

Josephine Community Library District
Board of Directors Regular Meeting
Wednesday, January 20, 2021 at 5:30pm, Virtual Meeting
Call (669) 900-9128. Meeting ID #876 8086 4373
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
Call to Order		P. Fahey	
Standing Items			
1. Approval of agenda	Motion	P. Fahey	5 min
2. Approval of consent agenda		P. Fahey	
a. December 16 minutes			
b. Resolution 2021-001 Policy			
c. Resolution 2021-002 Donation			
d. Resolution 2021-003 Grants			
3. Annexation petition review: Deborah Anne Collins, Rachel Goodman	Motion	P. Fahey	
4. Public comment		P. Fahey	
5. Correspondence		P. Fahey	
6. Training: United for Libraries Short Takes		K. Lasky	10 min
Strategic Planning Preparation			
1. Strategic planning process	Report	K. Lasky	5 min
Staff Reports			
1. Library director's report	Report	K. Lasky	10 min
2. Financial report	Report	K. Hay	5 min
3. Budget officer's report	Report	K. Lasky	5 min
Action Items			
1. CARES Act funding: CRF, FEMA, PPP	Discussion	Lasky/Hay/Stover P. Fahey	10 min
2. First reading: Operations Policy 3-1-2 Conduct	Discussion		5 min
Board Member Reports			
1. Library Foundation liaison report	Report	D. Mannix Ellison/Samson	5 min
2. Facilities Oversight Task Force report	Report		5 min
Announcements			
1. Comments from board members		All P. Fahey	5 min
2. Date and agenda items for next meeting			
Adjourn		P. Fahey	

Date and Time	Upcoming Meetings and Events
February 17, 5:30pm	District Board Meeting, location TBA

Josephine Community Library District
Board Regular Meeting Minutes
Wednesday, December 16, 2020 at 5:30 pm
Virtual Meeting
Call 669-900-9128. Meeting ID #839 7891 4699

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

Members absent: none

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, Danny Brakebush of Pauly Rogers LLC

Guests: Library Foundation Executive Director Rebecca Stoltz and Library Foundation Liaison David Mannix, Nancy Hitchcock

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

STANDING ITEMS

Approval of agenda. Mr. Fahey removed the executive session from the 12/16 agenda.

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

- **November 18 minutes.** No changes were requested.
- **Resolution 2020-032 Policy**
- **Resolution 2020-033 Grant**

Motion: Ms. Samson 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.

ANNUAL AUDIT REPORT

Danny Brakebush from Pauly Rogers LLC presented the annual library district audit report referring to the letter to the board titled "Communication to the Governing Body for the Year Ended June 30,2020."

STRATEGIC PLANNING PREPARATION

Community outreach report. Ms. Stover shared the Community Outreach Report as part of the Needs Assessment. The following are highlights:

- Needs Assessment questions: What are the information needs of Josephine County residents? To what extent are these needs being met?
- The most common themes in the order they were mentioned include basic needs and resources, diverse perspectives and representation, home/family/household management, civic engagement, community connections, activities.
- Possible library actions: collection, programs, promotion
- This report is meant to help inform strategic planning.

Strategic planning process. Ms. Lasky informed the board that Darci Hanning with the State Library of Oregon will facilitate the library's next strategic planning sessions.

STAFF REPORTS

Library director's report. Ms. Lasky reviewed the Library Director's Report dated December 16, 2020. The following are highlights:

- The library has invested in three new databases from Brainfuse: HelpNow, JobNow, and VetNow. HelpNow offers live tutors for all grade levels in English or Spanish.
Action: Mr. Fahey requested that library staff keep track of database usage in order to determine which database subscriptions to renew in the coming year(s).
- The library has rolled back to just curbside service for now.
- There is steady increase of checkouts of the mobile hotspots and laptops from the Library of Things.
- A new Storybook Walk is up through the end of December in Grants Pass and Cave Junction.
- The library is adding a land acknowledgement to the library website.
Mr. Harelson stated that there is a potential for the land acknowledgement to cause some controversy in the community, but that it is very well written.
Action: Mr. Harelson requested that the library website also share resources about the impact of the Chinese population in Josephine County on its local history page.

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

ACTION ITEMS

First reading: Personnel Policy

The board of directors reviewed Policy 4-4-4, Education Assist Plan

BOARD MEMBER REPORTS

Library Foundation liaison report. Mr. Mannix reported that the library foundation started the end-of-year fundraising drive several weeks late this year, yet they are bringing in almost double what they did last year on a weekly basis.

Jason Mackey from City Planning has joined the foundation board.

Library foundation board members Steve Swearingen and Doug Walker are now on the FOTF committee.

Facilities Oversight Task Force. No updates.

ANNOUNCEMENTS

Comments from board members.

Date and agenda items for next meeting. Mr. Fahey announced that the next regular meeting will be at 5:30 pm on Wednesday, January 20.

ADJOURNMENT

The meeting adjourned at 7:00 pm.

Respectfully submitted,

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

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 Adopting Policies for)
Josephine Community Library District) **Resolution No. 2021-001**
)
)

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, 4-4-4, Educational Assistance Plan (revised)

DONE AND DATED this 20th day of January 2021.

Pat Fahey, Board Member

Gina Marie Agosta, Board Member

John Harelson, Board Member

Beecher Ellison, Board Member

Laurel Samson, Board Member

Policy 4-4-4. Educational Assistance Plan

Adopted 12/18/2019

Adopted xx/xx/xxxx

Objective

Josephine Community Library District (JCLD) offers educational reimbursement benefits to encourage self-development and professionalism by providing financial assistance for certain-job related education-~~related~~ expenses.

