

Josephine Community Library District
Budget Hearing and Board of Directors Regular Meeting
Wednesday, March 16, 2022, at 5:30pm, Virtual Meeting
Call (669) 900-9128. Meeting ID # 878 9861 2662
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. February 16 minutes b. Resolution 2022-019 JCLF grant c. Resolution 2022-020 OH grant d. Resolution 2022-021 Ops Policy 3. Public comment 4. Correspondence	Motion	P. Fahey	5 min
Staff Reports 1. Library director's report 2. Financial report 3. Budget officer's report	Report Report Report	K. Lasky K. Hay K. Lasky	10 min 5 min 5 min
Action Items 1. Operations Policy: Patron Conduct	Discussion	K. Lasky	5 min
Board Member Reports 1. Library Foundation liaison report 2. Facilities Oversight Task Force report	Report Report	S. Cohen Samson/Selvig	5 min 5 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
March 23, 3:00pm	Cultural Competency training, location TBA (Zoom)
April 20, 5:30pm	District Board Meeting, location TBA (Zoom)

Josephine Community Library District
Regular Board Meeting Minutes
Wednesday, February 16, 2022, at 5:30 pm
Virtual Meeting
Call (669) 900-9128. Meeting ID #885 8196 4553

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

Members absent: None

Staff present: Library Director Kate Lasky, Public Services Director Norma Singer

Contractors: Communications Specialist Teresa Stover

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

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

STANDING ITEMS

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

Approval of consent agenda. Consent agenda items were:

- **Minutes to the January 19, 2022 Regular Board Meeting**
- **Minutes to the January 26, 2022 Board Training Workshop**
- **Resolution 2022-017 Library Foundation Grant, \$20,400 for card scholarships**
- **Resolution 2022-018 Josephine County Cultural Coalition Grant, \$1,500 for Bilingual Art Projects for Kids**

Ms. Lasky briefly explained each item. No changes were requested to the consent agenda.

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

Public comment.

There was no public comment.

Correspondence.

There was no correspondence.

Annexation petition review.

The board reviewed petitions to annex properties to the library district.

Motion: Ms. Agosta moved to approve the annexation petitions from Joshua Duval & Tara E. Duval and John Merrill Dwyer Living Trust. Ms. Aguilera seconded. The motion passed unanimously.

STAFF REPORTS

Library director's report. Ms. Lasky referred to the Library Director's Report dated February 16, 2022. The following items were highlighted:

- Wi-Fi routers are being updated. The library foundation is providing most of the funding, but it's more expensive than originally thought. The board discussed issues of Internet privacy and confidentiality for patrons using library computers and Wi-Fi. *Motion:* Ms. Selvig moved that the library director be authorized to spend up to \$1,500 from the Grants Pass Maintenance Fund to pay the balance of router costs. Ms. Agosta seconded. The motion passed unanimously.
- Oregon Library Association (OLA) endorsed a petition to the State Library of Oregon to Break the Library Institutional Reliance on Unpaid BIPOC Labor. The board was encouraged to click the link to review the petition and its discussion.
- OLA is supporting House Bill 4092, Expanding Oregon Broadband Advisory Council.
- The library might need additional audit services if a federal single audit is required.
- The library is hosting a civics program series, "Everyday Civics" March through May. It includes in-person and online programming, children's programs, young adult/teen programs, and Spanish-language programs. Board members discussed outreach through SO Health-E, Project Youth Plus, RCC, LINC.

Financial report. Ms. Lasky reviewed the January 2022 Financial Statement memo dated February 16, 2022. She also referred to the Profit & Loss Budget vs. Actual-General Fund statement through January 2022, the P&L statement for Enhanced Library Services (grants) through January 2022, the P&L statement for Special Funds as of January 2022, and the Balance Sheet as of January 31, 2022. She said the library is on track to meet the budget.

Budget officer's report. Ms. Lasky, as the library district's budget officer, referred to the February 16, 2022 memo titled FY23 Budget Committee Recruitment and Budget Meetings. The committee roster includes all board members and five appointees. The board reviewed the dates and agenda of the Budget Committee meetings. Ms. Selvig's information will be corrected. Ms. Lasky stated all public meetings are required to provide a virtual component.

Ms. Lasky reviewed and the board discussed the Budget Assumptions and 3-Year Financial Plan Reflection memo dated February 16, 2022. They discussed assumptions for FY23 budget planning. They also discussed the three-year projection through FY25 and the impact of inflation, staffing levels, cost of living increases, health benefits, and taxes.

ACTION ITEMS

E-rate contracts. Ms. Lasky and Ms. Stover presented information about Internet service agreements with Hunter Communications and the associated FCC E-Rate program grant. For high-speed Internet services in a wide area network for existing library branches, the three-year contract with Hunter is due for renewal.

