

Josephine Community Library District
Board of Directors Regular Meeting
Wednesday, February 21, 2024 at 5:30pm
Grants Pass branch, 200 NW C Street 97526
Agenda

Board members:

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

Agenda Items	Action	Responsible	Time
Call to Order		G.M. Agosta	
Standing Items 1. Approval of agenda 2. Approval of consent agenda a. December 20 Board Meeting minutes b. Resolution 2024-029: Policy 4-5-1 c. Resolution 2024-030: Policy 3-1-2 3. Public comment 4. Correspondence 5. Annexation petition review: Thomas & Loreen Link, Dennis & Sharon Rogers, and Eden Isaac	Motion	G.M. Agosta	5 min
Staff Reports 1. Library director’s report 2. Financial report 3. Grants administration report 4. Budget officer’s report	Report Report Report Report	K. Lasky K. Lasky T. Stover K. Lasky	10 min 10 min 5 min 5 min
Action Items 1. First reading: Personnel 4-4-3 Travel	Discussion	K. Lasky	5 min
Board Member Reports 1. Library Foundation liaison report 2. Facilities Oversight Task Force report	Report Report	R. Stoltz Samson/Fahey	5 min 10 min
Announcements 1. Comments from board members 2. Date and agenda items for next meeting		All G.M. Agosta	5 min
Adjourn		G.M. Agosta	
Upcoming Meetings	Date and Time		
JCLD Regular Board Meeting	March 20, 5:30pm, Grants Pass branch		
Budget Committee Meeting	April 3, 5:30pm, Grants Pass branch		

**Josephine Community Library District
Regular Board Meeting Minutes
Wednesday, January 17, 2024, at 5:30 pm
Grants Pass branch, 200 NW C Street, Grants Pass, OR 97526**

Members present: Gina Marie Agosta, Pat Fahey, Laurel Samson, Rachele Selvig, Tina Gotchall

Members absent: None

Staff present: Library Director Kate Lasky, Associate Director Michelle Rosenberger, Business Manager Shannon Hauberg, Youth Services Librarian Alyssa Donoho, Technical Services Manager Nolen Guerrero, Branch Services Manager Roberta Lee, Communications & Partnership Manager Brandace Rojo

Contractors: Grants Administrator Teresa Stover

Partners: Josephine Community Library Foundation board member Doug Walker, Josephine Community Library Foundation Executive Director Rebecca Stoltz

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

STANDING ITEMS

Approval of agenda. No changes were made to the agenda.

Approval of consent agenda. Consent agenda items included:

- a. December 20 Board Meeting minutes
- b. Resolution 2024-027: Policy 4-3-3
- c. Resolution 2024-028: Policy 5-16

MOTION: Ms. Agosta moved to approve the consent agenda, including Resolutions 2024-027, and 2024-028. Mr. Fahey seconded. The motion passed unanimously.

Public comment. No public comment was offered.

Correspondence. No correspondence was offered.

STAFF REPORTS

Library director's report. Ms. Lasky referred to the Library Director's Report dated January, highlighting the following items:

- The library director was invited to join the board of a private sector company that meets four times a year and offers a stipend. Per contract, the library director requests board approval to accept any compensation and take vacation time while attending related board meetings.

MOTION: Ms. Agosta moved to approve the library director to receive a stipend for board service on a private sector company and take vacation time to attend board meetings. Mr. Fahey seconded. The motion passed unanimously.

- There is a new mandatory board meeting law training. Ms. Lasky will send information when the certified meetings are available.
- The annual financial audit is underway.

- The Grants Pass Daily Courier shared a story about the library's partnership with the local Boys & Girls Club.
- There is a lot of confusion in the community about who can get a library card and how.
- The form for annexations into the library district has been updated by county legal.
- AED training was provided to staff at their January staff meeting.
- Ms. Lasky discussed progress toward the current strategic plan.
- Ms. Lasky finished her Master of Library Science degree.
- Preparation for the 2024 Summer Reading Program has begun in all departments involved.

Financial report. Ms. Lasky reviewed the January 2024 Financial Statement memo dated January 17, 2024. She also referred to the Profit & Loss Budget vs. Actual-General Fund statement through December 2023, the P&L statement for Enhanced Library Services (grants) through December 2023, the P&L statement for Special Funds as of December 2023, and the Balance Sheet as of December 31, 2023.

Grants Administration. Ms. Stover reported on the status of library district grants referring to the grant update memo dated January 17, 2024.

ACTION ITEMS

Budget Committee member appointment. Ms. Lasky shared that John McCafferty and Cassie Robinson scored the highest out of all applicants for the open budget committee seats.

MOTION: Ms. Agosta moved to appoint John McCafferty and Cassie Robinson as Budget Committee members. Mr. Fahey seconded. The motion passed unanimously.

First reading: Personnel Policy 4-5-1 Vacation. The board reviewed a revision of the personnel vacation policy.

First reading: Operations Policy 3-1-2 Patron Conduct. The board reviewed a revision of the operations patron conduct policy.

Ms. Selvig asked that the policy clarify that a community member can be permanently trespassed from all branches.

BOARD MEMBER REPORTS

Library Foundation liaison report. Doug Walker reported the following:

- Nearly \$96,000 was raised during the end-of-year fundraising drive.
- A series of community meetings and focus groups will be held beginning spring 2024 to start planning the new downtown Grants Pass building project.

Facilities Oversight Task Force. Mr. Fahey reported the following:

- A final winning bid for the Illinois Valley Renovation Project came at \$300,000 less than the previous costs. The contract is between the City of Cave Junction and Ausland Group, with the library district as the owner. The City of Cave Junction, the library, and Ausland Group are in contract negotiation.
- A groundbreaking ceremony photo opportunity will take place at the Illinois Valley branch next week.

ANNOUNCEMENTS

Comments from board members. none

Date and agenda items for next meeting.

The next regular board meeting will be at 5:30 pm on Wednesday, February 21.

ADJOURNMENT

Ms. Selvig announced that the board would be moving into executive session to consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, or staff member per ORS 192.660(2)(b) and to review the performance of a chief executive officer, other officers, employees, and staff members of the district per ORS 192.660(2)(i). She adjourned the regular meeting at 6:03 pm.

EXECUTIVE SESSION

The board moved into executive session per ORS 192.660(2)(b, h, f) at 6:05 pm.

REGULAR SESSION

The board moved out of executive session and into regular session per ORS 192.660(2)(b, h, f) at 7:16 pm.

MOTION: Ms. Agosta moved to authorize the library director to contract for staff and management training up to \$10,000. Mr. Fahey seconded. The motion passed unanimously.

ADJOURNMENT

The meeting adjourned at 7:19 pm.

Respectfully submitted,



Brandace Rojo for Board Secretary Kate Lasky
Josephine Community Library District

TO: Josephine Community Library District Board of Directors
FROM: Kate Lasky, Library Director
DATE: February 21, 2024
SUBJECT: Second reading policy review and revision

JCLD regularly reviews and updates policies to include new concepts and maintain relevancy. The personnel policies are under review for this purpose and presented for board input and approval.

