

**Josephine Community Library District**  
**Board of Directors Regular Meeting**  
**Wednesday, November 18, 2020 at 5:30pm, Virtual Meeting**  
**Call (669) 900-9128. Meeting ID # 858 1160 3410**  
**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, President	John Harelson

Agenda Items	Action	Responsible	Time
<b>Call to Order</b>		P. Fahey	
<b>Standing Items</b>			
1. Approval of agenda	Motion	P. Fahey	5 min
2. Approval of consent agenda <ul style="list-style-type: none"> <li>a. October 21 minutes</li> <li>b. Resolution 2020-031 CRF Grant</li> <li>c. Resolution 2020-030 Personnel Policy</li> <li>d. Draft AFR from Gerald Burns, CPA</li> </ul>		P. Fahey	
3. Public comment		P. Fahey	5 min
4. Correspondence		P. Fahey	
<b>Strategic Planning Preparation</b>			
1. Employee engagement focus group report	Report	Coraggio Group	15 min
2. Funding partner priorities report	Report	L. McInnis	5 min
3. Foundation capital campaign report	Report	R. Stoltz	10 min
<b>Staff Reports</b>			
1. Library director's report	Report	K. Lasky	10 min
2. Financial report	Report	K. Hay	5 min
<b>Action Items</b>			
1. First reading: Operations Policy 3-6-1	Discussion	K. Lasky	5 min
<b>Board Member Reports</b>			
1. Library Foundation liaison report	Report	D. Mannix	5 min
2. Facilities Oversight Task Force report	Report	Ellison/Samson	5 min
<b>Announcements</b>			
1. Comments from board members		All	5 min
2. Date and agenda items for next meeting		P. Fahey	
<b>Executive session: Performance Review</b>			
To review the performance of a chief executive officer, other officers, employees, and staff members of the district per ORS 192.660(2)(i)		P. Fahey	10 min
<b>Adjourn</b>		P. Fahey	

Date and Time	Upcoming Meetings and Events
December 16, 5:30pm	District Board Meeting, location TBA

Josephine Community Library District  
Board Regular Meeting Minutes  
Wednesday, October 21, 2020 at 5:30 pm  
Virtual Meeting  
Call 669-900-9128. Meeting ID #851 0450 0805

**Members present:** Beecher Ellison, Pat Fahey, John Harelson, Gina Marie Agosta

**Members absent:** Laurel Samson

**Staff present:** Library Director Kate Lasky, Communications Manager Brandace Rojo, Business Manager Kedron Hay, Public Services Director Norma Singer, Adult Services and Volunteer Manager Amy King, Technical Services Manager Ellie Avis

**Contractors:** Communications Specialist Teresa Stover

**Guests:** Library Foundation Executive Director Rebecca Stoltz and Library Foundation Liaison David Mannix

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

## **STANDING ITEMS**

**Approval of agenda.** There were no changes to the agenda.

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

- **Approval of September 16 meeting minutes.** No changes were requested.
- **Resolution 2020-027,** CRF Grant
- **Resolution 2020-028,** State Library Grant
- **Resolution 2020-029,** Chaney Grant

**Motion:** Mr. Harelson moved to approve the consent agenda. Mr. Ellison seconded. The motion passed unanimously.

**Public comment.** There was no public comment.

**Correspondence.** There was no public correspondence.

**Training: United for Libraries Short Takes.** The Board of Directors watched an American Library Association video about strategic planning.

## **STRATEGIC PLANNING PREPARATION**

### **Adult Collection and Program Assessment**

Ms. Avis shared some of the findings from the Community Assessment. An attempt was made to make comparisons across the years, but in some cases, a change in the way the library measures the library collection and the COVID-19 have skewed numbers. These are highlights:

- Collection is getting newer overall. More than 15 percent of the library collection is less than five years old.
- By reducing the number of items in the collection, circulation numbers should increase.

- While circulation of print books decreased overall in fiscal year 2019-20, monthly comparisons prior to pandemic closure demonstrated an increase. Following library closure, ebook and audiobook checkouts increased tremendously.
- History and poetry programs are popular.
- The Facebook book club has been very popular during the pandemic.
- Some recommendations include reducing the size of the nonfiction collection, increasing the Spanish-language collection to match the Spanish-speaking percentage of the local population, and continuing to focus spending on print books.

### **Youth Collection and Program Assessment**

Ms. Singer shared some of the findings from the Community Assessment. An attempt was made to make comparisons across the years, but in some cases, like the collection analysis, COVID-19 skewed the numbers. These are highlights:

- Allowing space to face-out and display books on the shelves has made an impact on circulation of the collection, especially in the children’s library.
- The age of the collection still needs work in both the children and teen library collections.
- DVDs continue to be popular.
- Top performing Dewey Decimal areas are science, technology, and art in the nonfiction section.
- A deeper analysis needs to be done on the nonfiction collections at each of the rural branches.

### **STAFF REPORTS**

**Library director’s report.** Ms. Lasky reviewed the Library Director’s Report dated October 21, 2020. The following are highlights:

- The windows at the Illinois Valley branch are being replaced per the recommendation from the facilities task force.

**Motion:** Mr. Harelson moved to allow the library director to contract with 1st Choice Windows & More Inc. for \$16,813 per Financial Management Policy 2-3. Mr. Ellison seconded. The motion passed unanimously.

- Ms. Lasky is working with an attorney to create a parental consent form for student hours at the library.
- The public library statistical analysis was submitted this month, and through that process the library district reported a substantial increase in visits to the library’s website. This demonstrates a return on investment for updating the website.

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

### **ACTION ITEMS**

#### **First reading: Personnel Policy**

The board of directors reviewed Policy 5-4-2 Holidays. Ms. Hay updated the policy to allow for staff to take a holiday that fell on a day they do not generally work “within the same pay period.”

## **BOARD MEMBER REPORTS**

**Library Foundation liaison report.** Ms. Stoltz reported that the library foundation will now begin meeting the fourth Tuesday of each month.

The end-of-year fundraising campaign begins the week of Thanksgiving.

**Facilities Oversight Task Force.** Mr. Ellison reported that a new HVAC system is going to be installed at the Illinois Valley branch.

## **ANNOUNCEMENTS**

**Comments from board members.** Mr. Fahey shared that the first day that the library reopened for Grab & Go public hours, a patron commented that they were happy with the process.

## **EXECUTIVE SESSION: PERFORMANCE REVIEW**

The Board of Directors moved into executive session at 6:43 pm to review the performance of a chief executive officer, other officers, employees, and staff members of the district per ORS 192.660(2)(i)

The board returned to regular session at 7:00 pm.

**Date and agenda items for next meeting.** Mr. Fahey announced that the next regular meeting will be at 5:30 pm on Wednesday, November 18.

## **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

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

In the Matter of Authorizing )  
Expenditure of a State of Oregon )           Resolution No. 2020-031  
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 \$81,637 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 \$81,637 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 18th day of November 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 Adopting Policies for	)	Resolution No. 2020-030
Josephine Community Library District	)	
	)	
	)	

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, 4-5-2, Holidays (revised)

DONE AND DATED this 18th day of November 2020.

\_\_\_\_\_  
Pat Fahey, Board Member

\_\_\_\_\_  
Gina Marie Agosta, Board Member

\_\_\_\_\_  
John Harelson, Board Member

\_\_\_\_\_  
Beecher Ellison, Board Member

\_\_\_\_\_  
Laurel Samson, Board Member

## Policy 4-5-2. Holidays

*Adopted 10/19/2017*

*Revised 1/25/2018*

*Revised 4/26/2018*

*Revised 11/15/2018*

*Revised xx/xx/xxxx*

Josephine Community Library District (JCLD) recognizes the following holidays and the library will be closed on the identified days. Regular full-time employees will receive a day off with pay on each of these recognized holidays.

1. New Year's Day
2. Martin Luther King, Jr. Day
3. President's Day
4. Memorial Day
5. Independence Day
6. Labor Day
7. Veterans Day
8. Thanksgiving Day
9. Day after Thanksgiving
10. Christmas Day

When Christmas Eve falls on a Monday, it will be observed as an additional holiday that year. This occurs once every seven years.

Part-time employees receive pro-rated holiday benefits. For example, an employee scheduled to work six hours on a holiday earns six hours of holiday pay.

No employee will be scheduled to work on a holiday. If an employee works on any holiday observed by the district, the employee shall either be paid overtime or given compensatory time for all hours worked at the rate of one-and-one-half times the regular rate of pay.

Employees who are off work on a leave of absence shall not receive holiday pay. Employees who are off work due to sickness or vacation shall be paid for the holiday in lieu of using vacation or sick leave credits.

Full-time employees who are not regularly scheduled on a holiday will be permitted to take the holiday on another workday during the week- pay period in which the holiday falls, with approval by the library director.

**JOSEPHINE COMMUNITY LIBRARY DISTRICT  
GRANTS PASS, OREGON**

**ANNUAL FINANCIAL REPORT  
For the year ended June 30, 2020**

**Prepared by the Administration Department**

**JOSEPHINE COMMUNITY LIBRARY DISTRICT  
TABLE OF CONTENTS**

\*\*\*\*\*

**INTRODUCTORY SECTION**

Transmittal Letter.....	I
Elected Board of Directors.....	II
Administration.....	III
Library Organization Chart.....	IV
Library Geographic Boundaries.....	V
Library Pictures.....	VI

**FINANCIAL SECTION**

<b><u>Independent Auditor's Report</u></b> .....	1-2
--	-----

**Basic Financial Statements-**

Government-wide Financial Statements:	
Statement of Net Position – Modified Cash Basis .....	3
Statement of Activities – Modified Cash Basis.....	4
Fund Financial Statements:	
Balance Sheet – Modified Cash Basis – Governmental Funds.....	5
Statement of Revenues, Expenditures and Changes in Fund Balance – Modified Cash Basis – Governmental Funds.....	6
Statement of Revenues Expenditures and Changes in Fund Balance – Modified Cash Basis – Budget and Actual	
General Fund.....	7
Grants Pass Maintenance Fund .....	8
Reserve Fund .....	9
Notes to Basic Financial Statements.....	10-20
Notes to Budget Presentations.....	21-22

**Supplemental Schedules**

Schedule of Property Tax Transactions – Modified Cash Basis .....	23
---	----

**Other Information - Unaudited**

Net Position - Modified Cash Basis – Inception to Date.....	24
Changes in Net Position - Modified Cash Basis – Inception to Date.....	25
Changes in Fund Balance - Modified Cash Basis – Inception to Date.....	26

<b><u>Independent Auditor's Report Required by State Regulations</u></b> .....	27-28
--	-------

**INTRODUCTORY SECTION**

To the District Board of Directors and Community

The management of the Josephine Community Library District is pleased to provide this annual financial report to the Board of Directors, the Community and other interested parties to demonstrate its accountability and communicate the District's financial position and resource flows as of and for the year ended June 30, 2020. Management of the Library is responsible for the fair presentation of the annual financial report, for maintaining appropriate internal control over financial reporting, and for complying with applicable finance-related laws, regulations, and provisions of grants and contracts. The Library reports its financial statements and schedules on the modified cash basis, which management has determined is an acceptable financial reporting framework that differs from generally accepted accounting principles (GAAP). All of the financial analyses in this report should take into considerations the limitations inherent in the modified cash basis of accounting.

Management assumes full responsibility for the completeness and reliability of the information contained in this report, based upon a comprehensive framework of internal control that it has established for this purpose. Because the cost of internal control should not exceed anticipated benefits, the objective is to provide reasonable, rather than absolute, assurance that the financial statements are free of any material misstatements.

Pauly Rogers and Co PC, a firm of certified public accountants, have issued their independent auditor's report on these financial statements and schedules which includes an unqualified ("clean") opinion on all the opinion units of the Josephine Community Library District's financial reports for the year ended June 30, 2020. The independent auditor's report is located at the front of the financial section of this report.

### ***Profile of the District***

The Josephine Community Library District was formed as a result of May 2017 election following approval of a ballot measure to permanently fund the libraries in Grants Pass, Illinois Valley, Williams and Wolf Creek. The non-contiguous boundaries of the District total about 130 square miles and includes 46% of the population of Josephine County, Oregon. For the previous 10 years the libraries were supported by generous donations and the heroic contributions of more than 360 volunteers annually. The Josephine Community Library District is committed to enriching the community through access to quality library services across Josephine County and will continue to rely heavily on volunteers to run all four library branches. Our mission is to enrich lives through community access to quality public library services.

As a special district, the Josephine Community Library District operates under the governance and supervision of an elected board of directors. The elected members represent specific geographic areas of the District and their positions are referred to by numbers 1 through 5. The members choose among themselves who shall serve as officers.

### ***Profile of the District (Continued)***

The collection of books, as well as the furniture and fixtures, were gifted to the District by the former nonprofit Josephine Community Libraries, Inc. ("JCLI") and Josephine County on December 31, 2017. The portion contributed by the JCLI was determined to have a value of \$293,000 by JCLI. The County did not estimate a value for their donation, but the District believes that it represents about 50% of the book collection, furniture and fixtures received and would also be valued at \$293,000 even though the items received from Josephine County were considerably older and dated. From December, 2017 through June 30, 2020, the Library District added 34,080 new collection development items at a cost of \$449,713. Management believes it will take two more years to replace all the outdated items gifted from the County.

The Library District leases two buildings, one in Wolf Creek and the other in Grants Pass. The Josephine County Library Foundation owns and maintains the Wolf Creek Branch and provides its use at no cost to the Library District. Josephine County owns the Grants Pass branch and leases the building to the Library District for \$1/year. During 2019-20, the lease with the County was renewed for eight-years with a renewal option for an additional five-years through 2030.

The Library District owns – purchased at no cost - the two library buildings in Cave Junction (Illinois Valley) and Williams, Oregon. The Illinois Valley branch is a single-story construction built in 1973. According to the Josephine County Assessor's property search, it has a real market value of \$230,500. The Williams branch was constructed in 1977 as a temporary structure on Three Rivers School District Property and is estimated by the Josephine County Assessor to have a real market value of \$60,000.

### ***Local Economy***

Josephine County is located in southern Oregon and includes two incorporated cities — Grants Pass and Cave Junction. With mountains, valleys, the Rogue River, and wilderness areas, Josephine County offers many tourism and recreational opportunities.

**Demographics.** With a population of 87,487, Josephine County is considered rural, with approximately 57 percent of the population living outside the urban area of Grants Pass, population 37,202. In the past 10 years, Josephine County population has seen a 5.8 percent increase, according to the U.S. Census.

Compared with the rest of the state and the U.S., Josephine County has a high percentage (41.6 percent) of residents 55 years and older. Residents 55-74 make up nearly 31 percent of the population, and residents 75 and older make up nearly 11 percent. Since 2010, the number of people 65-74 has increased by 28.8 percent countywide. Children ages birth to 19 years make up 21 percent of the population. Of that, five percent are children under five years. Young adults between 20 and 34 years old make up 15 percent of the population, and those between 35 and 54 years make up 21 percent.

