

**Josephine Community Library District**  
**Budget Hearing and Board of Directors Regular Meeting**  
**Wednesday, July 21, 2021 at 5:30pm, Virtual Meeting**  
**Call (669) 900-9128. Meeting ID # 844 6322 1657**  
**Grants Pass branch, 200 NW C Street 97526**

**Agenda**

**Board members:**

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

Agenda Items	Action	Responsible	Time
<b>Call to Order</b>		P. Fahey	
<b>Standing Items</b>			
1. Approval of agenda	Motion	P. Fahey	5 min
2. Approval of consent agenda		P. Fahey	5 min
a. June 16 minutes			
b. Resolution 2022-004 Policy 3-3-5			
c. Resolution 2022-005 Policy 4-1-3			
d. Resolution 2022-001 LGIP			
3. Public comment		P. Fahey	5 min
4. Correspondence		P. Fahey	
<b>Staff Reports</b>			
1. Library director's report	Report	K. Lasky	10 min
2. Financial report	Report	K. Hay	5 min
<b>Annual Meeting</b>			
1. FY22 election of President and Vice President	Resolution	P. Fahey	10 min
2. Bank signers	Resolution	President	5 min
3. FY22 meeting date and time	Motion	President	5 min
<b>Action Items</b>			
1. Authorization of MOU with City of CJ	Resolution	T. Stover	5 min
2. First Reading: Operations and Personnel Policy	Discussion	K. Lasky	5 min
3. Library director annual evaluation process	Discussion	President/VP	5 min
<b>Board Member Reports</b>			
1. Library Foundation liaison report	Report	D. Mannix	5 min
2. Facilities Oversight Task Force report	Report	Ellison/Samson	5 min
<b>Announcements</b>			
1. Comments from board members		All	5 min
2. Date and agenda items for next meeting		President	5 min
<b>Adjourn</b>		President	

Date and Time	Upcoming Meetings and Events
August 18, 5:30pm	District Board Meeting, location TBA

Josephine Community Library District  
Regular Board Meeting Minutes  
Wednesday, June 16, 2021 at 5:30 pm  
Virtual Meeting  
Call (669) 900-9128. Meeting ID #829 7061 3891

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

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

- **May 19 minutes**
- **June 10 minutes**
- **Resolution 2021-13**
- **Resolution 2021-14**

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

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

### **Correspondence.**

### **STAFF REPORTS**

**Library director's report.** Ms. Lasky reviewed the Library Director's Report dated June 16, 2021. The following are highlights:

- This is Mr. Ellison's last meeting as a board member. Ms. Lasky shared a photo of Mr. Ellison "passing the torch" to new board member Rachele Selvig in the library from this week.
- Ms. Lasky shared a new job description for Outreach Coordinator for approval from the board.
  - **Motion:** Mr. Ellison moved to approve the job description for Outreach Coordinator. Ms. Agosta seconded. The motion passed unanimously.
- Oregon Air Academy donated six different models of drones to the Library of Things.
- Ms. Lasky asked the board who would like to be the co-liaison to the Facilities Oversight Taks Force.
  - **Action:** Mr. Fahey will ask Ms. Selvig.

- The library plans to reopen all branches at normal hours starting the week of June 21.
- The Summer Reading Program kicked off this week. This is the first year that the library is able to offer all activities and handouts in Spanish.

**Financial report.** Ms. Hay reviewed the May Financial Statement memo dated June 16, 2021. She also reviewed the Profit & Loss Budget vs. Actual–General Fund statement through May 2021, the Profit & Loss statement for grants through May 2021, and the Balance Sheet as of May 31, 2021.

The board discussed the 2.5% COLA increase and 3% merit-based performance increase that has been approved in past years.

**Motion:** Mr. Ellison moved to accept a 2.5% COLA increase for employees as of the new fiscal year starting July 1, 2021. Ms. Samson seconded. The motion passed unanimously.

**Motion:** Mr. Harelson moved to accept a 3% merit-based performance increase for employees after performance reviews. Ms. Agosta seconded. The motion passed unanimously.

## **ACTION ITEMS**

**First reading: Personnel Policy.** The board reviewed Personnel Policy: Anti-nepotism

**First reading: Operations Policy.** The board reviewed Operations Policy: Eligibility of Use

## **BOARD MEMBER REPORTS**

**Library Foundation liaison report.** Mr. Mannix reported that the Spring Drive brought in a little more than last year.

Capital Campaign consultant Diana Smiley will work with the foundation board next week to get the campaign started.

A property in Williams that was donated is about to close escrow this week.

An offer was placed on a property to build a new library branch in Williams. The current owner has expressed interest in helping to fundraise for the new Williams library branch.

**Facilities Oversight Task Force.** Ms. Stoltz reported that there is a lot of activity related to the Illinois Valley renovation project. A community meeting and follow up survey were conducted last month.

Ms. Lasky shared details about the property in Williams that the library foundation made an offer on. It is easily accessible and maintainable. It has septic. There is a 1,000 sq.ft. building on the property that needs work but will be a good starting point. This building already has one toilet installed. The next step would be to build broadband to that location so that Internet can be accessed.

## 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, July 21. Items for the next agenda include electing board positions.

## ADJOURNMENT

The meeting adjourned at 6:50 pm.

Respectfully submitted,

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

Brandace Rojo for Board Secretary Kate Lasky  
Josephine Community Library District



## 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.”

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

In the Matter of Adopting Policies for	)	
Josephine Community Library District	)	Resolution No. 2022-005
	)	
	)	

WHEREAS, the Board of Directors has reviewed the personnel policy written for the Josephine Community Library District; now therefore

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves

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

Personnel Policy, 4-1-3, Anti-Nepotism Policy (new)

DONE AND DATED this 21st day of July 2021.

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

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

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

\_\_\_\_\_  
Rachele Selvig, Board Member

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

## 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

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

<b>In the Matter of</b>	)	
<b>Authorizing Investment of</b>	)	<b>Resolution No. 2022-001</b>
<b>Josephine Community Library District</b>	)	
<b>funds</b>	)	

WHEREAS, the Board of Directors of Josephine Community Library District has determined it necessary and desirable for the District to invest its funds; and

WHEREAS, the Josephine County Treasurer receives tax collections and other monies for the benefit of the District and according to ORS 294.035 requires written Board permission to invest the funds held prior to lawfully required transfers for the benefit of the District; and

WHEREAS, the Local Government Investment Pool (LGIP) is a diversified portfolio offered to any Oregon municipality, public subdivision, or public corporation that by law has control of any public funds; now therefore

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves

District funds for fiscal year 2021-22 ending June 30, 2022 are authorized to be invested with the Josephine County Treasurer and with the Oregon State Treasury Local Government Investment Pool.

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

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

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

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

\_\_\_\_\_  
Rachele Selvig, Board Member

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

To: **JOSEPHINE COUNTY TREASURER OFFICE**  
**500 NW 6<sup>TH</sup> ST, DEPT. 14**  
**GRANTS PASS OR 97526**

**Fax – 541-474-5176**

From: Josephine Community Library District  
Taxing District

Date 07/16/2021

Current list of the Board of Directors:

Name: Rachele Selvig \_\_\_\_\_ Title: Board Member \_\_\_\_\_

Name: Laurel Samson \_\_\_\_\_ Title: Board Member \_\_\_\_\_

Name: Gina Marie Agosta \_\_\_\_\_ Title: Board Member \_\_\_\_\_

Name: Pat Fahey \_\_\_\_\_ Title: Board Member \_\_\_\_\_

Name: John Harelson \_\_\_\_\_ Title: Board Member \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Please mail all reports to: 200 NW C Street, Grants Pass, OR 97526

Contact person: Kate Lasky \_\_\_\_\_ 2<sup>nd</sup> Contact person: Kedron Hay \_\_\_\_\_

E-mail: klasky@josephinelibrary.org \_\_\_\_\_ Fax # 541-479-0685 \_\_\_\_\_

**We agree to inform the Josephine County Treasurer's Office of any changes to the list of officers or board of directors.**

### **AUTHORIZATION TO INVEST TAXING DISTRICTS FUNDS**

The Josephine County Treasurer is hereby authorized and instructed to include our taxing district in the county's investment program. The Board of Directors has approved the participation in the county's investment program on July 21, 2021. **The district will provide a copy of this approval.** The Treasurer will provide the taxing district a report of all income credited to our account, including interest.

