

**Josephine Community Library District**  
**Budget Hearing and Board of Directors Regular Meeting**  
**Wednesday, October 20, 2021 at 5:30pm, Virtual Meeting**  
**Call (669) 900-9128. Meeting ID # 892 3247 3644**  
**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	Brenda Aguilera

Agenda Items	Action	Responsible	Time
<b>Call to Order</b>		P. Fahey	
<b>Introductions and Welcome</b>		P. Fahey	
<b>Guest Presentation</b> Jackson County Library Social Services Manager		M. Madha	15 min
<b>Standing Items</b> 1. Approval of agenda 2. Approval of consent agenda a. August 18 minutes b. September 22 minutes c. Resolution 2022-009 Policy 3-2-2 3. Public comment 4. Correspondence 5. Annexation petition review: Sarah Mayer, Mona Staehr, Malcolm Drake, Jill Spangenberg, Geraldine Ventura	Motion          Motion	P. Fahey	5 min
<b>Staff Reports</b> 1. Library director's report 2. Financial report	Report Report	K. Lasky K. Hay	15 min 5 min
<b>Action Items</b> 1. Authorization of website maintenance contract 2. First Reading: Personnel Policy	Motion Discussion	K. Lasky K. Lasky	5 min 5 min
<b>Board Member Reports</b> 1. Library Foundation liaison report 2. Facilities Oversight Task Force report	Report Report	D. Mannix Samson/Selvig	5 min 5 min
<b>Announcements</b> 1. Comments from board members 2. Date and agenda items for next meeting		All P. Fahey	5 min 5 min
<b>Adjourn</b>		P. Fahey	

Date and Time	Upcoming Meetings and Events
November 17, 5:30pm	District Board Meeting, location TBA
December 1, 3:00pm	Cultural Competency Training (board, staff, volunteers, partners)

TO: **Josephine Community Library District Board of Directors**  
FROM: **Kate Lasky, Library Director**  
DATE: **October 20, 2021**  
SUBJECT: **Jackson County Library – Social services, public safety, and CCO partnership**

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## **Background**

At the August board meeting, board discussed a potential partnership with local Coordinated Care Organization AllCare Health Connect Oregon program, a network of health and social care providers in Oregon and Southwest Washington. Network partners 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.

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, focus on people's social needs, and improve health across communities. 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. The program is HIPPA compliant, as clients/patrons opt into the program through a consent process.

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

Currently, Jackson County Library is a partner in the Unite Us CIE. Social Services Manager Mehmood Madha leads the partnership 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.

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. The board is asked to carefully consider partnership in healthcare initiatives like the Connect Oregon program and social services. Library director raises the issue of the need for additional staffing in public safety and social services in the coming years to better meet the basic needs of Josephine County residents and partner more effectively with local service providers.

## **Jackson County Library – Social services, public safety, and CCO partnership**

Jackson County Library Social Services Manager Mehmood Madha will attend the October JCLD board meeting to share information about social services in public libraries as discussed at the August board meeting. He will review Jackson County's partnership with AllCare Health CCO for Connect Oregon, and share information about his position, departmental responsibilities, and how it is vital to library services in the 21<sup>st</sup> Century. The goal is to inform the board about partnerships in social services and public safety relevant library patrons seeking information and access to resources in today's world.

### **Jackson County Library Social Services**

Social Services are available in Jackson County, but trust and lack of knowledge are two barriers that often prevent individuals from contacting social services. Barriers to access exist for residents who are either living on the fringes of society, experiencing struggles such as being unsheltered, living in poverty or with mental or physical health issues, or who have experienced trauma or abuse that limits their ability to self-advocate. The library is well positioned to reach these individuals, as library services draw people from across all demographics who know they can rely on library staff. This is the role the library has always played, and as the social climate changes, so too has the role of the library. The library's response to these changes must reflect the new service and information needs of the community it serves.

Employing a social worker at the library offers a bridge to assistance. The library is a trusted source of information and respite. People know that their inquiries for information and assistance will be treated without judgment and with confidentiality and equity. Library staff receive basic-level training on responding to patrons who are experiencing crisis, but they are not social workers. It is common in day-to-day library operations for staff to be sought out by residents for information on sensitive issues. While library staff are equipped to make referrals to social service agencies, a warm hand-off facilitated by a social worker with professional-level knowledge of appropriate resources and referrals with social service agencies provides the best outcome for the patron as well as alleviates staff of this responsibility.

Libraries are safe places for people experiencing crises, and it is library's goal to create a network of support that will assist individuals in their efforts to move out of crisis, moving beyond simply providing warmth and limited hours of safety. This service will also improve the public's perception of the library as providing an environment where everyone can feel welcome and safe. The social worker builds relationships with people living on the fringes of society, therefore creating a more cooperative climate with fewer behavior incidents.