Motion: Ms. Agosta moved to authorize Ms. Lasky to sign Addendum A to the existing Hunter Communications Service Order for one year of wide area network services to all four existing library branches. Ms. Samson seconded. The motion passed unanimously.

To establish high-speed Internet services at the site of the new Williams library, a separate contract with Hunter Communications is being negotiated.

Motion: Ms. Agosta moved to authorize Ms. Lasky to complete negotiations with Hunter Communications for the new Williams library broadband and, with the approval of the board president, to sign the contract. Ms. Samson seconded. The motion passed unanimously.

Operations Policy: Loan Periods. Ms. Lasky asked Ms. Singer to summarize the proposed changes to Operations Policy 3-6-4, Loan Periods and Renewals. The revision changes the limit of print items and DVDs to reflect current practice. It also adds a statement about provisional library cards. This is the first reading of this policy change

BOARD MEMBER REPORTS

Library Foundation liaison report. Library foundation board liaison Sue Cohen reported that Finance Committee is recommending foundation board approval of funds for the new Wi-Fi routers. The foundation received the \$1.2 million grant of ARPA funding from the State of Oregon. The foundation was then able to use \$300,000 to close the purchase of the property that will be the new Williams library site. The foundation has contracted with a new bookkeeper, Cathy Cardoza. The capital campaign steering committee meets regularly.

Facilities Oversight Task Force. Ms. Samson and Ms. Selvig referred to the FOTF memo dated February 11, 2022. The following are highlights:

- ZCS Engineering & Architecture prepared a site analysis and estimates \$175K to renovate the building on the new Williams site. FOTF recommends moving forward with the ZCS proposal for renovating the existing building.
- Local fundraising in the Williams community will be needed to fulfill this project.
- Under development are the timeline and communications plans for building projects.

ANNOUNCEMENTS

Comments from board members. Board members shared comments.

Date and agenda items for next meeting.

Mr. Fahey announced that the next regular meeting will be at 5:30 pm on Wednesday, March 16. The next Cultural Competency workshop will be on March 23.

ADJOURNMENT

The meeting adjourned at 7:10 pm.

Respectfully submitted,



Teresa Stover for Board Secretary Kate Lasky
Josephine Community Library District

Policy 3-6-4. Loan Periods and Renewals

Adopted 3/21/2019

The loan period for all circulating materials, except DVDs and Library of Things items, is 21 days; the loan period for DVDs and Library of Things items is 10 days.

Reference materials and current issues of selected weekly periodicals do not circulate.

Patrons with full-service library cards may check out ~~unlimited~~ 100 print material ~~items~~ and a maximum of ~~three~~ five DVDs-concurrently. ~~Patrons with limited cards may check out a total of two items. Provisional cards may be issued for which non-standard borrowing privileges apply.~~

Eligible items are automatically renewed one time. Ineligible items include:

- Library2Go materials
- Overdue items
- Items with holds from other users
- User accounts with fines/fees accrued to \$10 or more and/or any other blocks

Items may be renewed more than once by bringing the item to the library

TO: Josephine Community Library District Board of Directors
FROM: Kate Lasky, Library Director
DATE: March 16, 2022
SUBJECT: Library director's report

General Updates

- The Oregon Health Authority lifted the statewide mask mandate on March 11. Indoor masks will no longer be required at all four branches and the library will continue to offer alternative services for residents with concerns for their health or the health of family members. [Public Notice](#) was sent on March 10.
- Public Notice for the 2022-23 Budget Committee Meeting scheduled April 6 at 5:30pm will be posted on March 18 and the draft budget will be made available at that time.
- Finalized contract documents from Hunter Communications for the New Williams Library Broadband Project as discussed at the February board meeting. Board president will review, and library director will sign. Implementation begins after July 1.
- Retaining Pauly Rogers & Co for annual financial audit. A single audit is not required by the library district as the beneficiary of the financial support of the City of Cave Junction CDBG grants and the library foundation ARPA grant. Partnering agencies will be required to complete a single audit. When the Illinois Valley and Williams branch renovations are complete, the asset will be booked and respective MOUs with partners will be reviewed and updated accordingly.
- Statewide dialogue about the Oregon Library Association EDI and Antiracism Committee's petition to [Break the Library Institutional Reliance on Unpaid BIPOC Labor](#) at the State Library of Oregon generated responses from [REFORMA National](#) and the [OLA Executive Board](#). The petition reached its goal of 500 signatures on February 24.
- [HB 4092](#) to modify composition and duties of Oregon Broadband Advisory Council sponsored by Oregon Library Association passed through the state legislature and will go into effect July 2022. There will be no direct impact to Josephine Community Library.

