

Josephine Community Library District
Budget Hearing and Board of Directors Regular Meeting
Wednesday, June 17, 2020 at 5:30pm, Virtual Meeting
Call (669) 900-9128. Meeting ID # 894 8755 0300
Grants Pass branch, 200 NW C Street 97526

Agenda

Board members:

Position 1	Position 2	Position 3	Position 4	Position 5
Beecher Ellison	Laurel Samson, Vice President	Gina Marie Agosta	Pat Fahey	John Harelson, President

Agenda Items	Action	Responsible	Time
Call to Order		J. Harelson	
Standing Items			
1. Approval of agenda	Motion	J. Harelson	5 min
2. Approval of consent agenda		J. Harelson	
a. May 20 minutes			
b. Resolution 2020-015 Policy 4-3-4			
c. Resolution 2020-016 Four Way Grant			
3. Public comment		J. Harelson	5 min
4. Correspondence		J. Harelson	
5. Training: United for Libraries Short Takes		K. Lasky	10 min
Staff Reports			
1. Library director's report	Report Report	K. Lasky	15 min
2. Financial report		K. Hay	5 min
Action Items			
1. Three-year financial plan	Discussion Discussion	K. Lasky	10 min
2. First reading: Operations		K. Lasky	5 min
Board Member Reports			
1. Library Foundation liaison report	Report Report	D. Mannix	5 min
2. Facilities Oversight Task Force report		Ellison/Samson	5 min
Announcements			
1. Comments from board members		All	5 min
2. Date and agenda items for next meeting		J. Harelson	
Adjourn		J. Harelson	

Date and Time	Upcoming Meetings and Events
July 15, 5:30pm	District Board Meeting, location TBA

Josephine Community Library District
Board Regular Meeting Minutes
Wednesday, May 20, 2020 at 5:30 pm
Virtual Meeting
Call 720-707-2699. Meeting ID #137-366-815

Members present: John Harelson, Pat Fahey, Gina Marie Agosta, Laurel Samson, Beecher Ellison
Staff present: Library Director Kate Lasky, Communications Manager Brandace Rojo, Business Manager Kedron Hay, Public Services Director Norma Singer, Collection Librarian Ellie Avis
Contractors: Communications Specialist Teresa Stover, Web Designer Mark Wyner
Guests: Library Foundation Executive Director Rebecca Stoltz and Liaison David Mannix, member of the public Nancy Hitchcock

CALL TO ORDER. Mr. Harelson called the meeting to order at 5:30 pm.

STANDING ITEMS

Approval of agenda. No further changes.

Approval of consent agenda. Below are items included in the consent agenda.

- **Approval of April 15 meeting minutes.** The board reviewed the last regular board meeting minutes. No changes were made.
- **Policies, second reading:**
 - Policy 3-4-8, Disaster and Emergency Preparedness
- Economic Development Grant
- Oregon Community Foundation Grant

Motion: Mr. Fahey moved to approve the consent agenda. Ms. Agosta seconded. Mr. Ellison was not present. The motion passed unanimously.

Public comment. There was no public comment.

Correspondence. There was no correspondence.

Website presentation. Mr. Wyner presented the new library website redesign project, which began in November 2019. He shared a preview of the new website that is expected to launch on Friday, May 22.

STAFF REPORTS

Library director's report. Ms. Lasky reviewed the Library Director's Report dated April 15, 2020. The following are highlights:

- Ms. Stover and Ms. Hay reported about obtaining an Oregon Certificate of Existence and would like to take the recommendation from the Secretary of State office to register as an assumed business name (ABN) in order to apply for a grant through IMLS.
- The current cataloging manager has resigned.
- All department heads developed phased reopening plans and procedures.

Library reopen plan. Ms. Singer shared an overview of the library's reopening plan. Highlights include:

- The library’s reopening chapters will mostly correlate with the Governor’s phased reopening plan.
- Chapter 1 as presented to the board is for internal purposes and not relevant to the public. In the future it will be renamed Chapter 0.
- Volunteers have been very patient and are happy to see a plan.

Mr. Harelson requested that management research whether the library is able to require patrons to wear masks when in the buildings and how we can trace contact.

Patron privacy and COVID19. Ms. Avis presented an overview of the library’s current privacy policies. She shared that the topic of contact tracing for COVID-19 has become prevalent. The American Library Association has made a strong argument that the library is not responsible for this and breeches patron privacy.

Mr. Harelson expressed that he disagrees with that recommendation.

Mr. Ellison expressed that he believes the library should not be collecting any information at all from patrons in order to protect their privacy.

Financial report. Ms. Hay reviewed the March Financial Statement memo dated April 15, 2020. She also reviewed the Profit & Loss Budget vs. Actual–General Fund statement through April 2020, the Profit & Loss statement for grants through April 2020, and the Balance Sheet as of April 30, 2020.

Motion: Mr. Ellison moved to increase the health care allowance per employee from \$525 to \$650 per month. Ms. Samson seconded. Mr. Harelson voted no. All other board members voted yes. The motion passed.

FY21 Budget Hearing. The board referenced the FY 20/21 Budget Message and FY20/21 Budget approved by the JCLD Budget Committee on April 15, 2020.

Call to order: Mr. Harelson opened the Budget Hearing at 6:45 p.m.

Ms. Lasky gave an overview of the budget message and the budget, pointing out the only change to the budget as approved by the Budget Committee was the FY17-18 actuals.