Josephine Community Library District  
Regular Board Meeting Minutes  
Wednesday, September 15, 2021 at 5:30 pm  
Virtual Meeting  
Call (669) 900-9128. Meeting ID #832 5772 0623

**Members present:** Laurel Samson, Pat Fahey, Brenda Aguilera, Rachele Selvig, Gina Marie Agosta

**Members absent:** none

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

**Contractors:** Communications Specialist Teresa Stover

**Guests:** Library Foundation Executive Director Rebecca Stoltz and Library Foundation Liaison David Mannix

**CALL TO ORDER.** Mr. Fahey called the meeting to order at 5:32 pm.

#### **STANDING ITEMS**

**Approval of agenda.** There were no changes to the agenda.

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

- **August 18 minutes**

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

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

**Correspondence.** There was no correspondence.

#### **STAFF REPORTS**

**Library director's report.** Ms. Lasky reviewed the Library Director's Report dated September 15, 2021. The following are highlights:

- Ms. Lasky announced that board members who are designated signers must go to People's Bank tomorrow to provide updated signature cards.
- Board members should register and take the pre-assessment for next week's cultural competence training.
- Can the Grants Pass maintenance fund be accessed for \$10,000 to complete the renovation of the Ben Bones room as a hybrid meeting space?  
**Motion:** Ms. Samson moved to approve the expenditure of \$10,000 from the Grants Pass maintenance fund to complete the renovation of the Ben Bones room as a hybrid meeting space. Ms. Aguilera seconded. The motion passed unanimously.
- Because there are so many new employees, Ms. Lasky suggests skipping the employee engagement survey this year. Board agreed by consensus.

**Financial report.** Ms. Hay reviewed the August Financial Statement memo dated August 31, 2021. She also reviewed the Profit & Loss Budget vs. Actual-General Fund statement

through July 2021, the Profit & Loss statement for grants through August 2021, and the Balance Sheet as of August 31, 2021.

### **ACTION ITEMS**

**First reading: Operations Policy.** The board reviewed Operations Policy 3-2-2, Donated and Gifted Materials (revised). Revisions are being suggested since we no longer accept book and gifted materials donations. Ms. Singer explained that “as room allows” was left in so that the rural branches have the capacity to make the decision on their own.

### **BOARD MEMBER REPORTS**

**Library Foundation liaison report.** Mr. Mannix reported that Grant Medley is retiring from the library foundation board and Jason Mackey will take his place as board treasurer.

Sue Beacham, longtime bookkeeper of the library is retiring.

The Community Development Block Grant application is in “technical review” status.

\$113,000 was raised by over 100 donors during the New Chapters crowdfund to support the renovation of Illinois Valley branch.

**Facilities Oversight Task Force.** Ms. Samson reported that the next step in the process is to get the Community Development Block Grant for the Illinois Valley branch renovation.

### **ANNOUNCEMENTS**

**Comments from board members.**

### **EXECUTIVE SESSION**

Mr. Fahey moved the board into executive session at 6:30 pm. The board moved out of executive session at 6:56 pm.

**CALL TO ORDER.** President Mr. Fahey called the regular board meeting back to order at 6:56 pm.

**Date and agenda items for next meeting.** Mr. Fahey announced that the next regular virtual meeting will be at 5:30 pm on Wednesday, October 20.

### **ADJOURNMENT**

The meeting adjourned at 7:02 pm.

Respectfully submitted,



Brandace Rojo for Board Secretary Kate Lasky  
Josephine Community Library District

**Josephine Community Library District**

**Training Workshop Minutes**

Wednesday, September 22, 2021 at 3 pm

Virtual Meeting

Call (669) 900-9128. Meeting ID #837 3985 0452.

**Board Members present:** Gina Marie Agosta, Laurel Samson, Rachele Selvig, Brenda Aguilera, Pat Fahey

**Board Members absent:** None

**Library staff present:** Alissa Allen, Chris Arends, Nicole Cubillas, Alyssa Donoho, Kris Gleisner, Kedron Hay, Kate Lasky, Sarah Meyer, Kayla Rau, Brandace Rojo, Norma Singer, Rosalynn Smooth, Rebecca Stoltz, Amber Guient, Sharon Crawford, Roberta Lee, Teresa Stover, Lorraine McInnes

**Community members present:** Hyla Lipson, Doranne Long, David Roark, Chuck Agostinelli, Lyndsey Jones

**Facilitator:** Dr. Michele Villagran

**CALL TO ORDER.** Board President Pat Fahey called the meeting to order at 3 pm. He handed the meeting to Library Director Kate Lasky who introduced Dr. Michele Villagran of CulturalCo, LLC. Dr. Villagran facilitated Session 1: Exploring Implicit Bias.

**CULTURAL COMPETENCE TRAINING WORKSHOP**

Members of the Josephine Community Library District Board of Directors, employees, volunteers, and community partners participated in the first of a series of CulturalCo trainings called “Developing Your Cultural Competence Program” for public libraries.

**ADJOURN**

The meeting adjourned at 4:45 pm.

