

Josephine Community Library District
Board of Directors Regular Meeting
Wednesday, June 16, 2021 at 5:30pm, Virtual Meeting
Call (669) 900-9128. Meeting ID #829 7061 3891
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. May 19 minutes b. June 10 minutes 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. First reading: Personnel Policy 2. First reading: Operations Policy	Discussion Discussion	K. Lasky K. Lasky	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 5 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
July 21, 5:30pm	District Board Meeting, location TBA

Josephine Community Library District
Budget Hearing and Regular Board Meeting Minutes
Wednesday, May 19, 2021 at 5:30 pm
Virtual Meeting
Call (669) 900-9128. Meeting ID #863 4045 4301

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

Members absent: Beecher Ellison

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, newly elected board member Rachele Selvig

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

STANDING ITEMS

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

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

Approval of consent agenda. Below are items included in the consent agenda. No changes were requested.

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

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

Public comment. There was no public comment.

Correspondence. Ms. Lasky shared an email from a community member concerned with “liberal cancel culture” and wanted to make sure that the library remains objective in selecting materials and continues to include conservative books and materials. Mr. Fahey responded that collection development librarians do not censor materials and have a formula they follow when thinking about purchases for the libraries in Josephine County. Mr. Fahey responded to the community member’s email directly.

STAFF REPORTS

Library director’s report. Ms. Lasky reviewed the Library Director’s Report dated May 19, 2021. The following are highlights:

- Ms. Lasky is asking for a board vote to endorse the location of interest for a new Williams library branch.

Motion: Mr. Harelson moved to endorse the library foundation’s purchase of the location of interest in Williams. Ms. Samson seconded. The motion passed unanimously.

- The City of Cave Junction endorsed moving forward with the application process for a Community Development Block Grant. A virtual community public hearing will be held on Monday, May 24 from 7–9 pm. More information about the meeting can be found on the City of Cave Junction’s website and on the library’s website.
- The library is reopening for Grab & Go public hours this week. Masks will be required to enter the building.

Financial report. Ms. Hay reviewed the April Financial Statement memo dated May 19, 2021. She also reviewed the Profit & Loss Budget vs. Actual–General Fund statement through April 2021, the Profit & Loss statement for grants through April 2021, and the Balance Sheet as of April 30, 2021.

Motion: Mr. Harelson moved to accept a six percent increase to healthcare costs for employees. Ms. Agosta seconded. The motion passed unanimously.

ACTION ITEMS

FY22 Budget Hearing. The board referenced the FY 2021-22 Budget Message and FY22 Budget approved by the JCLD Budget Committee on April 7, 2021.

Motion: Mr. Harelson moved to open the Budget Hearing at 6:10 p.m. Ms. Agosta seconded. The motion passed unanimously.

Motion: Ms. Samson moved to approve Resolution 2021-011 and adopt the FY 2021-2022 budget. Ms. Agosta seconded. The motion passed unanimously.

FY22 budget and appropriations.

FY22 tax rate. Mr. Fahey invited board discussion of the FY22 budget and tax rate.

Motion: Mr. Harelson moved to approve Resolution 2021-012 to levy the ad valorem property tax rate of 39 cents per \$1,000 assessed property value for FY22. Ms. Agosta seconded. The motion passed unanimously.

With no further comment from the public or the board, Mr. Fahey closed the Budget Hearing at 6:15 p.m.

BOARD MEMBER REPORTS

Library Foundation liaison report. Foundation Liaison David Mannix reviewed the foundation’s recent activities and fundraising drive.

Ms. Stoltz reported that the library foundation is close to raising \$27,000 for the Spring Drive and reminded library district board members that the drive ends on May 31.

Facilities Oversight Task Force. Ms. Samson and Ms. Lasky shared more information about the community meeting next week with the City of Cave Junction. Ms. Samson shared that

ZCS Architects will be presenting two different options for the remodel with some variations of each for public feedback.

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, June 16.

ADJOURNMENT

The meeting adjourned at 6:35 pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Brandace Rojo". The signature is stylized and cursive.

Brandace Rojo for Board Secretary Kate Lasky
Josephine Community Library District

Josephine Community Library District
Special Board Meeting Minutes
Thursday, June 10 ,2021at 5:30 pm
Virtual Meeting
Call (669) 900-9128. Meeting ID #849 0226 5634

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

Members absent: none

Staff present: Library Director Kate Lasky, Communications Manager Brandace Rojo, Business Manager Kedron Hay, Public Services Director Norma Singer

Contractors: Communications Specialist Teresa Stover

Guests: Library Foundation Executive Director Rebecca Stoltz and newly elected Board Member Rachele Selvig

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

ACTION ITEMS

Review draft operational agreement for a Community Development Block Grant application with the City of Cave Junction.

Ms. Lasky shared that Business Oregon and the City of Cave Junction have been working with her and Ms. Stover to prepare the operational agreement. She also shared several operational agreement templates with the board as examples.

The board discussed pros and cons to each template.

Ms. Lasky will incorporate board feedback and prepare the operational agreement to present at the next City of Cave Junction meeting.

ANNOUNCEMENTS

Date and agenda items for next meeting. Mr. Fahey announced that the next regular meeting will be at 5:30 pm on Wednesday, June 16.

ADJOURNMENT

The meeting adjourned at 6:17 pm.

Respectfully submitted,



Brandace Rojo for Board Secretary Kate Lasky
Josephine Community Library District

TO: Josephine Community Library District Board of Directors
FROM: Kate Lasky, Library Director
DATE: June 16, 2021
SUBJECT: Library director's report

Action

- Library management requests board approval of new job description, outreach coordinator. **See attached.** This position replaces partnership coordinator and is part of the public services department. This position will support public service desks while facilitating outreach and service partnerships.
- As Board Member Beecher Ellison cycles off the board, the board of directors will need to select a new liaison to the Facilities Oversight Task Force. The FOTF is very active at this time due to the Illinois Valley and Williams building projects. Library director requests the board discuss and decide on a new liaison at its June 16 board meeting.