Motion: Mr. Fahey moved to adopt resolution 2020-010 to accept the FY 2020-2021 budget. Ms. Samson seconded. The motion passed unanimously.

Motion: Mr. Ellison moved to approve Resolution 2020-011 to levy the ad valorem property tax rate of 39 cents per \$1,000 assessed property value for FY21. Mr. Fahey seconded. The motion passed unanimously.

Reserve fund. Referring to her memo titled “Board Discussion of Reserve Fund Memo,” Ms. Lasky noted that there is a need for a separate LGIP account for the reserve fund after consulting budget consultant Gerald Burns, CPA and others.

Motion: M. Agosta moved to approve Resolution 2020-009 in the matter of establishing a reserve fund. Ms. Samson seconded. The motion passed unanimously.

ACTION ITEMS

Policies, first reading: Personnel. The board had its first reading and discussion of the following policies:

- **4-3-4, Telecommunicating and remote work policy**

Ms. Hay will remove the paragraph about a 90-day trial period from page 36 in the board packet.

BOARD MEMBER REPORTS

Library Foundation liaison report. Mr. Mannix reported that the foundation has met twice since the last library district board meeting. Income and expenditures are off due to the pandemic. The annual spring fundraising drive was postponed due to the pandemic. Many board members have already met with the capital campaign manager.

Facilities Oversight Task Force. Ms. Lasky reported that a revised capital improvement plan was presented at the last meeting.

ANNOUNCEMENTS

Comments from board members. Nothing new to report.

Date and agenda items for next meeting. Mr. Harelson announced that the next regular meeting will be at 5:30 pm on Wednesday, June 17.

ADJOURNMENT

The meeting adjourned at 7:05 pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Brandace Rojo', written in a cursive style.

Brandace Rojo for Board Secretary Kate Lasky
Josephine Community Library District

Policy 4-3-4. Telecommuting and Remote Work Policy

Adopted xx/xx/xxxx

Policy Statement

Telecommuting and remote work may pose advantages for both JCLD and its employees, including increased productivity and performance, enhanced employee recruitment and retention, emergency response, and greater work-life balance. Telecommuting is not an entitlement or a JCLD wide benefit, and it in no way changes the terms and conditions of employment with JCLD. Telecommuting may be appropriate for some employees and jobs but not for others. Telecommuting is a voluntary work arrangement determined by the employee's supervisor and human resources in which eligible employees fulfill their job responsibilities at a site other than their branch location during their regularly scheduled work hours for a period of time as determined by their supervisor.

In the event of an emergency, reference Policy 3-4-8. Disasters and Emergency Preparedness, JCLD may allow or require employees to temporarily work from home to ensure business continuity. These employees will be advised of such requirements by the department manager.

Procedures

Telecommuting can be informal, such as working from home for a short-term project or on the road during business travel, or a formal, set schedule of working away from the office as described below. Either an employee or a supervisor can suggest telecommuting as a possible work arrangement.

Employees who desire a remote work arrangement should submit a written email request with a work plan to their supervisor and human resources.

Any telecommuting arrangement made will be on a trial basis and may be discontinued at will and at any time at the request of either the employee or their supervisor. Every effort will be made to provide 30 days' notice of such change to accommodate commuting, childcare and other issues that may arise from the termination of a telecommuting arrangement. There may be instances, however, when no notice is possible.

Eligibility

Individuals requesting formal telecommuting arrangements must be employed with JCLD for 90 days of continuous, regular employment and must have a satisfactory performance record.

Before entering into any telecommuting agreement, the employee and manager, with the assistance of the human resource department, will evaluate the suitability of such an arrangement, reviewing the following areas:

- Employee suitability. The employee and manager will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful telecommuters.
- Job responsibilities. The employee and manager will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement.
- Equipment needs, workspace design considerations and scheduling issues. The employee and manager will review the physical workspace needs and the appropriate location for the telework.
- Tax and other legal implications. The employee must determine any tax or legal implications under IRS, state and local government laws, and/or restrictions of working out of a home-based office. Responsibility for fulfilling all obligations in this area rests solely with the employee.

If the employee and manager agree, and the human resource department concurs, a draft telecommuting agreement will be prepared and signed by all parties, ~~and a 90-day trial period will commence.~~

Evaluation of telecommuter performance during the trial period will include regular interaction by phone, video/audio conferencing, instant messaging, text messaging and e-mail between the employee and the supervisor, and weekly meetings to discuss work progress and problems. At the end of the trial period, the employee and supervisor will each evaluate and make recommendations for continuance or modifications. Evaluation of telecommuter performance beyond the trial period will be consistent with that received by employees working at the office in both content and frequency.

Employee Responsibilities

Employees are expected to work their normal work schedule unless they receive supervisor's prior approval to adjust their schedule. Employees need to remain productive and responsive during their schedule work hours.

Employees are expected to maintain a presence with fellow colleagues while working remotely by using phone, video/audio conferencing, instant messaging, text messaging, e-mail, etc. The employee is expected to maintain the same response times as if they were at their branch and will be available for meetings as required.

Employees are expected to have a working telephone or cellphone at their remote location.

