Josephine Community Library District

Board of Directors Regular Meeting

Thursday, December 19, 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	
Standing Items 1. Approval of agenda 2. Approval of consent agenda a. November 21 Board Meeting minutes b. Resolution 2025-018: Policy 3-4-8 c. Resolution 2025-019: Policy 4-2-1 d. Resolution 2025-020: Article IV e. Resolution 2025-021: OCF grant f. Resolution 2025-022: SDIS grant g. Resolution 2025-023: CowCreek grant h. Resolution 2025-024: SOELS grant 3. Public comment 4. Correspondence 5. Annexation petition review: Michele & Richard Scherer, Kimberly Delisio	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: Performance Evaluation 2. Operations Policy: Patron Conduct	 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	 R. Stoltz 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
Jan 16, 5:30pm	District Board Meeting, Grants Pass branch
Feb 20, 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, Pat Fahey, Rachele Selvig
Members absent:
Staff present: Library Director Kate Lasky
Contractors: Grants Administrator Teresa Stover, Coraggio Group
Partner: Josephine Community Library Foundation Executive Director Rebecca Stoltz, Josephine Community Library Foundation Board Liaison Mary Walgrave

CALL TO ORDER. Ms. Agosta called the meeting to order at 5:30 pm.

PATRON SURVEY RESULTS AND PRESENTATION. Representatives from Coraggio Group presented data and findings from the 2024 annual patron survey. The following are highlights:

- 2024 Patron Survey Results: 1,441 participants (20% increase from 2023), reflecting higher engagement.
- Active Cardholders: 25,910 across Grants Pass, Illinois Valley, Williams, and Wolf Creek branches.
- Patron Satisfaction: 63 percent rated their library experience as "excellent."
- Library Visits: Physical books are the top reason, followed by digital resources. Patrons check out 20,000 physical items monthly.
- Program Attendance: Increased interest in creative, science-based, and lifelong learning programs.
- Facility Priorities: Expanded shelving, additional parking, upgraded Wi-Fi, and more quiet spaces.
- Digital Engagement: 80 percent of respondents visited the library's website in the past year.
- Volunteer Satisfaction: 97 percent report feeling appreciated and fulfilled in their roles.

STANDING ITEMS

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

Approval of consent agenda. Consent agenda items included:

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

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

Public comment. None.

Correspondence. None.

Annexation petition review. The board of directors reviewed annexation petitions from Andrew M Trust & Theresa L Trust.
***Motion*:** Ms. Agosta moved to endorse an annexation petition from Kelli Sue Klein. Ms. Gotchall seconded. The motion passed unanimously.

STAFF REPORTS

Library director's report. Ms. Lasky referred to the Library Director's Report dated November 21, 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.

Financial report. Ms. Lasky reviewed the October 2024 Financial Statement memo dated November 21, 2024. She also referred to the Profit & Loss Budget vs. Actual–General Fund statement through October 31, 2024, the P&L statement for Enhanced Library Services (grants) through October 2024, and the Balance Sheet as of October 31, 2024.

ACTION ITEMS

First Reading Revision Operations Policy 3-4-8 Emergency Preparedness. The board of directors held its first reading of a revised version of Operations Policy 3-4-8 Emergency Preparedness.

First Reading Revision Personnel Policy 4-2-1 Employee Status The board of directors held its first reading of a revised version of an Operations Policy: Patron Conduct.

First Reading Revision Board Governance Policy Article IV: Meetings. The board of directors held its first reading of a revised version of a Finance Policy: Cash and Purchasing.

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.

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.

ANNOUNCEMENTS

Comments from board members. The board discussed the Grants Pass facility and the continuance of the lease agreement between Josephine Community Library District and Josephine County for the use of the Grants Pass library facility. The lease is at no charge to taxpayers and the facility has always served as a public library. The Josephine County Charter stipulates that the County will maintain a public library.

Date and agenda items for next meeting.

The next regular board meeting will be at 5:30 pm on Thursday, December 19 in Grants Pass.

ADJOURNMENT

The board meeting adjourned at 7:08 pm to move into executive session.

EXECUTIVE SESSION

The board called the executive session to order at 7:08 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 closed the executive session at 7:14 pm.

Motion: Mr. Fahey moved to give the Board President the authority to negotiate any salary or benefits adjustments deemed appropriate. Ms. Samson seconded the motion, and the motion passed unanimously with votes from Mr. Fahey, Ms. Samson, Ms. Selvig, and Ms. Agosta.

ADJOURNMENT

The meeting adjourned at 7:15 pm.

Respectfully submitted,
Brandace Rojo for Board Secretary Kate Lasky
Josephine Community Library District

TO: Josephine Community Library District Board of Directors
FROM: Kate Lasky, Library Director
DATE: December 19, 2024
SUBJECT: Policy review and revision

Second 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.

