to offer additional programs that suit the specific information needs of all communities the library district serves. Community requests and the historical popularity of certain programs are taken into consideration when selecting library-initiated programs. JCLD actively seeks to include a variety of programs and programs representing diversity of genres, formats, ideas, and expressions with a multitude of viewpoints and cultural perspectives that reflect the diversity of the communities the district serves. It is up to each individual if they choose to participate in any specific library-initiated program. JCLD appreciates that not every program will suit the information needs of every patron or potential patron, but the goal is to provide a wide array of programming to suit the information needs of all the diverse communities JCLD serves. If a patron objects to any programing offered by JCLD they are welcome to not participate in that particular program themselves.

When considering a new library-initiated program the first step is for a JCLD staff member to create a program proposal. The program proposal identifies the potential program scope, cost, timeline, and the communities it might serve, how it supports the library's strategic plan or core services, resources involved in implementing the program, and potential staff involvement required at all branches in the district. Other considerations included are funding options, particularly in the form of program specific grants that afford JCLD the opportunity to facilitate certain programs. The program proposal must be approved by the library director and is evaluated by JCLD staff at all four branches to ensure it will suit the information needs at their specific branch. In some cases, library-initiated programming is only implemented at certain branches in which there is a community need. If approved the program is moved on to the implementation stage and ultimately becomes a library-initiated program.

Library-initiated programming does not affect the cost of a library card should a patron or potential patron be in or out of district, library access, or any other regular library activities.

# Suggest a Program or Display

JCLD welcomes input from the public regarding potential programs and displays. Patrons wishing to suggest a potential program or display will be considered in accordance with the library-Initiated Displays and Programs Policy. If a patron wishes to object to a current display, they are welcome to submit an official Request for Reconsideration Form. If a patron attends any library-initiated programming, they are welcome to fill out a feedback evaluation

form at the conclusion of the presentation. Responses to Requests for Reconsideration and post program feedback forms will be assessed according to First Amendment rights and the ALA Freedom of Information and Freedom to Read standard library guidelines.

# Policy 2-7. Surplus Property

Revised 07/19/2023

Adopted 10/19/2017

The Josephine Community Library District (JCLD) library director or designee may declare property surplus that is deemed no longer useful to the district. Such property may include all tangible assets such as equipment, materials, supplies, and furniture. Surplus property shall be disposed in the following order of preference:

- **1.** Recycled internally. Staff should first deem whether property has use for district purposes other than its original use.
- 2. Sold or traded. If property is deemed to have significant value, it shall be sold or traded for something of equivalent value. Property shall be sold "as is." If property is deemed of particular use to a library, it shall first be offered for sale to other libraries in the district's consortium or in Oregon. If no other library is interested in the property, the district may offer it for sale or to local nonprofit organizations. Funds received from sale of property shall be considered miscellaneous income into the fund from which the property was or would have been purchased.
- 3. Donated. If property is deemed to have little value, it shall be offered for donation if it is not cumbersome to do so. Property also may be donated rather than sold if the donation would provide significant good will benefits to the District. If property is deemed of particular use to a library, it shall first be offered for donation to other libraries in the district's consortium or in Oregon. If no other library is interested in the property, tThe district may offer it for donation to another library or local nonprofits.
- **4. Discarded.** Property that has no value or cannot be sold, traded, or donated shall be discarded. The district prefers to discard property with a service that recycles all or a portion of the property. Otherwise, the district shall discard property through its regular waste disposal service.
  - a. Hazardous substances shall be discarded in accordance with proper safety procedures.
  - b. Any electronic equipment that stores documents, licensed software, copyrighted material, personal information about district patrons, staff, or board members, or other sensitive information shall be erased before being disposed per this policy.
  - c. Oregon administrative rules require certain compliance with certain rules for disposal of public property.

# Policy 5-4. Volunteer Positions and Time Commitment

Revised 7/19/2023
Adopted 1/25/2018

# A. Categories of Volunteers

- 1. Adult Volunteers—18 years of age or older. The aAdult volunteers may work in any of the areas of the libraries.
- 2. Teen Volunteer—13 to 17 years of age. The Teen volunteers are supervised by an adult and work on activities and special projects as directed under the guidance of the department manager, or a staff member or adult volunteer assigned at the manager's discretion—by the adult supervisor. Because of privacy laws, persons under 18 years of age cannot use or have access to the staff computers containing confidential patron information. Parents/guardians should trust VolunTEENsTeen volunteers are required to to-work independently and parents are asked should not interfere with their work. JCLD applauds parent/guardian involvement, but respectfully requests teen volunteers are to be free to focus on library business independent of parental supervision for the duration of their shift.

### **B.** Volunteer Positions

Volunteers work in all areas of the library including:

- Circulation desk
- Information desk
- Book cataloging and processing
- Children's department
- Shelving and shelf reading
- Homebound book delivery
- Book mending
- Maintenance and housekeeping
- Events coordination
- Scrapbooking/historian
- Display designing
- Clerical support
- Finance
- Web design
- Fundraising
- Grant writing
- Communications and publicity
- Speakers bureau/outreach

# Friends of the Library

<u>Volunteers are provided with job descriptions outlining essential functions of the positions assigned to them.</u> Volunteers will not be expected to do anything staff would not do.

