

Josephine Community Library District
Budget Hearing and Board of Directors Regular Meeting
Wednesday, May 19, 2021 at 5:30pm, Virtual Meeting
Call (669) 900-9128. Meeting ID #863 4045 4301
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 2. Approval of consent agenda a. April 07 budget meeting minutes b. April 21 board meeting minutes c. Resolution 2020-010 Rotary Grant d. Antiracism statement 3. Public comment 4. Correspondence	Motion	P. Fahey P. Fahey P. Fahey P. Fahey	5 min
Staff Reports 1. Library director's report 2. Financial report	Report Report	K. Lasky K. Hay	10 min 5 min
Action Items 1. FY21-22 Budget Hearing Public comment 2. FY21-22 Budget and Appropriations 3. FY21-22 Tax Rate	Hearing Resolution Resolution	P. Fahey P. Fahey P. Fahey	10 min 5 min 5 min
Board Member Reports 1. Library Foundation liaison report 2. Facilities Oversight Task Force report	Report Report	D. Mannix Ellison/Samson	5 min 10 min
Announcements 1. Comments from board members 2. Date and agenda items for next meeting		All P. Fahey	5 min
Adjourn		P. Fahey	

Date and Time	Upcoming Meetings and Events
May 24, 7:00pm	City of Cave Junction CDBG Public Hearing, virtual
June 16, 5:30pm	District Board Meeting, location TBA

**Josephine Community Library District
Budget Committee Meeting
Wednesday, April 7, 2021 at 5:30 pm, Virtual Meeting
Call (669) 900-9128. Meeting ID #861 3417 2445
Grants Pass branch, 200 NW C Street**

Budget Committee members present: Gina Marie Agosta, Beecher Ellison, Pat Fahey, John Harelson, Bill Kohn, Jay Meredith, Cassie Robinson, Laurel Samson, Joanne Stumpf, Tom Miller

Budget Committee members absent: none

Budget Officer present: Kate Lasky, Library Director

Staff present: Business Manager Kedron Hay, Communications Manager Brandace Rojo, Josephine Community Library Foundation Executive Director Rebecca Stoltz

Contractors: Communications Specialist Teresa Stover acting as co-host, Gerald Burns Financial Advisor for Budget Officer

Guests: Rachele Selvig

CALL TO ORDER. Budget Officer Kate Lasky called the meeting to order at 5:37 pm.

AGENDA ITEMS

Nomination of budget committee chair. *Motion:* Mr. Kohn moved to nominated Jay Meredith as the board chair. Mr. Fahey seconded. The motion passed unanimously.

Nomination of budget committee secretary. *Motion:* Ms. Samson moved to nominate Brandace Rojo as the board secretary acting for board chair Kate Lasky. Mr. Kohn seconded. The motion passed unanimously.

Budget process, procedure, and ground rules. The Zoom chat feature will not be available for comments due to public record issues.

FY22 Budget Message. Referring to the "FY2021-22 Budget Message," Ms. Lasky reviewed the highlights of the FY2021-22 budget.

Mr. Kohn asked a question about the amount of tax not collected.
Ms. Lasky explained that it is accounted for as a percentage.

Mr. Miller asked about carryover.
Ms. Lasky discussed the reserve fund and contingency.

Ms. Stumpf asked about the differences in the ending balances between FY21 and FY22, and about projections for when the district would have to severely cut back services and/or go for another local option vote.

Ms. Lasky explained that the three-year financial plan does not show a significant dip. At some point, the 3% won't keep up, but it won't be any sooner than five years. That gives the library time to prepare and build a portfolio of revenue.

Mr. Meredith added that he reviewed this and examined the reserve fund and unappropriated ending fund balance. There was a transfer of \$300K from the general fund to the reserve fund, transferring extra to reserve.

Mr. Harelson asked for perspective on cash balance between the current fiscal year and the next fiscal year. His sense is that the total cash balance for this year is higher than it was last year.

Ms. Lasky confirmed that Mr. Harelson's assumption was correct.

Budget discussion.

Mr. Fahey asked about the size of the physical collection and space in the buildings.

Ms. Lasky responded that spending on the physical collection has slowed down a bit due to the pandemic but spending on other materials such as craft kits for all ages and databases has increased.

Mr. Harelson asked if there is a consideration to put more in the reserve fund.

Ms. Lasky imagines that there will likely be more and the board should check again in six months.

Mr. Miller asked about line 15 on page four regarding retirement benefits for staff. He asked if the amount is a contribution to a Simple IRA account.

Ms. Lasky responded that it is a 3% match for each employee if they opt in to receive retirement benefits.

Public comment.

Rachele Selvig introduced herself as a candidate for the library board election coming up in May 2021. She expressed her passion for libraries and shared that she has been a supporter of Josephine Community Library for years.

Questions about the budget or process.

Mr. Meredith asked if there are any suggested amendments to the budget from other budget committee members. No one had changes.

Motion: Mr. Ellison moved to approve the FY 2021-22 budget. Ms. Stumpf seconded. The motion passed unanimously.

Motion: Mr. Harelson moved to approve the tax rate at 39 cents for FY21-22. Ms. Agosta seconded. The motion passed unanimously.

Budget Committee and hearing schedule. No further meetings were scheduled for the Budget Committee.

ADJOURNMENT

Mr. Meredith adjourned the meeting at 6:28 pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'BRojo', with a stylized flourish at the end.

Brandace Rojo for Board Secretary Kate Lasky
Josephine Community Library District

Josephine Community Library District
Board Regular Meeting Minutes
Wednesday, April 21, 2021 at 5:30 pm
Virtual Meeting
Call (669) 900-9128. Meeting ID #890 6660 1578

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 5:30 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. No changes were requested.

- **March 17 minutes**
- **Resolution 2021-009 Finance Policy**

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

Annexation petition. The board reviewed three new annexation petitions from Carlton Harvey and Rebecca Cobb, Julia and Aurora Menkee, Kevin and Constance Marr.

Motion: Mr. Ellison moved to authorize Mr. Fahey to endorse the annexation petition for Carlton Harvey and Rebecca Cobb, Julia and Aurora Menkee, Kevin and Constance Marr. Ms. Samson seconded. The motion passed.

Public comment. There was no public comment.

Correspondence. There was no public correspondence.

STAFF REPORTS

Library director's report. Ms. Lasky reviewed the Library Director's Report dated April 21, 2021. The following are highlights:

- Library staff is eager to reopen for Grab & Go service, but positive COVID cases continue to rise in Josephine County.
- The budget public hearing will take place at during the May library district board meeting.

- Funding from Rotary that was originally for Student Hours at the Library is being shifted to college prep kits, which is approved by Rotary. A request is out to the Cheney Foundation to shift their funding as well.
- The Oregon Library Association Conference is happening this week. Most of the library staff is participating as they are able to throughout the week.