Second 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.

Second 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 JCLD Board 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.

BEFORE THE BOARD OF DIRECTORS
OF THE JOSEPHINE COMMUNITY LIBRARY DISTRICT

In the Matter of Adopting	)	
Policy 3-4-8, Disasters and	)	Resolution No. 2025-018
Emergency Preparedness, for	)	
Josephine Community Library District	)	

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

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves:

The updated Operations Policy 3-4-8, Disasters and Emergency Preparedness, which is attached hereto and incorporated herein by this reference, is authorized for implementation.

DONE AND DATED this 19th day of December 2024.

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Pat Fahey, Board Member

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Gina Marie Agosta, Board Member

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Tina Gotchall, Board Member

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Rachele Selvig, Board Member

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Laurel Samson, Board Member

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.

BEFORE THE BOARD OF DIRECTORS
OF THE JOSEPHINE COMMUNITY LIBRARY DISTRICT

In the Matter of Adopting	)	
Policy 4-2-1, Employee Status, for	)	Resolution No. 2025-019
Josephine Community Library District	)	

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

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves:

The revised Personnel Policy 4-2-1, Employee Status, which is attached hereto and incorporated herein by this reference, is authorized for implementation.

DONE AND DATED this 19th day of December 2024.

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Pat Fahey, Board Member	Gina Marie Agosta, Board Member
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Tina Gotchall, Board Member	Rachele Selvig, Board Member
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Laurel Samson, Board Member	

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 JCLD Board holds ultimate responsibility to ensure compliance with ARTICLE IV, including posting notices, distributing materials, and recording minutes, and designates the Library Director to implement.

BEFORE THE BOARD OF DIRECTORS
OF THE JOSEPHINE COMMUNITY LIBRARY DISTRICT

In the Matter of Adopting	)	
Governance Policies for	)	Resolution No. 2025-020
Josephine Community Library District	)	

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

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves:

The revised Governance Policy Bylaws of the Board of Directors, Article IV, Meetings, which is attached hereto and incorporated herein by this reference, are authorized for implementation.

DONE AND DATED this 19th day of December 2024.

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Pat Fahey, Board Member	Gina Marie Agosta, Board Member
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Tina Gotchall, Board Member	Rachele Selvig, Board Member
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Laurel Samson, Board Member	

BEFORE THE BOARD OF DIRECTORS
OF THE JOSEPHINE COMMUNITY LIBRARY DISTRICT

In the Matter of Authorizing Expenditure of an Oregon Community Foundation Grant Offered to Josephine Community Library District	)))	Resolution No. 2025-021

WHEREAS, the Josephine Community Library District Board of Directors adopted its fiscal year 2024-25 budget on May 15, 2024; and

WHEREAS, since the date of budget adoption, JCLD has received a $20,000 grant from the Oregon Community Foundation for the library's Computer Basics program; and

WHEREAS, in accordance with Josephine Community Library District Policy 2-9 and ORS 294.338(2), awarded grants that are not accounted for in the current fiscal year's budget may not be expended without board authorization; now therefore

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves

The $20,000 grant from the Oregon Community Foundation is authorized for expenditure in the 2024-25 fiscal year for the specific purpose of the library's Computer Basics program.

DONE AND DATED this 19th day of December 2024.

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Pat Fahey, Board Member

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Gina Marie Agosta, Board Member

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Tina Gotchall, Board Member

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Rachele Selvig, Board Member

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Laurel Samson, Board Member

BEFORE THE BOARD OF DIRECTORS
OF THE JOSEPHINE COMMUNITY LIBRARY DISTRICT

In the Matter of Authorizing Expenditure of a Special District Insurance Services Grant Offered to Josephine Community Library District	)))	Resolution No. 2025-022

WHEREAS, the Josephine Community Library District Board of Directors adopted its fiscal year 2024-25 budget on May 15, 2024; and

WHEREAS, since the date of budget adoption, JCLD has received a $1,695 grant from Special District Insurance Services for additional security cameras at the Grants Pass branch library; and

WHEREAS, in accordance with Josephine Community Library District Policy 2-9 and ORS 294.338(2), awarded grants that are not accounted for in the current fiscal year's budget may not be expended without board authorization; now therefore

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves

The $1,695 grant from the Oregon Community Foundation is authorized for expenditure in the 2024-25 fiscal year for the specific purpose of additional security cameras at the Grants Pass branch library.

DONE AND DATED this 19th day of December 2024.