# C. Volunteer Time Commitment

For most volunteer positions there are no minimum service hours required, however, the Circulation Desk and Information Desk require at least a 2.5-hour shift one day each week. <u>Due to the need to create sustainable volunteer schedules, library volunteers are discouraged from exceeding 15 hours of service per week.</u>

# Policy 5-7. Volunteer Standards of Conduct and

**Termination** Dismissal

Revised 7/19/2023

Adopted 1/25/2018

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Volunteers are asked to treat all patrons, staff, and fellow volunteers with respect. This maintains an effective productive and positive space for all. Volunteers must also adhere to the same standards of conduct as JCLD employees.

#### Personal Conduct

Volunteers are encouraged to exhibit the following professional behavior:

- 1. Promote the district's mission, vision, and values.
- 2. Be familiar with the ALA Library Bill of Rights, Code of Ethics, Freedom to Read Statement and other ALA policies passed by the board of directors, as well as the district's core services and 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 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.

A volunteer who fails to meet certain obligations is an unfair burden upon the library, its staff, and fellow volunteers. JCLD reserves the right to terminate immediately dismiss the services of a volunteer for reasons that include, but are not limited to:

- 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.
- Violation of lawful duty or district policies and procedures.
- Possession, distribution, sale, use of illegal drugs, or being under the influence of drugs or alcohol while on duty.
- Bringing to any JCLD location any dangerous or unauthorized materials including explosives or firearms.
- Theft or unauthorized removal or possession of property belonging to JCLD, another volunteers, staff member, or the public.
- Misusing, destroying, or damaging property belonging to JCLD, a volunteer, staff member, patron, or visitor.
- Fighting, violent or threatening behavior, badgering, yelling, abusive or derogatory
  language, or similar conduct toward the public or another volunteer or staff member
  while on the premises, or during any time of official action on behalf of JCLD.
- Violation of established safety policies or otherwise endangering the safety of employees, other volunteers, or patrons.
- Any purposeful conduct that may be determined to be harassment of any kind, including sexual harassment.
- Smoking in any area designated as "non-smoking."
- Being wasteful of material or property.
- Release of confidential information or patron records except in accordance with the adopted policies.
- Altering or falsifying any record, intentionally destroying or altering any record, or similar action that would compromise the integrity of the library system.
- <u>Falsifying or making a material omission on a volunteer application or materials</u>
   inquiring about background information prior to volunteering and/or an official record
   of JCLD.

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- Being under the influence of, using, possessing, selling, or being involved with illegal drugs or alcohol on library property.
- Release of confidential information or patron records except in accord with the adopted policies.
- Theft or unauthorized removal of property from JCLD, staff, fellow volunteers, or patrons.
- Fighting, badgering, yelling, or similar conduct while on the premises, or during any time of official action on behalf of JCLD.
- Bringing to any JCLD location any dangerous or unauthorized materials including explosives or firearms.
- Endangering the safety of other volunteers, employees, or patrons.
- Engaging in discriminatory or racist incidents.
- Any purposeful conduct that may be determined to be harassment of any kind, including sexual.
- Failure to adhere to polices outlined in the volunteer handbook.
- Engaging in any criminal activity occurring away from library property that violates
   JCLD standards of conduct.

TO: Josephine Community Library Foundation Board of Directors

Josephine Community Library District Board of Directors

FROM: Facilities Oversight Task Force: Pat Fahey, Kate Lasky, Laurel Samson,

Rebecca Stoltz, Steve Swearingen, Doug Walker

DATE: June 09, 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

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

The building permit was approved on June 6,2023.

After a three-week general contractor bid period, two proposals were received by Josephine Community Library Foundation by the May 16 deadline, and the bid opening took place on that day. The proposals were evaluated, the lowest responsible bidder was selected as Vitus Construction, Inc. Cost and schedule details were reviewed with the contractor, and a revised bid is forthcoming. The contract was reviewed by the library foundation's attorney and the library foundation board.

The New Williams Library groundbreaking ceremony is scheduled at 10 am on Wednesday, July 5, at the site of the New Williams Library, 158 Tetherow Road, Williams. All library district and foundation board members are invited to join the "groundbreaking" event.

Construction is expected to take place July to August. The library move is anticipated for September, with the grand opening around September 23, 2023.

<u>Action:</u> Foundation director will post the building permit and will have the approved building plans available at the construction site.

<u>Action:</u> Foundation director is working with ZCS and Vitus Construction to finalize the contract with the general contractor.

<u>Action:</u> Foundation director is securing the required construction insurance for the New Williams Library before construction can begin.

# Illinois Valley branch

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

ZCS Engineering & Architecture submitted the Type III Site Plan Review narrative to the City of Cave Junction Planning, which then scheduled a public hearing on the matter for June 12. The general contractor bid was scheduled to be published on June 15, but is delayed due to a request for additional parking spaces from the planning commission. Engineers and architects are updating the planning documents accordingly. A new bid publication date and subsequent walkthroughs are forthcoming.

