

Josephine Community Library District
Board of Directors Regular Meeting
Thursday, November 21, 2024 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, Vice President	Laurel Samson	Pat Fahey	Gina Marie Agosta, President	Tina Gotchall

Agenda Items	Action	Responsible	Time
Call to Order		G.M. Agosta	
Patron Survey Results and Presentation	Report	Coraggio Group	20 min
Standing Items 1. Approval of agenda 2. Approval of consent agenda a. October 17 Board Meeting minutes b. Resolution 2025-013: Policy 2-3 c. Resolution 2025-014: Policy 3-1-2 d. Resolution 2025-015: Policy 3-4-13 e. Resolution 2025-016: Policy 4-3-2 f. Resolution 2025-017: Operation Fund 3. Public comment 4. Correspondence 5. Annexation petition review: Kelli Sue Klein	Motion	G.M. Agosta	5 min
Staff Reports 1. Library director's report 2. Financial report	Report Report	K. Lasky K. Lasky	10 min 5 min
Action Items 1. Personnel Policy Emergency Preparedness 2. Operations Policy Job Classification	Discussion Discussion	K. Lasky K. Lasky	5 min 5 min
Board Member Reports 1. Library Foundation liaison report 2. Facilities Oversight Task Force report	Report Report	M. Walgrave Samson/Fahey	5 min 10 min
Announcements 1. Comments from board members 2. Board vacation schedules 3. Date and agenda items for next meeting		All K. Lasky G.M. Agosta	5 min
Executive session: 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)		G.M. Agosta	
Adjourn		G.M. Agosta	

Date and Time	Upcoming Meetings and Events
Dec 9, 1pm	Volunteer Holiday Party, Grants Pass branch
Dec 19, 5:30pm	District Board Meeting, Grants Pass branch
Jan 16, 5:30pm	District Board Meeting, Grants Pass branch

**Josephine Community Library District
Regular Board Meeting Minutes
Thursday, October 17, 2024, at 5:30 pm
Grants Pass branch | 200 NW C Street, Grants Pass, OR 97526**

Members present: Gina Marie Agosta, Tina Gotchall, Laurel Samson

Members absent: Pat Fahey, Rachele Selvig

Staff present: Library Director Kate Lasky

Contractors: none

Partner: Josephine Community Library Foundation Executive Director Rebecca Stoltz, Josephine Community Library Foundation Board Liaison Sue Cohen

CALL TO ORDER. Ms. Agosta 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. Resolution 2025-010: Policy 4-5-1 moved to Action items.

Consent agenda items included:

- a. September 19 Board Meeting minutes
- b. Resolution 2025-011: Policy 4-10-2
- c. Resolution 2025-012: Policy 5-9

MOTION: Laurel Samson moved to approve the consent agenda. Tina Gotchall seconded. The motion passed unanimously.

Public comment. None.

Correspondence. None.

STAFF REPORTS

Library director's report. Ms. Lasky referred to the Library Director's Report dated October 17, 2024, highlighting the following items:

- The Illinois Valley branch Grand Opening is scheduled for Saturday, November 9 from 11am to 1pm. Board members are encouraged to attend. Carpooling approved.
- The Volunteer Winter Celebration is planned for Monday, December 0 from 1pm to 4pm, scheduled as a luncheon. Christmas carolers are also scheduled.
- Launched the annual patron survey to gather feedback on services and facilities.
- Board members must attend Oregon Government Ethics Commission Public Meeting Law Webinar to satisfy the training requirement in ORS 192.700. Ms. Lasky demonstrated how to sign up for the webinar.
- Final audit report from Pauly Rogers LLC delayed to next month; no material deficiencies were noted.
- Launched a new children's storytime program at the Grants Pass branch on October 11 called Neighborhood Heroes Story Squad with Grants Pass Police Officer

Frownfelter. The program was a huge success with more than 50 children and adult participants and a front-page feature in the Grants Pass Daily Courier.

- Partnered with WorkSource Oregon for drop-in Computer Basics classes through the end of the year. First class was October 17. There were 14 participants. The drop-in classes were covered in the Courier.
- The first six-week series of Computer Basics courses will be ending October 18. There was a 67 percent attendance rate. The Spanish series is being prepared and interest has been expressed. Both series are supported by Project Youth+ volunteers.
- Will launch Unofficial Battle of the Books on November 1. UBOB uses the official list as set by the State of Oregon, but substitutions are allowed.
- Opened recruitment for two new positions at the Grants Pass branch: a library assistant and teen coordinator.
- The associate director and branch service manager are participating in Centerpoint Consulting LEAD 360° five-week leadership workshop and completed the first two classes.
- New volunteer acknowledgement banners have been installed at all four branches
- The library's Spooktacular Fall Teen/Tween Book Boxes reached full registration with 100 participants in just 2.5 days. VolunTEENs assisted in assembling the boxes.
- Cow Creek conducted a site visit. We are seeking a grant to use towards future Teen/Tween Book Boxes. The library does not use taxpayer funds for giveaways.

Financial report. Ms. Lasky reviewed the September 2024 Financial Statement memo dated October 17, 2024. She also referred to the Profit & Loss Budget vs. Actual-General Fund statement through September 30, 2024, the P&L statement for Enhanced Library Services (grants) through September 2024, and the Balance Sheet as of September 30, 2024.

Oregon Public Standards report. Standards updated by the State of Oregon in 2021. Ms. Lasky reviewed the seven overall standards, and how the library rated among those standards. There are minimum standards to be a public library. The Board has previously directed that JCLD be Enhanced when possible. Revised packet shows correct Staffing level ratings.

ACTION ITEMS

Resolution 2025-010: Policy 4-5-1 Amendment to make the changes retroactive to September 19, 2024. Tina Gotchall moved to approve the resolution with the amendment. Laurel Samson seconded. The motion passed unanimously.

First Reading: Policy 3-4-14 Art Exhibits in the Library. The board of directors held its first reading of an Operations Policy: Art Exhibits in the Library.

First Reading: Revision Operations Policy 3-1-2 Patron Conduct. The board of directors held its first reading of a revised version of an Operations Policy: Patron Conduct.

First Reading: Revision Finance Policy 2-3 Cash and Purchasing. The board of directors held its first reading of a revised version of a Finance Policy: Cash and Purchasing.

First Reading: Revision Personnel Policy 4-3-2 Health Insurance Benefits. The board of directors held its first reading of a revised version of a Personnel Policy: Health Insurance Benefits.