First Reading Personnel Policy 4-5-1. Vacation

Policy 4-5-1 was updated to require library director authorization of unpaid time off.

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

Policy 3-1-2 was updated to authorize permanent trespass orders by the library director.

Section 4-5. Time Off

Policy 4-5-1. Vacation

Revised 02/21/2024

Josephine Community Library District (JCLD) vacation benefits are intended to provide eligible employees with a period of paid rest and relaxation away from work. Accordingly, employees are encouraged to schedule vacations each year, and to use all earned vacation benefits.

If a holiday falls during an employee's scheduled vacation, the employee will receive holiday pay for the day, if eligible for such pay, and will not be charged for vacation benefits for the day.

JCLD provides vacation benefits to its regular full-time and part-time employees who work 20 hours a week or more. Eligible employees will commence earning vacation benefits for Year 1 on the 91st day of employment. Vacation hours are accrued for each paid hour. Vacation credits shall not accrue during any unpaid leave of absence. Accrued and unused vacation benefits shall be paid upon termination of employment.

Years of Employment	Full-time 40 hours per week	Vacation hours accrued per pay period	Part-time 20 hours per week	Vacation hours accrued per pay period	Hourly rate for calculation
Year 1	80 hours	3.08	40 hours	1.54	.0385
Year 2	100 hours	3.85	50 hours	1.92	.0482
Year 3	120 hours	4.62	60 hours	2.31	.0578
Year 4	140 hours	5.38	70 hours	2.69	.0673
Year 5 and higher	160 hours	6.15	80 hours	3.08	.0769

Any variance in regularly scheduled hours worked per week between 20 hours and 40 hours would be prorated in the same manner as outlined in the chart.

Vacation accrued shall not exceed the maximum of 120 hours in a year for full-time employees and 60 hours in a year for part-time employees, to be carried over on an employee's anniversary date. Any hours in excess of that amount will be forfeited. For example, full-time employees who accrue 120 hours of vacation forfeit any unused hours in excess of 120 hours.

Utilization of vacation time shall be approved by the library director or direct supervisor for all employees. Vacation time may be used for sick leave as defined in Policy 4-5-3, *Sick Leave*, when the sick leave accrual has been exhausted, or for family leave as defined in Policy 4-5-4, *Leaves*. All time granted shall be compensated at the normal pay rate for the employee. Vacation time for the library director shall be reviewed and approved by the president of the JCLD Board of Directors.

If an employee depletes all allowable vacation time, they will not be authorized for vacation leave. The library director may authorize unpaid time off for an employee in some cases and if the library will not be negatively impacted by their absence.

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

In the Matter of Adopting)	
Policy 4-5-1, Vacation, for)	Resolution No. 2024-030
Josephine Community Library District)	

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

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves

The revised Personnel Policy 4-5-1, Vacation, which is attached hereto and incorporated herein by this reference, is authorized for implementation.

DONE AND DATED this 21st day of February 2024.

Pat Fahey, Board Member

Gina Marie Agosta, Board Member

Tina Gotchall, Board Member

Rachele Selvig, Board Member

Laurel Samson, Board Member

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

Revised ~~11/16/2022~~XX/XX/XXXX

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. This policy applies to both the interior and exterior of the buildings, including all library property. 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 property immediately with no further warning, and library privileges will be suspended for 90 days. In addition, law enforcement may be called, and appropriate legal action may follow.

- 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 aged 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.

- Patrons must maintain a low volume of sound, including personal devices. Music and other loud demonstrations that may disrupt other patrons are prohibited.
 - 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 torso at all times in the library.
 - Patrons' personal property should not block library doors, 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.
- 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.
 - Failure to leave or re-entering JCLD property prior to termination of a suspension will constitute trespassing.
- If a violation is particularly egregious or dangerous or a customer engages in the same activity repeatedly, the library may permanently ban that customer from either a service (such as using the public computers) or from the library premises and for all branch locations of the library district.
 - 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.

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

In the Matter of Adopting)	
Policy 3-1-2, Patron Conduct, for)	Resolution No. 2024-029
Josephine Community Library District)	
)	

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

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves:

The new Operations Policy 3-1-2, Patron Conduct, which is attached hereto and incorporated herein by this reference, is authorized for implementation.

DONE AND DATED this 21st day of February 2024.

Pat Fahey, Board Member

Gina Marie Agosta, Board Member

Tina Gotchall, Board Member

Rachele Selvig, Board Member

Laurel Samson, Board Member

Annexation Petitions

February 2024

The following property owners are petitioning that their properties be annexed to the Josephine Community Library District. Their petitions will be on hand at the **February 2024** board meeting for review and action.

	Property Owner	Address
1	THOMAS & LOREEN LINK	1597 MURPHY CREEK RD
2	DENNIS & SHARON ROGERS	213 E. HAWKSDALE DR.
3	ISAACS EDEN	547 PANTHER GULCH RD

TO: **Josephine Community Library District Board of Directors**
FROM: **Kate Lasky, Library Director**
DATE: **February 21, 2024**
SUBJECT: **Library director's report**

Action

- The library director seeks board approval to contract with Sheepscot Creative for the JCLD FY24-25 Communications Plan, not to exceed \$10,000.
- Special Districts Association of Oregon (SDAO) is advocating for a legislative fix to [Recreational Immunity](#). Board to discuss signing on as a supporter.

General Updates

- Hosted the Cow Creek Band of Umpqua Tribe of Indians Chairman Carla Keene for a [Donation Award Ceremony](#), with the library foundation receiving \$250,000 toward construction of a new Grants Pass library. The event was covered by [KOB Channel 5, News](#) with about 100 attendees.
- 2024 Oregon Legislative Session runs February 5 to March 10 (at the latest). The Oregon Library Association is monitoring [SB 1583](#) related to school materials selection. Other issues include funds for State Library E-rate survey and consultation. Special Districts Association of Oregon (SDAO) is monitoring [HB 4117](#) Oregon Government Ethics Commission Advisory Opinions on Public Meetings, among many other bills. Authorization of training for OGEC's Public Meetings Law is delayed. Other bills of interest to JCLD include grant funding allocated by the Cultural Advocacy Coalition Cultural Resource Economic Fund (CREF), [HB 4124](#) and [SB 1582](#), which includes approximately \$425,000 to support a new library in Grants Pass. Funding was approved by the House and Senate and has moved to Ways & Means. Cultural Advocacy Day is February 20, during the legislative session.
- The Illinois Valley branch is scheduled to close for renovation on March 2. Staff have been preparing for closure, storage, and temporary services. Additional volunteers have been recruited for support and a plan implemented to maintain an up-to-date collection of materials to support reopening in October 2024. See attached press release.
- Evergreen Federal Bank is sponsoring the Summer Reading Program with a \$2,500 contribution to help pay for the printing of the booklet and other materials and prizes.
- FY22-23 financial audit with Pauly Rogers LLC accounting firm in progress.
- 2024 JCLD Budget Committee Meeting scheduled for Wednesday, April 3 at 5:30pm at the Grants Pass branch.
- For more information about library programs and events, read the January Latest News and the Youth Library Newsletter online.
- Continued working with Special Districts Association of Oregon and Hornecker Cowling LLP regarding withdraw petitions through Josephine County Board of Commissioners.