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Pat Fahey, Board Member

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Gina Marie Agosta, Board Member

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Tina Gotchall, Board Member

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Rachele Selvig, Board Member

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Laurel Samson, Board Member

BEFORE THE BOARD OF DIRECTORS
OF THE JOSEPHINE COMMUNITY LIBRARY DISTRICT

In the Matter of Authorizing Expenditure of a Cow Creek Umpqua Indian Foundation Grant Offered to Josephine Community Library District	)))	Resolution No. 2025-023

WHEREAS, the Josephine Community Library District Board of Directors adopted its fiscal year 2024-25 budget on May 15, 2024; and

WHEREAS, since the date of budget adoption, JCLD has received a $7,000 grant from the Cow Creek Umpqua Indian Foundation for the library's Teen & Tween Book Box program; and

WHEREAS, in accordance with Josephine Community Library District Policy 2-9 and ORS 294.338(2), awarded grants that are not accounted for in the current fiscal year's budget may not be expended without board authorization; now therefore

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves

The $7,000 grant from the Cow Creek Umpqua Indian Foundation is authorized for expenditure in the 2024-25 fiscal year for the specific purpose of the library's Teen & Tween Book Box program.

DONE AND DATED this 19th day of December 2024.

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Pat Fahey, Board Member

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Gina Marie Agosta, Board Member

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Tina Gotchall, Board Member

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Rachele Selvig, Board Member

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Laurel Samson, Board Member

BEFORE THE BOARD OF DIRECTORS
OF THE JOSEPHINE COMMUNITY LIBRARY DISTRICT

In the Matter of Authorizing Expenditure of a Southern Oregon Early Learning Services Grant Offered to Josephine Community Library District	)))	Resolution No. 2025-024

WHEREAS, the Josephine Community Library District Board of Directors adopted its fiscal year 2024-25 budget on May 15, 2024; and

WHEREAS, since the date of budget adoption, JCLD has received a $20,000 grant from Southern Oregon Early Learning Services for expansion of the library's early literacy program; and

WHEREAS, in accordance with Josephine Community Library District Policy 2-9 and ORS 294.338(2), awarded grants that are not accounted for in the current fiscal year's budget may not be expended without board authorization; now therefore

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves

The $20,000 grant from Southern Oregon Early Learning Services is authorized for expenditure in the 2024-25 fiscal year for the specific purpose of expansion of the library's early literacy program.

DONE AND DATED this 19th day of December 2024.

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Pat Fahey, Board Member

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Gina Marie Agosta, Board Member

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Tina Gotchall, Board Member

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Rachele Selvig, Board Member

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Laurel Samson, Board Member

Josephine Community Library

Annexation Petitions

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

	Property Owner	Address
1	Kimberly Delisio	1775 EAST FORK RD
2	Michele & Richard Scherer	1785 CAVES CAMP RD

TO: **Josephine Community Library District Board of Directors**
FROM: **Kate Lasky, Library Director**
DATE: **December 19, 2024**
SUBJECT: **Library director's report**

General Updates

- The Cow Creek Umpqua Indian Foundation awarded a $7,000 grant for the 2025 Teen & Tween Book Box program.
- Oregon Community Foundation awarded a $20,000 grant for the library's Computer Basics digital equity program which started in July. The library has been invited to apply to the State Library of Oregon for a second year of funding.
- Southern Oregon Early Learning Services (SOELS) awarded a $20,000 grant for the library's Early Literacy Expansion.
- Special Districts Insurance Service (SDIS) has awarded a $1,695 matching grant which will fund additional security cameras at the Grants Pass branch.
- Board members must complete the Oregon Government Ethics Commission Public Meeting Law Webinar to satisfy the training requirement in ORS 192.700.
- Engaging with Pauly Rogers LLC for FY23-24 financial audit with a site visit January 27-29.
- For more information about library programs and events, read the November Latest News.

Stories

- **In Grants Pass**, a teacher at Head Start shared that her son struggled with reading. After attending the 2024 Summer Reading Program, his passion for reading has flourished. She said that he will participate in our next Summer Reading Program!
- **In Illinois Valley**, In the short five weeks since the newly renovated Illinois Valley branch opened, new library cards have been issued daily, storytime attendance has doubled, and 12 annexations have been submitted to the Josephine County Assessor's Office. The community is thrilled with their updated library and meeting space. The Spiral Living Center hosted a Sourdough Starter class with 22 aspiring bakers, and multiple boards and Cave Junction groups have already held meetings in the new space.
- **In Williams**, patrons love the scavenger hunts created by the youth services team! The branch manager has noticed that families coming in are staying longer to browse because the kids are entertained.
- **In Wolf Creek**, during the charter school weekly visits, the students created a thankful tree, writing what they are thankful for. We were delighted to see books along with family, food, and friends on several colorful leaves!

Seasonal "Thankful Tree" at the Wolf Creek branch with gratitude for the power of books.

