

Josephine Community Library District
Board of Directors Regular Meeting
Wednesday, March 20, 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	Laurel	Pat Fahey	Gina Marie Agosta,	Tina Gotchall
Selvig,	Samson		Vice President	
President				

Agenda Items	Action	Responsible	Time
Call to Order		R. Selvig	
Executive Session: ORS 192.660(2) (h)		R. Selvig	
Standing Items <ol style="list-style-type: none"> Approval of agenda Approval of consent agenda <ol style="list-style-type: none"> February 21 Board Meeting minutes Resolution 2024-031: Policy 4-4-3 Public comment Correspondence Annexation petition review: Robert Lieberman, Sandra Lee Schwab, and Frances Sinclair 	<div>Motion</div> <div>Motion</div>	R. Selvig	5 min
Staff Reports <ol style="list-style-type: none"> Library director's report Financial report Grants administration report Budget officer's report 	<div>Report</div> <div>Report</div> <div>Report</div> <div>Report</div>	<div>K. Lasky</div> <div>K. Lasky</div> <div>T. Stover</div> <div>K. Lasky</div>	<div>10 min</div> <div>5 min</div> <div>5 min</div> <div>15 min</div>
Action Items <ol style="list-style-type: none"> Strategic Planning: Employee compensation analysis 	Discussion	K. Lasky	10 min
Board Member Reports <ol style="list-style-type: none"> Library Foundation liaison report Facilities Oversight Task Force report 	<div>Report</div> <div>Report</div>	<div>R. Stoltz</div> <div>Samson/Fahey</div>	<div>5 min</div> <div>10 min</div>
Announcements <ol style="list-style-type: none"> Comments from board members Date and agenda items for next meeting 		<div>All</div> <div>R. Selvig</div>	5 min
Adjourn		R. Selvig	
Upcoming Meetings	Date and Time		
April 3, 5:30pm	Budget Committee Meeting, Grants Pass branch		
April 17, 5:30pm	District Board Meeting, Grants Pass branch		
May 15, 5:30pm	District Board Meeting, Grants Pass branch		

**Josephine Community Library District
Regular Board Meeting Minutes
Wednesday, February 21, 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

Members absent: Rachele Selvig, Tina Gotchall

Staff present: Library Director Kate Lasky, Associate Director Michelle Rosenberger, Business Manager Shannon Hauberg, Communications & Partnership Manager Brandace Rojo

Contractors: Grants Administrator Teresa Stover

Partners: Josephine Community Library Foundation board member Ken Beheimer, Josephine Community Library Foundation Executive Director Rebecca Stoltz

CALL TO ORDER. Ms. Agosta 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 2024-029: Policy 4-5-1
- c. Resolution 2024-030: Policy 3-1-2

MOTION: Ms. Samson moved to approve the consent agenda, including Resolutions 2024-029, and 2024-030. Mr. Fahey seconded. The motion passed unanimously.

Public comment.

Wake McGill has been a volunteer at the library for almost 10 years and is disappointed about the way that staff are not permitted to say goodbye and exchange contact information whether they are fired or resign. He feels like as friendships and relationships are built between staff and volunteers, they should have a chance to say goodbye. He is confident that other volunteers feel the same. He asked that the board reexamine the exit strategy for staff that are leaving the library.

Correspondence. No correspondence was offered.

Annexation petition review. The board of directors reviewed three annexation petitions from Thomas & Loreen Link, Dennis & Sharon Rogers, and Eden Isaac.

MOTION: Mr. Fahey moved to endorse annexation petitions from Thomas & Loreen Link, Dennis & Sharon Rogers, and Eden Isaac. Ms. Samson seconded. The motion passed unanimously.

STAFF REPORTS

Library director's report. Ms. Lasky referred to the Library Director's Report dated February 21, highlighting the following items:

