

Josephine Community Library District
Board of Directors Regular Meeting
Wednesday, April 21, 2021 at 5:30pm, Virtual Meeting
Call (669) 900-9128. Meeting ID #890 6660 1578
Grants Pass branch, 200 NW C Street 97526

Agenda

Board members:

Position 1	Position 2	Position 3	Position 4	Position 5
Beecher Ellison	Laurel Samson, Vice President	Gina Marie Agosta	Pat Fahey, President	John Harelson

Agenda Items	Action	Responsible	Time
Call to Order		P. Fahey	
Standing Items			
1. Approval of agenda		P. Fahey	5 min
2. Approval of consent agenda	Motion	P. Fahey	
a. March 17 minutes			
b. Resolution 2021-009 Finance Policy			
3. Annexation petition review: Harvey, Menkee, Marr	Motion	P. Fahey	
4. Public comment		P. Fahey	
5. Correspondence		P. Fahey	
Staff Reports			
1. Library director's report	Report	K. Lasky	10 min
2. Financial report	Report	K. Hay	5 min
Action Items			
1. Library director contract amendment Resolution 2021-008	Motion	P. Fahey	10 min
2. Strategic Plan	Motion	Lasky/Stover	10 min
3. First reading: Antiracism statement	Discussion	K. Lasky	5 min
Board Member Reports			
1. Library Foundation liaison report	Report	D. Mannix	5 min
2. Facilities Oversight Task Force report	Report	Ellison/Samson	10 min
Announcements			
1. Comments from board members		All	5 min
2. Date and agenda items for next meeting		P. Fahey	
Adjourn		P. Fahey	

Date and Time	Upcoming Meetings and Events
May 19, 5:30pm	District Board Meeting and Budget Hearing, virtual TBA
June 16, 5:30pm	District Board Meeting, virtual TBA

Josephine Community Library District
Board Regular Meeting Minutes
Wednesday, March 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: none

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

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 5:31 pm.

STANDING ITEMS

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

Motion: Mr. Ellison 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.

- **February 17 minutes.** No changes were requested.

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

Public comment. There was no public comment.

Correspondence. There was no public correspondence.

STRATEGIC PLANNING PREPARATION

Strategic plan. Ms. Lasky shared the overview including library core services to include with the strategic plan for the board to review.

STAFF REPORTS

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

- As part of the library reopening plan, volunteers have begun reintegrating into library operations and in-person service is planned for the end of the month.
- Additional funding is coming through ARPA distributed to the State Library of Oregon. Some of that may be distributed through special districts.
- Building American Libraries Act is growing support in Congress.
- Ms. Lasky presented to the City of Cave Junction to present the past and upcoming changes to the Illinois Valley branch.
- The library is looking at the possibility of applying for a Community Development Block Grant for the Illinois Valley branch in 2021.

- Patrons are beginning to use the library website in Spanish now that all pages have been translated.

Financial report. Ms. Hay reviewed the February Financial Statement memo dated February 28, 2021. She also reviewed the Profit & Loss Budget vs. Actual–General Fund statement through February 2021, the Profit & Loss statement for grants through February 2021, and the Balance Sheet as of February 28, 2021.

Budget officer’s report. Ms. Lasky shared that budget assumptions based on the 3-year financial plan. The Budget Committee is scheduled to convene virtually on April 7, 2021 at 5:30 pm.

ACTION ITEMS

First reading: Financial Planning Policy 2-11. The board of directors reviewed the financial planning policy.

BOARD MEMBER REPORTS

Library Foundation liaison report. Mr. Mannix reported that the spring fundraising drive is scheduled for April 15–May 31. Members of the library foundation board of directors attended a fundraising webinar in March. Welch Investment is going to be a drive sponsor for the Spring Fundraising Drive.

Ms. Lasky and Ms. Stoltz are working on securing two other sponsors.

Facilities Oversight Task Force. Ms. Samson reported that there is a 2-acre piece of land in Williams that the library foundation is looking at for a possible library in the future.

ANNOUNCEMENTS

Comments from board members. Mr. Ellison announced that tomorrow is the last day to register to take over his seat on the library board.

Date and agenda items for next meeting. Mr. Fahey announced that the next regular meeting will be at 5:30 pm on Wednesday, April 21 and the budget hearing is Wednesday, April 7.

ADJOURNMENT

The meeting adjourned at 6:34 pm.

