

Josephine Community Library District
Budget Hearing and Board of Directors Regular Meeting
Wednesday, July 15, 2020 at 5:30pm, Virtual Meeting
Call (669) 900-9128. Meeting ID # 831 3898 3461
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	5 min
a. June 17 minutes			
b. Resolution 2020-017 Policy 3-4-10			
c. Resolution 2020-018 TFFF Grant			
d. Resolution 2020-019 AllCare Grant			
e. Resolution 2020-020 OR CRF			
f. Resolution 2020-021 LGIP			
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	K. Lasky	15 min
2. Financial report	Report	K. Hay	10 min
Annual Meeting			
1. FY20 election of President and Vice President	Resolution	J. Harelson	10 min
2. Bank signers	Resolution	President	5 min
3. FY20 meeting date and time	Motion	President	5 min
Action Items			
4. Library director annual evaluation process	Discussion	President/VP	10 min
Board Member Reports			
1. Library Foundation liaison report	Report	D. Mannix	5 min
2. Facilities Oversight Task Force report	Report	Ellison/Samson	5 min
Announcements			
1. Comments from board members		All	5 min
2. Date and agenda items for next meeting		President	5 min
Adjourn		President	

Date and Time	Upcoming Meetings and Events
August 19, 5:30pm	District Board Meeting, location TBA
July 25, 2pm	Magical Creatures drawing program with the Grants Pass Museum of Art (Zoom)

Josephine Community Library District
Board Regular Meeting Minutes
Wednesday, June 17, 2020 at 5:30 pm
Virtual Meeting
Call 669-900-9128. Meeting ID #894-8755-0300

Members present: John Harelson, Gina Marie Agosta, Laurel Samson, Beecher Ellison, Pat Fahey
Staff present: Library Director Kate Lasky, Communications Manager Brandace Rojo, Business Manager Kedron Hay, Public Services Director Norma Singer
Contractors: Communications Specialist Teresa Stover
Guests: Library Foundation Executive Director Rebecca Stoltz and Liaison David Mannix

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 May 20 meeting minutes.** The board reviewed the last regular board meeting minutes. Mr. Harelson requested a change to the May minutes under the Library Director's report.
- **Policies, second reading:**
- Resolution 2020-015 Policy 4-3-4, Telecommuting and Remote Work
- Resolution 2020-016 Four Way community Foundation grant

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

Public comment. There was no public comment.

Correspondence. There was no correspondence.

Training: United for Libraries Short Takes. The Board of Directors watched an American Library Association video about library policies.

STAFF REPORTS

Library director's report. Ms. Lasky reviewed the Library Director's Report dated May 31, 2020. The following are highlights:

- The library is currently in Chapter 2 of the re-opening plan which includes curbside pick-up.
- Docu-sign created for the board of directors to comply with COVID-19 safety precautions.
- Personal protective equipment delays.
- Applied for state Coronavirus relief funds to help with the purchase of protective equipment.
- Challenge with promoting "The Water Dancer" book club on Facebook.
- E-rate has been challenging. There has been an automatic extension on all E-rate contracts. Hunter's new date for completion is October 15, 2020.
- Recruiting for the cataloging manager position has been challenging due to the pandemic.
- The cataloging area of the library is being renovated.
- The Daily Courier has partnered with the library for the Summer Reading Program.

- Ms. Stover shared that the library submitted the IMLS grant for \$170K for the Cares Act Grant responding to the pandemic. The Ford Family Foundation is also rewarding the library \$25K toward the cost of the new website.
- Ms. Samson expressed a concern about people going into the library buildings not wearing masks when the libraries re-open. Mr. Ellison added that he doesn't think it would be too hard to enforce. Ms. Lasky agreed with both and asked the board to be aware of the safety of staff when enforcing mask wearing policies.

Financial report. Ms. Hay reviewed the May Financial Statement memo dated May 31, 2020. She also reviewed the Profit & Loss Budget vs. Actual-General Fund statement through May 2020, the Profit & Loss statement for grants through May 2020, and the Balance Sheet as of May 31, 2020.

ACTION ITEMS

Three-year financial plan. Ms. Lasky reviewed the three-year financial plan dated June 17, 2020. The following are highlights.