Stories

- **In Grants Pass**, during an outreach event at Fort Vannoy Elementary, a grandmother who had attended the library's Kindergarten Toolbox program with her granddaughter shared that she felt the program really helped them prepare for kindergarten. She said that she was unaware of all

the ways to support pre-reading skills development when her own children were little, so she was glad they had attended. Her granddaughter now loves books, sounding out words, and is almost reading on her own.

- **In Illinois Valley**, an older patron came to the branch in search of information on the pros and cons of a new health trend. She requested assistance on the internet computers, confessing that she'd never used a computer before. The branch manager sat at a station with her, introduced her to a mouse and keyboard, showed her how to browse on the web and two hours later, she left the branch with various pages of research and a big smile on her face, feeling empowered and accomplished about navigating a computer for the first time.
- **In Williams**, a local crafter who relies on shipping her creations to customers was delighted to find out she could print her shipping labels at the WM branch library after her printer broke and she couldn't afford to replace it.

A group of Williams tweens are meeting each Saturday at the branch for "Pokémon Club" with an adult supervising. This past Saturday, 10 tweens stayed for three hours and were mostly outside chasing each other, chatting, and hanging out. Their chaperone expressed her gratitude that they had a safe place to meet and spend time together in Williams.

Successes

- Registered 30 new volunteers last month. Also training new volunteers, offering opportunities to work less than three hours a week. One new volunteer has been searching for missing items in the collection with great success. So far, she has found eight items, defraying replacement costs.
- The February Intro to Computers workshop was well attended, with 17 participants, requiring additional volunteer support. Several of the attendees have indicated they will come to future classes, and several indicated they are strongly interested in Word and Excel classes. The class was featured on the front page of the Grants Pass Daily Courier on February 13.

Library's free class clicks with tech-averse



JULIE ANDERSON / Daily Courier
Joyce Harrison attends an introduction to computers class that was held at the Josephine Community Library in Grants Pass on Saturday. Harrison said she took the class to better understand how to work a tablet she was given.

By Cara Denney
of the Daily Courier

At an age when many people might feel they're tired of learning, Joyce Harrison, who will be 90 next week, was one of the first to arrive.

"Computers are dehumanizing, but I want to learn how to operate this tablet I was given."

JOYCE HARRISON

Attendee at Josephine Community Library's free introduction to computers class

ring to newer, smaller laptops and notebooks needing a separate hard drive.

Rosenberger was joined by volunteer Skylar Downes, who works the front desk at the library, helping with all things tech.

Challenges

- The library is currently understaffed with two open positions for both operations manager and adult services coordinator. This is increasing the workload for employees at the Grants Pass branch. Recruitment is underway with interviews set to begin the last week of February.
- Time constraints and competing deadlines remain a challenge. In past month, this included an event to promote the donation from the Cow Creek Band of Umpqua Tribe of Indians, two photo shoots for ongoing outreach,

2024–2027 Strategic Plan Update

Reimagine Library Services

Work with community partners to implement county-wide building and technology projects.

- On the digital equity program, tentatively named "Josephine TechMatch," secured a partnership with Project Youth+. Will submit a grant proposal to the State Library of Oregon for a \$50,000 Library Services and Technology Act (LSTA) grant by the end of February.
- A new Spanish outreach intern from Project Youth+ started in early February working 12 hours per week at the Grants Pass branch. Project Youth+ has approved paying her internship for up to 200 hours. She is training to do Spanish document translation, Spanish translation website maintenance, social media content development, and assist with Dolly Parton's Imagination Library, as well as customer service in the children's library.

Develop a programming roadmap with community input that includes expanded offerings for children and underserved populations.

- The [Tax Assistance Afternoons](#) program for UCAN tax assistance launched the second week of February, taking place twice weekly with about 5-10 participants per day.
- Finalizing details for the 2024 Summer Reading Program events, printed materials, online registration tool, and more. The Summer Reading Program is library's signature program for all branches, featuring weekly themes and events that support children, youth, and adults, with a special focus on early literacy. In 2024, the library is working to expand the Summer Reading Program with greater participation and more partners.
- In February, the library is featuring its [Library of Things](#) and [Movies](#) collection for in-house displays and promoting the collection through social media. Also featured are the laptops, hotspots, and communication booths at Grants Pass and Williams.
- Afterschool Storytime attendance has nearly tripled in February.

Develop and implement a community engagement strategy that increases the number of active users and leverages visibility of building projects.

- Participated in Family Literacy Night at Fort Vannoy Elementary. Seventy-seven attendees visited the library table, including 32 adults and 45 children. Children enjoyed coloring pages and stickers, while adults learned more about library services and how to sign up for a library card.
- Hosted Woodland Charter School 7th-grade class at the Grants Pass branch for a tour to learn more about library services and programs. Children's library staff taught students how to use the catalog to search for items. The lesson included using Novelist to find read-alikes, checking the reading level of books, and how to find books by genre when browsing. Students were very excited to learn that the library has popular Manga series and books about Dungeons & Dragons.

Invest in People and Culture

Strengthen existing employee retention activities with a focus on improved work/life balance and providing competitive pay and benefits.

- Contracted with a library consultant for a wage/benefits analysis against Oregon pay equity. Recommended changes will be presented to the board at the March meeting and will be reflected in the FY2024-25 budget.

Reinvent the roles staff and volunteers collectively play to shape a strong library culture.

- Staff hosted a volunteers training session in late January, titled Getting to YES, to provide more information about how residents can sign up for a library card in Josephine County. About 10 volunteers attended. The training covered quality of customer service, phrasing, and a simpler sponsorship form. Volunteers helped staff identify procedural inconsistencies from branch to branch, which will be corrected.
Additional sessions are in the planning stages to give all volunteers and staff opportunities to hear and share training and guidance.

Execute a volunteer recruitment and retention strategy that closes the gap on the ratio of volunteers to staff required to deliver optimal service.

- Processed 30 new volunteer applications in January and onboarded 13 new volunteers at the Grants Pass Branch.

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.

- Implemented Baker & Taylor DEI survey tool through the ILS, completing an audit of library print materials to inform goal setting and implementation of the collection development plan in the coming year.
- Temporarily moved the Illinois Valley Spanish collections to Williams. The Williams branch has a very high circulation rate for their Spanish collection. New items purchased from Guadalajara will be permanently assigned to Williams.
- Temporarily moved part of Illinois Valley Oregon collection to all other branches so patrons will still have access to this collection while Illinois Valley branch is closed for remodel.

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.