Successes

- The Wolf Creek branch supervisor partnered with the Sunny Wolf Charter School fourth grade teacher to register most of her class into Unofficial Battle of the Books, with 26 new registrants in the month of November. The Unofficial Battle of the Books launched on November 1 and will run through mid-May 2025. Book selections are based off 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.

Challenges

- The Grants Pass branch has seen an increase in young patrons entering the library without shoes or socks. Additional signage has been posted in the children's area with some positive impact.
- A previously warned patron disrupted a pre-registered Spanish Computer Basics class, demanding immediate accommodation for English speakers. The patron had neither pre-registered for the class nor acknowledged the English class offered the previous month. Despite staff explaining registration requirements and available options, the patron became loud, disruptive, and recorded the incident on her phone. This follows prior misconduct, including targeting staff based on their names and appearance during a July 18 incident and demands to remove all Spanish materials from the library. The disruption hindered library operations, requiring enforcement of conduct policies to ensure a safe, inclusive environment for patrons and staff. The patron has been trespassed with advice from legal counsel.

2024–2027 Strategic Plan Update

Reimagine Library Services

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

- The library director and foundation director presented to the City of Grants Pass Urban Renewal Agency (URA) and City Council on November 12, requesting that the new Grants Pass library project be added to the URA's 5-year budget through an amendment to the URA plan. The council voted 6-3 against the request, noting that other funding opportunities, such as grant application processes with the City of Grants Pass and the URA, remain available.
- In November, participated in five Head Start Family Day events in Illinois Valley, Merlin, and Grants Pass, with a total of 203 children and families receiving information and outreach about library services and registering 33 new library cards.
- Facilitated three class visits in Grants Pass with 62 children and 37 new library card registrations.
- Partnered with the American Sewing Guild, Grants Pass Neighborhood Group of Southern Oregon to distribute library resources and materials to Head Start families. The ASG Chapter sews bags for Head Start families and fills them with local resources and incentives.
- Outreach this past month included, participated in the Project Youth (+) Run Walk Fundraiser and presentation to WorkSource Rogue Valley about library services.
- Continued partnership with WorkSource for computer basics drop-in sessions. The November session included 14 total participants. Finalized WorkSource schedule for first and second quarters of 2025 (January-June).

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

- Re-launched Brainfuse HelpNow, offering library cardholders access to live virtual tutoring and study support.
- Developed partnership with Southern Oregon Early Learning Services to add eight new STEM kits to the Library of Things for lending through the four branch libraries.
- November demonstrated increase in website traffic to Illinois Valley branch webpage and JosephineLINK webpages.
- Continued Spanish Computer Basics workshops at the Grants Pass branch on Tuesday evenings with full participation of 10 students.
- In Wolf Creek, 256 students from the charter school participated in class visits in the past month.

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

- Library staff and architects visited three library branches in Jackson County in preparation for planning a new Grants Pass branch to gather feedback and suggestions from Jackson County Library Services staff. Branches visited were in Eagle Point, Ashland, and Medford.
- Updated active library card holders by removing inactive patrons for several years with 215 patrons removed. The rate of new library card registrations outpaces removal of inactive library cards with more than 200 new library cards issued each month and approximately 10 cards

deleted each month. This indicates that the system is showing correct number of active library cardholders at 25,910.

Invest in People and Culture

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

- Associate director and branch services manager completed Centerpoint LEAD 360° 5-week leadership workshop. Communications and partnership manager scheduled for next session.
- The operations manager attended Part 1 of the SDAO Safety Committee Series, which covered the rules and requirements for safety committees, including committee membership, meeting discussions, and minute-taking standards. The library is fully in compliance with all rules and requirements outlined in the webinar.
- Registration for the 2025 Special District Association of Oregon Conference is open with library director and outreach specialist planning to attend.

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

- Reviewing and revitalizing the teen volunteer program to better align with the library's mission and enhance support for teen engagement. Library staff and Project Youth+ interns developed a VolunTEEN Handbook and related materials for improved orientation. These resources will support a series of required VolunTEEN training sessions scheduled for January 2025, outlining program expectations and the role of teen volunteers in supporting the library's services. Updates have been made to both volunteer and VolunTEEN applications to reflect program changes.
- Increased frequency of review and update of the volunteer database to ensure active volunteer status within three months of service.

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

- More than 80 volunteers attended the Volunteer Winter Celebration on December 9. Scheduling an afternoon luncheon allowed many volunteers to attend who hadn't in past years. Thank you to Board Members Gina Marie Agosta and Rachele Selvig for attending on behalf of the board.
- Eleven new volunteers onboarded in the last month. Six for Grants Pass, four for Illinois Valley, and one for Williams.
- Welcomed a new volunteer reader for the Sprout a Reader program! With a background in preschool education, our new Reader co-led a recent session, and families thoroughly enjoyed the experience.
- Limiting volunteer hours for teens has proven effective in increasing productivity and accountability.

