

**Josephine Community Library District**  
**Board of Directors Regular Meeting**  
**Wednesday, February 17, 2021 at 5:30pm, Virtual Meeting**  
**Call (669) 900-9128. Meeting ID #881 2032 9417**  
**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		P. Fahey	5 min
2. Approval of consent agenda	Motion	P. Fahey	
a. January 20 minutes			
b. January 25 minutes			
c. February 3 minutes			
d. Resolution 2021-004 Policy			
e. Resolution 2021-005 Rotary			
f. Resolution 2021-006 Kiwanis			
g. Resolution 2021-007 JCLF			
3. Annexation petition review: Pat and Sue Fahey	Motion	P. Fahey	
4. Public comment		P. Fahey	
5. Correspondence		P. Fahey	
<b>Strategic Planning</b>			
1. Strategic plan vision, mission, focus, and goals	Motion	Lasky/Stover	15 min
<b>Staff Reports</b>			
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
<b>Action Items</b>			
1. Budget committee recruitment	Motion	K. Lasky	5 min
2. First reading: Personnel Procedure	Discussion	P. Fahey	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>Adjourn</b>		P. Fahey	

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

Josephine Community Library District  
Board Regular Meeting Minutes  
Wednesday, January 20, 2021 at 5:30 pm  
Virtual Meeting  
Call (669) 900-9128. Meeting ID #876 8086 4373

**Members present:** Beecher Ellison, Pat Fahey, John Harelson, Laurel Samson

**Members absent:** Gina Marie Agosta

**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

**Contractors:** Communications Specialist Teresa Stover

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

**CALL TO ORDER.** Ms. Samson 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.

- **December 16 minutes.** No changes were requested.
- **Resolution 2021-001 Policy**
- **Resolution 2021-002 Donation**
- **Resolution 2021-03 Grants**

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

**Annexation petition review.** The board reviewed two new annexation petitions.

**Motion:** Mr. Ellison moved to authorize Mr. Fahey to endorse the annexation petitions for Deborah Anne Collins and Rachel Goodman in person. Mr. Harelson seconded. The motion passed.

**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 succession planning and new board member orientation.

#### STRATEGIC PLANNING PREPARATION

**Strategic planning process.** Ms. Lasky informed the board that Darci Hanning with the State Library of Oregon will facilitate the board of director's special workshop with community stakeholders on Monday, January 26 at 5 pm.

#### STAFF REPORTS

**Library director's report.** Ms. Lasky reviewed the Library Director's Report dated January 20, 2021. The following are highlights:

- The library board has two open positions coming up in May 2021.
- CARES Act funding ran out at the end of December.
- Library website updates include Spanish-language translations, over 200 entries in the JosephineLINK community database, and education/research subject guides.
- Library database usage has increased.
- The Illinois Valley COVID Renovation Project is nearly complete.
- 51,213 books have been mailed to children in Josephine County through Dolly Parton's Imagination Library since the program's beginning in our community.

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

#### **ACTION ITEMS**

**CARES Act funding: CRF, FEMA, PPP.** Ms. Lasky reviewed possible funding avenues to support the library's response to COVID. The following are highlights:

- The library district has requested funding to help pay for the HVAC system from the library foundation.
- The library is applying for funding through FEMA.
- It is unknown if governments/districts qualify for the next round of CARES Act funding.
- PPP is a forgivable loan if staff that are included in the requested amount are not laid off.

**First reading: Operations Policy.** The board of directors reviewed Policy 3-1-2, Conduct. Mr. Harelson requested consistency in voice and that future policy changes include the original for ease of reading depending on the number of changes.

#### **BOARD MEMBER REPORTS**

**Library Foundation liaison report.** Mr. Mannix reported that an extension was granted from the owner of the Grants Pass property

- 100 percent board participation in the year-end drive.
- The library foundation surpassed the fundraising goal for the year-end drive.

**Facilities Oversight Task Force.** The FOTF spent most of their time at the last meeting discussing how to supplement CARES Act funding.