Stories

- **In Grants Pass**, a Spanish-speaking mother came into the library with her two sons to sign them up for library cards. She mentioned that she brings them everywhere to translate for her in fear that she will end up not being able to communicate with staff while she is running errands in town. She was happy to know that the library has at least one Spanish-speaking employee.
She shared that a friend of hers recommended coming to the library to see if we have any resources to help her 7-year-old son with homework. He has been in the GP Flex program the past couple of years and is not doing well. She struggles to help him complete work because of the language barrier—the school district portal is in English only and so is her son's homework. No one has reached out to find out why her son is struggling. Library staff shared the Brainfuse HelpNow tutoring resource and connected her to staff at Project Youth+. Her family has now been referred to a Spanish-speaking family liaison from School District 7.
- **In Illinois Valley**, on the second day of February a high school teen said the Black History Month display caught her attention and said it was difficult to choose just two to check out. Later in the month, a Spanish-speaking family was pleasantly surprised by the

variety of Spanish/English board books in the branch and checked out a pile for their toddler.

- **In Williams**, a Williams elementary student called the Grants Pass branch to find out if the Williams branch was open. When she heard the branch wasn't open that day, she inquired if the Grants pass branch was open because she couldn't wait to use her new library card.
- **In Wolf Creek**, February 22 was "Two's Day" (2/22/22, which happened to fall on a Tuesday this century). *Second* grade at the Sunny Wolf Charter School (no accident there) celebrated Two's Day all that day and invited the interim and new Wolf Creek branch managers to join the fun by bringing the students books about the number two (or doubling, or tutus, or twins, or anything else suggested by "two"). The branch managers delivered Two's Day books and the students enjoyed the celebration.

Successes

- Launched the [Everyday Civics](#) program, which runs for three months, March-April-May.
- Hosted the first in-person program in two years — Sprout a Reader on February 17 with 10 children and their guardians attending.
- Weekly patrol of the Williams branch by Concierge Home Watch has resulted in no reports of overnight camping in parked cars for the past two months and the branch manager reported no complaints about the use of the Williams Wi-Fi.

Challenges

- One very vocal anti-mask patron recruited a group to stage a protest in the Grants Pass children's library on March 1 and March 8. JCLD Board President Pat Fahey and Vice President Laurel Samson attended to offer support to staff and volunteers and be a witness. Library staff remained nonconfrontational as advised by legal counsel and local law enforcement. While disruption was minimal, it is unfortunate that staff and volunteers were negatively impacted by this distraction after two years of successfully navigating the "COVID Yo-Yo" to the satisfaction of the vast majority of our patrons. No incidents were reported.
- COVID forced the Williams community preschool to close for two weeks, interrupting the library storytime partnership.

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-person programs have resumed at all branches, including Sprout a Reader, K9 Reading Buddies, Everyday Civics, and the addition of "Game On!" a weekly drop-in hour of chess and card games.
- Planning for annual Summer Reading Program is actively underway. The program is scheduled to run June 17 through August 13.
- Inventoried, replaced, and updated library hotspots for checkout.
- Patron requests for tax filing support increased at all four branches. The [Tax Help](#) subject guide on the website is updated with new information and resources regularly.

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

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

- Partnering with Foundations for a Better Oregon (FBO) for consultation to develop a Spanish-language civics program as a component of the Everyday Civics program. FBO deputy director attended Josephine County Latinx Interagency Network Committee meeting to assist with communication among stakeholders and help the library develop a meaningful program.
- Displays celebrating Black History Month curated across all branches.
- In Grants Pass, children’s library and information desk volunteers have been instrumental in choosing books to display. In February, 85 percent of children’s books on display for Black History Month were checked out.

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

- Developed and launched the [Everyday Civics](#) program, which provides opportunities to engage people in community civic life through simple activities for all ages. Support from all library departments and branches includes coordinated communication and promotion, displays, and website and collection development. The program includes more than 10 events, an online tracker for activity prompts, website reading lists and referrals, volunteer engagement, and partnerships with Oregon Humanities, Gilder Lehrman Institute of American History, Grants Pass School District journalism instructor, Grants Pass Daily Courier, Applegate Poets, Grants Pass Museum of Art, Josephine County Emergency Management, and Foundations for a Better Oregon. Subject areas include civil rights and liberties, community culture, volunteer service, public land and ecology, social values, local government, and the constitution with sponsorships from Oregon Pacific Financial Advisors, Oregon Humanities, and Gilder Lehrman Institute of American History.
- [Consider This: Journalism, Democracy, and the Informed Citizen](#) launches with more than 150 engaged participants across all four branches. The final session is scheduled this Thursday, March 17 with a focus on local news featuring Grants Pass Daily Courier News Editor Scott Stoddard. All sessions are offered in person and virtually.
- The Williams branch manager connecting with Josephine County Public Works and Alta Planning Group to promote ODOT funding for a bike path and crosswalks between Williams elementary and the new library location.