Library Director's annual evaluation. Electronic evaluations have been sent to all board members and physical copies handed at board meeting.

BOARD MEMBER REPORTS

Library Foundation liaison report.

- Annual drive is gearing up and will run to the end of the year. Funds will support the library.
- Received a grant from Carpenter foundation for \$20,000 for the Grants Pass building project.
- Reminder for the Grand Opening of Illinois Valley branch on November 9.
- Report three new Library Foundation board members.

Facilities Oversight Task Force.

- Wolf Creek received a new UV water filtration system in time for the visits of the Sunny Wolf children to resume.
- Automatic door openers installed at William Branch. Inside bathroom door closes slowly and solutions are being explored.
- Working with Herb Farm to get a tree at Williams Branch. Being paid from a donation that was received.
- ZCS working on scope of work for next steps of the Grants Pass building project.

ANNOUNCEMENTS

Comments from board members. None

Board vacation schedules. None scheduled currently through end of year.

Date and agenda items for next meeting.

The next regular board meeting will be at 5:30 pm on Thursday, November 21 in Grants Pass.

ADJOURNMENT

The meeting adjourned at 6:15 pm.

Respectfully submitted,
Michelle Rosenberger for Board Secretary Kate Lasky
Josephine Community Library District

TO: Josephine Community Library District Board of Directors
FROM: Kate Lasky, Library Director
DATE: November 21, 2024
SUBJECT: Policy review and revision

Second Reading Policy 3-4-14 Art Exhibits in the Library

The Exhibits in the Library Policy is a new policy to allow for a fair opportunity to community members to exhibit art in designated areas of the library. Currently, the Williams branch is the only library facility that offers exhibit space. We are adopting this policy to manage that space and prepare for expanding exhibit space at the other branch libraries, including the new facility planned for Grants Pass. An application will accompany the policy and be posted online.

Second Reading Revision Operations Policy 3-1-2 Patron Conduct

The Patron Responsibilities and Rules of Conduct Policy is updated to clarify that repeated and extended low volume sounds are also not permitted in shared spaces. This update exemplifies the need for more individualized spaces in the library, such as small one- and two-person meeting rooms that allow for extended conversations.

Second Reading Revision Finance Policy 2-3 Cash and Purchasing

The Cash and Purchasing Policy is updated to increase the library director's spending authority to better meet the needs of ongoing capital improvement projects and contracted service expenditures.

Second Reading Revision Personnel Policy 4-3-2 Health Insurance Benefits

The Health Insurance Benefits Policy is revised to allow for permanent part-time employees to receive Teladoc telehealth services as supplemental health insurance paid in full by the library district.

Policy 2-3. Cash and Purchasing

Revised X/XX/2024

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

1. Cash disbursement

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

2. Cash handling

- a. Daily cash counts shall be performed.
- b. Deposits shall be performed weekly or when cash to be deposited exceeds ~~\$1,000~~\$5,000, whichever comes first. More frequent deposits may be required by the library director as circumstances require.
- c. Cash till control and reconciliation shall be standard policy.

3. Bank account reconciliation

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

4. Surplus funds

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

5. Banking

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

6. Purchasing

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

7. Expenditures approval

The Board of Directors shall approve all expenditures for supplies, materials, equipment, or any contract obligating the district in excess of ~~\$5,000~~\$50,000 with the following exceptions:

- a. Purchase of emergency services or materials which cannot be delayed until the next board meeting but exceed ~~\$5,000~~\$50,000. Such purchases must be approved by the board president and comply with ORS.
- b. Payments of monthly statements from board-approved vendors, composed of individual invoices not exceeding ~~\$5,000~~\$50,000, incurred while conducting regular library business such as purchasing collection materials or office supplies or paying credit statements.
- c. Regular payments on contracts and/or projects that have been pre-approved by the Board of Directors.

The library director shall authorize all expenditures or contracts up to ~~\$5,000~~\$50,000 except contracts for legal services.

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

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

In the Matter of Adopting)	
Policy 2-3, Cash and Purchasing, for)	Resolution No. 2025-013
Josephine Community Library District)	
)	

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

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves:

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

DONE AND DATED this 21st day of November 2024.

Pat Fahey, Board Member

Gina Marie Agosta, Board Member

Tina Gotchall, Board Member

Rachele Selvig, Board Member

Laurel Samson, Board Member

Policy 3-1-2. Patron Responsibilities and Rules of Conduct

Revised 09/19/2024

Josephine Community Library District (JCLD) is dedicated to creating an inclusive environment for everyone, regardless of their age, sex, race, religion, ethnic origin, disability (physical or mental), appearance, sexual orientation, socioeconomic status, political affiliation, gender identity, or gender expression. This policy applies to both the interior and exterior of the buildings, including all library property. Any language or behavior that threatens or damages this environment is prohibited on all library properties and may result in expulsion from the premises, either temporarily or permanently.

Dangerous, destructive or illegal conduct, including but not limited to the following, will not be tolerated:

- Physical abuse or assault, including fighting or challenging others to fight;
- Engaging in any behavior that a reasonable person would find to be disruptive, harassing, or threatening in nature,
- Damaging, destroying, stealing, or otherwise vandalizing library property.

Any person engaging in the above behavior(s) will be asked to leave the library property immediately with no further warning, and library privileges will be suspended for 90 days. In addition, law enforcement may be called, and appropriate legal action may follow.

A. Rules of Conduct

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

- Patrons shall respect the rights of staff, volunteers, and other patrons; offensive gestures, sexual harassment, profanity, abusive and harassing language, and other disruptive or badgering behaviors that may prevent staff from being able to perform their work will not be tolerated.
- Patrons are responsible for the behavior and supervision of their children; children aged 10 and younger must be accompanied by a parent, guardian, or responsible caregiver at all times and in all areas of the library.
- Use of tobacco products, controlled substances, or alcohol on library property is prohibited.
- Beverages with lids are allowed in the library except in all computer areas, unless otherwise prohibited. Food is limited to designated eating areas.
- Cell phone ringers must be turned off or to a non-noise setting upon entering the building; cell phone conversations should take place outside the library. Online conversations via Zoom or other app should also take place in designated areas or outside the library.