#### **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, February 17.

#### **ADJOURNMENT**

The meeting adjourned at 6:43 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

## **Josephine Community Library District**

### **Strategic Planning Workshop Minutes**

Monday, January 25, 2021 at 5 pm

Virtual Meeting

Call 720-707-2699. Meeting ID #886 0762 0439

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

**Members absent:** *None*

**Community members present:** Hazel Danni Black, *Shauna Bland*, Stephen Covrig, Beatriz Defoe, Kristina Espinoza, Denise Kalic, Brandace Rojo, Faith Schultz, Sally Snyder

**Facilitators:** Public Library Consultant Darci Hanning, Library Director Kate Lasky, Acting Secretary Teresa Stover

**CALL TO ORDER.** President Pat Fahey called the meeting to order at 5:05 pm.

#### **INTRODUCTIONS/AGENDA REVIEW**

Mr. Fahey handed the meeting over to Library Director Kate Lasky, who introduced Public Library Consultant Darci Hanning of the State Library of Oregon. Ms. Hanning welcomed all present, reviewed the agenda, and had everyone introduce themselves.

#### **DIRECTOR'S PRESENTATION**

Ms. Lasky gave a presentation about the 2020 Community Needs Assessment, including the individual elements of collection assessment, program assessment, outreach assessment, and key findings. She also discussed the library's annual survey and the annual report.

#### **OVERVIEW: STRATEGIC PLANNING PROCESS**

Ms. Hanning shared her presentation, which included an overview of the strategic planning process.

#### **VISION/MISSION**

Ms. Hanning led the group through a vision statement exercise. The group reviewed the draft of the mission statement developed by library staff and gathered feedback. Group members pointed out words and phrases they'd like to include in the vision, along with distinctions to be made. One group member offered to translate the vision and mission into Spanish when they're completed. Words and phrases identified as important were inclusive, community, vibrant, informed, regardless of income or lifestyle, connection, strong, world, knowledge, freely, share, accessible, exchange of ideas and information, broadening viewpoints.

Ms. Lasky, the board, and Ms. Hanning will review these words and phrases to craft a new vision statement. Participants were invited to send additional ideas to Ms. Lasky.

Ms. Hanning reviewed the mission statement drafted by staff so far: "The library is shaping the future of Josephine County by connecting people from all walks of life to reliable resources, technology, and information." The group offered feedback.

#### **FOCUS AREAS**

Ms. Hanning reviewed the six themes that were uncovered in the community needs assessment process: basic needs and resources; diverse perspectives and representation; home, family, household management; civic engagement; community connections; and activities. Examples of library services that could be under each of these themes were discussed.

The group engaged in a voting process, with each participant voting for their top four priorities among the six themes discussed.

### **PRESENT STAFF FOCUS AREAS RESPONSES AND TALLY**

The top vote-getters were Basic Needs and Resources, Diverse Perspectives and Representation, and Civic Engagement. These will become the focus areas for the strategic plan.

### **BRAINSTORM POSSIBLE GOALS**

The group brainstormed one goal that would go under the Diverse Perspectives focus area. They learned the elements of a goal, which identifies a target audience and the benefit that audience will receive. The result was the goal “Young Latinx people will explore and discover Latinx heritage and culture from older Latinx community members.”

The group discussed a growing movement of bringing in people from the target community to help design a program that benefits them.

The outcome of a goal is often about some change that happens.

### **NEXT STEPS/WRAP UP**

The group reviewed next steps for strategic plan development in February and March:

- The director and staff will finalize the mission statement.
- The director and board will finalize the vision statement.
- The director will draft goals and get board input and approval.
- The director and staff will develop objectives for each goal, and activities for each objective.

Ms. Hanning pointed out that the focus area is the skeleton, while the goals, objectives, and activities flesh it out and bring it to life.

Ms. Lasky thanked the community stakeholders and the board for participating in this process. She also thanked Ms. Hanning for facilitating.

### **ADJOURN**

The meeting adjourned at 7:05 pm.

Respectfully submitted,



Teresa Stover for Board Secretary Kate Lasky  
Josephine Community Library District

**Josephine Community Library District  
Strategic Planning Workshop Minutes**  
Wednesday, February 3, 2021 at 5:30 pm  
Virtual Meeting  
Call (720)707-2699. Meeting ID #872 1167 2627

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

**Members absent:** None

**Community members present:** Brandace Rojo

**Facilitators:** Public Library Consultant Darci Hanning, Library Director Kate Lasky, Acting Secretary Teresa Stover

**CALL TO ORDER.** Vice President Laurel Samson called the meeting to order at 5:31 pm. She handed the meeting to Library Director Kate Lasky who handed the meeting to Public Library Consultant Darci Hanning of the State Library of Oregon.