This Educational Assistance Plan (EAP) includes assistance with the cost of tuition and certain other ~~related~~ educational expenses in the pursuit of an undergraduate or graduate degree and non-degree college courses, as related to the employee's current job description or in pursuit of advancement in job position.

Eligibility

JCLD provides the EAP to regular full-time who work at least 40 hours per week, or at least 80 hours on a bi-weekly basis and part-time employees who regularly work 20 hours a week or more. Eligibility for the EAP begins on the 91st day of employment.

Plan Benefits

JCLD will reimburse the employee no more than \$1,000 a fiscal year for qualified educational expenses. Under Section 127 of the Internal Revenue Code, the employee receives the reimbursements under this EAP as tax-free fringe benefits.

Approval

Employees must gain approval for reimbursement from library director and manager prior to enrolling in any degree or non-degree courses. This will alleviate any potential expenses being incurred which are ineligible. An EAP Request Form must be completed and submitted to manager and library director for approval prior to enrollment. Approval for the EAP is at the discretion of the library director in conjunction with employee's manager.

Eligible Tuition, Fees and Expenses

The following expenses may be eligible for reimbursement as related to the employee's job description:

1. Tuition fees for college/university eligible courses. Eligible courses include college-credit course offered by an accredited college or university; online courses offered by an accredited college or university; and, adult education non-credit and/or non-degree courses offered by an accredited institution.
2. Required textbooks, supplies and required fees. These may include books printed or electronic; supplies if they are required as part of the course; and, fees assessed by the institution which are required for enrollment in and completion of an approved course or degree and are not refundable after completion of a course.

An employee is eligible for reimbursement of a course under this EAP only if he or she is an active employee at the time the course commences and at the time of reimbursement.

Ineligible Tuition, Fees and Expenses

Ineligible fees and expenses include:

1. Recreation or leisure time courses such as golf, bridge, sewing, etc. are not covered.
2. Dale Carnegie, Evelyn Wood Reading Dynamics, and other similar programs are not covered under this EAP. If a manager recommends one of these courses, it may be eligible for reimbursement as a business expense.
3. Optional supplies and fees are not reimbursable.

Reimbursement Qualifications

To qualify for reimbursement, an employee must receive a grade of 3.0 or better, or a “Pass”, if taking a “Pass/Fail” course. No benefit will be payable unless these requirements are met.

Once a course has been satisfactorily completed, an employee may request reimbursement for eligible fees and expenses related to the course up to a maximum of \$1,000. An EAP reimbursement form will be submitted to the employee’s manager with documentation of grade received. Manager will then submit form to library director for signature.

Reimbursement requests must be submitted no later than 90 days following completion of the course. A reimbursement submitted after 90 days is not eligible for reimbursement.

Repayment Requirements

The JCLD Education Assistance Plan Repayment Agreement requires that an employee repay amounts reimbursed for tuition, fees and expenses in the event the employee voluntarily separates employment from JCLD.

By signing the Repayment Agreement, an employee agrees to repay tuition, fees and expense benefits received under the EAP based on voluntary separation and the following schedule:

Time Worked The time between the date of the reimbursement and the employee’s termination date.	Percentage of Repayment As related to the amount of tuition, fees and expenses reimbursed to the employee prior to the employee’s termination date.
6 months or less	100 %
Greater than 6 months, less than 12 months	75%
Greater than 12 months, less than 18 months	50%
Greater than 18 months, less than 24 months	25%

|

Time Off Work

~~Course schedules should not conflict with the employee's work schedule. Course associated research, projects, homework, and the like, should not be performed during the employee's scheduled work hours.~~

Modification and Termination

JCLD reserves the right to modify or terminate this EAP, in whole or in part, in such manner as it shall determine. Modification or termination may be made by JCLD for any reason.

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

In the Matter of Authorizing)
Expenditure of an Oregon Community) Resolution No. 2021-003
Foundation Grant Offered to Josephine)
Community Library District)

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

WHEREAS, since the date of budget adoption, JCLD has accepted a \$8,423 grant from Oregon Community Foundation in support of early literacy education for children ages birth to 5; and

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

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves

The \$8,423 grant from Oregon Community Foundation is authorized for expenditure in fiscal year 2020-21 for early literacy education.

DONE AND DATED this 20th day of January 2021.

Pat Fahey, Board Member

Gina Marie Agosta, Board Member

John Harelson, Board Member

Beecher Ellison, Board Member

Laurel Samson, Board Member

Annexation Petitions

January 20, 2021

The following property owners are petitioning that their properties be annexed to the Josephine Community Library District. Their petitions will be on hand at the January 20 board meeting for review and action.

	Property Owner	Address
1	Collins, Deborah Anne	2266 Riverbanks Rd. Grants Pass, OR 97527
2	Goodman, Rachel	11130 Takilma Rd. Cave Junction, OR 97523

TO: **Josephine Community Library District Board of Directors**
FROM: **Kate Lasky, library director**
DATE: **January 20, 2021**
SUBJECT: **Strategic planning process**

Resources

2020 Community Needs Assessment
State Library of Oregon Public Library Consultant Darci Hanning
2019-20 Annual Report
2017-20 Strategic Direction

Background

A strategic plan is the overarching document that guides library operations, including mission, vision, goals, activities, and objectives. The current strategic plan adopted by the board of directors for 2017-20 addresses imperatives, objectives, and initiatives.

The JCLD board of directors is set to review and update the library's strategic plan for 2021-2024.

To inform this strategic planning process, staff developed the 2020 Community Needs Assessment, answering the question "What are information needs of Josephine County residents and to what extent are these needs being met?" The final report was presented to the JCLD board of directors at their December 2020 board meeting.