- Ms. Lasky explained that grants are unpredictable and difficult to budget.
- Additional staff is not planned in the next three-year financial plan.
- As library expenses increase and revenue is uncertain given the pandemic, it is likely that cash carryover will decrease.
- Ms. Lasky recommends continued investment in the Reserve Fund.
- Ms. Lasky recommends revisiting the plan annually.
- No formal action was taken, and the board of directors acknowledged receipt of the three-year financial plan per the strategic plan objectives.

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

- **3-4-10, Community Information Database**
 - Ms. Samson asked to reconsider that organizations must not charge for a membership in order to be included.
 - Mr. Fahey asked how often information will be updated for accuracy.
 - Mr. Harelson suggested a clause that the information will be audited.
 - The board of directors discussed adding a disclaimer to the website that this is for service organizations that do not support politic ideologies.
 - Ms. Agosta mentioned it would be nice to have a way to show which organizations are partners in the database.

BOARD MEMBER REPORTS

Library Foundation liaison report. Mr. Mannix and Ms. Stoltz reported that \$24,258 has been raised so far during the fundraising drive in a short 21 days.

The Foundation board of directors is working on a designated fund policy.

Facilities Oversight Task Force. The library's maintenance coordinator will be invited to following meetings.

ANNOUNCEMENTS

Comments from board members. New officers will be elected at the next meeting.

Date and agenda items for next meeting. Mr. Harelson announced that the next regular meeting will be at 5:30 pm on Wednesday, July 15.

ADJOURNMENT

The meeting adjourned at 6:58 pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Brandace Rojo". The signature is written in a cursive style with a large initial "B" and a long, sweeping tail on the "j".

Brandace Rojo for Board Secretary Kate Lasky
Josephine Community Library District

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 [the 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.

The database is provided as a public service for educational purposes only. The views expressed by the agencies in the database are theirs only and do not represent views held by the Josephine Community Library District.

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~~ Community Organizations
- Local grant funders
- Library partners
- 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.

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

In the Matter of Adopting Policies for)	Resolution No. 2020-017
Josephine Community Library District)	
)	
)	

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

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves

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

Operations Policy 3-4-10, Community Information Database (new)

DONE AND DATED this 15th day of July 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 The Ford Family) Resolution No. 2020-018
Foundation Grant Offered to Josephine)
Community Library District)

WHEREAS, the Josephine Community Library District Board of Directors adopted its fiscal year 2020-2021 budget on May 20, 2020 and

WHEREAS, since the date of budget adoption, JCLD has applied for and accepted a \$25,000 grant from The Ford Family Foundation in support of the Inclusive Library Web 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 \$25,000 grant from The Ford Family Foundation is authorized for expenditure in fiscal year 2020-21 for the Inclusive Library Web Project, which is focused on children, youth and families, Spanish translation and communication of the JosephineLink database.

DONE AND DATED this 15th day of July 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 an AllCare Health Grant) Resolution No. 2020-019
Offered to Josephine Community)
Library District)

WHEREAS, the Josephine Community Library District Board of Directors adopted its fiscal year 2020-2021 budget on May 20, 2020 and

WHEREAS, since the date of budget adoption, JCLD has applied for and accepted a \$4,098 grant from AllCare Health in support of health and safety in response to Covid-19; 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 \$4,098 grant from AllCare Health is authorized for expenditure in fiscal year 2020-21 for Covid-19 Relief, which is focused on the sanitization of our inventory which promotes the health and safety of volunteers, patrons and employees.

DONE AND DATED this 15th day of July 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 State of Oregon) Resolution No. 2020-020
Coronavirus Relief Fund Grant Offered)
to Josephine Community Library District

WHEREAS, the Josephine Community Library District Board of Directors adopted its fiscal year 2020-2021 budget on May 20, 2020 and

WHEREAS, since the date of budget adoption, JCLD has applied for and accepted a \$6,562 grant from the State of Oregon-Coronavirus Relief in support of health and safety in response to Covid-19; 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 \$6,562 grant from the State of Oregon is authorized for expenditure in fiscal year 2020-21 for Covid-19 Relief, which promotes the health and safety of volunteers, patrons and employees, providing personal protective equipment.

