

Josephine Community Library District
Board of Directors Regular Meeting
Wednesday, December 20, 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	Laurel	Pat Fahey	Gina Marie Agosta,	Tina Gotchall
Selvig,	Samson		Vice President	
President				

Agenda Items	Action	Responsible	Time
Call to Order		R. Selvig	
Standing Items <ol style="list-style-type: none"> Approval of agenda Approval of consent agenda <ol style="list-style-type: none"> November 15 Board Meeting minutes Resolution 2024-024: Policy 3-2-3 Resolution 2024-025: Policy 5-15 Public comment Correspondence 	Motion	R. Selvig	5 min
Staff Reports <ol style="list-style-type: none"> Library director's report Financial report Grants administration report 	Report Report Report	K. Lasky K. Lasky T. Stover	10 min 10 min 5 min
Action Items <ol style="list-style-type: none"> Authorization of Builders Risk Insurance Ratification of Objection to BOCC Decision First reading: Personnel Policy 4-3-3 Retirement First reading: Volunteer Policy 5-16 Harassment 	Resolution Resolution Discussion Discussion	K. Lasky K. Lasky K. Lasky K. Lasky	10 min 10 min 5 min 5 min
Board Member Reports <ol style="list-style-type: none"> Library Foundation liaison report Facilities Oversight Task Force report 	Report Report	R. Stoltz Samson/Fahey	5 min 10 min
Announcements <ol style="list-style-type: none"> Comments from board members Date and agenda items for next meeting 		All R. Selvig	5 min
Executive Session: ORS 192.660(2) (b, h)		R. Selvig	
Adjourn		R. Selvig	
Upcoming Meetings	Date and Time		
JCLD Regular Board Meeting,	January 17, 5:30pm, Grants Pass branch		

Josephine Community Library District
Regular Board Meeting Minutes
Wednesday, November 15, 2023, at 5:30 pm
Grants Pass branch, 200 NW C Street, Grants Pass, OR 97526

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

Members absent: None.

Staff present: Library Director Kate Lasky, Associate Director Michelle Rosenberger, Business Manager Shannon Hauberg, Youth Services Librarian Alyssa Donoho, Technical Services Manager Nolen Guerrero, Branch Services Manager Roberta Lee, Communications Coordinator Sara Meyer

Contractors: Grants Administrator Teresa Stover

Partners: Josephine Community Library Foundation board member Randy Richardson, Josephine Community Library Foundation Executive Director Rebecca Stoltz

CALL TO ORDER. Rachele Selvig called the meeting to order at 5:30 pm.

STANDING ITEMS

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

Approval of consent agenda. Consent agenda items included:

- October 18 Board Meeting minutes
- Resolution 2024-017: Policy 5-10
- Resolution 2024-018: Policy 5-11
- Resolution 2024-019: Policy 5-12
- Resolution 2024-020: Policy 5-13
- Resolution 2024-021: Chaney grant
- Resolution 2024-022: A Greater Applegate grant
- Resolution 2024-023: State Library of Oregon grant

MOTION: Pat Fahey moved to approve the consent agenda, including Resolutions 2024-017, 2024-018, 2024-019, 2024-020, 2024-021, 2024-022, and 2024-023. Gina Marie Agosta seconded. The motion passed unanimously.

Public comment. No public comment was offered.

Correspondence. No correspondence was offered.

Annexation petition review. The board of directors reviewed five annexation petitions from Laird S & Lynn C Funk, J Thomas & Barbara C Strout, Terry Cain, Darlene Johnson, and Lutz & Lisa M Kramer.

MOTION: Ms. Agosta moved to endorse annexation petitions from Laird S & Lynn C Funk, J Thomas & Barbara C Strout, Terry Cain, Darlene Johnson, Lutz & Lisa M Kramer. Mr. Fahey seconded. The motion passed unanimously.

STAFF REPORTS

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

- Winter Volunteer Appreciation party taking place on December 9. Ms. Lasky encouraged board members to come, and to let her know.
- The Oregon Broadband Office has released its draft Digital Equity Plan .
- The library is applying for a State Library grant for a digital equity program, which aligns with the JCLD strategic plan and the state's digital equity plan.
- A district member has submitted a petition to opt out of the district. The Special District Association of Oregon (SDAO) is preparing guidelines. The process is to be handled entirely by the Josephine County Board of County Commissioners (BOCC). Ms. Lasky will keep the board informed and encourages board members to attend BOCC hearings on the matter.
- A listening session with 25-30 volunteers was held.
- JCLD received a grant from the library foundation for up to \$10,000 for refurbished Dell laptops.

Financial report. Ms. Lasky reviewed the November 2023 Financial Statement memo dated November 15, 2023. She also referred to the Profit & Loss Budget vs. Actual-General Fund statement through November 15, 2023, the P&L statement for Enhanced Library Services (grants) through October 2023, the P&L statement for Special Funds as of October 2023, and the Balance Sheet as of October 31, 2023.

She pointed out that the library is on target for the overall budget. Based on prior board approval, \$100,000 has been moved from Contingency to Building Improvements.

