## Agenda

**Board members:**

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

### Agenda Items

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<tr>
<th>Action</th>
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<tr>
<td>Call to Order</td>
<td>P. Fahey</td>
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**Standing Items**

1. Approval of agenda  
2. Approval of consent agenda  
   a. July 21 minutes  
   b. Resolution 2022-007 Policy 4-5-2  
   c. Resolution 2022-008 Policy 3-4-2  
3. Public comment  
4. Correspondence  

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<thead>
<tr>
<th>Motion</th>
<th>P. Fahey</th>
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**Staff Reports**

1. Library director’s report  
2. Financial report  
3. Annual report  

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<tr>
<th>Report</th>
<th>K. Lasky</th>
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<tr>
<td>Report</td>
<td>K. Hay</td>
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<td>Report</td>
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**Action Items**

1. Board signers  
2. Board appointment  
3. First Reading: Personnel Policy  
4. Library director annual evaluation process  

| Resolution | P. Fahey | 5 min |
| Motion | L. Samson | 5 min |
| Discussion | Lasky/Hay | 10 min |
| Discussion | Fahey/Samson | 5 min |

**Board Member Reports**

1. Library Foundation liaison report  
2. Facilities Oversight Task Force report  

| Report | D. Mannix | 5 min |
| Report | Selvig/Samson | 5 min |

**Announcements**

1. Comments from board members  
2. Date and agenda items for next meeting  

| All | President | 5 min |

**Adjourn**

| President | |

### Date and Time

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<th>Date and Time</th>
<th>Upcoming Meetings and Events</th>
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<td>September 15, 5:30pm</td>
<td>District Board Meeting, virtual TBA</td>
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<td>September 22, 3:00 pm</td>
<td>Cultural Competency training, virtual TBA</td>
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CALL TO ORDER. Ms. Samson called the meeting to order at 5:30 pm.

STANDING ITEMS
Approval of agenda. The board moved the following agenda items to the beginning of the meeting: FY22 election of President and Vice President, Bank Signers, FY22 meeting date and time, Authorization of MOU with City of CJ.

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

- June 16 minutes
- Resolution 2022-004 Policy 3-3-5
- Resolution 2022-005 Policy 4-1-3
- Resolution 2022-001 LGIP

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

Public comment. There was no public comment.

Correspondence. There was correspondence.

STAFF REPORTS
Library director’s report. Ms. Lasky reviewed the Library Director’s Report dated July 21, 2021. The following are highlights:

- Ms. Lasky referenced the document titled DEVELOPING YOUR CULTURAL COMPETENCE PROGRAM PROPOSAL and reported that she researched and found a trainer through San Jose State University School of Library and Information Science to begin training with library staff. Ms. Lasky requested additional funds for this training for staff and board. The expense does not affect the budget at this time. Ms. Lasky will review the budget forecast in January 2022 and report on professional development expenditure against budget.

Motion: Ms. Agosta moved to approve the additional funding required in the submitted proposal for Developing Cultural Competence Program from Dr. Michele
Villagran from CutluralCo for Option 2. Mr. Harelson seconded. The motion passed unanimously.

- The library district has hired four new employees over the past two weeks. All candidates are excited to have careers in libraries.
- Tomorrow the library is hosting “Conspiracy Theories: Trust, facts, and tinfoil hat” in partnership with Oregon Humanities.
- The library has changed the lock on the staff/volunteer door to a keypad. Board members will receive a key code.


ANNUAL MEETING

FY22 election of President and Vice President.

Motion: Ms. Agosta moved to elect Pat Fahey as board president. Ms. Selvig seconded. The motion passed unanimously.

Motion: Ms. Selvig moved to elect Laurel Samson as board vice president. Mr. Harelson seconded. The motion passed unanimously.

Bank Signers. No changes.

FY22 meeting date and time.

Motion: Ms. Agosta moved to approve continuing holding meetings on the third Wednesday of each month at 5:30 pm. Mr. Harelson seconded. The motion passed unanimously.

ACTION ITEMS

Authorization of MOU with City of CJ. Ms. Stover clarified that the City of Cave Junction is the partner who is applying for funds and the library is the partner who will be responsible for building construction and who will own the building. The MOU has already been approved by the library’s attorney and by the City of Cave Junction with no changes.

Motion: Ms. Selvig moved to accept resolution 2022-006 for the MOU between Josephine Community Library and the City of Cave Junction. Ms. Agosta seconded. The motion passed unanimously.

First reading: Personnel Policy. The board reviewed Personnel Policy: Holidays Ms. Lasky proposed adding the Juneteenth federal holiday to the library staff’s holiday calendar.

First reading: Operations Policy. The board reviewed Operations Policy: Meeting space Ms. Lasky proposed a new policy to remove fees from community members utilizing meeting space.

Library director annual evaluation process. The board tabled the discussion until next month when the board president will be in attendance.

BOARD MEMBER REPORTS
Library Foundation liaison report. Mr. Mannix reported that Ms. Stoltz has been approved for a part time assistant.

A $20,000 matching grants from Carpenter Foundation was received.

The capital campaign committee has started meeting weekly as the foundation gears up to launch fundraising.

The library foundation is launching a crowdfund during the month of August. All proceeds will benefit Illinois Valley branch renovations.

Facilities Oversight Task Force. The Facilities Oversight Task Force (FOTF) provides oversight of the Facilities Master Plan for the purpose of alignment between the district and the foundation. City of Cave Junction City Council approved an MOU agreement to apply for Community Development Block Grant through Business Oregon. District and foundation 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 Sept 1.