In December 2020, staff participated in strategic planning with Public Library Consultant Darci Hanning to develop a draft mission statement for board review. Later, in January 2021, staff prioritized focus areas and activities based on the Community Outreach Report, part of the 2020 Community Needs Assessment.

Stakeholder Meeting

The JCLD board of directors and community stakeholders will convene on January 25 at 5pm for a strategic planning session to draft a vision statement and prioritize focus areas for the library's three-year strategic plan. This session will be facilitated by Public Library Consultant Darci Hanning. Nine community stakeholders from the 2020 Community Needs Assessment focus groups and key informant interviews will participate in this stakeholder session.

The stakeholder meeting is scheduled as a virtual meeting on January 25 at 5pm. This meeting will be conducted as a workshop with all stakeholders participating and the public invited to observe. A public notice will be sent, and minutes will be taken.

Outcomes of the stakeholder meeting include confirmation of a vision statement, selection of focus areas, and a process for staff to develop activities and objectives in the coming weeks.

A final 2021-2024 JCLD Strategic Plan will be available in February to inform FY2021-22 budget planning.

TO: Josephine Community Library District Board of Directors
FROM: Kate Lasky, Library Director
DATE: January 20, 2021
SUBJECT: Library director's report

General Updates

- Board Position 1 and Position 2 are open for the May 2021 election. Candidate filing and statement deadlines are available on the [Josephine County Clerk's website](#). Library director worked with Board Member Beecher Ellison to correct board terms for Position 3, Position 4, and Position 5. (*See attached letter from the clerk*).
- Library continues to offer curbside services as COVID cases increase in Josephine County. Patrons expressed gratitude that we can continue this service safely while buildings are restricted.
- State of Oregon CARES Act Coronavirus Relief Funds (CRF) were depleted the first week of December. (*See CARES Act Memo for more information*). This change will not affect the district's bottom line nor require a supplemental budget.
- Received donation of \$10,000 from AllCare Health for COVID response support for reopening.
- Awarded grant request of \$8,423 by GO Kids Steering Committee for Southern Oregon and the Southern Oregon Leadership Council of Oregon Community Foundation for the How to Sprout a Reader early literacy program.

Stories

- **Online branch:** Sent from a grateful patron via PAC "Ask us" function. Message: No questions, just want to let you know that I'm grateful for your service. All of you helped in keeping me grounded in hard times. Thank you, and a Very Happy New Year.
- **In Grants Pass,** several patrons tried to give the library staff holiday goodies through the book drop, while another patron mentioned she wanted to bake something special and bring it in later. It was one gesture she was hoping to offer to thank the library for providing services. While grateful for the offers, staff regretfully declined these donations due to COVID-19 restrictions.
- **In Illinois Valley,** a patron called to thank the library for supporting her in a time of grief and loss after her husband passed away. "Having the regular routine of visiting my friendly library every week has been a blessing."
- **In Wolf Creek,** a patron new to the area signed up for an online library card. When she came to pick up her books and update her card to full service, she asked if there were any new release mysteries available in the branch. The branch manager found several, and when delivering the books, the patron exclaimed, "Oh, wow! This is better than Christmas! You have just absolutely made my day." She then offered to volunteer.
- **In Williams,** a Williams Elementary parent visited curbside pickup for AR books for her children to read over the holiday. She explained she had just lost her job due to the pandemic and was struggling with ideas to keep her children entertained and busy. The branch manager was able to explain how to use the website to place a hold and the Libby app, give her craft kits and "shelf shopped" for books she could take home. She has been back every week since.

Successes

- A number of children’s books are selected and boxed for pick-up for Wildlife Images’ Critter Campus students, “Thank you SO much for doing this for our organization. The kids have absolutely loved it and looked forward to seeing what was in the new stack of books.”
- Signups for tween/teen book boxes has been successful with 48 participants representing all four branches. The boxes contain themed activities and a free book.
- The library foundation transferred \$25,000 from the Dorothy Thompson Fund to support collection development for print materials.

Challenges

- The communications department continues to look at alternative ways to feature information about programs and resources on the website as some patrons and volunteers are still having a hard time navigating the online library branch.
- Depletion of anticipated CARES Act funding for special districts has created budgeting challenges. An updated financial forecast will be postponed to the February board meeting as line items are reallocated/reclassified accordingly.

Imperative #1 Enhance program quality and customer service.

- Shifting to ordering only pre-cataloged materials to ensure new items reach the shelves in a timely manner while volunteer catalogers are out of the library.
- Resumed monthly ordering of DVDs, audiobooks on CD, and Spanish books.
- Updated JosephineLINK community database listings with changing COVID information within six months, demonstrating the time commitment of the database.
- Developed first bilingual Facebook book club for the month of January. All posts and discussion questions are being posted in English and Spanish.
- Developed book-club-in-a-bag program. Each month, an additional ten book club selections will be ordered. After the club reading is complete, overflow books will be bagged with discussion questions and available as a Library of Things check-out.
- Launched the Winter Reading Challenge using a new online resource Beanstack. Patrons sign up for a Beanstack account and track their reading for a chance to earn prizes.
- Attended virtual sessions of Guadalajara book fair for Spanish book selection.
- Library purchased new databases for online library service during COVID. A baseline is being established to track usage; however, previously administered databases sponsored by the State Library called Gale Cengage are tracked annually:

Gale Cengage searches by month – three-year comparison													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Totals
2018	1,402	938	2,111	1,101	1,527	403	716	966	3,606	1,430	5,536	444	20,180
2019	1,430	5,726	1,236	2,400	2,236	754	6,159	672	426	2,050	3,100	56	26,245
2020	2,304	818	3,500	2,035	552	21	572	64	81	87	175	33	10,242