DONE AND DATED this 15th day of July 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 Investment of)	Resolution No. 2020-021
Josephine Community Library District)	
funds)	

WHEREAS, the Board of Directors of Josephine Community Library District has determined it necessary and desirable for the District to invest its funds; and

WHEREAS, the Josephine County Treasurer receives tax collections and other monies for the benefit of the District and according to ORS 294.035 requires written Board permission to invest the funds held prior to lawfully required transfers for the benefit of the District; and

WHEREAS, the Local Government Investment Pool (LGIP) is a diversified portfolio offered to any Oregon municipality, public subdivision, or public corporation that by law has control of any public funds; now therefore

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves

District funds for fiscal year 2020-21 ending June 30, 2021 are authorized to be invested with the Josephine County Treasurer and with the Oregon State Treasury Local Government Investment Pool.

DONE AND DATED this 15th day of July, 2020.

Pat Fahey, Board Member

Gina Marie Agosta, Board Member

John Harelson, Board Member

Beecher Ellison, Board Member

Laurel Samson, Board Member

To: **JOSEPHINE COUNTY TREASURER OFFICE**
500 NW 6TH ST, DEPT. 14
GRANTS PASS OR 97526

Fax – 541-474-5176

From: Josephine Community Library District
Taxing District

Date 07/15/2020

Current list of the Board of Directors:

Name: Beecher Ellison_____ Title: Board Member _____

Name: Laurel Samson_____ Title: Board Member _____

Name: Gina Marie Agosta_____ Title: Board Member _____

Name: Pat Fahey_____ Title: Board Member _____

Name: John Harelson_____ Title: Board Member _____

Name: _____ Title: _____

Name: _____ Title: _____

Please mail all reports to: 200 NW C Street, Grants Pass, OR 97526

Contact person: Kate Lasky_____ 2nd Contact person: Kedron Hay_____

E-mail: klasky@josephinelibrary.org_____ Fax # 541-479-0685_____

We agree to inform the Josephine County Treasurer’s Office of any changes to the list of officers or board of directors.

AUTHORIZATION TO INVEST TAXING DISTRICTS FUNDS

The Josephine County Treasurer is hereby authorized and instructed to include our taxing district in the county’s investment program. The Board of Directors has approved the participation in the county’s investment program on July 15, 2020. **The district will provide a copy of this approval.** The Treasurer will provide the taxing district a report of all income credited to our account, including interest.

Director

TO: Josephine Community Library District Board of Directors
FROM: Kate Lasky, Library Director
DATE: July 15, 2020
SUBJECT: Library director's report

General Updates

- All employees supporting or facilitating curbside service, phone support, virtual programming, and digital services. It's hoped that the library will be able to open its doors to patrons in fall. Management continues to adjust reopening plans, procedures, and services to remain responsive and flexible in these uncertain times.
- To prepare buildings for the return of patrons and volunteers in Chapter 3 and 4, reconfiguration of public spaces continues, including adding CAT 6 cables in Grants Pass and Illinois Valley to allow for additional self-check terminals and physical distancing between computer workstations. Changes will also include directional floor decals, plexiglass shields, removal or relocation of some public computers, and reduced maximum occupancy to ensure regulatory compliance.
- Per the Governor's Office Face Coverings Requirement Statewide, issued on June 29, 2020 and implemented July 1, the library will require masks or face covering for all personnel, volunteers, and patrons. Enforcement of the requirement will fall under the regular guidelines, processes, and procedures of the library's conduct policy.
- Approved for a \$6,562 grant from the State of Oregon Coronavirus Relief Fund which will reimburse for March-May expenses of a UV-C book sanitizer, PPE, and videoconferencing peripherals.
- Received a \$4,098 grant from the AllCare COVID-19 Resiliency Fund for a second UV-C book sanitizer.