### **Grants Pass**

The foundation has secured the funds needed to purchase the downtown property for a new library in Grants Pass and is working to finalize the purchase of the property by June 30.

A community celebration will be held in the parking lot of the new location on Saturday, July 22 from 10am-12pm.

The foundation is creating a limited liability company that will own the downtown property and will be the property owners of the current commercial tenants while funds are raised for the new building.

<u>Action:</u> Foundation and library director are planning the community celebration and will begin promoting the event once the property purchase is completed.

<u>Action:</u> Foundation and library director will develop a scope and timeline for community input meetings with the goal of updating concept drawings and service plans for a new downtown Grants Pass library.

**TO:** JCLF and JCLD boards

FROM: Rebecca Stoltz, New Williams project manager

**SUBJECT: New Williams Library update** 

**DATE:** June 6, 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.

- ZCS submitted the building permit application with construction documents to Josephine County on April 11. Awaiting approval.
- After a three-week general contractor bid period, two proposals were received by Josephine Community Library Foundation by the May 16 deadline, and the bid opening took place on that day. The proposals were evaluated, the lowest responsible bidder was selected as Vitus Construction, Inc. Cost and schedule details were reviewed with the contractor, and a revised bid is forthcoming. The contract was reviewed by the library foundation's attorney and the library foundation board.
- The New Williams Library groundbreaking ceremony is scheduled for 10 am to 12 noon on Wednesday, July 5, at the site of the New Williams Library, 158 Tetherow Road, Williams. All library district and library board members are invited to join the community in this celebration.
- Library leaders and architects are meeting twice-monthly to discuss progress and issues.
- 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 expected to take place July to August. The library move is anticipated for September, with the grand opening around September 23, 2023.
- The following table shows high-level project milestones.

✓ - Completed• - In progress

	20111	Milestone	Duration	Start	Finish
√	1	Building Permit application submitted	1 day	4/11/2023	4/11/2023
•	2	County Building Permit approved	6-8 weeks	4/12/2023	6/7/2023 (8 weeks)
√	3	Construction bid period	3.5 weeks	4/21/2023	5/16/2023
√	4	General contractor selected	2 days	5/16/2023	5/17/2023
<b>√</b>	5	Library leaders review and accept boilerplate contract	1 week	5/17/2023	5/24/2023
•	6	Review costs and schedule with contractor to finalize and execute contract	2 weekw	5/25/2023	6/13/2023
	7	Groundbreaking ceremony held	Wednesday	7/5/2023	7/5/2023
	8	Perform site work, including paving	6 weeks	7/5/2023	8/15/2023
	9	Renovate building	6 weeks	7/5/2023	8/15/2023
	10	Construction substantially complete		8/16/2023	8/16/2023
	11	Furniture, fixtures, equipment, technology installed	7 weeks	7/26/2023	9/14/2023
	12	Move library	3 days	9/15/2023	9/18/2023
	13	New Williams Library Grand Opening and Ribbon Cutting	Saturday	9/23/2023	9/23/2023

# **New Williams Library cost**

The project budget is \$401,500, plus \$550,000 for the property. Costs include design and engineering, construction and renovation of the building and parking lot, furniture/fixtures/equipment, site maintenance and security, moving expenses, and audit. For these expenses, the library foundation has raised \$280,400 from donations and grants. A final \$121,100 is yet to be raised and two grants are pending. Construction costs are likely to be higher, as new information has come in from the contractor bids.

Income	
Josephine County ARPA funding, Jan 2022	\$90,000
Four Way Community Foundation grant, June 2022	\$10,000
Williams community crowdfund, July 2022	\$140,400
Oregon Community Foundation grant, received in August 2022	\$40,000
Ford Family Foundation grant, pending	\$100,000
Roundhouse Foundation grant, planned	\$21,100
Total	\$401,500

**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:** June 6, 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 <a href="https://iclfoundation.org/illinois-valley">https://iclfoundation.org/illinois-valley</a>.

# **Current and upcoming milestones**

### Procurement.

Refined the draft 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.

- The library team and architects have reviewed the cost estimate and identified options including cuts and alternate bid options — to align the project with available budget.
- ZCS Engineering & Architecture submitted the Type III Site Plan Review narrative to the City of Cave Junction Planning, which then scheduled a public hearing on the matter for June 12.
- Construction documents are 100 percent complete. General contractor bid documents are undergoing review by city legal and Business Oregon.
- General contractor bid is scheduled to be published on June 15, a pre-bid site walkthrough will take place on June 22, and the bid opening will take place on July 13. After contractor selection and contract execution, construction could 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.

- o In progress: Endangered Species, Explosive and Flammable Facilities, Historic Preservation, Site Contamination, and Wild and Scenic Rivers.
- Starting: Land Development, Socioeconomic including Environmental Justice, 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 Aguifer, and Wetlands Protection.

# **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.