

**Josephine Community Library District**  
**Board of Directors Regular Meeting**  
**Wednesday, March 17, 2021 at 5:30pm, Virtual Meeting**  
**Call (669) 900-9128. Meeting ID #827 7646 0000**  
**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 2. Approval of consent agenda a. February 17 minutes  3. Public comment 4. Correspondence 5. Training: United for Libraries Short Takes	Motion	P. Fahey P. Fahey  P. Fahey P. Fahey K. Lasky	5 min
<b>Strategic Planning Preparation</b> 1. Strategic planning	Report	Lasky/Stover	20 min
<b>Staff Reports</b> 1. Library director's report 2. Financial report 3. Budget officer's report	Report Report Report	K. Lasky K. Hay K. Lasky	10 min 5 min 10 min
<b>Action Items</b> 1. First reading: Financial Planning Policy 2-11	Discussion	P. Fahey	5 min
<b>Board Member Reports</b> 1. Library Foundation liaison report 2. Facilities Oversight Task Force report	Report Report	D. Mannix Ellison/Samson	5 min 5 min
<b>Announcements</b> 1. Comments from board members 2. Date and agenda items for next meeting		All P. Fahey	5 min
<b>Adjourn</b>		P. Fahey	

Date and Time	Upcoming Meetings and Events
April 7, 5:30pm	Budget Committee Meeting, virtual TBA
April 21, 5:30pm	District Board Meeting, virtual TBA

Josephine Community Library District  
Board Regular Meeting Minutes  
Wednesday, February 17, 2021 at 5:30 pm  
Virtual Meeting  
Call (669) 900-9128. Meeting ID #881 2032 9417

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

**Members absent:**

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

### STANDING ITEMS

**Approval of agenda.** No changes were made to the agenda.

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

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

- **January 20 minutes.** No changes were requested.
- **January 25 minutes.** No changes were requested.
- **February 3 minutes.** No changes were requested.
- **Resolution 2021-004 Policy**
- **Resolution 2021-005 Rotary**
- **Resolution 2021-006 Kiwanis**
- **Resolution 2021-007 JCLF**

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

**Annexation petition review.** The board reviewed one new annexation petition from Pat and Sue Fahey.

***Motion:*** Mr. Harelson moved to authorize Mr. Fahey to endorse the annexation petition for Pat and Sue Fahey in person. Mr. Ellison seconded. The motion passed.

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

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

### STRATEGIC PLANNING

**Strategic plan vision, mission, focus, and goals.** Ms. Lasky reported that over the last month staff, key information community members, and the library board have worked on a new strategic plan

vision, mission, focus, and goals. Ms. Stover shared the progress so far in the strategic planning process.

Ms. Samson and Mr. Harelson expressed that some patrons might feel that they are no longer represented in the library's strategic plan. Ms. Lasky suggested adding a preamble explaining the process that the library went through for strategic planning this year and the reason it is different from years past. Core services can also be highlighted in the preamble.

Ms. Lasky asked the board of directors for feedback on Focus #4 Library Systems. The board had no changes.

## STAFF REPORTS

**Library director's report.** Ms. Lasky reviewed the Library Director's Report dated February 17, 2021. The following are highlights:

- The library has had some issues with phishing scams recently. Security awareness training and new procedures are now in place to prevent future issues.
- A three-year financial projection will now be done annually, alongside budget development.
- Library website traffic, in-person use, and holds placed have hit record highs over the past month.
  - Ms. Samson requested that library staff begin tracking if use of the Spanish-language side of the library website is seeing increased usage.
- The Oregon Poet Laureate is doing a poetry reading for the library this Saturday, February 20.

**Financial report.** Ms. Hay reported that after a phishing scam was detected earlier in February, the library's IT contractor will be providing cyber security training. She also reviewed the November Financial Statement memo dated January 30, 2021. She also reviewed the Profit & Loss Budget vs. Actual-General Fund statement through January 2021, the Profit & Loss statement for grants through January 2021, and the Balance Sheet as of January 30, 2021.

## ACTION ITEMS

**Budget committee recruitment.** Ms. Lasky reviewed the packet and reported the applicant who received the highest score.