Stories

- **In Grants Pass**, a caller needing information about moving said that she chose Grants Pass over other towns because library staff were so friendly and helpful on the phone.
- **In Illinois Valley**, the IV branch manager met a new neighbor to the library who informed her that she had called the police on "loiterers who were doing drugs in the bushes by the back door." The branch manager helped the neighbor understand that the library was offering 24/7 WiFi during the pandemic and that folks using the grounds were not selling drugs. The neighbor then realized why there were so many loiterers around the building and seemed to understand the necessity of such a service.
- **In Wolf Creek**, while chatting with a longtime patron during curbside pickup, the branch manager explained that though it looked quiet at the branches, there was quite a bit going on behind the scenes. The patron said "I saw that you have a new website, made Summer Reading virtual, have online storytimes, and you're doing curbside, plus I'm sure more that we don't even know about. You all have been busy!"
- **In Williams**, received a complimentary email from a library patron thanking the branch manager for excellent library service.

Successes

- Curbside pick-up service is running smoothly at all branches and patrons are very appreciative.
- The second phase of the E-rate project is complete with installation of hardware at all four branches. E-rate extension granted to complete broadband buildout to Wolf Creek in FY21.
- Communications about the precautionary measures the library is taking to prepare the buildings for the return of volunteers resulted in multiple “I can’t wait to come back!” emails, demonstrating how engaged and supportive our volunteer force remains, even after a several months’ hiatus.

Challenges

- Curbside and check-in processes are time consuming for public services staff. Will employing on-call library assistants in July to support increased workload.
- Contracting with a local translator to translate website copy from English to Spanish. While this is a great step toward being more accessible, the content is updated so often that the translations become out of date quickly and it is difficult to keep up with due to workflow. Working with web developer on more automated solutions.
- Many hands-free appliances do not work for all skin colors. Staff tested all hands-free devices installed in branches to assure they work for darker skin tones.

Imperative #1 Enhance program quality and customer service

- Updating pandemic response services to add laptop checkout, additional hotspots, and print orders during Chapter 2 curbside services. Cataloged new US Cellular hotspots and Free Geek laptops to begin checking out to patrons in July.
- Staff processed a tremendous number of items in June, settling into an efficient routine of checking in quarantined materials on Wednesdays (5,996 items in June), checking out curbside pick-ups on Fridays and Saturdays (1,989 items), and processing hold requests (2,050) throughout the week to minimize wait time for patrons. While these numbers are significantly lower than pre-pandemic statistics, they reflect the new capacity of service with existing staff.
- Summer Reading Program ongoing with weekly advertising in the Daily Courier and on KAJO/KLDR as well as print handouts offered during curbside service.
- Launched virtual storytimes in conjunction with the Summer Reading Program. Virtual storytimes include singing, reading a book, a themed activity, and discussions to extend learning for children.
- Launched July Facebook book club with 35 participants. In its third month, Facebook book club reflects steady participation.
- In Illinois Valley, distributed 131 Summer Reading Program craft kits during curbside service, including a themed craft, recommended reading list, weekly activity sheet, and reading log.
- Continued to update the website calendar and JosephineLINK.

- Ford Family Foundation granted \$25,000 for the Inclusive Library Web project for Year 2 support of web services for children, youth, and families. Participated in virtual site visit with the Collins Foundation in support of the \$58,000 grant request for the same project. Year 2 will include new web content, Spanish translation, webinar programs, usability testing and assessment, and other enhancements to meet community needs.
- Quarterly analysis of library cards is limited to online library cards issued:

April	May	June
199	55	98

- *27 online library cards were converted to full-service cards in June for patrons to check out physical items during curbside pick-up service.*

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

- Approximately 40 volunteers participated in a curbside preview day by placing requests online and picking them up at all four branches. Volunteers were excited to see this new service.
- Wolf Creek branch manager developed video photo editing skills to create virtual storytimes and train staff.
- Cataloging manager position remains open for recruitment. Partnership manager position remains on hold due to pandemic training restrictions.
- Staff continued to participate in community organizations and committees, specifically sharing COVID response strategies:
 - American Library Association
 - Association for Library Service to Children
 - Grants Pass and Josephine County Chamber of Commerce
 - Grants Pass Museum of Art
 - Illinois Valley Caring Community
 - Illinois Valley High School Music Booster Club
 - KXCJ Illinois Valley Radio Board
 - Latinx Interagency Network Committee
 - Library Freedom Project
 - Lorna Byrne Middle School Steering Committee
 - Native Plant Society of Oregon
 - Oregon Broadband Equity Committee
 - Oregon Digital Library Consortium
 - Oregon Humanities
 - Oregon Library Association (OLA) Executive Board
 - OLA Children’s Library Division
 - OLA Intellectual Freedom Committee
 - OLA Legislative Committee
 - OLA Oregon Young Adult Network
 - OLA Tech Services Round Table