Financial report. Ms. Hay reviewed the March Financial Statement memo dated March 30, 2021. She also reviewed the Profit & Loss Budget vs. Actual-General Fund statement through March 2021, the Profit & Loss statement for grants through March 2021, and the Balance Sheet as of March 30, 2021.

ACTION ITEMS

Library director contract amendment. Resolution 2021-008.

Motion: Mr. Harelson moved to approve the Resolution 2021-008. Ms. Agosta seconded. The motion passed unanimously.

Strategic Plan. Ms. Stover shared the current version of the strategic plan after completing objectives with library staff. This strategic plan centers on the importance of diversity to the ability of the library to more effectively meet the information needs of all segments of our community.

Aside from the library's core services, the focus areas will include basic needs, diverse perspectives, civic engagement, and library systems.

Motion: Mr. Ellison moved to accept the 2021-2024 strategic plan. Ms. Agosta seconded. The motion passed unanimously.

First reading: Antiracism Statement. The board of directors reviewed a draft of the antiracism statement. Ms. Lasky explained that this statement is an extension of the library's conduct policy. It is taken in guidance from the American Library Association and the Oregon Library Association.

Mr Ellison shared that he thinks the document is very well written and that he feels as though the language could be strong and more emphatic.

Motion: Mr. Harelson moved to accept the presented version of the Antiracism Statement as a draft and approved the library director to work with library staff to strengthen the language and the statement. Ms. Samson seconded. The motion passed unanimously.

BOARD MEMBER REPORTS

Library Foundation liaison report. Mr. Mannix reported that ZCS Engineering has been evaluating the Illinois Valley branch to draw new schematics for what that branch will look like in the future.

The Spring Fundraising Drive kicked off last week. Donors who have previously donated to the capital campaign and board members have the option of donating to the Spring Drive or the Capital Campaign during this drive.

The Library Foundation has been meeting with focus groups to refine messaging for the upcoming capital campaign.

A contribution of a piece of property valued at \$300,000 was gifted to the Library Foundation. The proceeds from this gift are designated to the Williams branch project.

Facilities Oversight Task Force. Ms. Lasky reported that at the last meeting ZCS Engineering shared facilities plans for the Illinois Valley branch.

Members of FOTF met with the of the City of Cave Junction mayor to discuss the possibility of applying for a Community Development Block Grant to support renovations at the Illinois Valley branch.

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, April 21

ADJOURNMENT

The meeting adjourned at 6:45 pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'BR' followed by a stylized flourish.

Brandace Rojo for Board Secretary Kate Lasky
Josephine Community Library District

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

In the Matter of Authorizing)
Expenditure of a Rotary Club of Grants) Resolution No. 2021-010
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 originally accepted a \$1,000 grant from the Rotary Club of Grants Pass in support of student hours at the library, which is modified to be in support of early literature and high school education; 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 and high school education.

DONE AND DATED this 19th day of May 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: May 19, 2021
SUBJECT: Revised Antiracism Statement

REVISED FROM APRIL BOARD MEETING (see comment for additions)

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 continue to 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.

Josephine Community Library is actively committed to antiracist values, which informs all policy development, operational procedures, and staff and volunteer training for the library. We urge library patrons to look out for actions and policies that condone bigotry, systemic racism, and prejudicial misinformation and to do their part to eliminate them in our organization and community. We urge staff, volunteers, and patrons to actively support and protect Black, Indigenous, Latinx, and people of color communities from discrimination and hateful actions and find ways to act (or serve) as allies to our fellow community members across the county, state, and country.

Library staff, volunteers, and patrons are charged with the responsibility to report instances of bias and racism in support of our racially and socially marginalized communities. For more information and assistance, contact [Oregon Hate and Bias Information and Reporting](#). [KL1]

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 District Board of Directors
FROM: Kate Lasky, Library Director
DATE: May 19, 2021
SUBJECT: Library director's report

Action

To ensure the long-term health of the Williams community library and the library's district's partnership with the school district, the library district has asked that the Facility Oversight Task Force find a new location for its branch, not on the school district's property.

The primary reason for relocating would be to continue to provide 21st-Century technology access, including high-speed WiFi on the grounds and accessible from the library parking lot. The Williams area represents a data desert with greater isolation during the pandemic. High-speed Internet and WiFi access and technology access is essential in today's world for adults, as well as students and families, and represents a core service of public libraries.

The Facility Oversight Task Force located a new property in Williams and the library foundation made an initial offer for purchase. The location is ideal for the library to be a community center in Williams with two acres, two buildings, a well and sewer system, and zoning for library (rural commercial). The offer is pending.

Library director requests a vote of the board to endorse the efforts of the library foundation to pursue a new location for the Williams branch as recommended by the Facilities Oversight Task Force.

General Updates

- Benchmarks to determine movement into Chapter 5 of the library reopening plan reflect positive trends. Library will enter Chapter 5 of the [Reopening Plan](#) on Thursday, May 20.
- Rep Lily Morgan submitted a capital project proposal for the rural libraries in her district in Williams and Illinois Valley libraries for \$1.2 million. See Facilities Oversight Task Force Memo for details.
- City of Cave Junction City Council approved continued efforts to partner in a CDBG application at their May 10 council meeting. Per this consent, management is drafting an operational agreement between the City of Cave Junction and the library district to be approved by both governing bodies. A special library board meeting may be required in early June to facilitate this aspect of the CDBG application process.
- Received approval of the grant application of \$6,579 to the Federal Emergency Management Agency (FEMA) as administered by Oregon Emergency Management (OEM). This request reimburses itemized allowable emergency-level Covid protective equipment and supplies incurred from March 1 to September 14, 2020. Funding should be received in May.
- Hosted May 12 site visit with the West Family Foundation in support of a library foundation grant request of \$8,500 for five automated external defibrillators (AEDs) for the four library branches.
- Board approved the 2021-2024 strategic plan. Final graphic design of the plan is postponed due to contractor delays and focus on Summer Reading Program planning.

- Youth services librarian resigned her post. Position offered internally. In the coming month, the library will recruit for a Wolf Creek branch manager and a partnership coordinator. Organizational chart and job descriptions remain the same.