- ~~To maintain a quiet and respectful environment, patrons must keep the volume of their personal devices low. Brief online check-ins, such as a quick response or short conversation, are allowed; however, extended conversations or activities with repeated sounds, like gaming or virtual meetings, are not permitted in shared areas. Additionally, music, loud demonstrations, or any noises that may disrupt other patrons are strictly prohibited. Patrons must maintain a low volume of sound, including personal devices. Music and other loud demonstrations that may disrupt other patrons are prohibited.~~
- Service animals, but no pets, are welcome in the library. Animals may not be left outside unattended within 10 feet of entrances.
- Patrons must wear shoes and garments that cover the upper and lower torso at all times in the library.
- Patrons' personal property should not block library doors, aisles, or access to materials and should not be left unattended.
- Bicycles, carts, and other objects too large to store without impeding others must be left outside.
- Patron's personal hygiene (body odor, excessive perfume) should not interfere with other patrons' comfortable use of the library.

B. Enforcement

When a library staff person becomes aware that any patron is violating a library rule, the staff person shall take appropriate enforcement measures, as follows:

- A person whose behavior violates this policy will be informed of the rules and asked to cease the behavior. A copy of this policy will be available on request.
- For serious violations (including disruptive behavior and failure to comply when requested) the staff person may require the person to leave JCLD premises and not return the same day.
- Subsequent offenses, refusing to comply with staff instructions, unlawful conduct, or conduct which is immediately threatening to the safety of patrons or staff will result in 90-day suspension of library privileges. In addition, law enforcement may be called, and appropriate legal action may follow.
- Failure to leave or re-entering JCLD property prior to termination of a suspension will constitute trespassing.
- If a violation is particularly egregious or dangerous or a customer engages in the same activity repeatedly, the library may permanently ban that customer from either a service (such as using the public computers) or from the library premises.
- Any criminal activity shall be reported to the appropriate law enforcement agency.
- A person who feels his or her library privileges have been wrongly suspended may appeal the decision in writing to the library director or designee within 30 days of

receiving notification. The decision of the library director will be final.

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

In the Matter of Adopting)	
Policy 3-1-2, Patron Responsibilities)	Resolution No. 2025-014
and Rules of Conduct, 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 revised Operations Policy 3-1-2, Patron Responsibilities and Rules of Conduct, which is attached hereto and incorporated herein by this reference, is authorized for implementation.

DONE AND DATED this 21st day of November 2024.

Pat Fahey, Board Member

Gina Marie Agosta, Board Member

Tina Gotchall, Board Member

Rachele Selvig, Board Member

Laurel Samson, Board Member

Policy 3-4-13 Art Exhibits in the Library

Adopted XX/XX/XXXX

Josephine Community Library welcomes exhibits, which offer a means for public expression by individuals and groups in the community. Exhibits serve as a way the library acts as a community hub for knowledge and enrichment. The purpose of this policy is to provide fair and consistent standards for the use of exhibit areas in the library, ensuring access to these spaces in a manner that is consistent with the library's other policies and objectives.

Josephine Community Library follows the principles in the American Library Association's Library Bill of Rights. Regarding exhibit spaces, they "will be made available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use." As stated in that document, "Materials should not be excluded because of the origin, background, or views of those contributing to their creation." And "Materials should not be proscribed or removed because of partisan or doctrinal disapproval." In addition, the library is dedicated to accuracy of information and authentic representation in exhibits.

Exhibit Policy and Purpose

The library functions as an educational and cultural resource for the community. Exhibits are a means through which the public can visually share and learn about a wide variety of experiences, special interests, and informational topics.

When not being used to promote library-related services, exhibit spaces are available to individuals or community groups engaged in educational or cultural activities and will be provided on an equitable basis to any such individual or group that goes through the application process. Exhibit space is limited and not offered at all library branches due to space constraints.

The library will not act as an agent for the exhibitor. Artists may post a statement about their work, but price tags or the posting of price lists are not permitted.

In general, the library does not accept commercial notices for any group unless they have an educational, informational, or cultural value to the community. The library does not accept any materials being offered for sale to the public unless the proceeds are intended to directly benefit the library.

The library assumes no responsibility for security against theft or damage of any exhibited material.

The library reserves the right to remove an exhibit if it interferes with the normal operation of the library.

Exhibit Approval and Content Guidelines

An application for exhibit space is available upon request and must be completed by individuals or groups wishing to use the space. Individual or community group exhibits are accepted or denied by the library director. Exhibits should be designed to provide an educational or cultural experience or showcase local arts and crafts. The library is a public building that provides access for all ages. Exhibits must be appropriate for all ages.

Exhibits must comply with all federal, state, and local laws, including those pertaining to libel, copyright, and obscenity. Exhibits will be refused if they are discriminatory or cause harm through dehumanizing representations of individuals or groups based on race, ethnicity, gender, sexual orientation, religion, disability, or any other protected characteristic.

The library director has the right to review and/or decline exhibits before or during the scheduled exhibit period. The decision of the library director may be appealed to the Josephine Community Library Board. The decision of the library board will be final.

Exhibits will be approved and scheduled as space permits and in designated areas only. The sponsoring group or individual is responsible for creating the exhibit, setting it up according to schedule, and removing it before the next scheduled exhibit.

Josephine Community Library does not endorse the policies or beliefs of an organization or individual by allowing use of library space for an exhibit, and the exhibitor may not make any claims to that effect.

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

In the Matter of Adopting Policy 3-4-13,)
Art Exhibits in the Library, for) Resolution No. 2025-015
Josephine Community Library District)
)

WHEREAS, the Board of Directors has reviewed the new 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 3-4-13, Art Exhibits in the Library, which is attached hereto and incorporated herein by this reference, is authorized for implementation.

DONE AND DATED this 21st day of November 2024.

Pat Fahey, Board Member

Gina Marie Agosta, Board Member

Tina Gotchall, Board Member

Rachele Selvig, Board Member

Laurel Samson, Board Member

Policy 4-3-2. Health Insurance Benefits

Revised 10/19/2022

Josephine Community Library District (JCLD) provides group medical, vision, long-term disability, and life insurance for employees who work 30 hours a week or more. Coverage for eligible employees begins the first day of the month following the employee's 60th day of employment.

As part of the annual budget process, the board of directors reviews the district's health insurance contribution annually and votes on a per employee per month cap. Employees may be eligible for employer contributions up to the annual cap. Information regarding eligibility and specific benefits is available from the library director or the district's insurance broker, ~~Hart Insurance Agency, located in Grants Pass, Oregon.~~

In addition, permanent part-time employees working less than 30 hours a week are eligible for supplemental Teladoc telehealth services starting on their 60th day of employment, paid in full by the library district.