**Motion:** Ms. Samson moved to offer the budget committee position to applicant Jay Meredith. Ms. Agosta seconded. The motion passed.

**First reading: Personnel Policy.** The board of directors reviewed a new procedure requiring original signatures on all personnel documents.

## BOARD MEMBER REPORTS

**Library Foundation liaison report.** Mr. Mannix reported that the library foundation will focus on growing the number of monthly donors during the upcoming spring fundraising drive.

The Autzin Foundation awarded another \$20k grant to Josephine Community Library Foundation.

More than \$61,000 was raised during the library foundation's end-of-year fundraising drive. A meet and greet was hosted virtually yesterday for donors and potential donors to the capital campaign.

**Facilities Oversight Task Force.** Looking for voices in the Williams area who want to get involved in informing the building project over there.

There is still a concern among some Williams community members regarding library 24/7 WiFi access for all.

## **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, March 17.

## **ADJOURNMENT**

The meeting adjourned at 6:36 pm.

Respectfully submitted,

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

Brandace Rojo for Board Secretary Kate Lasky  
Josephine Community Library District

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

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The 2020-2023 strategic plan development continued over the past month. Staff teams have refined the mission statement, focus areas, and goals. They are in the process of developing and drafting the measurable objectives and activities which will fulfill the goals. Discussion and refinement of the objectives and activities are expected to be completed by mid-April, and with that, the strategic plan will be complete and ready for board review and adoption by the May board meeting.

The attached Overview is the introduction to the strategic plan that the board requested at the February board meeting. This overview reminds the reader – whether staff, volunteer, patron, or community member – that the library continues to offer the five core services to all library users and all community members. The overview also reviews the background of the research and data from the 2020 community needs assessment which fed the development of this strategic plan.

# Josephine Community Library District Strategic Plan 2021-2024

## Overview

Josephine Community Library District recently developed a strategic plan for 2021–2024 to provide guidance for library staff and volunteers. The strategic plan supports the library’s mission, vision, and core services, and provides a framework to ensure that library goals, services, and programs support the community.

The following vision and mission statement were developed by the JCLD Board of Directors in 2021:

**Vision:** A community where diverse ideas and people come together to share knowledge, experiences, and perspectives.

**Mission:** Working together to shape the future of Josephine County by connecting our diverse communities to reliable resources, technology, and information.

JCLD Board of Directors established the following five core services in March 2018 as a fundamental constant in the library’s work, confirming its long-term commitment to providing these services to everyone in our service area:

- Collection. Maintain and circulate a curated and balanced collection of catalogued books and other materials selected for a wide range of interests for adults, youth, and children in the community.
- Facilities and People. Provide a pleasant experience and convenient space for library users, with trained volunteers and professional staff available for guidance in the acquisition of information.
- Technology. Provide access to the Internet and a variety of digital media with subsequent digital skills training.
- Early Literacy. Provide special programming to encourage children’s literacy.
- Lifelong Learning. Provide adult and teen programs that encourage lifelong learning.

The JCLD Board of Directors, library management, and other stakeholders began the strategic planning process in January 2020 by detailing current strengths and assets, setting future goals and aspirations, developing implementation plans, and engaging the community in the planning process. Historically, the library has conducted an annual community survey as the main component of its community outreach. However, we decided that for 2020, the library would dig deeper and seek more qualitative information from the community through a multifaceted needs assessment.

The goal of the 2020 Community Needs Assessment was to identify the information needs of the wider Josephine County community, with a focus on those residents and groups who do not use library services. Research tools used to better understand all residents within a service area, especially those underrepresented in the library, included community scans and asset mapping.

Each of these research methods has its own strengths and weaknesses, but in combination or utilized strategically, they help us learn more about our community and inform strategic planning.

Additional resources used to support long-term strategic planning included Oregon Library Association Public Library Standards, and American Library Association Library Bill of Rights and Code of Ethics. Achievement of these standards will not only result in increased library use, but also better service for all groups, including the mainstream.

Bringing opportunity, literacy, and connectivity to diverse patrons ensures our libraries remain relevant in this century and well into the next.