Respectfully submitted,



Brandace Rojo for Board Secretary Kate Lasky  
Josephine Community Library District



## Policy 3-2-2. Donated and Gifted Materials

Adopted 2/21/2019

Revised 10/16/19

Revised xx/xx/xx

### Books and Materials

JCLD ~~may~~ accepts limited donations of books and other library materials as space allows. Donated items must in good condition which meet current collection development criteria and be in excellent condition. Items in poor physical condition, outdated material formats, condensed/abridged titles, textbooks, magazines and encyclopedias will not ~~generally~~ be accepted for donation. The library's acceptance of a donated item does not constitute an agreement to add it to the collection; the library will make all necessary decisions as to the retention, location, cataloging and other considerations related to the use, disposition and disposal of all donations. The library does not assess the value of gifts made to the library. Valuation should be determined by the donor.

### Cash Donations

Monetary donations may be made to the Josephine Community ~~unity~~ Library Foundation, ~~the local Friends of the Library, or to JCLD. Donations to the foundation or the local Friends of the Library will be administered by the receiving organization subject to its own policies.~~

### Donations of Art

JCLD has only a limited ability to store or display art and has limited ability to provide security. As display space is typically utilized to display artwork on loan from local artists, the library district generally does not accept donations of artwork.

## Annexation Petitions

October 2021

The following property owners are petitioning that their properties be annexed to the Josephine Community Library District. Their petitions will be on hand at the October 20 board meeting for review and action.

	Property Owner	Address
1	Mayer, Sarah	8580 Takilma Rd Cave Junction, OR 97523
2	Staehr, Mona	2301 Reeves Creek Rd Selma, OR 97538
3	Drake, Malcolm	1200 Jumpoff Joe Creek Rd Grants Pass, OR 97526
4	Ventura, Geraldine	1819 Southgate Way Grants Pass, OR 97527
5	Spangenberg, Jill	410 Pine Cone Dr Cave Junction, OR 97523

TO: Josephine Community Library District Board of Directors  
FROM: Kate Lasky, Library Director  
DATE: October 20, 2021  
SUBJECT: Library director's report

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### Action

- Board feedback on Cultural Competency Training with Dr. Michele Villagran of CulturalCo requested. Next session is scheduled for Wednesday, December 1 from 3:00 – 4:30pm.
- Awaiting approval for the FCC Emergency Connectivity Fund (ECF) for full reimbursement of \$74,033 in equipment and service costs for 200 mobile hotspots and high-speed wireless service through Kajeet, Inc. Expenditures will not occur until ECF funding is secured. Library director requests motion to approve contract with Kajeet, Inc per FCC Emergency Connectivity Fund.
- Contract with EdTech Strategies LLC for E-rate Consulting renewed annually at \$5,000, and for this year services will include broadband project to the new property in Williams to support facilities construction and services. Library director requests motion to approve.

### General Updates

- With COVID-19 hospitalizations declining steadily, library facilities reopened for limited in-person services on October 19 during regular operating hours. Patrons are able browse the library shelves in-person, check out items, use computers, and request document printing. Restrooms and seating are available. The library will also continue to offer curbside pick-up upon request. Masks are required per the Governor's indoor mask mandate and access to library facilities is limited based on building capacity and social distancing requirements. During this time, no library programs will be held in person.
- Request for Josephine County Economic Development funding submitted by the library district for Grants Pass Library Carpet Replacement for \$53,000. *See attached grant application.*
- Request for Josephine County ARPA funding submitted by the library foundation for Williams Library Phase 1 project for \$90,000. *See FOTF memo.*
- [Annual Report](#) designed and posted to website.

### Stories

- **Online:** "What fantastic opportunities you have listed in your latest news. I'm very impressed and think our library is a wonderful resource and I'm going to share some of your listings!"

- **In Grants Pass**, a volunteer had an hour-long call with a patron about using online resources. The volunteer registered the new patron and walked through the process of setting up their Kindle and downloading books.
- **In Illinois Valley**, a homeschool family visited the library on a Wednesday to use the WiFi for testing, not knowing that the libraries were closed to the public. The branch manager brought a table and chairs outside for the family to complete their testing. Everyone did their work while mom and the little one read library books and played in the sunshine.
- **In Williams**, a regular patron expressed gratitude for personal shelf shopping services as she is convalescing from an injury. She is enjoying the selections and said it was making it much easier to stay off her feet.
- **In Wolf Creek**, after a class visit to the third graders of Sunny Wolf Charter school, third graders were invited to come and check out the children's crafts at Curbside service. Three students came to the library on the weekend. They checked out the crafts but were also interested in checking out books!

### **Successes**

- Registrations for "Fall into Creativity" teen/tween book boxes filled in record time this month and included 45 new teen and tween participants.
- Promoting library services in Spanish through various media including radio, print ads, and Facebook ads has proven to be affective. Over the past several weeks, the library has received over a dozen calls and emails from Spanish-speaking community members asking about library programs and library cards.
- 2021 Oregon public library statistical report was completed. To view past public library statistical reports, visit the [State Library of Oregon website](#). These annual reports reflect comparative data for demographics, staffing, revenue, expenditures, collections, circulation, programs, and technology and are required by Oregon Revised Statute.

### **Challenges**

- Planning in-person and hybrid programming is challenging with the uncertainty of COVID, including physical distancing, indoor mask mandates, and room capacity.