ANNOUNCEMENTS
Comments from board members. Mr. Harelson announced that he is retiring from the board after four years of serving since he will be moving to Albany, OR and will no longer be eligible to serve in Josephine County. He will submit his official resignation to the library director, effective July 31. He shared his email address with fellow board members to keep in contact.

Date and agenda items for next meeting. Ms. Samson announced that the next regular meeting will be at 5:30 pm on Wednesday, August 18.

ADJOURNMENT
The meeting adjourned at 6:26 pm.

Respectfully submitted,

Brandace Rojo for Board Secretary Kate Lasky
Josephine Community Library District
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, 4-5-2, Holidays (revised)

DONE AND DATED this 18th day of August 2021.

______________________________  ________________________________
Pat Fahey, Board Member        Gina Marie Agosta, Board Member

______________________________  ________________________________
, Board Member                  Rachele Selvig, Board Member

______________________________
Laurel Samson, Board Member
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.
WHEREAS, the Board of Directors has reviewed the revised operations policy written for the Josephine Community Library District; now therefore

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves

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

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

DONE AND DATED this 18th day of August 2021.

____________________________  _______________________
Pat Fahey, Board Member        Gina Marie Agosta, Board Member

____________________________  _______________________
, Board Member                  Rachele Selvig, Board Member

Laurel Samson, Board Member
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 District Board of Directors  
FROM:  Kate Lasky, Library Director  
DATE:  August 18, 2021  
SUBJECT:  Library director’s report

**Action**

Library director requests board advice on potential partnership with local Coordinated Care Organization AllCare Health Connect Oregon program. The program is a coordinated care network of health and social care providers in Oregon and Southwest Washington and is now live in our community.

Partners in the network are connected through a shared technology platform, the Unite Us Community Information Exchange (CIE), which enables them to send and receive electronic referrals, address people’s social needs, and improve health across communities. The program is HIPPA compliant, and clients/patrons are required to opt into the program through a consent process. Network partners can include community-based organizations like Josephine Community Library, safety net health care providers, health systems, insurers, and other key partners looking to better support people to achieve healthy outcomes.

Additional benefits include the ability to track the outcomes of all referrals and services delivered for your clients and access to data to measure the impact of your organization and the services you deliver.

Currently, Jackson County Library System is a partner with a dedicated public safety and social services team of 4FTEs. The program is a minor part of their workflow and affords them increased opportunity for helping patrons with basic needs.

More information about Connect Oregon and the Unite Us CIE is available at [https://oregon.uniteus.com/](https://oregon.uniteus.com/). View a video sharing stories of how the CIE can make a difference at [https://vimeo.com/472796782](https://vimeo.com/472796782).

Library director raises the issue of the need for additional staffing in public safety and social services to better meet residents' basic needs and partner more effectively with local service providers in the coming years. As libraries continue to be people-based direct service organizations, changing population and increase emergency needs should be addressed now to better support future library services in Josephine County.

**General Updates**

- The library has pulled back service to Chapter 2 of the Reopening Plan as of Tuesday, August 17 and implemented the new mask mandate issued by Governor Kate Brown on August 13. The Grants Pass branch reported a COVID exposure on Thursday, August 12 from 1pm to 4pm to Josephine County Public Health Department. Chapter 2 includes curbside service only, no computer appointments. All in-person programming has been cancelled until further notice. This return to limited building access ensures the small staff and group of volunteers can continue to provide safe service during the pandemic and resurgence of the highly contagious delta variant. Full Grants Pass staff exposure could force the library system to shutdown completely.

- Finalized graphic version of the library’s new strategic plan to be posted on the website. See attached.

- Recruited, interviewed, and hired a Wolf Creek branch manager and half-time library assistant in the communications department for Spanish outreach. Currently recruiting for the position of technical services manager.
Stories

- **In Grants Pass**, a thorough weeding of outdated non-fiction books in the children’s library is underway, and volunteers are encouraging patrons to “re-home” these weeded books. A family perusing the selection mentioned they home-school and had to leave all their books behind when they relocated to Josephine County last year. They were grateful for this opportunity to begin rebuilding their home-school library.

- **In Illinois Valley**, the branch manager worked closely with an older patron who hadn’t used a computer before. She encouraged him to use his high school typing skills to write a cover letter, fill out an online application, and create an email account on the public computer at the IV branch.

- **In Williams**, July brought a lot more WIFI users into the branch than the previous month. People charged their devices, drank cold water, and relaxed in the air-conditioned environment. A patron thanked us, saying he was grateful to be able to submit his job applications from the parking lot.

- **In Wolf Creek**, the former branch manager and interim branch manager promoted the advantages of visiting the library during the summer to the students at the Sunny Wolf Charter School before the school year ended. Several of the students have indeed been visiting the library regularly this summer.

Successes

- Circulation of physical materials ramped up quickly since reopening to full hours June 22, with 63 percent increase over previous month. July circulation was 25 percent below pre-closure monthly average.

- Overall website pageviews increase by two percent from June to July.

- Registered 57 holds for the final Summer Reading Program adult craft kit after less than a week of promotion; nearly double the number for each of the previous two kits. One kit was requested with Spanish instructions.

Challenges

- The rapid increase in circulation has created a backlog of returned items to be checked in. Patron activity level is beginning to exceed volunteer capacity, as many volunteers are slowly returning to duty after the reopening. New volunteers are scheduled for training and on-call library assistants will be utilized to catch up with processing.

- Josephine County is reporting record high COVID-19 cases and hospitalizations. making it difficult to plan for future in-person programs. Flexibility is key for staff and program partners.