- Ms. Lasky requested approval to contract and spend no more than \$10,000 to contract with Sheepscot Creative to develop a communications plan for the rest of fiscal year 23-24 and into fiscal year 24-25 in partnership with the library foundation.
MOTION: Mr. Fahey moved to authorize Ms. Lasky to spend up to \$10,000 to contract with Sheepscot Creative to develop a communications plan for the rest of fiscal year 23-24 and into fiscal year 24-25 in partnership with the library foundation. Ms. Agosta seconded. The motion passed unanimously.
- Ms. Lasky and Ms. Hauberg attended the Special Districts Association recently and learned about a recent recreational immunity case that affects public spaces. Ms. Lasky is requesting approval to sign on to a statement in support of the SDAO's effort to fix the recreational immunity statute.
MOTION: Mr. Fahey moved to authorize Ms. Lasky to support the SDAO effort to change to fix the recreational immunity statute. Ms. Agosta seconded. The motion passed unanimously.
- The library received a \$250,000 gift from the Cow Creek Tribe of Umpqua Tribe of Indians at a special event on Monday, February 19 along with two other organizations including the Josephine County Children's Advocacy Center and Home Bridging.
- Oregon Library Association is endorsing SB 1583 in the selection of materials for school libraries.
- The Illinois Valley renovation project begins in early March. March 2 will be the last day of service until reopening in the fall. Temporary services will be available at the Illinois Valley Senior Center on Thursdays from 9:30am-4pm.

Financial report. Ms. Lasky reviewed the February 2024 Financial Statement memo dated February 21, 2024. She also referred to the Profit & Loss Budget vs. Actual-General Fund statement through January 2024, the P&L statement for Enhanced Library Services (grants) through January 2024, the P&L statement for Special Funds as of December 2024, and the Balance Sheet as of January 31, 2024.

Grants Administration. Ms. Stover reported on the status of library district grants referring to the grant update memo dated February 21, 2024.

ACTION ITEMS

First reading: Personnel Policy 4-4-3 Travel. The board reviewed a revision of the personnel travel policy.

Ms. Lasky and Ms. Rosenberger are unclear about the policy as it is currently written. Mr. Fahey asked to add a reference to the federal per diem in the policy.

BOARD MEMBER REPORTS

Library Foundation liaison report. Ms. Beheimer reported the following:

- The year-end fundraising drive brought in nearly \$96,000.
- The first check in a \$250,000 donation pledge was made to the library from the Cow Creek Band of Umpqua Tribe of Indians
- The library foundation is a recipient of the First Crush fundraising along with three other organizations
- The library foundation is contracting with ZCS architects to develop three design concepts for the Grants Pass branch to use in upcoming community meetings

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

- A groundbreaking photo opportunity was held before Cave Junction Mayor Martell left on vacation.
- Last week, the public review period for the environmental assessment began for the Illinois Valley renovation project. CDBG funds are expected to be released mid-March.
- This morning, the contract with Ausland Construction was approved by the City of Cave Junction.

ANNOUNCEMENTS

Comments from board members. Mr. Fahey

Date and agenda items for next meeting.

The next regular board meeting will be at 5:30 pm on Wednesday, March 20.

ADJOURNMENT

The meeting adjourned at 6:33 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: March 20, 2024
SUBJECT: Personnel Policy 4-4 Employee Travel Authorization and Reimbursement

Second 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, t~~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.~~

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

In the Matter of Adopting Policy 4-4, Employee Travel Authorization and Reimbursement, for Josephine Community Library District))))	Resolution No. 2024-031
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WHEREAS, the Board of Directors has reviewed the revised personnel policy written for the Josephine Community Library District; and

WHEREAS, Personnel Policy 4-4 Employee Travel Authorization and Reimbursement includes the sub-policies 4-4-1 Travel Reimbursement Approval; 4-4-2 Travel Reimbursement Guidelines; and 4-4-3 Education, Training, and Conference Compensation; now therefore

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves

The revised Personnel Policy 4-4, Employee Travel Authorization and Reimbursement, with sub-policies 4-4-1 Travel Reimbursement Approval; 4-4-2 Travel Reimbursement Guidelines; and 4-4-3 Education, Training, and Conference Compensation, which are attached hereto and incorporated herein by this reference, are authorized for implementation.

DONE AND DATED this 20th day of March 2024.

Pat Fahey, Board Member

Gina Marie Agosta, Board Member

Tina Gotchall, Board Member

Rachele Selvig, Board Member

Laurel Samson, Board Member

Annexation Petitions

March 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 **March 2024** board meeting for review and action.