Stories

- **Online**, a patron's email thanking us for resolving an issue ended with the following: "On a side note, I wanted to express my admiration for the efforts you are making to ensure the library is a welcoming and inclusive space through displaying your preferred pronouns in your signature."
- **In Grants Pass**, A patron attending public computer appointments on a regular basis has progressed from struggling to submit online job applications to being able to do it without assistance. One has even resulted in an interview!
- **In Illinois Valley**, roll out of the Teen/Tween book boxes has been successful. Registrations for Spring filled quickly leaving several patrons to be wait listed for the Summer book box. IV branch manager and GP children's librarian collaborated with GP communications team to create on-line registration form for summer book boxes to effectively create sign-ups under first come, first served. Distribution of spring boxes at all the branches was delayed by shipping issue with book distributor, but patrons were understanding and excited to get their boxes in the end.
- **In Wolf Creek**, On Tuesday, May 4th, the Sunny Wolf Charter School students celebrated Star Wars Day. The branch manager planned activities and read aloud for each grade level. Younger students went on a problem-solving adventure to a galaxy far, far away with the book "Chewie and the Porgs." Students in upper grades reviewed parts of speech by filling out Star Wars mad libs, discussing the science of Star Wars, and completing coloring pages.
- **In Williams**, a patron shared that she is teaching her friend English. The friend is from Spain and stranded in Williams due to the pandemic. She has been using the library to print worksheets and has also been reserving Spanish language books.

Successes

- Reconfigured eight Free Geek laptops for patrons who completed the final two Welcome to Computers classes led by Library Assistant Kayla Rau. All eight participants were excited to finish the series and receive their laptops after an extended hiatus due to COVID-19. Some comments:
 - (After cutting, pasting, and printing shipping label) "I never would have known how to do this if it wasn't for this class!"
 - (After using OpenDyslexic on browser for the first time) "This is so much easier to read! It's so great people are researching this!"
- In Wolf Creek, the branch manager attended May's Sunny Wolf Charter School board meeting to report on the school/library partnership. School board members and teachers in attendance shared positive comments about the changes made to the partnership.
- Teen/tween book boxes are highly popular. Here are a few comments from patrons:
 - Thank you for much for the adorable spring book box! The book you picked was a HUGE hit. We just reserved the second book in the series at the library. :) We have been loving the UNO Flip game too. Have a great week!

- Thank you so much! You guys really knocked it out of the park. My son kept saying, “How do they know everything I like?”

Challenges

- In light of updated CDC guidelines regarding surface transmission of COVID-19, the cumbersome process of quarantining materials has been eliminated. This change allows drop-boxes at all branches to remain open 24/7, a step toward normalcy cheered by staff, volunteers, and patrons.
- Oregon Health Authority and Oregon Occupational Safety and Health delayed changing guidelines and rules according to CDC recommendations and Governor Brown’s new orders. Safety protocols, mask mandates, and COVID guidelines remain status quo until further notice.

Focus 1 Basic Needs: Residents fulfill basic needs and gain life skills through library services, library partner services, and referrals to community resources.

- Ordered and configured 20 new US Cell hotspots. The addition of these will allow hotspots to “live” at their assigned branches, decreasing the lag time due to weekly courier runs.
- Received approval from the Chaney Family Foundation to redirect their \$5,000 grant from Student Hours at the Library to College Prep Kits for high school juniors and seniors.
- Developed the Sunny Wolf Charter School Book Giveaway project, which will be grant-funded.
- Summer Reading Program planning is underway. The virtual Super Storytime theme for May is the same as this year’s Summer Reading Program — Reading Colors Your World.
- In Wolf Creek, Wi-Fi continues to be well used at the Wolf Creek branch. Community members have been using it for everything from streaming movies, downloading music, and browsing the library catalog, to taking classes, job hunts, and video chatting with family and friends.
- In Williams, branch manager taught Williams Elementary 4th/5th grade how to use the online catalog via Zoom.
- Communications designed additional logos for Library of Things to better represent the growing collection.

Focus 2 Diverse Perspectives: Residents of diverse backgrounds have their information needs addressed equitably, their perspectives welcomed, and their group represented at the library.

- Researched and made recommendations for assistive technology on public computers.
- Planned three SRP adult craft kits in advance to help assess budgeting and grant needs and allow time for translation of instructions into Spanish.
- Ordered books designed for readers with dyslexia from Barrington Stoke, a small publisher out of Scotland.
- Developed library antiracism statement.
- Books in Spanish have been moved into their own collection, in Wolf Creek. They are now displayed with greater visibility.

- Professional development opportunities afforded to all staff through the Oregon Library Association Conference with more than 40 sessions reflecting the theme of equity, diversity, inclusion, and antiracism. Staff presented two sessions at the conference: Technical services manager presented “Lending the Internet – Bridging the Digital Divide with WiFi Hotspots” and youth services librarian and technical services manager presented “Diversity Audits, Let’s Talk About It.”

Focus 3 Civic Engagement: Residents have the information and learning opportunities they need to participate in local, state, and national issues and decision-making.

- In partnership with the City of Cave Junction, planning a community public hearing to finalize plans for the Illinois Valley Renovation Project. While the meeting is required as part of the CDBG application process, the Cave Junction Mayor and Facilities Oversight Task Force members are working with ZCS Engineering and Architecture to ensure high community engagement for authentic feedback and planning. The meeting is scheduled for May 24 from 7pm to 9pm through Zoom.

Focus 4 Library Systems: Residents benefit from a well-managed library that employs efficient operating systems and structures.

- Facilities Oversight Task Force meeting more frequently to support Williams and Illinois Valley branch building projects.
- FY220-21 financial audit underway.
- Website [Home page](#) redesigned to better reflect analytics of usage and patron inquiries.
- Continued participation in the Oregon library cohort of the Edge 2.0 Data Fluency program which enables libraries to collect and analyze data effectively, especially in terms of digital inclusion and 21st-century community information needs.
- Began setting up policies and configuration for WorldShare ILL platform to enable interlibrary loan.
- Inventoried all computers and printers, including equipment used for remote work from home.
- Professional development included SDAO training on roof and building repair and maintenance.
- Worked with Novelist to enable Polaris catalog integration with Novelist Plus and Select. Demonstrated new features at branch manager meeting.
- The number of patrons converting to e-cards with their annual renewal is steadily increasing, with 97 patrons opting for this change in April. Making this switch simplifies the card renewal process by eliminating the need for photo ID and proof of residence address.

TO: Josephine Community Library District Board of Directors
FROM: Business Manager Kedron Hay
DATE: May 19, 2021
SUBJECT: April 2021 Financial Statement

Accounting

- The net income for the general fund on the P&L of \$434,343 does not equal the Balance Sheet net income of \$523,582. This is due to the Balance Sheet representing all funds/grants and the P&L representing only the General Library Operations fund. \$434,343 plus \$89,239 (net income of special funds only) equals \$523,582.
- JCLD invoiced Josephine Community Library Foundation \$540 for 9 household scholarships, and \$734 for lighting in IV.
- JCLD transferred \$316,300 to the reserve fund per FY20-21 approved budget.
- LGIP interest remains at .60%.

Statement of Financial Activities (general fund P&L)

Revenue

- The district received \$9,404 for current year tax levy and \$2,280 of prior year's tax levy income in April 2021; total year to date tax revenue is \$1,431,150.
- Non-resident card fees for the month of March were \$2,505.