- OSU Land Steward and Master Naturalist Programs
- REFORMA Oregon
- Rogue Harm Reduction
- Rotary Club of Grants Pass
- San Jose State University Library Science Program
- Southern Oregon Library Federation
- State Library of Oregon
- Sugarloaf Community Association
- Young Adult Library Services Association

Imperative #3 Enhance the facilities across the library systems

- Removed door to the deck in Wolf Creek and replaced with new window. Project sponsored by the foundation.
- Installed hands-free appliances in all branches, contracted with welder to apply locking book drops in Illinois Valley and Williams, and added a hand washing station in Williams.
- Installed windows in two doors in Grants Pass to increase line of sight in hall entryways.
- Three Rivers School District will install a vehicle gate at the parking lot entrance of the Williams Elementary School, sharing a key with the branch manager to open during service hours. The gate will prevent overnight parking. Parking will remain available in front of the Williams library building.

Imperative #4 Develop efficient operating systems and structures.

- Year-end reporting, accounting, and auditing is in progress. Annual report will be presented to the board in August.
- Widened the scope of the 2020 Community Needs Assessment to include programs as well as collection development. The assessment will support board and staff strategic planning scheduled for January 2021. Research methods will include key informant interviews, focus groups, community questions, partner survey, community profile, collection assessment, and program assessment. Research is taking place this summer, with reporting through the fall and the final report and findings presented in December.
- Working with vendors to set up pre-cataloging and processing so the library can catch up on ordering print materials. This has necessitated developing new systems that will increase efficiencies in the cataloging department.
- Continuing to develop written procedures for technical services functions to facilitate training and succession planning.
- Continuously reviewing and updating the work plan defining departmental processes for each chapter of the reopening plan.

Imperative #5 Build awareness and expand partnerships

- Launched two new library guides on the website: Racial Literacy and Pride Month. Resources for these library guides were curated by library staff and librarians.
- Library foundation fundraising drive raised \$30,000 during the spring drive.

- Working with Mark Wyner to adjust the new website for better usability.
- Exploring a partnership with local schools for a possible “Student Hours at the Library” program which would be fundable through COVID emergency and regular grants.
- Updating the partnership agreement with Sunny Wolf Charter School for the upcoming school year. School visit days have been expanded two hours to accommodate the preschool and 6th grade classes, as well as adding time to the 3rd–6th grade visits. Language was incorporated to add some flexibility in the schedule due to the pandemic.

TO: Josephine Community Library District Board of Directors
FROM: Business Manager Kedron Hay
DATE: July 15, 2020
SUBJECT: June 2020 Financial Statement

Action

- Library director and business manager suggest a 2% cost of living adjustment for employees which aligns with the Oregon state retirement program. We request the board discuss and decide on this adjustment for FY20-21.
- Library director and business manager request the board discuss and decide on merit increases during FY20-21. The evaluation procedure allows up to a 3% increase per the performance evaluation.

Accounting

- The net income for the general fund on the P&L of \$250,231 does not equal the Balance Sheet net income of \$263,793. This is due to the Balance Sheet representing all funds/grants and the P&L representing only the General Library Operations fund. \$250,231 plus \$13,562 (net income of grants only) equals \$263,793.
- There was no invoicing for June 2020 household scholarships.
- LGIP interest rate remains at 1.30%.

Statement of Financial Activities (general fund P&L)

Revenue

- The district received \$31,220 for current year tax levy and \$2,277 of prior year's tax levy income in June 2020; total year to date tax revenue is \$1,401,667.
- There were no non-resident card fees for the month of June.