  
\_\_\_\_\_  
Director

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

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### Action

- According to the newly updated JCLD strategic plan, under Goal 4B. "Diverse community perspectives are reflected in library policies," by June 30, 2022, 50 percent of library staff and 25 percent of active volunteers start cultural competency training, either as a group or individually.
  - Activity: Research resources and create a plan for board, staff, and volunteer cultural sensitivity training by June 30, 2021.
  - Activity: Offer staff, board, and volunteers opportunities for diversity training, cultural competence, Adverse Childhood Experience (ACES), and more, either as individual training sessions or integrated with orientation and customer service workshops.

Library director requests up to \$25,000 to fulfill the requirements of the strategic plan in FY 2021-22. Funding for this additional expense may be offset by travel and training funds, contingency, and/or additional cash carryover. Use of contingency will be evaluated in January 2022 if needed.

Library director requests approval of the attached personal services proposal Option 2 for professional development in cultural competence for 30 participating staff, board, and/or volunteers for six sessions, with approval to review and sign a contract. Current budget allows for this amount of expense. (*See attached proposal.*)

### General Updates

- Library entered Chapter 6 of the [Reopening Plan](#) on June 22 and returned to full operating hours. Mask and social distancing mandate lifted by Governor Kate Brown on June 30. All four branch libraries continue to offer curbside as an accommodation and children's in-person programming is on hold for new OSHA guidelines.
- Continued the process with the HUD Community Development Block Grant (CDBG) program for Community Facilities funding for the IV library renovations, working with Business Oregon CDBG representatives and the City of Cave Junction as the lead applicant. Drafted operations agreement between the library and City of Cave Junction based on input from the board and Hornecker Cowling. The Cave Junction City Council voted to sign the agreement. Prepared for pre-application intake process and environmental review requirements.
- Recruited, interviewed, and hired for the positions of volunteer coordinator, communications library assistant, and technical services library assistant. The position of Wolf Creek branch manager is currently under review. All new employees are participating in orientation and training. Interim Technical Services Manager assisting with training.
- The Library Foundation is working to raise the additional funding needed to complete the Illinois Valley Renovation Project. Carpenter Foundation awarded \$20,000 toward the project with the stipulations that an equal amount must be raised from community donations as a match. The Foundation will host a crowdfund to make the match throughout the month of August. Board members, volunteers, and staff are encouraged

to share the crowdfund information with their networks on social media. More information will be shared on August 1st after the crowdfund launches.

- Funding from ARPA from Representative Lily Morgan for the Illinois Valley and Williams branch building projects is expected to be received in October per regular Department of Administrative Services processes and procedures.
- Remodeling the Ben Bones Room at the Grants Pass branch as a new hybrid meeting space in response to community need thanks to a grant from AllCare Health. Use of the room and technology equipment will be free of charge. (*See attached press release.*)
- Updated Capital Improvement Plan for FY2021-22. (*See attached memo.*)

### Stories

- **Online**, email from a patron: “Thank you all for the services you provided during this long pandemic and all the work you had to do to just to provide such services (sanitizing, etc.). The curb-side pickup was something I could look forward to as well as feel the personal touch. To just send you an e-mail, then have a book hand-delivered to me at the door!!!!!!!”
- **In Grants Pass**, a young family with a 16-month-old came in to sign up for library cards. While chatting and touring the children’s room, the youth services librarian was able to help them find developmentally appropriate books, register for How to Sprout a Reader, and send home info on Dolly Parton’s Imagination Library. The parents expressed that they were just expecting to come home with books but were glad to learn that the library offered much more.
- **In Illinois Valley**, patrons are happy to be back in the building. One patron was so excited to have some library guidance that she asked very seriously “Where can I find fairy tales to read to my cats? Not too scary though.”
- **In Williams**, the branch manager taught two patrons how to download and use the Libby app for library ebooks. One patron returned for more detailed instructions and successfully downloaded two audiobooks on their way out of town on a long road trip. They were happy it was so simple and worked well once they understood how to filter for interests.

### Successes

- Completed SDIS best practices program for 10 percent insurance discount.
- Hired three new employees to the library team – all outstanding candidates.

### Challenges

- Instant online library cards have created confusion for volunteers as they attempt to recall the already complicated process of renewing library cards. Updated procedures and quick reference “cheat-sheets” have been created, and staff will continue to provide the extra support needed to help integrate ecard processes.

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

- Launched college prep kits program with library partners through a grant from Rotary and Chaney Foundation. Twenty kits assembled for Project Youth+, Josephine County Foundation, and Josephine County Education Fund.

- Piloted a long-term lending program with Josephine County Foundation for 10 student hotspots. JCF works with students from the Three Rivers School District, many who live without home Internet connections.
- Develop the Scope of Work for loanable mobile hotspots to select a vendor and apply for the FCC Emergency Connect Fund (ECF).
- Summer Reading Program continues through August 24 with the theme “Reading Colors Your World.” The library continues to partner with the Daily Courier and local business sponsors to publish weekly half-page ads in the Sunday edition and Wednesday Country Weekly. Participants have tracked more than 80,000 minutes of reading in four weeks through the online Beanstack reading log.

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

- Dyslexia-friendly books have been added to the collection. A display is planned to bring attention to this collection once complete.
- Pride month displays in the adult, YA, and children’s sections were well used. Nearly every book in the children’s display was checked out.
- IV branch manager attended the First Annual “Pride in the Valley” event in Cave Junction to promote new open hours and the summer reading program. The all-ages LGBTQ+ celebration included music, food, and speakers from a variety of backgrounds sharing their stories. A well-known teacher in the valley spoke of challenges and successes in the IV, specifically listing the library as previously lacking in material that he connected to, but quickly noted that had been recently remedied with a myriad of quality materials. He enthusiastically urged the audience to go to their local library to see for themselves.

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

- Publicized and celebrated service on the library board of directors and change in leadership from Board Member Beecher Ellison to Board Member Rachele Selvig through passing the torch on June 29 and swearing in ceremony on July 1. Photos and introductions shared through volunteer and patron newsletters.
- Latinx Interagency Networking Coalition continues to meet monthly, hosted by Josephine Community Library. A Greater Applegate presented on community building by sustaining and enhancing local connections that promote the environmental, economic, and social vitality of the Applegate Valley.

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

- Replaced lock on back door of Grants Pass branch with keypad lock to increase safety and security of staff and volunteers working in the technical services area. Entering the building from the back, west entrance now requires a key code.
- Annual financial audit in progress.
- Completed annual deadlines for budget reporting to SDAO, Josephine County Assessor, and County Clerk.

- Resumed weeding and replacement project in Grants Pass children's library in accordance with [Collection Development Policy 3-2](#).
- Training and placement of new VolunTEENS and volunteers to support return to regular in person operating hours.
- Planned and scheduled next Welcome to Computers course, Conquer Your Digital Clutter. Facilitated virtual astronomy program.

## **DEVELOPING YOUR CULTURAL COMPETENCE PROGRAM PROPOSAL**

Prepared for Josephine Community Library District

### **OBJECTIVE**

To equip Josephine Community Library District employees, board members and volunteers to develop their cultural competence and work more effectively across cultures.

### **OVERALL LEARNING OUTCOMES**

- Increased self-awareness of the impact of culture upon one's roles
- Learning how to develop and apply cultural competence in your role
- Improved effectiveness working with culturally diverse colleagues and patrons

In response to Josephine Community Library District's interest in an ongoing Cultural Competence Training program, we offer the following customized options for consideration:

### **OPTION 1: TRAININGS**

We recommend either synchronous monthly (12 sessions) or bi-monthly (6 sessions) for an annual program. Each session would be approximately 1.5 hours total (18 hours or 9 hours of training).

The training sessions would be supplemented with job aids, interactive exercises, self reflection questions, and case studies. Trainings include cultural aspects such as:

- intercultural communication
- biases
- microaggressions
- emotional intelligence
- cultural values (including cross-cultural communication and cooperation)
- cultural characteristics and gaps to other cultures
- managing differences due to culture



**Example of a 6 session synchronous training program focusing on bias, microaggressions, cultural competence and cultural values:**

- Session 1: Exploring implicit bias (introduce, impacts, examples)
  - [Assessments: Option 2 T1 or Option 3 takes place prior to first session and will be utilized in the trainings]
- Session 2: Examine how microaggressions impact ability to make everyone feel welcome (introduce, impacts, examples, and addressing/mitigating)
- Session 3: Examine and develop cultural competence with focus on cultural intelligence (introduce model, impacts, examples)
- Session 4: Further exploration of cultural intelligence model (four capabilities and public library examples)
- Session 5: Dive into cultural values (including cross-cultural communication and cooperation) (introduce 10 cultural value orientations, impacts, examples)
  - [Assessment: Option 2 T2 takes place]
- Session 6: Demonstrate positive responses in diverse interactions (focusing on communications for addressing/mitigating and responding in a cultural situation with focus on T2 comparisons and gaps)

*A training schedule will be developed and offered prior to the trainings with consultation from Josephine Community Library District.*

## **OPTION 2: TRAININGS + CQ PRE-POST SELF ASSESSMENTS**

The Cultural Intelligence Assessment measures an individual's current intercultural capabilities and their personal feedback report provides them the opportunity to develop and improve those skills.