FYE 2020	Jan	Feb	Mar	Apr	May	Jun	Total
PAC logins	2,987	2,625	2,036	1,236	1,102	3,055	13,041
Overdrive checkouts	4,154	3,897	4,219	5,070	5,492	5,262	28,094
Overdrive users	779	752	782	930	904	882	5,029
Advantage checkouts	235	256	357	893	1,031	1,085	3,857
Overdrive new users	62	53	85	178	65	79	522
Learning Exp sessions	11	10	19	0	3	6	49
Learning Exp registrations	5	6	7	0	1	1	20
Novelist	389	221	156	142	59	243	1,210
Mango sessions	27	33	20	96	29	10	215
e-Cards registered			87	200	55	98	440
WiFi access	5,592	5,383	3,600	10,743	9,169	9,394	43,881
ScienceFlix sessions				9	5	5	19

FYE 2021	Jul	Aug	Sep	Oct	Nov	Dec	Total
PAC logins	3,617	3,787	3,777	3,732	3,671	3,858	22,442
Overdrive checkouts	4,972	4,958	4,459	4,530	4,518	4,570	28,007
Overdrive users	867	859	840	795	802	829	4,992
Advantage checkouts	1,057	975	974	885	825	876	5,592
Overdrive new users	56	51	48	41	45	54	295
Learning Exp sessions	1	0	2	8	5	5	21
Learning Exp registrations	0	0	1	2	1	1	5
Novelist	381	362	329	475	296	332	2,175
Mango sessions	8	8	17	7	4	3	47
Udemy courses enrolled	4	2	1	4	4	15	30
Udemy users	1	2	1	4	2	9	19
Udemy lectures	0	4	0	2	36	49	91
Chilton sessions	2	1	5	1	1	2	12
CreativeBug users					11	8	19
CreativeBug sessions					23	29	52
Brainfuse: JobNow						25	25
Brainfuse: VetNow						21	21
e-Cards registered	57	78	69	56	83	80	423
WiFi access	utd	utd	utd	utd	utd	utd	
ScienceFlix sessions	3	10	17	29	0	3	62
Brainfuse: HelpNow						56	56

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

- In response to findings from the employee engagement survey and focus groups, supervisors plan to meet with direct reports for quarterly check-ins to improve engagement.
- Sent each active volunteer a personalized holiday time check-in email and sent eblasts to all volunteers. All active volunteers are supportive of the library during this time.
- VolunTEENs now have an opportunity to earn volunteer hours from home. VolunTEENs may volunteer to assist the library with the prepping the library's monthly craft and activity kits from home. Specific tasks may include cutting, sorting, assembling, and more. Additional responsibilities include picking up and dropping off the materials and supplies to the library on a set schedule.
- The library's VolunTEEN program often propels youth in our community to explore further interests in both the library and volunteerism in general. This month one former VolunTEEN requested a letter of recommendation as he pursued a library science degree, and another young man shared that his time as a VolunTEEN inspired him to apply for service with AmeriCorps.

Imperative #3 Enhance the facilities across the library systems.

- Illinois Valley COVID Renovation Project nearly complete. HVAC and electrical upgrade finished. Waiting on shipment of some new windows to be installed upon arrival.
- Grants Pass children's library office finished.
- Oregon OSHA required plans are complete, including the COVID risk assessment and infection control plan.
- HR Answers completed the required Oregon OSHA training for all staff.

Imperative #4 Develop efficient operating systems and structures.

- In a continued effort to maximize efficiency, detailed monthly analysis of new and renewed library cards has been suspended. This time-consuming manual process was established to monitor impact of library district boundaries. Data remained consistent since inception, with 60 percent of cards registered to patrons residing in district and 40 percent out of district. Tracking this data for only new library card registrations is a simple automated process and will continue, as will reporting of scholarships and annexations.
- Spanish translations on the website are nearly complete with some areas still in progress. The communications team is working to come up with procedures to make sure that as staff makes changes to webpages, the Spanish version is also updated.
- In cataloging, began downloading MARC records from additional vendors, enabling the creation of on-order items at the time of purchase for audiobooks and DVDs. This allows patrons to place holds as soon as items are ordered and facilitates acquisitions processes and expenditure tracking.
- Completed routine cataloging and processing tasks in lieu of volunteers.
- Conducted routine weeding and discarding.

Imperative #5 Build awareness and expand partnerships.

- Library of Things and Education/Research sections of the library website have been redesigned for increased capacity and improved navigation.

- Creating Google ads to promote the library collection, programs, and virtual resources beginning in January.
- Developed a library “how-to” video introduction to Udemy database as an online resource and engagement tool.
- Expanded outreach for the How to Sprout a Reader program to include program partner clients. A full class is scheduled in January.
- As of December 31, Dolly Parton Imagination Library had 2,142 active children, with an additional 920 children who aged out of the program.
- Students and staff at Sunny Wolf Charter School continue to check out 150+ books each week. Many older students started utilizing the library outside of their school program.
- Williams Elementary school teachers and the Williams branch manager collaborated to advertise to students’ families AR (accelerated reader) books from the Williams Elementary collection for students to read for extra credit over the winter holiday break. The branch manager distributed the books at curbside pickup and was able to provide more information library services.
- Weekly sharing to the Williams local Facebook page and local email list about programs and services has increased both email and phone communications from new and former patrons with questions about how to log into and use the online services to how to renew or get a library card.
- Friends of the Library is sponsoring Word Wise monthly radio PSA for early literacy.
- The library foundation’s end-of-year fundraising drive exceeded its fundraising goal raising \$61,000 by December 31. To date, that is the most we have raised during a fundraising drive. The foundation credits much of the success to the Daily Courier picking up its press release and printing an article on the front page about the shortfall. The community’s response was positive.