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

- Obtained three bids for mobile hotspots and high-speed wireless and started application to the FCC Emergency Connectivity Fund for full reimbursement for costs ranging from $48,000 to $101,000. This program will provide mobile hotspots to patrons lacking high-speed Internet in accordance with the Eligibility of Use Policy. Application was submitted on August 13 for results by the end of September. Services are dependent on application results.
• Developed kindergarten readiness program, early literacy program, and Summer Reading Program for FY22 and beyond, to be funded by grants.
• The weekly Williams Community Preschool partnership resumed this month serving 20 preschool aged children in Williams.
• Updated Emergency Services Subject Guide with wildfire resources.
• Added 12 new organizations to the JosephineLINK database from connections made through the Latinx Interagency Network Committee (LINC) for Josephine County. Eleven of the 12 organizations have Spanish-speaking staff or volunteers.
• Library of Things items are now displayed in a high-traffic area in the Grants Pass and Illinois Valley branches to boost circulation. This successful display will be replicated in all branches.
• Through all four branches, 300+ youth have registered to participate in the Summer Reading Program, which continues through August 24. More than 150,000 minutes of reading were recorded in the Beanstack program and summer book boxes have been distributed to 48 patrons from all branch communities.
• College Prep Kits have been assembled. Project Youth+ requested 10 initially, and after success giving them out, has requested more. More supplies will be ordered in the coming weeks.
• Library director and youth services librarian interviewed with Daily Courier reporter about back to school and educational library resources to support students. Additional back to school ads running in the Daily Courier special issue to promote Brainfuse Help Now online tutoring program.
• Southern Oregon Child and Family Council distributing library information materials in English and Spanish through the Head Start kick off and to all Josephine County clients during the school year.

Focus 2 Diverse Perspectives: Residents of diverse backgrounds have their information needs addressed equitably, their perspectives welcomed, and their group represented at the library.
• Professional development in cultural competency has been secured with Dr. Michele Villagran of CulturalCo with an estimated start date in late August. Dates of the training are scheduled for the fourth Wednesday every other month from 3:00 – 4:30pm, except the month of November due to the Thanksgiving holiday, rescheduled for December 1:
  o Wed, Sep 22, 3:00 – 4:30pm
  o Wed, Dec 1, 3:00 – 4:30pm
  o Wed, Jan 26, 3:00 – 4:30pm
  o Wed, Mar 23, 3:00 – 4:30pm
  o Wed, May 25, 3:00 – 4:30pm
  o July TBA
• The communications department continues to promote JosephineLINK, the Summer Reading Program, and various webpages with paid ads in English and in Spanish.
• Proposal to the State Library for $19,000 for Spanish-language programs was denied. This would have paid for Spanish-language programs for children, families, and adults and also for translation services for print and website information. Seeking other grant sources.
• A variety of diverse books were put on display in the IV branch in observance of Disability Awareness month causing a demonstrated increase in circulation of these materials.
• Technical services department re-cataloging youth Spanish language materials as separate collections in the Children’s Room. This project will help to make this section more visible and easier to navigate allowing for more equity in access to materials for our Spanish speaking patrons.

Focus 3 Civic Engagement: Residents have the information and learning opportunities they need to participate in local, state, and national issues and decision-making.
• The Latinx Interagency Network Committee (LINC) for Josephine County, which meets monthly and is facilitated by library communications department staff, continues to grow. About 75 local agencies and organizations have participated regularly since January 2019 to share program information and resources for Latinx and Spanish-speaking community members. The library continues to learn how to communicate with these populations and gain partnerships through this networking group.
• Public services and communications departments working with Josephine County Public Health Department to distribute emergency information resources for cooling centers during summer heat waves.
• Announced the resignation of Board Member John Harelson and the recruitment process for application to the board of directors. Received four applications for board review.
• Working with the American Library Association to provide video of the Williams branch library for support of Build America’s Libraries Act.

Focus 4 Library Systems: Residents benefit from a well-managed library that employs efficient operating systems and structures.
• Annual financial audit in progress.
• Grants Pass Friends of the Library final book sale was held on June 25 in preparation of the Ben Bones Room remodel to provide virtual hybrid meeting space. Friends of the Library is planning to dissolve the nonprofit with all remaining funds distributed to the library foundation. An FOL bookstore is planned for the new library building in Grants Pass per the Facilities Master Plan, with more space for services, storage, and meetings.
• Continued work on the Community Development Block Grant (CDBG) program for the IV Library Renovation, working with Business Oregon CDBG representatives and the City of Cave Junction as the lead applicant. The operations agreement between JCLD and City of Cave Junction have been signed by both parties. The pre-application intake was submitted August 9. Environmental review requirements are in process. The full application will be submitted by August 26 to receive technical assistance from Business Oregon. The final application will be submitted by the September 30 deadline. Awards will be announced in November. Library director and foundation director attended City of Cave Junction City Council meeting on August 9 at 7pm to provide an update on the status of the project. See CDBG and FOTF memo.
• Compiled and wrote procedures for Grants Pass information desk volunteers to assume online service tasks through library email. Volunteers have now assumed responsibility for programs, such as Suggest a Purchase, Ask a Librarian, and emailed print requests.
• The library foundation has raised $27,683 toward its $110,000 goal for the Illinois Valley Renovation Project crowdfund to support the installation and programming for a
teaching kitchen, early literacy center, maker space, and STEAM outdoor programming and area enhancement. Library donor Barbara Beebe and the Carpenter Foundation have provided matching funds. The crowdfund runs throughout the month of August. Board members are encouraged to donate and share the information with their networks.

- 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. The Governor had not completed the authorization of the Oregon State Budget as of June 30.
- Updated the library masthead on the library website’s top navigation menu with graphic icons along with the text.
Through work with community members, the library board, staff, and volunteers, the 2021-2024 strategic plan for Josephine Community Library District (JCLD) offers a framework to ensure that library services and programs support the whole community.