### **STRATEGIC PLANNING: VISION STATEMENT**

Public Library Consultant Darci Hanning welcomed everyone, then shared three versions of a draft vision statement developed from key words and phrases identified at the January 25 strategic planning meeting. The three versions were:

- “Rooted in our communities and connected to the world in which every single human being can freely share in the exchange of knowledge and ideas.”
- “A community where ideas and people come together to share knowledge, experience, and perspectives.”
- “A world in which every single human being can freely share in the sum of all knowledge regardless of income or lifestyle.” (copied)

The mission statement refined by staff was also presented, which is “Working together to shape the future of Josephine County by connecting our diverse communities to reliable resources, technology, and information.”

After discussion, the group decided on this vision statement: “A place where diverse communities can connect to each other and the world to freely share in the exchange of knowledge and ideas.”

### **ADJOURN**

The meeting adjourned at 5:45 pm.

Respectfully submitted,



Teresa Stover 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. 2021-004
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WHEREAS, the Board of Directors has reviewed the revised operations policy written for the Josephine Community Library District; now therefore

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves

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

Operations Policy 3-1-2, Patron Responsibility and Rules of Contact (revised)

DONE AND DATED this 17th day of February 2021.

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

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

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

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

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

## 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 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' comfortable ability 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.

## REVISED

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

*Adopted 1/25/2018  
Revised XX/XX/XXXX*

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.

Dangerous, destructive, or illegal conduct, including but not limited to the following, will not be tolerated:

- Physical abuse or assault, including fighting or challenging others to fight,
- Engaging in any behavior that a reasonable person would find to be disruptive, harassing, or threatening in nature,
- Damaging, destroying, stealing, or otherwise vandalizing library property.

Any person engaging in the above behavior(s) will be asked to leave the library 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, 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.
- Use of tobacco products, controlled substances, or alcohol on library property is prohibited.
- Beverages with lids are allowed in the library except in all computer areas, unless otherwise prohibited. Food is limited to designated eating areas.
- Cell phone ringers must be turned off or to a non-noise setting upon entering the building; cell phone conversations should take place outside the library.
- 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 personal property should not block aisles or access to materials and should not be left unattended.

- Bicycles, carts, and other objects too large to store without impeding others must be left outside.
- Patron's personal hygiene (body odor, excessive perfume) should not interfere with other patrons' comfortable use of the library.

## **B. Enforcement**

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

- A person whose behavior violates this policy will be informed of the rules and asked to cease the behavior. A copy of this policy will be available on request.
- For serious violations (including disruptive behavior and failure to comply when requested) the staff person may require the person to leave JCLD premises and not return the same day.
- Subsequent offenses, refusing to comply with staff instructions, unlawful conduct, or conduct which is immediately threatening to the safety of patrons or staff 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.
- Failure to leave or re-entering JCLD property prior to termination of a suspension will constitute 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.

## ORIGINAL

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

*Adopted 1/25/2018*

Josephine Community Library District (JCLD) 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.

The use of the library may be denied for due cause. Such causes may include:

- 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.

#### **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; profanity, 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, 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.

- Patrons must wear shoes and shirts at all times in the library.
- Patrons are responsible for their personal property and should not leave items unattended.
- Bicycles and other large objects must be left outside (bike racks are provided); skateboards/skates must be left at the circulation desk.
- Patron's personal hygiene (body odor) should not interfere with other patrons' ability to use 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.
- 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 trespass.
- Any criminal activity shall be reported to the appropriate law enforcement agency.

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

In the Matter of Authorizing )  
Expenditure of a Rotary Club of Grants ) Resolution No. 2021-005  
Pass 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 \$1,000 grant from the Rotary Club of Grants Pass in support of student hours at the library; 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 \$1,000 grant from the Rotary Club of Grants Pass is authorized for expenditure in fiscal year 2020-21 for early literacy education.

DONE AND DATED this 17th day of February 2021.

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

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

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

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

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

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

In the Matter of Authorizing )  
Expenditure of a Kiwanis Hearts with a ) Resolution No. 2021-006  
Mission 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 \$500 grant from the Kiwanis Hearts with a Mission in support of teen book giveaways at the library; 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 \$500 grant from the Kiwanis Hearts with a Mission is authorized for expenditure in fiscal year 2020-21 for teen book giveaways.

DONE AND DATED this 17th day of February 2021.

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

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

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

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

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



**TO: Josephine Community Library District Board of Directors**  
**FROM: Kate Lasky**  
**DATE: February 17, 2021**  
**SUBJECT: Strategic Plan Draft**

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The draft JCLD 2021-2024 Strategic Plan is attached.