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

In the Matter of Adopting Policy 4-3-2,)
Health Insurance Benefits, for) **Resolution No. 2025-016**
Josephine Community Library District)

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

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves:

The revised Personnel Policy 4-3-2, Health Insurance Benefits, which is attached hereto and incorporated herein by this reference, is authorized for implementation.

DONE AND DATED this 21st day of November 2024.

Pat Fahey, Board Member

Gina Marie Agosta, Board Member

Tina Gotchall, Board Member

Rachele Selvig, Board Member

Laurel Samson, Board Member

Annexation Petitions

November 2024

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 **November 2024** board meeting for review and action.

	Property Owner	Address
1	Kelli Sue Klein	1690 EAST FORK RD

TO: Josephine Community Library District Board of Directors
FROM: Kate Lasky, Library Director
DATE: November 21, 2024
SUBJECT: Library director's report

General Updates

- The Volunteer Winter Celebration is scheduled for Monday, December 9th, from 1:00 PM to 4:00 PM. This year, we're aiming to increase turnout by hosting it during the day. Christmas carolers are confirmed, and catering will be provided by The Wonder Burr. Board members are encouraged to participate, so please mark your calendars!
- Completed the annual patron survey to gather feedback on services and facilities. A total of 1,441 responses were received, a 24% increase from 2023, representing 288 additional participants.
- Board members must be scheduled for the Oregon Government Ethics Commission [Public Meeting Law Webinar](#) by December 4 to satisfy the training requirement in ORS 192.700. Due to overload of courses statewide, board members may take the course after December 4, but must be scheduled by December 4 or have the intention to take the course.
- Final FY22-23 audit report from Pauly Rogers LLC completed with a clean opinion. The report has been filed with the Office of the Secretary of State.
- For more information about library programs and events, read the October [Latest News](#).

Stories

- **In Grants Pass**, an elderly woman visited the library expressing frustration over her declining eyesight, which was making reading difficult. She was thrilled to discover our extensive large print and audiobook collections, sharing that they will greatly enhance her life and reignite her love of reading.
- **In Illinois Valley**, the grand reopening was a great success, with approximately 300 attendees touring and celebrating the new library. The excitement was evident, with 10 new library cards issued and three annexations completed on opening day, highlighting the community's enthusiasm for the upgraded space.



Historic photo of the Grand Opening of the Illinois Valley branch, November 9.

- **In Williams**, a patron shared with the branch supervisor that they love visiting the library as a relaxing, comfortable escape — like a home away from home. Additionally, a volunteer created a visual display and quiz to help young people recognize poison oak throughout the seasons.
- **In Wolf Creek**, a couple visiting the area stopped by the branch after noticing our banner. While staying at the Wolf Creek Inn, they expressed gratitude for the library's support of the community and SWCS.

Successes

- The library's partnership with Project Youth+ for teen interns continues to be a success. An additional Spanish Outreach Intern was hired for the Grants Pass branch and is assisting with the cataloging of Spanish-language materials, helping patrons in the children's library, and working as a Tech Buddy for the Spanish-language 6-week computer basics series.
- In October 2024, the Williams branch celebrated its 1-year anniversary at its new location. Over the past year, the branch issued 192 new library cards, saw 116 uses of the communication booth, and welcomed five new volunteers, with three more awaiting background check completion. The milestone highlights the community's enthusiastic support for the new space.

Challenges

- In Williams, the new ADA door for the branch bathroom isn't functioning properly, causing frustration for patrons. The branch manager is working closely with the contractor to resolve the issue.
- This past month, a surprise class visit from REACH brought an unexpected group of children to the library. Thanks to our team's quick response, all the children were served and engaged. Moving forward, we've emphasized the importance of advance notice to ensure we can provide the same high level of service for large groups.

2024–2027 Strategic Plan Update

Reimagine Library Services

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

- Developing a partnership with the Southern Oregon Early Learning Services Hub to offer STEM kits through the library, enhancing educational resources for families in the children's department.
- The library successfully utilized LSTA grant funding to launch the Computer Basics program, providing essential digital literacy training to the community. By the end of October, six classes were held at the library on Friday afternoons, graduating six participants, as highlighted in the *Daily Courier* article on October 23, 2023. Additionally, the program expanded to include a Computer Basics Lab at WorkSource on Tuesday afternoons, with two sessions held by October, attracting 14 participants in the first class and 13 in the second. The library also submitted the first quarter report to the State Library along with a request for reimbursement.

- To support the Computer Basics program, two Project Youth (+) interns were cross-trained as tech buddies, one of whom is bilingual and instrumental in delivering the Spanish-language version of the course. With their help, the library successfully launched Spanish-language Computer Basics classes at the Grants Pass branch, ensuring broader access to this valuable resource.
- Created outreach materials for the Illinois Valley grand re-opening, including scheduling an onsite photographer, designing giveaway merchandise for the event, preparing end-of-year drive materials, and developing slideshow presentations for outreach efforts.
- Continued support of the Illinois Valley branch remodel and reopening through strategic partnerships and community engagement. Collaborating with Hunter Communications and local contractors, improvements included updated phones, technology infrastructure, power supplies, and security systems for a seamless transition to reopen the branch.

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

- Reviewed and updated the 2025 Programming Roadmap, incorporating implementation strategies and new monthly display themes to highlight and promote library services.
- Developed the budget and initial themes for the 2025 Summer Reading Program, *Level Up*, designed to promote library services and resources for all ages.

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

- The library engaged in two major outreach events, connecting with the community in meaningful ways. At the 3-day Art Along the Rogue event, which drew an estimated 12,000 attendees, 10-15 staff and volunteers dedicated 24.5 hours to showcase library services and connect with the public. Additionally, youth services participated in the Healthy Kids Event hosted by AllCare Health, engaging with approximately 250 families and promoting library resources to support children and families in the community.
- The Unofficial Battle of the Books launched on November 1 and will run through mid-May 2025. Book selections are based off of the current Oregon Battle of the Books reading selections by grade level. This program is open to all students in 3rd through 12th grade, with a special focus on homeschool students and those attending schools not participating in or forming a team for the official Oregon Battle of the Books. UBOB offers a relaxed, self-paced reading experience, perfect for students who want to enjoy the fun and benefits of reading without the pressure of competition. Battle questions are available for those who want an added challenge.
- Responded to inquiries from several news media outlets for interviews and promotion regarding the remodel and grand opening of the Illinois Valley branch.