This strategic plan centers on the importance of diversity to the ability of the library to more effectively meet the information needs of all segments of our community. Diversity recognizes that the library works with people who have characteristics that make us unique and that shape our identity. Such characteristics include race, ethnicity, age, gender, disability, sexual orientation, neurodiversity, cultural background, income levels, cognitive skills, and more.

An attention to diversity brings an examination of library operations and the people the library serves to ensure that multiple perspectives are represented and honored. This scrutiny results in better serving all our patrons — whether traditionally mainstream or marginalized. This means that people feel welcome at their library and also means they can find books, resources, programs, and other services offered with them in mind.
This three-year focus on strategic initiatives and growth takes place on a foundation of library core services that the board established in March 2018. The core services are a fundamental constant in the library’s continuing work, confirming its long-term commitment to providing these services to everyone in the JCLD service area:

- **COLLECTION.** Maintain and circulate a curated and balanced collection of catalogued books and other materials selected for a wide range of interests for adults, youth, and children in the community.

- **FACILITIES AND PEOPLE.** Provide a pleasant experience and convenient space for library users, with trained volunteers and professional staff available for guidance in the acquisition of information.

- **TECHNOLOGY.** Provide access to the Internet and a variety of digital media with subsequent digital skills training.

- **EARLY LITERACY.** Provide special programming to encourage children’s literacy.

- **LIFELONG LEARNING.** Provide adult and teen programs that encourage lifelong learning.
In previous years the library has conducted an annual community survey as the main component of its community outreach which would then inform strategic planning. However, in 2020 the library took a more qualitative approach through a community needs assessment which included a community profile, collection and program assessments, and community outreach. The key findings from the 2020 Community Needs Assessment are:

- The county is more racially and ethnically diverse than previous U.S. Census data has suggested; specifically that there are more Hispanic and Spanish-speaking families in Josephine County than previously understood.
- About 19,000 Josephine County residents (19.5 percent) do not have access to broadband Internet.
- Interviewed community members — 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.
Community members are invited to review the resulting 2020 Community Needs Assessment, available by emailing info@josephinelibrary.org. The assessment supported the development of this strategic plan, which in turn informs broader organizational goals even while the library continues to carry out the ongoing library core services.

Additional resources used to support long-term strategic planning included the Oregon Library Association Public Library Standards, American Library Association Library Bill of Rights and Code of Ethics, and the Edge library technology assessment process. Special thanks go to the State Library of Oregon for its guidance and support through this process. Achievement of these standards and goals will not only result in increased library use, but also better service for all groups, including both majority and minority populations.

Bringing opportunity, literacy, and connectivity to diverse patrons ensures our libraries remain relevant in this century and well into the next.
Josephine Community Library District
2021-2024 Strategic Plan

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

MISSION
Working together to shape the future of Josephine County by connecting our diverse communities to reliable resources, technology, and information.
Residents fulfill basic needs and gain life skills through library services, library partner services, and referrals to community resources.

**GOAL 1A. SUPPORTING YOUNG ADULTS AND LATINX RESIDENTS**

Young adults and Spanish speakers can access information about community and library resources for life skills and basic needs like food, clothing, housing, and childcare.

**Activity:** Plan, design, and disseminate community promotions for JosephineLINK community information database.

**Success Measure:** By 2022, 10 percent more community members access information about community resources on JosephineLINK community information database as evidenced by web traffic.

**Activity:** Evaluate existing library resources for those that support life skills and basic needs like food, clothing, housing, and childcare, and promote to young adults and Spanish speakers.

**Success Measure:** By 2024, 30 percent more young adults and Spanish speakers report that the library has provided them with information they can understand and resources to access basic needs.
Residents fulfill basic needs and gain life skills through library services, library partner services, and referrals to community resources.

**GOAL 1B. SUPPORTING PARTNERS**

Community partners rely upon and share information and resources from the library.

**Activity:** Identify and reach out to community partners with shared clients and offer tools to community partners to help streamline JosephineLINK community information database.

**Success Measure:** By 2022, 30 percent more community partners contact the library about information and resources for their clients.
Strategic Focus 2: Diverse Perspectives

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

GOAL 2A. COMMUNITY ENGAGEMENT

Members of underrepresented populations engage with the library in joint development, implementation, and evaluation of library programs serving their communities.

**Activity:** Engage diverse and underrepresented groups in planning, recruiting, and conducting focus group(s) annually to brainstorm and decide on program ideas.

**Success Measure:** By 2022, members of a selected underrepresented group participate in a focus group to generate ideas and resources for a library program for their group.

**Activity:** Promote, conduct, and evaluate library-hosted program(s) developed specifically for diverse and underrepresented groups.

**Success Measure:** By June 30, 2023, members of an underrepresented population participate in a library-hosted program developed specifically for them.
Residents of diverse backgrounds have their information needs addressed equitably, their perspectives welcomed, and their group represented at the library.

**GOAL 2B. COLLECTION DEVELOPMENT**

Members of diverse communities find books, online resources, library displays, and other materials that support and represent their community.

**Activity:** Conduct a diversity audit on the collection and acquire culturally relevant and responsive materials.

**Success Measure:** By 2023, library patrons will find 10 percent more print and online materials that support and represent diverse communities.

**Activity:** Implement library displays for diverse communities; track circulation of display items.

**Success Measure:** By 2023, at least 50 percent of items in library displays for diverse communities are checked out by library patrons.
Residents have the information and learning opportunities they need to participate in local, state, and national issues and decision-making.

GOAL 3A. CIVICS PROGRAMS

Community members participate in programs that foster knowledge and conversation around civic engagement.

**Activity:** Develop and implement online, in-person, or take-home civics program(s) at least once per quarter at the four branches and collect participant evaluation data.