Expenses

- Collection development budget is \$175,000 for general fund purchases. Total collection development dollars spent in April from the general fund are \$7,732, and \$1,334 for special funds. Total year-to-date collection development purchases equal \$164,379 for all funds.
- A forecast for the remaining budget year is reflected on the P&L and will be updated 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 \$3,060 for technical/grant writing to Stover Writing Services in the month of April.

Grants

- Total of grant expenses for the month of April is \$9,308.
- Total revenue received from grants in FY21 is \$371,706 representative of 15 grants.

Statement of Financial Position (balance sheet)

- The district assets include \$103,672 in the district checking account. The Grants Pass maintenance fund totals \$20,374 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 \$1,314,808

and a reserve fund of \$467,580. 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 \$1,914,924 including \$539,546 in restricted grant funds, maintenance fund and reserve fund.

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

	Actual April-21	Year to Date Actual	Annual Budget	\$ Over (Under) Budget	Budget Forecast
Ordinary Income/Expense					
Income					
4000 - Current Year Tax Levy	\$ 9,404	\$ 1,383,397	\$ 1,425,000	\$ (41,603)	\$ 1,425,000
4005 - Prior Year Taxes	\$ 2,280	\$ 47,753	\$ 27,200	\$ 20,553	\$ 45,000
4100 - Fees	\$ 63	\$ 1,083	\$ -	\$ 1,083	\$ 1,000
4102 - Non-Resident Card Fees	\$ 2,505	\$ 8,510	\$ 45,000	\$ (36,490)	\$ 10,000
4200 - Interest Income	\$ 511	\$ 13,035	\$ 22,000	\$ (8,965)	\$ 18,000
4300 - Other Revenues	\$ -	\$ 2,001	\$ -	\$ 2,001	\$ 1,800
4310 - Donations	\$ -	\$ -	\$ -	\$ -	\$ -
Total Income	\$ 14,762	\$ 1,455,779	\$ 1,519,200	\$ (63,421)	\$ 1,500,800
Expense					
5000 - Personal Services	\$ 60,326	\$ 585,480	\$ 843,600	\$ (258,120)	\$ 750,000
5200 - Collection Development	\$ 7,732	\$ 121,898	\$ 175,000	\$ (53,102)	\$ 175,000
5300 - Technical Services	\$ 280	\$ 42,140	\$ 42,600	\$ (460)	\$ 42,600
5400 - Building Improvements	\$ 463	\$ 45,396	\$ 13,800	\$ 31,596	\$ 13,800
5500 - Facilities & Equipment	\$ 807	\$ 19,110	\$ 49,800	\$ (30,690)	\$ 49,800
5600 - Computer Maintenance	\$ 1,513	\$ 32,678	\$ 13,800	\$ 18,878	\$ 13,800
5700 - Insurance	\$ -	\$ 8,745	\$ 9,400	\$ (655)	\$ 9,400
5800 - Travel & Training	\$ 205	\$ 11,127	\$ 44,200	\$ (33,073)	\$ 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	\$ 1,791	\$ 2,423	\$ 9,100	\$ (6,677)	\$ 2,000
6660 - Volunteer Support	\$ 10	\$ 94	\$ 2,900	\$ (2,806)	\$ 1,500
6670 - Events at Library	\$ 799	\$ 2,030	\$ 13,200	\$ (11,170)	\$ 5,000
6680 - Communication & Outreach	\$ 2,268	\$ 17,963	\$ 30,500	\$ (12,537)	\$ 30,500
6690 - Special Contracts	\$ 4,281	\$ 54,805	\$ 95,500	\$ (40,695)	\$ 95,500
6699 - Legal Administration	\$ 51	\$ 1,717	\$ 2,000	\$ (283)	\$ 2,000
6700 - Administrative Support	\$ 1,506	\$ 14,777	\$ 19,900	\$ (5,123)	\$ 19,900
6800 - Telecommunications	\$ 1,064	\$ 13,275	\$ 15,200	\$ (1,925)	\$ 15,200
6850 - Utilities	\$ 3,443	\$ 29,279	\$ 40,600	\$ (11,321)	\$ 40,600
8000 - Transfers & Contingency	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expense	\$ 86,539	\$ 1,021,436	\$ 1,448,600	\$ (427,164)	\$ 1,330,600
Net Ordinary Income	\$ (71,777)	\$ 434,343	\$ 70,600	\$ 363,743	\$ 170,200
Net Income	\$ (71,777)	\$ 434,343	\$ 70,600	\$ 363,743	\$ 170,200

**Josephine Community Library District
Enhanced Library Services
April 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	(37,881)	(37,881)	20,119
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	(3,379)	(3,379)	(3,379)
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	(321)	(321)	1,179
JCLF	27,411	43,813	40,000	71,224	(25,023)	(39,317)	(64,340)	6,884
JCLF - IV Lights	0	734	0	734	0	(734)	(734)	0
Josephine County Economic Dev - erate	16,000	0	16,000	16,000	0	(16,000)	(16,000)	0
Kay Jean Turner - 2019	0	2,000	2,000	2,000	(2,000)	0	(2,000)	0
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	(1,302)	(1,302)	10,002
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	371,706	300,634	482,948	(83,702)	(335,202)	(418,904)	64,044

Cash Basis

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

	<u>Maintenance Fund (Special Funds)</u>		<u>Restricted</u>		<u>Unrestricted</u>	<u>Totals</u>
Maintenance Fund Beginning Balance	21,458		20,000		16,522	36,522
Transfer per Lease Agreement for 2019/2020/2021	15,000	Expenses				
Interest Earned	64	GP hot water heater	630	WM A/C	4,383	
	<u>36,522</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>20,374</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>3,368</u>	<u>20,374</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 April 30, 2021

Apr 30, 21

ASSETS		
Current Assets		
Checking/Savings		
1000 · People's Bank of Commerce		103,672
1010 · People's Bank-Savings		20,374
1100 · General Pool 6000		1,314,808
1110 · LGIP - Reserve Fund		467,580
1120 · Jo Co Treasury Account		-13
1150 · Cash Drawers		390
Total Checking/Savings		<u>1,906,811</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>1,919,924</u>
Fixed Assets		
1610 · Furniture and Equipment		303,131
Total Fixed Assets		<u>303,131</u>
TOTAL ASSETS		<u><u>2,223,055</u></u>
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>
Total Current Liabilities		<u>13,495</u>
Total Liabilities		13,495
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		523,582
Total Equity		<u>2,209,559</u>
TOTAL LIABILITIES & EQUITY		<u><u>2,223,055</u></u>

TO: Josephine Community Library District Board of Directors
FROM: Business Manager Kedron Hay
DATE: May 19, 2021
SUBJECT: SDIS Insurance Renewal, July 1, 2021

The Special Districts Insurance Services health insurance renewals and other carriers provided by Hart Insurance were reviewed. It is determined the existing SDIS health care plans are again the best choices for the district. The increase in premiums for these plans is 6%.