- For the Illinois Valley Library Renovation, the library/city/design team has finalized the contract, including insurance requirements. The revised contract has been approved by all parties, and the Cave Junction City Council is scheduled to take action on the contract this month. The environmental review record (ERR) has been approved for publication by Business Oregon and is now out for a 30-day public review period which ends March 16. The hope is that Business Oregon will release funds for construction on March 18 and construction can start at that time. Construction is expected to take seven to nine months. Storage has been secured, movers are scheduled, and the library will be closed as of March 3, with hold pickups available at the Illinois Valley Senior Center once weekly. Communications about the closure and hold services have gone out.
- The library director and business manager attended the SDAO Conference in early February. Workshops included HR and finance roundtables, public meeting law and public records retention, restructuring communications, and legislative update.
- Library director attending the Oregon Association of School Libraries conference in late January. Workshops included Gale Cengage databases, collection development, and policy implementation.

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

- Seven hundred and sixty board books were purchased with grant funding from Kiwanis for the Baby's First Book program. Volunteers have been working to prepare the board books for drop off at Asante. Each book has information packets on library services and Dolly Parton's Imagination Library.

Lifelong Learning: Provide adult programs that encourage lifelong learning.

- In partnership with the Grants Pass Garden Club, the library is offering a pop-up Seed Library from March to April. Community members of all ages are invited to take up to five flower, fruit, and vegetable packets per week from the seed library to grow at home and at no cost. This program is made possible through the Three Rivers Community Seed Library program.

News Release

FOR IMMEDIATE RELEASE:
February 15, 2024

FOR MORE INFORMATION, CONTACT:
Kate Lasky, 541-476-0571 x110
Brandace Rojo, 541-476-0571 x114

Illinois Valley library branch to close for renovation beginning March 3 Temporary service offered at Illinois Valley Senior Center on Thursdays

Cave Junction, February 15, 2024— The Illinois Valley branch of Josephine Community Library, 209 West Palmer Street, Cave Junction, will close for renovation beginning Sunday, March 3. The last day of service before closure will be Saturday, March 2.

“In the case of the Illinois Valley renovation, library closure is a good thing,” said Library Director Kate Lasky. “When a new, more modern library opens later this year, we’ll be able to celebrate together.”

During the Illinois Valley branch closure, temporary library services will be available at the Illinois Valley Senior Center, 520 E River Street. Services will include:

- A book drop open Monday–Friday from 9:30 am–4 pm
- Item pick-up service Thursdays from 9:30 am–4 pm

To take advantage of the weekly pick-up service, patrons can use their library card account to place requests on books and other items through the online catalog at josephinelibrary.org. Patrons are asked to wait until they receive a notification from the library when requested items are ready for pick up at the Illinois Valley Senior Center.

Illinois Valley community members may visit other library branches in Grants Pass, Williams, and Wolf Creek during the temporary closure to checkout items, attend programs, and use computers and WiFi. Useful items including laptops, WiFi hotspots, and more can be checked out using a library card from any branch. Online library services such as e-books, audio books, language and learning tools are also available with a library card. Visit josephinelibrary.org to learn more about online materials.

For technical assistance, patrons can continue to call the Illinois Valley branch at 541-592-4778 as calls will be forwarded to staff. The main branch in Grants Pass can be reached at 541-476-0571.

The renovated space will include a meeting space with a maximum capacity of 80 people with a teaching kitchen and dedicated ADA restroom, an early learning center, outdoor space for programs, and more. The Illinois Valley branch is expected to reopen to the public mid-to-late fall 2024.

In partnership with the library district, the City of Cave Junction was awarded a \$1.5 million Community Development Block Grant (CDBG) to help fund the renovation of the Illinois Valley branch. The Oregon State Legislature via Rep. Lily Morgan contributed \$900,000 for this project as part of the Local Community Investments program using funding from the 2021 American Rescue Plan. In August of 2021, the library foundation launched a crowdfund to raise the additional funds needed to support the renovation.

For more information about library programs and services, visit josephinelibrary.org, email info@josephinelibrary.org, or call 541-476-0571.

To learn more and stay up to date with library building projects, visit jclfoundation.org.

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In Josephine County, Oregon, residents receive public library services through Josephine Community Library District, formed in May 2017 as a special library district with branches in Grants Pass, Illinois Valley, Williams, and Wolf Creek. From public information and early childhood literacy to access to the Internet and critical support for families, seniors, entrepreneurs, and job seekers, Josephine Community Library is committed to serving our community through access to 21st Century library services. For more information about library services or to volunteer, visit josephinelibrary.org, email info@josephinelibrary.org, or call 541-476-0571.

TO: Josephine Community Library District Board of Directors
FROM: Kate Lasky, Library Director
DATE: February 21, 2024
SUBJECT: January 2024 Financial Statement

Accounting

- The ending cash for the general fund on the P&L of \$1,808,864 does not equal the Balance Sheet net income of \$2,836,516. This is due to the Balance Sheet representing all funds/grants and the P&L representing only the General Library Operations fund, which does not include cash carryover.
- JCLD invoiced Josephine Community Library Foundation \$2,640 for 44 household sponsorships for the month of January.

Statement of Financial Activities (general fund P&L)

Revenue

- The current year tax levies are 1,456,213. The total prior year's tax levy income is \$33,378.
- Fees collected for the month of January were \$7,669, this includes non-resident card fees, sponsorships, copies, and charges for lost/damaged items.
- Forecast adjustments were made to prior year taxes, fees, and interest income to better reflect current income.

Expenses

- Library services budget equals \$405,000 which includes collection development, technical services, patron services and supplies, volunteer support, events at library, communication & outreach, and special contracts. The Collection Development budget is \$175,000 for the year and represents 43 percent of the total Library Services budget.
- Forecast adjustments were made to insurance, election, legal administration, and administrative support to better reflect current expenditures. Administrative support includes increased expenses for janitorial supplies and annexation fees. Adjustments made to the forecast do not affect the financial position as net administration costs were adjusted against personnel services.

Special Contracts

- Special contracts for the month of January were \$14,244, for a grand total of \$80,505 which includes technical writing services, information technology, web development, and finance.

Statement of Financial Position (balance sheet)

- The district assets include \$242,714 in the district checking account. The Grants Pass maintenance fund totals \$18,785 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 \$1,567,010 and a reserve fund of \$980,362. Cash Drawers at the four branches total \$390.
- The total combined assets of these accounts equal \$2,809,261.

Budget Status

- The FY23-24 Budget was updated by Resolution 2024-013 at the October 2023 board meeting directing \$100,000 in Contingencies to Building Improvements for the Williams capital improvement project.
- The FY23-24 Unappropriated Ending Fund Balance is \$720,350, held for FY24-25 operations expenses prior to tax receipt in December 2023, and is represented as Equity on the Balance Sheet.
- Transfers of \$5,000 for the Grants Pass Maintenance Fund and \$150,000 for the Reserve Fund for FY23-24 were made in January.