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

- The City of Cave Junction approved the appointment of the grant administrator for the \$1.5 million Community Development Block Grant (CDBG). The Environmental Assessment is in process. The next major step will be procurement of the architectural engineering firm. The contract between Business Oregon and the City of Cave Junction is expected soon. See attached Illinois Valley Library Renovation Status Report.

- Hired for the position of technical services manager from within the organization and closed the open recruitment. Two other promotions within the library district occurred including the cataloging and communications departments. See attached update organizational chart.
- Communications manager returned from maternity leave relieving the communications coordinator from some of the heavy workload in the communications department.
- Youth services librarian attended Project Youth+ staff meeting to share library resources useful to students and information on Everyday Civics program.
- Developed a new process to track patron requests and branch enhancement requests of youth materials that are not available for purchase through Ingram. By creating this spread sheet and tracking method we can better serve our patrons with timely review and acquisitions of materials.
- Three new volunteers and one VolunTEEN received orientation and training in their respective positions, while three returning volunteers received refresher training.
- Updated alarm system in Grants Pass.

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.

- Collection and materials diversity audits continue across the library system.
- Continued cataloging update to children's graphic novel for increased searchability.
- Technical services and Williams branch manager cataloged the Williams young adult collection to integrate fiction or non-fiction categories, and reorganized the young adult section to accommodate.

Technology: Provide access to the Internet and a variety of digital media with subsequent digital skills training.

- Completed State Library of Oregon assistive technology survey.

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: March 7, 2022

The City of Cave Junction has been awarded a \$1.5 million Community Development Block Grant (CDBG) for the Illinois Valley Library Renovation. With the CDBG, along with the American Rescue Plan Act (ARPA) grant via the Oregon State Legislature, last summer's community crowdfund, and the Carpenter Foundation grant, the IV Library Renovation is fully funded.

This monthly status offers updates on the block grant and renovation. Also see updates at <https://jclfoundation.org/illinois-valley-library-renovation-project>. Thank you.

CDBG activities and updates

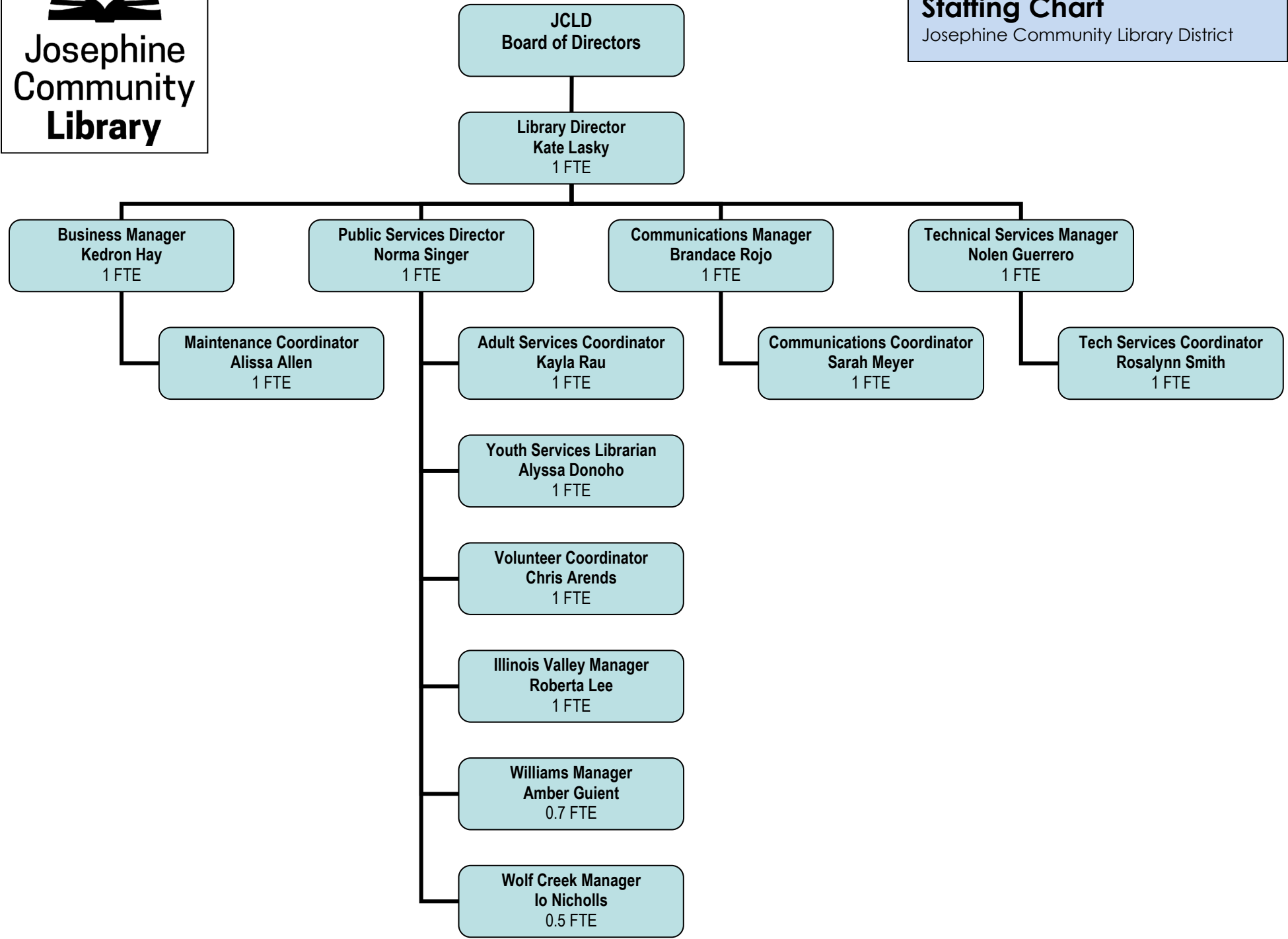
- The City has appointed Teresa Stover of Stover Writing Services as the grant administrator. The contract between the City and Stover Writing Services is under development including language required by Business Oregon, which must also review and approve all procurement contracts.
- Work continues on the environmental assessment, which must be completed before funds are released and construction starts. Also attending environmental review training sessions for CDBG recipients in the Pacific Northwest.
- Business Oregon is preparing the CDBG contract with the City, and the contract is expected to come to the City sometime this week.
- Upcoming steps are the development of the RFPs and other procurement activities for design and construction activities, auditing, and labor standards monitoring.

