

Josephine Community Library District
Budget Hearing and Board of Directors Regular Meeting
Wednesday, January 19, 2022, at 5:30pm, Virtual Meeting
Call (669) 900-9128. Meeting ID # 885 8196 4553
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
Call to Order		P. Fahey	
Introductions and Welcome		P. Fahey	
Standing Items 1. Approval of agenda 2. Approval of consent agenda a. December 15 minutes b. AFR from Gerald Burns, CPA c. Resolution 2022-014 TFFF grant d. Resolution 2022-015 JCLF grant e. Resolution 2022-016 Policy 2-8 Contracts 3. Public comment 4. Correspondence	Motion	P. Fahey	5 min
Staff Reports 1. Library director's report 2. Financial report	Report Report	K. Lasky K. Hay	15 min 5 min
Action Items 1. CDBG City of Cave Junction MOU Amendment	Motion		10 min
Board Member Reports 1. Library Foundation liaison report 2. Facilities Oversight Task Force report	Report Report	S. Cohen Samson/Selvig	5 min 10 min
Announcements 1. Comments from board members 2. Date and agenda items for next meeting		All P. Fahey	5 min 5 min
Adjourn		P. Fahey	

Date and Time	Upcoming Meetings and Events
Jan 18, 5:30pm	District Board Meeting, location TBA (Zoom)
Jan 26, 3:30pm	Cultural Competency training, location TBA (Zoom)

Josephine Community Library District
Regular Board Meeting Minutes
Wednesday, December 15, 2021, at 5:30 pm
Virtual Meeting
Call (669) 900-9128. Meeting ID #857 7456 4640

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

Members absent: None

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

Contractors: Communications Specialist Teresa Stover

Guests: Library Foundation Executive Director Rebecca Stoltz, Library Foundation Board Liaison Sue Cohen, Library Foundation Board Member David Mannix

CALL TO ORDER. Ms. Samson called the meeting to order at 5:33 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.

- **Minutes to the November 17, 2021 Regular Board Meeting**
- **Minutes to the December 1, 2021 Training Workshop**
- **Resolution 2022-011 Solid Waste Agency Grant**
- **Resolution 2022-012 Josephine County Economic Development Grant**

Motion: Ms. Selvig moved to approve the consent agenda. Ms. Aguilera seconded. The motion passed unanimously.

Public comment. There was no public comment.

Correspondence. Ms. Lasky read a letter from Nick Hale, who lives in Grants Pass, works for the Department of Forestry, and is interested in library board service. A volunteer application has been sent to him, and Ms. Lasky will send him information about board service.

STAFF REPORTS

Library director's report. Ms. Lasky referred to the Library Director's Report dated December 15, 2021. The following are highlights:

- Encouraged board to read the OLA and ALA statements against censorship in light of the increase in challenges to books and other materials in schools and libraries. JCLD has a solid collection development policy including the reconsideration of materials policy, and Ms. Lasky will keep the board posted about any local challenges.

- Although the library was approved for the FCC Emergency Connectivity Fund (ECF) grant to purchase 200 hotspots, the finish date is still June 30, and it would be difficult to deliver outcomes in six months unless there's a date extension.
- The library's branding refresh includes phasing out the "Together we..." tagline.
- There are issues around Wi-Fi access around the Williams library.
- The Wi-Fi routers purchased about two years ago are failing and will be updated.
- The library received a \$50,000 grant from the Ford Family Foundation for the Kindergarten Toolbox program which includes a Spanish outreach component.
- The Race and Society subject guide on the web and in the library, updated for November's Native American Heritage Month, were very well received.
- In March, April, and May, the library will host the "Rogue Civics" program focusing on civic engagement and including a youth component.

Financial report. Ms. Hay referred to the November 2021 Financial Statement memo dated December 15, 2021. She also referred to the Profit & Loss Budget vs. Actual-General Fund statement through November 2021, the P&L statement for Enhanced Library Services (grants) through November 2021, the P&L statement for Special Funds through November 2021, and the Balance Sheet as of November 30, 2021.

ACTION ITEMS

Second Reading: Collection Development Policy. The board held its second reading of Policy 3-2, which includes Collection Development, Donated and Gifted Materials, and Request for Reconsideration.

Motion: Ms. Samson moved to approve Resolution 2022-013 to adopt the revised policies 3-2-1 Collection Development, 3-2-2 Donated and Gifted Materials, and 3-2-3 Request for Reconsideration. Ms. Selvig seconded. The motion passed unanimously.

Draft Annual Financial Report (AFR) from Gerald Burns, CPA. This matter was tabled until the January meeting, as information is pending from the Josephine County Treasurer for the district to develop the Annual Financial Report. After the AFR is completed and submitted to the auditor, it will be filed with the Secretary of State. The deadline is December 31, and the library has received an extension.

First Reading: Contracts Policy. The board held its first reading of the revised Contracts Policy 2-8, which includes detail about small procurements, intermediate procurements, requests for proposals, and sole source procurements.