General Updates

- Library entered Chapter 5 of the [Reopening Plan](#) on Thursday, May 20. Benchmarks to determine movement into Chapter 6 of the library reopening plan reflect positive trends with Josephine County now at [Moderate Risk Level](#). June 22 is the target date to return to full operating hours if conditions allow.
- Southern Oregon Air Academy dissolved and donated one third of its assets to the library which included drone equipment, 4 sets of FPV Fat Shark Goggles, RC Transmitters, four Tinyhawk2 Racing Drones, and 30 plus standard drones along with a check for \$401.
- Continued the process with the HUD Community Development Block Grant (CDBG) program for Community Facilities funding for the IV library renovations, working with State of Oregon CDBG representatives and the City of Cave Junction as the lead applicant in a partnership.
- Attended June 4 site visit with the Carpenter Foundation in support of a library foundation grant request of \$25,000 for Illinois Valley Library Renovation Project.
- Working with Board Member Beecher Ellison to schedule new board member swearing in ceremony on July 1 or 2 with Josephine County Judge. Need to confirm date and time with new Board Member Rachele Selvig.

Stories

- **Online**, Patrons continue to discover the availability of laptops and hotspots to check out. One called for assistance in connecting them and remarked at the end of the conversation: "It's so wonderful that I can connect to the internet at home and be able to video chat with my grandkids without using my phone data! It's been over a year since I have seen them, and these conversations are precious to me."
- **In Grants Pass**, As the first patrons were welcomed back into the Grants Pass branch for Grab & Go one exclaimed, "I feel like popping a bottle of champagne!"
- **In Illinois Valley**, a deaf patron came to a Grab & Go session at the IV branch to troubleshoot her Ditto Vibrating Notification Watch which needed to connect to her phone for her to receive silent notifications on calls, texts, and emails. The branch manager was able to download the Ditto app to the phone and sync the ditto watch to the phone for successful notifications. Using pen and paper to communicate, the branch manager was able to teach the patron how to connect and test the device on her own.
- **In Wolf Creek**, Wolf Creek patrons have expressed that they are glad Grab & Go has returned, another step forward to get back to "normal".

- In **Williams**, a library volunteer designed and installed a display of animal X-rays and a quiz about what could be determined from each X-ray with prizes for all participants.

Successes

- The Daily Courier reported on the library proposal through Oregon State Rep. Lily Morgan for \$1.2 million for funding for the IV Library Renovation and the Williams property purchase and building relocation. The funding source is the American Rescue Plan Act (ARPA) Local Community Investments program administered by the State of Oregon. The decision will be announced after the June 30 end of the legislative session.
- The majority of volunteers who were active at the time of pandemic closure have signed back up for regular shifts.
- Businesses in downtown Grants Pass and Cave Junction are excited to participate in another Storybook Walk featuring the children's classic, "Harold and the Purple Crayon" by Crockett Johnson.

Challenges

- Recent staff resignations are challenging. Staffing changes may be the result of COVID and dubbed [The Great Resignation](#) by Forbes. Library director and business manager are investigating an internship program with Emporia University School of Library Information Science to support launching librarian careers more directly. Oregon Library Association is considering hosting job fairs soon. We are also promoting benefits of small library system, educational plan, and professional development with a focus on recruitment of recent high school graduates for entry level positions.
- The confluence of staffing changes, patrons returning, volunteer re-training, and summer reading program roll-out has led to a very heavy workload. Anticipating patron flow once the library returns to regular hours is difficult, making it very possible that we will be understaffed sometimes and need to find volunteer projects other times. Both of these scenarios result in more staff workload.

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

- Activated and processed 20 new hotspots for general check-out and potential partner program. Trained library assistant on process. Reassigned hotspots to specific branches and trained branch managers on tracking procedures.
- The communications department continues to promote JosephineLINK (community information database) with paid ads in English and in Spanish.
- Summer Reading Program to support reading for all ages runs June 12 through August 24 with the theme "Reading Colors Your World." Content and marketing materials were developed and added to the website. The library is partnering with the Daily Courier and local business sponsors for weekly half-page ads in the Sunday edition and Wednesdays Country Weekly. Participants can track their reading using the online reading tracker called Beanstack and earn prizes.
- Created and taught virtual class on digital communication in partnership with SOREDI, after they reached out to the library for support.
- In Grants Pass, partnered with IVCaDo to offer in-person instruction to complete ARPA funding requests for small businesses, after they reached out to the library for support.
- In Williams, the Williams Elementary 4th/5th grade class reached 100 percent engagement with all students issued a library card and all holding library materials from their own

accounts. the offered family tutorials on how to make an account, how to use Library to Go and Libby, how to watch the tutorial for their device to get started, and how to navigate the apps and find what they wanted to read or listen to.

- In Wolf Creek, all Sunny Wolf Charter School students in grades 3rd–6th have become proficient in searching and placing holds using the online catalog.

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

- For the first time, Josephine Community Library is offering all Summer Reading Program materials in Spanish this year in hopes of engaging the Spanish-speaking community in Josephine County.
- Developed Pride Month displays and online subject guide to support LGBTQ community members.
- Branch manager participating in collection development — recently graphic novels for the young adult and junior readers featuring strong young women, people of color, and young people from other countries.
- [Antiracism](#) statement is posted on the library website and linked in the footer of every webpage.

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

- Library and City of Cave Junction held a public hearing on May 24 in which ZCS Architects & Engineers presented three renovation design concepts and gathered community feedback among 28 participants. Conducted a survey on the design concepts with 70 respondents.
- With the help of the Adult services Manager and the Technical Services Manager, the communications department continues to offer resources through the [Civic Engagement Subject Guide](#). This webpage is promoted on social media.