Josephine Community Library District
Profit & Loss Budget vs. Actual
July 2023 through January 2024

	Jul '23 - Jan 24	Budget	Forecast
Ordinary Income/Expense			
Income			
4000 · Current Year Tax Receipts	1,456,213	1,545,000	1,545,000
4005 · Prior Year Taxes	33,378	30,000	35,000
4100 · Fees	42,069	39,000	45,000
4200 · Interest Income	38,378	15,000	40,000
4300 · Other Revenues	522	1,000	1,000
4310 · Donations	1,000		0
4999 · Beginning Cash	1,384,152	1,400,000	1,400,000
Total Income	2,955,712	3,030,000	3,066,000
Gross revenue	2,955,712	3,030,000	3,066,000
Expense			
5000 · Personal Services	518,918	1,058,650	1,037,650
6 · Materials and Services			
6.1 · Library Services			
5200 · Collection Development	85,302	175,000	175,000
5300 · Technical Services	20,422	50,000	50,000
6650 · Patron Services and Supplies	2,551	5,000	5,000
6660 · Volunteer Support	4,100	5,000	5,000
6670 · Events at Library	1,752	15,000	15,000
6680 · Communication & Outreach	27,123	40,000	40,000
6690 · Special Contracts	80,505	115,000	115,000
Total 6.1 · Library Services	221,755	405,000	405,000
6.2 · Maintenance and repairs			
5400 · Building Improvements	100,321	110,000	110,000
5500 · Facilities & Equipment	37,349	82,000	82,000
5600 · Computer Maintenance	6,445	39,000	39,000
Total 6.2 · Maintenance and repairs	144,115	231,000	231,000
6.3 · Administration			
5700 · Insurance	15,474	15,000	20,000
5800 · Travel & Training	5,389	40,000	40,000
6630 · Election	20,732	20,000	21,000
6640 · Auditor	11,950	20,000	20,000
6699 · Legal Administration	2,453	2,000	10,000
6700 · Administrative Support	20,694	18,000	25,000
6800 · Telecommunications	10,147	25,000	25,000
6850 · Utilities	20,221	50,000	50,000
Total 6.3 · Administration	107,060	190,000	211,000
Total 6 · Materials and Services	472,930	826,000	847,000
8.1 · Transfers	155,000	155,000	155,000
8.2 · Enhanced Services Support	0	1,000	1,000
8010 · Contingencies	0	224,000	224,000
Total Expense	1,146,848	2,264,650	2,264,650
Ending cash balance	1,808,864	765,350	801,350
Ending cash balance	1,808,864	765,350	801,350

Josephine Community Library District Balance Sheet

As of January 31, 2024

Jan 31, 24

ASSETS

Current Assets

Checking/Savings

1000 · People's Bank of Commerce	242,714
1010 · People's Bank-Savings	18,785
1100 · General Pool 6000	1,567,010
1110 · LGIP - Reserve Fund	980,362
1150 · Cash Drawers	390

Total Checking/Savings 2,809,261

Other Current Assets

1310 · JoCo Reserve for Disputed Tax	27,254
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Total Other Current Assets 27,254

Total Current Assets 2,836,515

TOTAL ASSETS **2,836,515**

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

2400 · Deferred Revenues(audit)	27,254
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Total Other Current Liabilities 27,254

Total Current Liabilities 27,254

Total Liabilities 27,254

Equity

3909 · General Fund Balance	1,384,153
3909A · General Fund Appropriated	-1,384,152
3910 · GP Maint Fund Balance	13,781
3910A · GP Maint Fund Appropriated	-13,781
3911 · Reserve Fund Balance	807,503
3911A · Reserve Fund Bal Appropriated	-807,503

Net Income 2,809,261

Total Equity 2,809,262

TOTAL LIABILITIES & EQUITY **2,836,516**

GERALD W. BURNS, CPA
1762 E. McAndrews Rd., Suite C
Medford, OR 97504


Kate Lasky, Executive Director
Josephine Community Library District
Grants Pass, OR 97526

Report on December 2023 Reconciliations and Other Procedures

I have performed reconciliation procedures relating to the bank accounts, investment accounts and credit card statements and conclude that they have been correctly done in QuickBooks and the December 2023 month end financial statements report the reconciled balances.

I have performed reconciliation procedures relating to the combined QB financial reports and the fund/class financial reports and conclude that the individual fund/class financial reports of the balance sheet and revenue and expenditures actual vs budget, when aggregated, equal the combined QB financial reports of the Josephine Community Library District balance sheet and revenue and expenditures of actuals vs budget for the period ending December 31, 2023.

I have performed reconciliation procedures relating to the QB Audit Trail report. These procedures included scanning the report of edits to QB postings during the month of December 2023 looking for unusual or large dollar edits. For a detailed review I selected a sample of all transaction edits exceeding \$2,000 and all adjusting journal entries. My reading of the edit control sheets indicates all were made for good and sufficient reasons.


Gerald W. Burns, CPA
February 20, 2024

TO: JCLD Board of Directors
FROM: Teresa Stover, grants administrator
SUBJECT: Grants update
DATE: February 21, 2023

The library district applies for and receives grants for specific projects aligned with the library's core services and strategic goals. These funds are restricted to designated projects which enhance the library programs funded by the JCLD operating budget. Individual grant details are available from the library director.

Awarded grants status

Upon award announcement, some grant funders send the funds upon award; others ask for invoices on expenditures and then reimburse the district. Either way, when a grant is awarded that was not confirmed at the time of budget development, the board authorizes the acceptance and expenditure of those funds. Staff members responsible for implementing grant-funded projects meet monthly to discuss project and spending updates. The following is the status of awarded grants:

- As of January 16, 2024, there were \$6m262 in restricted grant funds yet to be spent from:
 - AllCare Health for the Communications Booth program at the Grants Pass library
 - Chaney Family Foundation for the Teen & Teen Book Boxes
 - State Library of Oregon/Ready to Read for early literacy and summer reading programs
- As of January 16, 2024, there were \$21,126 available in reimbursable grant funds from:
 - Dorothy Thompson Fund for the print collection, via the library foundation
 - Kiwanis club for Baby's First Book and Teen/Tween Book Boxes, via the library foundation

In addition, the district is receiving \$45,335 in discounts for Internet services and equipment through the FCC E-Rate program. Also, the City of Cave Junction is managing the \$1.5 million Community Development Block Grant (CDBG) for the Illinois Valley Library Renovation. Remaining in this grant is \$1,237,714.

Josephine Community Library Foundation grants

Along with the grants listed above, Josephine Community Library Foundation budgets for reimbursable grants to the library district on an as-needed basis. These grants are categorized as follows:

- Building improvements
- Building maintenance
- Library card sponsorships
- Technology
- Responsive

The library foundation has received major gifts that are passed through to the library district for specific purposes, for example, the Dorothy Thompson Fund for the print collection and the Dorothy Juszczuk gift for library programs. The library foundation also seeks grants for library programs and passes those through to the library district. An example is a grant from the Kiwanis Club to the library foundation for the Teen/Tween Book Boxes and Baby's First Book. In addition, the library foundation was awarded a \$12,499 grant from the Reser Family Foundation for the Illinois Valley Library Renovation.