The Time 1 (T1) and Time 2 (T2) pre-post assessments are recommended if you would like to measure and compare cultural intelligence capabilities at Time 1 and again at Time 2 to see how scores have changed over time. This helps in measuring improvements and identifying gaps which may remain and require further training.

Participants will complete a self-inventory of their cultural intelligence capabilities and their individual orientations in cultural values as T1. A list of attendee emails will be needed to administer the assessments via an online portal.

Participants will take a post-assessment (T2) at designated time for comparison (six months or 12 months later for example) and receive a personalized feedback report which compares pre and post CQ scores and the worldwide norms.

Both reports include a development plan with T2 focusing on the gaps and comparisons to T1.

## **OPTION 3: TRAININGS + CQ SELF-ASSESSMENT**

Participants will complete a self-inventory of their cultural intelligence capabilities and their individual orientations in cultural values. Participants complete the assessment online and receive a feedback report with their personal scores in CQ, a comparison with the worldwide norms in CQ, and their scores in cultural values. In addition, the feedback report includes questions and suggestions for creating a Personal CQ Development Plan.

Approximately two weeks prior to the first training, the CQ self-assessment will be set up and administered to all workshop participants. A list of attendee emails will be needed to administer the assessments.

## **FEES: DEVELOPING YOUR CULTURAL COMPETENCE PROPOSAL**

### Option 1: Trainings for an annual program

- Monthly (12 sessions): USD \$13,500 facilitator fee (18 hour facilitation includes preparation, delivery of training, electronic materials (recording, slides, and handouts/job aids))
- Bi-monthly (6 sessions): USD \$9,000 facilitator fee (9 hour facilitation includes preparation, delivery of training, electronic materials (recording, slides, and handouts/job aids))

### Option 2: Trainings + CQ Pre-Post Self Assessments (two assessments)

- USD \$9,000 or USD \$13,500 facilitator fee (see Option 1)
- CQ Pre-Post Self Assessments (USD \$1,500 for 30 assessments)

### Option 3: Trainings + CQ Self Assessment

- USD \$9,000 or USD \$13,500 facilitator fee (see Option 1)
- CQ Self Assessment (USD \$750 for 30 assessments)

If onsite is preferred and it is safe to travel, reimbursement for travel expenses are in addition to Option 1 for any onsite sessions. We can discuss this as an option and it may be best suited for the first and final training (or quarterly depending on monthly or bimonthly). Josephine Community Library District provides the venue and any catering deemed necessary.

### **Bio of Facilitator**

Dr. Michele A. L. Villagran is based in the Los Angeles area and serves as a CEO of CulturalCo, LLC consulting in areas of diversity & inclusion, cultural competency and cultural intelligence, emotional intelligence, and conflict management. Additionally, Dr. Villagran is an Assistant Professor with the San José State University School of Information focusing on cultural diversity. Her research focuses on diversity and social justice issues in library and information science and cultural intelligence phenomena within libraries.

She is a certified advanced cultural intelligence facilitator through the Cultural Intelligence Center and a Conflicts Dynamic Profile consultant. Dr. Villagran has more than 25 years of information profession experience including work in both the public and private sectors.

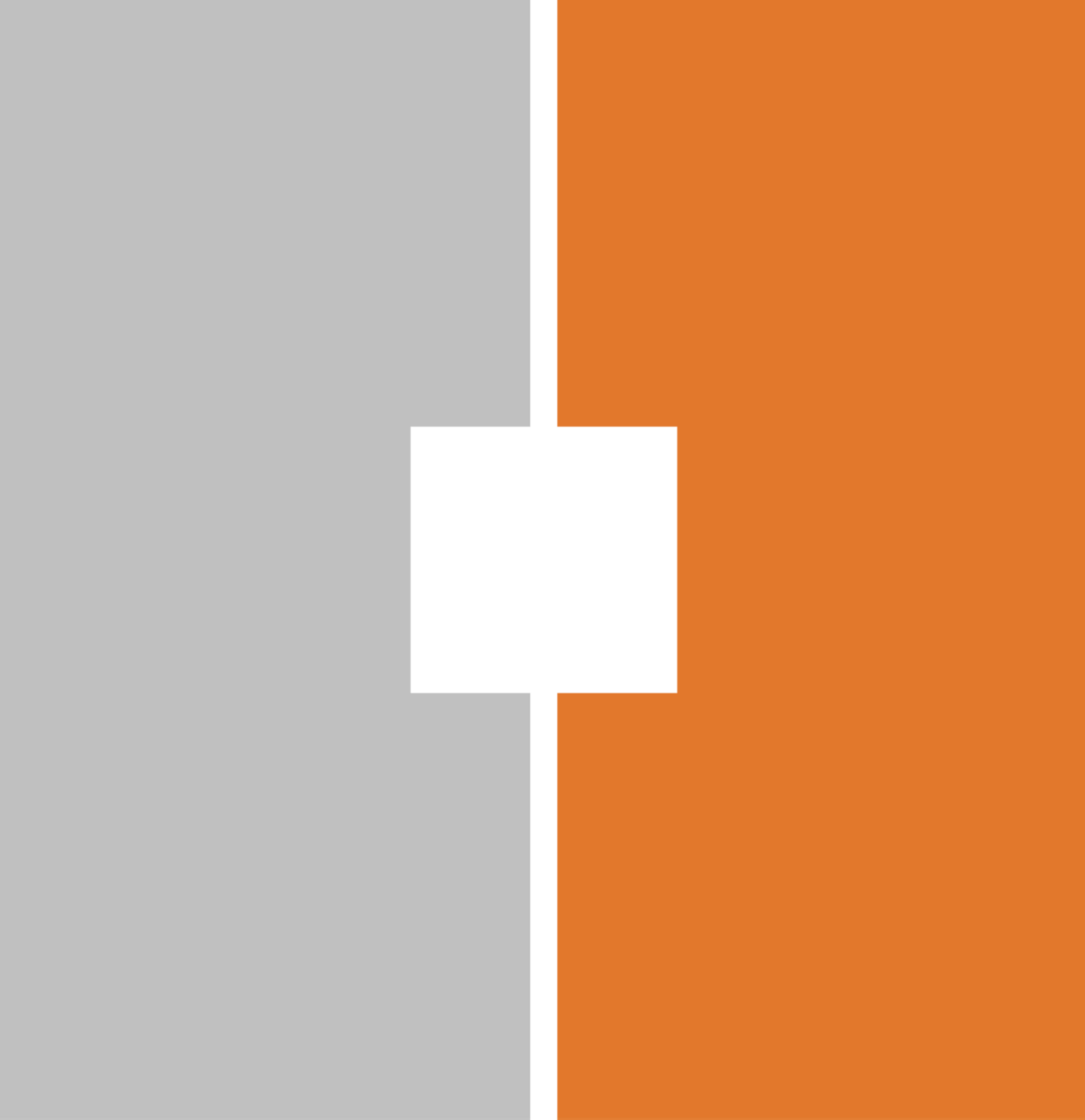
Dr. Villagran earned her Doctor of Education in Organizational Leadership from Pepperdine University with her doctoral work focusing on cultural intelligence. She also received a Master of Dispute Resolution and Certificate in Dispute Resolution from Pepperdine. At the University of North Texas, Dr. Villagran received her M.L.S. degree in Legal Informatics and M.B.A. in Strategic Management. Dr. Villagran holds offices and serves on committees in many professional associations in the library and information science, legal, dispute resolution and education fields.

# CQ Report

## CQ BASIC T2 FEEDBACK REPORT

PREPARED FOR: Jaime Smith

November 2018



# Contents

This T2 CQ Feedback Report identifies your strengths and developmental opportunities for functioning effectively in multicultural settings. Most people find it beneficial to read the feedback report now and then re-read it in a few days. This will allow you to think deeply about the feedback and how you can use this information.