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

ACTION ITEMS

Resolution 2024-016 Williams building sale. Ms. Lasky summarized the resolution, which is the final step to selling the old Williams building for \$0 to Three Rivers School District (TRSD). The lease termination agreement has already been approved by the board.

MOTION: Mr. Fahey moved to approve Resolution 2024-016. Ms. Agosta seconded, and the motion passed unanimously.

First reading: Operations Policy 3-2-3. The board reviewed a revision of the Request for Reconsideration policy. A correction to the Request for Reconsideration form was suggested.

First reading: Volunteers Policy 5-15. The board reviewed a revision of the Workers' Compensation Coverage policy.

BOARD MEMBER REPORTS

Library Foundation liaison report. Randy Richardson reported the following:

- JCLF has received \$19,000 toward the end of year fundraising drive. Hart Insurance, Edward Jones, Oregon Pacific Financial Advisors, and AllCare Health are sponsors.

- The foundation will be doing presentations about planned giving and required minimum distributions to financial planners and attorneys starting in January.
- The lease agreement between the JCLD and JCLF has been signed.

Facilities Oversight Task Force. Referring to the FOTF memo dated November 10, 2023, Mr. Fahey elaborated on the decision to cancel the IV Library Renovation bid. The revised invitation to bid will be published in early December.

ANNOUNCEMENTS

Comments from board members. Mr. Fahey offered congratulations and thanks to the library volunteers and staff members.

Date and agenda items for next meeting.

The next regular board meeting will be at 5:30 pm on Wednesday, December 20.

ADJOURNMENT

Ms. Samson announced that the board would be moving in to executive session to consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, or staff member per ORS 192.660(2)(b) and to review the performance of a chief executive officer, other officers, employees, and staff members of the district per ORS 192.660(2)(i). She adjourned the regular meeting at 6:31 pm.

EXECUTIVE SESSION

The board moved in to executive session at 6:32 pm. The purpose for executive session is

1. Complaint
To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, or staff member per ORS 192.660(2)(b)
2. Performance Review
To review the performance of a chief executive officer, other officers, employees, and staff members of the district per ORS 192.660(2)(i)

The board moved out of executive session at 7:25 pm.

ADJOURNMENT

The meeting adjourned at 7:26 pm.

Respectfully submitted,



Teresa Stover for Board Secretary Kate Lasky
Josephine Community Library District

TO: Josephine Community Library District Board of Directors
FROM: Kate Lasky, Library Director
DATE: December 20, 2023
SUBJECT: Second reading policy review and revision

First Reading Volunteer Policy 3-2-3. Request for Reconsideration Revision

Currently JCLD's Request for Reconsideration policy does not set a limit on the number of requests a patron can submit and does not limit the number of times the same item, program, or display can be challenged. Considering multiple requests to reconsider the same item, program, or display is redundant and a strain on library resources, the current policy is not clear about what can be included in a single request. For example, reviewing a challenge to an entire collection is not feasible.

Josephine Community Library District (JCLD) strives to provide access to a wide range of materials and programming representing varying points of view and information needs. Updates to the policy more closely adhere to the American Library Association's *Library Bill of Rights*, *Freedom to Read Statement*, and *Freedom to View Statement*. Changes include:

- Patrons may submit one request for reconsideration each year.
- Requests must be limited to a single item, program, or display.
- Once a final decision is made further requests regarding that item, program, or display will not be reconsidered for three years.

Changes to this policy bring JCLD more in line with national and state library standards, conserve library resources, and clarify what a single request can encompass.

First Reading Volunteer Policy 5-15 Workers' Compensation Coverage revision

JCLD regularly reviews and updates policies to include new concepts and maintain relevancy. The volunteer policies are in review for this purpose and a new overview of the volunteer program is presented for board input and approval.

Policy 5-15 was updated to include the ORS chapter and section for reference to workers' compensation.

Policy 3-2-3. Request for Reconsideration

Adopted 1/25/18

Revised 9/21/22

JCLD strives to provide access to a wide range of materials and programming representing varying points of view and information needs. JCLD endorses the intellectual freedom guidelines expressed in the American Library Association's *Library Bill of Rights*, *Freedom to Read Statement*, and *Freedom to View Statement*. The library will not impose restrictions on an individual's right to read, listen to, or view library materials based on the materials' content.

In some cases, patrons may take issue with a specific library material or program they find offensive or inappropriate for the collection. If a patron feels an item or program should be removed or reclassified, they can submit a formal *Request for Reconsideration of Library Material or Service* form to the library director. Requests must reference a single program, display, or item. Patrons may submit one request for reconsideration per year.

~~Patrons wishing to express concerns about materials already in the collection or library services such as programs and displays may formally request that JCLD reconsider its classification or possession of an item or engagement in programs or displays by submitting a *Request for Reconsideration of Library Material and Services* to the library director.~~

The library director will convene the technical and public services team to review the questioned material or service and make a written recommendation concerning the material or service to the library director. In consultation with appropriate staff, the library director will render a decision as to appropriate action. Challenged resources and services will remain in or with the library and available for lending or participation during the reconsideration process.