Respectfully submitted,



Brandace Rojo for Board Secretary Kate Lasky
Josephine Community Library District

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

In the Matter of Adopting a Finance and Policy for Josephine Community Library District))))	Resolution No. 2021-009
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WHEREAS, the Board has reviewed the new finance policy written for Josephine Community Library District; now therefore

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves

The following new finance policy attached hereto and incorporated herein by this reference are authorized for implementation:

Policy 2-11, Annual Financial Planning (new)

DONE AND DATED this 21st day of April, 2021.

Pat Fahey, Board Member

Gina Marie Agosta, Board Member

John Harelson, Board Member

Beecher Ellison, Board Member

Laurel Samson, Board Member

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.

Annexation Petitions

April 21, 2021

The following property owners are petitioning that their properties be annexed to the Josephine Community Library District. Their petitions will be on hand at the April 21 board meeting for review and action.

	Property Owner	Address
1	Harvey, Carlton F & Rebecca G	411 Hudson Ln Grants Pass, OR 97526
2	Menkee, Julia & Aurora D	310 Murphy Ln Grants Pass, OR 97527
3	Marr, Kevin P & Contance P	2600 Rogue River Hwy Grants Pass, OR 97527

TO: Josephine Community Library District Board of Directors
FROM: Kate Lasky, Library Director
DATE: April 21, 2021
SUBJECT: Library director's report

General Updates

- Library entered Chapter 4 of the [Reopening Plan](#) and postponed moving into Chapter 5 due to increase cases in Josephine County. It is anticipated in-person service will resume by the end of April, or as public health safety demands.
- Representative Morgan and Stark, and Senator Robinson requested funding from Speaker Kotek and Co-Chairs of Ways and Means for library facilities from American Rescue Plan Act.
- Budget Committee approved draft budget. Public Hearing is scheduled for May 19.

Stories

- **Online**, the following comment on a Facebook post came from an Illinois Valley patron: "I love, love, LOVE that you guys have been getting some brand-new books! I see something on TV about the latest book and I go to the library website and see that you guys have it. Then I put in a request for it and get to read it a week or so later!"
- **In Grants Pass**, patrons receiving library card renewal notices are offered the option of converting to ecards if they are solely using online services, eliminating the need to come to the library with ID during curbside service. A patron replied: "This library card has been a blessing to me, as I love to read and reading e-books suits my needs better, and also the ease of it during these times. I really appreciate your prompt response and excellent service. Please accept my gratitude and know that you made my day!"
- **In Illinois Valley**, a patron visited the IV branch for a computer appointment with her 16-year-old son to use the driver's test resources on the library website. She expressed her gratitude for the user-friendly, accurately paced online test through our system as opposed to the unrealistic test available through the Oregon DMV website. Her son had taken and failed his first written exam. They were optimistic that these practice tests would help him pass the second time.
- **In Wolf Creek**, to celebrate National Unicorn Day (April 9th) the branch manager planned lessons for each grade level at Sunny Wolf Charter School. Students were excited to learn that there was such a holiday. Every class read a unicorn book and had the opportunity to color their own unicorn picture. Upper grades also played a unicorn trivia game. One class was so interested in the trivia that they voted to miss recess to finish the game. Later, teachers shared with the branch manager that students talked about Unicorn Day for the rest of the week.
- **In Williams**, a patron who works at the Grants Pass Fred Meyer leaves Williams at 3am to begin her shifts at the grocery store and stops at the Williams library to download music or audio entertainment before work. Another patron is taking a live Buddhist perspective hospice training that she attends remotely at 6pm on Tuesdays; her Internet connection is not fast enough at her home to support streaming.

Successes

- Owners of the historic Motel Del Rogue have petitioned to annex their property into the library district, voicing their strong support for libraries as they enthusiastically signed petition documents.
- Technical services began adding records for individual titles in graphic novel series — making the individual items searchable and holdable by patrons. Not long after completing one series, the titles had already been requested by a patron.

Challenges

- Student Hours at the Library cancelled due to lack of participation. Redirecting Rotary grant to develop college prep kits for high schoolers. Requesting a change in grant parameters from Chaney Foundation also. Partnership with Grants Pass School District 7 is also a positive outcome.
- Promotion of library services continues to be a challenge with Grants Pass School District 7. The flyer distribution tool they use is expensive and organizations are only allowed one free flyer per month. Approval can take 6–8 weeks sometimes making it hard to promote programs.
- A public services library assistant has resigned to accept a position aligned with her educational background and career goals. The job description will be reviewed, and additional staffing needs considered prior to posting for this position.