Invest in People and Culture

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

- The Technical Services Coordinator position was reclassified as Technical Services Lead, expanding responsibilities within the department. The role now includes cataloging and

processing materials, with training provided in acquisitions and material selection to enhance support for technical services. Training has covered processes like ordering DVDs, using Midwest Tape, managing canceled items, downloading records into Polaris, and evaluating patron requests. Additionally, efforts continue to ensure the department operates smoothly, with a focus on effectively utilizing volunteers.

- Continued recruitment and interview process for a teen coordinator and library assistant in Grants Pass.
- The associate director and branch service manager continued participation in Centerpoint Consulting LEAD 360° five-week leadership workshop.
- In-service training on emergency evacuation and other security issues scheduled for February 26, 2025.

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

- Created a new VolunTEEN handbook to introduce teen volunteers to library policies. Staff plans to train new teen volunteers and retrain existing ones during regular shifts. Progress includes scheduling teen volunteers on different days, increasing accountability, and ensuring each teen has a project. Teen volunteers check in with staff for task assignments more regularly. Efforts also focus on improving work behavior, such as staying on task, conserving resources, and adhering to scheduled volunteering times.
- Logged 500 volunteer hours during the Illinois Valley branch reopening process, supporting essential tasks like shelving, cleaning, and organizing the library. Staff and volunteers collaborated to make last-minute adjustments to the circulation desk and other functional areas. Developed workflows to enhance the coordination of volunteers and staff, ensuring optimal service delivery.
- Six new volunteers onboarded in the last month for Grants Pass. Three applications have been processed for Illinois Valley and one new application from Williams is pending a background check.
- Staff participated in SDAO Risk Management Regional Series.
- Library management reviews new ideas from volunteers and community members on a monthly basis. Several ideas within the library's capacity have already been implemented, including a volunteer pet photo showcase on the bulletin board. Additionally, a shark decal for the book drop box in the inside foyer of the Grants Pass branch has been ordered and will be installed later this month.

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

- The Illinois Valley reopening process engaged volunteers in meaningful roles, creating a sense of ownership and involvement in the branch's reopening. Used the reopening process as an opportunity to recruit new volunteers, strengthen relationships with existing volunteers, and assess future needs.
- The Wolf Creek branch now has two volunteers assisting each Tuesday during SWCS library visits, allowing for more interaction with students about their reading interests and how to use the catalog. This has led to an increase in book checkouts and timely returns. In October, the branch welcomed 435 students from SWCS and 36 visits from children and families on non-school days.

Core Services Update

Collection: Maintain and circulate a curated and balanced collection of cataloged books and other materials selected for a wide range of interests for adults, youth, and children.

- In Illinois Valley, reassigned Spanish YA and Adult materials from the Grants Pass branch to create robust sections for the Illinois Valley branch. Highlighted Youth Nonfiction Graphic Novels as a standalone collection to enhance visibility and access. Rotated Library of Things (LOT) items across branches to provide fresh options for patrons. Assessed and balanced the collection based on anticipated public interest, ensuring sufficient materials in high-demand areas.

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 Illinois Valley Library Renovation was completed in September, with the architectural punch list resolved. Items on the civil engineering and mechanical/electrical/plumbing punch lists are still in progress. The library move and setup took place during October, culminating in a soft opening on November 2 and a grand opening on November 9. Work continues to manage the CDBG contract requirements, oversee the Ausland contract, process invoices, and address final open issues, including contract closeout reports. The project plan, milestones, and budget are being maintained as we work toward full completion.
- In Illinois Valley, the team prepared for reopening by unpacking 1,300 boxes of materials, shelving books, and organizing storage and operational spaces for a welcoming patron experience. Temporary check-in stations were set up for efficient item processing, and sections like J Fiction and Chapter Books were reorganized to improve accessibility. The children's room was enhanced with re-installed signature artwork, creating an engaging space for young readers. Facility upgrades included fencing installation, pathway adjustments, carpet repairs, rubber base cove installations, and preparations for entryway glass replacements.
- In Grants Pass, a walkthrough was completed with SOS alarm. There will be four additional cameras installed at the Grants Pass branch. This will increase security and provide better footage of the building exterior when issues arise. Seeking grant funding from SDAO for risk management and prevention.
- In Williams, books from crowded collections were reassigned, and volunteers reorganized shelves to create a more accessible and organized space.

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

- In Illinois Valley, installed and configured phones, faxes, printers, and circulation systems specific to the branch's needs. Reset the Polaris system to reflect the branch's correct open hours, collection availability in the catalog, and prioritization in the holds process. Tested and prepared technology infrastructure, such as connecting TVs to laptops for programming needs. Planned for the installation of people counters at both entrances and an overhead camera for cooking demonstrations.

- The Illinois Valley meeting room calendar tool integration is complete, and the tool is now accessible from the library's website. To schedule the space, community members can find ILLINOIS VALLEY under the BRANCHES tab of the library's website. The link to reserve the space is available from the menu bar on the right side of the page.

TO: Josephine Community Library District Board of Directors
FROM: Kate Lasky, Library Director
DATE: November 21, 2024
SUBJECT: October 2024 Financial Statement

Statement of Financial Activities (Profit & Loss Budget Vs. Actual- General & Enhanced)

- Included profit and loss budget presentations for both the general fund as well as the enhanced services fund. As the district reports on a modified cash basis of accounting, the enhanced fund represents what has been received and expended and does not reflect grants applied for but not received. Negative net positions on actuals may occur due to delays in beginning cash posting due to audit, and/or monies spent but not yet reimbursed.
- The ending cash for the general fund on the P&L of \$884,411 does not equal the Balance Sheet net income of \$1,901,862. 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.

Revenue

- The current year tax levies are \$3,341. The total prior year's tax levy income is \$25,997.
- Fees collected this fiscal year were \$24,459 this includes non-resident card fees, sponsorships, copies, and charges for lost/damaged items.
- JCLD invoiced Josephine Community Library Foundation \$3,600 for 60 household sponsorships for the month of October. The foundation has increased their budgeted support for the year FY25.

Expenses

- Library services budget equals \$413,000 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 42 percent of the total Library Services budget.

Statement of Financial Position (balance sheet)

- The district assets include \$71,947 in the district checking account. The Grants Pass maintenance fund totals \$26,793 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 \$756,030 and a reserve fund of \$1,019,347. Cash Drawers at the four branches total \$390.
- The total combined assets of these accounts equal \$1,874,507.