Employees are expected to arrange for child/dependent care as necessary for the hours in which the employee works from home. Personal tasks and errands should only be performed during the employee's scheduled breaks and lunches. Telecommuting is not designed to be a replacement for appropriate childcare. Although an individual employee's schedule may be modified to accommodate childcare needs, the focus of the arrangement must remain on job performance and meeting business demands. However, in pandemic circumstances, exceptions may be made for employees with caregiving responsibilities. Prospective telecommuters are encouraged to discuss expectations of telecommuting with family members prior to entering a trial period.

JCLD is not responsible for operating costs of any personal equipment, home maintenance, of personal equipment or any other costs, such as electric, telephone, etc. associated with the use of the employee's remote work.

Remote Work Location

Employees must have an appropriate work environment in their remote work location. JCLD is not responsible with costs associated in establishing such environment.

Employees should not hold business visits or in-person meetings at their alternative work location unless approved by their supervisor.

Employees are responsible for notifying their supervisor of any injuries sustained at their alternative work location and in conjunction with their regular work duties.

Equipment

On a case-by-case basis, JCLD will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software, modems, phone and data lines and other office equipment) for each telecommuting arrangement. The human resource and information system departments will serve as resources in this matter. Equipment supplied by the organization will be maintained by the organization. Equipment supplied by the employee, if deemed appropriate by the organization, will be maintained by the employee. JCLD accepts no responsibility for damage or repairs to employee-owned equipment. JCLD reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the organization is to be used for business purposes only. The telecommuter must sign an inventory of all JCLD property received and agree to take appropriate action to protect the items from damage or theft. Upon termination of employment, all company property will be returned to the company, unless other arrangements have been made.

JCLD will supply the employee with appropriate office supplies (pens, paper, etc.) as deemed necessary. JCLD will also reimburse the employee for business-related expenses, such as phone calls and shipping costs, that are reasonably incurred in carrying out the employee's job.

Security

Consistent with the organization's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of proprietary company and customer information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.

Safety

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. Injuries sustained by the employee in a home office location and in conjunction with his or her regular work duties are normally covered by the company's workers' compensation policy. Telecommuting employees are responsible for notifying the

employer of such injuries as soon as practicable. The employee is liable for any injuries sustained by visitors to his or her home worksite.

Time Worked

Telecommuting employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using JCLD's time-keeping system. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the telecommuter's supervisor. Failure to comply with this requirement may result in the immediate termination of the telecommuting agreement.

Employees may be required, at any time, to commute to a branch. This is considered commute time and is not eligible for reimbursement for this travel.

Ad Hoc Arrangements

Temporary telecommuting arrangements may be approved for circumstances such as inclement weather, special projects or business travel. These arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance.

Other informal, short-term arrangements may be made for employees on family or medical leave to the extent practical for the employee and the organization and with the consent of the employee's health care provider, if appropriate.

All informal telecommuting arrangements are made on a case-by-case basis, focusing first on the business needs of the organization.

Resources:

SHRM, Society for Human Resource Management

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

In the Matter of Adopting Policies for)
Josephine Community Library District) **Resolution No. 2020-015**
)
)

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

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves

The following personnel policy which is attached hereto and incorporated herein by this reference are authorized for implementation:

Personnel Policy, 4-3-4, Telecommuting and Remote Work Policy (new)

DONE AND DATED this 17th day of June 2020.

Pat Fahey, Board Member

Gina Marie Agosta, Board Member

John Harelson, Board Member

Beecher Ellison, Board Member

Laurel Samson, Board Member

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

In the Matter of Authorizing)
Expenditure of a Four Way Community) Resolution No. 2020-016
Foundation Grant Offered to Josephine)
Community Library District)

WHEREAS, the Josephine Community Library District Board of Directors adopted its fiscal year 2019-2020 budget on May 16, 2019 and

WHEREAS, since the date of budget adoption, JCLD has applied for and accepted a \$8,900 grant from The Four Way Community Foundation in support of the Illinois Valley parking lot repaving project; 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 \$8,900 grant from The Four Way Community Foundation is authorized for expenditure in fiscal year 2019-20 for the Illinois Valley parking lot repaving project, which is dedicated to the repair of tripping hazards and adhering to ADA requirements.

DONE AND DATED this 17th day of June 2020.

Pat Fahey, Board Member

Gina Marie Agosta, Board Member

John Harelson, Board Member

Beecher Ellison, Board Member

Laurel Samson, Board Member

TO: Josephine Community Library District Board of Directors
FROM: Kate Lasky, Library Director
DATE: June 17, 2020
SUBJECT: Library director's report

General Updates

- Coinciding with Oregon's gradual reopening phases, on May 28, the library reopened book drops, employing appropriate materials quarantining protocols. Now that Oregon has recently moved to Phase Two of reopening, on June 12 the library system began curbside service on Fridays and Saturdays. It's hoped that the district will be able to open its doors to patrons later this summer, but even when it's prudent for libraries to re-open, people in higher-risk groups will likely avoid public places. The future of schools, from elementary through university level, is uncertain and might involve a hybrid of online and in-class instruction. Management continues to adjust and implement reopening plans, procedures, and services to remain responsive and flexible in these uncertain times.
- Library director consulted Honecker Cowling legal counsel regarding the library requiring patrons to wear masks. Board Member Laurel Samson received counsel's advice, which is to "encourage" masks and that requirements by policy will not be enforceable.
- The State Library of Oregon published guidelines for library reopening procedures and policies. The State Library addresses contact tracing and mask requirements. The document is available for review at this link:
https://libguides.osl.state.or.us/ld.php?content_id=55084691
- District subscribed to DocuSign for online board member signature collection. This process will be tested and implemented on all documents requiring board signatures this month.