It is recommended that patrons submitting a request for reconsideration take the time to read, view, or participate in the entire work or program. The technical and public services team will draft a written response to the requestor as approved by the library director. Should the patron wish to pursue the matter further, they may ask that the library director bring the matter before the JCLD Board of Directors. The board will consider the request and recommendations at the next regular board meeting and will render a decision as to appropriate action. This decision will be final and will be conveyed in writing to the patron submitting the request. Once a decision is made further requests to reconsider that material, program, or display will not be considered for three years.

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



Request for Reconsideration of Library Material

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.

Each request for reconsideration must reference **one** specific program, display, or item from the library catalog. Each patron may submit one request every three years. If a decision is made regarding a particular program, display, or item from the library catalog further requests will not be considered for one year.

Name of person making request: _____

Date: ____

Address: ____

Telephone: _____ Email: _____

Whom do you represent? ☐ Self ☐ Organization

Name ____

Have you read the American Library Association Library Bill of Rights, the library's strategic plan, and or the library's operations policy for collection development, programs, or displays?

☐ Yes ☐ 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: _____

Author artist, or presenter: _____

Format: ☐Book ☐Audio Book ☐DVD ☐Program ☐Display ☐Other

Material designed for: ☐Adult ☐Young Adult ☐Child

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

If not, then which part did you read or see, listen to, or otherwise use? ____

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

If yes, please name review source: ____

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

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

For what age group would you recommend this material or service? ____

Is there anything good about material or service? ____

What would you like your library to do about this material or service? __

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.

Policy 5-15. Workers' Compensation Coverage

Adopted 1/25/2018

In accordance with ORS 656.031 which requires coverage for municipal volunteer personnel. All approved and active volunteers will be covered by JCLD's workers' compensation insurance coverage ~~for during volunteer~~ hours spent ~~for volunteering at~~ the library.

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

In the Matter of Adopting)	
Policy 3-2-3, Request for)	Resolution No. 2024-024
Reconsideration, for)	
Josephine Community Library District)	

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

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves:

The new Operations Policy 3-2-3, Request for Reconsideration, which is attached hereto and incorporated herein by this reference, is authorized for implementation.

DONE AND DATED this 20th day of December 2023.

Pat Fahey, Board Member

Gina Marie Agosta, Board Member

Tina Gotchall, Board Member

Rachele Selvig, Board Member

Laurel Samson, Board Member

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

In the Matter of Adopting Policy 5-15,)	
Worker's Compensation Coverage, for)	Resolution No. 2024-025
Josephine Community Library District)	

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

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves

The revised Volunteer Policy 5-15, Workers' Compensation Coverage, which is attached hereto and incorporated herein by this reference, is authorized for implementation.

DONE AND DATED this 20th day of December 2023.

Pat Fahey, Board Member

Gina Marie Agosta, Board Member

Tina Gotchall, Board Member

Rachele Selvig, Board Member

Laurel Samson, Board Member

TO: Josephine Community Library District Board of Directors
FROM: Kate Lasky, Library Director
DATE: December 20, 2023
SUBJECT: Library director's report

General Updates

- Launched FY22-23 financial audit with Pauly Rogers LLC accounting firm.
- Recruiting two open seats on the FY24-25 budget committee. Committee members are on calendar year term of three years. Board members will review applications and appointment new members in January 2024.
- Working with Special Districts Association of Oregon and Hornecker Cowling LLP regarding withdraw petitions through Josephine County Board of Commissioners.
- For more information about library programs and events, read the [November 2023 Latest News](#) and the [Youth Library Newsletter](#) online.

Stories

- **In Grants Pass**, a mother brought her young child to the library for the first time. She led her daughter into the children's room while asking her to keep her eyes closed. She told her daughter to open her eyes and when she did, she screamed in excitement. The children's library coordinator showed them the crafts and fun activities they could do in the children's room. They both signed up for library cards and as they were about to leave the young girl gave staff member a hug and said, "I love the library."
- **In Illinois Valley**, the Illinois Valley Garden Club discovered that the library's comfortable lobby includes highspeed Wi-Fi. They established a weekly tutoring session on Thursdays, with attendees sharing knowledge about computers and smartphones.
- **In Williams**, a group of young children found different mushrooms while playing on the grounds. They came inside with parents and asked where the mushroom identification books were, checked a few out, and spent an hour looking up the different the species they saw.
- **In Wolf Creek**, the branch has had two patrons recently return to the area. Both have been in several times to utilize the library for work on their laptops. They have mentioned how thankful they are to have this facility and use of the Internet in the small town.

Successes

- Winter Volunteer Appreciation Party was well attended with more than 75 attendees, including two board members and other staff. Sponsorship by the library foundation allowed for the purchase of catered entrees from Casablanca, which also discounted costs.
- The Winter Volunteer Appreciation event was well received with more than 75 attendees.

- Partnership with the Boys and Girls Club to offer monthly literacy program saw 25 participating students at storytime. Students have expressed their joy in the program and are visiting the library as a result.
- The monthly Spanish-language parent group hosted in partnership with Project Youth+ and SO Health-E continues to be one of the library's most popular programs with an average of more than 30 participants each month. Due to the success of the program over the past year and a half, the program is now being duplicated with Jackson County Library Services at their White City branch.