Should the board consider, a modification in the employee allotment to offset the increase is \$650 to \$690 per month. The impact to the budget based on eligible employees annually is \$5,280.

Budget COLA is 2.5% for FY 2021-22 if approved by the board. This increase will not cover the increase in the cost of health insurance.

Library director requests discussion of next steps and board recommendation.

In addition, Special Districts Insurance Services is offering new voluntary life and AD&D plans to employees who currently participate in health insurance. This is a one-time opportunity to enroll without a health questionnaire. The premiums are paid by payroll deduction, post-tax. JCLD has extended this benefit to eligible employees.

HEALTH INSURANCE FY21-22 RENEWAL

Staff:

The district's health insurance plans renew on July 1, 2021. The rates increased 6%. July 2020, the board of directors voted to increase the employee allotment from \$550 to \$650 per month minimizing the employee cost. See the employee cost per plan below. The increased payroll deductions will commence on July 1, 2021. Should an employee wish to cancel your insurance, you will need to sign a waiver.

Eligible employees who are not enrolled but wish to enroll will contact the business manager and request an enrollment form.

	PPO VII Monthly premium	PPO VII Employee cost after allotment per pay period
Employee	\$598.26 \$634.16	\$0 \$0
Employee Spouse	\$1,196.52 \$1,268.32	\$252.24 \$285.38
Employee Family	\$1,705.04 \$1,807.36	\$486.94 \$534.17
Employee Child(ren)	\$1,106.78 \$1,173.20	\$210.82 \$241.48

*prices in bold effective July 1, 2021

	HSA Monthly premium	HSA Employee cost after allotment per pay period
Employee	\$476.71 \$505.31	\$0 \$0
Employee Spouse	\$953.42 \$1,010.63	\$140.04 \$166.44
Employee Family	\$1,358.62 \$1,440.14	\$327.05 \$364.68
Employee Child(ren)	\$881.91 \$934.83	\$107.03 \$131.46

*prices in bold effective July 1, 2021

FORM LB-1

NOTICE OF BUDGET HEARING

A virtual public meeting of the **JOSEPHINE COMMUNITY LIBRARY DISTRICT** will be held on May 19 at 5:30 p.m. by the **GRANTS PASS BRANCH OF THE JOSEPHINE COMMUNITY LIBRARY DISTRICT, 200 NW C STREET, GRANTS PASS, Oregon**. This will be a virtual meeting hosted through Zoom (meeting ID #864 0502 1724) due to facilities restrictions and public health concerns during the COVID-19 pandemic. The phone number to call into the meeting is (669) 900-9128. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2021 as approved by the **JOSEPHINE COMMUNITY LIBRARY DISTRICT** Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained online at www.josephinelibrary.org. This budget is for an annual budget period. This budget was prepared on a modified cash basis of accounting that is the same as the preceding year. If you would like to submit a comment by mail or email, it must be received by Monday, May 17 to be included in the materials. Send mail to the address provided above or email to info@josephinelibrary.org.

Contact: Budget Officer Kate Lasky Telephone: 541-476-0571 Email: info@josephinelibrary.org

FINANCIAL SUMMARY - RESOURCES			
TOTAL OF ALL FUNDS	Actual Amount 2019-20	Adopted Budget This Year 2020-21	Approved Budget Next Year 2021-22
Beginning Fund Balance/Net Working Capital	836,200	1,312,146	1,356,368
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	57,000	45,000	22,500
Federal, State and all Other Grants, Gifts, Allocations and Donations	258,400	220,400	57,000
Interest Income	17,500	22,000	13,900
Revenue from Bonds and Other Debt			
Interfund Transfers / Internal Service Reimbursements		321,300	126,200
All Other Resources Except Current Year Property Taxes	22,500	27,200	27,900
Current Year Property Taxes Estimated to be Received	1,352,700	1,425,000	1,468,000
Total Resources	2,544,300	3,373,046	3,071,868

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
General Library Operations	1,358,900	1,542,280	1,609,600
Enhanced Library Services - Grants and Donations	258,400	251,400	57,000
GP Library Maintenance Fund		20,346	30,368
Reserve Fund - Capital Outlay		373,120	470,800
Interfund Transfers	155,100	321,300	126,200
Contingencies	171,900	264,600	177,900
Special Payments			
Unappropriated Ending Balance and Reserved for Future Expenditure	600,000	600,000	600,000
Total Requirements	2,544,300	3,373,046	3,071,868

FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM *			
Name of Organizational Unit or Program FTE for that unit or program			
Josephine Community Library District	809,900	844,000	886,700
FTE	14	15	15
Not Allocated to Organizational Unit or Program			
FTE			
Total Requirements	809,900	844,000	886,700
Total FTE	14	15	15

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING *

NOTES:

	Rate or Amount Imposed 2019-20	Rate or Amount Imposed This Year 2020-21	Rate or Amount Approved Next Year 2021-22
Permanent Rate Levy (rate limit \$.39 per \$1,000)	\$1,408,959	\$1,524,000	\$1,546,190
Local Option Levy			
Levy For General Obligation Bonds			

STATEMENT OF INDEBTEDNESS		
LONG TERM DEBT	Estimated Debt Outstanding on July 1.	Estimated Debt Authorized, But Not Incurred on July 1
General Obligation Bonds		
Other Bonds		
Other Borrowings		
Total		