## **Strategic Plan Update**

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

**Projects: JosephineLINK, Resource and Materials Support, Partnerships**

- In response to patron requests, charging towers are now available in Grants Pass and Illinois Valley branches. These towers are positioned to allow multiple users to charge devices simultaneously using the eight USB ports and eight AC outlets.

- Started process for e-Rate funding for broadband Internet to new Williams library property. Had RFP drafted for service providers for build-out and ongoing service. Planning and applying for funding years 2022 and 2023.
- The communications department continues to refine the JosephineLINK community resource database. Over the past month, categories have been consolidated to make searching easier and library assistants have worked through the list of organizations who regularly attend Latinx Interagency Network Committee meetings to add more local resources to the database. Many of these resources offer services in Spanish or have Spanish-speaking staff.
- Daily Courier featured library resource Brainfuse HelpNow which offers live virtual tutoring to students from kindergarten through college level.
- Promoting WorkSource statewide hiring fair and new Job Finding Tools booklets in English and Spanish.

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

**Projects: Focus Groups, Programs, Collection Diversity Audit, Displays**

- Featured a month-long Hispanic Heritage display at all four branches. Display included flyer for the month's virtual book club focusing on corresponding title, *The Undocumented Americans*.
- KDVR Channel 12 promoted library's [Race and Society](#) subject guide for Hispanic Heritage Month.
- Spanish-language version of How to Sprout a Reader, called "Lectoescritura en los primeros años," is scheduled for the first three Saturdays in November. Supplies for 25 kits have been assembled. Distribution of kits begins the second week of October. Six families are already registered.
- Developed Día de los Muertos/Day of the Dead children's craft kits available to children and teens beginning Friday, October 29 throughout November. All kits are bilingual English/Spanish, with 200 children's craft kits and 75 teen craft kits.
- Promoting library services with Spanish language radio ads on La Gran D KRTA 610 AM and print ads with southern Oregon's "Gente Latina" magazine.
- Continued project to reclassify all Spanish language books in the children's section. 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.
- Developed resources for Dyslexia Awareness Month, including designing a Dyslexia-friendly library comic, advertising the OverDrive ebook application for dyslexic readers, and display in collaboration with the Literacy Council. Provided branches with related signs to promote the library's new dyslexic-friendly collection.

- Polled staff about which of 14 disability categories the library should focus on in the coming year for focus group study. Preliminary poll results favor support for autism, dyslexia, and deafness.

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

**Projects: Programs, Digital Literacy Displays and Subject Guides**

- Rescheduled Journalism and Democracy Consider This program for hybrid virtual and in person with Research Consultant Chuck Rund. Three-part series will run in March and includes guest speaker Kathy Frankovic, senior consultant with “The Economist.”
- Updated the [Civic Engagement](#) subject guide on the library’s website.
- Added new online subject guide called [Nature](#) to support recreation information needs.
- Planning for spring civic engagement program titled “The Common Good” ongoing.

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

**Projects: Policy Review, Strategic Planning, Edge Assessment, Project Outcome, Program Evaluation, Cultural Competency Training**

- Wolf Creek branch manager resigned, and position has been posted.
  - Annual financial audit in progress.
  - Ben Bones Room remodel is almost complete. Waiting for doors to be converted to ADA compliant. AllCare grant funds expended.
- Continued work on the Community Development Block Grant (CDBG) for \$1.5 million for the IV Library Renovation, working with lead applicant City of Cave Junction and Business Oregon CDBG representatives. Completed and submitted the full application, including renovation project plan, budget, and financials, to technical review by Business Oregon. Responded to feedback and submitted the application on September 29. Awards will be announced by November 30. *See FOTF memo.*

# Core Services



**COLLECTION**



**FACILITIES AND PEOPLE**



**TECHNOLOGY**



**EARLY LITERACY**



**LIFELONG LEARNING**

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.

## Core Services Update

### Technology

- Developed engaging, interactive virtual rooms for children, teens, and their parents to explore. This passive programming allows community members to learn about library resources in a fun way. For the most recent virtual room, [click here](#).
- Created a two-minute instructional video on how to place hold requests through our online catalog, to be posted on our website.

**Early literacy:** Provide special programming to encourage children's literacy.

- Renewed partnerships with Sunny Wolf Charter School and Williams Community Preschool partnerships.
- In Wolf Creek, several third graders learned to check out books online for the first time

**Lifelong learning:** Provide adult and teen programs that encourage lifelong learning.

- Completed the Legal Resources Guide for volunteers; distributed to branches and Comm.
- Issued library cards for all students at Sunny Wolf Charter School.
- New partnerships formed with Joe Stodola for teen and adult STEM programming and an annual amateur radio certification series; another with Rogue Wrimos for the annual NaNoWriMo Plotting Party.