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.

- A generous patron donated a Toniebox. The Toniebox is a screen-free, audio storytelling device designed for children aged three and up. It uses hand-painted figurines called Tonies, which, when placed atop the box, play stories or songs, fostering imagination and listening skills in young children. This donation has been added to our Library of Things in the Children's area, providing young patrons with access to a screen-free storytelling experience.
- Began incorporating books donated by the OSU Extension Josephine County Master Gardeners Library into the collection. Each added item includes a bookplate to acknowledge the source of the donation.

Facilities and People: Provide a pleasant experience and convenient space for library users, with trained volunteers and professional staff available for guidance in the acquisition of information.

- The grand opening for the Illinois Valley Library Renovation was held in November, and library operations are going smoothly. Items on the civil engineering, and mechanical/electrical/plumbing punch lists are in process. As part of two final library-initiated change orders, shade sails were installed in the outdoor children's learning area, and automatic door openers were installed in the two front door vestibules. Solutions to an issue with the community room's HVAC are being explored.
- The Illinois Valley branch services manager continued to coordinate with subcontractors to finalize punch list items. Automatic doors and keyless entry have been installed. Caveman Fence completed the installation of wrought iron fencing on the east and west sides of the building, complementing the black window frames and storefronts. ZCS and Ausland requested support from Frontier to resolve HVAC issues in the new community meeting space.
- Completed the first phase of the Williams branch irrigation project.
- Closed recruitment and interview process for a teen coordinator with no hire. Planned to repost in February. Continues recruitment and interview process for a library assistant in Grants Pass.

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

- Southern Oregon Early Learning Services (SOELS) has awarded a $20,000 grant for the library's Early Literacy Expansion. This will include enhancement of the Sprout a Reader weekly storytime for children birth to five years, which includes storytime coaching for families. The grant will also fund collection development of early literacy materials including board books, Storytime in a Bag kits, early literacy-themed Library of Things kits, and parent resource materials. The expansion will include the development of the Early Literacy Parent Resource Wall, community outreach, and staff and volunteer training on effective storytime techniques.
- The Day of the Dead bilingual story time was successful with a turnout of 35 people.

Lifelong Learning

- Hosted James Basker of the Gilder Lehrman Institute of American History at the Grants Pass branch for an author talk featuring his Library of America book *Black Writers of the Founding Era* on December 8 with over 50 community members attending.

- The Grants Pass branch is hosting the "World War II: Voices of Service" panel exhibit from the Gilder Lehrman Institute of American History through January 17. This exhibition explores major events of the war through photographs, letters, and oral histories of everyday Americans, providing an overview of significant events on both the battlefield and the home front.

TO: Josephine Community Library District Board of Directors
FROM: Kate Lasky, Library Director
DATE: December 19, 2024
SUBJECT: November 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 $1,933,208 does not equal the Balance Sheet net income of $2,992,651. 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 $1,147,956. The total prior year's tax levy income is $31,366.
- Fees collected this fiscal year were $35,293 this includes non-resident card fees, sponsorships, copies, and charges for lost/damaged items.
- JCLD invoiced Josephine Community Library Foundation $3,660 for 61 household sponsorships for the month of November. 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 $195,488 in the district checking account. The Grants Pass maintenance fund totals $22,295 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 $1,710,064 and a reserve fund of $1,023,517. Cash Drawers at the four branches total $390.
- The total combined assets of these accounts equal $2,951,754.

Josephine Community Library District
Balance Sheet
As of November 30, 2024

	Nov 30, 24
ASSETS	
Current Assets	
Checking/Savings	
1000 · People's Bank of Commerce	195,488
1010 · People's Bank-Savings	22,295
1100 · General Pool 6000	1,710,064
1110 · LGIP - Reserve Fund	1,023,517
1150 · Cash Drawers	390
Total Checking/Savings	2,951,754
Other Current Assets	
1310 · JoCo Reserve for Disputed Tax	40,897
Total Other Current Assets	40,897
Total Current Assets	2,992,651
TOTAL ASSETS	**2,992,651**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	-294
Total Accounts Payable	-294
Other Current Liabilities	
2100 · Payroll Liabilities	
2155 · Retirement 401(k)	2,687
Total 2100 · Payroll Liabilities	2,687
2400 · Deferred Revenues(audit)	40,897
Total Other Current Liabilities	43,584
Total Current Liabilities	43,290
Total Liabilities	43,290
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	2,949,361
Total Equity	2,949,361
TOTAL LIABILITIES & EQUITY	**2,992,651**