BOARD MEMBER REPORTS

Library Foundation liaison report. Library foundation board liaison Sue Cohen reported that the end-of-year fundraising drive has raised \$33,000 as of today, which is higher than last year this time. The Daily Courier sponsored the library foundation's entry in the Courier's annual Giving Guide this past weekend. Ms. Cohen reported that Mr. Mannix is resigning from the library foundation board effective December 31. The board acknowledged Mr. Mannix's work as liaison and his efforts for the library. Mr. Mannix thanked the board, saying it's been a fine adventure for the past 14 years, and that he appreciated everyone's efforts.

Facilities Oversight Task Force. Ms. Samson referred to the FOTF memo dated December 13, 2021. Highlights included:

- The City of Cave Junction is being awarded a \$1.5 millions Community Development Block Grant for the IV Library Renovation. The renovation is now fully funded.
- A purchase agreement addendum was signed with the owner of the Williams property to add \$5,000/month to the earnest money while awaiting funds from the State of Oregon ARPA funding to complete the purchase.
- Josephine County has awarded a \$90,000 ARPA grant for the New Williams Library Phase 1, which includes a temporary structure, Internet, plumbing, and paving.
- Possible local funding might be available for the new Grants Pass library.
- The Grants Pass branch will close this week for asbestos abatement and carpet replacement. Should be able to reopen by Tuesday, January 18.

ANNOUNCEMENTS

Comments from board members. Board members offered comments and best wishes for the holiday season.

Date and agenda items for next meeting. Mr. Fahey announced that the next regular meeting will be at 5:30 pm on Wednesday, January 19.

ADJOURNMENT

The meeting adjourned at 6:25 pm.

Respectfully submitted,



Teresa Stover for Board Secretary Kate Lasky
Josephine Community Library District

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

In the Matter of Authorizing)
Expenditure of a Josephine County) Resolution No. 2022-014
Grant Offered to Josephine Community)
Library District)

WHEREAS, the Josephine Community Library District Board of Directors adopted its fiscal year 2021-2022 budget on May 19, 2021 and

WHEREAS, since the date of budget adoption, JCLD has applied for and accepted a grant from Ford Family Foundation in the amount of \$50,000 in support of the Kindergarten Toolbox program.

WHEREAS, in accordance with Josephine Community Library District Policy 2-9 and ORS 294.338(2), awarded grants that are not accounted for in the current fiscal year's budget may not be expended without board authorization; now therefore

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves

The grant from Ford Family Foundation in the amount of \$50,000 is authorized for expenditure in fiscal year 2021-22 for the Kindergarten Toolbox program.

DONE AND DATED this 19th day of January 2022.

Pat Fahey, Board Member

Gina Marie Agosta, Board Member

Brenda Aguilera, Board Member

Rachele Selvig, Board Member

Laurel Samson, Board Member

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

In the Matter of Authorizing)
Expenditure of JCLF Grants Offered to) Resolution No. 2022-015
Josephine Community Library District)

WHEREAS, the Josephine Community Library District Board of Directors adopted its fiscal year 2021-2022 budget on May 19, 2021 and

WHEREAS, since the date of budget adoption, JCLD has applied for and accepted grants from JCLF in the amount of \$14,006 in support of the ADA door upgrade at the Grants Pass branch, WiFi router upgrade and security alarm upgrade at the Grants Pass branch.

WHEREAS, in accordance with Josephine Community Library District Policy 2-9 and ORS 294.338(2), awarded grants that are not accounted for in the current fiscal year's budget may not be expended without board authorization; now therefore

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves

The grant monies from JCLF in the amount of \$14,006 is authorized for expenditure in fiscal year 2021-22 for the ADA door upgrade at the Grants Pass branch, WiFi router upgrade and the security alarm upgrade at the Grants Pass branch.

DONE AND DATED this 19th day of January 2022.

Pat Fahey, Board Member

Gina Marie Agosta, Board Member

Brenda Aguilera, Board Member

Rachele Selvig, Board Member

Laurel Samson, Board Member

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

In the Matter of Adopting Policies for)	
Josephine Community Library District)	Resolution No. 2022-016
)	
)	

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

Personnel Policy, 2-8, Contracts (revised)

DONE AND DATED this 19th day of January 2022.

Pat Fahey, Board Member

Gina Marie Agosta, Board Member

Brenda Aguilera, Board Member

Rachele Selvig, Board Member

Laurel Samson, Board Member

Policy 2-8. Contracts

Adopted 1/25/2018

Revised x/xx/20xx

Josephine Community Library District (JCLD) follows the Oregon Model Public Contracting Rules (ORS 279A.065, “Public Contracting - General Provisions”) when purchasing goods and services and for construction projects, subject to the additions or exceptions provided in this policy.

1. Local Contract Review Board

Except when otherwise provided in JCLD policies, the powers and duties of the Local Contract Review Board (LCRB) under the Public Contracting Code shall be exercised and performed by the JCLD Board of Directors.