Josephine Community Library District

	Historical Data			RESOURCE DESCRIPTION	Budget for Next Year 2021-22			
	Actual		Adopted Budget This Year Year 2020-21		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2018-19	First Preceding Year 2019-20						
1				1 Available cash on hand* (cash basis)				1
2	717,479	1,072,992	1,115,654	2 Unrestricted - Library Operations	839,400	839,400		2
3				3 Restricted - Grants and Donations				3
4		-	-	4 JCLI Grant	-	-	-	4
5		-	-	5 Josephine County Library Foundation	-	-	-	5
6			10,900	6 Ready to Read	10,800	10,800		6
7			4,000	7 Friends of the Library	-	-		7
8				8 Solid Waste Agency				8
9			1,000	9 Kiwanis	500	500		9
10			7,100	10 Maintenance				10
11				11 Oregon Community Foundation	8,400	8,400		11
12				12 Josephine County Cultural Coalition	-	-		12
13			8,000	13 Carpenter Foundation	-	-		13
14	57,441	39,801		14 Grants				14
				Chaney Foundation	4,600	4,600		
15				15 Total Grants				15
16	57,441	39,801	31,000	16 Total Restricted - Grants and Donations	24,300	24,300	-	16
17	774,920	1,112,793	1,146,700	17 Total Available cash on hand* (cash basis)	863,700	863,700	-	17
18	25,387	35,171	27,200	18 Previously levied taxes estimated to be received	27,900	27,900		18
19	29,709	33,029	22,000	19 Interest	13,900	13,900		19
20				20 OTHER RESOURCES				20
21	86,885	58,295	45,000	21 Fines & Fees	22,500	22,500		21
22	157	492	-	22 Gifts & Donations	-	-	-	22
23	26,925	2,261		23 Other Revenue				23
24				24 Restricted - Grants and Donations				24
25	3,000	27,411	8,000	25 Josephine County Library Foundation	8,000	8,000		25
26	11,016	11,367	11,000	26 Ready to Read	12,000	12,000		26
27	6,528	16,676	10,000	27 Friends of the Library	10,000	10,000		27
28	1,994	-	2,000	28 Kay Jean Turner Trust	2,000	2,000		28
29	22,582	27,418	25,000	29 Dorothy Thompson Trust	25,000	25,000		29
30	47,690	30,000		30 Technology Project Grant				30
31	1,000	6,562		31 Gilder Lehman Grant /CRF				31
32	-	3,411		32 Solid Waste Agency				32
33	6,526	8,900		33 Four Way				33
34	1,500	4,098		34 JCCC/All Care				34
35	5,500	16,000		35 Josephine County				35
36	2,500	16,000		36 Kiwanis/Carpenter Foundation				36
37	2,811			37 LSTA				37
38	1,000			38 NTEN				38
39		-	164,400	39 USAC for E-rate				39
40	113,647	167,843	220,400	40 Total Restricted - Grants and Donations	57,000	57,000	-	40
41				41				41
42	1,057,630	1,409,884	1,461,300	42 Total resources, except taxes to be levied	985,000	985,000	-	42
43			1,425,000	43 Taxes estimated to be received	1,468,000	1,468,000		43
44	1,322,384	1,358,425		44 Taxes collected in year levied				44
45	2,380,014	2,768,309	2,886,300	45 TOTAL RESOURCES	2,453,000	2,453,000	-	45

REQUIREMENTS SUMMARY

FORM
LB-30

General Fund

	Historical Data			REQUIREMENTS DESCRIPTION	Budget For Next Year 2021-22			
	Actual		Adopted Budget This Year 2020-21		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2018-19	First Preceding Year 2019-20						
1			1	APPROPRIATIONS SUMMARY				1
2			2					2
3			3					3
4	1,130,965	1,216,900	1,358,900	4 TOTAL GENERAL LIBRARY OPERATIONS	1,491,900	1,491,900		4
5			5					5
6			6					6
7			7					7
8			8					8
9	131,256	178,964	258,400	9 TOTAL ENHANCED LIBRARY SERVICES - GRANTS	57,000	57,000		9
10			10					10
11			11					11
12			12					12
13			13					13
14			14	DEBT SERVICE				14
15			15					15
16			16					16
17			17	TOTAL DEBT SERVICE				17
18			18	SPECIAL PAYMENTS				18
19			19					19
20			20					20
21			21	TOTAL SPECIAL PAYMENTS				21
22			22	INTERFUND TRANSFERS				22
23	5,000	5,000	5,000	23 Transfer to Grants Pass Maintenance Fund	5,000	5,000		23
24	0	150,100	150,100	24 Transfer to Reserve Fund	121,200	121,200		24
25			25					25
26			26					26
27			27					27
28	5,000	155,100	155,100	28 TOTAL INTERFUND TRANSFERS	126,200	126,200	0	28
29		0	171,900	29 OPERATING CONTINGENCY	177,900	177,900		29
30	1,267,221	1,550,964	1,944,300	30 Total Requirements NOT ALLOCATED	1,853,000	1,853,000		30
31			31	Total Requirements for ALL Org.Units/Programs within fund				31
32			32	Reserved for future expenditure				32
33			33	Ending balance (prior years)				33
34	1,112,793	1,217,345	600,000	34 UNAPPROPRIATED ENDING FUND BALANCE	600,000	600,000		34
35	2,380,014	2,768,309	2,544,300	35 TOTAL REQUIREMENTS	2,453,000	2,453,000		35

REQUIREMENTS SUMMARY
ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY
General Fund - General Library Operations

	Historical Data			REQUIREMENTS FOR: <u>General Library Operations</u>	Budget For Next Year 2021-22				
	Actual		Adopted Budget This Year 2020-21		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
	Second Preceding Year 2018-19	First Preceding 2019-20							
1				1	PERSONNEL SERVICES				1
2	534,253	581,090	656,200	2	Library Staff Salaries	689,300	689,300		2
3	116,156	125,965	187,800	3	Taxes and Benefits	197,400	197,400		3
4				4	Total				4
5				5					5
6				6					6
7				7					7
8	650,409	707,055	844,000	8	TOTAL PERSONNEL SERVICES	886,700	886,700		8
9	14	14	15	9	Total Full-Time Equivalent (FTE)	15	15		9
10				10	MATERIALS AND SERVICES				10
11	301,670	346,411	368,800	11	Library Services	354,000	354,000		11
12	61,548	49,291	77,400	12	Maintenance and Repairs	103,100	103,100		12
13	117,339	114,143	158,800	13	Administration	148,100	148,100		13
14				14					14
15				15					15
16				16					16
17				17					17
18				18					18
19				19					19
20				20					20
21				21					21
22				22					22
23				23					23
24				24					24
25				25					25
26				26					26
27	480,556	509,845	605,000	27	TOTAL MATERIALS AND SERVICES	605,200	605,200	0	27
28				28	CAPITAL OUTLAY				28
29				29	Capital Outlay				29
30				30					30
31				31					31
32				32					32
33				33					33
34				34					34
35	0	0	0	35	TOTAL CAPITAL OUTLAY	0	0	0	35
36	1,130,965	1,216,900	1,449,000	36	ORGANIZATIONAL UNIT / ACTIVITY TOTAL	1,491,900	1,491,900	0	36

General Fund

	Historical Data			REQUIREMENTS FOR: <u>General Library Operations - Personnel Services</u>	Budget for Next Year 2021-22				
	Actual		Adopted Budget This Year Year 2020-21		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body		
	Second Preceding Year 2018-19	First Preceding Year 2019-20							
1				1	Library Staff Salaries				1
2			188,700	2	Support Services Department	191,800	191,800		2
3			446,000	3	Public Services Department	477,000	477,000		3
4	534,253	581,090		4	District Salaries				4
5				5					5
6				6					6
7				7					7
8				8					8
9			5,600	9	Merit 2.5% based on anniversary date	5,600	5,600		9
10			15,900	10	COLA 2.5% of Gross Salaries	14,900	14,900		10
11	534,253	581,090	656,200	11	Total Library Staff Salaries	689,300	689,300	0	11
12				12					12
13				13	Taxes and Benefits				13
14	12,030			14	BENEFITS Other				14
15	13,651	13,360	19,700	15	BENEFITS Retirement	20,700	20,700		15
16	41,505	42,487	50,200	16	BENEFITS Social Security/Medicare	52,800	52,800		16
17	10,379	10,823	15,100	17	BENEFITS Unemployment Insurance (SUTA, FUTA)	15,200	15,200		17
18	33,603	55,019	94,500	18	BENEFITS Health Insurance	101,400	101,400		18
19	1,308	1,055	2,000	19	BENEFITS Workers Comp Insurance	2,100	2,100		19
20	3,359	2,941	5,800	20	BENEFITS Life and Disability Insurance	4,700	4,700		20
21	321	280	500	21	WBF	500	500		21
22	116,156	125,965	187,800	22	Total Taxes and Benefits	197,400	197,400	0	22
23				23					23
24				24	Transfers to Grants				24
25				25					25
26				26					26
27				27					27
28	14	14	15	28	Total full time equivalent (FTE)*	15	15		28
29				29					29
30				30					30
31	650,409	707,055	844,000	31	Total requirements	886,700	886,700	0	31