Challenges

- The library continued to field letters of request to withdraw from the district along with community inquiries. Josephine County Board of Commissioners voted 2-1 to allow a resident in the library district area to withdraw their property. On behalf of the library board, the board president objected to the petition. Additional petitions are forthcoming. The library director is in communication with SDAO and legal counsel, which is in the process of providing guidance.
- There is some confusion in the community about the use of meeting space at the library. The fact that an organization is permitted to meet at the library does not constitute an endorsement of the organization's beliefs by Josephine Community Library. The communications team will work on better informing the public that meeting space is offered free of charge systemwide and open to all community members, clubs, and organizations to hold meetings and access hybrid technology.

2024–2027 Strategic Plan Update

Reimagine Library Services

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

- Drafted the digital equity project program overview, including goals, activities, timeline, and budget. Submitted draft proposal to the State Library of Oregon for a \$50,000 Library Services and Technology Act (LSTA) grant for the program, which is tentatively named Josephine TechMatch.

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

- Developed initial outline for the programming roadmap based on the board's strategic direction to include increased promotion of library services and library card access, expanding volunteer training, implementing computer basics workshops, expanding the Summer Reading Program, expanding outreach off site and in rural communities, establishing new partnerships, supporting library foundation capital building projects, and implementing a patron survey.

- The library's signature program for all branches is the Summer Reading Program, featuring weekly themes and events that support children, youth, and adults, with a special focus on early literacy. The library will expand offerings for children through the Summer Reading Program in accordance with the strategic plan.
- Programming content will promote library resources such as computers, laptops, hotspots, virtual meeting access, website resources, patron account access, ebooks, audiobooks, databases, Talking Books and Braille Services, and open-source software. Resources may include American Library Association digital skills curricula for English and Spanish, NorthStar Digital database, Oregon Digital Equity Plan, and other state and national resources.
- As part of the initiative to expand offerings for children and underserved populations, the demographic covered populations focus during Year 1 will include low-income families, seniors, and Spanish speakers. Demographic focuses for Year 2 and 3 will be determined between October and December each year.

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

- Developed a community engagement timeline in partnership with the library foundation to support capital projects including the Grants Pass branch. Most importantly, the district will partner with the foundation to facilitate community input sessions in May–June 2024.

Invest in People and Culture

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

- As part of professional development, selection librarians spent four days in Guadalajara, Mexico attending the Guadalajara International Book Fair to purchase Spanish-language materials. Travel and training fees were sponsored by the American Library Association and The Ford Family Foundation. Books were purchased for all collections in all branches. Materials will ship in January 2024.
- Hosted two Grants Pass high school students for a job shadowing opportunity in November.
- Staff continue to participate in webinars.

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

- In response to volunteer feedback, updated the book drop in the foyer of the Grants Pass branch to support volunteer and staff book processing for check in. New book drop is a success. Thanks to a library foundation board member for donating time and materials to complete the work.

- New and improved volunteer training will begin in January 2024 with support from branch services supervisor and volunteer coordinator.

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

- Partnering with Easter Seals and the Senior Community Service Employment Program which helps re-train senior citizens who need or want to return to paid employment to work at the library. Easter seals pay the participants to work up to 20 hours per week. The new volunteer will support the Grants Pass branch information desk. The Easter Seals program allows adults over age 55 to build job skills. The program is free to the library.
- In November three new adult volunteers and two new teen volunteers. In December provided orientation to one new Grants Pass volunteer for information desk service.
- A December teen volunteer appreciation program had low attendance with five participating teens meeting local gaming developer Jessica Murray for [World Reborn](#) and enjoying pizza.

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.

- Two staff members attended the Guadalajara International Book Fair to purchase books in Spanish for the library, sponsored by American Library Association and The Ford Family Foundation.
- Contracted with Baker & Taylor to improve collection materials reporting in 2024, allowing for more transparency and comparison with similar libraries across the nation.

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.

- Construction on the New Williams Library started July 14, was substantially complete by October 6, and opened to the public on October 7. Backordered items have been installed and a final finish to the concrete floors has been applied. The bioswale/culvert was built. Final items are an electrical outlet to be moved and landscape repair as weather permits.
- For the Illinois Valley Library Renovation, because of the extensive change in scope and cost due to the requirement to add a stormwater detention and treatment system, the library/city/design team reissued the bid for general contractor on December 1 and the bid opening will take place December 21. Construction is expected to start by March and take seven to nine months.

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

- In Grants Pass, Afterschool Storytime kicked off last month, a weekly interactive storytime for children kindergarten to third grade. Attendance is low, with networking efforts to increase participation monthly.
- The library is partnering with Williams Community Preschool for weekly storytimes with the branch manager visiting the school with a selection of books for remote checkout now that the library has moved to a new location.

Lifelong Learning: Provide adult programs that encourage lifelong learning.