	Property Owner	Address
1	SANDRA LEE SCHWAB	237 COLONIAL DR
2	ROBERT LIEBERMAN	3775 REDWOOD HWY
3	FRANCES SINCLAIR (ET AL)	4567 & 4565 AVERILL DR

TO: Josephine Community Library District Board of Directors
FROM: Kate Lasky, Library Director
DATE: March 20, 2024
SUBJECT: Library director's report

Action

- In March, the Special District Grant Accessibility Act was approved by the Federal House Oversight and Accountability Committee on a 38-2 vote. This is a bill the National Special Districts Coalition (NSDC) has been working on for several years. SDAO is a founding member of NSDC. Committee staff has indicated that it's unclear when House leadership will schedule the special district bill for a floor vote. If passed, this bill would establish a formal definition of "special district" in federal law, as well as require the Office of Management and Budget to issue guidance to federal agencies requiring special districts to be recognized as local governments for the purpose of federal financial assistance determinations. Despite the prevalence of special districts throughout the United States, federal law lacks a consistent definition of special purpose units of local government. SDAO is asking its members to contact U.S. House Representative members to ask them to cosponsor H.R. 7525 to prioritize its passage. Board to discuss authorization of a letter of support to congressional leaders for H.R. 7525.

General Updates

- The New Williams Library received the 2024 Architecture Award from the Grants Pass and Josephine County Chamber of Commerce.



- Library board leaders attended the March 6 Grants Pass City Council meeting to request a seat on the newly forming Urban Renewal Agency Task Force. City Council tabled the formation of the Task Force until further workshop sessions could clarify stakeholder participation. The library director requested to be notified when the workshop was scheduled and the opportunity to present information about the new Grants Pass branch building project located in the Urban Renewal District boundary on a blighted area.
- The 2024 Oregon Legislature supported grant funding allocated by the Cultural Advocacy Coalition Cultural Resource Economic Fund (CREF), [HB 4124](#), [SB 1582](#), [SB 5701](#), which included approximately \$425,000 to support a new library in Grants Pass through the library foundation. Funding was approved by Ways & Means from the general fund and will be made available this spring. The legislature also passed [SB 1576](#) which provides temporary fixes to Oregon's Recreational Immunity statute.

- During the 2024 Oregon Legislative Session, the Oregon Library Association endorsed [SB 1583](#) related to school materials selection. The bill died in committee the last week of session.
- The Illinois Valley branch closed for renovation on March 2 in preparation for remodel and addition construction by Ausland Group and ZCS Architecture and Engineering. All library equipment and materials moved to storage. New temporary services are available through the Illinois Valley Senior Center, staffed by the branch manager and volunteers. The project is scheduled for completion in August 2024. See preconstruction site photos below. Employed four movers, packed about 400 boxes, and moved all furniture with two semi-truck loads to three storage units in Cave Junction.



- FY22-23 financial audit with Pauly Rogers LLC accounting firm in progress, wrapping up in March.
- 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.
- Library director attended Senator Merkley's Town Hall on March 3 and participated in leadership discussion with the Senator prior to the event at Rogue Community College.

Stories

- **In Grants Pass**, staff hosted 30 middle school students from Vineyard Christian School with five adults in attendance. Some of the students remembered visiting the library the previous year and were excited to return. A handful of the students who came last year said they have been using their library cards to borrow ebooks and audiobooks.
- **In Illinois Valley**, the first day of temporary remote service on March 6 was a success. Patrons seemed to have found the library in its new location at the Illinois Valley Senior Center. The staff is able to help patrons learn how to place holds and use the catalog, but the temporary location does not have computers, Wi-Fi, or browsing available. The hours for remote service have been added to the library website. The drop box is on-site at the Senior Center and accessible Monday through Friday from 9:30am–4:00pm.
- **In Williams**, local Internet service went down on March 1, and several community members visited the branch to use the library phone, internet, and join online meetings. In February, the communication booth was used 10 times.
- **In Wolf Creek**, a new volunTEEN started the last week of February — a first new volunteer this year.

Successes

- In Grants Pass, the Afterschool Storytime continues to increase participation since the program began in December, with 28 children in attendance for the month of February. The early literacy outreach coordinator is training volunTEENS to lead the program with staff support.

- In Williams, the partnership with Williams Elementary School continued with nearly all elementary students visiting the newly branch location last month.
- In Wolf Creek, new books for the Wolf Creek branch supported the Sunny Wolf Charter School students, increasing access to board books, cookbooks, graphic novels, and children's non-fiction.

Challenges

- A snowstorm brought several inches of snow over 3 consecutive days to the Williams valley over the weekend, snow falling off the roof, piling up on the sidewalk and then melting caused water to run under the garage door. Nothing was permanently damaged, but it was a mess to clean up.
- The staff at the Grants Pass branch passed a citizen initiated First Amendment audit from a community member recording in the library.