Stories

- **In Grants Pass**, a patron arrived to return materials shortly after the book drops were opened for the first time since March. He mentioned how nice it was to see signs of life at the library and asked when we might reopen. Upon hearing the details of our plan, he commented, "Curbside service? That is great! I should make another donation to the library!"
- **In Illinois Valley**, a juvenile probation officer from Josephine County Juvenile Justice contacted IV branch manager before the closure about allowing a young man to serve his community service at the IV branch. The branch manager created a list of projects that could be completed outside: blackberry removal along surrounding fences, ivy removal from trees, mow and weed lawn. The weather was cooperative, and hours were completed with a few days to spare.

- **In Williams**, while visiting the branch, the collection development librarian saw the Williams Elementary School principal outside. He asked about the library's reopening plans and then commented that he has been enjoying the ebooks and asked if the library had changed the way they deal with holds, because he has been getting his books faster than ever. The librarian explained that the process has not changed, but that the library has been adding more ebooks to the collection to reduce wait times.
- **In Wolf Creek**, a patron called the branch to see if the libraries were open yet and if not, what services were available. The branch manager explained that for the time being, there were online resources available and 24/7 WiFi access at each branch. The patron said, "You mean all this time I could have been downloading my movies in the library parking lot instead of parking along the side of the road somewhere? Man, I should have called sooner!"

Successes

- About 342 individuals who didn't have library cards have signed up for them online so they could instantly start using the digital resources. In April/May, ebook checkouts increased by 30 percent over those in January/February.
- Since the libraries closed and left the branches' WiFi on 24/7, during April and May, an average of 9,956 devices connected to the WiFi per month. This is nearly double the monthly average of the previous nine months when the libraries were open.
- In Wolf Creek, the branch manager found someone attempting to break into one of the outside outlets. However, the covers installed by the maintenance coordinator last summer held and no damage was done to the outlet or building.

Challenges

- In Williams, a lack of warm running water and minimal space make hand washing and curbside service challenging. Installed hand portable hand washing station with a hanging solar water heater.
- Limited supply chain resources for PPE is creating long wait time for delivery.
- Advertising on social media for the Summer Reading Program Big Reads has proven to be challenging. Because the author of the June book pick, Ta-Nehisi Coates, is an activist for Black rights, Facebook continues to flag and suspend ads with the mention of his name or the book title "The Water Dancer" as violating a code that "exploits crises or controversial political or social issues for commercial purposes." Facebook has been contacted about the issue.

Imperative #1 Enhance program quality and customer service

- The library shifted budget dollars from purchasing print books to purchasing ebooks, audiobooks, databases, and other online resources. During the last two months of closure, the library has increased electronic material purchases six-fold, from about 25

to about 150 titles per month. In addition, even while closed, the library continued to offer technical support to the public via email and phone.

- Launched new website on May 27. The communications team continues to work closely with Mark Wyner's team to make edits and additions to the website with feedback received from staff and volunteers.
- Launched Summer Reading Program in partnership with Grants Pass Daily Courier and utilizing the library website. Publishing full- and half-page color advertising including reading activities, riddles, and prizes in the Sunday edition of the Daily Courier and the Wednesday Country Weekly. Virtual program includes coloring pages and recommended reading for all ages, as well as monthly Big Reads for adults through Facebook book club.
- Developing options for virtual storytime, including video editing software, staff training, and assessing how virtual storytime can meet the unique needs of our community.
- Submitted proposal for \$170,000 to the IMLS CARES Act grant for the Digital Access Response Project which includes mobile hotspots for lending and digital content acquisition.
- Submitted grant proposal for \$58,000 to the Collins Foundation for the Inclusive Library Web project support for Year 2, which will include in-house webinar development, new web content, Spanish translation, and web enhancements to meet the needs of the community.

Imperative #2 Nurture a work culture that values and supports its staff and volunteers

- Staff continually communicating importance of volunteer health and well-being during closure, emphasizing the rigorous disinfection protocols that would ensure the safety of staff, volunteers, and patrons when reopening procedures begin.
- All staff returned to library facilities and regular work schedules per Chapter 2 of the reopening plan.
- All staff continued to participate in webinars and online learning opportunities during May per COVID library closure procedures.
- Cataloging manager position is open for recruitment. Partnership manager position remains on hold due to pandemic training restrictions.
- Volunteer manager maintains regular contact with volunteers through eblasts, phone calls, and personal emails. Volunteers have expressed appreciation at being kept in the loop.

Imperative #3 Enhance the facilities across the library systems

- E-rate Category 2 anticipated completion on time by June 30, setting up the wide area network to increase network efficiency and maintenance. Filed for extension for Category 1 as Hunter Communication has not completed its work laying fiber optic lines. Anticipated completion date is now mid-October.

- Reorganizing the technical services area to ensure physical distancing and maintain workflows when volunteers return.
- Shifted location of some shelving in the Grants Pass branch to improve patron distancing in congested areas. Shelving map revised to reflect these changes.
- Submitted application to the State of Oregon Coronavirus Response Fund for \$6,562 to reimburse for expenses of a UV-C book sanitizer, PPE, and videoconferencing peripherals.
- Submitted application to AllCare COVID-19 Resiliency Fund for \$4,098 for a UV-C book sanitizer.
- The Illinois Valley branch parking lot project was completed and is now ADA compliant, including striping and placement of bumpers and bike rack, sponsored by Four Way Community Foundation.