Josephine Community Library District
Profit & Loss Budget vs. Actual
 July through October 2024

	<u>Jul - Oct 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
4000 · Current Year Tax Receipts	3,341	1,588,000	-1,584,659
4005 · Prior Year Taxes	25,997	40,000	-14,003
4100 · Fees	24,459	60,000	-35,541
4200 · Interest Income	16,623	45,000	-28,377
4300 · Other Revenues	0	1,000	-1,000
4600 · Support of Enhanced Servoces			
4601.1 · Tsfr fr0m GF - Enhanced	0	1,000	-1,000
Total 4600 · Support of Enhanced Servoces	0	1,000	-1,000
4999 · Beginning Cash	1,339,445	1,500,000	-160,555
Total Income	<u>1,409,865</u>	<u>3,235,000</u>	<u>-1,825,135</u>
Gross Profit	1,409,865	3,235,000	-1,825,135
Expense			
5000 · Personal Services	294,462	1,110,000	-815,538
6 · Materials and Services			
6.1 · Library Services			
5200 · Collection Development	48,902	175,000	-126,098
5300 · Technical Services	48,363	50,000	-1,637
6650 · Patron Services and Supplies	350	15,000	-14,650
6660 · Volunteer Support	1,600	8,000	-6,400
6670 · Events at Library	4,655	5,000	-345
6680 · Communication & Outreach	14,453	45,000	-30,547
6690 · Special Contracts	44,819	115,000	-70,181
Total 6.1 · Library Services	<u>163,142</u>	<u>413,000</u>	<u>-249,858</u>
6.2 · Maintenance and repairs			
5400 · Building Improvements	0	10,000	-10,000
5500 · Facilities & Equipment	17,698	82,000	-64,302
5600 · Computer Maintenance	4,139	42,000	-37,861
Total 6.2 · Maintenance and repairs	<u>21,837</u>	<u>134,000</u>	<u>-112,163</u>
6.3 · Administration			
5700 · Insurance	1,315	25,000	-23,685
5800 · Travel & Training	11,795	30,000	-18,205
6630 · Election	0	1,000	-1,000
6640 · Auditor	1,200	20,000	-18,800
6699 · Legal Administration	158	8,000	-7,842
6700 · Administrative Support	11,223	20,000	-8,777
6800 · Telecommunications	6,395	25,000	-18,605
6850 · Utilities	13,927	51,500	-37,573
Total 6.3 · Administration	<u>46,013</u>	<u>180,500</u>	<u>-134,487</u>
Total 6 · Materials and Services	<u>230,992</u>	<u>727,500</u>	<u>-496,508</u>
8.1 · Transfers			
8000 · Transfers & Contingency	0	277,800	-277,800
Total 8.1 · Transfers	<u>0</u>	<u>277,800</u>	<u>-277,800</u>
8.2 · Enhanced Services Support			
8006.1 · Enhanced Services Support	0	1,000	-1,000
Total 8.2 · Enhanced Services Support	<u>0</u>	<u>1,000</u>	<u>-1,000</u>
8010 · Contingencies	0	325,000	-325,000
Total Expense	<u>525,454</u>	<u>2,441,300</u>	<u>-1,915,846</u>
Ending Cash	<u>884,411</u>	<u>793,700</u>	<u>90,711</u>
Ending Cash	<u>884,411</u>	<u>793,700</u>	<u>90,711</u>

Josephine Community Library District Profit & Loss Budget vs. Actual July through October 2024

	<u>Jul - Oct 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
4050 · Grant Revenue				
4050B · Enhanced Services Budget	0	336,300	-336,300	0%
4085 · Foundations	3,996			
Total 4050 · Grant Revenue	<u>3,996</u>	<u>336,300</u>	<u>-332,304</u>	<u>1%</u>
4999 · Beginning Cash	0	10,000	-10,000	0%
Total Income	<u>3,996</u>	<u>346,300</u>	<u>-342,304</u>	<u>1%</u>
Gross Profit	3,996	346,300	-342,304	1%
Expense				
5000 · Personal Services	0	50,000	-50,000	0%
6 · Materials and Services				
6.1 · Library Services				
6.1 B · L8brary Srvcs Enhanced Budget	0	20,000	-20,000	0%
6680 · Communication & Outreach	1,289			
Total 6.1 · Library Services	<u>1,289</u>	<u>20,000</u>	<u>-18,711</u>	<u>6%</u>
6.2 · Maintenance and repairs				
5500 · Facilities & Equipment	36			
5600 · Computer Maintenance	0	50,000	-50,000	0%
Total 6.2 · Maintenance and repairs	<u>36</u>	<u>50,000</u>	<u>-49,964</u>	<u>0%</u>
6.4 · New Projects Budget	0	210,000	-210,000	0%
Total 6 · Materials and Services	<u>1,325</u>	<u>280,000</u>	<u>-278,675</u>	<u>0%</u>
Total Expense	<u>1,325</u>	<u>330,000</u>	<u>-328,675</u>	<u>0%</u>
Ending Cash	<u>2,671</u>	<u>16,300</u>	<u>-13,629</u>	<u>16%</u>
Ending Cash	<u><u>2,671</u></u>	<u><u>16,300</u></u>	<u><u>-13,629</u></u>	<u><u>16%</u></u>

Josephine Community Library District Balance Sheet

As of October 31, 2024

Oct 31, 24

ASSETS

Current Assets

Checking/Savings

1000 · People's Bank of Commerce	71,947
1010 · People's Bank-Savings	26,793
1100 · General Pool 6000	756,030
1110 · LGIP - Reserve Fund	1,019,347
1150 · Cash Drawers	<u>390</u>

Total Checking/Savings 1,874,507

Other Current Assets

1310 · JoCo Reserve for Disputed Tax	<u>27,354</u>
--------------------------------------	---------------

Total Other Current Assets 27,354

Total Current Assets 1,901,861

TOTAL ASSETS 1,901,861

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

2100 · Payroll Liabilities	
2155 · Retirement 401(k)	<u>2,570</u>

Total 2100 · Payroll Liabilities 2,570

2400 · Deferred Revenues(audit)	<u>27,354</u>
---------------------------------	---------------

Total Other Current Liabilities 29,924

Total Current Liabilities 29,924

Total Liabilities 29,924

Equity

3909 · General Fund Balance	1,339,439
3909A · General Fund Appropriated	-1,339,439
3910 · GP Maint Fund Balance	26,790
3910A · GP Maint Fund Appropriated	-26,790
3911 · Reserve Fund Balance	1,001,574
3911A · Reserve Fund Bal Appropriated	-1,001,574
Net Income	<u>1,871,938</u>

Total Equity 1,871,938

TOTAL LIABILITIES & EQUITY 1,901,862

TO: Josephine Community Library District Board of Directors
FROM: Kate Lasky, Library Director
DATE: November 21, 2024
SUBJECT: Policy review and revision

First Reading Revision Operations Policy 3-4-8 Emergency Preparedness

The Emergency Preparedness policy has been revised to include specific provisions for crisis emergencies, such as active shooter situations. Under the updated policy, the library director or their designee may determine to perform lockdown procedures or close the library in partnership with law enforcement. These measures prioritize the safety of library patrons and staff while fostering collaboration with local authorities during critical incidents.