150-504-031 (Rev 10-16)

General Fund

	Historical Data			REQUIREMENTS FOR: General Library Operations - Materials and Services	Budget for Next Year 2021-22				
	Actual		Adopted Budget This Year 2020-21		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body		
	Second Preceding Year 2018-19	First Preceding Year 2019-20							
1				1	Library Services				1
2	177,516	131,879	175,000	2	Collection Development	175,000	175,000		2
3	26,512	39,179	42,600	3	Technical Services	44,100	44,100		3
4	17,671	2,625	9,100	4	Patron Services & Supplies	11,100	11,100		4
5	2,197	1,110	2,900	5	Volunteer Support	2,500	2,500		5
6	10,059	3,027	13,200	6	Events at Library	17,000	17,000		6
7	14,833	18,720	30,500	7	Communication & Outreach	30,500	30,500		7
8	52,882	149,871	95,500	8	Special Contracts	73,800	73,800		8
9	301,670	346,411	368,800	9	Total Library Services	354,000	354,000		- 9
10				10					10
11				11	Maintenance & Repairs				11
12	2,592	17,532	13,800	12	Building Improvements	45,200	45,200		12
13	16,346	24,008	49,800	13	Facilities & Equipment	45,200	45,200		13
14	42,610	7,751	13,800	14	Computer Maintenance	12,700	12,700		14
15	61,548	49,291	77,400	15	Total Maintenance & Repairs	103,100	103,100		- 15
16				16					16
17				17	Administration				17
18	8,109	8,517	9,400	18	Insurance	9,500	9,500		18
19	13,656	17,793	44,200	19	Travel & Training	44,200	44,200		19
20	9,780	-	10,000	20	Election	100	100		20
21	18,700	19,359	17,500	21	Audit Services	17,500	17,500		21
22	-	-	-	22	Accounting System	-	-		22
23	1,156	935	2,000	23	Legal Services	2,000	2,000		23
24	20,683	16,996	19,900	24	Administrative Support	20,000	20,000		24
25	10,328	14,621	15,200	25	Telecommunications	14,100	14,100		25
26	34,926	35,922	40,600	26	Utilities	40,700	40,700		26
27	117,339	114,143	158,800	27	Total Administration	148,100	148,100		- 27
28	480,556	509,845	605,000	28	Total Materials & Services				28
29				29	Transfers				29
30		150,100	316,300	30	Transfer to Reserve Fund	121,200	121,200		30
31	5,000	5,000		31	Transfer to Grants Pass Maintenance Fund	5,000	5,000		31
32	5,000	155,100	316,300	32	Total Transfers	126,200	126,200		- 32
33				33					33
34				34					34
35				35					35
36	485,556	664,945	921,300	36	TOTAL REQUIREMENTS	731,400	731,400		- 36

REQUIREMENTS SUMMARY
ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY
General Fund - Enhance Library Services

		Historical Data			REQUIREMENTS FOR: <u>Grants and Donations - Restricted Funding</u>	Budget For Next Year 2021-22		
		Actual		Adopted Budget		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
Second Preceding Year 2018-19	First Preceding Year 2019-20	This Year 2020-21						
1				1	PERSONNEL SERVICES			1
2	22,383	0	0	2	Library Staff Salaries	0	0	2
3		0	0	3	Taxes and Benefits	0	0	3
4		0	0	4	Transfer from Library Operations	0	0	4
5				5				5
6				6				6
7				7				7
8	22,383	0	0	8	TOTAL PERSONNEL SERVICES	0	0	0
9				9	Total Full-Time Equivalent (FTE)			
10				10	MATERIALS AND SERVICES			10
11	108,873	178,964	79,000	11	Library Services	49,000	49,000	11
12	0	0	172,400	12	Maintenance and Repair (computer software, hardware)	8,000	8,000	12
13	0	0		13	Administration	0	0	13
14				14				14
15				15				15
16				16				16
17				17				17
18	108,873	178,964	251,400	18	TOTAL MATERIALS AND SERVICES	57,000	57,000	0
19				19	CAPITAL OUTLAY			19
20				20				20
21				21				21
22				22				22
23				23				23
24				24				24
25				25				25
26	0	0	0	26	TOTAL CAPITAL OUTLAY	0	0	0
27	131,256	178,964	251,400	27	ORGANIZATIONAL UNIT / ACTIVITY TOTAL	57,000	57,000	0

MAINTENANCE FUND

This reserve fund will be reviewed to continue or be abolished. Date can not be more than 10 years after establishment.

This fund is authorized and established by resolution: 2018-002 on 03/15/2018 for the following specified purpose:
Maintenance/upkeep of Grants Pass Main Branch and unrestricted funds from JCLI grant for all branches

RESOURCES AND REQUIREMENTS

Review Year: 2028

Grants Pass Library Maintenance Fund

Josephine Community Library District

(Name of Municipal Corporation)

Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2021-22			
Actual		Adopted Budget 2020-21		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
Second Preceding Year 2018-19	First Preceding Year 2019-20						
1			1	RESOURCES			1
2	21,461		2	Cash on hand * (cash basis), or			2
3		15,331	3	Unrestricted	3,362	3,362	3
4		7,006	4	Restricted - GP Branch	22,006	22,006	4
5		15,346	5	Total Cash Carryover	25,368	25,368	5
6	17	22	6	Interest			6
7			7	Donations			7
8			8				8
9	5,000	5,000	9	Transferred In from General Fund (Restricted for GP branch)	5,000	5,000	9
10	26,478	20,353	10	Total Resources, except taxes to be levied	30,368	30,368	- 10
11			11	Taxes estimated to be received			11
12			12	Taxes collected in year levied			12
13	26,478	20,353	13	TOTAL RESOURCES	30,368	30,368	- 13
14			14	REQUIREMENTS **			14
15			15	Grants Pass Main Library			15
16	630	-	16	Unrestricted Maintenance	3,362	3,362	16
17	10,517	5,000	17	Restricted - GP Branch	27,006	27,006	17
18	11,147	5,000	18	Total	30,368	30,368	18
19			19				19
20			20				20
21			21				21
22			22				22
23			23				23
24			24	Ending balance (prior years)			24
25	15,331	15,353	25	UNAPPROPRIATED ENDING FUND BALANCE			25
26	26,478	20,353	26	TOTAL REQUIREMENTS	30,368	30,368	- 26