Imperative #1 Enhance program quality and customer service.

- In March, the communications department worked with collection development, youth services, and adult services to put publish the Women’s History Month subject guide which was viewed by 58 unique visitors last month.
- In Williams, staff and volunteers identified book series for AR levels in fourth and fifth grade and color-coded bookmarks for easy identification.
- A writing workshop with local author Nancy Lane was attended by 19 participants.
- The first of four Something About Poetry workshops was attended by 10 highly engaged participants.
- April’s Super Storytime with a theme of “Forests” has been completed and shared. A poem was included to celebrate National Poetry Month, as well as showing a real-life bird’s nest for enrichment.

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

- Volunteers have been welcomed back and trained for new service models in preparation of Chapter 5 of the reopening plan.
- Library provided group access to Oregon Library Association virtual conference April 20-23. Attendees may view recorded session through August.
- Staff continue to attend [ACES training](#). While some ACES information is included in new volunteer orientation, periodic reminders for front-line staff and volunteers will help foster empathy when faced with difficult situations.
- Public services staff is reviewing a selection of UdeMy courses relevant to their position to complete quarterly. Initial options are primarily focused on improving communication skills. Utilizing this impressive database for professional development will familiarize

staff with the range of Udemy courses offered and encourage promotion of this valuable resource.

Imperative #3 Enhance the facilities across the library systems.

- Researched the U.S. Housing and Urban Development (HUD) Community Development Block Grant (CDBG) program for Community Facilities funding for the IV library renovations. Developed the timeline for application development and funding as it relates to the IV project timeline. Arranged for meetings with State of Oregon CDBG representatives for confirmation of eligibility and next steps.
- Submitted the grant application package \$6,579 to the Federal Emergency Management Agency (FEMA) as administered by Oregon Emergency Management (OEM). This is a request for reimbursement of itemized allowable emergency-level Covid protective equipment and supplies incurred from March 1 to September 14, 2020. Application is under review.
- Received a request for a site visit from the West Family Foundation in support of a library foundation grant request of \$8,500 to purchase five automated external defibrillators (AEDs) for the four library branches.
- Met with ZCS architects to develop renovation concepts and prepare for May Illinois Valley community meeting and input.
- Reviewed and updated library inventory, adding inventory tags to all new items purchased during COVID.
- New shelving installed in Grants Pass branch and new drive-up book drop pad installed.

Imperative #4 Develop efficient operating systems and structures.

- Schedule annual financial audit to begin on April 19. Continued work on the strategic plan, defining measurable objectives and activities. Preparing the plan for board review.
- Piloted diversity audit tool for Adult fiction and cookbooks, including analyzing results.
- Updated acquisitions procedures for equity, diversity, and inclusion ordering and invoicing.
- Imported MARC records for ScienceFlix, Mango Languages, and Chilton Library into catalog and updated records with the correct Josephine Library log in link, so patrons can find these databases and link to them directly when searching the library catalog.
- Updated “illegal aliens” subject heading in catalog.

Imperative #5 Build awareness and expand partnerships.

- The communications department is working with Mark Wyner’s team to make several changes to the library Home page and website infrastructure with feedback from staff and improve search engine optimization.
- Collaborating with SOREDI on small business communication workshop.
- Public services library assistant interviewed with the Daily Courier about our adult craft kit passive program; the story was published in the March 28 edition.
- Developed a physical book list that will be updated each month and be available at curbside pickup, giving patrons another way to access the libraries new materials.
- Illinois Valley branch manager interviewed on the local radio station KXCJ 105.7FM during weekly News & Views, sharing services available during COVID and beyond.

- Library director collaborated with ALA, OLA, and Springfield library director to publish an [op-ed in the Register Guard](#) support Build America's Library Act.
- Library director met with Congressional Representative Cliff Bentz at the Chamber of Commerce.
- Library director interviewed by US Cellular and Hunter Communications about E-rate as part of vendor efforts to secure new ARPA funding available through the FCC.
- Williams Elementary School: The branch manager organized a partnership with the principal and the fourth/fifth grade teacher to issue students library cards, present to them the features of the JCLD library homepage and teach them how to use it. A partnership agreement was finalized with the branch manager providing virtual presentations to the fourth and fifth grade students.
- Sunny Wolf Charter School: Primary grade teachers requested more books each week because students are reading through them all by the next library day. After discussing the importance of having access books at home, teachers in first and second grades are beginning to allow students to take home library books. Previously, students in these grades were required to keep them in their desk at school.
- Josephine Community Library Foundation: The Spring Fundraising Drive runs April 15 to May 31. During spring, the focus of the drive is asking current donors to make their annual contribution for 2021. Sponsors for the drive are Herb Pharm, Southern Oregon Sanitation, and Welch Investment Group.