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

	Jul - Nov 24	Budget	$ Over Budget
Ordinary Income/Expense			
Income			
4000 · Current Year Tax Receipts	1,147,956	1,588,000	-440,044
4005 · Prior Year Taxes	31,366	40,000	-8,634
4100 · Fees	35,293	60,000	-24,707
4200 · Interest Income	20,673	45,000	-24,327
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	2,574,733	3,235,000	-660,267
Gross Profit	2,574,733	3,235,000	-660,267
Expense			
5000 · Personal Services	359,678	1,110,000	-750,322
6 · Materials and Services			
6.1 · Library Services			
5200 · Collection Development	56,504	175,000	-118,496
5300 · Technical Services	49,977	50,000	-23
6650 · Patron Services and Supplies	395	15,000	-14,605
6660 · Volunteer Support	2,050	8,000	-5,950
6670 · Events at Library	4,830	5,000	-170
6680 · Communication & Outreach	17,985	45,000	-27,015
6690 · Special Contracts	52,624	115,000	-62,376
Total 6.1 · Library Services	184,365	413,000	-228,635
6.2 · Maintenance and repairs			
5400 · Building Improvements	0	10,000	-10,000
5500 · Facilities & Equipment	23,399	82,000	-58,601
5600 · Computer Maintenance	4,750	42,000	-37,250
Total 6.2 · Maintenance and repairs	28,149	134,000	-105,851
6.3 · Administration			
5700 · Insurance	1,114	25,000	-23,886
5800 · Travel & Training	13,331	30,000	-16,669
6630 · Election	0	1,000	-1,000
6640 · Auditor	14,050	20,000	-5,950
6699 · Legal Administration	158	8,000	-7,842
6700 · Administrative Support	15,835	20,000	-4,165
6800 · Telecommunications	7,997	25,000	-17,003
6850 · Utilities	16,848	51,500	-34,652
Total 6.3 · Administration	69,333	180,500	-111,167
Total 6 · Materials and Services	281,847	727,500	-445,653
8.1 · Transfers			
8000 · Transfers & Contingency	0	277,800	-277,800
Total 8.1 · Transfers	0	277,800	-277,800
8.2 · Enhanced Services Support			
8006.1 · Enhanced Services Support	0	1,000	-1,000
Total 8.2 · Enhanced Services Support	0	1,000	-1,000
8010 · Contingencies	0	325,000	-325,000
Total Expense	641,525	2,441,300	-1,799,775
Ending Cash	1,933,208	793,700	1,139,508
Ending Cash	**1,933,208**	**793,700**	**1,139,508**

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

	Jul - Nov 24	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4050 · Grant Revenue				
4050B · Enhanced Services Budget	0	336,300	-336,300	0%
4085 · Foundations	6,496			
Total 4050 · Grant Revenue	6,496	336,300	-329,804	2%
4999 · Beginning Cash	0	10,000	-10,000	0%
Total Income	6,496	346,300	-339,804	2%
Gross Profit	6,496	346,300	-339,804	2%
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%
6670 · Events at Library	3,680			
6680 · Communication & Outreach	1,289			
Total 6.1 · Library Services	4,969	20,000	-15,031	25%
6.2 · Maintenance and repairs				
5500 · Facilities & Equipment	36			
5600 · Computer Maintenance	0	50,000	-50,000	0%
Total 6.2 · Maintenance and repairs	36	50,000	-49,964	0%
6.4 · New Projects Budget	0	210,000	-210,000	0%
Total 6 · Materials and Services	5,005	280,000	-274,995	2%
Total Expense	5,005	330,000	-324,995	2%
Ending Cash	1,491	16,300	-14,809	9%
Ending Cash	**1,491**	**16,300**	**-14,809**	**9%**

GERALD W. BURNS, CPA
1762 E. McAndrews Rd., Suite C
Medford, OR 97504

Kate Lasky, Executive Director
Josephine Community Library District
Grants Pass, OR 97526

Report on August 2024 Reconciliations and Other Procedures

I have performed reconciliation procedures relating to the bank accounts, investment accounts and credit card statements and conclude that they have been correctly done in QuickBooks and the **August 2024** month end financial statements report the reconciled balances.

I have performed reconciliation procedures relating to the combined QB financial reports and the fund/class financial reports and conclude that the individual fund/class financial reports of the balance sheet and revenue and expenditures actual vs budget, when aggregated, equal the combined QB financial reports of the Josephine Community Library District balance sheet and revenue and expenditures of actuals vs budget for the period ending **August 31, 2024**.

I have performed reconciliation procedures relating to the QB Audit Trail report. These procedures included scanning the report of changes to QB postings during the month of **August 2024** looking for unusual or unexpected transaction adjustments. For a detailed review I selected a sample of all adjusting entries and read the related edit control sheets to understand the reason for the adjustment and observed the approving signatures. My reading indicates all were made for good and sufficient reasons.