Renovation

- An RFP will be issued for architectural-engineering firms to bid on schematic design, design development, and construction documents.
- ZCS Engineering & Architecture completed the concept drawings and cost estimates in August 2021. The ZCS Project Summary Report for Illinois Valley Library Renovation & Addition is available on request.
- With this renovation, the 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.



Staffing Chart
Josephine Community Library District



TO: **Josephine Community Library District Board of Directors**
FROM: **Business Manager Kedron Hay**
DATE: **March 16, 2022**
SUBJECT: **February 2022 Financial Statement**

Action

Library director and business manager request an increase in the health insurance allotment for employees. The request is to increase the monthly allotment from \$690 to \$725. This increase will mitigate the FY22-23 premium increase.

Accounting

- The net income for the general fund on the P&L of \$627,916 does not equal the Balance Sheet net income of \$612,232. This is due to the Balance Sheet representing all funds/grants and the P&L representing only the General Library Operations fund; \$627,916 plus -\$15,684 (net income of special funds only) equals \$612,232.
- JCLD audit remains on extension.
- JCLD invoice Josephine Community Library Foundation \$25,000 as reimbursement for the Dorothy Thompson FY20-21 grant.
- JCLD invoiced Josephine Community Library Foundation \$1,380 for 23 household scholarships.
- LGIP interest remains at 0.45%.

Statement of Financial Activities (general fund P&L)

Revenue

- The district received \$14,186 for current year tax levy and \$2,156 of prior year's tax levy income in February 2022; total year to date tax revenue is \$1,411,846.
- JCLD received \$593 for a longevity credit from SDIS.
- Non-resident card fees for the month of February is \$2,900.

Expenses

- Collection development budget is \$175,000 for general fund purchases. Total collection development dollars spent in February from the general fund are \$11,913 and \$466 for special funds. Total year-to-date collection development purchases equal \$103,379 for all funds.

Special Contracts

- Special contracts include \$2,220 for technical/grant writing to Stover Writing Services and \$2,081 to Mark Wyner for web development services in the month of February.
- ITs Managed was paid \$1,655 in the month of February.
- CulturalCo, LLC was paid \$5,300.

Grants

- Total of grant expenses for the month of February is \$2,097.
- Total revenue received from grants in FY22 is \$125,620 representative of 12 grants.

Statement of Financial Position (balance sheet)

- The district assets include \$108,936 in the district checking account. The Grants Pass maintenance fund totals \$20,399 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 \$1,760,516 and a reserve fund of \$469,605. Cash Drawers at the four branches total \$390, and \$15,014 is held by the Josephine County Treasurer in the treasury account.
- The total combined assets of these accounts equal \$2,374,861 including \$561,669 restricted grant funds, maintenance fund, and reserve fund.