# DRAFT JCLD 2021-2024 Strategic Plan

March 3, 2021

<b>Vision</b> A community where diverse ideas and people come together to share knowledge, experiences, and perspectives.		<b>Mission</b> Working together to shape the future of Josephine County by connecting our diverse communities to reliable resources, technology, and information.	
<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.	<b>Goal.</b> Young adults and Spanish speakers can access information about community and library resources for life skills and basic needs like food, clothing, housing, and childcare.	<b>Objectives</b> <ul style="list-style-type: none"> <li>•</li> </ul>	<b>Activities</b> <ul style="list-style-type: none"> <li>•</li> </ul>
	<b>Goal.</b> Community partners rely upon and share information and resources from the library.	<b>Objectives</b> <ul style="list-style-type: none"> <li>•</li> </ul>	<b>Activities</b> <ul style="list-style-type: none"> <li>•</li> </ul>
<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.	<b>Goal.</b> Members of underrepresented populations engage with the library in joint development, implementation, and evaluation of library programs serving their communities.	<b>Objectives</b> <ul style="list-style-type: none"> <li>•</li> </ul>	<b>Activities</b> <ul style="list-style-type: none"> <li>•</li> </ul>
	<b>Goal.</b> Members of diverse communities find books, online resources, library displays, and other materials that support and represent their community.	<b>Objectives</b> <ul style="list-style-type: none"> <li>•</li> </ul>	<b>Activities</b> <ul style="list-style-type: none"> <li>•</li> </ul>
<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.	<b>Goal.</b> Community members participate in programs that foster knowledge and conversation around civic engagement.	<b>Objectives</b> <ul style="list-style-type: none"> <li>•</li> </ul>	<b>Activities</b> <ul style="list-style-type: none"> <li>•</li> </ul>
	<b>Goal.</b> Community members find factual and reliable information on current issues through library resources and materials.	<b>Objectives</b> <ul style="list-style-type: none"> <li>•</li> </ul>	<b>Activities</b> <ul style="list-style-type: none"> <li>•</li> </ul>
<b>Focus 4 Library Systems</b> Residents benefit from a well-managed library that employs efficient operating systems and structures.	<b>Goal.</b> Diverse and underrepresented communities share their information needs in annual engagements that help refine library strategic direction.	<b>Objectives</b> <ul style="list-style-type: none"> <li>•</li> </ul>	<b>Activities</b> <ul style="list-style-type: none"> <li>•</li> </ul>
	<b>Goal.</b> Diverse community perspectives are reflected in library policies and procedures.	<b>Objectives</b> <ul style="list-style-type: none"> <li>•</li> </ul>	<b>Activities</b> <ul style="list-style-type: none"> <li>•</li> </ul>



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

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### General Updates

- Library entered Chapter 4 of the [Reopening Plan](#) and will move into Chapter 5 with in-person service by the end of March, or as public health safety demands.
- American Rescue Plan (ARP) designated \$200 million to support library services during COVID through the State Library and in accordance with goals set by the Institute for Museum and Library Services. Additionally, ARP designated funds to special district and will allow for backfilled Covid related expenses. The finance and grants departments are following the development of grant application guidelines with consideration to offset the cost of the HVAC in Illinois Valley if possible.
- Oregon Legislature is in session and the State Library Budget, which includes the Ready to Read Grant, will be reviewed and approved in the coming weeks.
- Submitted a grant request for \$8,500 to West Family Foundation through the library foundation to purchase five automated external defibrillators (AEDs) for the four library branches.

### Stories

- **Online**, the How to Sprout a Reader program continued to grow. Comments include: "Hello & thank you for today! What a joy!!!" and "Thank you so much! The kids had fun!! Can't wait for next month's storytime."
- **In Grants Pass**, two new patrons signed up for library 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**, volunteers are happy to be back. Shelves, couriers, and circulation desk volunteers settled into new schedules and routines with ease. And IV branch had a successful first day of computer appointments with three patron appointments.
- **In Wolf Creek**, a patron new to the area stopped by the library during curbside to inquire about getting a library card and the Wolf Creek area. She shared that she was grateful for the Wi-Fi access, as she had been coming by the library to use it regularly to look for jobs and connect with family and friends.
- **In Williams**, a local Internet provider was down for nearly two weeks, which created more demand for the library's WiFi services during that time. People were very grateful that they could come to the library parking lot and complete some of the regular business they normally do from home. One patron explained that he was on a deadline for an online test for his commercial driver's license and he was glad that he could access the WiFi at the library. Another patron with a home business drove to the library with her laptop so she could order supplies and process shipping orders.