Josephine County Oregon
Board of County Commissioners

Economic Development Project Application 2021-2022
For State or Local Government & Non-Profit Organizations

1. Project Name: Grants Pass Library Carpet Replacement

Description: (Attach a detailed budget and project description that will assist the reviewers in their review process)

2. Amount Requested \$ 53,000

3. Applicant: Josephine Community Library District

4. Contact Name and Phone No. Library Director Kate Lasky, 541-450-3498

By submitting this Application, the Applicant certifies that:
1. All information provided in this application is true, accurate, and complete to the best of the Applicant's knowledge and belief; and
2. If awarded economic development funds, the Applicant will comply with all applicable state, federal, and local laws in the performance of the project; and
3. Submission of this Application does not create a contract with the County; and
4. The Applicant understands and acknowledges that the County reserves all rights to: a) reject, for any reason and without liability therefor, any and all Applications for Economic Development funds, and; b) cancel this application process at any time prior to disbursement of funds, and; c) negotiate in good faith a contract between the County and the Applicant prior to disbursement of funds.

Signature of Applicant:
(Director or Dept/Agency Head)

Print Name: Kate Lasky Date: October 19, 2021

Reviewed by:
Economic Development Coordinator Date
Comments:

Date Approved by Commissioners: Amount Approved:

Daniel E. DeYoung, Chair Herman E. Baertschiger Jr., Vice-Chair Darin J. Fowler, Commissioner

October 18, 2021

Josephine County Board of County Commissioners  
500 NW Sixth Street, Department 6  
Grants Pass, OR 97526  
(541) 474-5521

**Re: Request for Economic Development Funding for Grants Pass Library Carpet Replacement**

Dear Board of County Commissioners:

Over the years, the Grants Pass library on 200 NW C Street has seen foot traffic of about 8,000 library users each month, all treading on worn-out, threadbare, and ripped carpet that's about 40 years old and inadequate for public service. Among many other county residents, these library patrons use the public access computer to apply for jobs, free online training programs to expand their employability skills, and the Internet and Wi-Fi to seek scholarships and further their education. These library users also include entrepreneurs and business professionals researching their ideas and exploring their marketplace for opportunities.

Josephine County owns this building and originally installed the carpet back around the 1980s. The library district is very grateful to the county for leasing the building for a generous \$1 per year, first with the nonprofit Josephine Community Libraries, Inc. in 2009, and then with the voter-approved Josephine Community Library District in 2018. The library district has since made many improvements to the building for the good of the community, including a full remodel of the children's library.

It's well past time for this carpet to be replaced to continue to appropriately serve library patrons as well as any future users of Josephine County's facilities. Carpeted floor covering is essential for maintaining a safer and quieter environment for all visitors. The library does not have the funds to address deferred maintenance of the Grants Pass branch building or to replace the carpet in the public areas.

Therefore, the library is requesting \$53,000 in Josephine County Economic Development funds to replace the carpeting in the public areas of the Grants Pass library.

### **Project description**

The Grants Pass Library Carpet Replacement project seeks to replace the 40-year-old carpet throughout the Grants Pass Library building. The old and ripped carpet covers flooring in the nonfiction and computer areas, the fiction area and main reading room, the technical services area, and the business offices. Economic Development funds would be used to pay for carpet replacement in the main public areas (nonfiction, fiction, computer, reading room, and customer service areas).

As the match to the Economic Development grant, the library would use its own funds to replace the carpet in the nonpublic technical services area and business offices.

The replacement will be carpet tiles which are easier to install and maintain, especially for public areas with heavy use. Comparable to rolled carpet, the cost includes the carpet tiles, adhesive and other materials and supplies, installation, and disposal of old carpet.

For the least impact on the public, the best time for this project is late December during the holiday shutdown. This table lists project activities and timeline:

Project Activities and Timeline		
1	Test for asbestos carpet glue and surface tiles; plan for asbestos abatement if necessary and fund with another grant.	November 2021
2	Schedule the carpet replacement project to take place during the December holiday shutdown.	November 2021
3	Remove old carpet, install new carpet tiles.	December 2021

### Project budget

The \$53,000 being requested from Josephine County Economic Development funds would pay for the carpet tiles, installation, and disposal for carpet in the nonfiction and main public areas of the Grants Pass Library.

Other funding would pay for the carpeting, installation, and disposal for carpet in the technical services and business office areas, as well as for asbestos abatement should it be necessary.

Revenue	
Josephine County Economic Development grant (this proposal)	\$53,000
Additional grant funding (planned)	\$20,000
Josephine Community Library District operating budget (secured)	\$11,000
<b>Total Revenue</b>	<b>\$84,000</b>

Expenses	
Carpet and installation, nonfiction and main public areas, 995 sy	\$53,000
Carpet and installation, technical services and office areas, 186 sy	\$11,000
Asbestos abatement	\$20,000
<b>Total Expense</b>	<b>\$84,000</b>

I'd be happy to discuss this project with you further. Contact me at 541-450-3498 or [klasky@josephinelibrary.org](mailto:klasky@josephinelibrary.org). Thank you for considering this proposal.

Kind regards,

Kate Lasky, Library Director

**TO:** Meadow Martell and Rebecca Patton, City of Cave Junction  
**FROM:** Kate Lasky, Rebecca Stoltz, Teresa Stover, Josephine Community Library  
**SUBJECT:** Illinois Valley Library Renovation Status Report  
**DATE:** October 6, 2021

This update on the Illinois Valley Library Renovation includes progress on fundraising, the block grant, and the renovation itself. Please contact us for questions or additional details. Thank you.