Expenses

- Collection development budget is \$175,000 for general fund purchases. Total collection development dollars spent for the general fund is \$9,038 and \$5,023 for special funds in June. Total year to date collection development purchases are \$192,450 for all funds.

Special Contracts

- Special contracts include \$3,390 for technical/grant writing to Stover Writing Services, and \$13,101 to Mark Wyner, LLC. Sheepscot marketing expense of \$6,533 is reclassified from the general fund to the Oregon Community Foundation for website content development grant in the month of June.

Building Improvements

- Cascade Communications Services, Inc. is contracted in the amount of \$4,250 to install new CAT6 cabling in the cataloging area to accommodate the staff and volunteer workspaces in the practice of physical distancing. Additionally, it is anticipated that installation of new CAT6 cabling in the patron computer services area will occur in July.

This Cascade Communications Services, Inc. installation is expected to cost \$3,000.

- Cascade Communications is also asked to quote a project in support of the E-rate program at the Illinois Valley and Williams branches. The cost is not currently known.

Grants

- Total of grant expenses for the month of June is \$28,039.
- Total revenue received from grants in FY20 is \$183,143 representative of 11 grants.

Statement of Financial Position (balance sheet)

- The district assets include \$35,978 in the district checking account. The Grants Pass Maintenance Fund totals \$10,353 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 \$1,186,434 and a "Reserve Fund" of \$150,148. 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 \$1,403,137 including \$44,800 in restricted grant funds and restricted maintenance reserve fund.

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

	Actual June-20	Year to Date Actual	Annual Budget	\$ Over (Under) Budget	Budget Forecast
Ordinary Income/Expense					
Income					
4000 - Current Year Tax Levy	\$ 31,220	\$ 1,366,496	\$ 1,352,601	\$ 13,895	\$ 1,352,601
4005 - Prior Year Taxes	\$ 2,277	\$ 35,171	\$ 22,475	\$ 12,696	\$ 25,000
4100 - Fines and Fees	\$ 5	\$ 9,039	\$ 17,000	\$ (7,961)	\$ 15,000
4102 - Non-Resident Card Fees	\$ 25	\$ 33,956	\$ 40,000	\$ (6,044)	\$ 40,000
4200 - Interest Income	\$ 2,074	\$ 33,077	\$ 17,500	\$ 15,577	\$ 28,000
4300 - Other Revenues	\$ 500	\$ 2,261	\$ -	\$ 2,261	\$ 2,000
4310 - Donations	\$ 300	\$ 492	\$ -	\$ 492	
Total Income	\$ 36,401	\$ 1,480,492	\$ 1,449,576	\$ 30,916	\$ 1,462,601
Expense					
5000 - Personal Services	\$ 51,441	\$ 707,055	\$ 809,191	\$ (102,137)	\$ 710,000
5200 - Collection Development	\$ 9,038	\$ 141,079	\$ 175,000	\$ (33,921)	\$ 150,000
5300 - Technical Services	\$ 31	\$ 39,179	\$ 44,495	\$ (5,316)	\$ 41,000
5400 - Building Improvements	\$ (2,437)	\$ 17,533	\$ 41,020	\$ (23,487)	\$ 41,020
5500 - Facilities & Equipment	\$ 489	\$ 24,008	\$ 41,953	\$ (17,945)	\$ 41,953
5600 - Computer Maintenance	\$ (1,476)	\$ 7,751	\$ 19,675	\$ (11,924)	\$ 19,675
5700 - Insurance	\$ -	\$ 8,517	\$ 7,959	\$ 558	\$ 8,517
5800 - Travel & Training	\$ 1,094	\$ 16,793	\$ 23,850	\$ (7,057)	\$ 18,000
6630 - Election	\$ -	\$ -	\$ 1,000	\$ (1,000)	\$ 1,000
6640 - Auditor	\$ 1,500	\$ 19,359	\$ 15,000	\$ 4,359	\$ 17,859
6650 - Patron Services and Supplies	\$ 147	\$ 2,625	\$ 7,680	\$ (5,055)	\$ 7,680
6660 - Volunteer Support	\$ -	\$ 1,110	\$ 2,900	\$ (1,790)	\$ 2,900
6670 - Events at Library	\$ 49	\$ 3,027	\$ 13,120	\$ (10,093)	\$ 5,000
6680 - Communication & Outreach	\$ 4,215	\$ 23,881	\$ 26,700	\$ (2,819)	\$ 26,700
6690 - Special Contracts	\$ 11,013	\$ 149,871	\$ 156,000	\$ (6,129)	\$ 156,000
6699 - Legal Administration	\$ 374	\$ 935	\$ 2,000	\$ (1,065)	\$ 2,000
6700 - Administrative Support	\$ 1,693	\$ 16,996	\$ 22,499	\$ (5,503)	\$ 22,499
6800 - Telecommunications	\$ 1,385	\$ 14,620	\$ 11,280	\$ 3,340	\$ 14,000
6850 - Utilities	\$ 2,291	\$ 35,922	\$ 36,426	\$ (504)	\$ 36,426
8000 - Transfers & Contingency	\$ -	\$ -	\$ (100,000)	\$ -	\$ -
Total Expense	\$ 80,845	\$ 1,230,261	\$ 1,357,748	\$ (227,487)	\$ 1,322,229
Net Ordinary Income	\$ (44,444)	\$ 250,231	\$ 91,828	\$ 158,403	\$ 140,372
Net Income	\$ (44,444)	\$ 250,231	\$ 91,828	\$ 158,403	\$ 140,372