Josephine County Elections
 (541) 474-5243
 500 NW 6th Street
 Grants Pass, OR 97526
 www.josephinecounty.gov

DISTRICT NAME Josephine Community Library District
 200 NW C St. CONTACT PERSON Kate ~~Laskey~~
 Grants Pass, OR 97526 E-MAIL: *Lasky*
 TELEPHONE NO. *Lasky*

DATE OF NEXT REGULAR DISTRICT ELECTION **May 18, 2021**
 THIS FORM MUST BE RETURNED TO THE COUNTY CLERK'S OFFICE NO LATER THAN **February 2, 2021**

Check the appropriate sentence below:
 The information below is correct as given.
 Additions or corrections to information below should be made as indicated.

Kate Lasky
 Approved (Signature of Contact Person)

PART I - LIST NAMES OF ALL DIRECTORS CURRENTLY ON BOARD

NAME	POSITION OR ZONE NUMBER	ELECTED (E) OR APPOINTED (A)	DATE OF ELECTION OR APPOINTMENT	LENGTH OF TERM (ELECTED)
Beecher C. Ellison	Pos. 1	Elected	May 2017	4 years
Laurel Samson	Pos. 2	Elected	May 2017	4 years
Pat Fahey	Pos. 3	Elected	May 2019	<i>4</i> / 2 years
Gina Marie Agosta	Pos. 4	Elected	May 2019	<i>4</i> / 2 years
John Harelson	Pos. 5	Elected	May 2019	<i>4</i> / 2 years

PART II - COMPLETE THE FOLLOWING FOR APPOINTED DIRECTORS ONLY

NAME OF APPOINTEE	NAME OF DIRECTOR REPLACED	DATE REPLACED DIRECTOR LAST ELECTED	LENGTH OF TERM

TO: Josephine Community Library District Board of Directors
FROM: Business Manager Kedron Hay
DATE: January 20, 2021
SUBJECT: December 2020 Financial Statement

Accounting

- The net income for the general fund on the P&L of \$676,289 does not equal the Balance Sheet net income of \$774,070. This is due to the Balance Sheet representing all funds/grants and the P&L representing only the General Library Operations fund. \$676,289 plus \$97,781 (net income of special funds only) equals \$774,070.
- JCLD invoiced Josephine Community Library Foundation \$60 for 1 household scholarship and \$25,000 for reimbursement for the Dorothy Thompson collection grant.
- LGIP interest remains at .75%.

Statement of Financial Activities (general fund P&L)

Revenue

- The district received \$277,261 for current year tax levy and \$725 of prior year's tax levy income in December 2020; total year to date tax revenue is \$1,324,591.
- Non-resident card fees for the month of December were \$250.

Expenses

- Collection development budget is \$175,000 for general fund purchases. Total collection development dollars spent in December from the general fund are \$30,716, and \$9,247 for special funds in December. Total year-to-date collection development purchases equal \$111,138 for all funds.
- Personal services are distorted for December at \$89,812. The Public services director (March 15-July 1), maintenance coordinator (March 15-December), and library sub (March 15-December), wage and payroll tax were reclassified to the State of Oregon CARES Act Coronavirus Relief Fund grant in the amount of \$47,300 and reversed to general fund.
- A forecast for the remaining budget year should have an update for the February board of directors meeting. Currently this is a difficult process as expenditures are being reclassified from the CRF grant back to the general fund and awaiting reclassification for monies requested from other sources such as FEMA and the library foundation.
- Telecommunications is not reflective of Hunter Communications invoices. JCLD is awaiting corrected invoicing. This complication is due to the E-rate program and Hunter's inaccurate billing. This complication has nearly been resolved in January 2021.

Special Contracts

- Special contracts include \$3,180 for technical/grant writing to Stover Writing Services and \$1,000 to Coraggio Group for employee engagement survey focus group study in the month of December.

Grants

- Total of grant expenses for the month of December is \$48,804.
- Total revenue received from grants in FY21 is \$307,605 representative of 12 grants.

Statement of Financial Position (balance sheet)

- The district assets include \$161,752 in the district checking account. The Grants Pass maintenance fund totals \$15,365 and is held in a savings account with People's Bank. LGIP account "General Pool 6000" represents tax dollars transferred from the Josephine County Treasurer to the required government investment account and totals \$1,826,758 and a reserve fund of \$150,857. 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 \$2,176,873 including \$251,131 in restricted grant funds, maintenance fund and reserve fund.