### Successes

- Volunteers have been reintegrated into public service departments.

- Hunter Communications invoicing system has been updated to be in compliance with E-rate USAC.

### **Challenges**

- Last month, the communications department reported a 65 percent increase in users and a 109 percent increase in sessions. After investigation, it was determined that the increase was caused by a marketing scam to try to bring awareness to a service for “free traffic.” This type of spam is common. Web developer Mark Wyner and his team will continue to monitor website traffic to see if the library receives an flood in spikes.

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

- A virtual program with the Oregon Poet Laureate was attended by 45 people.
- Created timely subject guides for topics like Black History Month in February. These subject guides include recommended reading and curated educational resources. In February, the subject guide list page was visited by 200 users and the Black History Month subject guide was visited by 116 users.
- Summer Reading Program scheduled June 12 to August 14. The program will be both virtual and in person, pending public health safety concerns.
- The winter reading challenge logged 184 individual participants with 53 having completed the challenge.
- Registration for the spring tween/teen books kicked off; within one day four individuals registered to receive the book box.

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

- Procedures for using the website translation management tool created and all staff responsible have been trained.
- Responsibility of website calendar maintenance moved from the adult services and volunteer manager to the communications department.
- Branch managers received collection acquisitions training and joined the collection development team.
- Continued taking courses to learn how to create Google ads. Currently running ads to promote Library of Things and Brainfuse VetNow.
- Staff participated in webinar “Unattended Children: How to talk to parents about their children's behavior.” This issue has created challenges for our volunteers, so it is important for staff to respond quickly and appropriately to these situations.

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

- Repaired security cameras after several power outages impacted software.
- Replaced Xerox copy machine in Grants Pass with no additional cost.
- In Grants Pass, painted circulation office and installed new desk. Reconciled and updated inventory.
- In Illinois Valley, painted beams and trim, washed windows, and cleaned carpets after HVAC and electrical install impact. Relocated WiFi router to improve access.
- In Wolf Creek, reorganized office area to improve efficiencies.
- In Williams, painted beams and trim around windows.

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

- Finalized CIPA filtering on all circulating hotspots.
- Established a log of all intellectual freedom concerns to ensure timely, consistent reporting of these incidents to ALA and OLA.
- Continued facilitating staff sessions to finalize mission and focus area statements and to develop goals and objectives for the strategic plan. Met with Darci Hanning for guidance on goals, objectives, and activities.
- Continued participation in the Oregon library cohort of the Edge 2.0 Data Fluency program which enables libraries to collect and analyze data effectively to make informed decisions, better serve their communities, and clearly demonstrate their community leadership role, especially in terms of digital inclusion and 21<sup>st</sup>-century community information needs.

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

- Presented Facilities Master Plan to City of Cave Junction City Council. Discussed preliminary concepts for a CDBG for Illinois Valley branch renovation project.
- Partnered with Project Youth + to use computers with GED clients during Covid.
- Partnered with the Williams Elementary Preschool to curate a weekly themed-book bag.
- Reviewed SEO for library website and determined additional strategies to increase library visibility online, including linking to social media and other strategies.
- Created a second promotional video for the Career section of JobNow.
- Met with state representatives for Ready to Read Grant State Library Budget during Library Legislative Week March 1–5.
- Finalized promotional materials for JosephineLINK including tutorial videos for social media in English and Spanish, graphics in different shapes and sizes for social media in English and Spanish, and a GIF in English.
- After presenting to the Josephine County Latinx Interagency Network Committee and running ads in Spanish on social media about the new library website features, the following webpages have been accessed in Spanish by community members in February:
  - JosephineLINK: 119 times by 63 users
  - Education/research: 60 times by 21 users
  - Home page: 38 times by 28 users
  - Subject guide: 33 times by 12 users

*\*Note—only the top 100 visited pages in February were reviewed.*
- Library Foundation: The spring fundraising drive will run April 15 to May 31. During the spring drive, an appeal letter is sent to current donors asking them to make their annual contribution for 2021. The goal for the drive is to raise \$60,000 to support library services and capital projects that are beyond the district's tax-funded budget. Executive director and capital campaign consultant Dianna Smiley are holding virtual focus groups on Zoom with donors, volunteers, staff, sponsors, and community members to review and receive feedback on the updated case for support for phase one of the capital campaign, focusing on the purchase of the Grants Pass property and the renovation of the Illinois Valley branch.