Imperative #4 Develop efficient operating systems and structures.

- With advice from Board Member Beecher Ellison, the district registered an Assumed Business Name with the State of Oregon and received the State of Oregon Certificate of Existence. This enabled completion of registration with the federal System for Award Management (SAM), which in turn allowed access to the grants.gov website to apply for federal grants including IMLS grants.
- Developed a comprehensive work plan defining departmental processes for each chapter of the reopening plan. This document will ensure all staff is aware of the key messages and requirements established to move forward with each chapter.
- Developed and implemented detailed procedures for reopening book drops, book sanitation processes, and curbside service, reconfiguring several components of Polaris ILS to accommodate this chapter of the reopening plan.
- Newly adopted budget resolution and tax verification sent to county assessor. Added budget to accounting system for next fiscal year reporting.
- Develop written procedures for technical services functions to facilitate training and succession planning.
- Developed the Web Change Request tracking spreadsheet for staff use.

Imperative #5 Build awareness and expand partnerships

- The library has partnered with the Grants Pass Daily Courier to ensure children of all ages continue reading over summer. Sponsors include Evergreen Federal Bank, Grants Pass Clinic, Grants Pass Friends of the Library, Jim Sigel Automotive, Robinson Orthodontics, Sara Riechers, DDS, State Library of Oregon, Thomason Hospitality Group, Valley Animal Hospital, and Welch Investment Group.
- Grants Pass Friends of the Library sponsored the Summer Reading Program with \$3,500 for advertising.

- Communication about the library's reopening plan continues to be important to all stakeholders. Overall, community members are happy to see steps being taken towards a new normal.
- Website content development and curation of new material for library guides is ongoing, including Pride Month and racial literacy recommended reading and learning tools.
- Sunny Wolf Charter School Wolf Creek increasing library classroom visits next fiscal year beginning September for two additional classes, preschool and sixth grade. Through a coordinated effort, over 150+ books from SWCS students came back to the library during return period.
- Library foundation fundraising drive continues to run through the end of June.
- Partnering with the Boys & Girls Club to ensure the four cohorts of 10 kids each (40 kids) in their summer program can participate in the Summer Reading Program. The district created digital library cards and passwords for each child with the foundation executive director providing demonstrations on how to sign into their library account, search and download ebooks, and participate in the Summer Reading Program.
- Partnering with Oregon State University Extension Services' Food Hero's program to highlight recipes, exercises, or other activities each week on the library website and social media.

TO: Josephine Community Library District Board of Directors
FROM: Business Manager Kedron Hay
DATE: June 17, 2020
SUBJECT: May 2020 Financial Statement

Accounting

- The net income for the general fund on the P&L of \$294,594 does not equal the Balance Sheet net income of \$322,885. This is due to the Balance Sheet representing all funds/grants and the P&L representing only the General Library Operations fund. \$294,594 plus \$28,291 (net income of grants only) equals \$322,885.
- There was no invoicing for May 2020 household scholarships.
- LGIP interest rate in May 2020 is reduced to 1.30%.

Statement of Financial Activities (general fund P&L)

Revenue

- The district received \$8,975 for current year tax levy and \$1,478 of prior year's tax levy income in May 2020; total year to date tax revenue is \$1,368,170.
- There were no non-resident card fees for the month of May.

Expenses

- Collection development budget is \$175,000 for general fund purchases. Total collection development dollars spent for the general fund is \$17,455 and \$0 for special funds in May. Total year to date collection development purchases are \$178,389 for all funds.

Special Contracts

- Special contracts include \$3,915 for technical/grant writing to Stover Writing Services, and \$9,983 to Sheepscot Creative, the final invoice of the contract. Mark Wyner, LLC, \$20,000 is reclassified from the general fund to the Oregon Community Foundation - web design grant in the month of May.

Grants

- Total of grant expenses for the month of May is \$22,759.
- Total revenue received from grants in FY20 is \$163,604 representative of eight grants.

Statement of Financial Position (balance sheet)

- The district assets include \$131,719 in the district checking account. The Grants Pass Maintenance Fund totals \$10,352 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 \$1,301,012. Cash Drawers at the four branches total \$390, and \$19,846 is held by the Josephine County Treasurer in the treasury account.
- The total combined assets of these accounts equal \$1,463,306 including \$32,957 in restricted grant funds and restricted maintenance reserve fund.

Josephine Community Library District
Profit & Loss Budget vs. Actual - General Fund
May 2020