2024–2027 Strategic Plan Update

Reimagine Library Services

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

- Submitted a grant proposal to the State Library of Oregon for a \$50,000 Library Services and Technology Act (LSTA) for the digital equity program, tentatively named “Josephine TechMatch,” in partnership with Project Youth+ and WorkSource Rogue Valley. Awards will be announced in April.
- Partnering with the State Library of Oregon for a database workshop on March 23 at the Grants Pass branch, [Navigating Reliable Health Information](#), to support both patron access to quality information online and volunteer training on library databases.

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

- Scheduling focus groups to update the 2020 Community Needs Assessment is delayed due to time constraints.
- Continued planning for the 2024 Summer Reading Program, the 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. This year's theme is “A Journey Awaits” and runs from
- The [Tax Assistance Afternoons](#) program for UCAN tax assistance continues through March at the Grants Pass branch, twice weekly with about 5-10 participants per day.
- In February, the library is featuring its graphic novel collection for in-house displays and promoting the collection through social media.

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

- Contracted with Sheepscot Creative to support the development of a communications plan for 2024-25. On March 7 and 8, the staff facilitated 10 stakeholder interviews with the communications team to begin work on a communications plan for the library district and library foundation.
- Hosted outreach to community members at three Grants Pass schools for Literacy Night and presented to various community clubs and groups including Rotary, AAUW, RVCOG, Boys and Girls Club, and the Latino Interagency Network Committee. Also hosted off-site class visits and storytimes for Sunny Wolf Charter School and Redwood Head Start.

- Library partnering with Grants Pass School District to distribute information about Summer Reading Program, library card access, and Kindergarten Toolbox for preschoolers in early literacy programs.
- Promoted the following services and programs over the past month: Adult bi-monthly book club, Welcome to Computers series, Afterschool Storytime, Library of Things, subject guides, Book Match, Suggest a Purchase, Mango Languages, closure of the Illinois Valley branch for renovation, the Seed Library, Free Tax Assistance Afternoons, and other regularly scheduled programs.

Invest in People and Culture

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

- Completed phase one of regional and peer library employee compensation analysis with third-party contractor. Recommended changes will be presented to the board at the March and April meetings to be reflected in the FY2024-25 budget.

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

- Volunteers encouraged to attend the [Navigating Reliable Health Information](#), to support both patron access to quality information online and volunteer training on library databases.
- Staff participating in goal setting by department and teams to increase staff to volunteer ratio in the coming three years with pre-pandemic benchmarks or 1:0.75 for all departments.

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

- Processed 10 new volunteer applications in February, with two new volunTEENs and six Illinois Valley volunteers. Volunteer opportunities are promoted weekly through KAJO, Chamber Greeters meetings and as a fun and engaging way to get a free library card.
- Partnered with Easter Seals to hire a 20-hour per week volunteer for 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.

- Temporarily removed Illinois Valley collection of books and materials from the library catalog during construction. Books and materials have been stored until renovation is completed.

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 Cave Junction City Council approved the contract, and Ausland Group has signed it. The environmental assessment completes its 30-day public review period on March 20, and Business Oregon expects to release funds for construction on March 22. The City of Cave Junction can then sign the contract and construction can begin. Construction is expected to take seven to nine months. The Illinois Valley Library branch closed on March 3, and all contents have been packed and moved to storage. Weekly hold pickup service started at the Illinois Valley Senior Center on March 7 and continues each Thursday. The preconstruction meeting will be held on March 18.
- Williams Friends of the Library funded a covered bench outside the new Williams library. The bench features a kiosk community bulletin board. The project was completed in-kind by carpenter Tomas Strac with installation help from volunteers.



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

- Presented three interactive storytimes at the Redwood Head Start with 45 children participating and receiving library services information. At the end of one of the visits, a child said, "That was awesome!"

Lifelong Learning: Provide adult programs that encourage lifelong learning.

- Continued partnership with the Grants Pass Garden Club to offer a pop-up Seed Library through 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.