**TO: Josephine Community Library District Board of Directors**  
**FROM: Business Manager Kedron Hay**  
**DATE: March 17, 2021**  
**SUBJECT: February 2021 Financial Statement**

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### **Accounting**

- The net income for the general fund on the P&L of \$562,390 does not equal the Balance Sheet net income of \$649,137. This is due to the Balance Sheet representing all funds/grants and the P&L representing only the General Library Operations fund. \$562,390 plus \$86,747 (net income of special funds only) equals \$649,137.
- JCLD invoiced Josephine Community Library Foundation \$360 for 6 household scholarships.
- LGIP interest fell to .60%.
- Transfer of \$5,000 was made to the maintenance fund in accordance with the lease agreement with Josephine County.

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

#### **Revenue**

- The district received \$13,780 for current year tax levy and \$2,835 of prior year's tax levy income in February 2021; total year to date tax revenue is \$1,378,271.
- Non-resident card fees for the month of February were \$1,305.

#### **Expenses**

- Collection development budget is \$175,000 for general fund purchases. Total collection development dollars spent in February from the general fund are \$6,583, and \$215 for special funds in February. Total year-to-date collection development purchases equal \$132,004 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.

### **Special Contracts**

- Special contracts include \$4,065 for technical/grant writing to Stover Writing Services in the month of February.

### **Grants**

- Total of grant expenses for the month of February is \$7,204.
- Total revenue received from grants in FY21 is \$351,485 representative of 13 grants.

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

- The district assets include \$87,468 in the district checking account. The Grants Pass maintenance fund totals \$20,368 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 \$1,776,674 and a reserve fund of \$151,040. 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 \$2,044,041 including \$280,464 in restricted grant funds, maintenance fund and reserve fund.

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

	Actual February-21	Year to Date Actual	Annual Budget	\$ Over (Under) Budget	Budget Forecast
Ordinary Income/Expense					
Income					
4000 - Current Year Tax Levy	\$ 13,780	\$ 1,335,204	\$ 1,425,000	\$ (89,796)	\$ 1,425,000
4005 - Prior Year Taxes	\$ 2,835	\$ 43,067	\$ 27,200	\$ 15,867	\$ 45,000
4100 - Fees	\$ 102	\$ 948	\$ -	\$ 948	\$ 1,000
4102 - Non-Resident Card Fees	\$ 1,305	\$ 4,675	\$ 45,000	\$ (40,325)	\$ 10,000
4200 - Interest Income	\$ 1,290	\$ 11,402	\$ 22,000	\$ (10,598)	\$ 18,000
4300 - Other Revenues	\$ 663	\$ 1,673	\$ -	\$ 1,673	\$ 1,800
4310 - Donations	\$ -	\$ -	\$ -	\$ -	\$ -
Total Income	\$ 19,975	\$ 1,396,970	\$ 1,519,200	\$ (122,230)	\$ 1,500,800
Expense					
5000 - Personal Services	\$ 64,905	\$ 465,289	\$ 843,600	\$ (378,311)	\$ 750,000
5200 - Collection Development	\$ 6,583	\$ 98,776	\$ 175,000	\$ (76,224)	\$ 175,000
5300 - Technical Services	\$ 2,060	\$ 40,758	\$ 42,600	\$ (1,842)	\$ 42,600
5400 - Building Improvements	\$ -	\$ 43,865	\$ 13,800	\$ 30,065	\$ 13,800
5500 - Facilities & Equipment	\$ 1,888	\$ 16,406	\$ 49,800	\$ (33,394)	\$ 49,800
5600 - Computer Maintenance	\$ 45	\$ 30,028	\$ 13,800	\$ 16,228	\$ 13,800
5700 - Insurance	\$ -	\$ 8,745	\$ 9,400	\$ (655)	\$ 9,400
5800 - Travel & Training	\$ 1,891	\$ 9,008	\$ 44,200	\$ (35,192)	\$ 35,000
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)	\$ 2,000
6660 - Volunteer Support	\$ -	\$ 84	\$ 2,900	\$ (2,816)	\$ 1,500
6670 - Events at Library	\$ 332	\$ 1,129	\$ 13,200	\$ (12,071)	\$ 5,000
6680 - Communication & Outreach	\$ 1,767	\$ 12,807	\$ 30,500	\$ (17,693)	\$ 30,500
6690 - Special Contracts	\$ 5,601	\$ 42,848	\$ 95,500	\$ (52,652)	\$ 95,500
6699 - Legal Administration	\$ 34	\$ 969	\$ 2,000	\$ (1,031)	\$ 2,000
6700 - Administrative Support	\$ 805	\$ 12,158	\$ 19,900	\$ (7,742)	\$ 19,900
6800 - Telecommunications	\$ 1,303	\$ 10,434	\$ 15,200	\$ (4,766)	\$ 15,200
6850 - Utilities	\$ 2,920	\$ 22,727	\$ 40,600	\$ (17,873)	\$ 40,600
8000 - Transfers & Contingency	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expense	\$ 90,134	\$ 834,580	\$ 1,448,600	\$ (614,020)	\$ 1,330,600
Net Ordinary Income	\$ (70,159)	\$ 562,390	\$ 70,600	\$ 491,790	\$ 170,200
Net Income	\$ (70,159)	\$ 562,390	\$ 70,600	\$ 491,790	\$ 170,200