Josephine Community Library District
Profit & Loss Budget vs. Actual - General Fund
February 2022

	Actual February-22	Year to Date Actual	Annual Budget	\$ Over (Under) Budget	Budget Forecast
Ordinary Income/Expense					
Income					
4000 - Current Year Tax Levy	\$ 14,186	\$ 1,379,418	\$ 1,468,000	\$ (88,582)	\$ 1,468,000
4005 - Prior Year Taxes	\$ 2,156	\$ 32,428	\$ 27,900	\$ 4,528	\$ 33,000
4100 - Fees	\$ 491	\$ 2,443	\$ -	\$ 2,443	\$ -
4102 - Non-Resident Card Fees	\$ 2,901	\$ 18,621	\$ 22,500	\$ (3,879)	\$ 27,500
4200 - Interest Income	\$ (971)	\$ 14,718	\$ 13,860	\$ 858	\$ 13,860
4300 - Other Revenues	\$ -	\$ 1,006	\$ -	\$ 1,006	\$ -
4310 - Donations	\$ -	\$ 25	\$ -	\$ 25	\$ -
Total Income	\$ 18,762	\$ 1,448,660	\$ 1,532,260	\$ (83,600)	\$ 1,542,360
Expense					
5000 - Personal Services	\$ 60,784	\$ 502,441	\$ 886,163	\$ (383,722)	\$ 886,163
5200 - Collection Development	\$ 11,913	\$ 84,143	\$ 175,000	\$ (90,857)	\$ 175,000
5300 - Technical Services	\$ 2,101	\$ 34,877	\$ 44,077	\$ (9,200)	\$ 44,077
5400 - Building Improvements	\$ 3,577	\$ 17,116	\$ 45,150	\$ (28,034)	\$ 45,150
5500 - Facilities & Equipment	\$ 1,648	\$ 10,475	\$ 45,154	\$ (34,679)	\$ 45,154
5600 - Computer Maintenance	\$ 1,094	\$ 6,228	\$ 12,700	\$ (6,472)	\$ 12,700
5700 - Insurance	\$ -	\$ 9,499	\$ 9,500	\$ (1)	\$ 9,500
5800 - Travel & Training	\$ 5,599	\$ 13,740	\$ 44,156	\$ (30,416)	\$ 44,156
6630 - Election	\$ -	\$ 6,361	\$ 100	\$ 6,261	\$ 6,300
6640 - Auditor	\$ 8,000	\$ 8,400	\$ 17,500	\$ (9,100)	\$ 17,500
6650 - Patron Services and Supplies	\$ -	\$ 2,533	\$ 11,100	\$ (8,567)	\$ 11,100
6660 - Volunteer Support	\$ 18	\$ 690	\$ 2,500	\$ (1,810)	\$ 2,500
6670 - Events at Library	\$ 38	\$ 5,443	\$ 16,920	\$ (11,477)	\$ 16,920
6680 - Communication & Outreach	\$ 3,195	\$ 19,531	\$ 30,500	\$ (10,969)	\$ 30,500
6690 - Special Contracts	\$ 5,956	\$ 53,874	\$ 73,780	\$ (19,906)	\$ 81,000
6699 - Legal Administration	\$ -	\$ 289	\$ 2,000	\$ (1,711)	\$ 2,000
6700 - Administrative Support	\$ 963	\$ 13,134	\$ 19,958	\$ (6,824)	\$ 19,958
6800 - Telecommunications	\$ 1,168	\$ 9,296	\$ 14,040	\$ (4,744)	\$ 20,000
6850 - Utilities	\$ 3,640	\$ 22,676	\$ 40,620	\$ (17,944)	\$ 40,620
8000 - Transfers & Contingency	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expense	\$ 109,694	\$ 820,744	\$ 1,490,918	\$ (670,174)	\$ 1,510,298
Net Ordinary Income	\$ (90,932)	\$ 627,916	\$ 41,342	\$ 586,574	\$ 32,062
Net Income	\$ (90,932)	\$ 627,916	\$ 41,342	\$ 586,574	\$ 32,062

**Josephine Community Library District
Enhanced Library Services
February 2022**

	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
CDBG	0	0	0	0	0	(990)		
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	25,000	25,000	25,000	(6,065)	(18,935)	(25,000)	0
Dorothy Thompson Fund - 2022	0	0	25,000	0	0	(855)	(855)	(855)
Ford Family Foundation-Kinder Toolbox	0	50,000	50,000	50,000	0	0	0	50,000
JCCC - adult craft kits	1,500	1,500	1500	3,000	(838)	(662)	(1,500)	1,500
JCLF-building maintenance	43,813	0	8,000	43,813	(39,317)	0	(39,317)	4,496
JCLF-building improvements	734	7,361	25,000	8,095	(734)	(7,361)	(8,095)	0
JCLF inclusive web	5,000	0	5,000	5,000	0	0	0	5,000
JCLF-technology	0	6,645	8,000	6,645	0	0	0	6,645
JoCo Econ Dev-GP carpet	0	0	51,746	0	0	(51,746)	(51,746)	(51,746)
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)	(2,631)	(3,967)	4,456
Ready to Read Program 2021	11,304	0	11,304	11,304	(4,975)	(6,346)	(11,320)	(16)
Ready to Read Program 2022	0	5,585	5,585	5,585	0	0	0	5,585
Rotary Club of GP-student hours	1,000	0	1,000	1,000	(390)	(610)	(1,000)	0
SWA-GP asbestos abatement	0	29,529	29,529	29,529	0	(29,529)	(29,529)	0
Total	145,274	125,620	328,587	270,894	(101,027)	(145,293)	(245,330)	25,564