**Ethnicity and Race.** The U.S. Census Bureau defines race as self-identification in one or more social groups whereas ethnicity is a determination of cultural identity, specifically Hispanic origin. Race and ethnicity statistics reported by the Census differs from those reported by the local school districts. The following table shows ethnic identification from the two sources:

Ethnicity	Reported By	
	U.S. Census	Local School Districts
White	86.70%	77.80%
Hispanic	7.60%	12.00%
Multiracial	3.30%	7.00%
Asian	1.30%	>1.00%
Black	0.40%	>1.00%
American Indian/Alaskan Native	0.40%	>1.00%
Native Hawaiian/Pacific Islander	0.40%	>1.00%

**Education.** The Josephine County on-time graduation rate is 74 percent. While 90 percent of people 25 and older have a high school diploma, nearly 60 percent have some college, and 17 percent have at least four years of college.

Two school districts serve the children of Josephine County: Grants Pass School District 7 (city) and Three Rivers School District (rest of county). The two school districts have 11 elementary schools, five middle schools, four high schools, and two alternative schools. The on-time graduation rate for Grants Pass School District 7 is 71 percent, and 68 percent for the Three Rivers School District.

**Income and poverty.** According to the U.S. Census, the median household income for Josephine County residents in 2012-2018 was \$43,046, compared to the Oregon median household income of \$53,393 or the U.S. median household income of \$60,293.

U.S. Census data also finds that the poverty rate in Josephine County is 17 percent, amounting to 14,873 people in Josephine County living in poverty, a higher percentage than Oregon (11.4 percent) or the U.S. (10.5 percent).

According to Children First for Oregon, more than one-third (34 percent) of Josephine County children are living in poverty, compared to 20 percent throughout Oregon. Nearly 67 percent of Josephine County students qualify for free and reduced lunches compared to 49 percent throughout Oregon. Nine percent of Josephine County students are homeless, compared to nearly four percent in Oregon overall.

**Employment.** Major industries in Josephine County include health care and social assistance, education, wholesale and retail trade, tourism and hospitality, and manufacturing. Top employers include Asante Three Rivers Medical Center, Rogue Community College, the two school districts, MasterBrand Cabinets, and Wal-Mart.

As of August 2020, the unemployment rate in Josephine County was 8.1 percent, compared with 7.8 percent in Oregon and 8.5 percent nationwide.

Josephine County's four public libraries function as an essential informational and cultural hub, providing vital services to the county's high proportion of seniors as well as families and children in poverty, supporting employers and employees, and partnering with our schools to offer resources for education and lifelong learning. In all these ways, the libraries provide equitable access and economic opportunity to residents of all backgrounds.

## **Budget**

Oregon local governments are required by state law to budget all funds each year. The Library District prepared, adopted and appropriated its 2019-20 budget for the General Fund, the Grants Pass Maintenance Fund, and Reserve Fund in compliance with Oregon Local Budget Law. The Board of Directors made no changes to the adopted and appropriated budget during 2019-20. There were no over-expenditures of the approved spending limits established by the Board of Directors for the 2019-20 budget year.

## **Financial Analysis**

The government-wide financial statements are reported using the modified cash basis of accounting. Under this basis of accounting, only cash (and cash equivalents) and items that involve the receipt and disbursement of cash (or cash equivalents) during the period are recognized, except as follows:

- (1) Interfund receivables and payables that arise from transactions events involving cash or cash equivalents are recognized;
- (2) Assets that normally convert to cash or cash equivalents (e.g. certificates, of deposit, marketable investments or receivables resulting from loans) that arise from transactions and events involving cash or cash equivalents are recognized; and
- (3) Liabilities for cash (or cash equivalents) held on behalf of others, held in escrow, or received in advance of being earned or meeting eligibility requirements are recognized.

As a result of the use of this modified cash basis of accounting, certain transactions are not recorded in a government's financial statements. For example, accounts receivable and revenue for billed provided services that have not been collected in cash are not accrued as revenue or receivables. Additionally, capital assets such as the library collection, property and equipment are not reported on the face of the financial statements. However, a government's long-term debt obligations are disclosed in the notes to the financial statements.

Summarized statement of net position:

	<b>Governmental Activities</b>	
	<b>2018-19</b>	<b>2019-20</b>
Total assets	<u>\$ 1,139,899</u>	<u>\$ 1,402,692</u>
Total liabilities	<u>11,775</u>	<u>19,846</u>
Net position:		
Restricted	31,631	46,353
Committed	819,900	1,265,802
Unrestricted	<u>276,593</u>	<u>70,691</u>
Total net position	<u>\$ 1,128,124</u>	<u>\$ 1,382,846</u>

For the year ended June 30, 2020, the third year of library operations, the overall modified cash basis Governmental Activities net position has increased by \$254,722. The primary reason for the increase is due to receiving a full year tax levy and keeping operating expenditures under approved spending limits for the 2019-20 year.

Summarized statement of changes in net position:

	<b>Governmental Activities</b>	
	<u>2018-19</u>	<u>2019-20</u>
Expenses	\$ 1,273,369	\$ 1,400,864
Program revenues	200,688	226,630
Net expenses	(1,072,681)	(1,174,234)
General revenues	1,404,424	1,428,956
Change in net position	<u>\$ 331,743</u>	<u>\$ 254,722</u>

#### Governmental Funds

For the fiscal year ended June 30, 2020, the governmental funds reported a combined fund balance of \$1,382,846 consisting of the General Fund balance of \$1,217,345, the Grants Pass Maintenance Fund balance of \$15,353 and the Reserve Fund balance of \$150,148.

#### **General Fund Budget**

**Original budget compared to final budget.** During the year the original General Fund budget was not changed and became the final budget.

**Final budget compared to actual results.** Actual revenues exceeded budget estimates for property taxes, fines and fees, donations and interest earnings. Actual revenue from grants was lower than the budget estimate. Two major taxpayers have appealed their property assessed valuation and their property taxes. The disputes affect many of the taxing districts in Josephine County. While the disputed property taxes have been paid the disputed amount is being held by the County Treasurer pending resolution of the dispute. Currently the total amount in dispute is approximately \$1,129,410 of which the Library's share is \$19,846.

Actual library operations current expenditures for Library Services were \$142,000 less than appropriations and Enhanced Library Services – services funded by grants – were \$79,436 less than appropriations. No capital outlay expenditures were appropriated and none were made.

Management believes that effective budgetary controls have been designed and applied. These controls allow the Board of Directors to exercise the budget oversight required by Oregon Local Budget Law.

***Acknowledgements***

The preparation of this report could not have been accomplished without the commitment and dedication of the entire administrative staff. Credit must also be given to the Board of Directors for their leadership and unfailing support for maintaining the highest standards of professionalism in the management of the Josephine Community Library District and finances.

Respectfully submitted,

Kate Lasky, Executive Director

Kedron Hay, Business Manager

**ELECTED BOARD OF DIRECTORS**  
As of 7/15/2020

<u>Name</u>	<u>Affiliation</u>	<u>Term</u>
Pat Fahey President	General Manager Sutherlin Sanitary Service	Position 3 July 2019 to June 2023
Laurel Samson Vice President	City government consultant City Manager, retired City of Grants Pass	Position 2 July 2017 to June 2021
Beecher Ellison	Chief Deputy Clerk Josephine County	Position 1 July 2017 to June 2021
John Harelson, CPA	Certified Public Accountant Cynthia Harelson, CPA Former Josephine County Treasurer	Position 5 July 2019 to June 2023
Gina Marie Agosta	Patient experience coordinator Asante	Position 4 July 2019 to June 2023

**JOSEPHINE COMMUNITY LIBRARY DISTRICT**

**ADMINISTRATION**

**Kate Lasky, Library Director**

**Kedron Hay, Business Manager**



III



**Staffing Chart**  
Josephine Community Library District

JCLD  
Board of Directors

Library Director  
Kate Lasky  
1 FTE

Business Manager  
Kedron Hay  
1 FTE

Maintenance Coordinator  
Alissa Allen  
1 FTE

Public Services Director  
Norma Singer  
1 FTE

Communications Manager  
Brandace Rojo  
1 FTE

Cataloging Manager  
Leah Ruby  
1 FTE

Collection Librarian  
Ellie Avis  
1 FTE

Adult Services/Vol Mgr  
Amy King  
1 FTE

Partnership Coordinator  
TBA  
1 FTE

Library Assistant  
Kayla Rau  
1 FTE

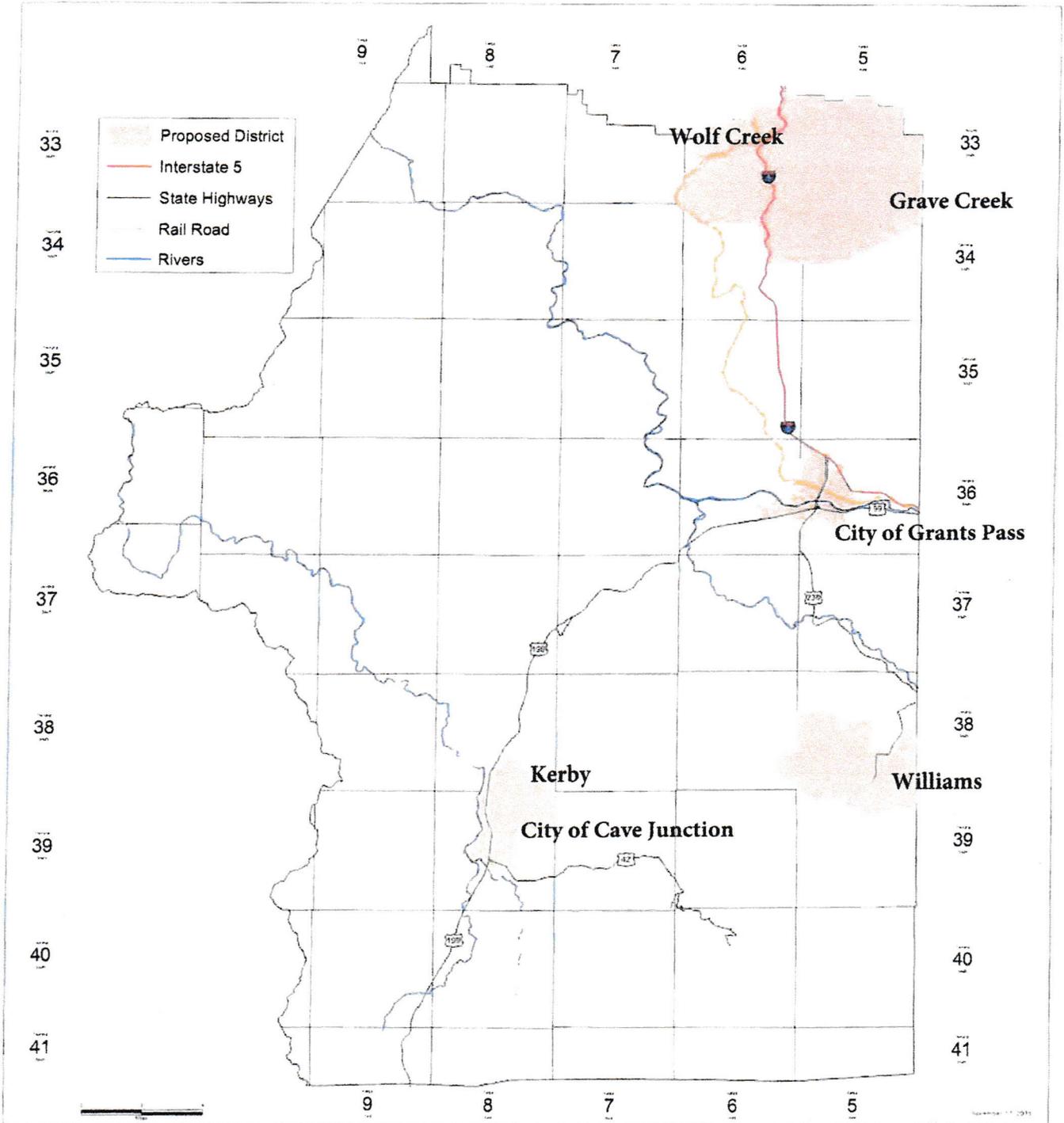
Youth Services Librarian  
Susan Davis  
1 FTE

Illinois Valley Manager  
Roberta Lee  
1 FTE

Williams Manager  
Jamie Menzel  
0.7 FTE

Wolf Creek Manager  
Alyssa Donoho  
0.5 FTE

Library Assistant  
Lorraine McInnes  
0.5 FTE



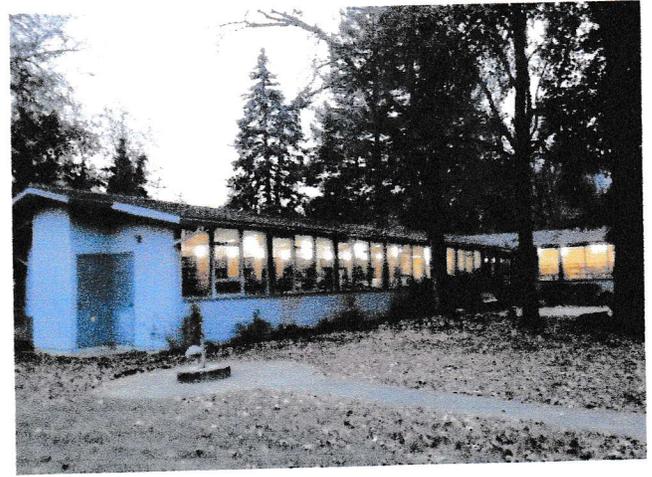
## Proposed Josephine Community Library District

Disclaimer: Josephine County or its agents do not guarantee the accuracy or completeness of the contents of this map

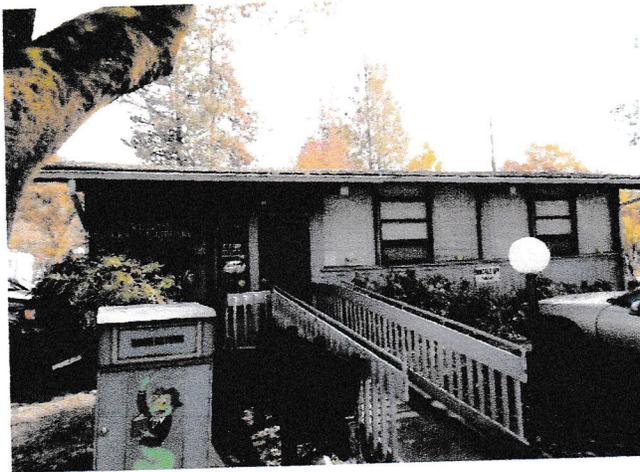
EXHIBIT 3  
PAGE 7



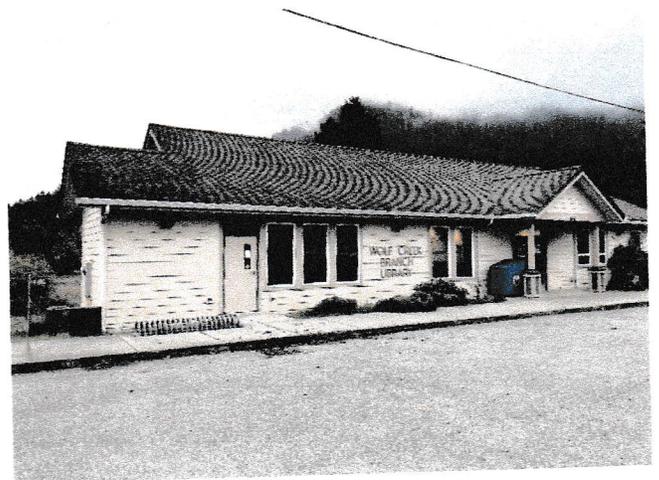
Grants Pass Branch



Illinois Valley Branch



Williams Branch



Wolf Creek Branch

**FINANCIAL SECTION**

**Independent Auditor's Report**

**Basic Financial Statements**

**JOSEPHINE COMMUNITY LIBRARY DISTRICT**  
**JOSEPHINE COUNTY, OREGON**

**STATEMENT OF NET POSITION - MODIFIED CASH BASIS**  
**June 30, 2020**

---

	<b>Governmental Activities</b>
<b>Assets:</b>	
Cash and Investments	\$ 1,402,137
Employee Advances	555
	<hr/>
Total Assets	1,402,692
	<hr/>
<b>Liabilities:</b>	
Unearned Revenue	19,846
	<hr/>
Total Liabilities	19,846
	<hr/>
<b>Net Position:</b>	
Restricted for:	
Enhanced Library Services	31,000
Maintenance of Main Library Building	15,353
Total Restricted	46,353
	<hr/>
Committed for 2020-21 Budget	1,265,802
	<hr/>
Unrestricted	70,691
	<hr/>
Total Net Position	\$ 1,382,846
	<hr/> <hr/>

See accompanying notes to basic financial statements.