In the lead-up to the development of this strategic plan, the 2020 Community Needs Assessment revealed four major points:

- Annual JCLD community and patron surveys reported that satisfaction of library services and programs rate high year over year. Survey participants perennially request more hours and more books.
- The predominant demographic of those who take the survey are White females over 55 years of age, which is also the predominant demographic of JCLD patrons.
- The library sought to identify the information needs of the wider Josephine County community, especially those residents and groups who are not current library users.
- Latinx and young adult community members might be underrepresented throughout Josephine County and in the library, so the information needs of these groups were examined through the outreach study effort.

These issues influence the development of the strategic plan and represent a highlighted focus to better serve underrepresented groups while continuing to provide excellent services and programs to the mainstream of Josephine County.

The vision was developed by the board and community stakeholders. The mission was developed by staff. The focus areas were prioritized by the board, community stakeholders, and staff. The goals were developed and prioritized by staff.

Everything except for the vision statement is still in draft form.

# DRAFT JCLD 2021-2024 Strategic Plan

Feb 17, 2021

<p><b>Vision</b> A place where diverse communities can connect to each other and the world to freely share in the exchange of knowledge and ideas.</p>	<p><b>Draft Mission</b> Working together to shape the future of Josephine County by connecting our diverse communities to reliable resources, technology, and information.</p>
<p><b>Focus 1 Basic Needs</b> Residents fulfill basic needs and gain life skills through library services, library partner services, and referrals to community resources.</p>	<p><b>Draft Goal.</b> Young adults and Spanish speakers have access to community resources and referrals for life skills and basic needs, such as food, clothing, housing, and childcare.</p>
	<p><b>Draft Goal.</b> Community service providers and partners are aware of and able to share library services, such as JosephineLINK, technology, and online programs to fulfill basic needs and learn life skills.</p>
<p><b>Focus 2 Diverse Perspectives</b> Residents of diverse backgrounds have their information needs addressed equitably, their perspectives welcomed, and their group represented at the library.</p>	<p><b>Draft Goal.</b> Members of underrepresented populations explore connections and partnerships with the library, in joint development and implementation of library programs serving their communities.</p>
	<p><b>Draft Goal.</b> Members of diverse communities find books, online resources, library displays, and other materials that support and represent their community.</p>
<p><b>Focus 3 Civic Engagement</b> Residents have the information and learning opportunities they need to participate in local, state, and national issues and decision-making.</p>	<p><b>Draft Goal.</b> Community members participate in civil conversation among others with differing views in a way that helps everyone communicate and be heard.</p>
	<p><b>Draft Goal.</b> New adults, children, and youth participate in programs that foster interest and knowledge about civic engagement including voting, advocacy, and government participation.</p>
<p><b>Focus 4 Library Systems</b> Residents benefit from a well-managed library that employs efficient operating systems and structures.</p>	<p><b>Draft Goal.</b> Diverse groups, including library volunteers, have a voice in setting library strategic direction.</p>
	<p><b>Draft Goal.</b> Diverse community perspectives are reflected in library policies and procedures.</p>

TO: Josephine Community Library District Board of Directors  
FROM: Kate Lasky, Library Director  
DATE: February 17, 2021  
SUBJECT: Library director's report

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### General Updates

- Library re-entered Chapter 3 or the [Reopening Plan](#) by integrating volunteers into departments. Plans in place to move into Chapter 4 and 5 in the coming weeks as COVID-19 cases continue to decrease.
- Received approval from the library foundation for \$34,957 to cover the costs of the new HVAC system at the Illinois Valley library, which is part of the Illinois Valley Covid Renovation Project.
- Implementing cyber security training due to increase in phishing scams. New financial protocols implemented, such as original signature policy, anti-virus software, and security awareness training for all staff.
- Development of a three-year financial plan will coincide with annual budget planning. Presentation to the board will be ongoing until budget is adopted in June. This will allow for more accurate projections and board input.
- Library website traffic increased exponentially in January 2021, with a 65 percent increase in users and a 109 percent increase in sessions.
- The bulk of website translation work was completed. News of the translated website has been shared through Chamber Greeters, Josephine County LINC, and the local school districts.
- 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](#).