*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

**List requirements by organizational unit or program, activity, object classification, then expenditure detail. If the requirement is "not allocated", then list by object classification and

LB-11

RESERVE FUND

This reserve fund will be reviewed to be continued or abolished. Date can not be more than 10 years after establishment

This fund is authorized and established by resolution: 2019-009 on May 16, 2019 for the following specified purpose:

RESOURCES AND REQUIREMENTS

Review Year: 2030

emergencies, future library services and operations, and capital and maintenance improvement projects

Reserve Fund

Josephine Community Library District

Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2021-22			
Actual		Adopted Budget Year 2020-21		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
Second Preceding Year 2018-19	First Preceding Year 2019-20						
1			1	RESOURCES			1
2	0	150,100	2	Carry Carryover Restricted	467,300	467,300	2
3		316,300	3	Transfer in from the General Fund	121,200	121,200	3
4		48	4	Interest			4
5			5				5
6			6				6
7			7				7
8			8				8
9			9				9
10	0	466,400	10		588,500	588,500	- 10
11			11	Taxes estimated to be received			11
12			12	Taxes collected in year levied			12
13	0	466,400	13	TOTAL RESOURCES	588,500	588,500	- 13
14			14	REQUIREMENTS **			14
15		93,280	15	Library Services	117,700	117,700	15
16		373,120	16	Capital Outlay	470,800	470,800	16
17			17				17
18			18				18
19			19				19
20			20				20
21			21				21
22			22				22
23			23				23
24			24				24
25			25				25
26			26				26
27			27				27
28			28				28
29		150148	29	Ending balance (prior years)			29
30			30	UNAPPROPRIATED ENDING FUND BALANCE			30
31	0	466,400	31	TOTAL REQUIREMENTS	588,500	588,500	- 31

*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year
 **List requirements by organizational unit or program, activity, object classification, then expenditure detail. If the requirement is "not allocated", then list by object classification and expenditure detail.

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

In the Matter of Adopting the Budget)
and Making Appropriations)
for Fiscal Year 2021-22 for)
Josephine Community Library District) **Resolution No. 2021-011**

WHEREAS, the Josephine Community Library District Budget Committee has received the FY22 budget message, received comments from citizens, and approved the FY22 budget; now therefore

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves:

1. The budget for fiscal year 2021-22 in the sum of \$3,071,868 is adopted and is now on file at the Grants Pass branch of Josephine Community Library District in Grants Pass, Oregon.
2. The amounts shown below are appropriated for the fiscal year ending June 30, 2022 for the following purposes:

General Fund: Library Operations	\$1,609,600
General Fund: Enhanced Library Services—Grants and Donations	\$57,000
Reserve Fund: Grants Pass Library Maintenance Fund /Reserve	\$627,368
Contingency	\$177,900
Total Appropriations, All Funds	\$2,471,868
Total Unappropriated Amounts, All Funds	\$600,000
TOTAL BUDGET	\$3,071,868

DONE AND DATED this 19th day of May 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 Levying Ad Valorem)
Property Tax Rates for Josephine) **Resolution No. 2021-012**
Community Library District for Fiscal)
Year 2021-22)

WHEREAS, on June 14, 2017, the Board of County Commissioners, Josephine County, Oregon, issued Order 2017-027 to form and establish the Josephine Community Library District with the general powers granted by ORS 357-216 to 357-286 and the specific powers granted by ORS 357-261, and to establish a permanent tax limit of \$0.39 per \$1,000 of assessed valuation on property within the district boundaries;

WHEREAS, on May 19, 2021, the Josephine Community Library District Board of Directors adopted the budget and made appropriations for fiscal year 2021-22; now therefore

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves

The taxes provided for in the adopted budget at the rate of \$0.39 per \$1,000 of assessed value are hereby imposed and categorized for tax year 2021-22 upon the assessed value of all taxable property within the Josephine Community Library District. The tax rates are categorized as follows:

General Government Limitation	
Permanent Tax Rate Levy	\$0.3900/\$1,000
Totals	\$0.3900/\$1,000

DONE AND DATED this 19th day of May 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 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: **May 14, 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.

Update

As you might know, the State of Oregon allocated additional ARPA (American Rescue Plan Act) funding to state representatives and senators to dedicate to projects in their respective districts. Each representative was allocated \$2 million and each senator \$4 million. All legislators were limited to four proposals per district.

Rep Lily Morgan submitted a capital project proposal for the rural libraries in her district in Williams and Illinois Valley libraries for \$1.2 million. While the proposal will not be finalized until the last day of the current legislative session in June, we are confident the support for libraries as technology hubs and community anchors during the pandemic is nonpartisan and widely valued. The \$1.2 million would be split between the Williams and Illinois Valley, with the Williams project to purchase land and move the existing library at \$300,000, and the Illinois Valley branch library renovation project at \$900,000 which could be used as a match on a Community Development Block Grant and other grant requests. All ARPA funding allocated by legislators must be spent by December 2024. The \$1.2 million would be awarded to the foundation and designated for the Williams and Illinois Valley capital projects.

Rep Lily Morgan announced the projects she selected, and this proposal was reported in the weekend edition of the Grants Pass Daily Courier, May 15, titled "Given \$4 million for his district, Robinson says he wants entire sum to go to local pregnancy center."

Action

The City of Cave Junction is hosting a virtual community meeting on Monday, May 24 from 7-9pm for the Illinois Valley Renovation Project. During the virtual meeting, ZCS Engineering & Architecture will be presenting a variety of renovation options for the project to attendees, with the goal being to tailor the final plans to meet the needs and priorities of the community. Public participation and comments are encouraged.

Library director and foundation executive director will share login information with both boards prior to the community meeting.

Williams

The foundation board of directors voted and approved the recommendation from FOTF to make an offer and complete due diligence items on the commercial property in Williams. FOTF foundation board members are in the negotiation process. The location of the property provides an opportunity for the library to be the center of the community.

Illinois Valley branch

On May 14, FOTF had its second meeting with ZCS Engineering and Architecture to review and refine the concepts developed from the first meeting. FOTF and ZCS also discussed questions and the agenda for the upcoming community meeting.

Preparations are underway for the community meeting. In addition, a survey will be offered after the community meeting for two weeks to provide opportunity to receive as much feedback as possible. The Illinois Valley branch library will also be open to accommodate community members using library computers to join the virtual meeting.