TO: Josephine Community Library District Board of Directors
FROM: Kate Lasky, Library Director
DATE: March 20, 2024
SUBJECT: February 2024 Financial Statement

Accounting

- This month we are including profit and loss budget presentations for both the general fund as well as the enhanced services fund. As the district reports on a modified cash basis of accounting, the enhanced fund represents what we have received and expended and does not reflect grants applied for but not received. Negative net positions on actuals happen for several reasons, including delays in beginning cash posting due to audit, and/or monies spent but not yet reimbursed.
- The presentation reflects budgeted amounts listed on FY23-24 Budget Form LB-30 and will be updated next month to reflect grant resolutions passed throughout the fiscal year including funds from teen and tween book boxes, the communications booth in new Williams and the digitization project, all passed in November 2023.
- The ending cash for the general fund on the P&L of \$1,713,266 does not equal the Balance Sheet net income of \$2,725,874. 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 \$2,580 for 42 household sponsorships for the month of February.

Statement of Financial Activities (general fund P&L)

Revenue

- The current year tax levies are 1,472,819. The total prior year's tax levy income is \$35,864.
- Fees collected this fiscal year were \$45,522, 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.
- No forecast changes to expenses were made.

Special Contracts

- Special contracts for the month of February were \$13,810, for a grand total of \$91,673 which includes technical writing services, information technology, web development, and finance.

Statement of Financial Position (balance sheet)

- The district assets include \$102,384 in the district checking account. The Grants Pass maintenance fund totals \$18,786 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 \$1,592,659 and a reserve fund of \$984,401. Cash Drawers at the four branches total \$390.
- The total combined assets of these accounts equal \$2,698,620.

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.

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 January 2024 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 January 2024 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 January 31, 2024.

I have performed reconciliation procedures relating to the QB Audit Trail report. These procedures included scanning the report of changes to QB postings during the month of January 2024 looking for unusual or unexpected transaction adjustments. For a detailed review I selected a sample of all adjusting journal entries and read the related edit control sheets to understand the reason for the adjustment and observed the approving signatures. My reading indicates all were made for good and sufficient reasons.

Gerald W. Burns, CPA
March 8, 2024

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

	Jul '23 - Feb 24	Budget	Forecast
Ordinary Income/Expense			
Income			
4000 · Current Year Tax Receipts	1,472,819	1,545,000	1,545,000
4005 · Prior Year Taxes	35,864	30,000	40,000
4100 · Fees	45,522	39,000	46,000
4200 · Interest Income	44,935	15,000	46,000
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 Revenue	2,984,814	3,030,000	3,078,000
Gross Profit	2,984,814	3,030,000	3,078,000
Expense			
5000 · Personal Services	584,999	1,058,650	1,037,650
6 · Materials and Services			
6.1 · Library Services			
5200 · Collection Development	96,576	175,000	175,000
5300 · Technical Services	22,938	50,000	50,000
6650 · Patron Services and Supplies	2,620	5,000	5,000
6660 · Volunteer Support	4,543	5,000	5,000
6670 · Events at Library	1,758	15,000	15,000
6680 · Communication & Outreach	30,498	40,000	40,000
6690 · Special Contracts	91,673	115,000	115,000
Total 6.1 · Library Services	250,606	405,000	405,000
6.2 · Maintenance and repairs			
5400 · Building Improvements	100,361	110,000	110,000
5500 · Facilities & Equipment	41,686	82,000	82,000
5600 · Computer Maintenance	6,625	39,000	39,000
Total 6.2 · Maintenance and repairs	148,672	231,000	231,000
6.3 · Administration			
5700 · Insurance	15,474	15,000	20,000
5800 · Travel & Training	19,451	40,000	40,000
6630 · Election	20,732	20,000	21,000
6640 · Auditor	14,950	20,000	20,000
6699 · Legal Administration	3,300	2,000	10,000
6700 · Administrative Support	23,126	18,000	25,000
6800 · Telecommunications	11,575	25,000	25,000
6850 · Utilities	23,663	50,000	50,000
Total 6.3 · Administration	132,271	190,000	211,000
Total 6 · Materials and Services	531,549	826,000	847,000
8.1 · Transfers			
8000 · Transfers & Contingency	155,000	155,000	155,000
Total 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	1,271,548	2,264,650	2,264,650
Ending Cash	1,713,266	765,350	813,350
Ending Cash	1,713,266	765,350	813,350

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03/18/24
Cash Basis

Josephine Community Library District

Balance Sheet

As of February 29, 2024

Feb 29, 24

ASSETS

Current Assets

Checking/Savings

1000 · People's Bank of Commerce	102,384
1010 · People's Bank-Savings	18,786
1100 · General Pool 6000	1,592,659
1110 · LGIP - Reserve Fund	984,401
1150 · Cash Drawers	390