2. Delegation of Contracting Authority

Unless expressly limited by the Local Contract Review Board or JCLD policies, all powers and duties given or assigned to contract agencies by the Public Contracting Code may be exercised or performed by the board chair, library director, or his/her designee, including the authority to enter into emergency contracts pursuant to ORS 279B.080, “Emergency Procurements.” ~~and 279C.320(1).~~

3. Personal Services Contracts

Personal services shall be defined to include those services that require specialized technical, creative, professional, or communication skills or talents, unique and specialized knowledge, or the exercise of discretionary judgment, and for which the quality of the service depends on attributes that are unique to the service provider. Such services shall include, but are not limited to: architects, engineers, surveyors, attorneys, accountants, auditors, computer programmers, artists, designers, performers, and consultants. The library director or his/her designee shall have the authority to determine whether a particular service is a "personal service" under this definition.

Personal service contracts do not require a competitive bidding process. When screening or selecting a personal service contractor, the district will consider qualifications, performance history, expertise, knowledge, creativity, and the ability to exercise sound judgment. The selection is based primarily on these factors rather than price.

Unless otherwise provided in this section, contracts for architectural, engineering, photogrammetric mapping, transportation planning or land surveying services shall be awarded according to ORS 279C.110(3) “Selection Procedures for Consultants to Provide Services”. A contract for architectural, engineering, photogrammetric mapping, transportation planning or land surveying services may be entered into by direct appointment if such contract is estimated not to exceed \$45,000 in a fiscal

year, or if the project described in the contract consists of work that has been substantially described, planned or otherwise previously studied or rendered in an earlier contract with the consultant that was awarded under this policy, and the new contract is a continuation of that project.

4. Small Procurements for Goods and Services up to \$10,000

The library district may award a procurement of goods or services that does not exceed \$10,000 in any manner the contracting agency deems practical or convenient, pursuant to ORS 279B.065 “Small Procurements”.

5. Intermediate Procurement for Goods and Services up to \$150,000

The library district may award a procurement of goods or services between \$10,000 and \$150,000, pursuant to ORS 279B.070, “Intermediate Procurements.” When conducting an intermediate procurement, the library district shall seek at least three informally solicited competitive price quotes or competitive proposals from prospective contractors. The library district shall keep a written record of the sources of the quotes or proposals received. If three quotes or proposals are not reasonably available, fewer will suffice, but the library district shall make a written record of the effort makes to obtain the quotes or proposals.

The library district may award the contract to the contractor whose quote or proposal will best serve the interests of the library, taking into account price as well as considerations including, but not limited to, experience, expertise, product functionality, suitability for a particular purpose and contractor responsibility.

6. Requests for Proposals for Goods and Services over \$150,000

For procurement of goods or services exceeding \$150,000, the library district shall distribute and publish a Request for Proposal (RFP) for competitive bids, pursuant to ORS 279B.060 “Competitive Sealed Proposals.”

The Request for Proposal will contain the information required by ORS 279B.060 (2) and will be published as a public notice. The sealed proposals will be opened at the time and date specified in the RFP. The library district will evaluate the proposals and request any necessary additional information from proposers. If and when a choice is made, the library will issue or electronically post the Notice of Intent to Award as described in ORS 279B.135 “Notice of Intent to Award” to each proposer who was evaluated, at least seven days in advance of the contract award to the selected vendor.

4.7. Sole-Source Procurement

When necessary, the district's Local Contract Review Board, library director, or his/her designee may award a contract for goods or services without competition if they determine in writing that the goods or services are available from only one source. enter into a sole-source procurement pursuant to ORS 279B.075 “Sole-Source Procurements”.

5.8. _____ Electronic Advertising

Pursuant to ORS 279C.360 “Requirement for Public Improvement Advertisements” and ORS 279B.055C(4c) “Competitive Sealed Bidding,” electronic advertisement of public contracts in lieu of newspaper publication is authorized when it is cost-effective to do so. The board president, library director, or designee shall have the authority determine when electronic publication is appropriate, and consistent with the district’s public contracting policies ~~(OAR 137-47-0270(3))~~.

TO: Josephine Community Library District Board of Directors
FROM: Kate Lasky, Library Director
DATE: January 19, 2022
SUBJECT: Library director's report

General Updates

- Facilitated and completed the Grants Pass carpet replacement project from December 20 through January 13 with some minor finishings still in progress. The project required moving and replacing furniture from offices and public areas, including all computer workstations, pausing all orders and patron holds for pick up, and closure of book drops. Total cost was \$88,828, with \$29,529 for asbestos abatement paid for by The Solid Waste Agency \$51,746 for the public area carpet installment paid for by Josephine County, and \$7,553 for the business office/tech services carpet installment paid for by the library district maintenance fund.
- All branches shifting from expanded Grab & Go to full service in January, allowing patrons to enter facilities and browse without time restrictions. Planning will also begin for in-person programs. Masks are required in accordance with state guidelines and curbside service will be offered. If necessary, staff will remind patrons once to please wear a mask, noting that our volunteers would appreciate compliance. Although all patrons will be treated respectfully, one-on-one personal assistance, especially on public computers, will not be offered to unmasked patrons. Patrons have met the library's "COVID Yo-Yo" of services with patience and appreciation, and their cooperation during this next phase is anticipated.
- Participated in kickoff meetings with City of Cave Junction and Business Oregon to start the IV Library Renovation project and administration of the \$1.5 million Community Development Block Grant (CDBG) award announced in December. Developed Amendment 1 to the Operating Agreement between the City of Cave Junction and JCLD and had it approved by Business Oregon. Next steps are agreements, procurement of vendors, and the Environmental Review Record.