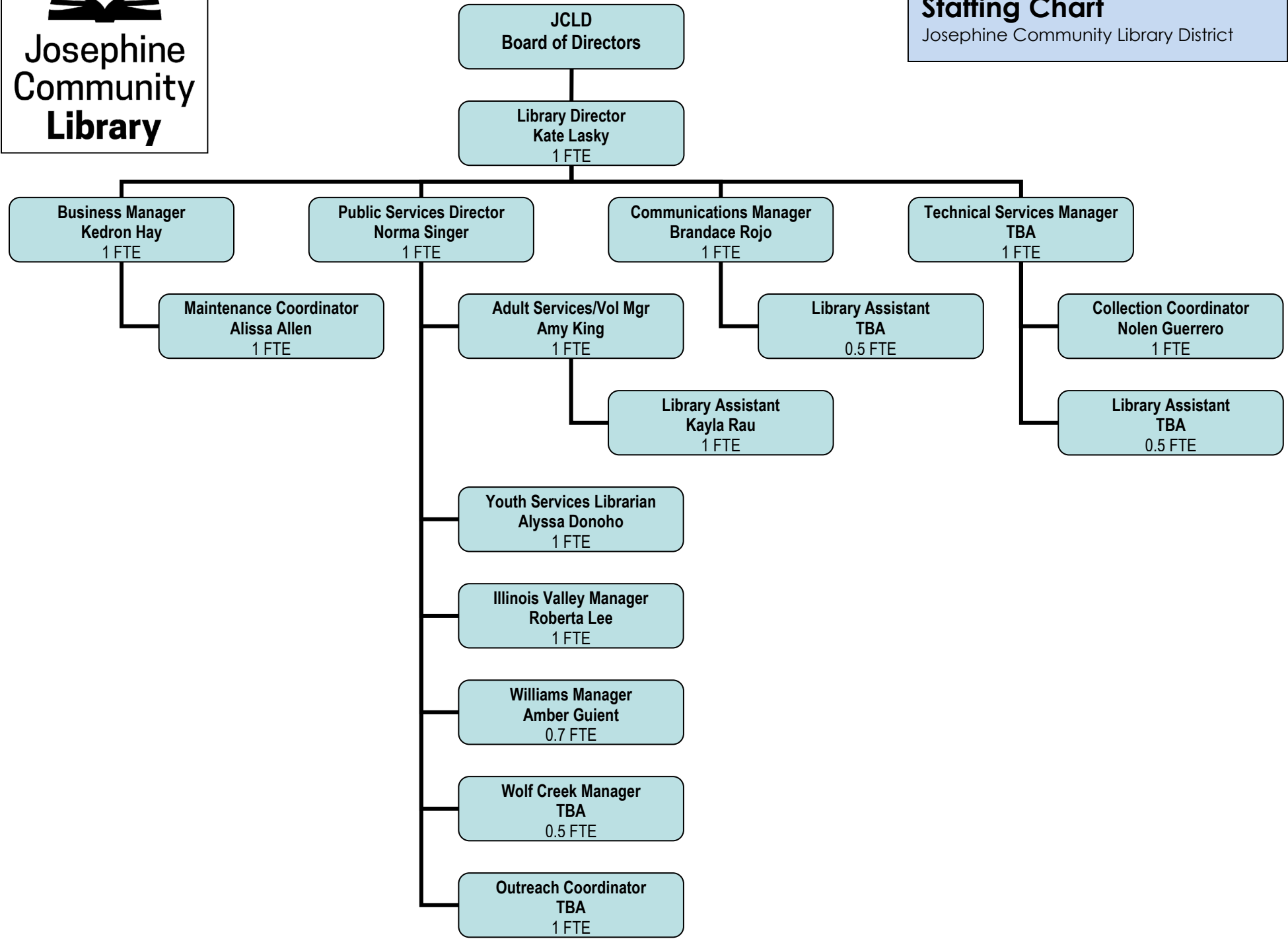
Focus 4 Library Systems: Residents benefit from a well-managed library that employs efficient operating systems and structures.

- Scheduled GP volunteers for a return to normal open hours. Signed seven new volunteers up for two customer service workshop sessions.
- Wolf Creek branch manager was promoted to the position of youth services librarian and began work on May 31. Technical services manager and communications library assistant resigned their posts. Library assistant in the technical services department was promoted to collection coordinator beginning June 17. The library is recruiting for a Wolf Creek branch manager and a communications library assistant. Organizational chart is under review.
- The communications team continues to work with Mark Wyner to make the library website more accessible and easier to use.
- Annual financial audit is in progress.
- Developed procedures and tested interlibrary loan (ILL) borrowing and lending. Piloted ILL lending process by supplying 13 loans to other libraries in the month of May.
- There are still gaps in documentation of procedures in technical services — working on filling these gaps in conjunction with ongoing staff training.
- Music CDs have been removed from the catalog due to lack of circulation. Volunteers and patrons have taken a few favorites, and the remaining CDs will be sent to Better World Books

- Completed 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. ***See attached Capstone Presentation.***
- Submitted final report to the State Library of Oregon for its \$17,488 CARES Act grant for the Digital Access Response project which included digital content acquisition.
- Submitted final report to Oregon Community Foundation for its \$30,000 grant for the Inclusive Library Web Project. The following is an excerpt from the report:
 - The web project successfully designed and created a new website that improves accessibility and digital information and services to all library users (www.josephinelibrary.org). The library also curates and maintains a community database called JosephineLINK (josephinelink.org), hosted on the library website.
 - The library website has experienced a 12 percent increase in page views during January 2021 (15,074) compared to January 2020 (13,407). Popular areas include the Home page, subject guides, JosephineLINK, education/research, and the racial literacy subject guide. JosephineLINK is receiving the highest usage on Spanish-language pages.
 - The new website added pages dedicated to local and national events including COVID-19 resources, the social justice movement, and the southern Oregon wildfires. The pages included curated community resources and recommended reading subject guides on Computer Basics, Racial Literacy, Emergency Resources, Information Literacy, and more.
 - Measurable outputs have determined the success of this project: increased number of website visits and page views, increased online account access and hold placements, the number of organizations listed in JosephineLINK, and improved organization for online library resources and educational materials. In addition, in January 2021 Josephine Community Library launched the Spanish-translated website.



Staffing Chart
Josephine Community Library District



JOSEPHINE COMMUNITY LIBRARY DISTRICT

POSITION TITLE: Outreach Coordinator

SUPERVISOR: Public Services Director

SUMMARY OF POSITION

The Outreach Coordinator supports the library's community engagement and outreach activities by collaborating with staff and library partners to develop services, programs, and events according to strategic goals. This position also supports all Grants Pass branch public service desks, providing excellent customer service and gaining insight into community needs. Working with designated staff, the Outreach Coordinator maintains a team-oriented climate that attracts, keeps, inspires, and motivates quality staff and volunteers and secures the trust and confidence of the Board of Directors.

ESSENTIAL FUNCTIONS

- Coordinate outreach activities to promote library services at community meetings and events.
- Facilitate communication with community groups and partnering organizations and maintain partnership database.
- Collaborate with staff to develop in-library displays and materials to highlight current programs and services.
- Support volunteers in assigned areas by providing enhanced training opportunities and promoting on-line resources.
- Assist on all public service desks in the Grants Pass branch to ensure consistent, high quality patron interaction and excellent customer service.
- Respond to patron phone calls, emails, and website inquiries as assigned.
- Ensure compliance with all policies and procedures.