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

	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	(17,849)	(17,849)	40,151
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	(624)	(624)	(624)
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)	(2,709)	(29,729)	75
JCCC - adult craft kits	0	1,500	0	1,500	0	(119)	(119)	1,381
JCLF	27,411	43,813	40,000	71,224	(25,023)	(38,813)	(63,836)	7,388
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	(492)	(492)	10,812
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>351,485</b>	<b>300,634</b>	<b>462,726</b>	<b>(83,702)</b>	<b>(266,339)</b>	<b>(350,041)</b>	<b>112,686</b>

Cash Basis

**Josephine Community Library District  
P&L Special Funds (all transactions)  
As of February 28, 2021**

	<u>Maintenance Fund (Special Funds)</u>		<u>Restricted</u>		<u>Unrestricted</u>	<u>Totals</u>
Maintenance Fund Beginning Balance	21,458		20,000		16,516	36,516
Transfer per Lease Agreement for 2019/2020/2021	15,000	Expenses				
Interest Earned	58	GP hot water heater	630	WM A/C	4,383	
	<u>36,516</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>20,368</u></u>	GP fans	398			
		Total Expensed	<u>2,994</u>		<u>13,154</u>	<u>16,148</u>
		To be Transferred				
		Remaining	<u>17,006</u>		<u>3,362</u>	<u>20,368</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 February 28, 2021

Feb 28, 21

ASSETS

Current Assets

Checking/Savings

1000 · People's Bank of Commerce	87,468.14
1010 · People's Bank-Savings	20,368.47
1100 · General Pool 6000	1,776,673.73
1110 · LGIP - Reserve Fund	151,040.37
1120 · Jo Co Treasury Account	-13.00
1150 · Cash Drawers	390.00

Total Checking/Savings 2,035,927.71

Other Current Assets

1310 · JoCo Reserve for Disputed Tax	8,113.20
1500 · Interfund Loans	5,000.00

Total Other Current Assets 13,113.20

Total Current Assets 2,049,040.91

Fixed Assets

1610 · Furniture and Equipment 303,130.91

Total Fixed Assets 303,130.91

TOTAL ASSETS 2,352,171.82

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

2100 · Payroll Liabilities	
2130 · Health Insurance withholdings	111.40
2150 · Retirement SIMPLE	3,832.57
Total 2100 · Payroll Liabilities	<u>3,943.97</u>
2400 · Deferred Revenues(audit)	8,113.20
2900 · Interfund loan payables	5,000.00