- What is CQ? ..... 2
- T2 CQ Profile ..... 3
- T2 CQ Drive ..... 4
- T2 CQ Knowledge ..... 5
- T2 CQ Strategy ..... 6
- T2 CQ Action ..... 7
- T1/T2 Comparison Graph ..... 8
- Development Plan ..... 9
- Research Basis of CQ ..... 12

# What is CQ?

Cultural Intelligence (CQ) is a person's capability to function effectively in a variety of cultural contexts - both internationally and domestically.

In our own cultures, we usually have an idea of what's going on around us because we have a wealth of information, most of which is subconscious, that helps us make sense of what we experience and observe. When we interact with individuals who have a different cultural background, the same cues may mean something entirely different.

## CQ CAPABILITIES

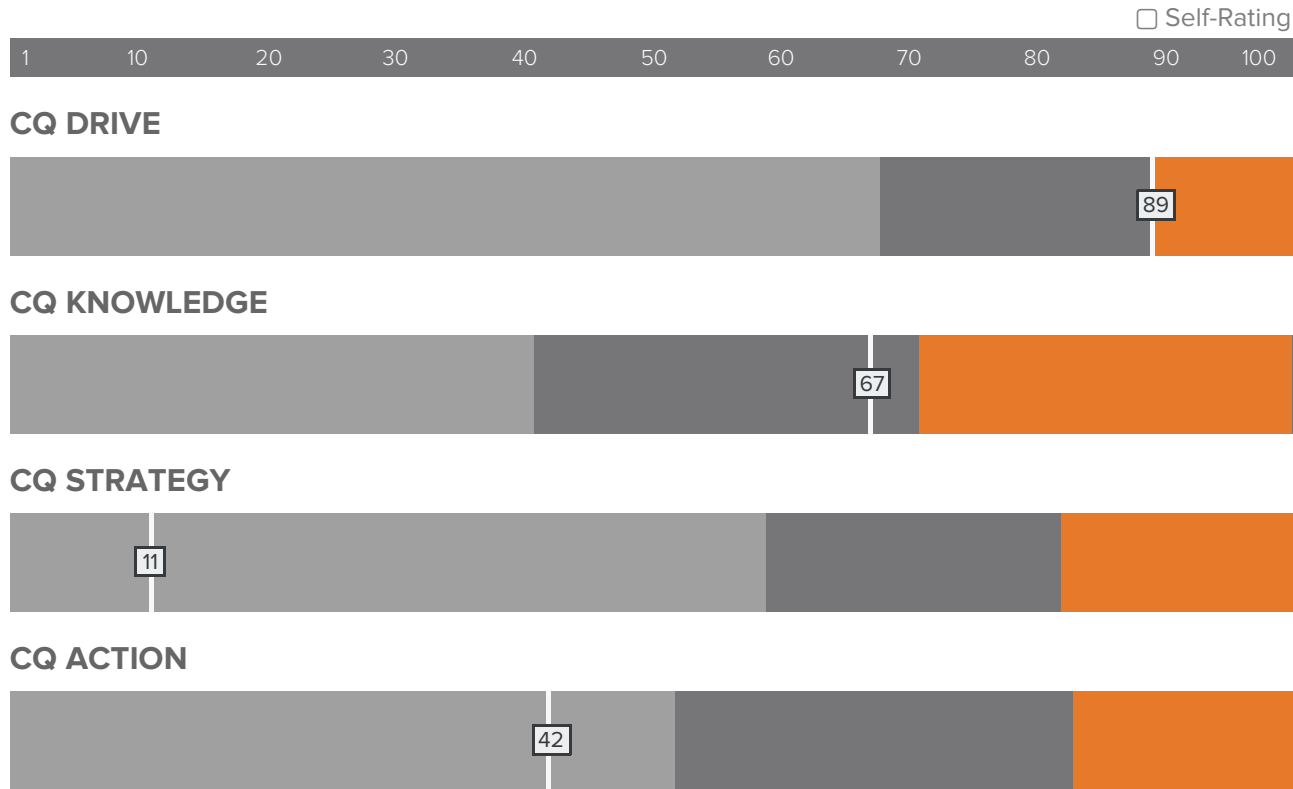
There are four primary CQ capabilities.



# T2 CQ Profile

This page summarizes your T2 scores for the four primary CQ capabilities. The graphs indicate the worldwide norms and show typical differences in the scores across the four capabilities. Note your self-ratings (in the squares).

<b>LOW</b> Scores in this range are in the bottom 25% of worldwide norms.	<b>MODERATE</b> Scores in this range are in the middle 50% of worldwide norms.	<b>HIGH</b> Scores in this range are in the top 25% of worldwide norms.
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# T2 CQ Drive

CQ Drive is the extent to which you are energized and persistent in your approach to multicultural situations. It includes your self-confidence in your abilities as well as your sense of the benefits you will gain from intercultural interactions.



Self-Rating

## CQ DRIVE SUB-DIMENSIONS

- **Intrinsic Interest:** Deriving enjoyment from culturally diverse experiences.
- **Extrinsic Interest:** Gaining benefits from culturally diverse experiences.
- **Self-Efficacy:** Having the confidence to be effective in culturally diverse situations.

## WHAT DOES HIGH CQ DRIVE LOOK LIKE?

Individuals with high CQ Drive are motivated to learn and adapt to new and diverse cultural settings. Their confidence in their adaptive abilities influences the way they perform in multicultural situations.



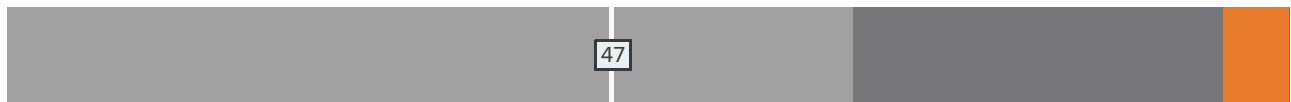
### T2 OVERALL



### T2 INTRINSIC INTEREST



### T2 EXTRINSIC INTEREST



### T2 SELF-EFFICACY





# T2 CQ Knowledge

CQ Knowledge is the degree to which you understand how culture influences how people think and behave and your level of familiarity with how cultures are similar and different.



Self-Rating

## CQ KNOWLEDGE SUB-DIMENSIONS

- **Business:** Knowledge about economic and legal systems.
- **Values & Norms:** Knowledge about values, social interaction norms, and religious beliefs.
- **Socio-Linguistic:** Knowledge about language and communication norms.
- **Leadership:** Knowledge about managing people and relationships across cultures. (Context Specific)

## WHAT DOES HIGH CQ KNOWLEDGE LOOK LIKE?

Individuals with high CQ Knowledge have a rich, well-organized understanding of culture and how it affects the way people think and behave. They possess a repertoire of knowledge of how cultures are similar and how they are different. They understand how culture shapes behavior.



### T2 OVERALL



### T2 BUSINESS



### T2 VALUES & NORMS



### T2 SOCIO-LINGUISTIC



### T2 LEADERSHIP



# T2 CQ Strategy

CQ Strategy is the extent to which you are aware of what’s going on in multicultural situations and the extent to which you check and plan accordingly.



## CQ STRATEGY SUB-DIMENSIONS

Self-Rating

- **Planning:** Strategizing before a culturally diverse encounter.
- **Awareness:** Sensing the perspectives of self and others during interactions.
- **Checking:** Checking assumptions and adjusting mental maps when experiences differ from expectations.

## WHAT DOES HIGH CQ STRATEGY LOOK LIKE?

Individuals with high CQ Strategy think about multicultural interactions before and after they occur. They plan ahead, check their assumptions and expectations during interactions, and reflect on experiences later. This refines their mental maps and enhances strategies for effective interactions.



### T2 OVERALL



### T2 PLANNING



### T2 AWARENESS



### T2 CHECKING



# T2 CQ Action

CQ Action is the extent to which you act appropriately in multicultural situations. It includes your flexibility in verbal and nonverbal behaviors and your ability to adapt to different cultural norms.



Self-Rating

## CQ ACTION SUB-DIMENSIONS

- **Speech Acts:** Modifying the manner and content of communications (e.g., direct, indirect).
- **Verbal:** Modifying verbal behaviors (e.g., accent, tone).
- **Nonverbal:** Modifying nonverbal behaviors (e.g., gestures, facial expressions).

## WHAT DOES HIGH CQ ACTION LOOK LIKE?

Individuals with high CQ Action translate their CQ Drive, CQ Knowledge, and CQ Strategy capabilities into action. They possess a broad repertoire of verbal behaviors, nonverbal behaviors, and speech acts, which they apply to fit a specific context. They know when to adapt and when not to adapt.