- Launched the Book Match service in November, replacing the Shelf Shopper online service which allows patrons to fill out a short form for online reader's advisory. With the change in the name and update to the form, library staff are seeing an uptick in patrons utilizing the service.
- Partnered with the Gilder Lehrman Institute of American History to support the United States' semi-quincentennial, 250th anniversary, of the signing of the Declaration of Independence by hosting the pilot exhibit through January 15 at the Grants Pass branch. Gilder Lehrman will facilitate a focus group with Grants Pass educators and patrons to learn more about their perceptions of the semi-quincentennial and better ways to support the celebration nationwide.
- Local a cappella group Rogue Singers performed Christmas carols at the Grants Pass branch with approximately 40 participants.
- During November, the library highlighted World War I with a Gilder Lehrman Institute of American History panel display accompanied by a program series with local teacher and past Oregon Teacher of the Year Lois MacMillan. Participation at all three programs was high, ranging from 25-35 participants each.
- November author-talk with local author Jennifer Roberts had approximately 40 participants.

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

- Continued Erate equipment and broadband service work with Hunter Communications, managing invoicing and finalizing installation of upgraded switches and routers. Filing forms with FCC USAC to extend the contract another year.
- US Cellular donated additional Wi-Fi hotspots (used) to replace missing and broken units.
- Williams and Grants Pass branch virtual communication booths used 40 times this past reporting period.

TO: Josephine Community Library District Board of Directors
FROM: Kate Lasky, Library Director
DATE: December 20, 2023
SUBJECT: November 2023 Financial Statement

Accounting

- The ending cash for the general fund on the P&L of \$2,025,161 does not equal the Balance Sheet net income of \$2,899,245. 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.
- JCLD invoiced Josephine Community Library Foundation \$2,100 for 35 household sponsorships for the month of November.

Statement of Financial Activities (general fund P&L)

Revenue

- The current year tax levies are 1,292,356. The total prior year's tax levy income is \$29,025.
- Fees collected for the month of November were \$6,743, this includes non-resident card fees, sponsorships, copies, and charges for lost/damaged items.

Expenses

- Library services budget equals \$405,000 which includes collection development, technical services, patron services and supplies, volunteer support, events at library, communication & outreach, and special contracts. The Collection Development budget is \$175,000 for the year and represents 43 percent of the total Library Services budget.
- No forecast changes have been made.

Special Contracts

- Special contracts for the month of November were \$8,924, for a grand total of \$54,803 which includes technical writing services, information technology, web development, and finance.

Statement of Financial Position (balance sheet)

- The district assets include \$104,272 in the district checking account. The Grants Pass maintenance fund totals \$13,784 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 \$1,930,323 and a reserve fund of \$823,222. Cash Drawers at the four branches total \$390.
- The total combined assets of these accounts equal \$2,871,991.

Budget Status

- The FY23-24 Budget was updated by Resolution 2024-013 at the October 2023 board meeting directing \$100,000 in Contingencies to Building Improvements for the Williams capital improvement project.
- The FY23-24 Unappropriated Ending Fund Balance is \$720,350, held for FY24-25 operations expenses prior to tax receipt in November 2024, and is represented as Equity on the Balance Sheet.
- FY23-24 Transfers of \$5,000 for the Grants Pass Maintenance Fund, \$1,000 for the Enhanced Fund, and \$150,000 for the Reserve Fund will be made in January and reflected in February board meeting financial reports.

Josephine Community Library District Profit & Loss Budget vs. Actual

July through November 2023

	Jul - Nov 23	Budget	Forecast
Ordinary Income/Expense			
Income			
4000 · Current Year Tax Receipts	1,292,356	1,545,000	1,545,000
4005 · Prior Year Taxes	29,025	30,000	30,000
4100 · Fees	29,353	39,000	39,000
4200 · Interest Income	19,901	15,000	15,000
4300 · Other Revenues	522	1,000	1,000
4310 · Donations	1,000		0
4999 · Beginning Cash	1,384,152	1,400,000	1,400,000
Total Income	2,756,309	3,030,000	3,030,000
Gross Profit	2,756,309	3,030,000	3,030,000
Expense			
5000 · Personal Services	373,133	1,058,650	1,088,650
6 · Materials and Services			
6.1 · Library Services			
5200 · Collection Development	66,716	175,000	175,000
5300 · Technical Services	11,074	50,000	50,000
6650 · Patron Services and Supplies	2,481	5,000	5,000
6660 · Volunteer Support	2,055	5,000	5,000
6670 · Events at Library	1,288	15,000	15,000
6680 · Communication & Outreach	21,049	40,000	40,000
6690 · Special Contracts	54,803	115,000	115,000
Total 6.1 · Library Services	159,466	405,000	405,000
6.2 · Maintenance and repairs			
5400 · Building Improvements	100,230	110,000	110,000
5500 · Facilities & Equipment	22,361	82,000	82,000
5600 · Computer Maintenance	3,415	39,000	39,000
Total 6.2 · Maintenance and repairs	126,006	231,000	231,000
6.3 · Administration			
5700 · Insurance	638	15,000	15,000
5800 · Travel & Training	3,782	40,000	40,000
6630 · Election	20,732	20,000	20,000
6640 · Auditor	11,950	20,000	20,000
6699 · Legal Administration	878	2,000	2,000
6700 · Administrative Support	13,599	18,000	18,000
6800 · Telecommunications	6,747	25,000	25,000
6850 · Utilities	14,217	50,000	50,000
Total 6.3 · Administration	72,543	190,000	190,000
Total 6 · Materials and Services	358,015	826,000	826,000
8.1 · Transfers			
8000 · Transfers & Contingency	0	156,000	156,000
Total 8.1 · Transfers	0	156,000	156,000
8010 · Contingencies	0	224,000	224,000
Total Expense	731,148	2,264,650	2,294,650
Ending Cash	2,025,161	765,350	735,350
Ending Cash	2,025,161	765,350	735,350