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

Accounting

- The net income for the general fund on the P&L of \$506,056 does not equal the Balance Sheet net income of \$584,040. This is due to the Balance Sheet representing all funds/grants and the P&L representing only the General Library Operations fund. \$506,056 plus \$77,984 (net income of special funds only) equals \$584,040.
- JCLD invoiced Josephine Community Library Foundation \$240 for 4 household scholarships and Grants Pass Friends of the Library \$1,008 for WordWise advertising on KAJO for the months of February and March.
- LGIP interest remains at .60%.

Statement of Financial Activities (general fund P&L)

Revenue

- The district received \$38,789 for current year tax levy and \$2,406 of prior year's tax levy income in March 2021; total year to date tax revenue is \$1,419,467.
- Non-resident card fees for the month of March were \$1,330.

Expenses

- Collection development budget is \$175,000 for general fund purchases. Total collection development dollars spent in March from the general fund are \$15,389, and \$1,385 for special funds in March. Total year-to-date collection development purchases equal \$148,779 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 \$3,900 for technical/grant writing to Stover Writing Services and \$2,500 for e-rate consultant to EdTech Strategies in the month of March.

Grants

- Total of grant expenses for the month of March is \$9,066.
- Total revenue received from grants in FY21 is \$368,973 representative of 14 grants.

Statement of Financial Position (balance sheet)

- The district assets include \$76,489 in the district checking account. The Grants Pass maintenance fund totals \$20,371 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 \$1,718,913

and a reserve fund of \$151,117. 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 \$1,976,082 including \$230,545 in restricted grant funds, maintenance fund and reserve fund.

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

	Actual March-21	Year to Date Actual	Annual Budget	\$ Over (Under) Budget	Budget Forecast
Ordinary Income/Expense					
Income					
4000 - Current Year Tax Levy	\$ 38,789	\$ 1,373,994	\$ 1,425,000	\$ (51,007)	\$ 1,425,000
4005 - Prior Year Taxes	\$ 2,406	\$ 45,473	\$ 27,200	\$ 18,273	\$ 45,000
4100 - Fees	\$ 72	\$ 1,020	\$ -	\$ 1,020	\$ 1,000
4102 - Non-Resident Card Fees	\$ 1,330	\$ 6,005	\$ 45,000	\$ (38,995)	\$ 10,000
4200 - Interest Income	\$ 1,122	\$ 12,524	\$ 22,000	\$ (9,476)	\$ 18,000
4300 - Other Revenues	\$ 328	\$ 2,001	\$ -	\$ 2,001	\$ 1,800
4310 - Donations	\$ -	\$ -	\$ -	\$ -	\$ -
Total Income	\$ 44,047	\$ 1,441,017	\$ 1,519,200	\$ (78,183)	\$ 1,500,800
Expense					
5000 - Personal Services	\$ 59,864	\$ 525,154	\$ 843,600	\$ (318,446)	\$ 750,000
5200 - Collection Development	\$ 15,389	\$ 114,166	\$ 175,000	\$ (60,834)	\$ 175,000
5300 - Technical Services	\$ 1,103	\$ 41,860	\$ 42,600	\$ (740)	\$ 42,600
5400 - Building Improvements	\$ 1,068	\$ 44,932	\$ 13,800	\$ 31,132	\$ 13,800
5500 - Facilities & Equipment	\$ 1,897	\$ 18,303	\$ 49,800	\$ (31,497)	\$ 49,800
5600 - Computer Maintenance	\$ 1,137	\$ 31,165	\$ 13,800	\$ 17,365	\$ 13,800
5700 - Insurance	\$ -	\$ 8,745	\$ 9,400	\$ (655)	\$ 9,400
5800 - Travel & Training	\$ 1,914	\$ 10,922	\$ 44,200	\$ (33,278)	\$ 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	\$ -	\$ 695	\$ 9,100	\$ (8,405)	\$ 2,000
6660 - Volunteer Support	\$ 646	\$ 84	\$ 2,900	\$ (2,816)	\$ 1,500
6670 - Events at Library	\$ 102	\$ 1,232	\$ 13,200	\$ (11,968)	\$ 5,000
6680 - Communication & Outreach	\$ 2,888	\$ 15,695	\$ 30,500	\$ (14,805)	\$ 30,500
6690 - Special Contracts	\$ 7,677	\$ 50,524	\$ 95,500	\$ (44,976)	\$ 95,500
6699 - Legal Administration	\$ 697	\$ 1,666	\$ 2,000	\$ (334)	\$ 2,000
6700 - Administrative Support	\$ 1,113	\$ 13,271	\$ 19,900	\$ (6,629)	\$ 19,900
6800 - Telecommunications	\$ 1,777	\$ 12,211	\$ 15,200	\$ (2,989)	\$ 15,200
6850 - Utilities	\$ 3,109	\$ 25,836	\$ 40,600	\$ (14,764)	\$ 40,600
8000 - Transfers & Contingency	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expense	\$ 100,381	\$ 934,961	\$ 1,448,600	\$ (513,639)	\$ 1,330,600
Net Ordinary Income	\$ (56,334)	\$ 506,056	\$ 70,600	\$ 435,456	\$ 170,200
Net Income	\$ (56,334)	\$ 506,056	\$ 70,600	\$ 435,456	\$ 170,200