NON-ESSENTIAL FUNCTIONS

- Other duties and tasks as required.

SCOPE OF AUTHORITY

Work is recurring with occasional variations from the norm and involves a moderate amount of complexity. Decisions are made within organizational and governmental guidelines. Errors could result in delay or loss of department services, poor public relations, loss of volunteers, and monetary loss.

SUPERVISORY RESPONSIBILITY

Position trains, schedules, and assigns tasks to volunteers.

CONTACTS/COMMUNICATION

Contacts are generally made with others both within and outside the organization. Communication takes place electronically, via the telephone, and face to face and may be on a one-to-one basis or to groups. Contacts are seldom about confidential or sensitive matters.

QUALIFICATIONS

- A combination of education, training, and experience that demonstrates the candidate's ability to perform the duties and responsibilities as described.
- Proficiency with Microsoft Windows, Microsoft Office (Microsoft Word and Excel), e-mail and Internet essentials.
- Library experience is preferred, but not required.
- Familiarity with integrated library systems (ILS) or other database management software preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

- Strong computer literacy skills.
- Ability to prepare and make public presentations.
- Works with a close attention to detail and high degree of accuracy.
- A positive, results-oriented, problem-solving attitude.
- A team player, willing to respond quickly and flexibly to changing events and work assignments in a dynamic and challenging work environment.
- Initiative and ability to prioritize a variety of important tasks.
- Enthusiasm for learning new skills.
- Strong written and oral communication skills. Spanish language ability preferred.

PHYSICAL DEMAND

- Ability to perform physical tasks including frequent standing, bending, stooping and lifting up to 25 lbs.
- Ability to use a computer, including keyboarding.

JOB CONDITIONS

Work takes place in a climate-controlled library generally during daytime hours with some evening and weekend work.

FLSA STATUS

Non-exempt status.

BACKGROUND CHECK and DRUG SCREENING:

Any job offer tendered is contingent upon satisfactory completion of a background check including driving record.

TO: **Josephine Community Library District Board of Directors**
FROM: **Kate Lasky**
DATE: **June 16, 2021**
SUBJECT: **Draft operating agreement with the City of Cave Junction for block grant**

On June 10, the board held a special meeting to discuss an operating agreement with the City of Cave Junction for a partnership in securing a Community Development Block Grant (CDBG) to help fund the Illinois Valley Library renovation. After reviewing sample agreements, the board offered guidance about the agreement. The attached draft reflects that guidance.

Agreement structure and scope

The agreement draft follows the structure of the example offered by Business Oregon between the City of St. Helens and Columbia County,

The draft includes a simple scope statement, the list of recitals, and the points of agreement. The points include joint responsibilities of both parties, responsibilities of the City of Cave Junction, responsibilities of the library district, a sample Indemnity statement, a sample Term statement, and an Amendments statement.

The scope of the draft agreement covers the period in which the two parties work together to develop the CDBG application, understanding that if and when the CDBG application is approved, the City of Cave Junction will execute a contract with the State of Oregon to disburse grant funds and complete library renovations, and the city and the library district will execute a new operating agreement to govern the project. The new agreement will supersede this one.

Action requested

Please review the draft operating agreement and let me know if we should include other points or requirements.

Next steps

After board suggestions are incorporated, the resulting draft agreement will be submitted to the City of Cave Junction. City representatives say they'll have their attorney review and most likely revise the agreement, which is on the agenda for the city's June 28 meeting.

The City of Cave Junction version will return for JCLD board review, and if appropriate, for execution.

Resources

Law offices of Hornecker Cowling LLP
State of Oregon, Business Oregon Community Development Block Grant liaison
[Business Oregon Community Development Block Grant website](#)
[Business Oregon Community Development Block Grant 2021 Method of Distribution manual](#)
[Josephine Community Library Building Improvements web page](#)

OPERATING AGREEMENT

This Agreement is entered into by and between the City of Cave Junction (“City”), a political subdivision of the State of Oregon, and Josephine Community Library District (“Library”), a special district municipal corporation, regarding the Community Development Block Grant application for renovations on the Illinois Valley Library in Cave Junction.

RECITALS

WHEREAS, the Illinois Valley Library at 209 W. Palmer in Cave Junction was built in 1959 and has not been updated since the 1970s; and

WHEREAS, there’s a documented need, detailed in the 2019 Library Facilities Master Plan, for major renovation of the Illinois Valley Library including the addition of a dedicated community meeting space; and

WHEREAS, the cost of the renovation project is anticipated to be up to \$2.2 million; and

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) includes a Community Facilities category; and

WHEREAS, Cave Junction and the greater Illinois Valley library service area meet the Community Development Block Grant eligibility requirement of more than 50 percent of households having low to moderate income; and

WHEREAS, both the City and Library are tax-funded government entities but only cities and counties are eligible to apply for a CDBG; and

WHEREAS, the City may subgrant the funding to another entity like the Library; and

WHEREAS, both the City and Library would substantially benefit from a partnership in which they work together to secure a Community Development Block Grant to fund the Illinois Valley Library renovation;

NOW THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. The two parties will be jointly responsible for:
 - a. Preparing and submitting a CDBG application in the amount of \$1,500,000 for the library renovations at 209 W. Palmer in Cave Junction.
 - b. Executing an operating agreement between the two parties to govern the project if and when the CDBG application is approved.

2. The City will be responsible for:
 - a. Serving as the lead applicant for the CDBG application process, with the library as sub-grantee.
 - b. Hosting public hearings about the project and publish minutes for the hearings.
 - c. Authorizing the CDBG application for submittal before the deadline of September 30, 2021.
 - d. Executing the CDBG contract with the State of Oregon for the completion of the renovations to the facility and disbursement of grant funds.

- e. Ensuring the project is in compliance with local, state, and federal policies, regulations, and laws, including procurement, finance, human resources, and law enforcement.
- f. Transferring the operational responsibility for the design-build project and then for the building maintenance to JCLD.