**Success Measure:** By 2022, community members across all four branches can participate in at least one civics program per year (10 total).
Residents have the information and learning opportunities they need to participate in local, state, and national issues and decision-making.

**GOAL 3B. DIGITAL LITERACY**

Community members find factual and reliable information on current issues through library resources and materials.

**Activity:** Develop and implement library displays about civic engagement and current issues.

**Success Measure:** By 2023, at least 50 percent of items in library displays on civic engagement topics and current issues are checked out by library patrons.

**Activity:** Develop and implement online subject guides about civic engagement and current issues.

**Success Measure:** By 2023, online subject guides on civic engagement topics and current issues see a 10 percent increase in web traffic.
Residents benefit from a well-managed library that employs efficient operating systems and structures.

GOAL 4A. STRATEGIC PLANNING

Diverse and underrepresented communities share their information needs in annual engagements that help refine library strategic direction.

**Activity:** Using resources and best practices informed by the Edge Assessment, Data Fluency effort, and Project Outcome, design the study, and conduct interviews and focus groups for strategic planning.

**Success Measures:** By 2024, members of underrepresented groups participate in key informant interviews and focus groups.

**Activity:** Design evaluation form(s) and develop the distribution, data analysis, and reporting plan for all relevant strategic plan objectives.

**Success Measures:** By 2024, at least 20 percent of library patrons and library program participants complete evaluation forms.
Residents benefit from a well-managed library that employs efficient operating systems and structures.

**GOAL 4B. POLICY REVIEW**

Diverse community perspectives are reflected in library policies.

**Activity:** Develop, plan, and implement a diversity audit on library policies.

**Success Measures:** By 2024, library staff complete a diversity audit on library policies.

**Activity:** Offer staff, board, and volunteers opportunities for diversity training, cultural competence, Adverse Childhood Experience (ACES), and more.

**Success Measures:** By 2022, 50 percent of library staff and 25 percent of active volunteers start cultural competency training.
TO: Josephine Community Library District Board of Directors  
FROM: Business Manager Kedron Hay  
DATE: August 18, 2021  
SUBJECT: July 2021 Financial Statement

Accounting  
- The net income for the general fund on the P&L of -$75,599 does not equal the Balance Sheet net income of -$85,416. This is due to the Balance Sheet representing all funds/grants and the P&L representing only the General Library Operations fund. -$75,599 plus -$9,817 (net income of special funds only) equals -$85,416.  
- JCLD invoiced Josephine Community Library Foundation $1,860 for 31 household scholarships.  
- LGIP interest remains at 0.60%.

Statement of Financial Activities (general fund P&L)  
Revenue  
- The district received $0 for current year tax levy and $10,735 of prior year’s tax levy income in July 2021; total year to date tax revenue is $10,735.  
- Non-resident card fees for the month of June were $4,490.  

Expenses  
- Collection development budget is $175,000 for general fund purchases. Total collection development dollars spent in July from the general fund are $13,950 and $4,104 for special funds. Total year-to-date collection development purchases equal $18,054 for all funds.  

Special Contracts  
- Special contracts include $4,035 for technical/grant writing to Stover Writing Services in the month of July.

Grants  
- Total of grant expenses for the month of July is $10,956.  
- Total revenue received from grants in FY22 is $0 representative of 12 grants.