### Stories

- **In Grants Pass**, two new patrons signed up for cards during curbside hours so they could check out laptops and use the outside WiFi to access the internet. Both patrons did what they needed to do and returned the laptops without leaving the property. They were very appreciative for the access.
- **In Illinois Valley**, a mother of two teen boys emailed the branch manager to convey her gratitude for the teen/tween book boxes program. She had been trying to encourage her voracious Sci-Fi readers to expand into a new genre for years and the book boxes gave them an opportunity to take home some new humor novels that were well received.
- **In Wolf Creek**, the branch manager prepared an Internet scavenger hunt and word search featuring prominent figures in Black history for 5th and 6th grade students at Sunny Wolf Charter School. The people featured were not well known among the students, which sparked their curiosity. Mid-lesson, one student announced, "This is so cool! I didn't even know who Katherine Johnson was, but I just found out I can request a book about her!"
- **In Williams**, a regular patron uses the WiFi available on the branch grounds to download audiobooks for her daughters to listen to while her girls (2nd and 3rd graders) do their classwork online. She also files her weekly unemployment claim and uses the printing services to send copies of documents to renew services.

## **Successes**

- January curbside check-outs exceeded 5,000 for the organization, the highest number since inception of this service in June 2020. The number of hold requests placed by patrons using the catalog is approximately 90 percent higher than January 2020. These increases reflect the excellent customer service provided both at the door and by phone, with public service staff talking patrons through the process of obtaining library cards, searching the catalog, and placing hold requests.
- Feedback for the tween/teen book boxes has been extremely positive. Some comments include: “I just wanted to let you know that I picked up the box for my daughter today. She absolutely loves it!!! Thank you to you and the library for doing this!!!!” and “The kiddos opened their boxes the other day and were so excited! Thank you so much for books and all the fun additions. What a great way to continue their love for reading. I appreciate this opportunity so much. I hope you have a wonderful week.”
- Attendance for the January How to Sprout a Reader storytime increased by more than 50 percent from December.

## **Challenges**

- While Spanish translations on the website are nearly complete, there are still some areas of the website that require special attention.

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

- Scheduled virtual programs for first quarter of 2021 according to program plan, including a writing workshop with a local author, poetry workshops with a partner, and a reading with Oregon’s Poet Laureate.
- Negotiated OCLC WorldShare ILL subscription service in preparation for offering interlibrary loan.
- Developed criteria and process for conducting a diversity audit of adult and teen materials.
- Developed and curated content for multiple website subject guides, including tax support and Black History Month.

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

- On-call library assistants in the Grants Pass branch added additional shifts to assist technical services department with processing and weeding. It is anticipated that all tasks currently assigned to on-call assistants will transition back to volunteers over the coming weeks.
- Volunteers and volunTEENs continued assisting with program preparation remotely.
- Monthly branch manager meetings resumed.
- All staff continue to train monthly on new online resources.
- Staff participated in OLA discussion of current issues with statewide intellectual freedom committee, including free speech and censorship.
- Library director participating in planning and hosting of Oregon Library Association (OLA) Conference per her role as OLA president.

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

- Submitted an eighth request to the State of Oregon CARES Act Coronavirus Relief Fund (CRF) for Library Covid Response. Because the fund is depleted, this request was to reallocate funds already received to different categories. The request was approved.
- Received preliminary approval for a grant from the Federal Emergency Management Agency (FEMA) as administered by Oregon Emergency Management (OEM). Developed project application for \$5,536 including itemized allowable Covid expenses (emergency-level protective equipment and supplies) incurred from March to September 2020.
- Illinois Valley Covid Renovation Project painting completed. Still waiting on shipment of four new windows to be installed upon arrival.
- Increased pace of weeding to ensure adequate shelf space. Coordinated with on-call staff and branch managers to ensure discards are processed in a timely fashion.

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

- Completed work on the 2020 Community Needs Assessment. Recruited nine participants from the focus groups and key informant interviews for the January 25 library strategic planning meeting. Started facilitating staff sessions to develop goals, objectives, and activities for the strategic plan.
- Volunteer couriers returned to transporting items between rural branches and Grants Pass. Curbside service has increased catalog requests and couriers are shuttling more bags each week.
- Coordinated and oversaw upgrade to latest version of integrated library system/catalog.

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

- Developed promotional and instructional videos and materials to support new databases and online resources. Utilized partnership with school district to promote databases.
- Continued to partner with Oregon Department of Human Services-Child Welfare to distribute weeded materials from the children's libraries.
- Dolly Parton Imagination Library—As of January 31, DPIL had 2227 active children, with an additional 920 children who aged out of the program. There was a total of 83 new registrations in January. From June 2018 to February 2021 a total of 53,397 books have been mailed.
- Employing Google ads to promote JosephineLINK.

**TO: Josephine Community Library District Board of Directors**  
**FROM: Business Manager Kedron Hay**  
**DATE: February 21, 2021**  
**SUBJECT: January 2021 Financial Statement**

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## **Discovery**

It was discovered that a phishing scam was activated. As it was discovered in a timely fashion; the effects were minimized, and any further action was prevented.