**Josephine Community Library District
Enhanced Library Services
June 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								
AllCare - Covid 19	0	4,098	0	4,098	0	0	0	4,098
Carolyn Rice	0	0	1,765	0	0	(1,765)	(1,765)	(1,765)
Carpenter Foundation - erate	0	16,000	16,000	16,000	0	(10,695)	(10,695)	5,305
Covid Relief Fund - State of Oregon	0	6,562	0	6,562	0	(6,562)	(6,562)	0
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	(8,878)	(8,878)	(8,878)
Four Way-2019 Safety/Security	6,526	0	6,526	6,526	0	(6,526)	(6,526)	0
Four Way - IV Parking Lot	0	8,900	0	8,900	0	(8,900)	(8,900)	0
Friends of the Library	13,128	16,676	20,100	29,804	(8,888)	(18,131)	(27,019)	2,785
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)	17,688
Josephine County Economic Dev - erate	0	16,000	0	16,000	0	0	0	16,000
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	(2,000)	(2,000)	(2,000)
Kiwanis-2019	2,000	0	2,000	2,000	0	(2,000)	(2,000)	0
Kiwanis-Hearts Mission-2019	500	0	500	500	0	(500)	(500)	(0)
OCF - Web Design	0	30,000	0	30,000	0	(30,000)	(30,000)	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	(1,760)	(1,760)	9,607
Solid Waste Agency	5,055	3,411	5,000	8,466	(832)	(7,634)	(8,466)	(0)
Total	67,807	183,143	198,274	250,950	(43,507)	(164,604)	(208,111)	42,839

Cash Basis

**Josephine Community Library District
P&L Special Funds (all transactions)
As of June 30, 2020**

	<u>Maintenance Fund (Special Funds)</u>		<u>Restricted</u>		<u>Unrestricted</u>	<u>Totals</u>
Maintenance Fund Beginning Balance	21,458		10,000		16,501	26,501
Transfer per Lease Agreement for 2019	5,000	Expenses				
Interest Earned	43	GP hot water heater	630	WM A/C	4,383	
	<u>26,501</u>	GP gutter/ glashing	239	IV sewer	3,771	
		GP gutter cleaning	85	IV fascia/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><u>10,353</u></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>3,347</u>	<u>10,353</u>
Expense						
5500 - Facilities & Equipment						
5402 - Branch Building Improvements	11,135					
5501 - Bld Repairs & Maintenance	4,383					
5505 - Equipment Improvement & Maint.	630					
Total Expense	<u><u>16,148</u></u>					