### T2 OVERALL



### T2 SPEECH ACTS



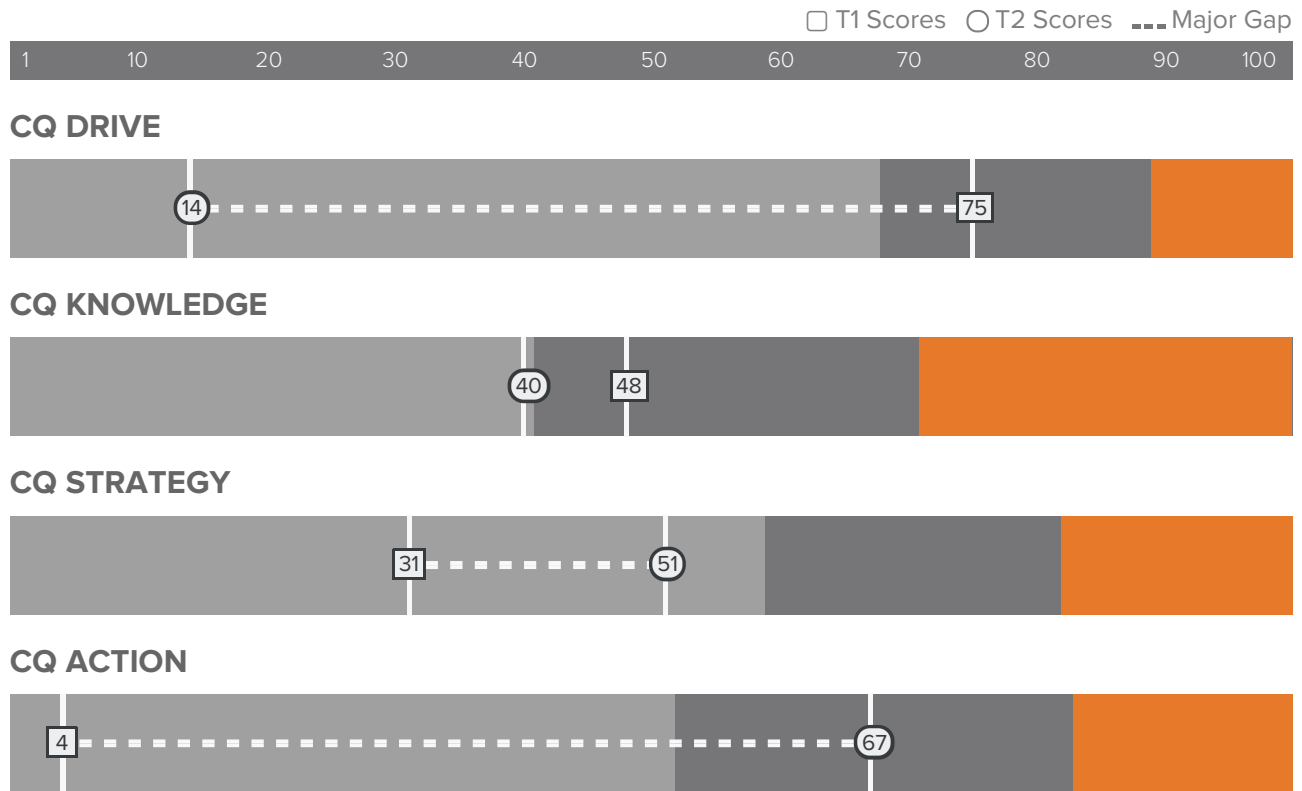
### T2 VERBAL



### T2 NONVERBAL



# T1/T2 Comparison Graph



The chart above shows your CQ scores at T1 compared to your CQ scores at T2.

# Development Plan

Your CQ is not fixed. You were given the chance to create an action plan after T1 to help you use your CQ strengths and enhance your weaker CQ capabilities. The next few pages give you a chance to reflect on your CQ feedback and compare your T1 and T2 scores. Then you will have a chance to develop an action plan to continue your improvement.

## YOUR CQ

**Describe the change in your self-rated T1 and T2 CQ scores in your own words.**

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## PRESENT CHALLENGES

**Have your present challenges changed at all since T1? If so, what intercultural challenges are you currently facing?**

(e.g. working with someone who has different cultural values, cultural misunderstandings, etc.)

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## FUTURE OPPORTUNITIES

**How can reflecting on your CQ scores prepare you to pursue future multicultural or global opportunities?**

(e.g. global leadership, developing relationships in multicultural contexts, multicultural management, etc.)

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## YOUR STRONGEST CQ CAPABILITY

Your strongest CQ capability at T2 is based on your self scores in comparison to the worldwide median, not simply based on the highest numerical scores.

### Your strongest T2 self-rating in the four CQ capabilities is **CQ KNOWLEDGE**

How does this compare to your strongest capability at T1? Are they the same, or different?

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## YOUR WEAKEST CQ CAPABILITY

Your weakest CQ capability at T2 is based on your self scores in comparison to the worldwide median, not simply based on the lowest numerical scores.

### Your weakest T2 self-rating in the four CQ capabilities is **CQ DRIVE**

How does this compare to your weakest capability at T1? Are they the same, or different?

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## ACTION STEPS

List one, specific multicultural skill you would like to improve over the next year. Consider the challenges and opportunities you described earlier in this section. (Examples include leading a multicultural team, efficiently implementing global solutions, accurately analyzing risk and opportunity in culturally diverse segments, etc.)

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## T2 STRENGTH - CQ KNOWLEDGE

USING YOUR <u>CQ Knowledge</u>		
	Specific Action Steps	Target Date
	List specific, challenging action steps you can take to use your strongest self-rated CQ capability.	
Next 4 Weeks	1.	
	2.	
Next 8 Weeks	1.	
	2.	

## T2 AREA FOR IMPROVEMENT - CQ DRIVE

IMPROVING YOUR <u>CQ Drive</u>		
	Specific Action Steps	Target Date
	List specific, challenging action steps you can take to enhance your weakest self-rated CQ capability so that it does not interfere with developing the multicultural skill you identified at the top of this page.	
Next 4 Weeks	1.	
	2.	
Next 8 Weeks	1.	
	2.	

## REFLECT

Which of your self-rated CQ capabilities changed the most from T1 to T2? Did your scores go up, or down?

How can you explain these changes?

# Research Basis of CQ

## THE RESEARCH BASIS FOR ASSESSING CULTURAL INTELLIGENCE

Cultural Intelligence is conceptualized as a multi-dimensional construct based on application of Robert Sternberg's integrative theoretical framework of different "loci" of intelligence. The dimensions of Cultural Intelligence represent qualitatively different aspects of the overall capability to function and manage effectively in culturally diverse settings.

### CULTURAL INTELLIGENCE IS ...

Cultural Intelligence is a malleable capability that can be enhanced by multicultural experiences, training and self-awareness programs, travel and education.

Cultural Intelligence is distinct from stable individual differences such as personality, which describe what a person typically does across time and across situations.

Cultural Intelligence is also different from emotional intelligence because it focuses specifically on capabilities in multicultural contexts.

Cultural Intelligence has predictive validity over and above demographic characteristics, personality, general mental ability, emotional intelligence, cross-cultural adaptability inventory, rhetorical sensitivity, cross-cultural experience, and social desirability.

The Cultural Intelligence Scale has excellent psychometric properties.

Published scholarly research demonstrates the factor structure of the scale is stable across samples, across time, and across cultures.

In addition, self-rated scores are positively correlated with observer-rated scores, and multi-trait multi-method analysis supports the convergent and discriminant validity of the scale.

Reliabilities of the four factors and sub-dimensions exceed the standard cut-off of .70.

Most important, research demonstrates that cultural intelligence predicts adjustment, well-being, cultural judgment and decision-making, and task performance in culturally diverse settings.

Visit [culturalQ.com/research](http://culturalQ.com/research) for more information.



# News Release

**FOR IMMEDIATE RELEASE:**

July 7, 2021

**FOR MORE INFORMATION, CONTACT:**

Brandace Rojo, 541-476-0571 x114

Kate Lasky, 541-476-0571 x110

## Grants Pass library branch remodels for hybrid meeting space

**Grants Pass, July 7, 2021** —In response to community need, Josephine Community Library is remodeling the Ben Bones room at the Grants Pass branch as a new hybrid meeting space. Use of the room and technology equipment will be free of charge thanks to a grant from AllCare Health.