3. The Library will be responsible for:

- a. Preparing any necessary project information for the City's review.
- b. Developing the CDBG application in accordance with the 2021 CDBG Method of Distribution and submitting it before the September 30, 2021 deadline.
- c. Managing and funding the environmental review, design concepts, grant writing, and other preliminary project activities to get to the point of CDBG award.
- d. Ensuring that the grant application and subsequent work plan and other materials to be created will contain necessary details to complete the renovations to the library building which will allow the Illinois Valley Library to serve the residents of Cave Junction and Illinois Valley.
- e. Ensuring that the grant application and subsequent work plan and other materials to be created will contain necessary details to comply with the 2021 and all other subsequent CDBG Method of Distribution program requirements, which includes compliance with state and federal guidelines.
- f. Securing the balance of funding for the total cost of the project not covered by the block grant.
- g. Managing grant administration, including compliance, recordkeeping, and reporting.
- h. Managing the project through design and construction phases in partnership with the City, in compliance with all City procurement, finance, and human resources rules, policies, and regulations; this includes preparing the RFP, managing the bidding and selection process for design and construction, hiring the project manager, general contractor, and other vendors needed for the project.
- i. Completing renovations of the Illinois Valley Library at 209 W. Palmer in Cave Junction, with the City as the lead applicant.
- j. Including a deed restriction on the property for three years to ensure that the property is used as intended by the block grant funding.

INDEMNITY

4. [**FROM THE CITY OF ST. HELENS/COLUMBIA COUNTY IGA] Each of the parties agrees to defend, indemnify, and hold the other harmless from and against all claims, suits, actions, losses, damages, liabilities, costs, and expenses resulting from or arising out of any negligent performance or failure to perform on the part of the indemnifying party, its officers, employees, or agents. The parties' indemnity and hold harmless obligations are subject to the limitations of the Oregon Tort Claims act and any applicable limitations of the Oregon Constitution.

TERM

5. [**FROM THE CITY OF ST. HELENS/COLUMBIA COUNTY IGA] This agreement shall be effective upon execution and shall continue in force for the period of 36 months (the timeframe allowed for grant closeout).

TERMINATION

6. [**FROM THE CITY OF ST. HELENS/COLUMBIA COUNTY IGA] This agreement may be terminated by any party provided written notice is given to the other parties at least 30 days prior to the

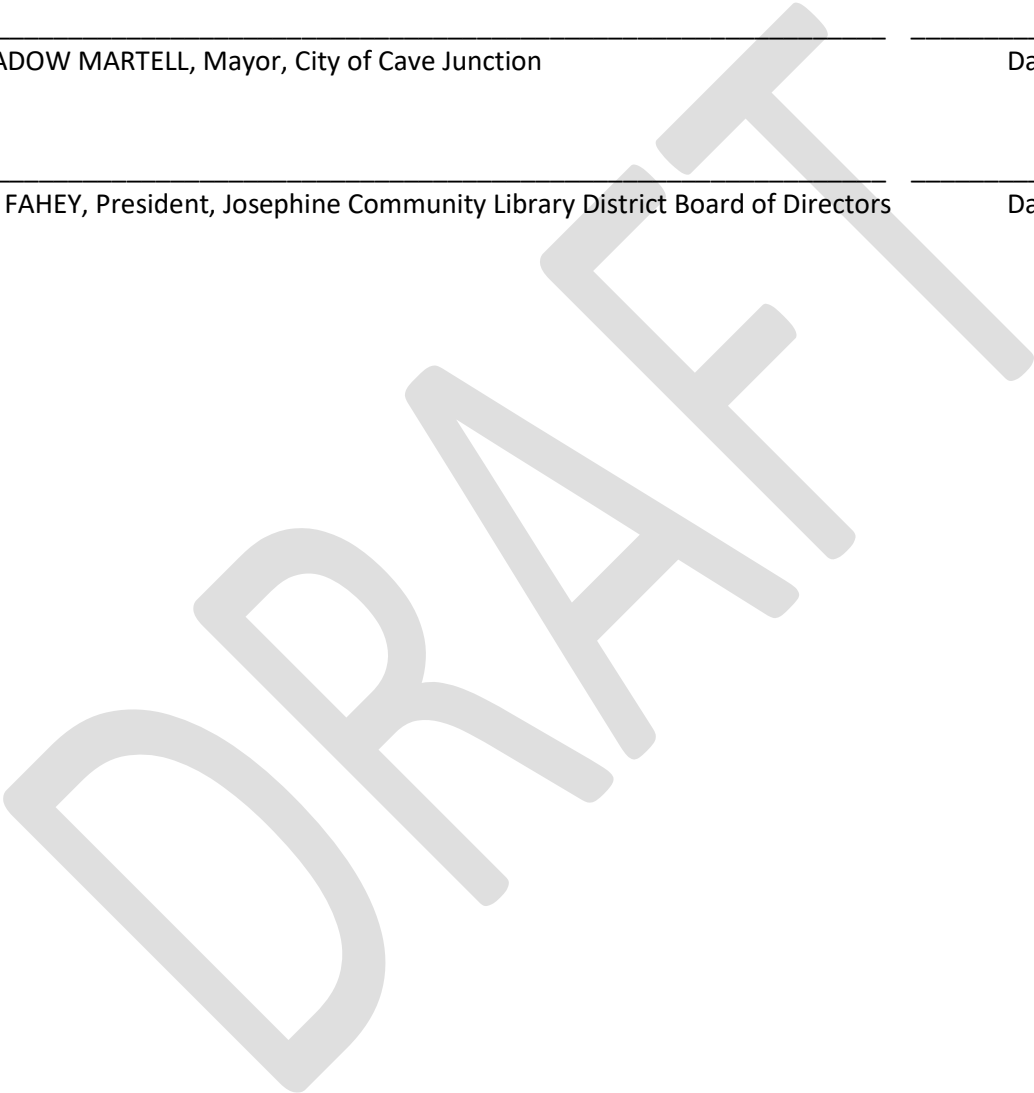
termination date. Upon the receipt of notice of termination, the parties shall commence negotiations as to the equitable disposition of the improvements made and any outstanding fees and revenues.

AMENDMENTS

7. No amendment to the agreement shall be effective unless made in writing and signed by all parties.

MEADOW MARTELL, Mayor, City of Cave Junction _____
Date

PAT FAHEY, President, Josephine Community Library District Board of Directors _____
Date



2020 Community ▶ Needs Assessment

Josephine Community Library District

June 8, 2021

How has our
library
recently
used data?