ITs managed will be implementing additional virus protection on each staff computer and will provided a security training program through Webroot Security Training. This training will include phishing awareness, malware, password security, desktop security, working remotely, email security, mobile device security, etc.

[https://download.webroot.com/SecurityAwarenessTraining\\_GettingStartedGuide.pdf](https://download.webroot.com/SecurityAwarenessTraining_GettingStartedGuide.pdf)  
[https://download.webroot.com/SecurityAwarenessTraining\\_BestPracticesGuide.pdf](https://download.webroot.com/SecurityAwarenessTraining_BestPracticesGuide.pdf)

In addition, a procedure has been established to ensure valid signatures on all employment and financial original documents.

## **Accounting**

- The net income for the general fund on the P&L of \$631,330 does not equal the Balance Sheet net income of \$689,602. This is due to the Balance Sheet representing all funds/grants and the P&L representing only the General Library Operations fund. \$631,330 plus \$58,272 (net income of special funds only) equals \$689,602.
- JCLD invoiced Josephine Community Library Foundation \$300 for 5 household scholarships and \$34,957 for reimbursement for the IV HVAC project.
- LGIP interest remains at .75%.

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

### **Revenue**

- The district received \$22,974 for current year tax levy and \$14,092 of prior year's tax levy income in January 2020; total year to date tax revenue is \$1,361,656.
- A refund of \$18,620 for disputed taxes (Charter) was received; however, \$6,888 has been disputed by two other parties (Pacific Power and unknown).
- Late tax levy interest was reduced by \$9,053.
- Non-resident card fees are anticipated to be a quarter of the original budget due to the pandemic library closure.
- Non-resident card fees for the month of January were \$810.

### **Expenses**

- Collection development budget is \$175,000 for general fund purchases. Total collection development dollars spent in January from the general fund are \$17,924, and \$409 for special funds in January. Total year-to-date collection development purchases equal

\$125,207 for all funds.

- A forecast for the remaining budget year is reflected on the P&L and will be updated as s as expenditures are being reclassified from the CRF grant back to the general fund and awaiting reclassification for monies requested FEMA.
- Building improvements is a credit balance due to the reclassification of \$34,957 IV HVAC project from the general fund to the JCLF special fund.

### **Special Contracts**

- Special contracts include \$2,505 for technical/grant writing to Stover Writing Services in the month of January.

### **Grants**

- Total of grant expenses for the month of January is \$48,590.
- Total revenue received from grants in FY21 is \$316,528 representative of 13 grants.

### **Statement of Financial Position** (balance sheet)

- The district assets include \$48,269 in the district checking account. The Grants Pass maintenance fund totals \$15,366 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 \$1,858,192 and a reserve fund of \$150,954. Cash Drawers at the four branches total \$390, and \$8,113 is held by the Josephine County Treasurer in the treasury account.
- The total combined assets of these accounts equal \$2,081,271 including \$282,365 in restricted grant funds, maintenance fund and reserve fund.