**Josephine Community Library District
Enhanced Library Services
March 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	(30,780)	(30,780)	27,220
Covid Relief Fund - State of Oregon	6,562	160,179	40,000	166,741	(6,562)	(160,179)	(166,741)	0
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	(2,330)	(2,330)	(2,330)
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)	(3,837)	(30,857)	(1,053)
JCCC - adult craft kits	0	1,500	0	1,500	0	(281)	(281)	1,219
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	(1,336)	(1,336)	7,087
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	(977)	(977)	10,327
Rotary Club of GP - student hours	0	1,000	0	1,000	0	0	0	1,000
State Library - CARES	0	17,488	0	17,488	0	(10,400)	(10,400)	7,088
Total	111,242	368,973	300,634	480,214	(83,702)	(326,183)	(409,885)	70,329

Cash Basis

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

	<u>Maintenance Fund (Special Funds)</u>		<u>Restricted</u>		<u>Unrestricted</u>	<u>Totals</u>
Maintenance Fund Beginning Balance	21,458		20,000		16,519	36,519
Transfer per Lease Agreement for 2019/2020/2021	15,000	Expenses				
Interest Earned	<u>61</u>	GP hot water heater	630	WM A/C	4,383	
	36,519	GP gutter/ glashing	239	IV sewer	3,771	
		GP gutter cleaning	85	IV facia/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>20,371</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>3,365</u>	<u>20,371</u>
Expense						
5500 · Facilities & Equipment						
5402 · Branch Building Improvements	11,135					
5501 · Bld Repairs & Maintenance	4,383					
5505 · Equipment Improvement & Maint.	<u>630</u>					
Total Expense	<u><u>16,148</u></u>					

Josephine Community Library District
Balance Sheet
 As of March 31, 2021

Mar 31, 21

ASSETS

Current Assets

Checking/Savings

1000 · People's Bank of Commerce	76,489
1010 · People's Bank-Savings	20,371
1100 · General Pool 6000	1,718,913
1110 · LGIP - Reserve Fund	151,117
1120 · Jo Co Treasury Account	-13
1150 · Cash Drawers	390

Total Checking/Savings	<u>1,967,268</u>
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Other Current Assets

1310 · JoCo Reserve for Disputed Tax	8,113
1500 · Interfund Loans	5,000

Total Other Current Assets	<u>13,113</u>
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Total Current Assets	<u>1,980,382</u>
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Fixed Assets

1610 · Furniture and Equipment	303,131
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Total Fixed Assets	<u>303,131</u>
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TOTAL ASSETS	<u><u>2,283,513</u></u>
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LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

2100 · Payroll Liabilities	
2130 · Health Insurance withholdings	111
2150 · Retirement SIMPLE	271
Total 2100 · Payroll Liabilities	<u>382</u>
2400 · Deferred Revenues(audit)	8,113
2900 · Interfund loan payables	5,000

Total Other Current Liabilities	<u>13,495</u>
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Total Current Liabilities	<u>13,495</u>
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Total Liabilities	13,495
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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	584,040

Total Equity	<u>2,270,017</u>
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TOTAL LIABILITIES & EQUITY	<u><u>2,283,513</u></u>
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ADDENDUM C

ANNUAL COLA INCREASE

The Josephine Community Library District (JCLD) shall provide an annual COLA increase to library director Kate Lasky if the JCLD Board of Directors provides a COLA increase to other JCLD employees. Kate Lasky's COLA increase shall be the same percentage increase provided to other JCLD employees.