	Actual May-20	Year to Date Actual	Annual Budget	\$ Over (Under) Budget	Budget Forecast
Ordinary Income/Expense					
Income					
4000 - Current Year Tax Levy	\$ 8,975	\$ 1,335,276	\$ 1,352,601	\$ (17,325)	\$ 1,352,601
4005 - Prior Year Taxes	\$ 1,478	\$ 32,894	\$ 22,475	\$ 10,419	\$ 25,000
4100 - Fines and Fees	\$ -	\$ 9,034	\$ 17,000	\$ (7,966)	\$ 15,000
4102 - Non-Resident Card Fees	\$ -	\$ 33,931	\$ 40,000	\$ (6,069)	\$ 40,000
4200 - Interest Income	\$ 2,059	\$ 31,003	\$ 17,500	\$ 13,503	\$ 28,000
4300 - Other Revenues	\$ -	\$ 1,761	\$ -	\$ 1,761	\$ 2,000
4310 - Donations	\$ -	\$ 192	\$ -	\$ 192	
Total Income	\$ 12,512	\$ 1,444,091	\$ 1,449,576	\$ (5,485)	\$ 1,462,601
Expense					
5000 - Personal Services	\$ 53,482	\$ 655,614	\$ 809,191	\$ (153,577)	\$ 710,000
5200 - Collection Development	\$ 17,455	\$ 132,123	\$ 175,000	\$ (42,877)	\$ 150,000
5300 - Technical Services	\$ 296	\$ 39,148	\$ 44,495	\$ (5,347)	\$ 41,000
5400 - Building Improvements	\$ 13,918	\$ 19,970	\$ 41,020	\$ (21,050)	\$ 41,020
5500 - Facilities & Equipment	\$ 2,201	\$ 23,519	\$ 41,953	\$ (18,434)	\$ 41,953
5600 - Computer Maintenance	\$ 2,674	\$ 9,227	\$ 19,675	\$ (10,448)	\$ 19,675
5700 - Insurance	\$ -	\$ 8,517	\$ 7,959	\$ 558	\$ 8,517
5800 - Travel & Training	\$ 812	\$ 15,699	\$ 23,850	\$ (8,151)	\$ 18,000
6630 - Election	\$ -	\$ -	\$ 1,000	\$ (1,000)	\$ 1,000
6640 - Auditor	\$ -	\$ 17,859	\$ 15,000	\$ 2,859	\$ 17,859
6650 - Patron Services and Supplies	\$ 17	\$ 2,478	\$ 7,680	\$ (5,202)	\$ 7,680
6660 - Volunteer Support	\$ 12	\$ 1,110	\$ 2,900	\$ (1,790)	\$ 2,900
6670 - Events at Library	\$ 812	\$ 2,978	\$ 13,120	\$ (10,142)	\$ 5,000
6680 - Communication & Outreach	\$ 3,529	\$ 19,666	\$ 26,700	\$ (7,034)	\$ 26,700
6690 - Special Contracts	\$ (4,652)	\$ 138,858	\$ 156,000	\$ (17,142)	\$ 156,000
6699 - Legal Administration	\$ -	\$ 561	\$ 2,000	\$ (1,439)	\$ 2,000
6700 - Administrative Support	\$ 1,446	\$ 15,304	\$ 22,499	\$ (7,195)	\$ 22,499
6800 - Telecommunications	\$ 1,471	\$ 13,235	\$ 11,280	\$ 1,955	\$ 14,000
6850 - Utilities	\$ 2,081	\$ 33,631	\$ 36,426	\$ (2,795)	\$ 36,426
8000 - Transfers & Contingency	\$ -	\$ -	\$ (100,000)	\$ -	\$ -
Total Expense	\$ 95,555	\$ 1,149,498	\$ 1,357,748	\$ (308,251)	\$ 1,322,229
Net Ordinary Income	\$ (83,043)	\$ 294,594	\$ 91,828	\$ 202,766	\$ 140,372
Net Income	\$ (83,043)	\$ 294,594	\$ 91,828	\$ 202,766	\$ 140,372

**Josephine Community Library District
Enhanced Library Services
May 2020**

	Revenue Collected through FY19	Revenue Year to Date FY20	Annual Budget	Total Revenue	Expenditure Spent through FY19	Expenditure Year to Date FY20	Total Expenditure	Remaining Fund Balance
Grant Revenue								
Carolyn Rice	0	0	1,765	0	0	(1,768)	(1,768)	(1,768)
Carpenter Foundation - erate	0	16,000	16,000	16,000	0	(8,000)	(8,000)	8,000
Dorothy Thompson Fund - 2018	22,582	2,418	25,000	25,000	(25,093)	93	(25,000)	0
Dorothy Thompson Fund - 2019	0	25,000	25,000	25,000	(189)	(24,811)	(25,000)	(0)
Dorothy Thompson Fund - 2020	0	0	25,000	0	0	(6,620)	(6,620)	(6,620)
Four Way-2019 Safety/Security	6,526	0	6,526	6,526	0	(6,526)	(6,526)	0
Friends of the Library	13,128	16,676	20,100	29,804	(8,888)	(14,496)	(23,384)	6,420
JCCC-History/Poetry-2019	1,500	0	1,500	1,500	(80)	(1,420)	(1,500)	0
JCLF	0	42,711	40,000	42,711	(7,150)	(17,873)	(25,023)	8,868
Josephine County-2019 Safety/Security	5,500	0	5,500	5,500	0	(5,500)	(5,500)	0
Kay Jean Turner - 2019	0	0	2,000	0	0	(1,152)	(1,152)	(1,152)
Kiwanis-2019	2,000	0	2,000	2,000	0	(1,301)	(1,301)	699
Kiwanis-Hearts Mission-2019	500	0	500	500	0	(500)	(500)	(0)
Ready to Read Program 2019	11,016	0	11,016	11,016	(1,275)	(9,741)	(11,016)	(0)
Ready to Read Program 2020	0	11,367	11,367	11,367	0	(535)	(535)	10,832
Solid Waste Agency	5,055	3,411	5,000	8,466	(832)	(7,634)	(8,466)	(0)
Total	67,807	117,583	196,509	185,390	(43,507)	(107,784)	(149,523)	27,047