TO: Josephine Community Library District Board of Directors
FROM: Kate Lasky, Library Director
DATE: February 21, 2024
SUBJECT: FY25 Budget Committee Recruitment and Budget Meetings

Budget Committee Recruitment

JCLD appointed two new Budget Committee members in 2024. All committee member terms are current. See attached Budget Committee roster.

Budget Committee Meetings

The first week of April is the anticipated first meeting of the Budget Committee. It is expected that the budget process will take place through May 2024, with a committee-approved budget will be presented at the May 15 board meeting, and budget adoption by the board of directors will take place at the June 19 meeting.

The following Budget Committee calendar summarizes the FY24-25 budget process along with tentative budget committee meeting dates.

April 3, 2024 at 5:30 pm: Budget Committee meeting #1 (hybrid)

Committee elects its chair and adopts committee ground rules and ratifies the Budget Committee calendar.

Budget Officer presents the budget message and budget document.

Public comment is heard.

The committee may vote to approve the property tax rate and the budget and refers them to the board of directors or submit further questions or information requests for an additional meeting.

(IF NEEDED) May 1, 2024 at 5:30 pm: Budget Committee meeting #2 (hybrid)

Budget Officer resolves questions and presents requested budget revisions.

Public comment is heard.

The committee may submit further questions or information requests.

The committee votes to approve the property tax rate and the budget and refers them to the board of directors.

Note that the district board's regular meetings take place the third Wednesday of each month. Therefore, library Board of Directors' activities on the budget would be as follows:

- Wednesday, May 15, 2024: Presentation of committee-approved budget
- Wednesday, June 19, 2024: Board adopts FY25 budget

FY24 ends on Sunday, June 30, 2024. At this point, the work of the FY24-25 Budget Committee will be complete.

committee member	board member or appointee	affiliation	term
Gina Marie Agosta Board Vice President	board member	patient experience coordinator Asante	2023-2027
Tina Gotchall	board member		2023-2027
Pat Fahey	board member	general manager, Sutherlin Sanitary Service	2023-2027
Bill Kohn, MD	appointee	physician, retired	2023-2027
Lawton Lesueur	appointed	owner, Midland Empire Insurance	2023-2027
Jay Meredith, CPA	appointee	finance director, City of Grants Pass	2021-2025
Cassie Robinson, MSA	appointee	director of finance, Club Northwest	2024-2028
Laurel Samson, MBA	board member	consultant, Laurel Samson Management Services former city manager, City of Grants Pass	2021-2025
Rachel Selvig, JD Board President	board member	partner, Cauble, Selvig &Whittington, LLP	2021-2025
John McCafferty	appointee	IT director, retired, Josephine County	2024-2028

TO: Josephine Community Library District Board of Directors
FROM: Kate Lasky, Library Director
DATE: February 21, 2024
SUBJECT: Personnel Policy 4-4 Employee Travel Authorization and Reimbursement

First Reading Personnel Policy 4-4-3 Education, Training, and Conference Compensation

Currently, it is unclear which JCLD employees Personnel Policy 4-4-3 applies to. Personnel Policy 4-2-2 Exempt Employees, clearly states, "JCLD personnel whose duties fall under exempt as those terms are defined in federal and state law shall not be eligible for overtime." To adhere more closely to terms mandated by the Oregon Bureau of Labor and Industries, and in accordance with Oregon State law (OAR839-020-0045, ORS653), updates to the policy are as follows:

- Clarification the policy only applies to non-exempt employees.
- Reference to Policy 4-2-2 Exempt Employees for ease of reference.
- Clarification about which types of travel and travel times are subject to regular hourly pay for non-exempt employees, and which do not count as compensable time.
- Additional examples to illustrate possible travel scenarios and provide further clarity.
- Reconsider per diem due to inflation.

4-4. Employee Travel Authorization and Reimbursement

It is the policy of Josephine Community Libraries District (JCLD) to reimburse staff and designated volunteers for approved documented travel and associated expenses. All employees of JCLD are expected to use good judgment regarding the expenditure of funds for travel expenses. Exempt employees are not compensated for hours spent traveling outside their regularly scheduled hours, unless they are required to drive or actively working on library business while a passenger.

4-4-1. Travel Reimbursement Approval

Adopted 1/25/2018

Revised XX/XX/XXXX

At times, the Josephine Community Library District (JCLD) Board of Directors and/or library director may authorize an employee(s) to attend educational conferences, schooling, or functions germane to JCLD business. Registration fees, reasonable meal expenses, and reasonable lodging expenses that have been preauthorized would be considered eligible for reimbursement after submitting documentation. At the library director's discretion, JCLD may prepay certain fees for the attendee.

Approval

The library director shall authorize registration, travel, and attendance expenditures in advance within the budgeted amounts adopted by the Boardboard. ~~Prior to submittal for library director approval,~~ The request must be approved by the employee's immediate supervisor prior to submittal for library director approval and should reflect the most cost-effective options.

~~Upon completion of travel reimbursement form with attached receipts, all paperwork is to be submitted to the business manager for processing within two weeks of the date of the travel.~~

Procedures

Reimbursement for pre-approved travel expenses, excluding mileage for driving, requires documentation for each expense. Upon completion of the Travel Reimbursement Form with attached receipts and signature/initials of the supervisor approving reimbursement, the paperwork is to be submitted to the business manager for processing within two weeks of the conclusion of the travel.

Reimbursement for pre-approved mileage requires submission of a written mileage log, detailing date and purpose of trip in addition to employee/volunteer's name. The log needs

to be submitted for signature/initials of the supervisor approving reimbursement no later than the 15th of the month following the month ~~in which the mileage occurred.~~

4-4-2. Travel Reimbursement Guidelines

Revised 5/18/2022

Guidelines

The following general guidelines apply to the reimbursement of employee travel expenses:

1. The actual cost of transportation, taxi fares, telephone calls, and similar items incidental and necessary to the performance of official business while on travel status will be paid. When it ~~is~~ is demonstrably less expensive, employees are encouraged to use a rental car rather than their personal vehicles unless they get prior approval from the library director. If the employee's personal vehicle is used, JCLD will reimburse the employee for the actual mileage required for the trip at the same rate per mile as established by the IRS annually, ~~and for the actual mileage required for the trip~~. Parking and other related expenses must be documented by receipt. In the case of using a rental vehicle, gas receipts will be reimbursed. Mileage Reimbursement is from workstation OR residence, whichever is less. An online mileage tool will be used to determine the number of miles traveled to destination and estimated hours of travel.
2. Lodging such as hotel and motel accommodations should be appropriate to the purpose of the trip. Expenses for lodging must be supported by actual receipts. Reimbursement for lodging is generally limited to the expense of a single room, except where employees are sharing a room.
3. ~~Meals expenses for e~~Employees traveling overnight will be allowed to receive a per-diem rate of \$25.00 per day to be reimbursed without receipts for meals. This is broken down as follows: \$6.00 for breakfast, \$7.00 for lunch, and \$12.00 for dinner. No receipts are required for meals covered under the per diem. With approval, if food options are limited, an employee may be reimbursed for actual meal expenses incurred up to \$50.00 per day, with receipts required under this provision. If a complimentary breakfast and/or meals are included at meetings, seminars, and training sessions with the cost included in lodging and/or registration fees, the employee is not entitled to per diem. Exceptions require a written explanation from the employee and are subject to library director prior approval. Meal "allowances" NOT connected with overnight travel are taxable income to employees. Reimbursement will be taxed and added to the employee's next paycheck. An employee who does not wish to receive the meal "allowance" should note this on the Travel Expense Report.