Total Other Current Liabilities 17,057.17

Total Current Liabilities 17,057.17

Total Liabilities 17,057.17

Equity

3909 · General Fund Balance	2,495,639.65
3909A · General Fund Appropriated	-1,112,793.02
3910 · GP Maint Fund Balance	15,330.80
3910A · GP Maint Fund Appropriated	-15,330.80
3920 · Capital Asset Investments	303,130.91
Net Income	649,137.11

Total Equity 2,335,114.65

TOTAL LIABILITIES & EQUITY 2,352,171.82

TO: Josephine Community Library District Board of Directors  
FROM: Kate Lasky, Library Director  
DATE: March 17, 2021  
SUBJECT: FY22 Budget Committee Recruitment and Budget Meetings

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### **Budget Committee Recruitment**

Applications were reviewed at the February 18 board meeting and board ratified a renewed budget committee member for a three-year term, Jay Meredith (renewed). A full list of budget committee members, including library board members is attached.

### **Budget Committee Meetings**

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

The following Budget Committee calendar summarizes the FY22 budget process along with tentative budget committee meeting dates.

#### **April 7, 2021 at 5:30 pm: Budget Committee meeting #1 (virtual)**

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.

#### **(IF NEEDED) May 5, 2021 at 5:30 pm: Budget Committee meeting #2 (virtual)**

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 FY22 budget

FY21 ends on Wednesday, June 30, 2021. At this point, the work of the FY22 Budget Committee is complete.

<b>committee member</b>	<b>board member or appointee</b>	<b>affiliation</b>	<b>term</b>
Gina Marie Agosta	board member	patient experience coordinator Asante	2019-2023
Beecher Ellison, JD	board member	paralegal, Josephine County Legal Counsel	2017-2021
Pat Fahey	board member	general manager, Sutherlin Sanitary Service	2019-2023
John Harelson, CPA Board President	board member	CPA, former County Treasurer	2019-2023
Bill Kohn, MD	appointee	physician, retired	2019-2022
Jay Meredith, CPA	appointee	CFO, American Mineral Research former finance director, City of Grants Pass	2021-2024
Tom Miller	appointee	library department chair, retired Rogue Community College	2019-2022
Cassie Robinson	appointee	chief financial officer, Club Northwest	2020-2023
Laurel Samson, MBA Board Vice President	board member	consultant, Laurel Samson Management Services former city manager, City of Grants Pass	2017-2021
Joanne Stumpf	appointee	finance director, retired, City of Grants Pass	2020-2023

TO: Josephine Community Library District Board of Directors  
FROM: Kate Lasky, Library Director  
DATE: March 17, 2021  
SUBJECT: Budget assumptions and 3-year financial plan reflection

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## **Resources**

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

- Strategic direction
- Library operations plan
- Annual budget
- Annual financial audit
- Monthly financial statements and budget forecasts
- Facilities Master Plan.
- Capital Improvement Plan

## **Background**

The library does not hold any debt and has a cash flow equal to the amount of operating funding needed each year prior to the receipt of taxes of \$600,000 per the annual budget. Cash is held in the Local Government Investment Pool and People's Bank.

Currently, the library holds general property, officer liability, employee, health, and volunteer insurance.

Capital improvements as part of the Facilities Master Plan is supported in part by Josephine Community Library Foundation and may be reflected in both the general fund and enhance fund. Any annual net income is applied to reserve fund savings for the purpose of future expenses including capital improvement and operations. A maintenance fund is applied to the Grants Pass branch per the lease agreement with Josephine County of \$5,000 annually.

## **FY21-22 Budget Planning Assumptions**

### Revenue Assumptions

- Revenue will increase by 3% based on County Assessor's preliminary assessment. Unpaid taxes for current year and past years included in projections.
- Non-resident card fees are projected to decrease 50% (of previous year's budget) based on pandemic reopening for half year.
- Interest income will decrease significantly due to the Oregon Short Term Fund rate at .6%

### Expense Assumption

- Personal Services will remain at 15 FTE's and include a 2.5% COLA increase (July) and merit increase of 2.5% (anniversary dates). This reflects the standard option for an addition 1 FTE if needed and as approved by the board.