“We are excited to fill this important community need as we reopen library services,” said Library Director Kate Lasky. “There are so few meeting spaces available for free in Grants Pass, especially with the technology to offer virtual meetings.”

The library is remodeling the current Friends of the Library bookstore for this purpose. The community has outgrown the current Grants Pass branch with limited room for storage, meetings, and donated books. During this time, the Friends of the Library bookstore will be temporarily closed until library facilities have the space to accommodate. Plans for a new library building in Grants Pass are underway with a dedicated Friends of the Library bookstore.

There will be a final book sale at the Grants Pass location, 200 NW C Street, on **Sunday, July 25** from **8 am–12 pm**. During this book sale, participants can fill a bag or box and pay what they want. Shoppers are asked to bring their own bags and boxes. Community members should access the sale through rear parking lot doors.

Patrons of the Friends of the Library bookstore are encouraged to sign up for a library card if they have not already. Community members who prefer to purchase books are encouraged to shop the quarterly Oregon Books & Games used book sales. Proceeds from those book sales directly benefit local nonprofits. Community members who are looking to donate books should check with Oregon Books & Games, My Bookstore, and other local bookstores.

To donate to the Ben Bones room remodel project, visit [jclfoundation.org](http://jclfoundation.org) or mail a check to Josephine Community Library Foundation at P.O. Box 1684, Grants Pass, OR 97528.

For more information about library plans for new buildings and building improvements, visit [josephinelibrary.org/about-the-library/building-improvements](http://josephinelibrary.org/about-the-library/building-improvements).

For more information about library programs and to sign up for a library card, visit [josephinelibrary.org](http://josephinelibrary.org), email [info@josephinelibrary.org](mailto:info@josephinelibrary.org), and call 541-476-0571.

# # # # #

Josephine Community Library District is committed to enriching the community through access to quality library services across Josephine County and will continue to rely heavily on volunteers to run all four library branches. Anyone interested in getting involved with the library can send an e-mail to [info@josephinelibrary.org](mailto:info@josephinelibrary.org). For more information, resources, and entertainment for all ages, visit [josephinelibrary.org](http://josephinelibrary.org). For more information about library services, email [info@josephinelibrary.org](mailto:info@josephinelibrary.org), or call 541-476-0571.

TO: Josephine Community Library Foundation Board  
FROM: Kate Lasky, Library Director  
DATE: July 21, 2021  
SUBJECT: Updated Capital Improvement Plan

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The district has developed a Capital Improvement Plan with an associated budget. The final draft of the plan was submitted to the district board on July 18, 2019. An updated summary of the plan is presented in the table below.

**Resources:** JCLD Facilities Master Plan report from Hacker architects  
ZCS Engineering & Architecture  
Special Districts Association of Oregon (SDAO)  
Local contractors when available  
Maintenance coordinator

**Summary:** The primary purpose of the Capital Improvement Plan is to address the maintenance and repair needs of the four library facilities in Grants Pass, Illinois Valley, Williams, and Wolf Creek, including deferred maintenance. Existing conditions have been documented, recommended maintenance schedules noted, and cost estimates provided for major repair and replacement projects. Observations noted in the plan are the result of field observations performed by Hacker architects, local contractors when available and maintenance coordinator.

With the district board's direction, priorities have been established based on the board's recommendations of 1) safety, 2) capital preservation, 3) appeal and enhancement, and 4) cost estimates. Safety is given 3 points, preservation 2 points and enhancement 1 point. Cost is weighted as <\$5,000 = 3 points, <\$15,000 = 2 points, and >\$15,000 = 1 point. The highest priority is 6 points.

This document is fluid, subject to changes in priorities and unforeseen events. The capital improvement projects will be reported to the district board in the library director's report as needed.

### Grants Pass Facility Improvements

Facility location	Category	Repair or replacement description	Cost estimate	Priority
Grants Pass	Fire Suppression System/Safety	Seismic upgrade of shelving in adult fiction and nonfiction	TBD	4
Grants Pass	Carpet	Carpet has not been replaced in 25 years	\$50,000–\$70,000	2
Grants Pass	Lighting	Retrofit LED lamps in main library	\$22,000	2
Grants Pass	In-line hot water	In-line hot water for lounge	\$1,000	2
Grants Pass	Door windows	Install windows in lounge/hallway doors	\$500	Completed 2020
Grants Pass	Keypad	Install keypad at employee entrance	TBD	In process
Grants Pass	Reupholster public chairs	Reupholster chairs for sanitary / cleaning purposes	\$4,500	Completed 2020
Grants Pass	CVT Vinyl Flooring	Exposed asbestos tiles	\$13,000	Completed 2019
Grants Pass	Hallway Door	Install ADA compliant automated door	\$2,000	2
Grants Pass	Hybrid Meeting Room	Renovate Ben Bones room to a hybrid meeting room; install video conferencing equipment	\$10,000	1

**Illinois Valley Improvements**

Facility location	Category	Repair or replacement description	Cost estimate	Priority
Illinois Valley	Roof Materials	Replace/repair roof	TBD	1 (will be addressed with building remodel)
Illinois Valley	Wall finishes	Replace fixtures and accessories in restroom	TBD	1 (will be addressed with building remodel)1 (building remodel)
Illinois Valley	Exterior Wall Finishes	Siding appears to be in good condition but needs new paint Single pane windows replace for efficiency and damaged and usability	\$11,900-\$22,500 \$14,867	1 (will be addressed with building remodel)1 (building remodel)  Completed 2021
Illinois Valley	Parking Areas and Driveways	Replace front sidewalk and alter parking lot for accessibility according to ADA requirements	\$11,000	Completed 2020
Illinois Valley	Landscaping, Patios, Walkways, and Other Site Accessories	Irrigation system should be replaced. Removal of dead trees Regular landscaping should be maintained for general appeal	TBD \$3,000 TBD	1 (will be addressed with building remodel)1 (building remodel)  Completed 2019  5
Illinois Valley	HVAC System	Heat pump replacement and HVAC plenum redesigned due to condensation and possible safety issue	\$34,957	Completed 2021
Illinois Valley	Electrical Systems	Electrical panels replaced and inadequate branch wiring Fixed (vintage wiring -ER Electric stated it is not	TBD	1 (will be addressed with building remodel)1

		vintage/cloth wiring it is not concerning)		(building remodel)
Illinois Valley	Fire Suppression System/Safety	Seismic upgrade of shelving in adult fiction and nonfiction	TBD	1 (will be addressed with building remodel)
Illinois Valley	Hot Water	Install new electric hot water add 220v electric	\$5,000	Completed 2019
Illinois Valley	Front Entrance	Install ADA compliant automated door	\$5, 000	2

### Williams Facility Improvements

Facility location	Category	Repair or replacement description	Cost estimate	Priority
Williams	Exterior Wall Finishes	Building should be repainted	\$3,000–\$4,000	1 (will be addressed with building remodel)
Williams	Roof Materials	Front of entry the eave and fascia consist of heavy rot and need repair	\$4,460	Completed 2019
Williams	Landscaping, Patios, Walkways, and Other Site Accessories	Prune and maintain plants away from building, and trim large over hanging oak tree from roof Regular landscaping should be maintained for general appeal	\$1,000 TBD	4 4
Williams	Fire Suppression System/Safety	Seismic upgrade of shelving in adult fiction and nonfiction	TBD	1 (will be addressed with building remodel)
Williams	Rear Stairs	Rebuild rear entry stairs	\$1,000	5

**Wolf Creek Facility Improvements**

<b>Facility location</b>	<b>Category</b>	<b>Repair or replacement description</b>	<b>Cost estimate</b>	<b>Recommended time frame for repair</b>
Wolf Creek	Landscaping, Patios, Walkways, and Other Site Accessories	Prune and maintain plants, and field. Regular landscaping should be maintained for general appeal	TBD	4
		Upgrade irrigation system in back "yard" area	TBD	3
		Remove deck and door; install window	\$4,350	Completed 2020
Wolf Creek	Plumbing Systems	Install mop sink for proper cleaning	\$5,000	4
		Replace problematic toilets with a power assist flushing toilet	\$5,000	5
Wolf Creek	Lighting Systems	Fluorescent light fixtures need to be anchored to beams/railing	TBD	4- if needed fix will be when lights are replaced (two have been replaced)
		Retrofit to LED lightning	TBD	
Wolf Creek	Fire Suppression System/Safety	Seismic upgrade of shelving in adult fiction and nonfiction	TBD	4



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

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### **Accounting**

- The net income for the general fund on the P&L of \$290,846 does not equal the Balance Sheet net income of \$363,816. This is due to the Balance Sheet representing all funds/grants and the P&L representing only the General Library Operations fund. \$290,846 plus \$72,970 (net income of special funds only) equals \$363,816.
- JCLD invoiced Josephine Community Library Foundation \$900 for fifteen household scholarships.
- LGIP interest remains at .60%.