**Josephine Community Library District**  
**Profit & Loss Budget vs. Actual - General Fund**  
**January 2021**

	Actual January-21	Year to Date Actual	Annual Budget	\$ Over (Under) Budget	Budget Forecast
Ordinary Income/Expense					
Income					
4000 - Current Year Tax Levy	\$ 22,974	\$ 1,321,424	\$ 1,425,000	\$ (103,576)	\$ 1,425,000
4005 - Prior Year Taxes	\$ 14,092	\$ 40,232	\$ 27,200	\$ 13,032	\$ 27,200
4100 - Fees	\$ 165	\$ 847	\$ -	\$ 847	\$ 1,000
4102 - Non-Resident Card Fees	\$ 810	\$ 3,370	\$ 45,000	\$ (41,630)	\$ 10,000
4200 - Interest Income	\$ (7,550)	\$ 10,112	\$ 22,000	\$ (11,888)	\$ 22,000
4300 - Other Revenues	\$ -	\$ 1,010	\$ -	\$ 1,010	\$ 1,100
4310 - Donations	\$ -	\$ -	\$ -	\$ -	\$ -
Total Income	\$ 30,491	\$ 1,376,995	\$ 1,519,200	\$ (142,205)	\$ 1,486,300
Expense					
5000 - Personal Services	\$ 60,639	\$ 401,604	\$ 843,600	\$ (441,996)	\$ 843,600
5200 - Collection Development	\$ 17,924	\$ 92,194	\$ 175,000	\$ (82,806)	\$ 175,000
5300 - Technical Services	\$ 92	\$ 38,698	\$ 42,600	\$ (3,902)	\$ 42,600
5400 - Building Improvements	\$ (29,407)	\$ 43,865	\$ 13,800	\$ 30,065	\$ 13,800
5500 - Facilities & Equipment	\$ 1,234	\$ 14,518	\$ 49,800	\$ (35,282)	\$ 49,800
5600 - Computer Maintenance	\$ 960	\$ 29,983	\$ 13,800	\$ 16,183	\$ 13,800
5700 - Insurance	\$ 7,738	\$ 8,745	\$ 9,400	\$ (655)	\$ 9,400
5800 - Travel & Training	\$ 619	\$ 7,118	\$ 44,200	\$ (37,082)	\$ 25,000
6630 - Election	\$ -	\$ -	\$ 10,000	\$ (10,000)	\$ 10,000
6640 - Auditor	\$ -	\$ 18,500	\$ 17,500	\$ 1,000	\$ 19,000
6650 - Patron Services and Supplies	\$ -	\$ 50	\$ 9,100	\$ (9,050)	\$ 5,000
6660 - Volunteer Support	\$ -	\$ 84	\$ 2,900	\$ (2,816)	\$ 1,500
6670 - Events at Library	\$ 7	\$ 798	\$ 13,200	\$ (12,402)	\$ 5,000
6680 - Communication & Outreach	\$ 3,686	\$ 11,040	\$ 30,500	\$ (19,460)	\$ 30,500
6690 - Special Contracts	\$ 3,492	\$ 37,246	\$ 95,500	\$ (58,254)	\$ 95,500
6699 - Legal Administration	\$ -	\$ 935	\$ 2,000	\$ (1,065)	\$ 2,000
6700 - Administrative Support	\$ 1,857	\$ 11,352	\$ 19,900	\$ (8,548)	\$ 19,900
6800 - Telecommunications	\$ 3,584	\$ 9,131	\$ 15,200	\$ (6,069)	\$ 15,200
6850 - Utilities	\$ 3,024	\$ 19,807	\$ 40,600	\$ (20,793)	\$ 40,600
8000 - Transfers & Contingency	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expense	\$ 75,449	\$ 745,665	\$ 1,448,600	\$ (702,935)	\$ 1,417,200
Net Ordinary Income	\$ (44,959)	\$ 631,330	\$ 70,600	\$ 560,730	\$ 69,100
Net Income	\$ (44,959)	\$ 631,330	\$ 70,600	\$ 560,730	\$ 69,100

**Josephine Community Library District  
Enhanced Library Services  
January 2021**

	<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
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	(11,595)	(11,595)	46,405
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
Dorothy Thompson Fund - 2021	0	0	25,000	0	0	(409)	(409)	(409)
Ford Family Foundation	0	25,000	25,000	25,000	0	(25,000)	(25,000)	0
Friends of the Library	29,804	0	20,100	29,804	(27,019)	(2,205)	(29,225)	579
JCCC - adult craft kits	0	1,500	0	1,500	0	(119)	(119)	1,381
JCLF	27,411	8,856	40,000	36,267	(25,023)	(38,813)	(63,836)	(27,569)
JCLF - IV Lights	0	0	0	0	0	(734)	(734)	(734)
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)
Kiwanis - Hearts with a Mission 2021	0	500	0	500	0	0	0	500
OCF - Sprout a Reader	0	8,423	0	8,423	0	0	0	8,423
Ready to Read Program 2020	11,367	0	11,367	11,367	(1,760)	(9,607)	(11,367)	0
Ready to Read Program 2021	0	11,304	11,304	11,304	0	(261)	(261)	11,043
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)
<b>Total</b>	<b>111,242</b>	<b>316,528</b>	<b>300,634</b>	<b>427,769</b>	<b>(83,702)</b>	<b>(259,135)</b>	<b>(342,837)</b>	<b>84,933</b>