First Reading Revision Personnel Policy 4-2-1 Employee Status

The Employee Status policy has been updated with the following additions:

- **On-Call Employees:**
On-call employees, who serve in a temporary capacity but may remain in this status for extended periods, have been formally classified. These employees do not receive employer-paid benefits other than sick leave, in accordance with the Oregon Sick Leave Act. Additionally, on-call employees may be offboarded or terminated if they have not worked at the library for six consecutive months.
- **Internships:**
The policy now clarifies that interns may be engaged through third-party contractors or partners and classified as temporary employees, with the possibility of extended service periods. Interns are not required to be on the library's direct payroll, providing greater flexibility in employment arrangements.

First Reading Revision Board Governance Policy Article IV: Meetings

The Board Governance policy, Article IV: Meetings, has been revised to ensure compliance with Special Districts Association of Oregon (SDAO) requirements. Key changes include:

- Clarifying the timing and purpose of the annual meeting held each July, during which the Board elects officers for the fiscal year.
- Clarifying the notification procedures for regular, annual, and special meetings, including public availability of a preliminary agenda 48 hours in advance.
- Reinforcing the role of the Library Director or designated staff in ensuring compliance with all meeting requirements, including notices, materials, and minutes.

Policy 3-4-8. Disasters and Emergency Preparedness

Revised 05/20/2020

JCLD maintains basic procedures to provide for the safety and security of library patrons, staff, and volunteers during emergency or hazardous situations. While not every possible emergency or disaster can be anticipated, in the event of unforeseen circumstances, the library director has full authority to take immediate action as necessary and then will work with relevant staff to quickly develop appropriate procedures, outlining a course of action that prioritizes staff, volunteer, and patron safety. Once human safety has been established, preservation of the library collection will be prioritized as outlined in the Collection Development Plan.

Based on facility size, each library location will have the appropriate number of:

- Adequately stocked first aid kits
- Fire extinguishers that have been inspected and certified annually
- Battery-operated flashlights

Each library location will maintain a floor plan of building with locations marked for:

- Exits
- Fire extinguishers
- First aid kits
- Utility shutoffs

Each library location will establish a site for regrouping in case the building is evacuated.

A. Fire

Do not panic, but do not underestimate the potential danger to patrons, volunteers, or staff represented by a fire. At the first indication of smoke or flame, immediately call 911 and then clear the building.

Fire extinguishers are placed strategically throughout each library branch. Locations are indicated on all Disaster Policy Maps. Supervisors are responsible for ensuring that their employees know the location and operating procedures for all fire extinguishers. The Volunteer Manager is responsible for ensuring that all volunteers know the location and operating procedures for all fire extinguishers.

B. Health Emergencies

911 should be called immediately in the event of any serious problem. Staff members should exercise caution when administering first aid of even a minor nature because of the safety of the injured individual and the potential liability of the staff member. Without specialized training it is not advisable for staff to undertake more than keeping the sick or injured patron comfortable and protected from needless disturbance until medical help can be obtained. No medication, including aspirin, should ever be dispensed to the public without proper training.

C. Emergency Closure

During inclement weather sufficient to make travel hazardous or during emergencies, the library director or public services director may decide to close, delay opening, or close early one or more library facilities. Library patrons already in the facility will be notified immediately when schedule changes are decided. Library staff will make every reasonable effort to notify the general public when the library schedule is changed due to inclement weather conditions or emergencies.

In cases of active shooter situations or other crisis emergencies, the library director or their designee may determine to perform lockdown procedures or close the library in partnership with law enforcement. These measures are implemented to ensure the safety of library patrons and staff.

D. Unruly Patrons

Unruly patrons may pose a danger to staff, volunteers, and other patrons. Library staff should walk away from a potentially violent situation and call 911 immediately. Rural branches with minimal public safety presence should also call the contracted private security company for assistance. The branch manager is responsible for assessing the situation and the patron's degree of volatility. Follow the procedure for dealing with unruly patrons as established by the public services director under the direction of the library director.

E. Active Shooter

An active shooter is an individual currently engaged in killing or attempting to kill people in a confined and populated area. Victims are selected at random and events are unpredictable and evolve quickly. If you hear gunshots, act immediately and alert others. Follow the Run-Hide-Fight protocol outlined in emergency procedures established by the public services director under the direction of the library director.

F. Evacuation

If a staff member determines that the library must be evacuated, it's important that patrons, volunteers, and staff exit the building in a calm, safe manner. Gather at the

designated safe location to ensure all building occupants are accounted for. Follow the evacuation procedures established for the library branch by the public services director under the direction of the library director.

G. Pandemic

Pandemic is the worldwide spread of a new disease. If you experience symptoms of a disease, do not come to the library. If you have been exposed to the disease, contact your health care provider to determine if you should be quarantined and notify the director.

The library will continue to operate until the director, in consultation with the public services director and business manager, determines, per the Pandemic Response Plan, if hours should be limited or the library closed.

The director will defer to resources such as, The Center for Disease Control and Prevention (CDC), the World Health Organization (WHO), and the Oregon Health Authority (OHA) for guidance in such a circumstance.