Cash Basis

**Josephine Community Library District
P&L Special Funds (all transactions)
As of May 31, 2020**

	<u>Maintenance Fund (Special Funds)</u>		<u>Restricted</u>		<u>Unrestricted</u>	<u>Totals</u>
Maintenance Fund Beginning Balance	21,458		10,000		16,500	26,500
Transfer per Lease Agreement for 2019	5,000	Expenses				
Interest Earned	42	GP hot water heater	630	WM A/C	4,383	
	<u>26,500</u>	GP gutter/glashing	239	IV sewer	3,771	
		GP gutter cleaning	85	IV facia/eave	5,000	
Transfers to General Fund	<u>-16,148</u>	GP ceiling tiles	42			
		GP water fountain	1,600			
Total Maintenance Fund Balance at 6/30/2019	<u>10,352</u>	GP fans	398			
		Total Expensed	<u>2,994</u>		<u>13,154</u>	<u>16,148</u>
		To be Transferred				
		Remaining	<u>7,006</u>		<u>3,346</u>	<u>10,352</u>
Expense						
5500 · Facilities & Equipment						
5402 · Branch Building Improvemen	11,135					
5501 · Bld Repairs & Maintenance	4,383					
5505 · Equipment Improvement & M	630					
Total Expense	<u>16,148</u>					

Josephine Community Library District
Balance Sheet
 As of May 31, 2020

May 31, 20

ASSETS

Current Assets

Checking/Savings

1000 · People's Bank of Commerce	131,719
1010 · People's Bank-Savings	10,352
1100 · General Pool 6000	1,301,012
1120 · Jo Co Treasury Account	-13
1150 · Cash Drawers	390

Total Checking/Savings	1,443,460
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Other Current Assets

1310 · JoCo Reserve for Disputed Tax	19,846
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Total Other Current Assets	19,846
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Total Current Assets	1,463,306
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Fixed Assets

1610 · Furniture and Equipment	303,131
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Total Fixed Assets	303,131
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TOTAL ASSETS	1,766,437
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LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

2100 · Payroll Liabilities	
2130 · Health Insurance withholdings	522

Total 2100 · Payroll Liabilities	522
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2400 · Deferred Revenues(audit)	5,597
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Total Other Current Liabilities	6,118
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Total Current Liabilities	6,118
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Total Liabilities	6,118
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Equity

3900 · Fund Balance 'Unassigned' (Gen)	1,134,303
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3920 · Capital Asset Investments	303,131
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Net Income	322,885
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Total Equity	1,760,318
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TOTAL LIABILITIES & EQUITY	1,766,437
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TO: Josephine Community Library District Board of Directors
FROM: Kate Lasky, Library Director
DATE: June 17, 2020
SUBJECT: Three-year financial plan

Resources

This financial plan details the most informed view of the future over the next three years. Resources used to develop this plan are available upon request and include:

- **Strategic direction.** The financial goals of the library are set forth by the board in the strategic plan and reflected inform the development of the annual budget.
- **Library operations plan.** Management prepares and updates a detailed work plan for each of the initiatives of the strategic direction with dependencies, deadlines, and costs.
- **Annual budget.** The budget officer, committee, and board review, develop, and adopt an annual budget to support the strategic direction.
- **Annual financial audit.** A third-party audit is conducted annually in accordance with Oregon local budget law.
- **Monthly financial statements and budget forecasts.** A comprehensive picture of the library's current finances is presented to the board monthly as a financial statement of the general, enhanced, maintenance, and reserve funds.
- **Facilities Master Plan.** This report outlines the current condition of the four library buildings, with concept level designs for three branches and estimates of the associated costs of renovation or replacement.
- **Capital Improvement Plan.** Management maintains a detailed work plan of all maintenance and repair needs of the four branch buildings, including cost estimates and priority scores.

Background

The library does not hold any debt and has a cash flow equal to the amount of operating funding needed each year prior to the receipt of taxes of \$600,000 per the annual budget. Cash is held in the Local Government Investment Pool and People's Bank. Currently, the library holds general property, officer liability, employee, health, and volunteer insurance. Capital improvements as part of the Facilities Master Plan are supported by Josephine Community Library Foundation and are not considered a district expense in financial planning. Some deferred and regular maintenance is included in budget projection for building improvements and factifies/equipment.

Any annual net income is applied to reserve fund savings for the purpose of future expenses including capital improvement and operations. A maintenance fund is applied to the Grants Pass branch per the lease agreement with Josephine County of \$5,000 annually.

Three-year financial plan

The Josephine Community Library financial plan for 2021-2023 is used by the board and management to record established direction and to help guide decisions and policies. This plan may also be shared with potential partners, including grant funders, business sponsors, program providers, vendors, and more.

The three-year financial plan or budget projections attempts to outline a conservative estimate of expected revenue and expense to facilitate good planning. The plan does not

include potential grant funds as these awards are subject to annual availability. The three-year financial budget reflects the general fund and is dependent upon annual tax revenue of \$0.39 per \$1,000 assessed valuation.

Revenue from taxes is projected to increase by 2 percent in FY21-22 and by 1.5 percent in FY22-23. The projected lower increase is due to the downward turn of the economy as a result of the pandemic.

Most expense line items are projected to remain static, with some increases by 2.5 percent due to inflation year over year. Personal services are expected to increase of 2.5 percent for COLA and 2.5 percent with consideration to merit-based wage increases. Travel, training, legal fees, and utilities are expected to increase by 10 percent due to trends year over year.