Cash Basis

**Josephine Community Library District  
P&L Special Funds (all transactions)  
As of January 31, 2021**

	<u>Maintenance Fund (Special Funds)</u>		<u>Restricted</u>		<u>Unrestricted</u>	<u>Totals</u>
Maintenance Fund Beginning Balance	21,458		15,000		16,514	31,514
Transfer per Lease Agreement for 2019/2020	10,000	Expenses				
Interest Earned	56	GP hot water heater	630	WM A/C	4,383	
	<u>31,514</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>15,366</u></u>	GP fans	398			
		Total Expensed	<u>2,994</u>		<u>13,154</u>	<u>16,148</u>
		To be Transferred				
		Remaining	<u>12,006</u>		<u>3,360</u>	<u>15,366</u>
Expense						
5500 - Facilities & Equipment						
5402 - Branch Building Improvements	11,135					
5501 - Bld Repairs & Maintenance	4,383					
5505 - Equipment Improvement & Maint.	630					
Total Expense	<u><u>16,148</u></u>					

Josephine Community Library District  
**Balance Sheet**

As of January 31, 2021

Jan 31, 21

ASSETS		
Current Assets		
Checking/Savings		
1000 · People's Bank of Commerce	48,269	
1010 · People's Bank-Savings	15,366	
1100 · General Pool 6000	1,858,192	
1110 · LGIP - Reserve Fund	150,954	
1120 · Jo Co Treasury Account	-13	
1150 · Cash Drawers	390	
Total Checking/Savings		<u>2,073,158</u>
Other Current Assets		
1310 · JoCo Reserve for Disputed Tax	8,113	
1500 · Interfund Loans	5,000	
Total Other Current Assets		<u>13,113</u>
Total Current Assets		<u>2,086,271</u>
Fixed Assets		
1610 · Furniture and Equipment	303,131	
Total Fixed Assets		<u>303,131</u>
TOTAL ASSETS		<u><u>2,389,402</u></u>
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Other Current Liabilities		
2100 · Payroll Liabilities		
2130 · Health Insurance withholdings	710	
Total 2100 · Payroll Liabilities		<u>710</u>
2400 · Deferred Revenues(audit)	8,113	
2900 · Interfund loan payables	5,000	
Total Other Current Liabilities		<u>13,823</u>
Total Current Liabilities		<u>13,823</u>
Total Liabilities		<u>13,823</u>
Equity		
3909 · General Fund Balance	2,495,640	
3909A · General Fund Appropriated	-1,112,793	
3910 · GP Maint Fund Balance	15,331	
3910A · GP Maint Fund Appropriated	-15,331	
3920 · Capital Asset Investments	303,131	
Net Income	689,602	
Total Equity		<u>2,375,579</u>
TOTAL LIABILITIES & EQUITY		<u><u>2,389,402</u></u>

TO: Josephine Community Library District Board of Directors  
FROM: Kate Lasky, Library Director  
DATE: February 17, 2021  
SUBJECT: FY21-22 Budget Committee Recruitment and Budget Meetings

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### **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. The library district received three 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: February 17, 2021  
SUBJECT: First reading of Procedure XXX

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### **Background**

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

- Procedure XXX, **Original Signature**

### **Recommendation**

The procedure is to ensure that employment and financial documents are received by the District with original, valid signatures that ensure the instrument(s) were the act of the originator.

Procedure: Original Signatures	
Policy Number	Date Revised: February 13, 2021
Forms/Attachments: n/a	Responsibility: Business Manager

JCLD is committed to a procedure assuring that all employment and financial forms have original, valid signatures.

Original signatures on all employment and financial forms are required to be handwritten/signed in blue ink to easily distinguish an original document. This applies to all new and changed forms and documents. The purpose of this is to validate that the instrument was the act of the person who executed it.

Faxes, copies, emails, etc. will not be accepted for any changes on employment or financial documents.

These forms/documents include but are not limited to:

Federal W4 – Federal Withholding

State W4 – Oregon Withholding

I-9 – Employment Eligibility Verification

Direct Deposit

Background Check

Credit Card

Health Insurance

Reimbursement

**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:** February 12, 2021  
**SUBJECT:** FOTF Memo

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### **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 board of director's approved the library district's request for commitment of funding in the amount of \$34,957 for the HVAC system for the IV Covid Renovation Project.

### **Action item**

Executive director and library director will meet with local architects, ZCS Engineering and Architecture, to discuss conducting a review of Illinois Valley and Williams financial estimates.

### **Williams branch**

The committee discussed planning community meetings in Williams to resident input on building design and "right-sizing" a new Williams branch. With in-person meeting limitations, meetings will be held on Zoom. Inviting key informants, strategic library partners, and community members with the goal of hosting 3-5 meetings with 10 attendees each meeting.

The committee also discussed offering an incentive, such as a \$25 gift card to local business, for participating. Foundation executive director will look for sponsorship opportunities to provide an incentive.