Policy 4-2-1. Employee Status

Adopted 7/20/2022 Revised XX/XX2024

- **Regular Full-Time Employees**
A Josephine Community Library District (JCLD) employee who regularly works a minimum of 40 hours a week on a continuing basis, and who has completed the probationary period, is considered a regular full-time employee.
- **Regular Part-Time Employees**
An employee who regularly works less than 40 hours a week is considered a regular part-time employee once the probationary period is successfully completed. The District shall pay a proportion of benefits, based on the regular hours of work.
- **Temporary Employees**
Temporary employees are defined as those employees holding jobs of limited duration of less than one year arising out of special projects, abnormal work-loads, or emergencies. Temporary employees are ineligible for employer-paid benefits other than sick leave as required by the Oregon Sick Leave Act.
- **On-Call Employees**
On-call employees are temporary staff who may serve in an on-call capacity for extended periods, potentially for several years, without transitioning to permanent status. These employees do not receive employer-paid benefits other than sick leave, as required by the Oregon Sick Leave Act. On-call employees may be offboarded or terminated if they have not worked at the library for six consecutive months.
- **Internship**
Interns are defined as position working in order to gain an opportunity for career exploration, work experience and or learning new skills. Interns may be employed by a third-party contractor or partner and are considered temporary employees who may be employed for an extended period. Their employment does not necessarily require direct placement on the library's payroll.

ARTICLE IV: MEETINGS

Section 1. All JCLD Board meetings are open to the public. Executive sessions may be held as permitted by law, but no final decisions will be made in these sessions.

Section 2. The regular meetings shall be held once each month, the date and hour to be set by the Board of Directors at the first annual meeting, which is the first meeting of each fiscal year. The location shall be a facility within Josephine County which complies with current state and federal laws requiring access for disabled persons.

Section 2. The annual meeting shall be held in July of each year. At the annual meeting the Board shall elect officers for that fiscal year.

Section 3. Special meetings may be called by the Secretary at the direction of the President, or at the request of three members, for the transaction of business as stated in the call for the meeting. Special meetings require at least 24 hours' notice; emergency meetings will be noticed immediately, with reasons provided.

Section 4. Proper notification of the media and all persons who have requested regular notice will be given for all regular, annual, and special meetings. A preliminary agenda will accompany each meeting notice and will be available to the public 48 hours prior. Notices will be posted on the JCLD website and at all branches.

Section 5. Time will be allotted for public comments at regular meetings, with guidelines included on the agenda to ensure orderly participation.

Section 6. Meeting minutes will be recorded and made publicly available, summarizing discussions, decisions, and votes.

Section 6. A quorum for the transaction of business at any meeting shall consist of three members of the Board of Directors, or electronically.

Section ~~6~~7. In conducting all meetings, decisions will be by consensus when possible. Proceedings will be governed by *Robert's Rules of Order*.

Section ~~7~~8. In August, the board shall adopt an annual report reflecting the condition of the library, and the provision of library services to the community as determined by the goals and objectives of the library's strategic plan.

Section 9 The Library Director or designated staff will ensure compliance with ARTICLE IV, including posting notices, distributing materials, and recording minutes.

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: November 8, 2024
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

Capital Improvement Plan

The library district maintains a Capital Improvement Plan that is updated annually and approved by the district's board of directors. The Capital Improvement Plan addresses the maintenance and repair needs of the four library facilities in Grants Pass, Illinois Valley, Williams, and Wolf Creek, including deferred maintenance.

The plan was presented to the foundation board of directors at the October board meeting.

Action: Foundation and library directors will create timelines for high priority projects.

Williams

The foundation has contracted with a local arborist to prune the Black Walnut and Locust trees on the property. In addition, three small trees that are diseased and pose a risk of contaminating healthy trees will be removed. The local arborist is providing bark chips for the landscaping project at no cost.

Action: Foundation director will investigate and secure bids on the placement of the curbs for the parking lot.

Action: Library director, Williams branch lead, and foundation director continue to work together with community partners to write the landscaping plan.

Illinois Valley branch

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

Construction completed in September. All items on the architectural punch list have been resolved. Items on the civil engineering and mechanical/electrical/plumbing punch lists are still being resolved.

The final post-construction review meeting, facilitated by Ausland Group, was held on October 10 with participants from the City of Cave Junction, Josephine Community Library, ZCS Engineering and Architecture, and Business Oregon.

The Illinois Valley New published a cover story about the library renovation in its October 30 issue. Also on October 30, the Daily Courier published a cover story about the library renovation.

The updated security system has been installed.

Many thanks to the IV Senior Center for the use of its facility to process and distribute holds to library patrons every Thursday since March.

The library's soft opening took place on November 2. The Grand Opening Celebration for the Illinois Valley branch is on Saturday, November 9 from 11am-1pm. There will be remarks from library leaders, Mayor Martell, and former Rep. Lily Morgan, tours of the library, a ribbon cutting with the Grants Pass & Josephine County Chamber of Commerce & the Illinois Valley Chamber of Commerce, a historical photo, children's activities, and more.

Action: Foundation director will work with neighboring businesses to secure additional parking for the event.

Grants Pass property

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

Foundation and district directors are working with ZCS to finalize the concept and rendering for the new building. The rendering will be used to support fundraising efforts and will be updated as progress is made through design development.

Action: Foundation director has requested a scope of work from ZCS that includes next steps for site preparation and a timeline for the activities that can be completed by June 30, 2025.

Wolf Creek

The Wolf Creek library is 2,594 square feet and is owned by the library foundation and is leased to the library district.

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: November 7, 2024

In partnership with Josephine Community Library District and Josephine Community Library Foundation, the City of Cave Junction has renovated the Illinois Valley Library, located at 209 W. Palmer in Cave Junction. The renovation expanded 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

- **Construction.**

- Construction completed in September. All items on the architectural punch list have been resolved. Items on the civil engineering and mechanical/electrical/plumbing punch lists are still being resolved.
- The final post-construction review meeting, facilitated by Ausland Group, was held on October 10 with participants from the City of Cave Junction, Josephine Community Library, ZCS Engineering and Architecture, and Business Oregon.

- **Communication.**

- The Illinois Valley New published a cover story about the library renovation in its October 30 issue. Also on October 30, the Daily Courier published a cover story about the library renovation.

- **Post Construction.**

- Library staff and volunteers moved all books, equipment, furniture, and computers into the library and spent the month of October setting up, organizing, and preparing for the return of patrons.
- The updated security system has been installed.

- **Library Services.**

- Many thanks to the IV Senior Center for the use of its facility to process and distribute holds to library patrons every Thursday since March.
- The library's soft opening took place on November 2. The grand opening will be 11 am to 1 pm on Saturday, November 9.

Project funding

The renovation is 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. This project is also funded by the community crowdfund and grants to the library foundation from the Carpenter Foundation, Reser Family Foundation, Marie Lamfrom Foundation, and American Rescue Plan Act (ARPA) via the Oregon State Legislature.