Stories

- **In Grants Pass**, a young patron visited the Grants Pass children's library looking for fantasy books. She approached the librarian and asked for recommendations for adventure fantasy – "the kind with magic and sword fights." The librarian responded, "Well you asked the right person; those are my favorite kind of books!" The young patron said, "I know, you introduced me to them, and now I need more!" Her mom added, "She devoured the two books you recommended last time – thank you!" The young patron left with an armful of books to keep her reading during the branch's closure.
- **In Illinois Valley**, the branch celebrated the holiday season by giving out new books and little gifts to young patrons throughout December. The community visited and revisited the incredible G.G.'s Gingerbread House donated by AllCare to take pictures, enjoy the sweet bakery scent, and share stories of gingerbread houses of their own.
- **In Williams**, a new patron asked when a normally quiet hour at the branch was and arranged to meet another patron for chess. They would like to start a chess club to meet regularly as soon as the library is open for in-person programs and expressed gratitude to have this library as a meeting place.

- **In Wolf Creek**, part of the branch manager’s weekly responsibilities (during the pandemic) is to choose books for the younger grades at the Sunny Wolf Charter School, asking the students for suggestions for the subjects they would like to have the following week. The students often come up with highly unusual suggestions. Recent requests from first grade students have included mermaids, cheetahs, holly, flamingos, God, the beach, “very scary stories,” pandas, songs, lizards, books with fur or other textured materials attached, and doughnuts, among more usual subjects. Of course, the books also must be appropriate to the age and reading level of the class in question. Meeting all these restrictions and suggestions is a challenge! Fortunately, the manager only promises to *try* to bring the suggested books. Also fortunately, choosing books that the students will enjoy is one of the most pleasant parts of the job.

Successes

- Published the [2021 Year in Review](#) which covered various successful programs throughout the last year.
- The Grants Pass children’s library distributed 75 DIY birdhouse craft kits in less than a week. One family shared pictures of their completed birdhouses next time they came in.

Challenges

- Working from home during the Grants Pass branch carpet replacement project slowed projects in all department.

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

- One broadband vendor responded to the JCLD Request for Proposal for the New Williams Library Broadband Project. Bids were due December 16, and the bid opening was conducted December 17.
- Received \$50,000 grant from the Ford Family Foundation for the Kindergarten Toolbox program. Held kickoff program planning meeting. The program will support families with preschool age children by providing tools and information to get children ready for kindergarten.
- Received \$5,584 grant from the State Library of Oregon Ready to Read program for the 2022 Early Literacy and Summer Reading programs.
- Hosted a Conversation Project on Loneliness and Aging During COVID-19 with eight participants from the Williams and Grants Pass branches and from elsewhere in Oregon. The Williams branch manager opened the branch for viewing the Conversation Project’s and two patrons who are without Wi-Fi signed up to view inside the Williams branch. They were grateful to have help navigating the chat so they could participate.
- The communications department continued to focus on promoting the library’s accessibility resources through online posts, paid ads, and newsletter. Promotion of Spanish and JosephineLINK continues.

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

- Proposal approved for a \$1,500 grant from the Josephine County Cultural Coalition for Bilingual Art Projects for Kids. Contract has been received.
- Volunteers continued conducting the diversity audit project remotely while Grants Pass branch was closed.
- Displayed diverse cookbooks at all four branches with 93 percent of the Grants Pass children's room displayed items checked out.
- Audited the children's winter holiday book selection in Williams and ordered a wide selection of books from diverse cultures and traditions to balance the collection.

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

- Secured a sponsor for the spring civic engagement program — Royal Standley of Oregon Pacific Financial Advisors Inc at the \$4,000 level. Funds will pay for Spanish programming and raffle prizes with \$1,000 earmarked for annual subscriptions to the Daily Courier as a top prize.
- Josephine County and the City of Grants Pass Collaborative Economic Development Committee continued to promote its [Residential Internet Survey](#) to all residents in the county service area. Survey closes on January 31.

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

- Passed nondiscrimination testing for library's cafeteria plan with Pacific Source for Simple IRA and healthcare premiums.
- During the 2021 session, the Oregon Legislature passed [House Bill 2560](#) which requires governing bodies to make meetings accessible remotely and provide opportunity for members of the general public to remotely submit oral and written testimony to the extent reasonably possible. This requirement does *not* apply to executive sessions. Ways that districts can offer remote access to meetings include telephone and using video or other electronic or virtual means. JCLD is set up for electronic hybrid public meetings and already in compliance with the new rules.
- Library foundation granted \$3,790 for installation of automatic doors for the Grants Pass branch, \$3,571 to install a new alarm system in Grants Pass, and \$6,645 to update Wi-Fi routers at all four branches
- The FCC Emergency Connectivity Fund (ECF) project approved but on hold pending word on a possible project date extension beyond June 30, 2022.
- Developing RFP for annual audit with additional single audit due to CDBG and ARPA funding requirements to be posted in early February. Library director and business manager will follow finance policy for contracting and ORS.