Gerald W. Burns

Gerald W. Burns, CPA
November 19, 2024

GERALD W. BURNS, CPA
1762 E. Mc Andrews Rd. - Suite C
Medford, Oregon 97504

Kate Lasky, Library Director
Josephine Community Library District
Grants Pass, OR 97526

The accompanying budget (cash) basis financial statements of the Josephine Community Library District as of and for the period beginning July 1, 2024 and ending August 31, 2024 were prepared and reconciled by me but were not subject to an audit, review, or compilation engagement and, accordingly, I do not express an opinion or a conclusion, nor provide any assurance on them.

Gerald W. Burns, CPA, CGMA
Medford, Oregon
November 19, 2024

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Kate Lasky, Executive Director
Josephine Community Library District
Grants Pass, OR 97526

Report on September 2024 Reconciliations and Other Procedures

I have performed reconciliation procedures relating to the bank accounts, investment accounts and credit card statements and conclude that they have been correctly done in QuickBooks and the **September 2024** month end financial statements report the reconciled balances.

I have performed reconciliation procedures relating to the combined QB financial reports and the fund/class financial reports and conclude that the individual fund/class financial reports of the balance sheet and revenue and expenditures actual vs budget, when aggregated, equal the combined QB financial reports of the Josephine Community Library District balance sheet and revenue and expenditures of actuals vs budget for the period ending **September 30, 2024**.

I have performed reconciliation procedures relating to the QB Audit Trail report. These procedures included scanning the report of changes to QB postings during the month of **September 2024** looking for unusual or unexpected transaction adjustments. For a detailed review I selected a sample of all adjusting entries and read the related edit control sheets to understand the reason for the adjustment and observed the approving signatures. My reading indicates all were made for good and sufficient reasons.

Gerald W. Burns

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November 19, 2024

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Medford, Oregon
November 19, 2024

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Medford, OR 97504

Kate Lasky, Executive Director
Josephine Community Library District
Grants Pass, OR 97526

Report on July 2024 Reconciliations and Other Procedures

I have performed reconciliation procedures relating to the bank accounts, investment accounts and credit card statements and conclude that they have been correctly done in QuickBooks and the **July 2024** month end financial statements report the reconciled balances.

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November 19, 2024

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Gerald W. Burns, CPA, CGMA
Medford, Oregon
November 19, 2024

TO: Josephine Community Library District Board of Directors
FROM: Kate Lasky, Library Director
DATE: December 19, 2024
SUBJECT: Policy review and revision

First Reading Revision Operations Policy 3-1-2 Patron Responsibilities and Rules of Conduct
The Patron Conduct policy has been updated to specify that the library director has the discretion to determine the duration of a patron trespass order based on the severity of the incident.

First Reading Revision Personnel Policy 4-2-6 Performance Evaluations
The change to Personnel Policy 4-2-6 Performance Evaluations simplifies payroll accounting by applying merit-based wage increases to the full payroll period containing the employee's anniversary date. This ensures consistent and streamlined payroll processing.

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.

- 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. Depending on the severity, time may be determined at the discretion of the Library Director.
- 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.

Policy 4-2-6. Performance Evaluations

Revised 7/19/2018

A performance evaluation shall be conducted annually prior to the anniversary of the date of hire for each employee of Josephine Community Library District (JCLD). For the library director, the evaluation shall be completed by the JCLD Board of Directors, and may be in any written form created by the board. For all other employees, the library director shall prepare an annual evaluation of performance, or cause the employee's supervisor to complete such an evaluation using a standard performance evaluation form prescribed by the library director. Anniversary dates shall not be tied to compensation in any way. If an employee receives a merit-based wage increase as the result of an annual evaluation, the adjustment will apply to the entire payroll period that includes the employee's anniversary date.

Performance evaluations communicate to employees their strengths and weaknesses in performing their assigned duties. Supervisors shall review with their direct employees the factors rated and should stress areas of commendation and specific recommendations for improving performance. Performance evaluations shall become a part of the employee's personnel file.

If the employee disagrees with the evaluation, the employee may submit a written statement to the library director stating specific and detailed reasons for disagreement. A copy of the statement will be attached to the performance evaluation as a permanent part of the employee's personnel file.

Supplemental Evaluation

A supplemental performance evaluation may be submitted on any occasion deemed appropriate by a supervisor to clarify performance deficiencies and goals or plans for improvement.

Trial Period

All employees are subject to a 90-day trial period, which begins on their date of hire. The same is true for existing employees in a job change, and begins on the employee's start date in the new job. The trial period serves to give employees in a new job the opportunity to demonstrate their ability, achieve satisfactory performance, and determine whether the new position meets their expectations. The district uses this period to evaluate employee capabilities, work habits, and overall performance. During the trial period, the employee may be dismissed at any time without cause.