Pilot Community Needs
Assessment



Findings informed the
2021-2024 Strategic Plan



Quantitative vs qualitative data

Goal of needs assessment

To learn the information needs
and trends
for residents of Josephine County

To learn to what extent these
needs are being met

Audience of needs assessment



Primary:
Board members for
their strategic planning
process



Secondary:
Staff members for their
work planning



Tertiary:
Community partners
and other library
stakeholders

Components of the needs assessment

Community (external) environmental scan

- Community profile (what are Josephine County trends?)
- Outreach (what are information needs of JoCo residents?)
 - Key informant interviews
 - Focus groups
 - Postcard questions

Library (internal) environmental scan

- Collection assessment
- Programs assessment

Key finding #1

The county is more racially and ethnically diverse than previous U.S. Census data has suggested; that there are more Hispanic and Spanish-speaking families in Josephine County than previously understood.

Key finding #2

About 19,000 Josephine County residents (19.5 percent) do not have access to broadband Internet.

Key finding #3

Community members who were interviewed – including young adults, Latinx, and residents at large – revealed that their top information needs center on basic needs and resources, diverse perspectives and representation, and civic engagement.

Communication of findings



Presented one component at Sep to Dec board meetings



Presented components summaries at staff meetings



In-depth discussions with both groups



Shared with community, including study participants

Strategic planning

- ▶ Full needs assessment report was background
- ▶ Strategic planning process began in January

Edge Progress Snapshot



EDGE PROGRESS SNAPSHOT

JOSEPHINE COMMUNITY LIBRARY DISTRICT

Our Community At-A-Glance

Percent of homes without broadband

21.90%



Population size

39,249



School age children

16,605



Percent of population below the poverty level

16.40%



Percent of population unemployed

5.20%



Digital Inclusion Assessment: Results by Benchmark

Digital Skills: 13th Percentile
Economic Opportunity: 52nd Percentile
Civic Engagement: 0th Percentile
Education: 9th Percentile
Health: 52nd Percentile
Understanding Community Needs: 65th Percentile
Leadership: 65th Percentile
Relationships with Community Leaders: 87th Percentile
Tech Planning/Policies/Availability: 22nd Percentile
Staff Digital Expertise: 83rd Percentile
Total: 43rd Percentile

Edge Progress Snapshot



Low Digital Inclusion Benchmarks

Digital Skills: 13th Percentile

Measures the extent of the library's digital skill-building offerings, online resources and publicly accessible digital devices.

Education: 9th Percentile

Measures the library's online education opportunities, services and resources designed to support lifelong learning.

Civic Engagement: 0th Percentile

Measures the library's capacity to provide and leverage digital tools to engage community members in civic processes and discourse.

Top Digital Inclusion Benchmarks

Relationships with Community Leaders: 87th Percentile

Measures the extent of the library's partnerships with local organizations to magnify the library's digital inclusion leadership.

Staff Digital Expertise: 83rd Percentile

Measures the digital expertise of library staff, including the extent of staff training and mentorship opportunities.

Understanding Community Needs: 65th Percentile

Measures the library's capacity and activities to assess library digital resource use and local digital inclusion needs.

How is our library continuing with data?

Collecting data for outcomes to the strategic plan

Collecting stories reflecting outcomes and successes

Collecting operational data that feed statistical report

Continuing outreach with underrepresented groups

Resuming quantitative survey

First year learnings

One group at a time

Zoom and in-person meetings both have advantages

Gain excellent information from key informants

Stay in touch with participants and develop partnerships

The Edge Data Fluency Cohort and tools were timely

Thank you

- ▶ Kate Lasky, library director
klasky@josephinelibrary.org
- ▶ Teresa Stover, communications specialist, tstover@josephinelibrary.org
- ▶ Josephine Community Library District
541-476-0571

TO: Josephine Community Library District Board of Directors
FROM: Business Manager Kedron Hay
DATE: June 16, 2021
SUBJECT: May 2021 Financial Statement

Action

- Library director and business manager suggest a 2.5% cost of living adjustment for employees which aligns with the Oregon state retirement program. This increase is included in the FY21-22 budget. We request the board discuss and decide on this adjustment for FY21-22.
- Library director and business manager request the board discuss and decide on merit increases during FY21-22. The evaluation procedure allows up to a 3% increase per the performance evaluation. This increase is included in the FY21-22 budget.

Accounting

- The net income for the general fund on the P&L of \$366,465 does not equal the Balance Sheet net income of \$445,071. This is due to the Balance Sheet representing all funds/grants and the P&L representing only the General Library Operations fund. \$366,465 plus \$78,606 (net income of special funds only) equals \$445,071.
- JCLD invoiced Josephine Community Library Foundation \$480 for eight household scholarships.
- LGIP interest remains at .60%.

Statement of Financial Activities (general fund P&L)

Revenue

- The district received \$9,004 for current year tax levy and \$1,695 of prior year's tax levy income in May 2021; total year to date tax revenue is \$1,441,849.
- Non-resident card fees for the month of May were \$1,565.

Expenses

- Collection development budget is \$175,000 for general fund purchases. Total collection development dollars spent in May from the general fund are \$7,570, and \$2,508 for special funds. Total year-to-date collection development purchases equal \$169,616 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 \$3,315 for technical/grant writing to Stover Writing Services in the month of May.

Grants

- Total of grant expenses for the month of May is \$11,773.
- Total revenue received from grants in FY21 is \$371,706 representative of 15 grants.

Statement of Financial Position (balance sheet)

- The district assets include \$110,940 in the district checking account. The Grants Pass maintenance fund totals \$20,376 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 \$1,213,603 and a reserve fund of \$467,819. 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 \$1,839,227 including \$529,197 in restricted grant funds, maintenance fund and reserve fund.