Josephine Community Library District Balance Sheet

As of November 30, 2023

Nov 30, 23

ASSETS

Current Assets

Checking/Savings

1000 - People's Bank of Commerce	104,272
1010 - People's Bank-Savings	13,784
1100 - General Pool 6000	1,930,323
1110 - LGIP - Reserve Fund	823,222
1150 - Cash Drawers	390

Total Checking/Savings	2,871,991
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Other Current Assets

1310 - JoCo Reserve for Disputed Tax	27,254
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Total Other Current Assets	27,254
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Total Current Assets	2,899,245
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TOTAL ASSETS	2,899,245
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LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

2100 - Payroll Liabilities	
2155 - Retirement 401(k)	2,336

Total 2100 - Payroll Liabilities	2,336
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2400 - Deferred Revenues(audit)	27,254
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Total Other Current Liabilities	29,590
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Total Current Liabilities	29,590
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Total Liabilities	29,590
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Equity

3909 - General Fund Balance	1,384,153
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3909A - General Fund Appropriated	-1,384,152
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3910 - GP Maint Fund Balance	13,781
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3910A - GP Maint Fund Appropriated	-13,781
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3911 - Reserve Fund Balance	807,503
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3911A - Reserve Fund Bal Appropriated	-807,503
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Net Income	2,869,654
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Total Equity	2,869,655
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TOTAL LIABILITIES & EQUITY	2,899,245
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TO: JCLD Board of Directors
FROM: Teresa Stover, grants administrator
SUBJECT: Grants update
DATE: December 20, 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

- Discounted Internet service to the New Williams Library started the first week of October. Made possible by the FCC E-Rate program, this is a \$4,320 discount for the year (80 percent of the \$5,400 total cost). Updated Internet equipment, also discounted through E-Rate, was installed throughout the district by the end of October. This is a \$19,463 discount (80 percent of the \$24,328 total cost).
- Completed the Kindergarten Toolbox program, made possible by a \$50,000 grant from the Ford Family Foundation.

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 November 14, 2023, there were \$8,199 in restricted grant funds yet to be spent from:
 - AllCare Health for the Communications Booth program at the Grants Pass library
 - Chaney Family Foundation for the Teen & Teen Book Boxes
 - Ford Family Foundation for the Kindergarten Toolbox program
 - State Library of Oregon/Ready to Read for early literacy and summer reading programs
- As of November 14, 2023, there were \$28,149 available in reimbursable grant funds from:
 - Dorothy Thompson Fund for the print collection, via the library foundation
 - Kiwanis club for Baby's First Book and Teen/Tween Book Boxes, via the library foundation

In addition, the district is receiving \$45,335 in discounts for Internet services and equipment through the FCC E-Rate program. Also, the City of Cave Junction is managing the \$1.5 million Community Development Block Grant (CDBG) for the Illinois Valley Library Renovation. Remaining in this grant is \$1,248,391.

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 sponsorships
- Technology
- Responsive

TO: Josephine Community Library District Employees
FROM: Kate Lasky, Library Director
DATE: December 20, 2023
SUBJECT: Builders Risk Insurance Authorization Memo

Resources

Business Oregon
Hart Insurance Agency
ZCS Engineerign & Architecture

Background

In partnership with Josephine Community Library District and Josephine Community Library Foundation, the City of Cave Junction is renovating the Illinois Valley Library, utilizing a Community Development Block Grant awarded by Business Oregon and a legislative distribution of ARPA funds by former State Representative Library Morgan, representing both state and federal sources of funding. Per state and federal guidelines, the library district is required to purchase and hold builders risk insurance.

The remodel coverage must be for the entire proposal, including soft costs and estimated building replacement costs. The general contractor is required to carry additional insurance due to funding from the state and federal government. In this case, the library district is considered the owner, which is required to hold builders risk insurance.

Through its agent, Hart Insurance, the library district has identified a single source that will meet all the insurance requirements for both Business Oregon and ARPA.

Request

The library director requests authorization to finalize builders risk insurance with a premium estimated at \$21,000 with any additional fees, contracting with Dyan Bates Risk Placement Services Inc.