**JOSEPHINE COMMUNITY LIBRARY DISTRICT  
JOSEPHINE COUNTY OREGON**

**STATEMENT OF ACTIVITIES - MODIFIED CASH BASIS  
For the Year Ended June 30, 2020**

<u>FUNCTIONS</u>	<u>EXPENSES</u>	<u>PROGRAM REVENUES</u>			<u>NET (EXPENSES) REVENUES AND CHANGE IN NET POSITION</u>
		<u>OPERATING GRANTS</u>	<u>FINES AND FEES</u>	<u>DONATIONS</u>	
Governmental Activities					
Library Services	\$ 1,400,864	\$ 167,843	\$ 58,295	\$ 492	\$ (1,174,234)
Capital Outlay	-	-	-	-	-
Total Governmental Activities	<u>\$ 1,400,864</u>	<u>\$ 167,843</u>	<u>\$ 58,295</u>	<u>\$ 492</u>	<u>(1,174,234)</u>
		General Revenues			
		Property Taxes			1,393,596
		Interest			33,099
		Miscellaneous			2,261
		Total General Revenues			<u>1,428,956</u>
		Change In Net Position			254,722
		Net Position - Beginning			<u>1,128,124</u>
		Net Position - Ending			<u>\$ 1,382,846</u>

See accompanying notes to basic financial statements.

**JOSEPHINE COMMUNITY LIBRARY DISTRICT  
JOSEPHINE COUNTY, OREGON**

**BALANCE SHEET - GOVERNMENTAL FUNDS  
MODIFIED CASH BASIS  
MAJOR GOVERNMENTAL FUNDS - GOVERNMENTAL ACTIVITIES  
June 30, 2020**

	<u>General Fund</u>	<u>Grants Pass Maintenance Fund</u>	<u>Reserve Fund</u>	<u>Total Governmental Funds</u>
<b>ASSETS:</b>				
Cash and Investments	\$ 1,241,636	\$ 10,353	\$ 150,148	\$ 1,402,137
Interfund	-	5,000	-	5,000
Employee Advances	555	-	-	555
<b>Total Assets</b>	<u>\$ 1,242,191</u>	<u>\$ 15,353</u>	<u>150,148</u>	<u>\$ 1,407,692</u>
<b>LIABILITIES AND FUND BALANCE:</b>				
<b>Liabilities:</b>				
Interfund	\$ 5,000	\$ -	-	\$ 5,000
Deferred Revenue	19,846	-	-	19,846
<b>Total Liabilities</b>	<u>24,846</u>	<u>-</u>	<u>-</u>	<u>24,846</u>
<b>Fund Balance:</b>				
Restricted	31,000	15,353	-	46,353
Committed	-	-	150,148	150,148
Assigned	1,115,654	-	-	1,115,654
Unassigned	70,691	-	-	70,691
<b>Total Fund Balance</b>	<u>1,217,345</u>	<u>15,353</u>	<u>150,148</u>	<u>1,382,846</u>
<b>Total Liabilities and Fund Balance</b>	<u>\$ 1,242,191</u>	<u>\$ 15,353</u>	<u>\$ 150,148</u>	<u>\$ 1,407,692</u>

See accompanying notes to basic financial statements.

**JOSEPHINE COMMUNITY LIBRARY DISTRICT  
JOSEPHINE COUNTY, OREGON**

**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
MODIFIED CASH BASIS  
MAJOR GOVERNMENTAL FUNDS - GOVERNMENTAL ACTIVITIES  
For the Year Ended June 30, 2020**

	<u>General Fund</u>	<u>Grants Pass Maintenance Fund</u>	<u>Reserve Fund</u>	<u>Total Governmental Funds</u>
<b>REVENUES</b>				
Property Taxes	\$ 1,393,596	\$ -	\$ -	\$ 1,393,596
Grants	167,843	-	-	167,843
Fines and Fees	58,295	-	-	58,295
Donations	492	-	-	492
Interest	33,029	22	48	33,099
Miscellaneous	2,261	-	-	2,261
<b>TOTAL REVENUES</b>	<u>1,655,516</u>	<u>22</u>	<u>48</u>	<u>1,655,586</u>
<b>EXPENDITURES</b>				
Current				
Library Operations	1,395,864	5,000	-	1,400,864
Capital Outlay	-	-	-	-
<b>TOTAL EXPENDITURES:</b>	<u>1,395,864</u>	<u>5,000</u>	<u>-</u>	<u>1,400,864</u>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	259,652	(4,978)	48	254,722
<b>OTHER FINANCING SOURCES (USES)</b>	<u>(155,100)</u>	<u>5,000</u>	<u>150,100</u>	<u>-</u>
<b>EXCESS (DEFICIENCY) OF REVENUES AND OTHER SOURCES OVER EXPENDITURES AND OTHER USES</b>	104,552	22	150,148	254,722
<b>FUND BALANCE, July 1, 2019</b>	1,112,793	15,331	-	1,128,124
<b>FUND BALANCE, June 30, 2020</b>	<u>\$ 1,217,345</u>	<u>\$ 15,353</u>	<u>\$ 150,148</u>	<u>\$ 1,382,846</u>

See accompanying notes to the basic financial statements

**JOSEPHINE COMMUNITY LIBRARY DISTRICT  
JOSEPHINE COUNTY, OREGON**

**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
MODIFIED CASH BASIS - BUDGET AND ACTUAL  
For the Year Ended June 30, 2020**

**GENERAL FUND**

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Final Budget Variance</u>
<b>REVENUES</b>				
Property Taxes	\$ 1,375,200	\$ 1,375,200	\$ 1,393,596	\$ 18,396
Grants	258,400	258,400	167,843	(90,557)
Fines and Fees	57,000	57,000	58,295	1,295
Donations	-	-	492	492
Interest	17,500	17,500	33,029	15,529
Miscellaneous	-	-	2,261	2,261
<b>TOTAL REVENUES</b>	<u>1,708,100</u>	<u>1,708,100</u>	<u>1,655,516</u>	<u>(52,584)</u>
<b>EXPENDITURES</b>				
Current				
Library Operations				
Library Services	1,358,900	1,358,900 (1)	1,216,900	142,000
Enhanced Library Services	258,400	258,400 (1)	178,964	79,436
Total Current	<u>1,617,300</u>	<u>1,617,300</u>	<u>1,395,864</u>	<u>221,436</u>
Capital Outlay	-	-	-	-
Operating Contingency	171,900	171,900 (1)	-	171,900
<b>TOTAL EXPENDITURES</b>	<u>1,789,200</u>	<u>1,789,200</u>	<u>1,395,864</u>	<u>393,336</u>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<u>(81,100)</u>	<u>(81,100)</u>	<u>259,652</u>	<u>340,752</u>
<b>OTHER FINANCING SOURCES (USES)</b>				
Operating Transfers In	-	-	-	-
Operating Transfers Out	155,100	155,100 (1)	155,100	-
<b>TOTAL OTHER FINANCIAL SOURCES (USES)</b>	<u>(155,100)</u>	<u>(155,100)</u>	<u>(155,100)</u>	<u>-</u>
<b>EXCESS (DEFICIENCY) OF REVENUES AND OTHER SOURCES OVER EXPENDITURES AND OTHER USES</b>	<u>(236,200)</u>	<u>(236,200)</u>	<u>104,552</u>	<u>340,752</u>
<b>FUND BALANCE, July 1, 2019</b>	836,200	836,200	1,112,793	276,593
<b>FUND BALANCE, June 30, 2020</b>	<u>\$ 600,000</u>	<u>\$ 600,000</u>	<u>\$ 1,217,345</u>	<u>\$ 617,345</u>

(1) Appropriation Level

**JOSEPHINE COMMUNITY LIBRARY DISTRICT  
JOSEPHINE COUNTY, OREGON**

**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
MODIFIED CASH BASIS - BUDGET AND ACTUAL  
For the Year Ended June 30, 2020**

**GRANTS PASS MAINTENANCE FUND**

	<b>Original Budget</b>	<b>Final Budget</b>	<b>Actual</b>	<b>Final Budget Variance</b>
<b>REVENUES</b>				
Interest	\$ -	\$ -	\$ 22	\$ 22
<b>TOTAL REVENUES</b>	-	-	22	22
<b>EXPENDITURES</b>				
Current				
Materials and Services	22,436	22,436 (1)	5,000	17,436
Capital Outlay	-	-	-	-
<b>TOTAL EXPENDITURES</b>	22,436	22,436	5,000	17,436
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	(22,436)	(22,436)	(4,978)	17,458
<b>OTHER FINANCING SOURCES (USES)</b>				
Operating Transfers In	5,000	5,000	5,000	-
Operating Transfers Out	-	-	-	-
<b>TOTAL OTHER FINANCIAL SOURCES (USES)</b>	5,000	5,000	5,000	-
<b>EXCESS (DEFICIENCY) OF REVENUES AND OTHER SOURCES OVER EXPENDITURES AND OTHER USES</b>	(17,436)	(17,436)	22	17,458
<b>FUND BALANCE, July 1, 2019</b>	17,436	17,436	15,331	(2,105)
<b>FUND BALANCE, June 30, 2020</b>	\$ -	\$ -	\$ 15,353	\$ 15,353

(1) Appropriation Level

**JOSEPHINE COMMUNITY LIBRARY DISTRICT  
JOSEPHINE COUNTY, OREGON**

**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
MODIFIED CASH BASIS - BUDGET AND ACTUAL  
For the Year Ended June 30, 2020**

RESERVE FUND

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Final Budget Variance</u>
<b>REVENUES</b>				
Interest	\$ -	\$ -	\$ 48	\$ 48
<b>TOTAL REVENUES</b>	<u>-</u>	<u>-</u>	<u>48</u>	<u>48</u>
<b>EXPENDITURES</b>				
Current				
Materials and Services	29,100	29,100 (1)	-	29,100
Capital Outlay	121,000	121,000	-	(121,000)
<b>TOTAL EXPENDITURES</b>	<u>150,100</u>	<u>150,100</u>	<u>-</u>	<u>150,100</u>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<u>(150,100)</u>	<u>(150,100)</u>	<u>48</u>	<u>150,148</u>
<b>OTHER FINANCING SOURCES (USES)</b>				
Operating Transfers In	150,100	150,100	150,100	-
Operating Transfers Out	-	-	-	-
<b>TOTAL OTHER FINANCIAL SOURCES (USES)</b>	<u>150,100</u>	<u>150,100</u>	<u>150,100</u>	<u>-</u>
<b>EXCESS (DEFICIENCY) OF REVENUES AND OTHER SOURCES OVER EXPENDITURES AND OTHER USES</b>	<u>-</u>	<u>-</u>	<u>150,148</u>	<u>150,148</u>
<b>FUND BALANCE, July 1, 2019</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>FUND BALANCE, June 30, 2020</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 150,148</u>	<u>\$ 150,148</u>

(1) Appropriation Level

**JOSEPHINE COMMUNITY LIBRARY DISTRICT**  
**NOTES TO FINANCIAL STATEMENTS**  
**June 30, 2020**

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Financial reporting entity**

The Josephine Community Library District (“the District”) financial reporting entity is composed solely of the primary government. In determining the financial reporting entity, the District considered all provisions of applicable accounting standards. There are no other entities for which the District has responsibility, exercises control or is financially accountable.

The Josephine Community Library District came to be following the approval of Measure 17-19 at the May 16, 2017 Election. The results were 52% to 47% in favor of Measure 17-19. The District has a permanent tax rate of 39 cents per \$1,000 of assessed property value for those living with the District boundaries. The boundaries of the District includes the noncontiguous areas of Grants Pass, Illinois Valley, Williams and Wolf Creek. The estimated population of the District is 39,000. The District was officially formed by order of the Josephine County Commissioners dated June 14, 2017. The District is governed by a five-member elected Board of Directors. Fiscal year 2018-2019 is the first full year of operations for the Library District.

**Government-Wide Financial Statements**

The Statement of Net Position and Statement of Activities report information about the reporting government as a whole. They include all funds of the reporting entity. These statements distinguish between governmental and business-type activities. Governmental activities are generally financed through taxes, intergovernmental revenues, and other non-exchange revenues. Business-type activities are financed in whole or part by fees charged to external parties for goods and services. The District reports only governmental activities.

The government-wide financial statements are reported on a modified cash basis of accounting. The modified cash basis of accounting used is based on the recording of cash and cash equivalents, and changes therein, and only recognizes revenues, expenses, assets, and liabilities resulting from cash transactions, adjusted for modifications that have substantial support in generally accepted accounting principles. While there is no standard setting body that establishes accounting standards for the modified cash basis of account, both the Government Finance Officers Association (GFOA) and the American Institute of CPAs (AICPA) publish guidance and example materials used in preparing modified cash basis financial statements. The District used these application materials published by the GFOA and the AICPA in preparing these financial statements. Generally accepted accounting principles are defined by the Governmental Accounting Standards Board (GASB) through their pronouncements.