- Collection development will remain the same at \$175,000.
- Patron service will increase by \$2,000.
- Grants Pass events at library will increase by \$4500 due to pandemic activity kits, incentives, book boxes, and additional activities including gaming subscriptions. This line item includes materials not catalogued.
- Communications will remain the same.
- Special Contracts will decrease by \$20,000.
- Travel and training projected to remain the same due to uncertainty of the pandemic.
- Building Improvements will stay the same due to projected capital improvement activities.
- Facilities and Equipment will remain the same or decrease.
- Admin, Telecom, and Utilities will remain consistent, with incremental increases due to inflation.

### **Reflecting on June 2020 outlook, 3-year financial plan**

The financial plan for 2020-2023 was presented to the board at the June 2020 board meeting. Current budget projections developed for the FY22 Budget Committee reflect the June 2020 outlook with a \$15,000 margin of error of the bottom line for both revenue and expense (see attached June 2020 Outlook, unchanged).

The three-year financial budget reflects the general fund.

The plan does not include potential grant funds as these awards are subject to annual availability. Grant projections are presented as part of the regular budget committee process.

### Revenue Assumptions

- Revenue from taxes was projected to increase by 2% in FY21-22 and by 1.5% in FY22-23. The projected lower increase anticipated a downward turn of the economy as a result of the COVID-19 pandemic.

### Expense Assumptions

- Personal services were expected to increase of 2.5 %for COLA and 2.5% with consideration to merit-based wage increases. Health insurance projections represent a fixed cost of \$650 per month per employee, which is set by the board of directors.
- Materials and services expense line items were projected to remain static, with some increases by 2.5% due to inflation year over year.
- Building improvements represents the most uncertainty, with FY22 increased to \$45,200.
- Travel, training, legal fees, and utilities were projected to increase by 10% due to trends year over year. This did not occur due to the pandemic facilities closure and restricted travel.

**June 2020 Outlook  
GENERAL FUND BUDGET PROJECTION**

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

TO: Josephine Community Library District Board of Directors  
FROM: Kate Lasky, Library Director  
DATE: March 17, 2021  
SUBJECT: First reading of Finance Policy 2-11, Annual Financial Planning

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### **Background**

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

- Finance Policy 2-11, **Annual Financial Planning** (new)

### **Recommendation**

The policy is to establish current and future financial planning through objective forecasting derived from historical data and knowledge and expertise of individuals both inside and outside of the district.

Sources: GFAO, Best Practices, Financial Forecasting in the Budget Preparation Process

## Policy 2- 11. Annual Financial Planning

*Adopted x/xx/xxxx*

Josephine Community Library District (JCLD) shall follow these policies and procedures for annual financial planning:

### **General**

The purpose of annual financial planning is to assess current and future financial and economic conditions. A financial forecast includes current and projected financial models which assist in identifying revenues and expenditures based on immediate and long-term goals, policies, and community services. This is part of the annual budget process and allows for improved decision making.

### **Policy**

A three-year financial projection is established by Library Director and Business Manager after the annual budget is approved and adopted. Information is gathered based on an objective forecast to estimate revenues and expenditures as accurately as possible. Department heads are consulted for vision into the planned services, programming, and goods supplied. The capital improvement and IT plans, and reserve policy are revised based on projected long-term needs. Assumptions are documented for clarification and future reference. This includes historical data, judgement, and expertise of individuals.

**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:** March 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.

### **Activity**

Executive director and library director met with ZCS Engineering and Architecture to discuss recommendations and fees for reviewing the Illinois Valley financial estimates. A follow up meeting is pending.

### **Williams branch**

Foundation board members toured at a property recently listed for sale next to the Grange. The property is two acres, with two buildings, a well and sewer system, and is zoned for a library. It is listed for \$649,000. The foundation is looking into the property and will continue to keep FOTF updated.

### **Illinois Valley branch**

Library director presented a facility update to the Cave Junction City Council. The district is working on partnering with the City of Cave Junction in grant applications to upgrade and renovate the library as part of the Facilities Master Plan for the Illinois Valley branch.