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

In the Matter of Objection to Josephine) County Board of County Commissioners) decision to allow petition to withdraw) from Josephine Community Library) District under ORS 198.807)	Resolution No. 2024-026
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WHEREAS, Josephine Community Library District (District) is a noncontiguous special district within Josephine County approved by voters in May 2017; and

WHEREAS, property owners within the District boundaries pay taxes to support the services and programs the library district offers the community; and

WHEREAS, ORS 198 provides that citizens within the District may petition the county to opt out of a special district, and therefore no longer pay taxes to the District, if it is not feasible for the territory to receive services provided by the District; and

WHEREAS, on December 5, 2023, the Josephine County Board of County Commissioners (BOCC) held a public hearing regarding petitioners requesting to opt out of the District; and

WHEREAS, on December 5, 2023, the Josephine County Board of County Commissioners voted in favor of the petitioners although it is indeed feasible for the petitioners' property (the territory) to receive District services; and

WHEREAS, it is in the best interest of the District to maintain current levels of funding to adequately serve the residents of the District with its variety of print/in-person and digital/virtual library services;

NOW, THEREFORE the JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves:

To object to and appeal the decision of the Josephine County Board of County Commissioners to approve resident petitions to opt out of the Josephine Community Library District under ORS 198.870.

DONE AND DATED this 20th day of December 2023.

Pat Fahey, Board Member

Gina Marie Agosta, Board Member

Tina Gotchall, Board Member

Rachele Selvig, Board Member

Laurel Samson, Board Member

TO: Josephine Community Library District Board of Directors
FROM: Kate Lasky, Library Director
DATE: December 18, 2023
SUBJECT: First reading policy review and revision

JCLD regularly reviews and updates policies to include new concepts and maintain relevancy. The personnel policies are under review for this purpose and presented for board input and approval.

First Reading Personnel Policy 4-3-3. Retirement Benefits Revision

Policy 4-3-3 was updated to reflect participation requirements for the 401(k) plan. It removes the minimum compensation requirement, related to the SIMPLE IRA retirement plan no longer being offered.

First Reading Volunteer Policy 5-16. Harassment

Policy 5-16 was updated to summarize concepts and clarify directions.

Policy 4-3-3. Retirement Benefits

Revised 12/20/2018

Josephine Community Library District (JCLD) provides a tax-deferred retirement plan to all eligible employees based on the terms of the retirement plan. ~~who are reasonably expected to receive at least \$5,000 in compensation for the calendar year.~~ Coverage for eligible employees begins the first payroll period after the 91st day of employment.

Information regarding eligibility and specific benefits is available from the library director or business manager.

Policy 5-16. Harassment

Revised XX/XX/2024

JCLD takes all forms of discrimination and harassment against its volunteers seriously and is committed to providing an environment in which all individuals are treated respectfully. JCLD is committed to placing qualified volunteers without regard to race, sex, religion, marital status, sexual orientation, disability, or any other status protected by law. JCLD does not tolerate harassment or discrimination of any kind.

~~. This includes sexual assault and discrimination on the basis of race, color, religion, sex, sexual orientation, national origin, marital status, age, uniformed service, or disability by any volunteer or employee of JCLD.~~

Any volunteer who feels harassed or is aware of harassment may file a complaint with their immediate supervisor or manager. The report may be made to the branch manager or library director if the volunteer manager is not an available option. Persons who file a complaint or participate in an investigation are assured confidentiality to the extent possible and will be safeguarded from retaliation.

In accordance with Oregon law, the following information is provided to volunteers to report any prohibited conduct while in service for the library.

- Prohibited conduct should be reported as soon as possible.
- The volunteer or branch manager will seek library director and board counsel to determine how to address and mitigate the matter.
- JCLD will not require or coerce a volunteer to enter into a nondisclosure or non-disparagement agreement. Volunteers may choose to enter into one of these agreements, at which time they have seven days to reverse their decision.
- Volunteers are asked to work with their volunteer manager or library director to document any incidents involving harassment or discrimination.
- ~~Prohibited conduct should be reported to the volunteer manager as soon as possible. The volunteer manager will seek library director and board counsel in how to address and mitigate the reported behavior.~~
- ~~The report may be made to the branch manager in the case that the volunteer manager is not an available option.~~
- ~~JCLD will not require or coerce a volunteer to enter into a nondisclosure or non-disparagement agreement. These are legally binding contracts in which a volunteer would promise to treat harassment or discrimination information as a secret and not disclose to others without proper authorization. Volunteers may choose to enter into one of these agreements, at which time they have seven days to reverse their decision.~~
- ~~Volunteers are asked to work with the volunteer manager or public services manager to document any incidents involving sexual assault or discrimination on the basis of~~

~~race, color, religion, sex, sexual orientation, national origin, marital status, age, uniformed service, or disability.~~

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: December 8, 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*.

Foundation and district staff held a project postmortem meeting to discuss lessons learned throughout the course of the project. A final report including the final accounting, schedule, and as-built drawings will be compiled as part of project closeout and for reference on future building projects.

Vitus construction has installed the exterior lights and the countertops in the office that were backordered. The culvert connecting the bioswale was completed just in time for the first heavy rains.

Vitus Construction has two remaining punch list items to complete. An electrical outlet that was placed incorrectly is scheduled to be properly installed and the landscape repair surrounding the parking lot is postponed until spring.