Statement of Financial Position (balance sheet)  
- The district assets include $97,291 in the district checking account. The Grants Pass maintenance fund totals $20,381 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 $1,075,335 and a reserve fund of $468,286. 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 $1,669,783 including $516,369 in restricted grant funds, maintenance fund, and reserve fund.
<table>
<thead>
<tr>
<th>Income/Expense Description</th>
<th>Actual July-21</th>
<th>Year to Date Actual</th>
<th>Annual Budget</th>
<th>$ Over (Under) Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>4000 - Current Year Tax Levy</strong></td>
<td>$1,468,000</td>
<td>-</td>
<td>-</td>
<td>$ (1,468,000)</td>
</tr>
<tr>
<td><strong>4005 - Prior Year Taxes</strong></td>
<td>27,900</td>
<td>10,735</td>
<td>10,735</td>
<td>$ (17,165)</td>
</tr>
<tr>
<td><strong>4100 - Fees</strong></td>
<td>459</td>
<td>459</td>
<td>-</td>
<td>$ 459</td>
</tr>
<tr>
<td><strong>4102 - Non-Resident Card Fees</strong></td>
<td>22,500</td>
<td>4,490</td>
<td>4,490</td>
<td>$ (18,010)</td>
</tr>
<tr>
<td><strong>4200 - Interest Income</strong></td>
<td>13,860</td>
<td>1,154</td>
<td>1,154</td>
<td>$ (12,706)</td>
</tr>
<tr>
<td><strong>4300 - Other Revenues</strong></td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>4310 - Donations</strong></td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td>$1,532,260</td>
<td>$16,838</td>
<td>$16,838</td>
<td>$ (1,515,422)</td>
</tr>
<tr>
<td><strong>Expense</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>5000 - Personal Services</strong></td>
<td>886,163</td>
<td>56,969</td>
<td>56,969</td>
<td>$ (829,194)</td>
</tr>
<tr>
<td><strong>5200 - Collection Development</strong></td>
<td>175,000</td>
<td>13,950</td>
<td>13,950</td>
<td>$ (161,050)</td>
</tr>
<tr>
<td><strong>5300 - Technical Services</strong></td>
<td>44,077</td>
<td>123</td>
<td>123</td>
<td>$ (43,954)</td>
</tr>
<tr>
<td><strong>5400 - Building Improvements</strong></td>
<td>45,150</td>
<td>1,993</td>
<td>1,993</td>
<td>$ (43,157)</td>
</tr>
<tr>
<td><strong>5500 - Facilities &amp; Equipment</strong></td>
<td>45,154</td>
<td>1,474</td>
<td>1,474</td>
<td>$ (43,680)</td>
</tr>
<tr>
<td><strong>5600 - Computer Maintenance</strong></td>
<td>12,700</td>
<td>32</td>
<td>32</td>
<td>$ (12,669)</td>
</tr>
<tr>
<td><strong>5700 - Insurance</strong></td>
<td>9,500</td>
<td>-</td>
<td>-</td>
<td>$ (9,500)</td>
</tr>
<tr>
<td><strong>5800 - Travel &amp; Training</strong></td>
<td>44,156</td>
<td>1,401</td>
<td>1,401</td>
<td>$ (42,755)</td>
</tr>
<tr>
<td><strong>6630 - Election</strong></td>
<td>100</td>
<td>-</td>
<td>-</td>
<td>$ (100)</td>
</tr>
<tr>
<td><strong>6640 - Auditor</strong></td>
<td>17,500</td>
<td>-</td>
<td>-</td>
<td>$ (17,500)</td>
</tr>
<tr>
<td><strong>6650 - Patron Services and Supplies</strong></td>
<td>11,100</td>
<td>-</td>
<td>-</td>
<td>$ (11,100)</td>
</tr>
<tr>
<td><strong>6660 - Volunteer Support</strong></td>
<td>2,500</td>
<td>61</td>
<td>61</td>
<td>$ (2,439)</td>
</tr>
<tr>
<td><strong>6670 - Events at Library</strong></td>
<td>16,920</td>
<td>2,569</td>
<td>2,569</td>
<td>$ (14,351)</td>
</tr>
<tr>
<td><strong>6680 - Communication &amp; Outreach</strong></td>
<td>30,500</td>
<td>2,146</td>
<td>2,146</td>
<td>$ (28,354)</td>
</tr>
<tr>
<td><strong>6690 - Special Contracts</strong></td>
<td>73,780</td>
<td>6,352</td>
<td>6,352</td>
<td>$ (67,429)</td>
</tr>
<tr>
<td><strong>6699 - Legal Administration</strong></td>
<td>2,000</td>
<td>102</td>
<td>102</td>
<td>$ (1,898)</td>
</tr>
<tr>
<td><strong>6700 - Administrative Support</strong></td>
<td>19,958</td>
<td>1,698</td>
<td>1,698</td>
<td>$ (18,260)</td>
</tr>
<tr>
<td><strong>6800 - Telecommunications</strong></td>
<td>14,040</td>
<td>1,129</td>
<td>1,129</td>
<td>$ (12,911)</td>
</tr>
<tr>
<td><strong>6850 - Utilities</strong></td>
<td>40,620</td>
<td>2,440</td>
<td>2,440</td>
<td>$ (38,180)</td>
</tr>
<tr>
<td><strong>8000 - Transfers &amp; Contingency</strong></td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Expense</strong></td>
<td>$1,398,481</td>
<td>$92,437</td>
<td>$92,437</td>
<td>$ (1,398,481)</td>
</tr>
<tr>
<td><strong>Net Ordinary Income</strong></td>
<td>$41,342</td>
<td>$ (75,599)</td>
<td>$ (75,599)</td>
<td>$ (116,941)</td>
</tr>
<tr>
<td><strong>Net Income</strong></td>
<td>$41,342</td>
<td>$ (75,599)</td>
<td>$ (75,599)</td>
<td>$ (116,941)</td>
</tr>
<tr>
<td>Revenue Collected through FY21</td>
<td>Revenue Year to Date FY22</td>
<td>Annual Budget</td>
<td>Total Revenue</td>
<td>Expenditure Spent through FY21</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>--------------------------</td>
<td>---------------</td>
<td>--------------</td>
<td>-------------------------------</td>
</tr>
<tr>
<td>Grant Revenue</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AllCare - unrestricted</td>
<td>10,000</td>
<td>0</td>
<td>10,000</td>
<td>0</td>
</tr>
<tr>
<td>Chaney Family Foundation</td>
<td>5,000</td>
<td>0</td>
<td>5,000</td>
<td>(847)</td>
</tr>
<tr>
<td>Collins Foundation - Inclusive Weg</td>
<td>58,000</td>
<td>0</td>
<td>58,000</td>
<td>(46,525)</td>
</tr>
<tr>
<td>Dorothy Thompson Fund - 2021</td>
<td>0</td>
<td>0</td>
<td>25,000</td>
<td>(6,065)</td>
</tr>
<tr>
<td>JDCC - adult craft kits</td>
<td>1,500</td>
<td>0</td>
<td>1,500</td>
<td>(838)</td>
</tr>
<tr>
<td>JCLF-building maintenance</td>
<td>43,813</td>
<td>0</td>
<td>8,000</td>
<td>(39,317)</td>
</tr>
<tr>
<td>JCLF-building improvements</td>
<td>734</td>
<td>0</td>
<td>25,000</td>
<td>(734)</td>
</tr>
<tr>
<td>JCLF Inclusive web</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>(4,238)</td>
</tr>
<tr>
<td>Kiwanis - Hearts with a Mission 2021</td>
<td>500</td>
<td>0</td>
<td>500</td>
<td>0</td>
</tr>
<tr>
<td>OCF-S Sprout a Reader</td>
<td>8,423</td>
<td>0</td>
<td>8,423</td>
<td>(1,336)</td>
</tr>
<tr>
<td>Ready to Read Program 2021</td>
<td>11,304</td>
<td>0</td>
<td>11,304</td>
<td>(4,975)</td>
</tr>
<tr>
<td>Rotary Club of GP student hours</td>
<td>1,000</td>
<td>0</td>
<td>1,000</td>
<td>(610)</td>
</tr>
<tr>
<td>Total</td>
<td>140,274</td>
<td>0</td>
<td>158,727</td>
<td>(101,027)</td>
</tr>
</tbody>
</table>
## Maintenance Fund (Special Funds)