### **Fundraising**

The library foundation received a letter from State Representative Lily Morgan confirming state approval of American Rescue Plan Act (ARPA) funding, \$900,000 of which is designated for the Illinois Valley Library Renovation Project. The library foundation also completed the pre-agreement form for the State of Oregon for these funds, which are expected in October.

Through the New Chapters crowdfund, the community raised \$113,000 for the Illinois Valley Library Renovation. These funds will help create a community meeting room with a teaching kitchen, an early learning center with a maker space, and an outdoor area set up for science, technology, engineering, arts, and math (STEAM) programs. See the list of supporters at <https://jclfoundation.org/supporters>. Track Illinois Valley Library Renovation updates at <https://jclfoundation.org/illinois-valley-library-renovation-project>.

### **CDBG process**

- With the city as the lead applicant, library staff revised the HUD Community Development Block Grant (CDBG) application based on technical review from Business Oregon. In advance of the September 30 deadline, the city submitted the application which asks for \$1.5 million for the Illinois Valley Library Renovation. The application includes the renovation work plan and timeline, concept drawings, and budget. Business Oregon will announce CDBG grant awards by November 30.
- Monthly check-ins among the city, library, and Business Oregon are on hiatus until grant awards are announced.
- The library partner has started work on the environmental assessment. If the grant is approved, this assessment must be completed before funds are released and construction starts.
- Upon grant approval, first steps in December and January will be to issue RFPs for architecture and engineering, grant administration, labor standards monitoring, and possibly environmental review.

### **Renovation**

- ZCS Engineering & Architecture completed the final concept drawings and cost estimates in August and were included in the block grant application. The ZCS Project Summary Report for Illinois Valley Library Renovation & Addition is available on request.
- Upon grant approval, an RFP will be issued for architecture and engineering to develop the schematic design, design development, and construction documents.

TO: Josephine Community Library District Board of Directors  
FROM: Business Manager Kedron Hay  
DATE: October 20, 2021  
SUBJECT: September 2021 Financial Statement

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### Accounting

- The net income for the general fund on the P&L of -\$227,870 does not equal the Balance Sheet net income of -\$264,934. This is due to the Balance Sheet representing all funds/grants and the P&L representing only the General Library Operations fund. -\$227,870 plus -\$37,064 (net income of special funds only) equals -\$264,934.
- JCLD invoiced Josephine Community Library Foundation \$120 for 2 household scholarships.
- LGIP interest has dipped to 0.45%.

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

#### Revenue

- The district received \$0 for current year tax levy and \$3,309 of prior year's tax levy income in September 2021; total year to date tax revenue is \$20,347.
- Non-resident card fees for the month of September is \$945.

#### Expenses

- Collection development budget is \$175,000 for general fund purchases. Total collection development dollars spent in September from the general fund are \$9,279 and \$7,470 for special funds. Total year-to-date collection development purchases equal \$35,059 for all funds.

#### Special Contracts

- Special contracts include \$6,960 for technical/grant writing to Stover Writing Services in the month of September to facilitate the CDBG application and other grants.
- ITs Managed was paid \$1,791 in the month of September.

#### Grants

- Total of grant expenses for the month of September is \$15,116.
- Total revenue received from grants in FY22 is \$0 representative of 12 grants.

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

- The district assets include \$106,114 in the district checking account. The Grants Pass maintenance fund totals \$20,387 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 \$887,074 and a reserve fund of \$468,716. 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 \$1,490,781 including \$506,291 in restricted grant funds, maintenance fund, and reserve fund.