Total Checking/Savings 2,698,620

Other Current Assets

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

Total Current Assets 2,725,874

TOTAL ASSETS 2,725,874

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

2000 · Accounts Payable	-103
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Total Accounts Payable -103

Other Current Liabilities

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

Total Current Liabilities 27,151

Total Liabilities 27,151

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 2,698,722

Total Equity 2,698,723

TOTAL LIABILITIES & EQUITY 2,725,874

7:01 AM

03/19/24

Cash Basis

Josephine Community Library District
Budget vs. Actual - Enhanced Svcs
 July 2023 through February 2024

	Jul '23 - Feb 24	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4050 · Grant Revenue			
4050B · Enhanced Services Budget	0	0	0
4070 · Federal	0	113,000	-113,000
4075 · State of Oregon	10,172	72,000	-61,828
4080 · Local Governments	0	0	0
4085 · Foundations	39,343	103,900	-64,558
4090 · Community Service Organizations	0	0	0
4095 · New Projects	0	250,000	-250,000
4050 · Grant Revenue - Other	0	0	0
Total 4050 · Grant Revenue	49,515	538,900	-489,385
4600 · Support of Enhanced Services	0	1,000	-1,000
4999 · Beginning Cash	0	35,000	-35,000
Total Income	49,515	574,900	-525,385
Gross Profit	49,515	574,900	-525,385
Expense			
5000 · Personal Services			
5120 · District salaries	13,525	85,000	-71,475
5160 · Payroll Taxes & Benefits	0	15,000	-15,000
5000 · Personal Services - Other	0	0	0
Total 5000 · Personal Services	13,525	100,000	-86,475
6 · Materials and Services			
6.1 · Library Services	30,835	179,000	-148,165
6.2 · Maintenance and repairs	10,235	90,000	-79,765
6.3 · Administration	12,650	0	12,650
6.4 · New Projects Budget	0	250,000	-250,000
Total 6 · Materials and Services	53,720	519,000	-465,280
Total Expense	67,245	619,000	-551,755
Net Ordinary Income	-17,730	-44,100	26,370
Net Income	-17,730	-44,100	26,370

TO: JCLD Board of Directors
FROM: Teresa Stover, grants administrator
SUBJECT: Grants update
DATE: March 20, 2024

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.

Recent highlights

- Submitted a proposal to the State Library of Oregon for a \$50,000 Library Services and Technology Act (LSTA) grant for the digital equity program tentatively named "Josephine TechConnect." Secured partnerships for this program with Project Youth+ and WorkSource Rogue Valley. Will hear the decision in April.
- Received a Ready to Read grant from the State Library of Oregon for \$6,388 for early literacy and the Summer Reading Program.

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 February 13, 2024, there were \$12,650 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 February 13, 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 \$1,236,435.

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

TO: Josephine Community Library District Board of Directors
FROM: Kate Lasky, Budget Officer and Library Director
DATE: March 20, 2024
SUBJECT: Budget assumptions and 3-year financial plan

Budget Committee Meetings

The Budget Committee process will take place through May 2024, with a committee-approved budget presented at the May 15 board meeting and budget adoption by the board of directors at the June 19 meeting.

- April 3, 2024 at 5:30 pm: Budget Committee meeting #1
- May 1, 2024 at 5:30 pm: (IF NEEDED) Budget Committee meeting #2
- Wednesday, May 15, 2024: Presentation of committee-approved budget to the board
- Wednesday, June 19, 2024: Board adopts FY25 budget
- June 30, 2024. FY24 ends on Wednesday. At this point, the work of the FY24-25 Budget Committee will be complete

Financial Planning

This financial plan details the most informed view of the future over the next three years. Resources used to develop this plan are available upon request and include: Strategic direction, Library operations plan, Annual budget, Annual financial audit, Monthly financial statements and budget forecasts, Facilities Master Plan, and Capital Improvement Plan.

The library does not hold any debt and has a cash flow equal to the amount of operating funding needed each year prior to the receipt of taxes of \$700,000 per the annual budget to support five months of operations at \$140,000 per month. Cash is held in the Local Government Investment Pool and People's Bank.

Currently, the library holds general property, officer liability, employee, health, and volunteer insurance.