Cash Basis

**Josephine Community Library District
P&L Special Funds (all transactions)
As of February 2022**

	<u>Maintenance Fund (Special Funds)</u>		<u>Restricted</u>		<u>Unrestricted</u>	<u>Totals</u>
Maintenance Fund Beginning Balance	21,458		20,000		16,547	36,547
Transfer per Lease Agreement for 2019/2020/2021	15,000	Expenses				
Interest Earned	89	GP hot water heater	630	WM A/C	4,383	
	<u>36,547</u>	GP gutter/ glashing	239	IV sewer	3,771	
		GP gutter cleaning	85	IV facia/eave	5,000	
Transfers to General Fund	<u>-16,148</u>	GP ceiling tiles	42			
		GP water fountain	1,600			
Total Maintenance Fund Balance at 6/30/2019	<u><u>20,399</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>3,393</u>	<u>20,399</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 February 28, 2022

Feb 28, 22

ASSETS		
Current Assets		
Checking/Savings		
1000 · People's Bank of Commerce	108,936	
1010 · People's Bank-Savings	20,399	
1100 · General Pool 6000	1,760,517	
1110 · LGIP - Reserve Fund	469,605	
1150 · Cash Drawers	390	
Total Checking/Savings	<u>2,359,847</u>	
Other Current Assets		
1310 · JoCo Reserve for Disputed Tax	15,014	
Total Other Current Assets	<u>15,014</u>	
Total Current Assets	<u>2,374,861</u>	
Fixed Assets		
1610 · Furniture and Equipment	303,131	
Total Fixed Assets	<u>303,131</u>	
TOTAL ASSETS	<u><u>2,677,992</u></u>	
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Other Current Liabilities		
2100 · Payroll Liabilities		
2130 · Health Insurance withholdings	669	
2150 · Retirement SIMPLE	271	
Total 2100 · Payroll Liabilities	<u>939</u>	
2400 · Deferred Revenues(audit)	15,014	
Total Other Current Liabilities	<u>15,954</u>	
Total Current Liabilities	<u>15,954</u>	
Total Liabilities	15,954	
Equity		
3909 · General Fund Balance	2,964,021	
3909A · General Fund Appropriated	-1,217,345	
3910 · GP Maint Fund Balance	15,353	
3910A · GP Maint Fund Appropriated	-15,353	
3911 · Reserve Fund Balance	150,148	
3911A · Reserve Fund Bal Appropriated	-150,148	
3920 · Capital Asset Investments	303,131	
Net Income	612,232	
Total Equity	<u>2,662,038</u>	
TOTAL LIABILITIES & EQUITY	<u><u>2,677,992</u></u>	

TO: Josephine Community Library District Board of Directors
FROM: Kate Lasky, Library Director
DATE: March 16, 2022
SUBJECT: Policy review and revision

First Reading – Patron Responsibilities and Rules of Conduct Policy 3-1-2

An uptick of incidents requiring staff intervention at the Grants Pass branch prompted a review of policy “Patron Responsibilities and Rules of Conduct.” While the policy is generally acceptable, a recommendation to specify 90-day suspension of library privileges for certain conduct violations clarifies procedures for specific types of misconduct.

Policy 3-1-2. Patron Responsibilities and Rules of Conduct

Adopted 1/25/2018

Revised 2/17/2021

Josephine Community Library District (JCLD) is dedicated to creating an inclusive environment for everyone, regardless of their age, sex, race, religion, ethnic origin, disability (physical or mental), appearance, sexual orientation, socioeconomic status, political affiliation, gender identity, or gender expression. Any language or behavior that threatens or damages this environment is prohibited on all library properties and may result in expulsion from the premises, either temporarily or permanently.

Dangerous, destructive or illegal conduct, including but not limited to the following, will not be tolerated:

- Physical abuse or assault, including fighting or challenging others to fight;
- Engaging in any behavior that a reasonable person would find to be disruptive, harassing, or threatening in nature,
- Damaging, destroying, stealing, or otherwise vandalizing library property.

Any person engaging in the above behavior(s) will be asked to leave the library immediately with no further warning. ~~and -L~~ library privileges ~~may will~~ be suspended for ~~a period of up to one (1) year~~ 90 days depending on the severity of the violation. In addition, law enforcement may be called, and appropriate legal action may follow.