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

	Actual September-21	Year to Date Actual	Annual Budget	\$ Over (Under) Budget	Budget Forecast
Ordinary Income/Expense					
Income					
4000 - Current Year Tax Levy	\$ -	\$ -	\$ 1,468,000	\$ (1,468,000)	\$ 1,468,000
4005 - Prior Year Taxes	\$ 3,309	\$ 20,347	\$ 27,900	\$ (7,553)	\$ 33,000
4100 - Fees	\$ 55	\$ 914	\$ -	\$ 914	\$ -
4102 - Non-Resident Card Fees	\$ 945	\$ 8,380	\$ 22,500	\$ (14,120)	\$ 27,500
4200 - Interest Income	\$ 781	\$ 2,907	\$ 13,860	\$ (10,953)	\$ 13,860
4300 - Other Revenues	\$ 374	\$ 374	\$ -	\$ 374	\$ -
4310 - Donations	\$ -	\$ 25	\$ -	\$ 25	\$ -
<b>Total Income</b>	<b>\$ 5,464</b>	<b>\$ 32,947</b>	<b>\$ 1,532,260</b>	<b>\$ (1,499,313)</b>	<b>\$ 1,542,360</b>
Expense					
5000 - Personal Services	\$ 57,316	\$ 173,458	\$ 886,163	\$ (712,705)	\$ 886,163
5200 - Collection Development	\$ 9,279	\$ 18,110	\$ 175,000	\$ (156,890)	\$ 175,000
5300 - Technical Services	\$ 1,688	\$ 1,812	\$ 44,077	\$ (42,265)	\$ 44,077
5400 - Building Improvements	\$ 5,337	\$ 7,504	\$ 45,150	\$ (37,646)	\$ 45,150
5500 - Facilities & Equipment	\$ 1,147	\$ 3,264	\$ 45,154	\$ (41,890)	\$ 45,154
5600 - Computer Maintenance	\$ 10	\$ 464	\$ 12,700	\$ (12,236)	\$ 12,700
5700 - Insurance	\$ -	\$ -	\$ 9,500	\$ (9,500)	\$ 9,500
5800 - Travel & Training	\$ 122	\$ 4,803	\$ 44,156	\$ (39,353)	\$ 44,156
6630 - Election	\$ -	\$ 6,361	\$ 100	\$ 6,261	\$ 6,300
6640 - Auditor	\$ -	\$ 400	\$ 17,500	\$ (17,100)	\$ 17,500
6650 - Patron Services and Supplies	\$ 806	\$ 1,442	\$ 11,100	\$ (9,658)	\$ 11,100
6660 - Volunteer Support	\$ 150	\$ 211	\$ 2,500	\$ (2,289)	\$ 2,500
6670 - Events at Library	\$ 24	\$ 3,622	\$ 16,920	\$ (13,298)	\$ 16,920
6680 - Communication & Outreach	\$ 1,312	\$ 6,187	\$ 30,500	\$ (24,313)	\$ 30,500
6690 - Special Contracts	\$ 8,751	\$ 15,855	\$ 73,780	\$ (57,925)	\$ 81,000
6699 - Legal Administration	\$ -	\$ 204	\$ 2,000	\$ (1,796)	\$ 2,000
6700 - Administrative Support	\$ 1,302	\$ 5,347	\$ 19,958	\$ (14,611)	\$ 19,958
6800 - Telecommunications	\$ 1,130	\$ 3,389	\$ 14,040	\$ (10,651)	\$ 14,040
6850 - Utilities	\$ 2,717	\$ 8,383	\$ 40,620	\$ (32,237)	\$ 40,620
8000 - Transfers & Contingency	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Expense</b>	<b>\$ 91,092</b>	<b>\$ 260,816</b>	<b>\$ 1,490,918</b>	<b>\$ (1,230,102)</b>	<b>\$ 1,504,338</b>
<b>Net Ordinary Income</b>	<b>\$ (85,628)</b>	<b>\$ (227,870)</b>	<b>\$ 41,342</b>	<b>\$ (269,212)</b>	<b>\$ 38,022</b>
<b>Net Income</b>	<b>\$ (85,628)</b>	<b>\$ (227,870)</b>	<b>\$ 41,342</b>	<b>\$ (269,212)</b>	<b>\$ 38,022</b>

**Josephine Community Library District  
Enhanced Library Services  
September 2021**

	Revenue Collected through FY21	Revenue Year to Date FY22	Annual Budget	Total Revenue	Expenditure Spent through FY21	Expenditure Year to Date FY22	Total Expenditure	Remaining Fund Balance
Grant Revenue								
AllCare - unrestricted	10,000	0	10,000	10,000	0	(1,646)	(1,646)	8,354
Chaney Family Foundation	5,000	0	5,000	5,000	(847)	(2,258)	(3,105)	1,895
Collins Foundation - Inclusive Weg	58,000	0	58,000	58,000	(46,525)	(9,854)	(56,379)	1,621
Dorothy Thompson Fund - 2021	0	0	25,000	0	(6,065)	(17,502)	(23,567)	(23,567)
JCCC - adult craft kits	1,500	0	1,500	1,500	(838)	(412)	(1,250)	250
JCLF-building maintenance	43,813	0	8,000	43,813	(39,317)	0	(39,317)	4,496
JCLF-building improvements	734	0	25,000	734	(734)	0	(734)	0
JCLF inclusive web	5,000	0	5,000	5,000	0	(5,000)	(5,000)	0
Kiwanis - Hearts with a Mission 2021	500	0	500	500	0	0	0	500
OCF-Sprout a Reader	8,423	0	8,423	8,423	(1,336)	(455)	(1,791)	6,632
Ready to Read Program 2021	11,304	0	11,304	11,304	(4,975)	(4,535)	(9,510)	1,794
Rotary Club of GP-student hours	1,000	0	1,000	1,000	(390)	(610)	(1,000)	0
<b>Total</b>	<b>145,274</b>	<b>0</b>	<b>158,727</b>	<b>145,274</b>	<b>(101,027)</b>	<b>(42,272)</b>	<b>(143,299)</b>	<b>1,975</b>