This modified cash basis of accounting differs from generally accepted accounting principles in that not all GASB pronouncements apply to the presentation and disclosures contained in financial statements. Only cash and items that involve the receipt or disbursement of cash during the fiscal year are recognized, except for the following modifications:

- (1) Interfund receivables and payables that arise from transactions and events involving cash are recognized;

**JOSEPHINE COMMUNITY LIBRARY DISTRICT**  
**NOTES TO FINANCIAL STATEMENTS**  
**June 30, 2020**

**NOTE 1 – SIGNIFICANT ACCOUNTING POLICIES (Continued)**

(2) Assets that normally convert to cash that arise from transactions and events involving cash are recognized;

(3) Liabilities for cash (or cash equivalents) held on behalf of others, held in escrow, or received in advance of being earned or meeting eligibility requirements are recognized.

As a result of the use of this modified cash basis of accounting, certain transactions are not recorded or presented in the basic financial statements. For example, accounts receivable and revenue for billed or provided services that have not been collected in cash are not accrued as revenue or receivables. Additionally, capital assets such as property, equipment, and infrastructure are not reported and long-term liabilities such as debt and compensated absences are also not reported in the basic financial statements. However, any long-term liabilities and compensated absences are described in the notes to the basic financial statements.

The modified cash basis of accounting is an acceptable accounting framework recognized by Oregon law for use by local governments.

**Basis of presentation - government-wide financial statements**

While separate government-wide and fund financial statements are presented they are interrelated. The governmental activities column incorporates data from the governmental funds. Separate basic financial statements are provided for each of the District's individual funds.

The government-wide financial statements are presented on the modified cash basis of accounting.

**Basis of presentation - fund financial statements**

The fund financial statements provide information about the District's funds. Separate statements for each fund are presented. The emphasis of fund financial statements is on major funds, and each displayed in a separate column. Under GASB pronouncements, a fund is considered major if it is the primary operating fund of the District or if total assets, liabilities, revenues, or expenditures of that individual governmental fund are at least 10% of the total for all governmental funds. A fund can also be considered major if the governing body – the District Board of Directors - chooses to do so.

Funds that are not major funds are aggregated and reported as nonmajor funds. The fund financial statements are also presented on the modified cash basis of accounting. There are no nonmajor funds.

The District reports the following major governmental funds:

**General Fund** – Used to account for financial resources of the District not accounted for in any other fund. Principal sources of revenue consist of property taxes, grants, fines and fees and investment earnings.

**JOSEPHINE COMMUNITY LIBRARY DISTRICT**  
**NOTES TO FINANCIAL STATEMENTS**  
**June 30, 2020**

**NOTE 1 – SIGNIFICANT ACCOUNTING POLICIES (Continued)**

Major expenditures are for personnel services, additions to the library collection, operating supplies, utilities relating to operating the main library and three branch libraries and operating transfers to other funds.

**Grants Pass Maintenance Fund – A Special Revenue Fund** - Used to account for donations received from Josephine County dedicated to the upkeep of the main library building located in Grants Pass, Oregon and rented from Josephine County. The terms of the lease of the building requires an annual operating transfer of \$5,000 from the General Fund to provide additional resources for future repairs and maintenance to all the Library buildings. During 2019-20, the operating transfer was made, and qualifying expenditures were incurred.

**Reserve Fund – A Special Revenue Fund** – Used to account for the accumulation of resources reserved for future expenditures relating to enhanced library services and capital outlay. The fund was established by a Board resolution and included in the 2019-20 budget with initial funding provided by an operating transfer from the General Fund.

**Assets, liabilities and net position/fund balance –**

**Cash** - The District's cash is considered to be cash on hand, demand deposits, and savings accounts. There are no cash equivalents.

The District deposits cash in checking and savings accounts at a local bank as authorized by Oregon Revised Statutes. The District maintains depository insurance under federal depository insurance funds and state and financial institution collateral pools sufficient to cover its cash deposits and comply with the requirements of Oregon law.

The District also deposits cash in the state of Oregon's Local Government Investment Pool. The Pool is an external investment pool managed by the State Treasurer's Office, which allows governments along with the State, to pool their funds for investment purposes. The Pool is not registered with the SEC as an investment company but does operate in a manner consistent with Rule 2a7 of the Investment Company Act of 1940. Investments in the Pool are valued at the Pool's share price, which is the price the investment could be sold for on June 30, 2020 – the fair value.

The District maintains an account with the Josephine County Treasurer for the purpose of receiving the District's share of property taxes. Property tax collections are generally transferred to the District account with the Oregon's Local Government Investment Pool, but any contested property tax collections are held by the County Treasurer pending resolution of the dispute.

**Net position flow assumption** - Sometimes the District will fund outlays for a particular purpose from both restricted and unrestricted resources. In order to calculate the amounts to report as restricted - net position and unrestricted - net position in the government-wide financial statements, a flow assumption must be made about the order in which the resources are considered to be applied. It is the District's policy to consider restricted - net position to have been depleted before unrestricted - net position is applied.

**JOSEPHINE COMMUNITY LIBRARY DISTRICT**  
**NOTES TO FINANCIAL STATEMENTS**  
**June 30, 2020**

**NOTE 1 – SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**Restricted net position** – Consists of net assets with constraints placed on the use either by (1) external groups such as creditors, grantors, contributors, or laws and regulations of other governments; or (2) law through constitutional provisions or enabling legislation.

**Unrestricted net position** – Consists of all other net assets that do not meet the definition of “restricted”.

**Fund balance policies** - Fund balance of the governmental funds is reported in various categories based on the nature of any limitations requiring the use of resources for specific purposes. The District itself can establish limitations on the use of resources through either a commitment (committed fund balance) or an assignment (assigned fund balance).

The committed fund balance classification includes amounts that can be used only for the specific purposes determined by a formal action of the District’s highest level of decision-making authority. The District Board of Directors is the highest level of decision-making authority for the District that can, by adoption of a resolution prior to the end of the fiscal year, commit fund balance. Once adopted, the limitation imposed by the resolution remains in place until a similar action is taken (the adoption of another resolution) to remove or revise the limitation.

Amounts in the assigned fund balance classification are intended to be used by the District for specific purposes but do not meet the criteria to be classified as committed. The Board of Directors by resolution directs the Library Executive Director to assign fund balance. The Board of Directors may also assign fund balance - as it does when appropriating fund balance to cover a gap between estimated revenue and appropriations in the subsequent year’s appropriated budget. Unlike commitments, the constraints upon resources resulting from assignments are more easily removed or modified.

**Fund financial statements** – Governmental fund equity is classified as fund balance. As an approximate measure of liquidity, fund balance is similar to the working capital of a private-sector business. As such, there are limitations that may be placed on the use of fund balance resources. The various components of fund balance are designed to indicate the nature of such limitations. Financial statements of governmental funds report up to five components of fund balance.

**Nonspendable fund balance** - Inherently unspendable resources are, because of their form, unable to be spent, or must remain intact.

**Restricted fund balance** - Externally enforceable limitations on resource use have been imposed by creditors, grantors, contributors, laws and regulations of other governments or by through constitutional provisions or enabling legislation.

**Committed fund balance** - Self-imposed limitations on spending set by the Board of Directors prior to the end of the fiscal year by formal action – a resolution - that requires formal action to remove such self-imposed restrictions.

**JOSEPHINE COMMUNITY LIBRARY DISTRICT**  
**NOTES TO FINANCIAL STATEMENTS**  
**June 30, 2020**

**NOTE 1 – SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**Assigned fund balance** - Self-imposed limitation resulting from intended use established by the Board of Directors such as through the adoption of the District budget. No other body or official can assign fund balance.

**Unassigned fund balance** - Residual net resources the expenditure of which has not been limited in any way.

**Revenues, Expenditures and Expenses** – The District's modified cash basis of accounting reports revenues, expenditures and expenses as appropriate.

**Government-wide statements** – In the Statement of Activities, modified cash basis revenues that are derived directly from each governmental activity or from parties outside the District's taxpayers are reported as program revenues. Program revenues include fees for services charged to out-of-district customers, fines paid by both in-district and out-of-district customers, and grants that are restricted to specific functions and activities. All other governmental revenues are reported as general. All taxes levied by the District are classified general revenue.

**Fund financial statements** – In the fund financial statements revenues are reported by source and expenditures are reported as current, capital outlay, and debt service.

**Interfund balances and activities** – The Library's modified cash basis of accounting reports interfund fund transfers, balances and activities as appropriate.

**Government-wide financial statements** – In the process of aggregating the financial information for the government-wide financial statements interfund activity and balances are eliminated.

**Fund financial statements** – Interfund activity and balances within and among the governmental funds is reported in the fund financial statements as (1) interfund loans provided with a requirement for repayment are reported as interfund receivables and payables, and (2) interfund transfers where repayment is not expected are reported as transfers in and out.

**NOTE 2 – STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY**

**Significance** – As a local government, the District is subject to various federal, state and local laws and regulations and contractual requirements. The more important, and potentially material, areas of compliance include the District budget and appropriations, cash deposit and investment accounts, collateralization of cash deposits and investments, long-term debt agreements, grant agreements and payroll.

**Budget and appropriations** – Oregon local governments are required by state law to budget all funds each year. A budget is prepared for all funds in accordance with the legal requirements set forth in the Oregon Local Budget Law and the modified cash basis of accounting. The funds included in the budget include all funds included in the fund financial statements. Budget appropriation amounts shown in the financial

**JOSEPHINE COMMUNITY LIBRARY DISTRICT**  
**NOTES TO FINANCIAL STATEMENTS**  
**June 30, 2020**

**NOTE 2 – STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY (Continued)**

statements include the original and revised budget appropriations as approved by the District Board of Directors. Oregon Local Budget Law does not allow management to change the adopted or supplemental budgets in any way. Appropriations are limited to a single fiscal year; therefore, all spending authority of the District lapses as of year-end.

The Board of Directors made no changes to the adopted and appropriated 2019-20 budgets for General Fund, the Grants Pass Maintenance Fund or the new Reserve Fund. No over-expenditures of appropriations occurred during the fiscal year in any fund.

**Cash and investments** – The Board of Directors has no deposit and investment policies that limit allowable deposits or investments or address specific deposit and investment risks. The District complies with state statutes relating to deposits, investments and related risks.

Statutes authorize the District to invest in its own bonds, legally issued general obligations of the United States and the states of Oregon, Washington, Idaho, or California, legally issued general obligation bonds of any city within the state of Oregon issued for utility services, open accounts, certificates of deposit and savings accounts of banks which maintain a head office in Oregon, bankers acceptances that are guaranteed by a qualified financial institution, certain other investments related to deferred compensation plans, and local government investment pools managed by the local county Treasurer or the state Treasurer.

The District has selected a bank that is identified as an approved depository in the Oregon statutes. In accordance with Oregon law, deposits of municipal funds can only be deposited in approved financial institutions identified by the state of Oregon Treasurer. In addition, Oregon law requires that all deposits be covered by federal depository insurance and account balances in excess of the federal depository insurance be secured with acceptable collateral. All approved depositories participate in the collateral pool managed by the Treasurer of the state of Oregon who is the responsible official concerning all matters relating to collateral coverage.

Deposits with financial institutions are in two bank demand deposit accounts – a checking account and a savings account. At June 30, 2020, the bank balances were \$46,308 in the checking account and \$10,353 in the savings account. Both deposit accounts are covered by \$250,000 of federal depository insurance. In addition, the banks holding the deposits are approved by the state of Oregon Treasurer to receive deposits from local governments. As state approved depositories, the banks have pledged collateral to a state managed pool, considered sufficient by the state of Oregon Treasurer, to cover local government deposits in excess of the federal depository insurance.

Since the Library's bank deposits at year-end were covered by federal depository insurance and were deposited in approved depositories, the Library is in compliance with state-mandated deposit insurance and collateral requirements at June 30, 2020.

**Long-term debt** - The District has no long-term debt at June 30, 2020.

**JOSEPHINE COMMUNITY LIBRARY DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2020**

**NOTE 2 – STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY (Continued)**

**Laws, regulations, and contracts** - During the ordinary course of conducting operations and accounting for its fiscal affairs, the District is subject to various laws, regulations, and contractual requirements. The District has designed management controls that it believes assure compliance with those applicable laws, regulations, and contracts.

**NOTE 3 – DETAILED NOTES – ACCOUNT BALANCES/TRANSACTIONS**

**Cash** – At June 30, 2020, the District’s cash accounts consisted of the following:

		<u>Carrying Amounts</u>
Petty cash	\$	390
Deposits:		
Bank checking account	\$	34,978
Bank savings account		10,353
Josephine County Treasurer		19,834
		65,165
Investments:		
Local government investment pool		1,336,582
<b>Total cash</b>	<b>\$</b>	<b>1,402,137</b>

Custodial risk of cash deposits in the District’s checking and savings accounts have been mitigated as they are fully insured or collateralized at June 30, 2020. The deposit in the bank money market account is subject to interest rate risk and remained in the less than 1% range during the fiscal year.

The deposit with the Josephine County Treasurer is subject to credit risk but management believes the County Treasurer has complied with all legal requirements of the State Treasurer in selecting bank depositories.

The District’s investment in the local government investment pool (“LGIP”) is subject to credit risk and interest rate risk, but not to concentration of credit risk, custodial risk or foreign currency risk. The LGIP itself is not rated, but the holdings of the LGIP are rated and those ratings met the requirements of the LGIP’s investment policies. This is a deposit-type investment recorded at fair value with a less than three-month maturity. The interest rate is set each month and ranged from a high of 2.75% in July 2019 to a low 1.30% in June 2020.

**Cash basis modifications** – Modifications have been made to certain transactions consistent with the District’s basis of accounting.

Expenditures of the Grants Pass Maintenance Fund were paid for by the General Fund and reimbursed in July 2020. The interfund obligation of \$5,000 has been reported.

**JOSEPHINE COMMUNITY LIBRARY DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2020**

**NOTE 3 – DETAILED NOTES – ACCOUNT BALANCES/TRANSACTIONS (Continued)**

Employee health insurance premiums are advanced by the District each month and reimbursed in the following month. The amount advanced at June 30, 2020 was \$555.

Two property taxpayers have appealed their tax assessment to the Court. The amount in question is sufficiently high enough that Oregon law requires that any payments made by the taxpayer that are in dispute must be reserved for repayment until the matter is adjudicated. The District's share of the disputed tax is currently \$19,846 and this amount is being held by the Josephine County Treasurer pending resolution of the dispute. The total tax in dispute is approximately \$1,129,410 at June 30, 2020.

**Restricted net position** – The amounts reported as restricted net position are composed of amounts received through grants and held for payment of grant qualifying purchases, and from Josephine County as part of the lease agreement on the Main Library Building for maintenance and upkeep.

**Property tax revenue** - The Josephine Community Library District levies a permanent tax rate property tax levy. By July 15 of each year, the District certifies its property tax levies to Josephine County, Oregon. Josephine County makes all assessments of property value, and levies, collects, and distributes property taxes for all taxing districts within its boundaries.