Departure Times:

Breakfast before 6 a.m. JCLD is not obligated to reimburse breakfast if a 6 a.m. departure is not necessary to reach destination in a safe and timely manner.

Lunch before 11 a.m. JCLD is not obligated to reimburse lunch if an 11 a.m. departure is not necessary to reach destination in a safe and timely manner.

Return to workstation after 7 p.m.: A late arrival to the employee's work station must be due to uninterrupted travel. Should an employee stop or be delayed for any reason other than JCLD business, the employee is not eligible for dinner per diem that day.

4. Telephone and cell phone expenses are reimbursable only if they are directly related to JCLD business and are supported by actual receipts. Personal calls charged to JCLD or to the employee's room and paid by JCLD must be reimbursed by the employee.
5. Registration and tuition fees and expenses for conference registration, conference meals, activities, and tuition fees are allowable expenses. A copy of the registration must be attached to the Travel Expense Report.
6. Travel to and from one's residence to a work site to perform either paid or volunteer tasks is exempt from eligibility for reimbursement.
7. No cash advances shall be issued.
8. Any expenses for family members who accompany the employee on a trip are not reimbursable.
9. Expenditures for alcoholic beverages will not be reimbursed by JCLD.

Policy 4-4-3. Education, Training, and Conference Compensation

Adopted 4/25/2019

The following guidelines identify the conditions and circumstances for which an employee is compensated for travel and hours worked for education, training, conferences, and other such lectures, ~~and meetings, and trainings. (“Training”).~~

Training Time

Federal and state rules ~~(OAR 839-020-0044)~~ define work time as both time worked and time of required attendance ~~(OAR 839-020-0044)~~. Non-exempt employees are paid regular hourly wages when *required* by Josephine Community Library District (JCLD) to attend training. When a non-exempt employee’s attendance results in compensable hours in excess of regular hours as defined in Policy 4-3-1, the employee will be paid at the overtime rate. Supervisors may adjust work time within the pay period to avoid overtime wages.

Required Training

~~Training is considered required or involuntary when the employee understands or is led to believe that present working conditions or the continuance of the employee’s employment would be adversely affected by non-attendance.~~

~~Training is directly related to an employee’s job if it is designed to make the employee handle the employee’s job more effectively as distinguished from training the employee for another job or teaching a new additional skill in the same job.~~

Training is considered required or involuntary when the employee understands or is led to believe that present working conditions or the continuance of the employee’s employment would be adversely affected by non-attendance.

Voluntary Training

Training is considered voluntary and is not considered work time if the following four criteria are met:

1. Attendance is outside of the employee’s regular working hours;
2. Attendance is voluntary;
3. The course, lecture or meeting is not directly related to the employee’s job; **and**
4. The employee does not perform any productive work during such attendance.

Independent training is time spent by the employee on the employee’s own initiative attending an independent school, college, or independent trade school after work hours.

There are special situations where the time spent ~~in~~ attending lectures, training sessions and course of instruction is not regarded as hours worked. For example, an employer may establish for the benefit of its employees a program of instruction which corresponds to courses offered by independent bona fide institutions of learning. Voluntary attendance by an employee at such courses outside of working hours would not be hours worked even if they are directly related to the job or paid for by the employer. OAR 839-020-0044(5)

Time spent in required training outside regular working hours at specialized or follow up training which is required for certification of employees by any law or ordinance does not constitute compensable hours of work. The time spent ~~in~~ training as provided in this section is not compensable, even if all or part of the cost of training is borne by the employer.

Travel Time

Josephine Community Library District (JCLD) personnel whose duties fall under exemption as those terms are defined in federal and state law shall not be eligible for overtime. Each position job description will clearly define exemption status for overtime compensation as “exempt” or “non-exempt.”

In accordance with federal and state law, non-exempt employees are paid regular hourly wages for certain types of eligible travel time (OAR839-020-0045, ORS653). When a non-exempt employee’s eligible travel time results in compensable hours in excess of regular hours as defined in Policy 4-3-1, the employee will be paid at the overtime rate. A supervisor may adjust work time within the pay period to avoid overtime wages.

Travel time ~~is considered work time per OAR 839-020-0045 and~~for non-exempt employees will be compensable as follows:-

- Time spent by ~~a non-exempt~~an employee in travel as part of the employee’s principal activity is counted as hours worked. When~~re~~ an employee is *required* to report to a location other than a JCLD branch to start the workday, work time shall include the employee’s travel from the designated location to the work site.

Example: An employee who regularly starts the day at the Grants Pass branch is required to attend a meeting at the Williams branch. In this case, work time will include the employee’s travel from the designated location (Williams) back to the work site (Grants Pass).

Example: If an employee who normally ends work at their work site at 5 pm is required to attend Training at a different site and finishes at 8 pm and then is required to return to the work site arriving at 9 pm, the employee will be

compensated for the time up to 9 pm, excluding lunch/dinner periods. However, if the employee goes home instead of returning to the work site, the travel time after 8 pm is considered normal work to home travel and is not compensable.

- An employee who regularly works at a specific branch is required to work at another site outside of a 30-mile radius of the employee's specific branch, and not required to stay overnight, is paid travel time.

Example: An employee is required to attend a full-day meeting in Roseburg. If the employee leaves for Roseburg from home, the employee's work time begins when they leave from home to travel to Roseburg and ends when they arrive home following the meeting, excluding lunch/dinner periods.

- ~~Travel that keeps an employee away from home overnight is travel away from home. Travel away from home is work time when it cuts across the employee's work day. The employee is substituting travel for other duties. The time is not only hours worked on regular working days of the normal work week, but also during the corresponding hours on nonworking days. Time spent in travel away from home outside regular work hours as a passenger on an airplane, train, boat, bus, or automobile is not considered work time.~~

On overnight trips, all the time a non-exempt employee spends traveling during normal work hours must be compensated – even on weekends. JCLD is not legally obligated to compensate for travel time that falls outside of regular work hours, except when an employee is required to drive.

- When an employee is required to travel as a passenger on an airplane, train, boat, bus, or automobile, hours outside the employee's regular work hours are not considered work time unless the employee is performing work while a passenger.

Example: Chet's regular work schedule is 8:00 a.m. to 5:00 p.m., Monday through Friday. His employer requires him to attend a two-day business conference in Boise, Idaho. Chet travels by bus on Wednesday, from 10:00 a.m. to 4:00 p.m. JCLD must pay for these six hours of travel time, since they cut across Chet's normal work hours. Chet returns home by bus on Saturday, traveling from 2:00 p.m. to 8:00 p.m. JCLD must pay for the three hours between 2:00 and 5:00 p.m., the travel time which cuts across Chet's normal work hours. This is required even though Chet does not normally work on Saturdays.