Core Services Update

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.

- The Parent Resources Collection, housed in the Grants Pass children’s library, is getting a major refresh. It has been moved to provide more shelf space for the collection. Many books are outdated and there are large gaps in the collection. Youth services librarian is working to fill those gaps by purchasing books on topics such as raising and supporting LGBTQIA+ youth, neurodiverse youth, and new reference guides for students.
- Developing and tagging core collection materials for classics and diversity. These items will be reviewed and updated on a different timeline than the majority of the collection. The core collection is anticipated to be 10 percent of the total collection at all four branches.

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.

- Volunteers active in the last quarter have been made aware of the Grants Pass branch closing and reopening plan due to the carpet replacement project. Volunteer schedule reconstructed based on availability.
- Youth services librarian visited the Illinois Valley branch. Discussed weeding progress, youth collections, and planned for the upcoming winter Book Boxes.
- Library director participating in updating of public library standards for OLA, specifically community engagement and advocacy standard.
- Received a visit from two Riddle librarians to discuss JCLD’s Library of Things collection.
- Shared adult craft kits ideas with librarians in social media group.
- Sent volunteer program plan to volunteer coordinator from Great Britain.
- Staff professional development:
 - Public service director attended webinar “Too Many Bags: How to address someone bringing in too much stuff” to ensure this issue is addressed consistently and respectfully.
 - Library director participating with Libraries of Eastern Oregon DEI training for public librarians sponsored by the State Library of Oregon.
 - Youth services librarian completed Ryan Dowd webinars sponsored by the State Library of Oregon, “Prejudice: How to respond to prejudicial comments from customers” and “Homeless Children and Libraries.”
 - Adult service coordinator participated in two webinars “Oregon Job Seekers: Who They Are and How Libraries Can Help,” and “Library Dementia Services.”

TO: Josephine Community Library District Board of Directors
FROM: Business Manager Kedron Hay
DATE: January 19, 2022
SUBJECT: December 2021 Financial Statement

Accounting

- The net income for the general fund on the P&L of \$752,639 does not equal the Balance Sheet net income of \$750,560. This is due to the Balance Sheet representing all funds/grants and the P&L representing only the General Library Operations fund. \$752,639 plus -\$2,080 (net income of special funds only) equals \$750,559.
- JCLD invoiced Josephine Community Library Foundation \$1,200 for 20 household scholarships.
- LGIP interest remains at 0.45%.

Statement of Financial Activities (general fund P&L)

Revenue

- The district received \$322,954 for current year tax levy and \$2,020 of prior year's tax levy income in December 2021; total year to date tax revenue is \$1,327,957.
- Non-resident card fees for the month of December is \$1,735.

Expenses

- Collection development budget is \$175,000 for general fund purchases. Total collection development dollars spent in December from the general fund are \$11,092 and \$190 for special funds. Total year-to-date collection development purchases equal \$81,302 for all funds.

Special Contracts

- Special contracts include \$2,850 for technical/grant writing to Stover Writing Services and \$2,587 to Mark Wyner for web development services in the month of December.
- ITs Managed was paid \$1,510 in the month of December.

Grants

- Total of grant expenses for the month of December is \$4,487.
- Total revenue received from grants in FY22 is \$53,571 representative of 12 grants.

Statement of Financial Position (balance sheet)

- The district assets include \$136,560 in the district checking account. The Grants Pass maintenance fund totals \$20,394 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 \$1,876,647 and a reserve fund of \$469,264. 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 \$2,518,257 including \$545,238 in restricted grant funds, maintenance fund, and reserve fund.