Assessments of property values are as of July 1 of each year, and the taxes levied are a lien on the properties as of July 1 of the year levied. Taxes are payable in three installments, on November 15, February 15, and May 15, following the levy date and become delinquent May 15. The County pools all tax collections and makes distributions to taxing districts according to their pro-rata share of the total levy of each fiscal year for which collections are received.

Property tax receipts, resulting from modified cash basis transactions, are recognized as revenue when received. Uncollected property taxes are not reported on the modified cash basis of accounting.

**Transfers** - Transfers are used to move available resources between funds. The District included two transfers in the adopted and appropriated budget to be made from the General Fund. The District leases the Grants Pass Library from Josephine County and the terms of the lease require \$5,000 annual transfers to the Grants Pass Maintenance Fund for ongoing maintenance repair of the building. This transfer was made as required. The General Fund also transferred \$150,100 of initial funding to the Reserve Fund as provided for in the adopted and appropriated budget.

<u>Fund</u>	<u>Transfer In</u>	<u>Transfer Out</u>
General	\$ -	\$ 155,100
Grants Pass Maintenance	5,000	-
Reserve	150,100	-
<b>Total All Funds</b>	<u>\$ 155,100</u>	<u>\$ 155,100</u>

**JOSEPHINE COMMUNITY LIBRARY DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2020**

**NOTE 4 – RETIREMENT PLAN**

**Type of plan** – The District sponsors a defined contribution tax deferred retirement plan under the provisions of the Internal Revenue Code administered by the Grants Pass, Oregon office of Edward Jones Company.

**Plan description** – The adopted plan is a “5304 Savings Incentive Match Plan for Employees of Small Employers (SIMPLE) Plan” for the benefit of eligible employees. The District currently matches employee elective contributions up to 3% of the employee’s annual pay.

**Plan benefits** - All benefits of defined contribution tax deferred retirement plans are established by federal law. The authority to establish and amend the benefit provisions and employer contribution amounts of the plan rests with the District. Employees become vested in their defined contribution account on the date the account is established. Both employee and employer contributions to these accounts vest immediately and are nonforfeitable. Employees have discretion over all rollovers, transfers and withdrawals from their SIMPLE IRA accounts.

**Contributions** - Plan members are not required to contribute to their Plan but may elect to do so. The District currently will match up to 3% of the employee’s annual salary. During 2019-20 the District contributed \$13,260 to the District employee SIMPLE IRA accounts.

**NOTE 5 – OTHER INFORMATION**

**Risk management** - The District is exposed to various risks of loss related to torts: theft of, damage to, and destruction of assets; errors and omissions; and natural disasters. The District manages these risks by securing commercial insurance through a pooling arrangement managed by the Oregon Special Districts Association. The purpose of the insurance pool is to realize lower premiums through a group purchase and the pooling does not extend to the actual claims liabilities which remain solely the responsibility of the participant District. Management believes that such insurance coverage is sufficient to preclude any significant uninsured losses. To date, settled claims have not exceeded this insurance coverage.

**Subsequent events** - No events have occurred subsequent to the end of the fiscal year that were not anticipated by the District’s adopted budget for 2019-20 fiscal year, or that have had an adverse impact on the basic financial statements as of and for the year ended June 30, 2020 of the Josephine Community Library District.

**New accounting standards** - As described in Note 1 to these financial statements, generally accepted accounting principles (GAAP), as expressed in pronouncements of the Governmental Accounting Standards Board (GASB), may apply to Library’s modified cash basis of accounting or to financial statement presentation and disclosures included in the Library’s financial statements. During the 2019-20 year several new GASB pronouncements became effective. None were applicable to the Library’s modified cash basis of accounting.

**JOSEPHINE COMMUNITY LIBRARY DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2020**

**NOTE 6 - ADDITIONAL INFORMATION**

**Accounting framework** – As explained in Note 1, the District has adopted the modified cash basis as its accounting framework. While there is no standard setting body that establishes standards for the modified cash basis of accounting, guidance materials are available from the American Institute of Certified Public Accountants (AICPA) and the Government Finance Officers Association (GFOA) that assist in preparing financial statements that have general support in the United States. However, there are differences between the AICPA and GFOA modified cash basis of accounting guidance materials. A significant difference is that the AICPA guidance provides that capital asset costs and related depreciation, and long-term liabilities are reported on the government wide financial statements, while the GFOA guidance does not include the reporting of capital assets and long-term debt in the government wide financial statements. The AICPA accounting framework attempts to apply all Governmental Accounting Standards Board accounting standards within the context of cash transactions, where the GFOA accounting framework focuses on cash receipts and disbursements of the current fiscal year and disclosure of future cash disbursement obligations and commitments. Both AICPA and GFOA disclose capital assets and long-term debt in the notes to the basic financial statements.

**Compensated absences** - As a result of the modified cash basis of accounting used by the District for financial reporting purposes, obligations related to accrued compensated absences, including vacation, are not reported as liabilities in the financial statements. Expenditures/expenses related to compensated absences are recorded when paid. The amount of the District's obligation related to accrued compensated absences for accumulated, unpaid compensatory time that would be due employees upon termination, as of June 30, 2020 is approximately \$23,558.

**Operating leases** - The District leases two copiers. Lease #1 was assumed from the Josephine Community Libraries Inc. that began in 2016. Lease #2 was entered in to by the District in May 2018. Monthly payments on Lease #1 are \$110 and \$95 on Lease #2. Lease #1 payments charged to expenditure/expense during the year total \$1,068. The first payment on Lease #2 was made in August 2018. The District leases the Grants Pass Main Library under terms of a lease with Josephine County. The required lease payment is \$1 per year and the lease runs with renewal options to June 2030. The District is responsible for maintenance and upkeep. Future minimum lease payments for these leases at June 30, 2020 are as follows:

<u>June 30,</u>	<u>Lease #1</u>	<u>Lease #2</u>	<u>GP Branch</u>	<u>Total</u>
2020-21	\$ 1,320	\$ 1,140	\$ 1	\$ 2,461
2021-22	220	1,140	1	1,361
2022-23	-	1,140	1	1,141
2023-24	-	-	1	1
2024-25	-	-	1	1
2025-30	-	-	5	5
<b>Total</b>	<u>\$ 1,540</u>	<u>\$ 3,420</u>	<u>\$ 10</u>	<u>\$ 4,970</u>

**Capital assets and long-term obligations** - As a result of using the modified cash basis of accounting, capital assets and long-term debt obligations and other obligations not directly related to a cash transaction

**JOSEPHINE COMMUNITY LIBRARY DISTRICT**  
**NOTES TO FINANCIAL STATEMENTS**  
**June 30, 2020**

**NOTE 6 - ADDITIONAL INFORMATION (Continued)**

incurred during the current fiscal year are not reported as assets or liabilities in the basic financial statements. However, these capital assets and long-term debt obligations are disclosed below.

**Capital assets** - The District has acquired capital assets such as, equipment and the library collection from its predecessor organizations - Josephine County and the Josephine Community Libraries Inc. - by donation. Capital assets are defined by the District as assets with an initial individual cost of more than \$5,000 and recorded as capital outlay expenditures having an estimated useful life in excess of five years. The costs of normal maintenance and repairs, or minor upgrades and improvements, of capital assets that do not add to the asset value or materially extend the capital asset useful life are not considered to be capital assets. Capital assets are not depreciated over their estimated useful lives for accounting purposes under the modified cash basis of accounting framework used by the Library. The accumulated investment in capital assets compared to capital asset insurance coverage is provided as unaudited supplemental information in the Letter of Transmittal.

**Long-term debt** - The District has incurred no long-term debt arising from cash transactions.

**JOSEPHINE COMMUNITY LIBRARY DISTRICT**  
**NOTES TO BUDGET PRESENTATIONS**  
**June 30, 2020**

**Oregon Local Budget Law** - The District is required by state law to budget all funds. A budget is prepared for all funds in accordance with the cash basis of accounting and legal requirements set forth in the Oregon Local Budget Law.

Oregon Local Budget Law does two important things:

1. It establishes standard procedures for preparing, presenting and administering the budget.
2. It requires citizen involvement in the preparation of the budget and public disclosure of the budget before its formal adoption.

The budget process includes five significant steps:

1. Preparing the budget:
  - a. Governing body appoints the budget officer.
  - b. Budget officer prepares, or supervises the preparation, of the proposed budget.
2. Approving the budget:
  - a. Budget officer publishes notice of the budget committee meeting at least twice during the 5 to 30 days before the meeting with at least 5 days between notices.
  - b. Budget committee meets at least once to discuss and approve the budget.
  - c. Budget committee meetings are subject to the Oregon Open Meetings Law and Public Documents Law.
  - d. Budget officer presents the proposed budget.
  - e. Budget officer describes the proposed budget in the "Budget Message".
  - f. Budget committee discusses the proposed budget.
  - g. Budget committee allows for public input at the meetings.
  - h. Budget committee approves total proposed expenditures and total property tax levy.
3. Advertising and holding public hearing:
  - a. Budget summary and notice of budget hearing is published 5 to 30 days before the scheduled hearing.
  - b. Governing body conducts public hearing to receive citizen testimony.
4. Adopting the budget:
  - a. Budget adopted, appropriations made, tax levy declared and categorized by approving resolutions.
  - b. Budget is filed with the county clerk and the levy is certified to the county tax collector.
5. Administering the budget:
  - a. Expenditures cannot legally exceed the adopted appropriation.
  - b. The legal level of budgetary control for all funds is by specific category totals, such as the object category totals of personnel services, materials and services, capital outlay, debt service, operating transfers and contingency, or at program service or organizational unit totals.
  - c. The governing body can modify the budget by adopting resolutions approving appropriation transfers, increases or supplemental budgets.

**JOSEPHINE COMMUNITY LIBRARY DISTRICT**  
**NOTES TO BUDGET PRESENTATIONS**  
**June 30, 2020**

**The adopted budget** - The Library District Board of Directors resolution adopting the budget and authorizing appropriations for each fund sets the level by which expenditures cannot legally exceed appropriation. The level of control for the General Fund is by General Library Operations, Enhanced Library Services, Capital Outlay, Operating Transfers, and Contingency. The level of control for the Grants Pass Maintenance Fund is by total Materials and Services. The level of Control for the Reserve Fund is by Materials and Services and Capital Outlay. The amounts appropriated are in agreement with the amounts of expenditures included in the adopted budget. The detail budget document, however, is required to contain more specific, detailed information for the above-mentioned expenditure categories.

Unexpected additional resources may be added to the budget and appropriated for expenditure through the use of a supplemental budget. The original budget process requires approval of the budget committee, hearings before the public, publications in newspapers, and approval by the Library Board of Directors. Oregon Local Budget Law does not require the involvement of the budget committee during a supplemental process.

Oregon Local Budget Law does not allow management to change the adopted or supplemental budgets in any way. Only the Board of Directors may change the budget. Original and supplemental budgets may be modified by the use of appropriation transfers between the levels of control. In addition, Oregon Local Budget Law also provides certain specific exceptions to the supplemental budget process to increase appropriations. Such transfers and increases require approval of the Board of Directors by adoption of a resolution. Budget appropriation amounts shown in the financial statements include the original and revised final budget appropriations as approved by the Board of Directors. Appropriations are limited to a single fiscal year; therefore, all spending authority of the Library lapses as of year-end.

**2019-20 Budget** - The Board of Directors adopted and appropriated the 2020-21 budget as outlined in Oregon Local Budget Law. No changes were made to the adopted and appropriated 2019-20 budget. No actual expenditures exceed appropriations in the General Fund, the Grants Pass Maintenance Fund or the Reserve Fund.

**Tax Abatements** - As of June 30, 2020, the District potentially had tax abatements through various state allowed programs that could impact levied property taxes. Based on information available from Josephine County, as of the date of issuance of these financial statements, there were no material abatements disclosed by the County for the year ended June 30, 2020 for any program covered by GASB 77.

**Supplemental Schedules**

## **Governmental Funds**

### **General and Major Special Revenue Funds**

#### **Governmental Activities**

##### **General Fund**

The **General Fund** accounts for the administration and library operations. Principal sources of revenue consist of property taxes, grants from other agencies, donations and interest earnings. Major expenditures are for personnel services, operating supplies, collection additions, and professional contracted services relating to the administration and library operations and capital outlay.

##### **Special Revenue Fund**

The **Building Maintenance Reserve Fund** accumulates resources for major maintenance and repairs to the Main Library building in Grants Pass.

The **Reserve Fund** accumulates resources for future expenditures for enhanced Library services, strategic planning and a capital improvement to manage future capital outlay.

**JOSEPHINE COMMUNITY LIBRARY DISTRICT  
SCHEDULE OF PROPERTY TAX TRANSACTIONS  
MODIFIED CASH BASIS  
For the year ended June 30, 2020**

---

	<u>General Fund</u>
Uncollected, July 1, 2019	\$ 59,392
2019-20 property tax levy	<u>1,452,758</u>
Total property taxes to collect	<u>1,512,150</u>
Less:	
Property taxes collected:	
Current	1,358,426
Prior	<u>35,171</u>
Total property taxes collected	<u>1,393,597</u>
Discounts, adjustments and other	<u>51,546</u>
Uncollected, June 30, 2020	<u><u>\$ 67,007</u></u>
Uncollected property taxes consist of:	
2019-20 Property tax levy	\$ 39,005
2018-19 Property tax levy	18,080
2017-18 Property tax levy	<u>9,922</u>
Uncollected , June 30, 2019	<u><u>\$ 67,007</u></u>

**Other Information - Unaudited**

**JOSEPHINE COMMUNITY LIBRARY DISTRICT**  
**JOSEPHINE COUNTY, OREGON**

**CHANGES IN NET POSITION**  
**INCEPTION TO DATE - UNAUDITED**

	<u>Fiscal Year 2018</u>	<u>Fiscal Year 2019</u>	<u>Fiscal Year 2020</u>
<b>EXPENSES</b>			
Governmental Activities :			
Library Services	\$ 711,276	\$ 1,273,369	\$ 1,400,864
Capital Outlay	10,914	-	-
Total Governmental Activities	<u>722,190</u>	<u>1,273,369</u>	<u>1,400,864</u>
Program Revenues:			
Operating Grants	188,452	113,646	167,843
Fines and Fees	25,821	86,885	58,295
Donations	21,524	157	492
Total Program Revenues	<u>235,797</u>	<u>200,688</u>	<u>226,630</u>
Net (Expenses) Revenues	<u>(486,393)</u>	<u>(1,072,681)</u>	<u>(1,174,234)</u>
General Revenues:			
Property Taxes	1,270,264	1,347,771	1,393,596
Interest	12,510	29,727	33,099
Miscellaneous	-	26,926	2,261
Total General Revenues	<u>1,282,774</u>	<u>1,404,424</u>	<u>1,428,956</u>
Change in Net Position	796,381	331,743	254,722
Net Position - Beginning	<u>-</u>	<u>796,381</u>	<u>1,128,124</u>
Net Position - Ending	<u>\$ 796,381</u>	<u>\$ 1,128,124</u>	<u>\$ 1,382,846</u>