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

#### **Revenue**

- The district received \$27,709 for current year tax levy and \$2,918 of prior year's tax levy income in June 2021; total year to date tax revenue is \$1,472,476.
- Non-resident card fees for the month of June were \$2,675.

#### **Expenses**

- Collection development budget is \$175,000 for general fund purchases. Total collection development dollars spent in June from the general fund are \$1,790 and \$914 for special funds. Total year-to-date collection development purchases equal \$173,337 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 \$3,810 for technical/grant writing to Stover Writing Services in the month of June.

### **Grants**

- Total of grant expenses for the month of June is \$12,929.
- Total revenue received from grants in FY21 is \$378,286 representative of 16 grants.

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

- The district assets include \$100,161 in the district checking account. The Grants Pass maintenance fund totals \$20,379 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 \$1,163,446

and a reserve fund of \$468,049. 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 \$1,760,525 including \$539,795 in restricted grant funds, maintenance fund and reserve fund.

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

	Actual June-21	Year to Date Actual	Annual Budget	\$ Over (Under) Budget	Budget Forecast
Ordinary Income/Expense					
Income					
4000 - Current Year Tax Levy	\$ 27,709	\$ 1,420,110	\$ 1,425,000	\$ (4,890)	\$ 1,425,000
4005 - Prior Year Taxes	\$ 2,918	\$ 52,366	\$ 27,200	\$ 25,166	\$ 45,000
4100 - Fees	\$ 114	\$ 1,281	\$ -	\$ 1,281	\$ 1,000
4102 - Non-Resident Card Fees	\$ 2,675	\$ 12,750	\$ 45,000	\$ (32,250)	\$ 10,000
4200 - Interest Income	\$ 1,217	\$ 15,182	\$ 22,000	\$ (6,818)	\$ 18,000
4300 - Other Revenues	\$ 224	\$ 7,365	\$ -	\$ 7,365	\$ 1,800
4310 - Donations	\$ 401	\$ 451	\$ -	\$ 451	\$ -
Total Income	\$ 35,258	\$ 1,509,506	\$ 1,519,200	\$ (9,694)	\$ 1,500,800
Expense					
5000 - Personal Services	\$ 87,843	\$ 735,282	\$ 843,600	\$ (108,318)	\$ 750,000
5200 - Collection Development	\$ 1,790	\$ 131,258	\$ 175,000	\$ (43,742)	\$ 175,000
5300 - Technical Services	\$ 484	\$ 42,727	\$ 42,600	\$ 127	\$ 42,600
5400 - Building Improvements	\$ 2,159	\$ 47,853	\$ 13,800	\$ 34,053	\$ 13,800
5500 - Facilities & Equipment	\$ 1,539	\$ 22,342	\$ 49,800	\$ (27,458)	\$ 49,800
5600 - Computer Maintenance	\$ 402	\$ 33,533	\$ 13,800	\$ 19,733	\$ 13,800
5700 - Insurance	\$ -	\$ 8,745	\$ 9,400	\$ (655)	\$ 9,400
5800 - Travel & Training	\$ 16	\$ 11,380	\$ 44,200	\$ (32,820)	\$ 35,000
6630 - Election	\$ -	\$ -	\$ 10,000	\$ (10,000)	\$ 10,000
6640 - Auditor	\$ 1,550	\$ 21,850	\$ 17,500	\$ 4,350	\$ 19,000
6650 - Patron Services and Supplies	\$ -	\$ 2,884	\$ 9,100	\$ (6,216)	\$ 2,000
6660 - Volunteer Support	\$ 18	\$ 124	\$ 2,900	\$ (2,776)	\$ 1,500
6670 - Events at Library	\$ 30	\$ 2,463	\$ 13,200	\$ (10,737)	\$ 5,000
6680 - Communication & Outreach	\$ 4,601	\$ 25,287	\$ 30,500	\$ (5,213)	\$ 30,500
6690 - Special Contracts	\$ 5,669	\$ 65,012	\$ 95,500	\$ (30,488)	\$ 95,500
6699 - Legal Administration	\$ -	\$ 1,785	\$ 2,000	\$ (215)	\$ 2,000
6700 - Administrative Support	\$ 1,141	\$ 16,983	\$ 19,900	\$ (2,917)	\$ 19,900
6800 - Telecommunications	\$ 1,128	\$ 15,530	\$ 15,200	\$ 330	\$ 15,200
6850 - Utilities	\$ 2,508	\$ 33,623	\$ 40,600	\$ (6,977)	\$ 40,600
8000 - Transfers & Contingency	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expense	\$ 110,877	\$ 1,218,661	\$ 1,448,600	\$ (229,939)	\$ 1,330,600
Net Ordinary Income	\$ (75,619)	\$ 290,846	\$ 70,600	\$ 220,246	\$ 170,200
Net Income	\$ (75,619)	\$ 290,846	\$ 70,600	\$ 220,246	\$ 170,200

**Josephine Community Library District  
Enhanced Library Services  
June 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	(847)	(847)	4,153
Collins Foundation - Inclusive Weg	0	58,000	58,000	58,000	0	(46,525)	(46,525)	11,475
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	(6,065)	(6,065)	(6,065)
FEMA	0	6,579	0	6,579	0	0	0	6,579
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	(838)	(838)	662
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	(4,975)	(4,975)	6,329
Rotary Club of GP - student hours	0	1,000	0	1,000	0	(390)	(390)	610
State Library - CARES	0	17,488	0	17,488	0	(10,400)	(10,400)	7,088
<b>Total</b>	<b>111,242</b>	<b>378,286</b>	<b>300,634</b>	<b>489,527</b>	<b>(83,702)</b>	<b>(351,576)</b>	<b>(435,278)</b>	<b>54,250</b>

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		16,527	36,527
Transfer per Lease Agreement for 2019/2020/2021	15,000	Expenses				
Interest Earned	69	GP hot water heater	630	WM A/C	4,383	
	<u>36,527</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>20,379</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>3,373</u>	<u>20,379</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 June 30, 2021

Jun 30, 21

ASSETS		
Current Assets		
Checking/Savings		
1000 · People's Bank of Commerce		100,160.54
1010 · People's Bank-Savings		20,378.84
1100 · General Pool 6000		1,163,446.26
1110 · LGIP - Reserve Fund		468,049.23
1120 · Jo Co Treasury Account		-13.00
1150 · Cash Drawers		390.00
Total Checking/Savings		<u>1,752,411.87</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>1,765,525.07</u>
Fixed Assets		
1610 · Furniture and Equipment		303,130.91
Total Fixed Assets		<u>303,130.91</u>
TOTAL ASSETS		<u><u>2,068,655.98</u></u>
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Other Current Liabilities		
2100 · Payroll Liabilities		
2130 · Health Insurance Withholdings		34.68
2135 · HSA withholdings		350.00
2150 · Retirement SIMPLE		5,364.86
Total 2100 · Payroll Liabilities		<u>5,749.54</u>
2400 · Deferred Revenues(audit)		8,113.20
2900 · Interfund loan payables		5,000.00
Total Other Current Liabilities		<u>18,862.74</u>
Total Current Liabilities		<u>18,862.74</u>
Total Liabilities		18,862.74
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		363,815.70
Total Equity		<u>2,049,793.24</u>
TOTAL LIABILITIES & EQUITY		<u><u>2,068,655.98</u></u>

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

In the Matter of Electing Officers of the     )  
Board of Directors of the Josephine         )  
Community Library District                    )             **Resolution No. 2022-002**

WHEREAS, the Board of Directors of the Josephine Community Library District are conducting the business of the District and have adopted Bylaws for that purpose; and

WHEREAS, the Bylaws require that the Board of Directors elect from their members officers to serve as President and Vice President; and

WHEREAS, the Board of Directors have held an election for that purpose; now, therefore

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves:

1. \_\_\_\_\_, member of the Board, is elected to serve as President in accordance with the provisions of the Bylaws.
  
2. \_\_\_\_\_, member of the Board is elected to serve as Vice President in accordance with the provisions of the Bylaws.

DONE AND DATED this 21st day of July 2021.