Example: Jane's regular work schedule is 8:00 am to 5:00 pm, Monday through Friday. Her employer sends her from Portland to a work-related weekend convention

in Chicago on a Friday night "red-eye" flight from midnight to 5:00 a.m. Since Jane is traveling as a passenger outside of normal work hours, JCLD needn't pay for any of the travel time.

- If an employee is offered public transportation but requests permission to drive their own car instead, ~~the employer~~JCLD may count as hours worked either the time spent driving the car or the time the employee would have had to count as hours worked during working hours if the employee had used public transportation.

Example: An employee working Monday-Friday 8 am to 5 pm is attending required Training in Seattle. JCLD offers to fly the employee to Seattle at 1 pm arriving at 4 pm with transportation to hotel by 5 pm. The employee is paid all travel time as it occurred during regular working hours.

Example: An employee who works Monday-Friday 8 am to 5 pm is attending required Training in Portland. JCLD offers to fly the employee to Portland but the employee requests to drive their own vehicle. The employee leaves work at 3 pm for Portland and arrives at the hotel at 7 pm. JCLD need only pay the employee through 5 pm. Hours driving after 5 pm are not considered work time as the hours are outside the employee's regularly scheduled hours and the employee refused public transportation.

- ~~• When an employee is required to travel as a passenger on an airplane, train, boat, bus, or automobile, hours outside the employee's regular work hours are not considered work time unless the employee is performing work while a passenger.~~

TO: Josephine Community Library Foundation Board of Directors
Josephine Community Library District Board of Directors
FROM: Rebecca Stoltz, JCLF Executive Director
FOTF MEMBERS: Facilities Oversight Task Force: Pat Fahey, Kate Lasky, Laurel Samson, Rebecca Stoltz, Steve Swearingen, Doug Walker
DATE: February 21, 2024
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 the library district and foundation directors on capital improvements that impact the Facilities Master Plan as the long-term vision of the library facilities.

FOTF acts as the monitoring committee for the both the Williams and Illinois Valley capital projects and is responsible for processing any requests for additional concepts that will affect the project scope, budget, and schedule to prevent scope creep which may overextend resources and result in project delays. Any changes to the scope are added to the scope definition and agreed to before they are scheduled and changes to the scope will reflect realistic changes to deadlines, budget, and people or staff time.

UPDATE

Williams

A final report including the final accounting, schedule, and as-built drawings will be compiled as part of project closeout and for reference on future building projects.

A push button automatic door opener is in process of being installed at the Williams branch as part of the building project expenses.

Action: *Foundation director will provide district and foundation boards with a final report once the project is completed.*

Illinois Valley branch

CDBG grants administrator provided an update on the Illinois Valley Renovation scope, cost, and schedule. See attached.

A groundbreaking photo for the Illinois Renovation project was held on January 23 at the Illinois Valley branch. This was done in advance of working starting so key stakeholders could attend before construction begins. Representatives from library leaders, Mayor Martell and city recorder of the City of Cave Junction, ZCS, and Ausland attended. Photos and a press release will be shared closer to the start of construction.

ZCS, the library district, the City of Cave Junction, and Ausland are working to finalize the contract details. Once the contract is signed, construction can begin.

The district is preparing to close the Illinois Valley Branch to allow time to pack and move the contents of the library prior to the start of construction in mid-March. The last open date at the branch will be March 2. During construction WIFI will be turned off at the branch. During the closure, pick up services will be provided at the Illinois Valley Senior Center one day a week.

The foundation has secured three storage units in Cave Junction and will provide additional storage in the empty unit across from the residential unit in the Purple Parrot building.

Action: *The district is developing communication with the community about the upcoming 6-9-month closure of the branch and remote services.*

Grants Pass property

In June 2023, a city block located between 6th and 7th Streets and J and K Streets in downtown Grants Pass was purchased for a new, centrally located, larger library building is proposed to replace the current county-owned structure.

The foundation published a request for proposals for consulting and concept designs for a new library in downtown Grants Pass. Three proposals were received.

The chosen architecture firm will work with the FOTF to develop three concepts that will be used to receive feedback from the community and stakeholders during a series of meetings in May and June. After the community meetings are completed, the knowledge gained will be incorporated to refine the concept and associated costs for the project. This is a big first step in fundraising efforts for the new building.

Action: *FOTF will review the proposals and make a recommendation to the foundation board. The foundation board will approve executive director to sign the contract for the approved architecture firm at their February board meeting.*

TO: Jean Ann Miles and Rebecca Patton, City of Cave Junction
Kate Lasky, Rebecca Stoltz, Josephine Community Library

FROM: Teresa Stover, library block grant administrator

SUBJECT: Illinois Valley Library Renovation Status Report

DATE: February 6, 2024

In partnership with Josephine Community Library District and Josephine Community Library Foundation, the City of Cave Junction is renovating the Illinois Valley Library, located at 209 W. Palmer in Cave Junction. The renovation will expand the 4,264-square-foot library to 6,094 square feet, including a new 1,788-square-foot community meeting space with a demonstration 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. See more information at <https://jclfoundation.org/illinois-valley>.

Current and upcoming milestones

- **Procurement.**

- The city/library/ZCS team held an informal kickoff meeting with Ausland Builders on January 8.
- The contract has been reviewed and approved by City of Cave Junction legal and Business Oregon. Library insurance requirements are under review. The contract will then go to the Cave Junction Common Council. After contract approval and execution, the preconstruction meeting will be held and a construction start date set. Construction is expected to take seven to nine months.

- **Architectural design and engineering.**

- Josephine County has approved the building permit. The revised drawing set has been submitted to Josephine County and the City of Cave Junction.

- **Environmental Assessment.**

- Responding to the first review by Business Oregon in November, additional documentation was added to the Environmental Review Record (ERR). The revised ERR was submitted to Business Oregon on January 24 for second review. Additional changes have been requested before the ERR can be published. These changes will be submitted to Business Oregon this week.
- The Environmental Review Record (ERR) includes determinations, compliance findings, and scores on 20 required elements and sections. After ERR approval by Business Oregon, it will be available for public review for 15 days. Then it will be submitted, along with the Request for Release of Funds to Business Oregon for another 15-day public review. At this point, construction funding can be released.

- **Finance.** Business Oregon continues to reimburse for budgeted expenses against the block grant. A grant expenditure extension has been conditionally approved by Business Oregon for the block grant and has been approved by the Oregon Department of Administrative Services (DAS) for the Oregon ARPA grant.

Project funding

The renovation is being funded by a \$1.5 million federal Community Development Block Grant (CDBG) awarded by the U.S. Department of Housing and Urban Development (HUD) to the City of Cave Junction and administered by Business Oregon. Also funding this project are the community crowdfund and grants to the library foundation from the Carpenter Foundation, Reser Family Foundation, and American Rescue Plan Act (ARPA) via the Oregon State Legislature.