-

**JOSEPHINE COMMUNITY LIBRARY DISTRICT**  
**JOSEPHINE COUNTY, OREGON**

**NET POSITION - MODIFIED CASH BASIS**  
**INCEPTION TO DATE - UNAUDITED**

	<b>Fiscal Year 2018</b>	<b>Fiscal Year 2019</b>	<b>Fiscal Year 2020</b>
<b>Assets:</b>			
Cash and Investments	\$ 801,978	\$ 1,137,647	\$ 1,402,137
Employee Advances	-	2,252	555
Total Assets	801,978	1,139,899	1,402,692
<b>Liabilities:</b>			
Deferred Revenue	5,597	11,775	19,846
Total Liabilities	5,597	11,775	19,846
<b>Net Position:</b>			
Restricted for:			
Library Operations	79,938	16,300	31,000
Maintenance of Main Library Building	21,461	15,331	15,353
Total Restricted	101,399	31,631	46,353
Committed for 2018-19 Budget	665,000	819,900	1,265,802
Unrestricted	29,982	276,593	70,691
Total Net Position	\$ 796,381	\$ 1,128,124	\$ 1,382,846

**JOSEPHINE COMMUNITY LIBRARY DISTRICT**  
**JOSEPHINE COUNTY, OREGON**

**CHANGES IN FUND BALANCE OF GOVERNMENTAL FUNDS**  
**INCEPTION TO DATE - UNAUDITED**

	<u>Fiscal Year 2018</u>	<u>Fiscal Year 2019</u>	<u>Fiscal Year 2020</u>
<b>REVENUES</b>			
Property Taxes	\$ 1,270,264	\$ 1,347,771	\$ 1,393,596
Grants	188,452	113,646	167,843
Fines and Fees	25,821	86,885	58,295
Donations	21,524	157	492
Interest	12,510	29,727	33,099
Miscellaneous	-	26,926	2,261
<b>TOTAL REVENUES</b>	<u>1,518,571</u>	<u>1,605,112</u>	<u>1,655,586</u>
<b>EXPENDITURES</b>			
Current			
Library Operations	711,276	1,273,369	1,400,864
Capital Outlay	10,914	-	-
<b>TOTAL EXPENDITURES:</b>	<u>722,190</u>	<u>1,273,369</u>	<u>1,400,864</u>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	796,381	331,743	254,722
<b>OTHER FINANCING SOURCES (USES)</b>	<u>-</u>	<u>-</u>	<u>-</u>
<b>EXCESS (DEFICIENCY) OF REVENUES AND OTHER SOURCES OVER EXPENDITURES AND OTHER USES</b>	796,381	331,743	254,722
<b>FUND BALANCE, Beginning of Year</b>	-	796,381	1,128,124
<b>FUND BALANCE, End of Year</b>	<u>\$ 796,381</u>	<u>\$ 1,128,124</u>	<u>\$ 1,382,846</u>

Josephine County Library District

## Employee Engagement Focus Group Insights and Actions

November 2020

---

### Professional Development and Growth

- Difficult to understand opportunities for growth or continuing education needs that support the district's vision and shifts
- Growth opportunities are self-guided
- Capacity constraints limit the ability to utilize continuing education programs
- Stretch assignments can be task oriented vs. leadership oriented
- Employee development and support is limited to annual review process
- Differences in library operations between JCLD and common library models can challenge certain professional experiences, but highlight opportunities for professional growth

*Action: Improve professional development and review process and connect to continuing education opportunities and resources*

- Clearly communicate and assist in the identification of employee growth opportunities
- Help connect development opportunities to continuing education resources and reinforce its availability
- Consider capacity constraints on accessing continuing educational opportunities
- Integrate organizational goals, individual development plans, and continuing education into formal review process, while expanding check-ins
- Identify stretch opportunities that build management and leadership capabilities

*Action: Evaluate effective decision making processes*

- Clearly communicate key decision scenarios, input expectation, outcomes and decision rationale
- Evaluate and improve employee input processes to ensure input is timely, warranted, and used

### Organizational Communications

- Requested input can seem as a check the box activity at times and non-critical to decision making
- Formal meetings could improve focus on purposeful desired outcomes
- Effective decision making processes could improve (scenario, input, decision, rationale)

- Front of house and back of house communications are limited and can result in unforeseen impacts.

*Action: Improve organizational meeting structure, modes and methods*

- Clearly identify purpose and desired outcome of meetings (agendas, expectations, etc.)
- Assess communication needs/categories and allocate to ideal communication modes (meetings vs. email, relevant departments, etc.)
- All-Staff meetings should prioritize important organizational wide questions, updates, and decision communication and rationale

**Mission Success**

- Many were surprised by this, people are generally happy
- Pre/Post shift cultural dynamics continue
- Library operations at JCLD are non-standard, some with traditional library experience may have varying interpretations of success and quality given two differentiated models
- Roles are siloed and differentiated, making quality and processes subjective across the organization by department and past experience
- Team building opportunities and cross-functional projects have decline

*Action: Pursue team building activities, projects and programs*

- Increase camaraderie and mission clarity between pre and post shift staff
- Allow for opportunities to learn more about each other as people
- Identify opportunities for team-wide projects

*Action: Identify opportunities to support and clarify the JCLD model and provide support education and information where necessary*

- Integrate opportunities into communications or professional growth initiatives that help create awareness about JCLD's unique library structure and support capability building related to its differences

TO: **Josephine Community Library District Board of Directors**  
FROM: **Lorraine McInnes, Library Assistant**  
DATE: **November 18, 2020**  
SUBJECT: **Strategic planning preparation: Grant funder priorities**

---

The library's current and potential grant funders have priorities that span a wide variety of community needs, for example, children and families, health and safety, diversity and inclusion, and economic development. Since June 2017, the library has received \$686,773 in grants from 24 funding organizations. These funds support special projects outside the scope of district's regular operating budget. A review of funders' priorities can also reflect the direction of priorities for the local community, for Oregon, and for society as whole. For example, in recent years several funders turned their attention to issues of equity. Early this year, many grant funders focused on needs brought about by the COVID-19 pandemic.

The table below summarizes the priorities of recent and potential library grant funders. Some funders offer multiple grants that have different priorities. Recent funders are those that have awarded library projects since the June 2017. Potential funders, shown in blue shading, include organizations to which the library has previously submitted proposals and/or been awarded funds before district formation in 2017.

Priority categories include:

1. **Arts and History:** promote arts and history.
2. **Children and Families:** promote the wellbeing of children and families, including, basic needs, education, youth enrichment, and community support.
3. **Community Advancement:** promote community development, economic development, partnership, social betterment, and capital and building improvements.
4. **Diversity Equity, and Inclusion:** promote diversity awareness within communities.
5. **Education:** grants that promote educational opportunities for community members of all ages as well as professional growth.
6. **Health and Safety:** improve existing buildings and public safety.
7. **Library Support:** support various aspects of library need from programs and equipment to materials and professional development.
8. **Technology:** supports new equipment and upgrades.

Strategic planning preparation: Grant funder priorities

Priorities	Funder	Project
<b>Arts and History</b>	American Library Association—Gilder Lehrman Institute of American History, Revisiting the Founding Era	Books
	Josephine County Cultural Coalition	History and Poetry Meet at the Library (2019)
<b>Children and Families</b>	Chaney Family Foundation—overcome abuse, addiction, and poverty	Student Hours at the Library (2020)
	Grants Pass Kiwanis International	-Children's library material and program support (2018, 2019) -Book giveaway (2019)
	Pilcrow Foundation	Williams children's collection (2018)
	Cow Creek Umpqua Indian Foundation—basic needs, education, community support	
	West Family Foundation—youth enrichment	
	Gordon Elwood Foundation—Youth, families, community	
<b>Community Advancement</b>	Carpenter Foundation—opportunity, choice, inclusiveness, climate for change focus	Library Internet Equity Project (2019)
	Ford Family Foundation—various grants available, rural, children, community building.	Inclusive Library Web project (2020)
	Four Way Community Foundation—cultural, economic, educational, and social betterment.	-Library Patron Computer Project (2018) -Safety and Security Project (2019) -Illinois Valley Library Parking Lot (2020)
	Josephine County Economic Development (lottery funds)	History and Poetry Meet at the Library (2019)
	Institute of Museum and Library Services—Community Catalyst Initiative, a community building program	
	Oregon Cultural Trust—Cultural Development Grant, access, preservation, creativity, and capacity focus	
	Oregon Humanities—Public Program Grants, rural and diversity focus	
	Rotary Club of Grants Pass—Community Grant Awards	
<b>Diversity, Equity, and Inclusion</b>	American Library Association—Great Stories Club	Book club hosted at Boys and Girls Club of the Rogue Valley (2018)
	Collins Foundation	Inclusive Library Web project (2020)
	NTEN (Nonprofit Technology Enterprise Network) for Digital Inclusion Fellowship	
	Meyer Memorial Trust—Building Community	
	Oregon Humanities—Responsive Program Grants	
	Libros for OR	-Book purchasing assistance (2018, 2019)
<b>Education</b>	Oregon Community Foundation—Community Grant Program, Educational Opportunities & Achievement	-Library Technology Replacement Project (2018) -Inclusive Library Web Project (2020)
	State Library of Oregon—Ready to Read	Summer Reading Program (2017-2020)
	Oregon Cultural Trust—Organizational and Professional Development Grants	
<b>Health and Safety</b>	AllCare Health—COVID-19 Resiliency Fund	UV-C Book Sanitizer (2020)
	Josephine County	Safety and Security (2019)

Strategic planning preparation: Grant funder priorities

Priorities	Funder	Project
Health and Safety (cont.)	State of Oregon, Coronavirus Relief Fund (CARES Act Grant for municipalities)	Pandemic expenditures (2020)
	Solid Waste Agency	-Aspire Book Recycling Project (2017) -Asbestos Abatement Project (2019)
	Special Districts Insurance Services—Safety & Security grant	IV fence and gate installation (2018)
Library Support	Grants Pass Friends of the Library	-Bookpage, early literacy, Readapalooza (2018) -Readapalooza, volunteer program (2019) -Summer Reading Program
	Josephine Community Library Foundation	-Library Development Program (2017) -Collection Development, Baby's First Book, art appreciation, teen room refresh (2018) -Art appreciation, collection development, library technology replacement project (2019) -Inclusive Library Web project, art appreciation (2020)
	Institute of Museum and Library Services—CARES Act Grants for Museums and Libraries	Pandemic expenditures (2020-pending)
	Institute of Museum and Library Services—Accelerating Promising Practices for Small Libraries, rural projects	
	Institute of Museum and Library Services—Laura Bush 21st Century Librarian Program	
	Institute of Museum and Library Services—National Leadership Grants for Libraries	
Technology	Free Geek	Patron Group Training (2019)
	State Library of Oregon—Library Services and Technology Act	Refreshing Youth Collections (2018)

**TO:** Josephine Community Library District Board of Directors  
**FROM:** Rebecca Stoltz, JCLF Executive Director  
**DATE:** November 13, 2020  
**SUBJECT:** Foundation capital campaign update with timeline

---

### ***Background***

Since contracting with capital campaign consultant, Dianna Smiley in April, efforts have continued to plan and implement phase one of the capital campaign. Although extenuating circumstances such as COVID-19 and the devastating fires locally has impacted fundraising abilities, the library foundation board remains committed to successfully securing funds needed to fulfill the Facilities Master Plan.

**Phase One** of the campaign focuses on raising \$4.2 million. \$2 million to purchase the property for a new Grants Pass branch and \$2.2 million for renovations to the Illinois Valley branch of Josephine Community Library District.

As a supplement to the feasibility study completed in December 2019, ten additional interviews were conducted by the foundation's capital campaign consultant. Interview participants consisted of grant funders representing a variety of foundations across the state and philanthropic leaders within the community with experience working on and as major contributors of capital campaigns.

### ***Findings, quotes, and key takeaways from Dianna Smiley's Interview Summary Report***

- Construction plans should be re-examined for cost savings (\$35-\$40 Million seemed to high to everyone except the Portland interviewees). Also re-examine the plans to find adjustments reflecting the current pandemic and pandemics to come. Explore more and distributable technology and better designs to accommodate physical distancing while serving as a community meeting place.
- Move slowly into fundraising, while continuing to roll out reasons WHY the library remains a vital community institution to every person in the community and why upgraded facilities are critical.
- "Community gathering spots are incredibly important, and these plans make it possible. GP has a vibrant downtown but needs more gathering spots.
- "It would be amazing for the smaller communities to indicate their values through their library branch.
- "The library is credible and viewed as an asset. But the physical visibility hampers it. With more support it can broaden its mission and programs. Lots of challenged kids in this community. We would like to explore more joint programs at the library. "What is health" and how do you achieve it? We are moving from health care to health "promotion organization." Human engagement at AllCare could link to the library.
- "The library needs to be more connected and more visible. Now, however, it's "musky, dark," and may have security issues. In 2025, it needs to offer virtual and real info. Could be another place for distance learning, especially for kids in school. Build in collaborative partnerships as the spaces are designed.

- “I’m surprised it survived. Delighted to see some funding restored. Has great leadership. The library building in GP does need a refresher, new location, is not visible to the public. It’s a tool for local citizens and it will have even more importance in the future. Helps balance inequities a bit. From the AllCare perspective, it helps us recruit health care professionals.
- “It needs a refresher—not just the building but new systems and programs. Family education center would be very helpful. Upgraded community features would be very helpful to recruiting. “Quaint but functional.” Loved the new plans.”

***Recent Activity***

- Updating case for support to reflect current phase of the campaign. The case for support is an important tool for the campaign that drives the messaging, inspires lead and major gifts, and encourages grant funders to support our capital projects.
- District and foundation directors are working together to promote the value of libraries and library services in the community using different methods to reach outside of the “library bubble.” An example of this is the “Word Wise” radio ads playing on KLDR and KAJO promoting the value of reading and libraries. Working to create messaging that will focus on what libraries could be in our community.
- Business plan for phase one of capital campaign was created to determine expected fundraising expenses and inform foundation board on how to support the cost of \$140,000 per year for the next three-years.
- Developed policies for campaign and created a Capital Projects Fund to receive all donations for the capital campaign.
- Foundation board attended multiple major donor briefings led by campaign consultant.
- Developed 18-month work plan and timeline for phase one of capital campaign. The timeline and work plan are important tools for the executive director to prioritize tasks and time and will be updated and implemented throughout the campaign to keep fundraising efforts moving forward. Timeline is listed on page 4 of this memo.