Foundation past president was contacted by a realtor representing Dollar General expressing interest in purchasing a minimum of 1.2 acres of the library property to build a Dollar General. FOTF members discussed and are not interested in selling any sections of the property. The foundation intends to add on to the new library building in the future and has no interest in selling the property.

Foundation and district directors are developing goals and deadlines for the landscaping plan for the library grounds. The plan will be shared with FOTF in February.

Action: *Foundation director will provide district and foundation boards with a final report once the project is completed.*

Action: *Foundation director will notify past board president to contact the realtor to let them* 28

know the foundation is not interested in selling.

Illinois Valley branch

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

ZCS revised the bid documents to encompass the changed scope and published the invitation to bid on behalf of the City of Cave Junction on December 1. During this bid period, happening now through Thursday, December 21, all city and library staff, council members, board members, and volunteers are reminded to refrain from discussing the project with any potential bidders. According to Oregon state contracting rules, such discussion could disqualify the firm's proposal. Anyone asked about the project or the invitation to bid should say they may not discuss it and refer them to Teresa Stover at tstover@josephinelibrary.org or to Jessi Russell at ZCS Engineering & Architecture at jessirussell@zcsea.com. Or refer them to the Daily Journal of Commerce djcoregon.com or the City's cavejunctionoregon.us website where bid information is posted. Answers to any bidder questions will be posted there as well.

Grants Pass property

In June 2023, a city block located between 6th and 7th Streets and J and K Streets in downtown Grants Pass was purchased for a new, centrally located, larger library building is proposed to replace the current county-owned structure.

FOTF discussed the utility easement that Pacific Power has on the property. Initial conversations started with leadership in Pacific Power. Pacific Power is able to work with the foundation to move the easement to the outskirts of the property. This will allow for more flexibility in the updated design of the new building. FOTF will continue to work with Pacific Power to reach an agreement in writing.

Action: *The foundation is investigating the possibility of finding a renter for the vacant residential unit.*

TO: JCLF and JCLD boards
FROM: Rebecca Stoltz, New Williams project manager
SUBJECT: New Williams Library update
DATE: December 7, 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 has improved 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 included 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.

- Vitus Construction started work July 14. In the past month, contractors have completed most items on the punch lists for the site and for the building.
- The backordered exterior lights have been installed, as have the backordered countertops for the office/breakroom. The final finish to the concrete floors was applied. An electrical outlet has yet to be moved.
- The bioswale/culvert was built in time for this week's heavy rains. Landscape repair will be done when the weather permits.
- Monthly Williams listening sessions ordinarily take place at 5-6 pm the third Thursday of each month at the Williams Grange, with the last one being on October 19. The listening sessions have been canceled for November and December and will resume in January.
- The project postmortem was held on December 7. A final report including final accounting, schedule, and as-built drawings will be compiled as part of project closeout and for reference on future building projects.

✓ - Completed • - In progress

		Milestone	Duration	Start	Finish
✓	1	Construction start	Friday	7/14/2023	7/14/2023
✓	2	Construction substantially complete	3 days	10/4/2023	10/6/2023
✓	3	Grand Opening and Ribbon Cutting	Saturday	10/7/2023	10/7/2023
✓	4	Conduct project postmortem	1 day	12/7/2023	12/7/2023
•	5	Complete punch list items	6 weeks	10/9/2023	12/14/2023
•	6	Close out project	3 weeks	12/8/2023	12/29/2023

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: December 7, 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 6,094 square feet, including a new 1,788-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.**

- Because of significant scope and cost changes from the stormwater system required by NOAA/National Marine Fisheries Service (NMFS) as part of the project's environmental assessment, the library/city/design team canceled the bid on November 10.
- ZCS revised the bid documents to encompass the changed scope and published the invitation to bid on behalf of the City of Cave Junction on December 1. The prebid walkthrough took place at the IV Library on December 6, and bids are due on December 21. The bid opening will take place at 2 pm on December 21 at Cave Junction City Hall.
- During this bid period, happening now through Thursday, December 21, all city and library staff, council members, board members, and volunteers are reminded to refrain from discussing the project with any potential bidders. According to Oregon state contracting rules, such discussion could disqualify the firm's proposal. Anyone asked about the project or the invitation to bid should say they may not discuss it and refer them to Teresa Stover at tstover@josephinelibrary.org or to Jessi Russell at ZCS Engineering & Architecture at jessirussell@zcsea.com. Or refer them to the **Daily Journal of Commerce** djcoregon.com or the **City's** cavejunctionoregon.us website where bid information is posted. Answers to any bidder questions will be posted there as well.

- **Environmental Assessment.**

- The Environmental Review Record (ERR) was submitted for review to Business Oregon. which determined that additional documentation is needed for the Endangered Species, Historic Preservation, Socioeconomic, Community Facilities, and Natural Feature sections. This effort is in process. When completed, it will be submitted to Business Oregon for approval.
- The Environmental Review Record (ERR) includes determinations, compliance findings, and scores on all required elements and sections. After ERR approval by Business Oregon, it will be available for public review for 15 days. Then it will be submitted, along with the request for release of funds to Business Oregon for another 15-day public review. At this point, construction funding can be released.