<table>
<thead>
<tr>
<th>Description</th>
<th>Restricted</th>
<th>Unrestricted</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintenance Fund Beginning Balance</td>
<td>21,458</td>
<td></td>
<td>16,529</td>
</tr>
<tr>
<td>Transfer per Lease Agreement for 2019/2020/2021</td>
<td>15,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interest Earned</td>
<td>71</td>
<td></td>
<td>36,529</td>
</tr>
<tr>
<td>Expenses</td>
<td></td>
<td></td>
<td>2,994</td>
</tr>
<tr>
<td>GP hot water heater</td>
<td></td>
<td>630</td>
<td>4,383</td>
</tr>
<tr>
<td>GP gutter/glashing</td>
<td></td>
<td>239</td>
<td>3,771</td>
</tr>
<tr>
<td>GP gutter cleaning</td>
<td></td>
<td>85</td>
<td>5,000</td>
</tr>
<tr>
<td>GM gutter cleaning</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GM ceiling tiles</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GM water fountain</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Maintenance Fund Balance at 6/30/2019</td>
<td>20,381</td>
<td></td>
<td>17,006</td>
</tr>
<tr>
<td>To be Transferred</td>
<td></td>
<td></td>
<td>3,375</td>
</tr>
<tr>
<td>Remaining</td>
<td></td>
<td></td>
<td>20,381</td>
</tr>
</tbody>
</table>

### Expense

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>5500</td>
<td>Facilities &amp; Equipment</td>
<td></td>
</tr>
<tr>
<td>5402</td>
<td>Branch Building Improvements</td>
<td>11,135</td>
</tr>
<tr>
<td>5501</td>
<td>Bid Repairs &amp; Maintenance</td>
<td>4,383</td>
</tr>
<tr>
<td>5505</td>
<td>Equipment Improvement &amp; Maint.</td>
<td>630</td>
</tr>
<tr>
<td>Total Expense</td>
<td>16,148</td>
<td></td>
</tr>
</tbody>
</table>

---

Josephine Community Library District
P&L Special Funds (all transactions)
As of July 2021
# Josephine Community Library District
## Balance Sheet
### As of July 31, 2021

<table>
<thead>
<tr>
<th>ASSETS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current Assets</strong></td>
<td></td>
</tr>
<tr>
<td>Checking/Savings</td>
<td></td>
</tr>
<tr>
<td>1000 · People's Bank of Commerce</td>
<td>97,290.59</td>
</tr>
<tr>
<td>1010 · People's Bank-Savings</td>
<td>20,381.35</td>
</tr>
<tr>
<td>1100 · General Pool 6000</td>
<td>1,075,335.33</td>
</tr>
<tr>
<td>1110 · LGIP - Reserve Fund</td>
<td>468,285.82</td>
</tr>
<tr>
<td>1120 · Jo Co Treasury Account</td>
<td>-13.00</td>
</tr>
<tr>
<td>1150 · Cash Drawers</td>
<td>390.00</td>
</tr>
<tr>
<td>Total Checking/Savings</td>
<td>1,661,670.09</td>
</tr>
<tr>
<td>Other Current Assets</td>
<td></td>
</tr>
<tr>
<td>1310 · JoCo Reserve for Disputed Tax</td>
<td>8,113.20</td>
</tr>
<tr>
<td>1500 · Interfund Loans</td>
<td>5,000.00</td>
</tr>
<tr>
<td>Total Other Current Assets</td>
<td>13,113.20</td>
</tr>
<tr>
<td><strong>Total Current Assets</strong></td>
<td>1,674,783.29</td>
</tr>
<tr>
<td><strong>Fixed Assets</strong></td>
<td></td>
</tr>
<tr>
<td>1610 · Furniture and Equipment</td>
<td>303,130.91</td>
</tr>
<tr>
<td><strong>Total Fixed Assets</strong></td>
<td>303,130.91</td>
</tr>
<tr>
<td><strong>TOTAL ASSETS</strong></td>
<td>1,977,914.20</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LIABILITIES &amp; EQUITY</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Liabilities</strong></td>
<td></td>
</tr>
<tr>
<td>Current Liabilities</td>
<td></td>
</tr>
<tr>
<td>Credit Cards</td>
<td></td>
</tr>
<tr>
<td>2020 · People's Bank Visa Cards</td>
<td></td>
</tr>
<tr>
<td>2020.6 · People's Bank Visa - 1594/0415</td>
<td>117.99</td>
</tr>
<tr>
<td>Total 2020 · People's Bank Visa Cards</td>
<td>117.99</td>
</tr>
<tr>
<td>Total Credit Cards</td>
<td>117.99</td>
</tr>
<tr>
<td>Other Current Liabilities</td>
<td></td>
</tr>
<tr>
<td>2100 · Payroll Liabilities</td>
<td></td>
</tr>
<tr>
<td>2130 · Health Insurance withholdings</td>
<td>34.68</td>
</tr>
<tr>
<td>2150 · Retirement SIMPLE</td>
<td>270.52</td>
</tr>
<tr>
<td>Total 2100 · Payroll Liabilities</td>
<td>305.20</td>
</tr>
<tr>
<td>2400 · Deferred Revenues(audit)</td>
<td>8,113.20</td>
</tr>
<tr>
<td>2900 · Interfund loan payables</td>
<td>5,000.00</td>
</tr>
<tr>
<td>Total Other Current Liabilities</td>
<td>13,418.40</td>
</tr>
<tr>
<td>Total Current Liabilities</td>
<td>13,536.39</td>
</tr>
<tr>
<td><strong>Equity</strong></td>
<td></td>
</tr>
<tr>
<td>3909 · General Fund Balance</td>
<td>2,859,455.35</td>
</tr>
<tr>
<td>3909A · General Fund Appropriated</td>
<td>-1,112,793.02</td>
</tr>
<tr>
<td>3910 · GP Maint Fund Balance</td>
<td>15,330.80</td>
</tr>
<tr>
<td>3910A · GP Maint Fund Appropriated</td>
<td>-15,330.80</td>
</tr>
<tr>
<td>3920 · Capital Asset Investments</td>
<td>303,130.91</td>
</tr>
<tr>
<td>Net Income</td>
<td>-85,415.43</td>
</tr>
<tr>
<td>Total Equity</td>
<td>1,964,377.81</td>
</tr>
<tr>
<td><strong>TOTAL LIABILITIES &amp; EQUITY</strong></td>
<td>1,977,914.20</td>
</tr>
</tbody>
</table>
BEFORE THE BOARD OF DIRECTORS
OF THE JOSEPHINE COMMUNITY LIBRARY DISTRICT