***Upcoming Important Dates for Phase One***

Six-month option renewal, due February 2021	\$25,000
Six-month option renewal, due August 2021	\$25,000
Balance of purchase, Due February 2022	\$1,400,000

***Next Steps***

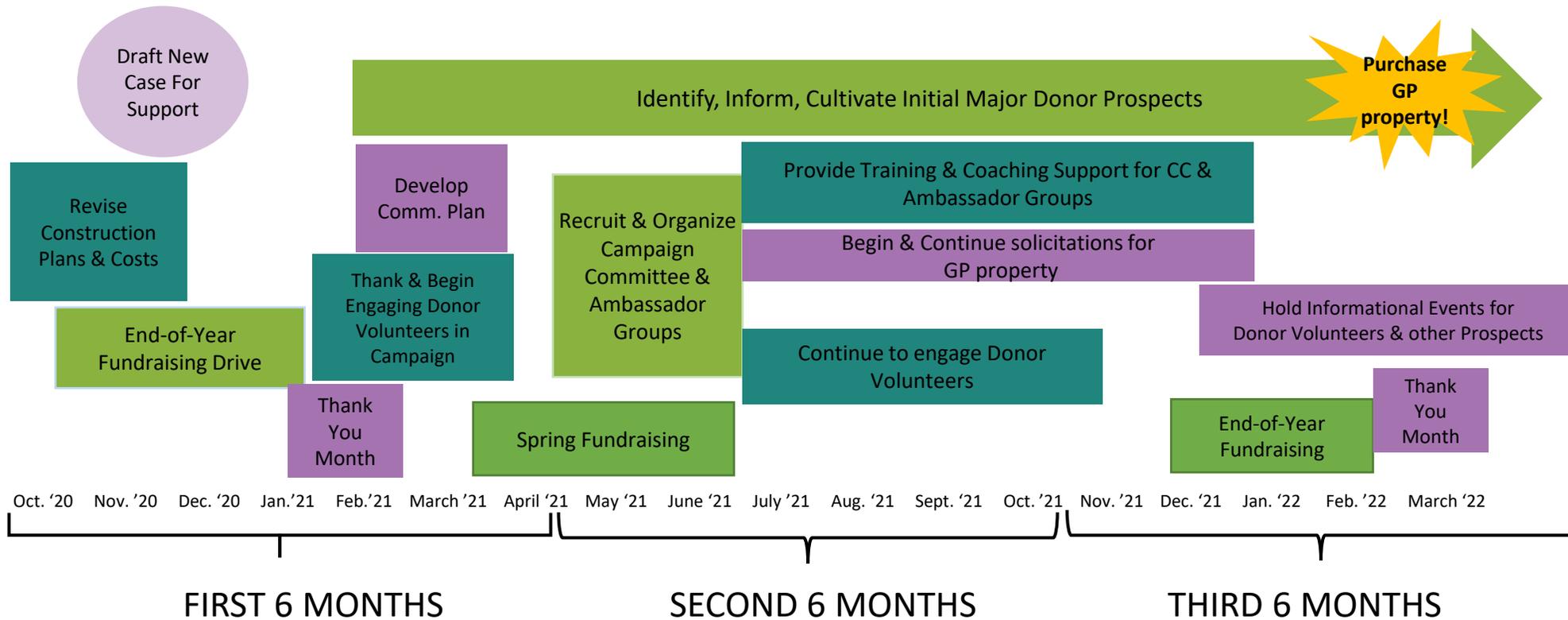
- The End-of-Year Fundraising Drive will run November 23 thru December 31. All funds raised are unrestricted and will support the general budget. In response to some of the interview comments, messaging for the fundraising drive will help build value for libraries. Almost 1,300 appeal letters will be mailed to current and lapsed donors and donors who transferred from JCLI but have not yet supported the foundation. This will be the foundation’s largest mailing to date. Sponsors for the drive are Cauble, Selvig, and Whittington, Hart Insurance, and Oregon Pacific Financial Advisors, Inc.

- Once the case for support for phase one is complete, small focus groups comprised of library volunteers and donors will review the case for support. This will provide the opportunity to involve volunteers in the process and hear insights on the case for support.
- Beginning in January, the foundation will organize and recruit volunteers to chair and co-chair as well as join the campaign committee.
- Continue to identify, inform, and cultivate initial major donor prospects.

Although the pandemic has impacted our ability to meet in person and has slowed fundraising, the foundation board of directors remain committed to successfully completing phase one of the capital campaign. The foundation board of directors has pledged nearly \$500,000 towards the capital campaign with an additional \$300,000 in pledges from donors. From January 1, 2018 to October 15, 2020, \$282,800 has been raised for the capital projects. The foundation continues to seek grant funding from local, regional, and federal grant funders in addition to securing lead gifts from individual donors and businesses.

# DRAFT Campaign Work Plan

## Josephine Community Library Foundation, 2020 – 21 (First 18 months)



TO: Josephine Community Library District Board of Directors  
FROM: Kate Lasky, Library Director  
DATE: November 18, 2020  
SUBJECT: Library director's report

---

### Action

- Secured informal bids for HVAC replacement project in Illinois Valley as discussed at the October board meeting. Selected Caveman Heating and Cooling for \$34,957 per Financial Management Policy 2-3 with approval by Board President Pat Fahey on November 2: "Purchase of emergency services or materials which cannot be delayed until the next board meeting but exceed \$5,000. Such purchases must be approved by the board president and comply with ORS." Library director seeks additional board approval for this emergency expenditure.
- Purchasing two standing desks to support employee ergonomics for \$2,900. The expense was not included in the district's initial budget forecast, but it will not affect the annual budget bottom line. This will be reflected in the January six-month financial forecast. Library director seeks additional board approval for this expenditure.

### General Updates

- Library management established key indicators to roll back services during the pandemic as needed based on the [Oregon Health Authority dashboard](#) of percent positive test rate (the most responsive weekly rating). As of November 15, Josephine County's weekly rate was 4.1 percent, down from the previous week. If the rate reaches 10 percent, the library will roll back services to Chapter 2 of its [Reopening Plan](#). If Josephine County reaches 20 percent, the library will no longer provide curbside service. Note that neighboring Jackson County exceeded 10 percent the week of October 5 and is currently at 18.6 percent. This plan aligns with the [Governor's statewide two-week freeze](#) to stop the spread of Coronavirus and offers a more conservative approach as the Oregon Health Authority advised that libraries can be considered retail.
- [Oregon Occupational Safety and Health Division](#) issued new temporary rules to address COVID-19 workplace risks on November 6. These new guidelines must be implemented by December 7. Library maintenance and management are working closely with the SDAO and HR Answers to implement changes. State of Oregon CARES Act Coronavirus Relief Funds (CRF) may be used to implement these required changes.
- As part of regular review of the MOU between the district and the foundation, the library director sought legal counsel from Hornecker Cowling LLP regarding best practices for collaboration between the two agencies for the funding and execution of new construction. If the district contracts for new construction, the district would be required to offer prevailing wage per ORS 279C.810(2)(b). If the foundation contracts, as a private corporation, they are not required to offer prevailing wage. Legal counsel recommended the following:  
"The foundation can undertake improvements and gift them to the district. That being said, in order for that to happen, the foundation cannot be an alter ego of the district... Certainly, the district and foundation can communicate on improvement projects, and the district would have to pass a resolution allowing the foundation to do [name the project]. From there, the contract would absolutely have to be between the foundation and the contractor only. The district should maintain considerable distance during the contracting/construction period so as not to make the

foundation appear to be an alter ego of the district. That way, 'no funds of a public agency are directly or indirectly used' and the exemption in ORS 279C.810(2)(b) applies."

- Received a fifth grant of \$36,134 from the CRF for Library COVID Response. This grant covers costs of public safety equipment, distance learning resources, communications, and employee dedicated to COVID response. The library has received a total \$85,104 from CRF so far. Preparing the sixth request for \$81,636.

### Stories

- **In Grants Pass**, a new patron attending senior Grab & Go mentioned she had just moved to our area and the library was one of her first stops. After learning that she resided outside of the library district she listened patiently to the library card fee options offered, elected to pay the \$15 quarterly fee, then proudly exclaimed, "Now I really feel like I am part of this community!"
- **In Illinois Valley**, the fall weather has given families a chance to enjoy the Storybook Walk in downtown Cave Junction. Business owners told the Illinois Valley branch manager they are happy to see families stopping by and reading aloud to each other.
- **In Wolf Creek**, the branch manager read "President of the Jungle" by André Rodrigues to the 5th and 6th grade classes of Sunny Wolf Charter School on Election Day. The book helped facilitate a discussion about elections and how they work. The students voted for what animal they thought should be president of the jungle. After a winner was declared, students engaged in a lively debate about why they chose their candidate. One student commented "This is fun and also frustrating. I see why adults get anxious about elections."

### Successes

- With the addition of a library assistant in the communications department, the library has had great success keeping webpages and libguides up to date, allowing the online branch to be even more responsive to community needs in a timely manner.

### Challenges

- The usual challenges faced by volunteers when renewing library cards are compounded by the complexities of e-card conversions to full-service library cards for physical check-outs at both curbside service and Grab & Go hours.
- Ensuring COVID-19 safety protocols are followed by volunteers is challenging and requires ongoing education.
- Marketing for Student Hours at the Library has been challenging. After launching the program through partners, the library expanded its communication. Local media outlets picked up the story, and paid ads were published in the Daily Courier and on social media with the program generating a lot of attention in local Facebook community groups. However, program participation remains low.

### Imperative #1 Enhance program quality and customer service

- Library card renewals and new card in-library registration resumed November 1. Circulation forms, procedures, and handouts were revised to incorporate changes to library card and scholarship applications and e-card conversions.

- The first full month of Grab & Go hours resulted in approximately 120 percent increase in circulation over the prior month. Checkouts to Sunny Wolf Charter School students also began in October, representing a portion of this increase. Curbside pick-up declined as many patrons elected to come inside to browse, with circulation activity split at 47 percent Grab & Go, 53 percent curbside pick-up.

COVID services circulation statistics			
Location	Number of items checked out		
	Aug	Sep	Oct
Grants Pass	2738	2,811	5,949
Illinois Valley	947	859	1,533
Williams	102	110	186
Wolf Creek	57	44	828
<b>*System Total</b>	<b>3,844</b>	<b>3,824</b>	<b>8,496</b>

- Continued work on the 2020 Community Needs Assessment, which is answering the question “What are information needs of Josephine County residents and to what extent are these needs being met?” Data analysis has started on the focus groups with young adults and Latinx community members and will continue with the key informant interviews and community postcard questions. Staff will review findings and develop recommendations in November. These will be compiled into the Community Outreach report and presented to the board in December. The full needs assessment report and findings will be made available to the board in January before strategic planning begins.
- Set up acquisitions module in ILS and grid ordering from vendor, enabling patrons to place holds on items as soon as they are ordered.
- Developed a virtual room for elementary age kids to explore library resources available on the website. Virtual rooms are a growing trend among teachers and other organizations providing virtual programs during COVID.
- Subscribed to two new online databases Beanstack and CreativeBug. Marketing to begin in late November.
- Scheduled first in a series of parent virtual meetups to support reading from home with accompanying monthly reading kits for all four branches distributed during curbside.
- Planned and implemented monthly adult craft kits at all four branches. The kits were very popular in the first week, with more than 100 distributed.

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

- Recruited and hired new Williams branch manager beginning November 13.
- Expanded technical services library assistant from part time to fulltime. This position fills any need for an additional part-time library assistant in cataloging.
- Welcomed volunteers back into the cataloging area, orienting them to updated workspace and changes to cataloging procedures.
- Continued regular contact with multiple volunteers via phone, email, and Facebook.
- Maintenance coordinator participated in SDAO risk management training.

- Library director elected to serve on the Grants Pass Chamber of Commerce board of directors and Rotary Club of Grants Pass board of directors.

### **Imperative #3 Enhance the facilities across the library systems**

- Hunter Communications completed final permanent splice on October 26, wrapping up the Internet Infrastructure Project, or E-rate project. Final billing with USAC is underway.
- Began Illinois Valley window replacement project. Ordered new windows; waiting for shipment.
- Seeking informal bids for Illinois Valley electrical upgrade to support new HVAC system.
- Installed new electrical and equipment rack in server room to support additional cabling at the Grants Pass branch.
- Installed automated hand-sanitizers and air purifiers in all branches.
- Began construction of children’s library office in the Grants Pass branch. Expected completion in two to three weeks.

### **Imperative #4 Develop efficient operating systems and structures.**

- Finalized a parental consent form for Student Hours at the Library with legal counsel support and authorization. Established a registration process including documented review of library conduct policy.
- Updated ILS with new procedure to address expired cards. Patron library account deletions were previously based on expiration date. This has become problematic because all household-related accounts are extended when any family member card is renewed to ensure that out-of-district card fees cover all household members. Going forward, patron accounts will be deleted based on last activity date, using six years with no activity as the guideline. Polaris ILS recognizes this common practice, providing options to automate the process.
- Finalized vendor shipping account for ordering pre-cataloged and processed materials.
- Began using acquisitions module in Polaris to electronically track budgets and purchases.
- Submitted the Summer Reading Program report to the State Library as part of Ready to Read grant procedures.
- Reviewed State Library transition from the Collaborative Summer Library Program (CLSP) to the iRead: Reading Program for the 2021 Summer Reading Program, a program toolkit. The 2021 Summer Reading Program theme is “Reading Colors Your World.”

### **Imperative #5 Build awareness and expand partnerships**

- Due to the success of the first Storybook Walk in Grants Pass, the library has been able to maintain and gain new partnerships with downtown businesses through a second Storybook Walk: “I Know an Old Lady Who Swallowed a Fly.” Downtown businesses in Cave Junction are displaying the “Stone Soup” Storybook Walk. Plans for a winter Storybook Walk in both locations are underway. The 10 participating Grants Pass businesses include Wild Rogue Emporium, Cultured Palate, Listen Here, Rogue Barbers, Elegance Antique Mall, Plaza Sewing, The Kitchen Company, G. G. Sugarplum’s Bakeshop, King Jewelers, and Rita’s Shop. The nine participating businesses in Cave Junction include: City Hall, H&R Block, Northwest Hairlines, Ascension Art & Tea House, Bigfoot Print and Copy, Junction Realty, Bear Images Boutique, RadioShack, and River Valley Restaurant.

- Sunny Wolf Charter School virtual class visits began in October. Students use their library account to browse and select items. The branch manager checks items out and delivers them to the classrooms. This is a time-consuming process but the safest way to maintain reading engagement during the pandemic.
- Partnering with WorkSource Rogue Valley to offer computer space Fridays at the Grants Pass branch for the National Career Readiness Certification testing.
- Partnering with the Southern Oregon Education Service District (SOESD) to distribute early childhood STEM exploration kits to families. The goal of the STEM kits is to give preschoolers hands on experience with math and science concepts before they enter Kindergarten. The STEM kits are available in English and Spanish and distributed during curbside at all branches.
- Josephine Community Library Foundation sponsoring monthly radio PSA's for the district, called Word Wise, to encourage reading and early literacy. The foundation will launch its end-of-year drive in mid-November.

TO: Josephine Community Library District Board of Directors  
FROM: Business Manager Kedron Hay  
DATE: November 18, 2020  
SUBJECT: October 2020 Financial Statement

---

### Accounting

- The net income for the general fund on the P&L of -\$306,851 does not equal the Balance Sheet net income of -\$279,583. This is due to the Balance Sheet representing all funds/grants and the P&L representing only the General Library Operations fund. -\$306,851 plus \$27,268 (net income of special funds only) equals -\$279,583.
- There was no invoicing for October 2020 household scholarships.
- LGIP interest rate dipped to .75%.