Josephine Community Library District
Balance Sheet
 As of June 30, 2020

Jun 30, 20

ASSETS		
Current Assets		
Checking/Savings		
1000 · People's Bank of Commerce		35,978
1010 · People's Bank-Savings		10,353
1100 · General Pool 6000		1,186,434
1110 · LGIP - Reserve Fund		150,148
1120 · Jo Co Treasury Account		-13
1150 · Cash Drawers		390
Total Checking/Savings		<u>1,383,291</u>
Other Current Assets		
1310 · JoCo Reserve for Disputed Tax		19,846
Total Other Current Assets		<u>19,846</u>
Total Current Assets		<u>1,403,137</u>
Fixed Assets		
1610 · Furniture and Equipment		303,131
Total Fixed Assets		<u>303,131</u>
TOTAL ASSETS		<u><u>1,706,268</u></u>
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Other Current Liabilities		
2100 · Payroll Liabilities		
2130 · Health Insurance withholdings		-556
Total 2100 · Payroll Liabilities		<u>-556</u>
2400 · Deferred Revenues(audit)		5,597
Total Other Current Liabilities		<u>5,041</u>
Total Current Liabilities		<u>5,041</u>
Total Liabilities		5,041
Equity		
3900 · Fund Balance 'Unassigned' (Gen)		1,134,303
3920 · Capital Asset Investments		303,131
Net Income		263,793
Total Equity		<u>1,701,227</u>
TOTAL LIABILITIES & EQUITY		<u><u>1,706,268</u></u>

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

In the Matter of Electing Officers of the)
Board of Directors of the Josephine)
Community Library District) **Resolution No. 2020-022**

WHEREAS, the Board of Directors of the Josephine Community Library District are conducting the business of the District and have adopted Bylaws for that purpose; and

WHEREAS, the Bylaws require that the Board of Directors elect from their members officers to serve as President and Vice President; and

WHEREAS, the Board of Directors have held an election for that purpose; now, therefore

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves:

1. _____, member of the Board is elected to serve as President in accordance with the provisions of the Bylaws.

2. _____, member of the Board is elected to serve as Vice President in accordance with the provisions of the Bylaws.

DONE AND DATED this 15th day of July 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 Designating Authorized)
Signers on Bank Accounts of the) Resolution No. 2020-023
Josephine Community Library District)
)

WHEREAS, the Board of Directors of the Josephine Community Library District is conducting the business of the District and has adopted Bylaws for that purpose; and

WHEREAS, the Board has determined that it will require banks accounts and that it is necessary to designate authorized persons to sign on those accounts; now therefore

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves

Resolution No. 2019-022 (Designating Authorized Signers on Bank Accounts of the Josephine Community Library District) dated July 18, 2019 is rescinded.

The following persons are authorized to sign checks, drafts, and other necessary instruments and documents related to the finances of the District: board members _____, _____, and _____, and Library Director Kate Lasky. Two signatures of the above-names parties are required for every check or draft drawn on District funds. The parties named are authorized to open accounts with People’s Bank in Grants Pass.

DONE AND DATED this 15th day of July, 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: Facilities Oversight Task Force: Beecher Ellison, Sue Cohen, Kate Lasky,
Laurel Samson, Rebecca Stoltz, Steve Swearingen
DATE: July 10, 2020
SUBJECT: Facilities Oversight Task Force Memo

Facilities Oversight Task Force continued to discuss next steps and dependencies of the Illinois Valley and Williams building projects, developing plans to move forward.

For Illinois Valley, the foundation executive director and library director met with Kelsy Ausland of Ausland Group to discuss the financial estimates and building specifications for the Illinois Valley and Williams projects from the Facilities Master Plan. Ausland Group is reviewing the Facilities Master Plan and will provide a report on recommendations for cost reduction.

For Williams, the library director shared a draft Intergovernmental Agreement with the superintendent of Three Rivers School District for use the property. The draft is under review and includes a perpetual use clause and 10-year notice for changes to the agreement. The draft will be reviewed by legal counsel prior to presentation to the district board.

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.

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.

ACTION: Task Force is continuing to work with a local electrician to visit the Illinois Valley branch and give a quote for the electrical work that is needed.

In Wolf Creek, the back door was removed and converted into a window. The deck will be removed now that the window is complete. The total cost of the renovation of the door is \$3,856.25. The district is requesting reimbursement of the previously approved expense from the foundation.