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

	Actual December-20		Year to Date Actual		Annual Budget		\$ Over (Under) Budget
Ordinary Income/Expense							
Income							
4000 · Current Year Tax Levy	\$ 277,261	\$	1,298,451	\$	1,425,000	\$	(126,549)
4005 · Prior Year Taxes	\$ 725	\$	26,140	\$	27,200	\$	(1,060)
4100 · Fees	\$ 70	\$	682	\$	-	\$	682
4102 · Non-Resident Card Fees	\$ 250	\$	2,560	\$	45,000	\$	(42,440)
4200 · Interest Income	\$ 5,350	\$	17,662	\$	22,000	\$	(4,338)
4300 · Other Revenues	\$ -	\$	1,010	\$	-	\$	1,010
4310 · Donations	\$ -	\$	-	\$	-	\$	-
Total Income	\$ 283,656	\$	1,346,505	\$	1,519,200	\$	(172,695)
Expense							
5000 · Personal Services	\$ 89,812	\$	340,965	\$	843,600	\$	(502,635)
5200 · Collection Development	\$ 30,716	\$	74,269	\$	175,000	\$	(100,731)
5300 · Technical Services	\$ 8,123	\$	38,606	\$	42,600	\$	(3,994)
5400 · Building Improvements	\$ 66,059	\$	73,272	\$	13,800	\$	59,472
5500 · Facilities & Equipment	\$ 9,234	\$	13,284	\$	49,800	\$	(36,516)
5600 · Computer Maintenance	\$ 26,267	\$	29,023	\$	13,800	\$	15,223
5700 · Insurance	\$ 1,007	\$	1,007	\$	9,400	\$	(8,393)
5800 · Travel & Training	\$ 970	\$	6,498	\$	44,200	\$	(37,702)
6630 · Election	\$ -	\$	-	\$	10,000	\$	(10,000)
6640 · Auditor	\$ 18,500	\$	18,500	\$	17,500	\$	1,000
6650 · Patron Services and Supplies	\$ 28	\$	50	\$	9,100	\$	(9,050)
6660 · Volunteer Support	\$ 16	\$	84	\$	2,900	\$	(2,816)
6670 · Events at Library	\$ 691	\$	791	\$	13,200	\$	(12,409)
6680 · Communication & Outreach	\$ 3,581	\$	7,354	\$	30,500	\$	(23,147)
6690 · Special Contracts	\$ 5,439	\$	33,754	\$	95,500	\$	(61,746)
6699 · Legal Administration	\$ 850	\$	935	\$	2,000	\$	(1,065)
6700 · Administrative Support	\$ 1,656	\$	9,495	\$	19,900	\$	(10,405)
6800 · Telecommunications	\$ 582	\$	5,547	\$	15,200	\$	(9,653)
6850 · Utilities	\$ 3,682	\$	16,783	\$	40,600	\$	(23,817)
8000 · Transfers & Contingency	\$ -	\$	-	\$	-	\$	-
Total Expense	\$ 267,215	\$	670,216	\$	1,448,600	\$	(778,384)
Net Ordinary Income	\$ 16,442	\$	676,289	\$	70,600	\$	605,689
Net Income	\$ 16,442	\$	676,289	\$	70,600	\$	605,689

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

	Revenue Collected through FY20	Revenue Year to Date FY21	Annual Budget	Total Revenue	Expenditure Spent through FY20	Expenditure Year to Date FY21	Total Expenditure	Remaining Fund Balance
Grant Revenue								
AllCare - Covid 19	4,098	0	4,098	4,098	0	(4,098)	(4,098)	0
AllCare - unrestricted	0	10,000	0	10,000	0	0	0	10,000
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
Chaney Family Foundation	0	5,000	5,000	5,000	0	(383)	(383)	4,617
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	160,179	40,000	166,741	(6,562)	(118,082)	(124,644)	42,097
Dorothy Thompson Fund - 2020	0	25,000	25,000	25,000	(8,878)	(16,123)	(25,000)	0
Ford Family Foundation	0	25,000	25,000	25,000	0	(14,609)	(14,609)	10,391
Friends of the Library	29,804	0	20,100	29,804	(27,019)	(2,205)	(29,225)	579
JCCC - adult craft kits	-	1,500	-	1,500	-	(119)	(119)	1,381
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	(16,000)	(16,000)	0
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)	(9,614)	(11,374)	(7)
Ready to Read Program 2021	0	11,304	11,304	11,304	0	0	0	11,304
Rotary Club of GP - student hours	0	1,000	0	1,000	0	0	0	1,000
State Library - CARES	0	0	0	0	0	(10,400)	(10,400)	(10,400)
Total	111,242	307,605	275,634	418,846	(83,702)	(210,544)	(294,246)	124,600

Cash Basis

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

	<u>Maintenance Fund (Special Funds)</u>		<u>Restricted</u>		<u>Unrestricted</u>	<u>Totals</u>
Maintenance Fund Beginning Balance	21,458		15,000		16,512	31,512
Transfer per Lease Agreement for 2019/2020	10,000	Expenses				
Interest Earned	54	GP hot water heater	630	WM A/C	4,383	
	<u>31,512</u>	GP gutter/ glashing	239	IV sewer	3,771	
		GP gutter cleaning	85	IV fascia/eave	5,000	
Transfers to General Fund	<u>-16,148</u>	GP ceiling tiles	42			
		GP water fountain	1,600			
Total Maintenance Fund Balance at 6/30/2019	<u><u>15,365</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>3,358</u></u>	<u><u>15,365</u></u>
Expense						
5500 · Facilities & Equipment						
5402 · Branch Building Improvements	11,135					
5501 · Bld Repairs & Maintenance	4,383					
5505 · Equipment Improvement & Maint.	630					
Total Expense	<u><u>16,148</u></u>					

TO: Josephine Community Library District Board of Directors
FROM: Kate Lasky, Library Director
DATE: January 20, 2021
SUBJECT: FY21-22 Budget Committee Recruitment and Budget Meetings

Budget Committee Recruitment

Recruitment for one new position of the JCLD Budget Committee began in January. Recruitment included a press release, inclusion in the library patron and volunteer newsletters, a social media posting, and website promotion, and a classified advertisement in the local newspaper. The application submissions window will run from January 4 through February 1. To date, the library district has received two applications for the one open seat.

Applications will be reviewed and scored by board members per the application criteria tool prior to the February 17 board meeting. Final scores will be revealed at the meeting and the board will make its selection and ratify the new members.