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

	Actual May-21	Year to Date Actual	Annual Budget	\$ Over (Under) Budget	Budget Forecast
Ordinary Income/Expense					
Income					
4000 - Current Year Tax Levy	\$ 9,004	\$ 1,392,401	\$ 1,425,000	\$ (32,599)	\$ 1,425,000
4005 - Prior Year Taxes	\$ 1,695	\$ 49,448	\$ 27,200	\$ 22,248	\$ 45,000
4100 - Fees	\$ 84	\$ 1,168	\$ -	\$ 1,168	\$ 1,000
4102 - Non-Resident Card Fees	\$ 1,565	\$ 10,075	\$ 45,000	\$ (34,925)	\$ 10,000
4200 - Interest Income	\$ 931	\$ 13,966	\$ 22,000	\$ (8,034)	\$ 18,000
4300 - Other Revenues	\$ 5,165	\$ 7,141	\$ -	\$ 7,141	\$ 1,800
4310 - Donations	\$ 25	\$ 50	\$ -	\$ 50	\$ -
Total Income	\$ 18,469	\$ 1,474,248	\$ 1,519,200	\$ (44,952)	\$ 1,500,800
Expense					
5000 - Personal Services	\$ 61,959	\$ 647,439	\$ 843,600	\$ (196,161)	\$ 750,000
5200 - Collection Development	\$ 7,570	\$ 129,468	\$ 175,000	\$ (45,532)	\$ 175,000
5300 - Technical Services	\$ 103	\$ 42,243	\$ 42,600	\$ (357)	\$ 42,600
5400 - Building Improvements	\$ 299	\$ 45,694	\$ 13,800	\$ 31,894	\$ 13,800
5500 - Facilities & Equipment	\$ 1,694	\$ 20,804	\$ 49,800	\$ (28,996)	\$ 49,800
5600 - Computer Maintenance	\$ 453	\$ 33,131	\$ 13,800	\$ 19,331	\$ 13,800
5700 - Insurance	\$ -	\$ 8,745	\$ 9,400	\$ (655)	\$ 9,400
5800 - Travel & Training	\$ 237	\$ 11,364	\$ 44,200	\$ (32,836)	\$ 35,000
6630 - Election	\$ -	\$ -	\$ 10,000	\$ (10,000)	\$ 10,000
6640 - Auditor	\$ 1,800	\$ 20,300	\$ 17,500	\$ 2,800	\$ 19,000
6650 - Patron Services and Supplies	\$ 461	\$ 2,884	\$ 9,100	\$ (6,216)	\$ 2,000
6660 - Volunteer Support	\$ 12	\$ 106	\$ 2,900	\$ (2,794)	\$ 1,500
6670 - Events at Library	\$ 403	\$ 2,433	\$ 13,200	\$ (10,767)	\$ 5,000
6680 - Communication & Outreach	\$ 2,723	\$ 20,686	\$ 30,500	\$ (9,814)	\$ 30,500
6690 - Special Contracts	\$ 4,538	\$ 59,343	\$ 95,500	\$ (36,157)	\$ 95,500
6699 - Legal Administration	\$ 68	\$ 1,785	\$ 2,000	\$ (215)	\$ 2,000
6700 - Administrative Support	\$ 1,065	\$ 15,842	\$ 19,900	\$ (4,058)	\$ 19,900
6800 - Telecommunications	\$ 1,127	\$ 14,402	\$ 15,200	\$ (798)	\$ 15,200
6850 - Utilities	\$ 1,836	\$ 31,115	\$ 40,600	\$ (9,485)	\$ 40,600
8000 - Transfers & Contingency	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expense	\$ 86,348	\$ 1,107,784	\$ 1,448,600	\$ (340,816)	\$ 1,330,600
Net Ordinary Income	\$ (67,879)	\$ 366,465	\$ 70,600	\$ 295,865	\$ 170,200
Net Income	\$ (67,879)	\$ 366,465	\$ 70,600	\$ 295,865	\$ 170,200

**Josephine Community Library District
Enhanced Library Services
May 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	(45,993)	(45,993)	12,007
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	(2,802)	(2,802)	(2,802)
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	(662)	(662)	838
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	(3,280)	(3,280)	8,024
Rotary Club of GP - student hours	0	1,000	0	1,000	0	(159)	(159)	841
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)	(345,215)	(428,917)	54,031

Cash Basis

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

	<u>Maintenance Fund (Special Funds)</u>		<u>Restricted</u>		<u>Unrestricted</u>	<u>Totals</u>
Maintenance Fund Beginning Balance	21,458		20,000		16,524	36,524
Transfer per Lease Agreement for 2019/2020/2021	15,000	Expenses				
Interest Earned	66	GP hot water heater	630	WM A/C	4,383	
	<u>36,524</u>	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>20,376</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>3,370</u>	<u>20,376</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 May 31, 2021

May 31, 21

ASSETS	
Current Assets	
Checking/Savings	
1000 · People's Bank of Commerce	110,939.98
1010 · People's Bank-Savings	20,376.08
1100 · General Pool 6000	1,231,602.68
1110 · LGIP - Reserve Fund	467,818.52
1120 · Jo Co Treasury Account	-13.00
1150 · Cash Drawers	390.00
Total Checking/Savings	<u>1,831,114.26</u>
Other Current Assets	
1310 · JoCo Reserve for Disputed Tax	8,113.20
1500 · Interfund Loans	5,000.00
Total Other Current Assets	<u>13,113.20</u>
Total Current Assets	<u>1,844,227.46</u>
Fixed Assets	
1610 · Furniture and Equipment	303,130.91
Total Fixed Assets	<u>303,130.91</u>
TOTAL ASSETS	<u><u>2,147,358.37</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2100 · Payroll Liabilities	
2130 · Health Insurance withholdings	-775.81
2150 · Retirement SIMPLE	3,972.67
Total 2100 · Payroll Liabilities	<u>3,196.86</u>
2400 · Deferred Revenues(audit)	8,113.20
2900 · Interfund loan payables	5,000.00
Total Other Current Liabilities	<u>16,310.06</u>
Total Current Liabilities	<u>16,310.06</u>
Total Liabilities	16,310.06
Equity	
3909 · General Fund Balance	2,495,639.65
3909A · General Fund Appropriated	-1,112,793.02
3910 · GP Maint Fund Balance	15,330.80
3910A · GP Maint Fund Appropriated	-15,330.80
3920 · Capital Asset Investments	303,130.91
Net Income	445,070.77
Total Equity	<u>2,131,048.31</u>
TOTAL LIABILITIES & EQUITY	<u><u>2,147,358.37</u></u>

TO: Josephine Community Library District Board of Directors
FROM: Kate Lasky, Library Director
DATE: June 16, 2021
SUBJECT: First reading of Anti-Nepotism Policy and Eligibility of Use

Background

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

- Personnel Policy 4-1-3, **Anti-Nepotism** (new)
- Operations Policy 3-3-5, **Eligibility of Use** (new)

Recommendation

The anti-nepotism policy is to establish a clear hiring practice that alleviates any potential conflict and favoritism.