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

	Actual December-21	Year to Date Actual	Annual Budget	\$ Over (Under) Budget	Budget Forecast
Ordinary Income/Expense					
Income					
4000 - Current Year Tax Levy	\$ 322,954	\$ 1,299,865	\$ 1,468,000	\$ (168,135)	\$ 1,468,000
4005 - Prior Year Taxes	\$ 2,020	\$ 28,092	\$ 27,900	\$ 192	\$ 33,000
4100 - Fees	\$ 264	\$ 1,698	\$ -	\$ 1,698	\$ -
4102 - Non-Resident Card Fees	\$ 1,735	\$ 14,330	\$ 22,500	\$ (8,170)	\$ 27,500
4200 - Interest Income	\$ 5,708	\$ 14,738	\$ 13,860	\$ 878	\$ 13,860
4300 - Other Revenues	\$ 159	\$ 1,006	\$ -	\$ 1,006	\$ -
4310 - Donations	\$ -	\$ 25	\$ -	\$ 25	\$ -
Total Income	\$ 332,840	\$ 1,359,755	\$ 1,532,260	\$ (172,505)	\$ 1,542,360
Expense					
5000 - Personal Services	\$ 85,972	\$ 381,937	\$ 886,163	\$ (504,226)	\$ 886,163
5200 - Collection Development	\$ 11,092	\$ 62,578	\$ 175,000	\$ (112,422)	\$ 175,000
5300 - Technical Services	\$ -	\$ 32,394	\$ 44,077	\$ (11,683)	\$ 44,077
5400 - Building Improvements	\$ 649	\$ 9,507	\$ 45,150	\$ (35,643)	\$ 45,150
5500 - Facilities & Equipment	\$ 1,938	\$ 7,280	\$ 45,154	\$ (37,874)	\$ 45,154
5600 - Computer Maintenance	\$ 2,350	\$ 3,329	\$ 12,700	\$ (9,371)	\$ 12,700
5700 - Insurance	\$ -	\$ -	\$ 9,500	\$ (9,500)	\$ 9,500
5800 - Travel & Training	\$ 98	\$ 5,669	\$ 44,156	\$ (38,487)	\$ 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	\$ 168	\$ 2,523	\$ 11,100	\$ (8,577)	\$ 11,100
6660 - Volunteer Support	\$ 265	\$ 567	\$ 2,500	\$ (1,933)	\$ 2,500
6670 - Events at Library	\$ 1,411	\$ 5,405	\$ 16,920	\$ (11,515)	\$ 16,920
6680 - Communication & Outreach	\$ 2,566	\$ 14,568	\$ 30,500	\$ (15,932)	\$ 30,500
6690 - Special Contracts	\$ 7,092	\$ 40,114	\$ 73,780	\$ (33,666)	\$ 81,000
6699 - Legal Administration	\$ -	\$ 289	\$ 2,000	\$ (1,711)	\$ 2,000
6700 - Administrative Support	\$ 1,798	\$ 11,123	\$ 19,958	\$ (8,835)	\$ 19,958
6800 - Telecommunications	\$ 1,171	\$ 6,959	\$ 14,040	\$ (7,081)	\$ 20,000
6850 - Utilities	\$ 2,685	\$ 16,113	\$ 40,620	\$ (24,507)	\$ 40,620
8000 - Transfers & Contingency	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expense	\$ 119,256	\$ 607,116	\$ 1,490,918	\$ (883,802)	\$ 1,510,298
Net Ordinary Income	\$ 213,584	\$ 752,639	\$ 41,342	\$ 711,297	\$ 32,062
Net Income	\$ 213,584	\$ 752,639	\$ 41,342	\$ 711,297	\$ 32,062

**Josephine Community Library District
Enhanced Library Services
December 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	(10,000)	(10,000)	0
Chaney Family Foundation	5,000	0	5,000	5,000	(847)	(4,153)	(5,000)	0
Collins Foundation - Inclusive Weg	58,000	0	58,000	58,000	(46,525)	(11,475)	(58,000)	0
Dorothy Thompson Fund - 2021	0	0	25,000	0	(6,065)	(18,935)	(25,000)	(25,000)
Dorothy Thompson Fund - 2022	0	0	25,000	0	0	(342)	(342)	(342)
Ford Family Foundation-Kinder Toolbox	0	50,000	50,000	50,000	0	0	0	0
JCCC - adult craft kits	1,500	0	1,500	1,500	(838)	(672)	(1,510)	(10)
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
JCLF security alarm	0	3,571	3,571	3,571	0	(3,571)	(3,571)	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)	(2,113)	(3,449)	4,974
Ready to Read Program 2021	11,304	0	11,304	11,304	(4,975)	(6,223)	(11,198)	106
Rotary Club of GP-student hours	1,000	0	1,000	1,000	(390)	(610)	(1,000)	0
Total	145,274	53,571	237,298	198,845	(101,027)	(63,093)	(164,121)	(15,276)

Cash Basis

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

	<u>Maintenance Fund (Special Funds)</u>		<u>Restricted</u>		<u>Unrestricted</u>	<u>Totals</u>
Maintenance Fund Beginning Balance	21,458		20,000		16,542	36,542
Transfer per Lease Agreement for 2019/2020/2021	15,000	Expenses				
Interest Earned	84	GP hot water heater	630	WM A/C	4,383	
	<u>36,542</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>20,394</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>3,388</u>	<u>20,394</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 December 31, 2021