Budget Committee Meetings

The week of April 5, 2021 is the anticipated first meeting of the Budget Committee. It is expected that the budget process will take place through June 2021, a committee-approved budget will be presented at the May 19, 2021 board meeting, and budget adoption by the board of directors will take place at the June 16, 2021 meeting.

The following Budget Committee calendar summarizes the FY21-22 budget process along with tentative budget committee meeting dates.

Week of April 5, 2021: Budget Committee meeting #1

Committee elects its chair and adopts committee ground rules and ratifies the Budget Committee calendar.

Budget Officer presents the budget message and budget document.

Public comment is heard.

The committee may vote to approve the property tax rate and the budget and refers them to the board of directors or submit further questions or information requests for an additional meeting.

Week of May 3, 2021: Budget Committee meeting #2 (if needed)

Budget Officer resolves questions and presents requested budget revisions.

Public comment is heard.

The committee may submit further questions or information requests.

The committee votes to approve the property tax rate and the budget and refers them to the board of directors.

Note that the district board's regular meetings take place the third Wednesday of each month. Therefore, board activities on the budget would be as follows:

- Wednesday, May 19, 2021: Presentation of committee-approved budget.
- Wednesday, June 16, 2021: Board adopts FY21-22 budget.

FY20-21 ends on Wednesday, June 30, 2021. At this point, the work of the FY21-22 Budget Committee is complete.

TO: Josephine Community Library District Board of Directors
FROM: Kate Lasky, Library Director
DATE: January 20, 2021
SUBJECT: State of Oregon CARES Act Coronavirus Relief Fund (CRF) update

The State of Oregon CARES Act Coronavirus Relief Fund (CRF) funded special district COVID response. The funding allowed for communication, medical and protective supplies, disinfecting supplies, technical assistance and COVID mitigation, public safety measures, employees dedicated to COVID-19, distance learning tied to school closures, and telework capabilities. The library has received \$166,741 from CRF since May for relevant expenses.

In December, the library was denied its request for CRF reimbursement due to lack of funding.

The library had been told it was allocated \$250,000 in eligible nonbudgeted COVID-related expenses incurred from May 1 through December 30, 2020 while funding was available.

Remaining funds needed may be reallocated to CRF. Library director is reallocating payroll already received from CRF for employees dedicated to COVID-19 to cover other CRF December expenses, including the Illinois Valley COVID Renovation Project (HVAC, window replacement, and electrical upgrade). Final allocations are due to CRF administration by February 7.

At the recommendation of the Special Districts Association of Oregon (SDAO), the library district is exploring funding possibilities with the Federal Emergency Management Agency (FEMA). The library is in the process of applying for some support from FEMA, about \$5,000 eligible expenses. Staff is also investigating viability of PPP reimbursable loans, though it is unclear if government agencies are eligible.

The Facilities Oversight Task Force reviewed a district request for foundation support of the Illinois Valley COVID Renovation Project. The foundation will discuss and vote on this funding at their January 26 board meeting.

IV COVID Renovation Project expenses

The following table details the renovation project costs.

Expense	Cost
Windows	\$21,513
HVAC system	\$34,957
Electrical	\$3,315
Total	\$59,785

TO: Josephine Community Library District Board of Directors
FROM: Kate Lasky, Library Director
DATE: January 20, 2021
SUBJECT: First reading of revised Operations Policy 3-1-2

Background

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

- Revised Operations Policy 3-1-2, **Patron Responsibilities and Rules of Conduct (revised)**

Recommendation

The policy revision updates the language to include fighting, threatening behaviors, and hate speech to describe patron conduct expectations and consequences more clearly.

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

Adopted 1/25/2018

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

~~serves all residents of the community and the surrounding region. Service will not be denied or abridged because of religious, racial, social, economic, or political status; mental, emotional, or physical condition; age; or sexual orientation.~~

~~It is a patron's responsibility to maintain necessary and proper standards of behavior in order to protect his or her individual rights and the rights and privileges of other patrons. If a patron creates a public nuisance, that patron may be restricted from the library and from the use of library facilities. Those who are unwilling to leave or do not leave within a reasonable amount of time, after being instructed to do so by the staff, may be subject to arrest by law enforcement officers.~~

Dangerous, destructive or illegal conduct, including but not limited to the following, will not be tolerated:The use of the library may be denied for due cause. Such causes may include:

- Physical abuse or assault, including fighting or challenging others to fight;
- Engaging in any behavior that a reasonable person would find to be disruptive, harassing, or threatening in nature,
- Damaging, destroying, stealing, or otherwise vandalizing library property.
- ~~Failure to return library materials or to pay penalties.~~
- ~~Destruction of library property.~~
- ~~Disturbance of other patrons, or any other illegal, disruptive, or objectionable conduct on library premises.~~

Any person engaging in the above behavior(s) will be asked to leave the library immediately with no further warning. Library privileges may be suspended for a period of up to one (1) year depending on the severity of the violation. In addition, law enforcement may be called, and appropriate legal action may follow.

A. Rules of Conduct

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

- Patrons shall respect the rights of staff, volunteers, and other patrons; offensive gestures, sexual harassment, profanity, abusive language including hate speech,

~~, name calling,~~ and other disruptive behaviors will not be tolerated.