The eligibility of use policy is to establish directives for any monies received from the Emergency Connectivity Fund Order (ECF), part of the American Rescue Plan (ARP). The district is planning to apply for monies to provide devices to patrons with unmet connectivity needs.

Sources:

SHRM

Ed-Tech Strategies, LLC

Policy 4-1-3. Anti-Nepotism Policy

Adopted x/x/xxxx

Objective

Josephine Community Library District (JCLD) is committed to a policy of employment and advancement based on qualifications and merit and does not discriminate in favor of or in opposition to the employment of relatives. JCLD wants to ensure that employment practices do not create situations such as conflict of interest or favoritism based on employment of relatives. This extends to practices that involve employee hiring, promotion, and transfer.

Scope

Due to potential for perceived or actual conflicts, such as favoritism or personal conflicts from outside the work environment, which can be carried into the daily working relationship, JCLD will hire relatives of persons currently employed only if: a) candidates for employment will not be working directly for or supervising a relative, and b) candidates for employment will not occupy a position in the same line of authority in which employees can initiate or participate in decisions involving a direct benefit to the relative. Such decisions include hiring, retention, transfer, promotion, wages, and leave requests.

This policy applies to all current employees and candidates for employment.

Definitions

“Family member” is defined as one of the following: spouse or significant other, parent/step parent, child/step child, grandparent, grandchild, brother/brother-in-law, sister/sister-in-law, uncle, aunt, nephew, niece, first cousin, in-laws (father, mother, son, daughter).

Procedure

Individuals will not be hired or promoted into a position that would create a conflict in JCLD’s policy. If employees begin a dating relationship or become relatives, partners, or members of the same household, and one party is in a supervisory position, that person is required to inform management and human resources of the relationship. The employees will have 60 days to resolve the situation on their own. After 60 days, if the employees have not yet resolved the situation on their own by means acceptable to JCLD, such as a transfer or employment outside the company, the employees’ supervisors will work with the library director and business manager to determine the most appropriate action for the specific situation. This may include transfer or, if necessary, termination of one of the employees.

Prior to the employment offer, the immediate supervisor must complete a signed statement certifying that the candidate for employment or other employment action is not a relative as defined above. Failure to submit the signed statement to the library director or business manager will result in the delay of the job offer until the statement is submitted.

The business manager is responsible for ensuring policy compliance. Department supervisors are responsible for monitoring changes in employee reporting relations after initial hire to ensure compliance with this policy. Employees are responsible for immediately reporting any changes to their supervisor.

If there is a situation where an action of JCLD, such as reduction in force, results in an involuntary circumstance in which two relatives, partners or members of the same household may be reporting to each other, one of the employees will be reassigned within 60 days. During those 60 days, the supervisory employee will not have involvement or direct input in the employment decisions of the other employee.

JCLD reserves the right to apply this policy to situations where there is a conflict or the potential for conflict because of the relationship between employees, even if no direct reporting relationship or authority is involved. In these situations, JCLD will reassign one of the employees within 60 days.

Any exceptions to this policy must be approved by the library director and business manager. Written justification for the exception must be submitted to library director prior to any employment decisions.

Source:
SHRM

Policy 3-3-5. Eligibility of Use for Emergency Connectivity Fund Order

Adopted x/x/xxxx

Josephine Community Library District participates in the Emergency Connectivity Fund (ECF) which is to meet connectivity and device needs during the pandemic for disconnected library users. The program provides reimbursement or discount for eligible equipment and services. JCLD will assure that ECF funded equipment and services are only for users with unmet needs.

Eligible end users for this program are library patrons without sufficient Internet access or connected devices to engage in remote learning. Eligible locations allowed are predominantly homes of end users. ECF funded devices and access are to be used for the provision of library services.

Documentation of end user need must be verified by JCLD. End-users must sign and return a statement that they do not have access to equipment or services without the ECF provided equipment and/or services. The user will be provided with a copy of this “Eligibility of Use For Emergency Connect Fund Order.”

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: **June 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

Library director, grant writer, and foundation director meet monthly with representatives from Business Oregon to discuss status of activities and process of qualification for a Community Development Block Grant. The application becomes available July with a deadline to submit in September.

Foundation and library directors are developing a plan to raise matching funds prior to submitting the application in September. As part of that work, the foundation is applying for grants with private foundations and will likely do a crowdfund for the month of August in Cave Junction.

Action

Library director will attend the City of Cave Junction City Council meeting on Monday, June 28 at 7pm and request an operation agreement between the City of Cave Junction and the library district for the qualification process for the block grant.

Foundation and library directors will share login information with both boards prior to the city council meeting.

Williams

The foundation board of directors signed a sales agreement for \$550,000 to purchase the property located at 20140 Williams Highway in Williams. The \$300,000 from ARPA (American Rescue Plan Act) designated by Rep Lily Morgan and the proceeds of the sale of the foundation's donated property designated to the Williams project by the donor will fund the purchase of the property.

FOTF members are working to complete the due diligence items for the property within the 120-day due diligence period.

Illinois Valley branch

On May 24, the City of Cave Junction hosted a community meeting during the city council's workshop. ZCS Engineering and Architecture presented three options for the Illinois Valley Renovation and discussed pros and cons for each option. Twenty-nine people attended the presentation. After the meeting, a community survey was launched and remained open for two weeks to provide opportunity to receive as much feedback as possible.

On June 11, the architects, ZCS, attended the FOTF meeting and presented the results from the survey. The survey is included in the board packet. Seventy-six responses from the survey were received with 30 of the respondents from the Illinois Valley. FOTF will have an additional meeting on Monday, June 21 at 9am to discuss the results of the survey prior to meeting with ZCS.

The last planning meeting with ZCS will be held on Tuesday, June 29 at 1pm at ZCS's office. At this meeting, FOTF will review results of survey and receive recommendations from ZCS. FOTF will make key decisions on renovation at this meeting. From this work, ZCS will develop final concept and cost estimates in August. This information will inform fundraising efforts to secure matching funds prior to submitting block grant application.