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

In the Matter of Adopting an Addendum)
to the Library Director Contract with) **Resolution No. 2021-008**
Josephine Community Library District)

WHEREAS, the Josephine Community Library District Board of Directors entered into an employment contract with library director Kate Lasky on September 21, 2017; and

WHEREAS, the current contract/employment agreement for Library Director renews automatically, and

WHEREAS, the board has reviewed Addendum C to the library director’s contract and determined to offer a potential annual COLA increase to of library director, Kate Lasky; now therefore

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves

The Addendum C to the contract for the library director is to effective _____ day of _____, _____, pursuant to the terms of Addendum C, a copy of which is attached to this resolution and incorporated herein.

DONE AND DATED this 21th day of April, 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, library director
DATE: April 21, 2021
SUBJECT: Draft Antiracism Statement

Background

Due to the racial injustices brought to light in recent years and exacerbated by the pandemic, public institutions are called on to clearly state antiracism values as hate speech and other racist action cause harm to communities of color within our service populations. The [State Library of Oregon](#) and the [Oregon Library Association](#) have adopted statements and developed an [Equity, Diversity, Inclusion, and Antiracism Toolkit](#) for public libraries that outlines this call to action and recommends annual training in these important values.

Recommendation

As cultural competence and the work of racial justice in ongoing, it is recommended the JCLD Board of Directors adopt the following draft antiracism statement and post it on its website. Over the next several months, it is recommended the library staff expand the statement to include actionable items and additional resources to demonstrate JCLD's commitment to antiracism and its values of diversity and equity.

We, at Josephine Community Library, [stand with American Library Association \(ALA\) and the Black Caucus of the American Library Association \(BCALA\)](#) in condemning violence and racism toward Black people and people of color. We stand with ALA and BCALA against the systemic and systematic social injustices and racism endured by Black people and people of color. We also stand with the [Oregon Library Association \(OLA\)](#), [Asian/Pacific American Librarians Association \(APALA\)](#), [Chinese American Librarians Association \(CALA\)](#), [REFORMA](#), and [American Library Association \(ALA\)](#) to condemn hate crimes and racist language towards Asian, Asian-American, and Pacific Islander communities.

We are dedicated to amplifying the diverse voices of our communities and of Black authors and authors of color as we evolve in our mission at Josephine Community Library to connect our diverse communities to reliable resources, technology, and information, envisioning a community where diverse ideas and people come together to share knowledge, experiences, and perspectives.

We embrace the American Library Association's [Code of Ethics](#) and the [Library Bill of Rights](#)—adopted in 1939 and supplemented with modern [interpretations](#) to evolve with the times. We also acknowledge the [historical legacy of unequal access that public libraries have in the United States](#) and we are actively involved in rebuilding an equitable institution.

TO: Josephine Community Library Foundation Board of Directors
Josephine Community Library District 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: April 9, 2021
SUBJECT: FOTF Memo

Background

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

Action item

FOTF had its first meeting with ZCS Engineering and Architecture to discuss the Illinois Valley branch renovation and addition on April 14. This is the first of three design meetings to determine master plan scope adjustments, develop design alternatives, and prepare exhibits for public meetings.

Williams

FOTF discussed next steps for the property listed for sale next to the Grange. As a reminder, 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 owner of the property had a discussion with the Williams branch manager and would be willing to reduce the price. Executive director and library director contacted the property owner to answer questions about library services. Property owner offered to lower price and asked that the library foundation contact his realtor for further negotiations.

Several ideas for an offer were discussed. FOTF foundation board members will meet prior to the foundation's board meeting to discuss potential offers and make a recommendation to the foundation board.

Illinois Valley branch

Library director and grant writer provided an update on grant opportunities, grant requirements and timelines, and potential partnerships for the Illinois Valley project.

FOTF Recommendation

The Facility Oversight Task Force recommends the library foundation make an offer and complete due diligence items for the property in Williams. The location is ideal for the library to be a community center in Williams.