- Patrons are responsible for the behavior and supervision of their children; children age 10 and younger must be accompanied by a parent, guardian, or responsible caregiver at all times and in all areas of the library.
- ~~Smoking~~Use of tobacco products, controlled substances, or alcohol, ~~chewing, and other tobacco use~~ on library property is prohibited.
- Beverages with lids are allowed in the library except in all computer areas, unless otherwise prohibited. Food is limited to designated eating areas.
- Cell phone ringers must be turned off or to a non-noise setting upon entering the building; cell phone conversations should take place outside the library.
- Service animals, but no pets, are welcome in the library. Animals may not be left outside unattended within 10 feet of entrances.
- Patrons must wear shoes and shirts at all times in the library.
- ~~Patrons are responsible for their personal~~Patrons personal property should not block aisles or access to materials and should not be left sand should not leave items unattended.
- Bicycles, carts, and other ~~large~~ objects too large to store without impeding others must be left outside ~~(bike racks are provided); skateboards/skates must be left at the circulation desk.~~
- Patron's personal hygiene (body odor, excessive perfume) should not interfere with other patrons' comfortableability to use of the library.

B. Enforcement

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

- ~~For minor violations, the staff person may simply ask the patron to comply with the rule. A person whose behavior violates this policy will be informed of the rules and asked to cease the behavior. A copy of this policy will be available on request.~~
- ~~For serious violations (including disruptive behavior and failure to comply when requested) and for repeated violations, the staff person may require the person to leave JCLD premises and not return the same day.~~
- ~~Subsequent offenses, refusing to comply with staff instructions, unlawful conduct, or conduct which is immediately threatening to the safety of patrons or staff. Any instance of serious violation shall be reported to the JCLD library director or designee, who shall decide whether an additional sanction is appropriate. Sanctions may result in the suspension of library use for a period of up to one year or longer, depending on the severity of the offense.~~
- ~~For serious violations (including disruptive behavior and failure to comply when requested) and for repeated violations, the staff person may require the person to leave JCLD premises and not return the same day.~~
- ~~Any instance of serious violation shall be reported to the JCLD library director or designee, who shall decide whether an additional sanction is appropriate. First time~~

~~offenders will be excluded from JCLD for a period of 30 days. A second violation results in a 90-day exclusion and a third violation results in a 180-day exclusion.~~

- ~~• When persons under the age of 18 have been excluded, they must meet with library staff to discuss their behavior before the exclusion will be terminated.~~
- Failure to leave or re-entering JCLD property prior to termination of a suspension will ~~be~~ constitute a trespassing.
- Any criminal activity shall be reported to the appropriate law enforcement agency.
- A person who feels his or her library privileges have been wrongly suspended may appeal the decision in writing to the library director or designee within 30 days of receiving notification. The decision of the library director will be final.

TO: Josephine Community Library Foundation Board of Directors
FROM: Facilities Oversight Task Force: Beecher Ellison, Kate Lasky, Laurel Samson,
Rebecca Stoltz, Steve Swearingen, Sue Cohen
Advisor: Alissa Allen, district maintenance coordinator
DATE: January 8, 2021
SUBJECT: FOTF Memo

Background

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

Status

The foundation reported the option to purchase property in downtown Grants Pass has been extended by the property owner to 2023 with no additional expenses in response to the COVID pandemic and challenges in fundraising at this time. This extension gives the foundation an additional year to raise the necessary funds to purchase the property.

The committee discussed the status of State of Oregon CARES Act Coronavirus Relief Fund (CRF) funding.

The district proposed the following funding request of the foundation:

To make the Illinois Valley branch library safer for the public, volunteers, and staff, in December the library district completed the Illinois Valley branch library COVID Renovation Project. Studies demonstrate that indoor spaces with adequate circulation of a mix of outside air with inside air are more effective at cleaning the air of the coronavirus and therefore protect people who gather in these buildings. Such circulation can be achieved with a specific type of heating, ventilation, and air conditioning (HVAC) system or with windows that open.

With this evidence in mind, the library district decided to replace the windows at the Illinois Valley branch library with ones that open and close. The library also decided to upgrade the HVAC system at the Illinois Valley branch library with one that achieves the recommended indoor/outdoor air circulation volume. Electrical wiring work was also needed to accommodate the new HVAC system.

The library district had expected reimbursement of project expenses through the Coronavirus Relief Fund (CRF), which is federal CARES Act funding for special districts administered by the State of Oregon. The library had been told it was allocated \$250,000 in eligible nonbudgeted COVID-related expenses incurred from May 1 through December 30, 2020. Because of the current high demand of building contractors, the project could not be scheduled until December. By the time, the library was able to apply for reimbursement, the Coronavirus Relief Fund had been depleted across special districts throughout Oregon.

Because of this development, the library is now seeking funding to cover the expenses of the IV COVID Renovation Project.

The following table details the renovation project costs.

Expense	Cost
Windows	\$21,513
HVAC system	\$34,957
Electrical	\$3,315
Total	\$59,785

Request for library foundation support

At the recommendation of the Special Districts Association of Oregon (SDAO), the library district is exploring funding possibilities with the Federal Emergency Management Agency (FEMA). Early conversations with FEMA program managers indicate that FEMA funding for a non-emergency renovation project is more difficult to obtain.

Given this, the library district would like to request a funding support from the library foundation for the IV COVID Renovation Project. A commitment by the library foundation board of the \$59,785 project cost would be very much appreciated. The foundation budget already includes available funding for library and building support. With such a commitment, the library foundation could once again be the library's safety net at a time when it's vitally needed.

The district could leverage this commitment with other funding sources such as FEMA. The district would be able to inform the foundation around April 2021 as to how much need still exists.

The IV COVID Renovation Project is a tangible and immediate project that makes the building safe for the public during the pandemic. Commitment to this project would be a highly visible and timely demonstration of the library foundation's role in serving the community's best interests. This project could be highlighted as a major library foundation accomplishment in upcoming fundraising drives, the capital campaign, and major donor meetings in a way that will resonate deeply with local contributors.