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

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 18th day of August, 2021.

________________________________________  __________________________________
Pat Fahey, Board Member  Gina Marie Agosta, Board Member

________________________________________  __________________________________
TBD, Board Member  Rachele Selvig, Board Member

________________________________________
Laurel Samson, Board Member
TO: Josephine Community Library District Board of Directors
FROM: Kate Lasky, Library Director
DATE: August 21, 2021
SUBJECT: First reading of Personnel Policy 4-6-5, Mandatory Covid-19 Vaccination

Background
In order to maintain a safe and healthy space for staff, volunteers and patrons, a mandatory Covid-19 vaccination policy may be implemented. This policy complies with applicable rules/laws and is based on guidance from the following sources:


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

- Operations Policy 3-4-2, Mandatory Covid-19 Vaccination (new)

Recommendation
All staff shall be required to be vaccinated for the Covid-19 virus based on the recommendations of the Center for Disease Control and the Oregon Health Authority.
Policy 4-6-5. Mandatory Covid-19 Vaccination

Adopted x/xx/xxxx

Purpose

In accordance with Josephine Community Library District’s (JCLD) duty to provide and maintain a workplace that is free of known hazards, we are adopting this policy to safeguard the health of our employees and their families; our customers and visitors; and the community at large from infectious diseases, such as COVID-19 or influenza, that may be reduced by vaccinations. This policy will comply with all applicable laws and is based on guidance from the Centers for Disease Control and Prevention and local health authorities, as applicable.

Scope

All employees are required to receive vaccinations as determined by safety committee unless a reasonable accommodation is approved. Employees not in compliance with this policy will be placed on unpaid leave until their employment status is determined by the human resources department.

Procedures

Employees will be notified by the human resources department as to the type of vaccination(s) covered by this policy and the timeframe(s) for having the vaccine(s) administered. JCLD will provide a list of locations to assist employees in receiving the vaccine on their own.

JCLD will pay for all vaccinations; COVID-19 vaccinations are free, whether an individual has health insurance or not. When not received in-house, vaccinations should be run through your health insurance and be submitted for reimbursement where applicable.

All employees will be paid for time taken to receive vaccinations. For offsite vaccinations, employees are to work with their managers to schedule appropriate time to comply with this policy.

Before the stated deadlines to be vaccinated have expired, employees will be required to provide either proof of vaccination or an approved reasonable accommodation to be exempted from the requirements.

Reasonable Accommodation

Employees in need of an exemption from this policy due to a medical reason, or because of a sincerely held religious belief must submit a completed Request for Accommodation form to the human resources department to begin the interactive accommodation process as soon as possible after vaccination deadlines have been announced. Accommodations will be granted where they do not cause JCLD undue hardship or pose a direct threat to the health and safety of others.
Background
The Facilities Oversight Task Force (FOTF) provides oversight of the Facilities Master Plan for the purpose of alignment between the district and the foundation. The FOTF advises on capital improvements that impact the Facilities Master Plan as the long-term vision of the library facilities.

Action
The foundation announced the Carpenter Foundation is asking the community to match a $20,000 contribution to the New Chapters crowdfund. That means donations are matched by two donors 1:1, a double match! Thank you to our generous match donors, Barbara Beebe and the Carpenter Foundation.

Please like and share the foundation’s posts on Facebook!

Williams
FOTF members have received the response from the county regarding the new site for the Williams library located at 20140 Williams Highway. The FOTF members from the foundation recommend moving forward with the purchase of the property.

The sale of the foundation’s donated property has closed. The $318,479.55 in proceeds from the sale are designated to the Williams library. The proceeds from the sale in addition to the $300,000 designated in ARPA funding will purchase the property.

Illinois Valley branch
ZCS are scheduled to send the final cost estimates and concepts drawings needed for the block grant this week. This information is needed at the time of submitting the block grant application.

FOTF discussed the environmental review requirements of the block grant and will begin the process. We’ve confirmed with Business Oregon that our IV Library Renovation project qualifies for the third level, which is estimated to take 75-90 days. ZCS has offered to provide support and connect the library with the consultant they work with on environmental reviews.

If the block grant is approved, the district will be notified by December. As long as environmental review is complete and we’ve received the balance of project funding, we could start to receive block grant funds in January.

The application package will be submitted to Business Oregon for technical assistance and feedback by August 26. The application is due September 30.