Dec 31, 21

ASSETS	
Current Assets	
Checking/Savings	
1000 · People's Bank of Commerce	136,560
1010 · People's Bank-Savings	20,394
1100 · General Pool 6000	1,876,648
1110 · LGIP - Reserve Fund	469,264
1120 · Jo Co Treasury Account	-13
1150 · Cash Drawers	390
Total Checking/Savings	<u>2,503,243</u>
Other Current Assets	
1310 · JoCo Reserve for Disputed Tax	15,014
1500 · Interfund Loans	5,000
Total Other Current Assets	<u>20,014</u>
Total Current Assets	<u>2,523,257</u>
Fixed Assets	
1610 · Furniture and Equipment	303,131
Total Fixed Assets	<u>303,131</u>
TOTAL ASSETS	<u><u>2,826,388</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2100 · Payroll Liabilities	
2130 · Health Insurance withholdings	669
2135 · HSA withholdings	400
2150 · Retirement SIMPLE	4,952
Total 2100 · Payroll Liabilities	<u>6,021</u>
2400 · Deferred Revenues(audit)	15,014
2900 · Interfund loan payables	5,000
Total Other Current Liabilities	<u>26,035</u>
Total Current Liabilities	<u>26,035</u>
Total Liabilities	<u>26,035</u>
Equity	
3909 · General Fund Balance	2,859,455
3909A · General Fund Appropriated	-1,112,793
3910 · GP Maint Fund Balance	15,331
3910A · GP Maint Fund Appropriated	-15,331
3920 · Capital Asset Investments	303,131
Net Income	750,560
Total Equity	<u>2,800,353</u>
TOTAL LIABILITIES & EQUITY	<u><u>2,826,388</u></u>

TO: Josephine Community Library District Board of Directors

FROM: Kate Lasky

SUBJECT: Illinois Valley Library Renovation Update

DATE: January 12, 2022

This update shares the latest on the \$1.5 million Community Development Block Grant (CDBG) to the City of Cave Junction for the Illinois Valley Library Renovation. This update also includes other fundraising efforts and information about the renovation itself. The following information has been shared with the City of Cave Junction. See more information at <https://jclfoundation.org/illinois-valley-library-renovation-project>.

CDBG process

- **Action: A motion is requested to approve an amendment to the Operating Agreement between the City of Cave Junction and the library district regarding the block grant for the IV Library Renovation.**

As a condition to the block grant, an Amendment has been developed to include statements that:

- The library will not be used for day-to-day government functions.
- There will be no city-imposed costs on the project.
- The city will enforce a deed restriction that the library continue as such for five years.
- The library will be responsible for operations and maintenance after the renovation.

The original Operating Agreement with Amendment #1 is attached. The addendum has been signed by Cave Junction Mayor Meadow Martell.

- After the Amendment is executed, it will be submitted to Business Oregon, which will then issue the block grant contract between the City of Cave Junction and Business Oregon.
- A project kick-off meeting between the city and library was held on December 16.
- Monthly check-ins among the city, library, and Business Oregon started January 5.
- Library staff are continuing work on the environmental assessment, which must be completed before funds are released and construction starts.
- Next steps will be to issue RFPs for design and construction activities, grant administration, labor standards monitoring, and possibly environmental review.

Fundraising

The library foundation has executed the grant agreement with the State of Oregon for an ARPA grant proposed by Rep. Lily Morgan for library capital projects in Josephine County, \$900,000 of which is designated for the IV Library Renovation. Funds are expected to be disbursed this month.

Renovation

- The IV library will gain a large community meeting space with a teaching kitchen, an early learning center with a maker space, and an outdoor learning area set up for science, technology, engineering, arts, and math (STEAM) programs.
- ZCS Engineering & Architecture completed the concept drawings and cost estimates in August. The ZCS Project Summary Report for Illinois Valley Library Renovation & Addition is available on request.
- An RFP will be issued for architectural/engineering firms to bid on development of schematic design, design development, and construction documents.

OPERATING AGREEMENT, AMENDMENT #1

CITY OF CAVE JUNCTION and JOSEPHINE COMMUNITY LIBRARY DISTRICT

This Amendment is between the City of Cave Junction (City) and Josephine Community Library District (Library) and amends the parties' Operating Agreement (Agreement) executed August 5, 2021 regarding the Community Development Block Grant for the Illinois Valley Library Renovation.

RECITALS

WHEREAS, the City and the Library previously entered in to an Agreement executed August 5, 2021; and

WHEREAS, Business Oregon is awarding the City a \$1.5 million Community Development Block Grant (CDBG) (#C21017) from the U.S. Department of Housing and Urban Development (HUD) in the Community Facilities category for the Illinois Valley Library Renovation; and

WHEREAS, the Library owns the land and building of the Illinois Valley Branch Library located at 209 W. Palmer in Cave Junction; and

WHEREAS, the City and the Library now wish to amend the Agreement per Business Oregon conditions for the grant; and

NOW THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. The library and its meeting room shall not be used for general day-to-day government use or function. The library meeting room may be used for public forums.
2. Other than minimal permit fees from the City Planning Department, the City will not impose on the Library any costs for the library renovation project.
3. The City will ensure that the Library will execute and record a deed restriction on the property, and the City will monitor and enforce the deed restriction for five years to ensure that the property is used as intended by the block grant funding.
4. The Library will be responsible for sustaining current and future operations and maintenance of the renovated Illinois Valley Branch Library.
5. Except as amended herein, the Agreement shall remain in full force and effect.