GENERAL FUND BUDGET PROJECTION			
	FY20-21 Budget	FY21-22 Budget	FY22-23 Budget
INCOME			
Current Year Tax Levy	\$1,425,000	\$1,453,500	\$1,475,400
Prior Year Taxes	27,200	27,800	28,300
Library Card Fees	45,000	45,000	45,000
Interest Income	22,000	22,000	22,000
TOTAL INCOME	\$1,519,200	\$1,548,300	\$1,570,700
EXPENSE			
Personal Services	\$843,600	\$891,800	\$918,300
Collection Development	175,000	175,000	175,000
Technical Services	42,600	45,300	48,300
Building Improvements	13,800	14,200	14,500
Facilities/Equipment	49,800	51,000	52,300
Computer Maintenance	13,800	14,100	14,500
Insurance	9,400	10,400	11,400
Travel/Training	44,200	44,500	44,800
Election	10,000	0	10,000
Auditor	17,500	19,300	21,300
Patron Services/Supplies	9,100	9,400	9,600
Volunteer Support	2,900	3,000	3,100
Events at Library	13,200	13,500	13,800
Communication/Outreach	30,500	30,500	30,500
Special Contracts	95,500	84,100	85,700
Legal Administration	2,000	2,200	2,500
Administrative Support	19,900	20,400	20,900
Telecommunications	15,200	16,000	16,800
Utilities	40,600	44,600	49,100
Transfers	5,000	5,000	5,000
TOTAL EXPENSE	\$1,453,600	\$1,494,300	\$1,547,400
NET INCOME	\$65,600	\$54,000	\$23,300

TO: Josephine Community Library District Board of Directors
FROM: Kate Lasky, Library Director
DATE: June 17, 2020
SUBJECT: First reading of new Operations Policy 3-4-10

Background

The following Operations Policy is presented for the board's first reading this month:

- Operations Policy 3-4-10, **Community Information Database**

Recommendation

With the additional of an online community information database, the library requires a policy to clarify inclusion criteria of local organizations. Much like the bulletin board policy, clear guidelines are important for communication with the public about which organizations may use the space and which fall outside the mission of the library district. Management recommends the library adopt the following policy that limits commercial and political ventures from using its community information database.

Policy 3-4-10. Community Information Database

Adopted x/x/xxxx

Josephine Community Library District maintains a community information database accessible to the public through the library website, josephinelibrary.org. The library invites eligible organizations, groups, and individuals to provide information about their organization or services for inclusion in the community information database.

A. Information Submitted

New or updated information about a listed organization or service may be submitted to the library at any time by an authorized representative of that organization or service.

Library staff will review submitted information about organizations or services to ensure they meet the inclusion requirements of this policy as outlined in section B below. In all instances the library reserves the right to refuse any organization that is deemed to be unsuitable for inclusion in line with this policy.

B. Inclusion Criteria

The library will review submitted information about community organizations and limit the listings to those that meet the following requirements:

- Nonprofit or government agency status
- No cost or low-cost fee
- No membership requirement
- Local contact information available

Organizations or services promoting business, commercial, or political ventures will not be accepted for inclusion.

Library staff members will make every effort to apply these criteria in a fair, reasonable, and positive manner. Any organization whose inclusion has been denied may appeal to the library director in writing to have their information reviewed.

The inclusion of organizations in the community information database does not imply endorsement by the library.

C. Timeliness of Information

Database listings will be checked for accuracy and updated periodically (not less than annually) unless the organization notifies the library of a change.

The library will contact each organization or service with a request to verify the accuracy of information in the database listing. If the library does not receive a response to this request from an organization or service within a reasonable amount of time and/or if the accuracy of the information in the database listing cannot be verified, then the associated listing will be removed from the database.

TO: Josephine Community Library District Board of Directors
FROM: Facilities Oversight Task Force: Beecher Ellison, Sue Cohen, Kate Lasky,
Laurel Samson, Rebecca Stoltz, Steve Swearingen
DATE: May 20, 2020
SUBJECT: Facilities Update

Facilities Oversight Task Force is determining first steps for the Illinois Valley and Williams projects. FOTF discussed the dependencies for each project and developed initial plans to move forward.

For Williams, the Intergovernmental Agreement is written for the Williams branch. Library director will continue to contact the Superintendent for Three Rivers School District to have the IGA signed.

After the IGA is in place, FOTF will create a timeline for community meetings in Williams to begin the discussion about the size of the new facility. Community meetings may begin while the foundation is fundraising for Grants Pass property and Illinois Valley.

For Illinois Valley, the FOTF will seek an advisor to validate the financial statements and building specs from the Facilities Master Plan.

ACTION: Task Force is consulting an expert to review the report for Illinois Valley from Hacker. Executive director will contact Ausland Group to schedule a meeting with FOTF.

A local electrician was contacted to review the Facilities Master Plan specs for Illinois Valley electrical system. After the electrician reviewed the report from Hacker, it was determined that although the electrical system is old, it would support a new heat pump. Arrangements are being made to schedule the electrician to visit the Illinois Valley branch and give a quote for the electrical work that is needed.

The library district's maintenance coordinator will begin attending FOTF meetings as a resource and advisor. The maintenance coordinator's knowledge of the buildings and repairs will be helpful to FOTF's decision making.