Cash Basis

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

	<u>Maintenance Fund (Special Funds)</u>		<u>Restricted</u>		<u>Unrestricted</u>	<u>Totals</u>
Maintenance Fund Beginning Balance	21,458		20,000		16,534	36,534
Transfer per Lease Agreement for 2019/2020/2021	15,000	Expenses				
Interest Earned	76	GP hot water heater	630	WM A/C	4,383	
	<u>36,534</u>	GP gutter/ glashing	239	IV sewer	3,771	
		GP gutter cleaning	85	IV fascia/eave	5,000	
Transfers to General Fund	<u>-16,148</u>	GP ceiling tiles	42			
		GP water fountain	1,600			
Total Maintenance Fund Balance at 6/30/2019	<u><u>20,387</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>3,380</u>	<u>20,387</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 September 30, 2021

Sep 30, 21

ASSETS

Current Assets

Checking/Savings

1000 · People's Bank of Commerce	106,113.61
1010 · People's Bank-Savings	20,386.54
1100 · General Pool 6000	887,074.06
1110 · LGIP - Reserve Fund	468,716.35
1120 · Jo Co Treasury Account	-13.00
1150 · Cash Drawers	390.00

Total Checking/Savings 1,482,667.56

Other Current Assets

1310 · JoCo Reserve for Disputed Tax	8,113.20
1500 · Interfund Loans	5,000.00

Total Other Current Assets 13,113.20

Total Current Assets 1,495,780.76

Fixed Assets

1610 · Furniture and Equipment 303,130.91

Total Fixed Assets 303,130.91

TOTAL ASSETS 1,798,911.67

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

2100 · Payroll Liabilities	
2130 · Health Insurance withholdings	668.84
2150 · Retirement SIMPLE	270.52
Total 2100 · Payroll Liabilities	<u>939.36</u>
2400 · Deferred Revenues(audit)	8,113.20
2900 · Interfund loan payables	5,000.00

Total Other Current Liabilities 14,052.56

Total Current Liabilities 14,052.56

Total Liabilities 14,052.56

Equity

3909 · General Fund Balance	2,859,455.35
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	-264,934.13

Total Equity 1,784,859.11

TOTAL LIABILITIES & EQUITY 1,798,911.67

TO: Josephine Community Library District Board of Directors  
FROM: Kate Lasky, Library Director  
DATE: October 20, 2021  
SUBJECT: First reading of Personnel Policies 4-2-4, Eligibility of Employment

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### **Background**

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

- Personnel Policy 4-2-4, **Eligibility of Employment** (revised)

### **Recommendations**

The policy change to 4-2-4 is to generate the same language used in Policy 4-1-3, Anti-Nepotism in relation to the definition of "family members".

Source:

SHRM

## Policy 4-2-4. Eligibility of Employment

Adopted 10/19/2017

Revised 6/20/2019

Revised xx/xx/xxxx

### Minimum Age Requirements

All employees of Josephine Community Library District (JCLD) must be at least 18 years of age.

### Employment of Relatives

Employees who are relatives of JCLD employees seeking employment are subject to Policy 4-1-3, Anti-Nepotism, will not be eligible for JCLD employment where direct supervision is provided by a relative. A relative is defined as a 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), parent, child, spouse, domestic partner, brother, sister, uncle, aunt, nephew, niece, in-law, and step relationships.

### Pre-Employment Screening

All applicants who are offered a position for employment are subject to a full background screening to be completed before starting employment in accordance with the job description.

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: October 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.

## UPDATES

With the City of Cave Junction as the lead applicant, the library district has submitted the Community Development Block Grant (CDBG) application for \$1.5 million for the Illinois Valley renovation project. Business Oregon will announce CDBG grant awards by November 30.

### Illinois Valley branch

The environmental assessment is in progress. If the grant is approved, this assessment must be completed before funds are released and construction starts. Upon grant approval, first steps in December and January will be to issue RFPs for architecture and engineering, grant administration, labor standards monitoring, and possibly environmental review. Upon grant approval, an RFP will be issued for architecture and engineering to develop schematic design, design development, and construction documents.

### Williams branch

The foundation has applied to Josephine County for American Rescue Plan Act (ARPA) grant for \$90,000 to help fund the New Williams Library Project Phase 1. Phase 1 includes:  
Acquiring services to bring high-speed fiber-optic Internet to the property.

- Moving the existing library structure to the new location, ensuring that the library continues to serve the community while the new building is being designed and built.
- Plumbing the site so the Williams library can finally have running water and bathrooms.
- Paving the parking lot to make the area a safe and accessible place to visit the library and access Wi-Fi, even while the new library is under construction.

The foundation will receive the \$1.2M in ARPA funds allocated by Rep. Morgan in October. Foundation director contacted realtor and provided the letter from Rep. Morgan. AS a result, an addendum has been signed with the property owner with a new date of November 4.

The task force discussed options for payment on the Williams Highway property if funds aren't received by November 4.

**Action:** Foundation's executive director will schedule an additional FOTF meeting within the next two weeks to discuss payment options and proposed next steps with the Williams property owner.

**Action:** Foundation and library directors will hire a contractor to evaluate if the current manufactured building can be moved safely.

### Capital Improvement Plan

The district is applying for economic development funds to fund carpet replacement at the Grants Pass branch. The business office will be recarpeted using maintenance funds. The district maintenance coordinator will provide estimates for seismic updates at the Wolf Creek branch and re-lamping the building for LED bulbs.