### Statement of Financial Activities (general fund P&L)

#### Revenue

- The district received \$0 for current year tax levy and \$3,547 of prior year's tax levy income in October 2020; total year to date tax revenue is \$21,151.
- Non-resident card fees for the month of October were \$570.

#### Expenses

- Collection development budget is \$175,000 for general fund purchases. Total collection development dollars spent for the general fund is \$1,775, and \$7,953 for special funds in October. Total year to date collection development purchases are \$42,414 for all funds.
- Building improvements expense of \$1,948 is for a final payment to Lam-Air for the installation of air conditioning in the server room.
- Communication and outreach indicate a negative balance due to the reclassification of \$1,873 from general fund to Coronavirus Relief Funds.

### Special Contracts

- Special contracts include \$3,930 for technical/grant writing to Stover Writing Services in the month of October.

### Grants

- Total of grant expenses for the month of October is \$60,219.
- Total revenue received from grants in FY21 is \$172,164 representative of 12 grants.

### Statement of Financial Position (balance sheet)

- The district assets include \$124,735 in the district checking account. The Grants Pass maintenance fund totals \$15,361 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 \$812,234

and a reserve fund of \$150,669. 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 \$1,123,221 including \$245,610 in restricted grant funds, maintenance fund and reserve fund.

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

	<b>Actual October-20</b>	<b>Year to Date Actual</b>	<b>Annual Budget</b>	<b>\$ Over (Under) Budget</b>	<b>Budget Forecast</b>
Ordinary Income/Expense					
Income					
4000 - Current Year Tax Levy	\$ -	\$ -	\$ 1,425,000	\$ (1,425,000)	\$ 1,425,000
4005 - Prior Year Taxes	\$ 3,547	\$ 21,151	\$ 27,200	\$ (6,049)	\$ 27,200
4100 - Fees	\$ 141	\$ 551	\$ -	\$ 551	\$ -
4102 - Non-Resident Card Fees	\$ 570	\$ 1,690	\$ 45,000	\$ (43,310)	\$ 45,000
4200 - Interest Income	\$ 995	\$ 4,648	\$ 22,000	\$ (17,352)	\$ 22,000
4300 - Other Revenues	\$ 500	\$ 810	\$ -	\$ 810	\$ -
4310 - Donations	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Income</b>	<b>\$ 5,753</b>	<b>\$ 28,851</b>	<b>\$ 1,519,200</b>	<b>\$ (1,490,349)</b>	<b>\$ 1,519,200</b>
Expense					
5000 - Personal Services	\$ 56,607	\$ 240,622	\$ 843,600	\$ (602,978)	\$ 843,600
5200 - Collection Development	\$ 1,775	\$ 30,687	\$ 175,000	\$ (144,313)	\$ 175,000
5300 - Technical Services	\$ 301	\$ 771	\$ 42,600	\$ (41,829)	\$ 42,600
5400 - Building Improvements	\$ 2,351	\$ 5,634	\$ 13,800	\$ (8,166)	\$ 13,800
5500 - Facilities & Equipment	\$ 728	\$ 3,573	\$ 49,800	\$ (46,227)	\$ 49,800
5600 - Computer Maintenance	\$ 733	\$ 793	\$ 13,800	\$ (13,007)	\$ 13,800
5700 - Insurance	\$ -	\$ -	\$ 9,400	\$ (9,400)	\$ 9,400
5800 - Travel & Training	\$ 667	\$ 5,401	\$ 44,200	\$ (38,799)	\$ 44,200
6630 - Election	\$ -	\$ -	\$ 10,000	\$ (10,000)	\$ 10,000
6640 - Auditor	\$ -	\$ -	\$ 17,500	\$ (17,500)	\$ 17,500
6650 - Patron Services and Supplies	\$ -	\$ 22	\$ 9,100	\$ (9,078)	\$ 9,100
6660 - Volunteer Support	\$ 24	\$ 56	\$ 2,900	\$ (2,844)	\$ 2,900
6670 - Events at Library	\$ -	\$ 75	\$ 13,200	\$ (13,125)	\$ 13,200
6680 - Communication & Outreach	\$ (1,424)	\$ 2,746	\$ 30,500	\$ (27,754)	\$ 30,500
6690 - Special Contracts	\$ 4,905	\$ 23,845	\$ 95,500	\$ (71,655)	\$ 95,500
6699 - Legal Administration	\$ -	\$ 85	\$ 2,000	\$ (1,915)	\$ 2,000
6700 - Administrative Support	\$ 2,579	\$ 6,268	\$ 19,900	\$ (13,632)	\$ 19,900
6800 - Telecommunications	\$ 424	\$ 4,780	\$ 15,200	\$ (10,420)	\$ 15,200
6850 - Utilities	\$ 2,434	\$ 10,343	\$ 40,600	\$ (30,257)	\$ 40,600
8000 - Transfers & Contingency	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Expense</b>	<b>\$ 72,104</b>	<b>\$ 335,702</b>	<b>\$ 1,448,600</b>	<b>\$ (1,112,898)</b>	<b>\$ 1,448,600</b>
<b>Net Ordinary Income</b>	<b>\$ (66,351)</b>	<b>\$ (306,851)</b>	<b>\$ 70,600</b>	<b>\$ (377,451)</b>	<b>\$ 70,600</b>
<b>Net Income</b>	<b>\$ (66,351)</b>	<b>\$ (306,851)</b>	<b>\$ 70,600</b>	<b>\$ (377,451)</b>	<b>\$ 70,600</b>

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

	<b>Revenue Collected through FY20</b>	<b>Revenue Year to Date FY21</b>	<b>Annual Budget</b>	<b>Total Revenue</b>	<b>Expenditure Spent through FY20</b>	<b>Expenditure Year to Date FY21</b>	<b>Total Expenditure</b>	<b>Remaining Fund Balance</b>
Grant Revenue								
AllCare - Covid 19	4,098	0	4,098	4,098	0	(4,098)	(4,098)	0
Carolyn Rice	0	1,765	1,765	1,765	(1,765)	0	(1,765)	0
Carpenter Foundation - erate	16,000	0	16,000	16,000	(10,695)	(5,305)	(16,000)	0
Collins Foundation - Inclusive Weg	0	58,000	58,000	58,000	0	(9,750)	(9,750)	48,250
Covid Relief Fund - State of Oregon	6,562	78,543	40,000	85,104	(6,562)	(86,462)	(93,023)	(7,919)
Dorothy Thompson Fund - 2020	0	0	25,000	0	(8,878)	(9,859)	(18,737)	(18,737)
Friends of the Library	29,804	0	20,100	29,804	(27,019)	(1,938)	(28,958)	846
Ford Family Foundation	0	25,000	25,000	25,000	0	(7,574)	(7,574)	17,426
JCLF	27,411	8,856	40,000	36,267	(25,023)	(3,856)	(28,879)	7,388
Josephine County Economic Dev - erate	16,000	0	16,000	16,000	0	(12,568)	(12,568)	3,432
Kay Jean Turner - 2019	0	0	2,000	0	(2,000)	0	(2,000)	(2,000)
Ready to Read Program 2020	11,367	0	11,367	11,367	(1,760)	(4,015)	(5,775)	5,592
<b>Total</b>	<b>111,242</b>	<b>172,164</b>	<b>259,330</b>	<b>283,406</b>	<b>(83,702)</b>	<b>(145,424)</b>	<b>(229,126)</b>	<b>54,279</b>

Cash Basis

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

	<u>Maintenance Fund (Special Funds)</u>		<u>Restricted</u>		<u>Unrestricted</u>	<u>Totals</u>
Maintenance Fund Beginning Balance	21,458		15,000		16,508	31,508
Transfer per Lease Agreement for 2019/2020	10,000	Expenses				
Interest Earned	<u>50</u>	GP hot water heater	630	WM A/C	4,383	
	31,508	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>15,361</u></u>	GP fans	398			
		Total Expensed	<u>2,994</u>		<u>13,154</u>	<u>16,148</u>
		To be Transferred				
		Remaining	<u><u>12,006</u></u>		<u><u>3,354</u></u>	<u><u>15,361</u></u>
Expense						
5500 - Facilities & Equipment						
5402 - Branch Building Improvements	11,135					
5501 - Bld Repairs & Maintenance	4,383					
5505 - Equipment Improvement & Maint.	<u>630</u>					
Total Expense	<u><u>16,148</u></u>					

**Josephine Community Library District**  
**Balance Sheet**  
 As of October 31, 2020

Oct 31, 20

ASSETS	
Current Assets	
Checking/Savings	
1000 · People's Bank of Commerce	124,734.97
1010 · People's Bank-Savings	15,360.58
1100 · General Pool 6000	812,233.53
1110 · LGIP - Reserve Fund	150,669.04
1120 · Jo Co Treasury Account	-13.00
1150 · Cash Drawers	390.00
Total Checking/Savings	<u>1,103,375.12</u>
Other Current Assets	
1310 · JoCo Reserve for Disputed Tax	19,845.94
1500 · Interfund Loans	5,000.00
Total Other Current Assets	<u>24,845.94</u>
Total Current Assets	<u>1,128,221.06</u>
Fixed Assets	
1610 · Furniture and Equipment	303,130.91
Total Fixed Assets	<u>303,130.91</u>
<b>TOTAL ASSETS</b>	<b><u><u>1,431,351.97</u></u></b>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2100 · Payroll Liabilities	
2130 · Health Insurance withholdings	111.40
Total 2100 · Payroll Liabilities	<u>111.40</u>
2400 · Deferred Revenues(audit)	19,845.94
2900 · Interfund loan payables	5,000.00
Total Other Current Liabilities	<u>24,957.34</u>
Total Current Liabilities	<u>24,957.34</u>
Total Liabilities	<u>24,957.34</u>
Equity	
3909 · General Fund Balance	2,495,639.65
3909A · General Fund Appropriated	-1,112,793.02
3910 · GP Maint Fund Balance	15,330.80
3910A · GP Maint Fund Appropriated	-15,330.80
3920 · Capital Asset Investments	303,130.91
Net Income	-279,582.91
Total Equity	<u>1,406,394.63</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u><u>1,431,351.97</u></u></b>

TO: Josephine Community Library District Board of Directors  
FROM: Kate Lasky, Library Director  
DATE: November 18, 2020  
SUBJECT: First reading of revised Operations Policy 3-6-1

---

### **Background**

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

- Revised Operations Policy 3-6-1, **Library Card Eligibility (revised)**

### **Recommendation**

As new online services have been implemented in response to and during the pandemic, policies should reflect subsequent changes. The recommended revision to the Library Card Eligibility policy addressed digital library cards issued online through the library's ILS, adding it to the list of options.

## Policy 3-6-1. Library Card Eligibility

*Adopted 3/15/2018  
Revised 5/18/2018  
Revised 2/19/2020*

### A. Full-Service Cards

The following categories of individuals are eligible to register for full-service library cards when adequate identification is provided:

- All residents of the Josephine Community Library District are eligible for a full-service card; applicants must show photo identification with current address.
- Residents of areas outside the library district may register for a card after paying a household out-of-district fee; applicants must show photo identification with current address. See Out-of-District Cards section below.
- Youth under age 16 may be issued their own library card when accompanied by an adult providing their signature and proof of identity and address. An adult's signature on a youth application constitutes the adult's permission for the youth to have a borrower's card and signifies a willingness to assume financial responsibility for all items checked out on the card.

### B. Out-of-District Cards

In fairness to those taxpayers who are residents and property owners within JCLD boundaries, an annual fee will be charged to patrons who live outside of the district. The amount of the flat, per-household fee is evaluated each year during the budget process to be sure it is equitable and a fair value for services. The current fee is \$60 per household.

~~Out of district patrons must have a current library card in good standing to check out materials or access library provided databases from home.~~

JCLD may waive or reduce this fee for certain reasons that may include, but are not limited to, volunteer work, educational need, or outreach efforts. This may include:

- Certified educators teaching within Josephine County (must show current school ID). Card must be renewed each year by showing valid school ID.
- Transitional residence facilities.
- Active library volunteers who reside outside the district are eligible for a volunteer library card. Eligibility for a volunteer card is reviewed quarterly.

### C. Library Cards for Non-Resident District Property Owners

Owners of properties located within the district but who reside outside the district support the libraries through their in-district property taxes and therefore may be eligible for library cards.

To apply, the property owners must show photo identification and complete the

“Library District Property Confirmation” form on which they specify their in-district property address, and attest that they own this property.

This policy will be reviewed annually.

D. Internet Cards

Internet cards provide public access computer use privileges to patrons, but no borrowing privileges. These cards are available at no charge and proof of address is not required. Acceptable identification includes, but is not limited to:

- government-issued identification
- credit card
- organization membership card
- insurance card
- student body card

E. Internet Guest Pass

A guest pass is available to allow visitors access to public computers. No identification is required to use a guest pass.

F. Instant online library cards (digital library cards)

Digital library card registration is available through the library’s website and ILS for instant access to digital resources including electronic books and subscription databases. This card cannot be used to check out physical items. To convert a digital library card to full-service status patrons must visit a library branch and present the required identification, proof of residency, and out-of-district fee if applicable.

Library cards are not required for in-house services, or to participate in library programs.

TO: **Josephine Community Library Foundation Board of Directors**  
FROM: **Facilities Oversight Task Force: Beecher Ellison, Kate Lasky, Laurel Samson, Rebecca Stoltz, Steve Swearingen, Doug Walker**  
Advisor: **Alissa Allen, district maintenance coordinator**  
DATE: **November 06, 2020**  
SUBJECT: **Facilities Oversight Task Force Memo**

---

### **Background**

The Facilities Oversight Task Force (FOTF) provides oversight of the Facilities Master Plan for the purpose of alignment between the district and the foundation. The FOTF advises on capital improvements that impact the Facilities Master Plan as the long-term vision of the library facilities.

### **Status**

FOTF continues to review and plan next steps to address the Illinois Valley and Williams building projects.

For Illinois Valley, the district is contracting with 1st Choice Windows to replace the windows. Currently, the windows in the Illinois Valley branch do not open. The purpose of the window replacement project is to mitigate coronavirus by allowing outside air into the building. Project will begin in late November. The district secured three informal bids for the HVAC replacement project, also designed to mitigate coronavirus spread. The district selected Caveman Heating & Air Conditioning for the contract. The district is assessing the capacity of the electrical system to support the new HVAC and working with electricians to seek three informal bids and waiting to schedule the contractors to begin work. With the fires impacting the area, appointments to secure bids for the HVAC system and had to be rescheduled.

**ACTION:** District maintenance coordinator will secure three bids to upgrade the correlating electrical work in the Illinois Valley branch to support a new HVAC system.

FOTF discussed the Williams branch library and the newly installed fence. Three Rivers School District installed a fence around the library to protect its property while residents use the grounds and the WiFi.