MEADOW MARTELL, Mayor, City of Cave Junction



Date

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

Date

OPERATING AGREEMENT

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

RECITALS

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

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

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

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

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

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

WHEREAS, the City may make another entity like the Library a beneficiary of the block grant; and

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

NOW THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. The two parties will be jointly responsible for preparing and submitting a CDBG application in the amount of \$1,500,000 for the library renovations at 209 W. Palmer in Cave Junction.
2. The City will be responsible for:
 - a. Serving as the lead applicant for the CDBG application process, with the library as sub-grantee.
 - b. Hosting public hearings about the project and publishing minutes for the hearings.
 - c. Authorizing the CDBG application for submittal before the deadline of September 30, 2021.
 - d. Executing the CDBG contract with the State of Oregon for the completion of the renovations to the facility and disbursement of grant funds.
 - e. Complying with the requirements of environmental review.
 - f. Ensuring the project is in compliance with local, state, and federal policies, regulations, and laws, including procurement, finance, human resources, and law enforcement.
 - g. Transferring the operational responsibility for the design-build project and then for the building maintenance to JCLD.
3. The Library will be responsible for:
 - a. Preparing any necessary project information for the City's review.
 - b. Developing the CDBG application in accordance with the 2021 CDBG Method of Distribution and submitting it before the September 30, 2021 deadline.

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

INDEMNITY

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

TERM

- 5. This agreement shall be effective upon execution and shall continue in force for the period of 36 months (the timeframe allowed for grant closeout).

TERMINATION

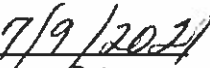
- 6. This agreement may be terminated by any party provided written notice is given to the other parties at least 30 days prior to the termination date. Upon the receipt of notice of termination, the parties shall commence negotiations as to the equitable disposition of the improvements made and any outstanding fees and revenues.

AMENDMENTS

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



 MEADOW MARTELL, Mayor, City of Cave Junction



 Date



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



 Date

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: January 14, 2022
SUBJECT: FOTF Memo

BACKGROUND

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

UPDATE

The Wolf Creek branch sustained damage to the interior and exterior of the building due to an unattended car rolling into the building. The damage isn't so bad that it will have to close, but the district will repair it as soon as possible. Reports are being filed, insurance providers are being contacted, and the district is requesting bids to repair the damage.

Illinois Valley branch

An RFP is being developed to secure an Architect and Engineering firm to design the renovation of the Illinois Valley library. Once secured, an RFP will be created to bring on Construction Manager/General Contractor (CMGC) to the project. This has been identified as the best process to ensure the City of Cave Junction and the district maintain control and oversee meeting deadlines and staying within budget for this project. The goal is to complete the project by January 2023, barring any workforce and supply chain shortages.

The environmental assessment is in progress. As a reminder, this assessment must be completed before funds are released and construction starts.

Williams

The foundation contracted with ZCS to investigate options for a temporary or semipermanent library including a construction trailer, evaluation of the existing structure and/or moving the current building to the new site, and development of a site plan to include location for a parking lot (planning for growth). ZCS has visited the new location and the current library branch and will provide a report to FOTF with their findings.

As a reminder, the New Williams Library Project 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.
- Timeline for Phase 1 is dependent on FCC E-rate program cycle, FY 2022-23.
- Foundation was awarded \$90,000 American Rescue Plan Act (ARPA) grant from Josephine County to help fund this phase.

The foundation has executed a contract with the state of Oregon for the \$1.2M in ARPA funds allocated by Rep. Morgan. Foundation director is working to fulfill requirements of the grant and the state has begun to distribute funds.

Action: Once ARPA funding is received, the foundation will complete the purchase of the property.

TO: Josephine Community Library District Board of Directors

FROM: Kate Lasky

SUBJECT: Internet for the New Williams Library

DATE: January 19, 2022

The library foundation is in the process of purchasing property for the location of the new Williams library at 20140 Williams Highway. After the purchase closes, the New Williams Library Phase 1 project will start. Phase 1 includes a temporary or semipermanent library structure, plumbing and electrical hookups, parking lot paving, and high-speed Internet connection. Under the direction of the library foundation, ZCS Engineering & Architecture is assessing the new Williams property and developing a site plan, which is expected in early February. A portion of the Phase 1 project is funded with a \$90,000 American Rescue Plan Act (ARPA) grant from Josephine County to the library foundation.

For the Internet component of this project, the library intends to access funding from the FCC E-Rate program, which grants 80 to 90 percent of costs for high-speed Internet hookup and ongoing services for qualifying libraries and schools. To this end, on October 29, 2021, library staff published a Request for Proposal (RFP) for high-speed Internet hookup and services to the new Williams library location. While Hunter Communications was the only vendor to respond with a proposal by the December 16 deadline, its proposal was evaluated and found acceptable for the library's requirements. On January 18, 2022, library staff notified Hunter that it had been selected for this project and requested the contract.

Execution of the contract with Hunter Communications is contingent upon the timeframe when a new Williams library can be operational, as E-Rate funding is eligible only for libraries in service.

If a new Williams library can be operational by June 30, 2023, then per state RFP process rules, library staff will publish the Notice of Intent to Award in February and seven days later execute the contract. This contract will be included with the E-Rate funding application due in March.