A. Rules of Conduct

For the comfort and safety of patrons, volunteers, and staff, and the protection of library property, the following are the library rules of conduct:

- Patrons shall respect the rights of staff, volunteers, and other patrons; offensive gestures, sexual harassment, profanity, abusive language including hate speech, and other disruptive behaviors will not be tolerated.
- Patrons are responsible for the behavior and supervision of their children; children age 10 and younger must be accompanied by a parent, guardian, or responsible caregiver at all times and in all areas of the library.
- Use of tobacco products, controlled substances, or alcohol on library property is prohibited.
- Beverages with lids are allowed in the library except in all computer areas, unless otherwise prohibited. Food is limited to designated eating areas.
- Cell phone ringers must be turned off or to a non-noise setting upon entering the building; cell phone conversations should take place outside the library. Online conversations via Zoom or other app should also take place in designated areas or outside the library.

- Service animals, but no pets, are welcome in the library. Animals may not be left outside unattended within 10 feet of entrances.
- Patrons must wear shoes and ~~garments that cover the upper and lower torsos~~ shirts at all times in the library.
- Patrons' personal property should not block aisles or access to materials and should not be left unattended.
- Bicycles, carts, and other objects too large to store without impeding others must be left outside.
- Patron's personal hygiene (body odor, excessive perfume) should not interfere with other patrons' comfortable use of the library.

B. Enforcement

When a library staff person becomes aware that any patron is violating a library rule, the staff person shall take appropriate enforcement measures, as follows:

- A person whose behavior violates this policy will be informed of the rules and asked to cease the behavior. A copy of this policy will be available on request.
- For serious violations (including disruptive behavior and failure to comply when requested) the staff person may require the person to leave JCLD premises and not return the same day.
- Subsequent offenses, refusing to comply with staff instructions, unlawful conduct, or conduct which is immediately threatening to the safety of patrons or staff ~~will result in 90-day suspension of library privileges. In addition, law enforcement may be called, and appropriate legal action may follow. shall be reported to the JCLD library director or designee, who shall decide whether an additional sanction is appropriate. Sanctions may result in the suspension of library use for a period of up to one year or longer, depending on the severity of the offense.~~
- Failure to leave or re-entering JCLD property prior to termination of a suspension will constitute trespassing.
- Any criminal activity shall be reported to the appropriate law enforcement agency.
- A person who feels his or her library privileges have been wrongly suspended may appeal the decision in writing to the library director or designee within 30 days of receiving notification. The decision of the library director will be final.

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: March 11, 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

At the February board meeting, the foundation board approved FOTF's recommendation to move forward with ZCS's proposed renovation of the existing building on the new property.

Williams

Foundation approved and signed a contract with ZCS to renovate the current building on the new property for the probable cost of **\$174,450** which doesn't include furniture, fixtures, and equipment (FF&E).

ZCS will provide full civil and architectural design services, the development of construction documents for a new (5) stall gravel paved parking lot with (1) concrete paved ADA parking stall and ADA access ramp, and construction documents for the renovation of the existing shop into the new Williams Library. Also includes construction administration services.

- Timeline for this project is expected at 7–9 months.
- Foundation will do community fundraising and apply for additional grant funding.
- 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.

Action: Foundation and district board members and the foundation's steering committee members are meeting at the library on **Saturday, March 19 at noon** to carpool to see the new property. Please let foundation director know if interested in attending.

Action: Foundation director will meet ZCS on the new property on March 18 for ZCS to take additional measurements of the building and property. FOTF will meet in person on April 8 at ZCs to discuss and make decisions for the renovation.

Action: District and foundation directors, district Williams branch manager, and maintenance coordinator will meet with the previous property owner at the new site to walk through the property and discuss land maintenance. District staff is providing foundation with support on landscaping needs of the property.

Action: District and foundation directors and grant administrator are developing a project and communications plan for the Illinois Valley and Williams building projects.

Illinois Valley branch

The City of Cave Junction has appointed Teresa Stover of Stover Writing Services to be the CDBG grants administrator. The grants administrator continues to work on the environmental assessment. As a reminder, this assessment must be completed before funds are released and construction starts. Once the environmental assessment is complete, grants administrator will develop the RFPs and other procurement activities for design and construction activities, auditing, and labor standards monitoring.

Wolf Creek

In January, an unattended car rolled into the Wolf Creek branch. The damage was isolated to the frame of the window in the community room and the wall below it. FOTF requested the district receive quotes for the damage.

Foundation and district board presidents and directors met to discuss whether the district or foundation would pay the \$2,250 for repairs. Although the district offered to pay all or half, the foundation offered to pay the total for the damages. Funding is available to cover the expenses.

District maintenance coordinator requested approval to add a window to resolve safety and security issues for line of sight to the library hallway, bathroom entrances, and community room. FOTF approved moving forward with the project to resolve the safety and security issues. Foundation has funding within the building maintenance funds allocated to support the district annually.

Action: District staff is moving forward with the repairs for both projects and the foundation will reimburse the district for the expenses.