Completion of the trial period does not modify an employee's at-will employment status.

Any significant absence will automatically extend a trial period by the length of the absence.

At the end of the trial period, the employee’s supervisor will conduct an evaluation using standard personnel evaluation forms to determine whether employment should be continued. Employees who do not satisfactorily complete the trial period will be dismissed.

If the employee's supervisor determines that the designated trial period does not allow sufficient time to thoroughly evaluate the employee’s performance, the trial period may be extended for a specified period.

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 13, 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.

As with the Williams and Illinois Valley capital projects, FOTF acts as the monitoring committee for the new library in downtown Grants Pass capital project 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.

Williams

The foundation is continuing to work with the general contract to complete projects for the branch. The automatic door openers previously installed on the inside bathroom door caused the door to work improperly creating issues for patrons. The foundation received a quote of $1,000 for the installation of a different lock set. When the new lock set was installed, the general contractor said it was no cost to the foundation.

Working with a donor, a tree was selected, a red variation of a Crape Mrytle, to be planted in front of the library. The donor has designated their contribution to fund the purchase, delivery, and planting of the tree.

Forest Farm at Pacifica in Williams has donated several variations of lavender to plant around the parking lot. The lavender will be planted in January.

A water tank will be installed in January to help support landscaping and watering needs and a drip system immediately surrounding the library building.

Working with Vitus Construction, several fence posts with chains connecting each post, and solar lights attached to the posts, will be installed along the bioswale to prevent access to the bioswale. This project will be completed in spring. Remaining Williams library capital project funding will support this project.

Action: *Foundation director will order and arrange delivery and planting of the Crape Myrtle tree.*

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

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.

In addition, construction closeout involves several reports and the as-built drawings as part of the federal grant requirements. As part of the CDBG grant closeout requirements, a second public hearing about the project was held with the Cave Junction City Council on December 9 at 7pm. The public meeting is a requirement of the close out of the CDBG grant to hear comments from community members about the results of the Illinois Valley Library Renovation project. Library volunteers, executive director of the Illinois Valley Chamber of Commerce, and library and foundation directors gave public comment about the impact of the library renovation and thanked supporters, partners, and community members for their support of the project.

Action: *Final payment to the contractor and architect will be made upon completion and resolution of items pending on the civil engineering and mechanical/electrical/plumbing punch list.*

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 library directors along with ZCS and district staff toured three libraries in Jackson County. The team met with staff and toured the buildings at the Eagle Point, Ashland, and Medford libraries to learn from staff working in the spaces what works well and what isn't working well. ZCS shared a report with their observations and considerations for each branch.

At the November board meeting, the foundation board of directors approved the scope of work from ZCS for the next step in the new Grants Pass library project for schematic design. Library and foundation directors along with FOTF will work with ZCS to complete this phase. The timeline for this phase is January — September 2025.

Action: *Working with ZCS to schedule a kick-off meeting in early January to begin the next phase with FOTF.*

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.

In August of this year, the foundation had a home inspection completed on the branch. The foundation received a report with recommendations of capital improvements and repairs. Foundation director requested support from FOTF to identify and prioritize the capital repairs within the report and add them to the library district's capital improvement plan. 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.

Action: *Foundation director sent the inspection report, capital improvement plan, and supporting documents to foundation FOTF members to review and help prioritize items listed in the report. Foundation and library directors will work with FOTF to update the Wolf Creek section in the capital improvement plan.*

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 5, 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 and civil punch lists have been resolved. Items on the mechanical/electrical/plumbing punch lists are still being resolved.
  - As part of two final owner-initiated change orders, shade sails were installed in the outdoor children's learning area, and automatic door openers were installed in the two front door vestibules.
  - In addition, construction closeout involves several reports and the as-built drawings as part of the federal grant requirements.
- **Finance and Grant Closeout**
  - The project has been funded by the Oregon ARPA grant, the block grant, and private foundation grants held by the library foundation.
  - The Oregon ARPA grant and block grant are required to be spent out by December 31. The ARPA grant is now spent out, and the block grant will also be spent out before the deadline.
  - Pending grant closeout items include the second public hearing about the project on December 9 and a five-year deed restriction to ensure the property is used as a library for at least five years.
- **Library Services.**
  - The library's grand opening took place on November 9.
  - The library is now open 11-6 on Wednesday, and 11-5 on Thursday, Friday, and Saturday.
- **Communication.**
  - The Daily Courier published a story about the library's grand opening in its November 12 issue. On November 13, the Illinois Valley News did the same.

Project funding

The renovation was 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 was 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.