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

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

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

\_\_\_\_\_  
Rachele Selvig, Board Member

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

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

In the Matter of Designating Authorized )  
Signers on Bank Accounts of the ) Resolution No. 2022-003  
Josephine Community Library District )  
)

WHEREAS, the Board of Directors of the Josephine Community Library District is conducting the business of the District and has adopted Bylaws for that purpose; and

WHEREAS, the Board has determined that it will require banks accounts and that it is necessary to designate authorized persons to sign on those accounts; now therefore

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves

Resolution No. 2019-022 (Designating Authorized Signers on Bank Accounts of the Josephine Community Library District) dated July 18, 2019 is rescinded.

The following persons are authorized to sign checks, drafts, and other necessary instruments and documents related to the finances of the District: board members \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_, and Library Director Kate Lasky. Two signatures of the above-names parties are required for every check or draft drawn on District funds. The parties named are authorized to open accounts with People’s Bank in Grants Pass.

DONE AND DATED this 21ST day of July, 2022.

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

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

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

\_\_\_\_\_  
Rachele Selvig, Board Member

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



**TO: Josephine Community Library District Board of Directors**  
**FROM: Kate Lasky**  
**DATE: July 21, 2021**  
**SUBJECT: Operating agreement with the City of Cave Junction for block grant**

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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. A draft was reviewed by the JCLD Board at the June 16 board meeting and presented to the City of Cave Junction at the June 28 council workshop. The draft was approved by JCLD legal counsel, and the City of Cave Junction approved and authorized signing of the agreement.

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### **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, as well as advice from the JCLD Board of Directors and the City of Cave Junction legal counsel.

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, an indemnity statement, a 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. A new operating agreement to govern the project is not required for the CDBG application or Business Oregon.

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### **Action requested**

Approve Resolution 2022-006.

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### **Resources**

Law offices of Hornecker Cowling LLP

City of Cave Junction Legal Counsel Patrick Kelly

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 make another entity like the Library a beneficiary of the block grant; 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 preparing and submitting a CDBG application in the amount of \$1,500,000 for the library renovations at 209 W. Palmer in Cave Junction.
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 publishing 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. Complying with the requirements of environmental review.
  - f. Ensuring the project is in compliance with local, state, and federal policies, regulations, and laws, including procurement, finance, human resources, and law enforcement.
  - g. 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. Preparing 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, 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 five years to ensure that the property is used as intended by the block grant funding.

**INDEMNITY**

- 4. 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. 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. 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

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

In the Matter of Adopting a )  
Memorandum of Understanding ) Resolution No. 2022-006  
between the City of Cave Junction and )  
Josephine Community Library District )

WHEREAS, Josephine Community Library District is providing an addition of a community meeting space at the Illinois Valley branch; and

WHEREAS, Josephine Community Library District (JCLD) and the City of Cave Junction (City) are partnering to make application for a U.S. Department of Housing and Urban Development Block Grant to fund this renovation; and

WHEREAS, JCLD and City have announced their intention to work cooperatively and have jointly developed a Memorandum of Understanding (MOU) detailing the process by which the two entities will cooperate; and

WHEREAS, JCLD legal counsel has reviewed and approved the MOU; and

WHEREAS, the JCLD Board of Directors has reviewed and approved the MOU; now therefore

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves

The JCLD-City Memorandum of Understanding attached herewith is adopted by Josephine Community Library District as the document establishing the cooperative relationship between JCLF and the City of Cave junction.

DONE AND DATED this 21st day of July 2021.

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

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

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

\_\_\_\_\_  
Rachele Selvig, Board Member

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

TO: Josephine Community Library District Board of Directors  
FROM: Kate Lasky, Library Director  
DATE: July 21, 2021  
SUBJECT: First reading of Personnel Policy 4-5-2, Holidays

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### **Background**

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

- Personnel Policy 4-5-2, **Holidays** (revised)

### **Recommendation**

The policy is to establish an additional holiday, June 19<sup>th</sup>, Juneteeth, in accordance with JCLD's diversity, equity and inclusion mission. This holiday was recently signed into legislation as a federal holiday.

Source:

Juneteenth National Independence Day Act (S. 475)

## Policy 4-5-2. Holidays

*Adopted 10/19/2017  
Revised 1/25/2018  
Revised 4/26/2018  
Revised 11/15/2018  
Revised 11/18/2020  
Revised xx/xx/xxxx*

Josephine Community Library District (JCLD) recognizes the following holidays and the library will be closed on the identified days or a prior or subsequent designated day. Regular full-time employees will receive a day off with pay on each of these recognized holidays.

1. New Year's Day
2. Martin Luther King, Jr. Day
3. President's Day
4. Memorial Day
- 4-5. Juneteenth
- 5-6. Independence Day
- 6-7. Labor Day
- 7-8. Veterans Day
- 8-9. Thanksgiving Day
- 9-10. Day after Thanksgiving
- 10-11. Christmas Day

When Christmas Eve falls on a Monday, it will be observed as an additional holiday that year. This occurs once every seven years.

Part-time employees receive pro-rated holiday benefits. For example, an employee scheduled to work six hours on a holiday earns six hours of holiday pay.

No employee will be scheduled to work on a holiday. If an employee works on any holiday observed by the district, the employee shall either be paid overtime or given compensatory time for all hours worked at the rate of one-and-one-half times the regular rate of pay.

Employees who are off work on a leave of absence shall not receive holiday pay. Employees who are off work due to sickness or vacation shall be paid for the holiday in lieu of using vacation or sick leave credits.

Full-time employees who are not regularly scheduled on a holiday will be permitted to take the holiday on another workday during the pay period in which the holiday falls, with approval by the library director.

TO: Josephine Community Library District Board of Directors  
FROM: Kate Lasky, Library Director  
DATE: July 21, 2021  
SUBJECT: First reading of Operations Policy 3-4-2, Meeting Space

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### **Background**

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

- Operations Policy 3-4-2, **Meeting Space** (revised)

### **Recommendation**

The policy revision is to eliminate meeting space fees. JCLD's mission along with JCLF is to create a comprehensive meeting space for the library, foundation, partners, and community use.



## Policy 3-4-2. Meeting Space

Adopted 1/25/2018

Adopted x/xx/xxxx

Community meeting space is available at all JCLD branch libraries. When not in use by JCLD and affiliates, space is available to groups who complete an application, and qualify, ~~and prepay the required fee. Meeting space fees may be waived for groups maintaining an executed partnership agreement with JCLD.~~

The fact that a group is granted permission to meet in the library in no way constitutes endorsement by the library or its affiliates.

JCLD's Meeting Space Application includes terms and conditions for use, and application process, ~~and fee structure.~~

TO: **Josephine Community Library Foundation Board of Directors  
Josephine Community Library District Board of Directors**  
FROM: **Facilities Oversight Task Force: Rachele Selvig, Kate Lasky, Laurel  
Samson, Rebecca Stoltz, Steve Swearingen, Doug Walker**  
**Advisor: Alissa Allen, district maintenance coordinator**  
DATE: **July 8 2021**  
SUBJECT: **FOTF Memo**

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### **Background**

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

### **Update**

With the completion of Beecher Ellison's term on the district board, newly elected board member for the district, Rachele Selvig has joined FOTF. Welcome Rachele!

### **Action**

The foundation is launching a crowdfund for the month of August for the Illinois Valley Renovation to secure matching funds prior to submitting the Community Development Block Grant application in September.

### **Williams**

The American Rescue Plan Act (ARPA) funds are expected to be disbursed in October. The sale agreement for the property located at 20140 Williams Highway in Williams is contingent upon the foundation receiving the American Rescue Plan Act (ARPA) funds designated by Rep Lily Morgan.

As part of the due diligence, FOTF members have a meeting with the planning department to determine if the expected size of the new library building will require additional parking or road access. This is the last due diligence item for the property and will be completed within the 120-day designated period.

### **Illinois Valley branch**

On June 28, Foundation and library directors and grant writer attended the City of Cave Junction City Council Meeting to request an operation agreement between the City of Cave Junction and the library district for the qualification process for the block grant. The council approved the agreement.

FOTF members attended the last planning meeting with and ZCS and discussed the survey results, received recommendations from ZCS, and FOTF made key decisions on renovation. ZCS will provide cost estimates and concept drawings in August. This information will be submitted with the block grant application.

### **Community Development Block Grant Update**

Grant writer and foundation and library directors are working to fulfill the requirements for the grant prior to the deadline to submit the application with the goal of submitting the application on September 1. By submitting before the deadline, Business Oregon will review application and documentation and provide feedback on application. The next step for the block grant is to review the environmental study requirements.