Capital improvements as part of the Facilities Master Plan is supported in part by Josephine Community Library Foundation and may be reflected in both the general fund and enhance fund. The board reserves \$150,000 annually per its financial policies for the purpose of future expenses including capital improvement and operations. A maintenance fund is applied to the Grants Pass branch per the lease agreement with Josephine County of \$5,000 annually, with a transfer of an additional \$1,000 to the enhanced fund to balance the budget.

FY24-25 Budget Planning Assumptions

The general fund three-year forecast is based on revenue from new income, a portion of cash carryover, and projected expenses. The draft does not account for the total cash carryover, which includes requirements for contingency and ending fund balance to carry the district for the first five months prior to November tax receipts. Projections include a 3-5% annual increase with inflation reflected in FY24-25.

Revenue Assumptions

- Revenue will increase by 2.8% based on County Assessor's preliminary assessment. Unpaid taxes for the current year and past years also increased based on trends.
- Cash carryover is anticipated due to saving on materials and services in FY23-24. The district will need to use a portion of carryover funds to offset operations in coming years. This practice should be discussed annually by the board with respect to potential reductions in contingency and ending fund balances if needed.
- Non-resident card fees are projected to increase next year based on current year actuals, though the board voted to not view fees as a source of revenue. Increases reflect the overall increase in usage by non-district residents.
- Interest income will increase due to the Oregon Short Term Fund of 5.2%.

Expense Assumption

- Personal Services increased to 15.3 FTEs due to the board authorization for two new positions to support the strategic plan goals to increase outreach.
The board will decide on merit and COLA application for FY24. This may include a 3% COLA increase (July) and merit increase of 2.5%. An additional 1 FTE is included to offset the need for on-call library assistants and substitutes.
Health insurance projections represent a fixed cost of \$725 per month per employee, which covers all costs for one employee and is set by the board of directors. Health insurance costs increase annually and are brought to the board for discussion as part of annual budget development. Percent increase is reviewed in April of each year. Current projections demonstrate \$725 per employee will continue to cover costs.
The total personal services budget is anticipated to increase as a result inflation in benefit expenses and employment insurance, as well as the board directive to provide competitive wages and benefits. Board to determine. Budget forecast reflects a total 10% increase, including 5.5% merit and COLA, and with a 5% increase year over year.
- Collection development remains stable at \$175,000.
- The Technical Services account remains stable with a projected increase of 3% for inflation.
- Building Improvements increased in FY24 due to the new Williams library project and are static due to the anticipation of the Illinois Valley remodel and other capital projects paid for through grants.
- Facilities and Equipment include janitorial services for the four facilities, alarm and security services, private police service, and landscaping, and is projected to increase by 3% year over year.
- Computer maintenance includes computer hardware which was underspent in FY24 but is anticipated to increase in FY25 due to technology needs at the newly renovated Illinois Valley branch.
- Insurance anticipated to increase in FY25 due to remodel and addition in Illinois Valley and increased by 3% year over year.
- Travel training and training decreased by \$10,000 due to historical trends.
- Next election is scheduled for May 2025 with invoice to be received and paid in FY26.
- Auditor fees presented as stable across three years, no change.

- Patron services, volunteer supplies, events at library, communications, special contracts projected with a 3% increase. IT services increased \$12,000 in FY23-24 and continue to increase year over year.
- Legal fees anticipated to spike in FY24-25 due to Josephine County withdrawal approvals.
- Utilities are either unchanged or increased by 3%.
- Most line items are increased by 3% year over year due to incremental inflation. Williams and Illinois Valley branch library facilities electric may increase in the second year.

GENERAL FUND BUDGET PROJECTION				
	FY23-24 Budget	FY24-25 Budget	FY25-26 Budget	FY26-27 Budget
INCOME				
Carryover funds	160,650	131,500	159,905	211,709
Current Year Taxes	1,545,000	1,588,000	1,635,640	1,684,709
Prior Year Taxes	30,000	40,000	40,000	40,000
Non-resident Card Fees	39,000	60,000	60,000	60,000
Interest Income	15,000	60,000	60,000	60,000
Program Support	1,000	1,000	1,000	1,000
TOTAL INCOME	1,790,650	1,880,500	1,956,545	2,057,418
EXPENSE				
Personal Services	1,058,650	1,150,000	1,207,500	1,267,875
Collection Development	175,000	175,000	175,000	175,000
Technical Services	50,000	50,000	52,500	54,075
Building Improvements	10,000	10,000	10,000	10,000
Facilities/Equipment	82,000	82,000	84,460	86,994
Computer Maintenance	39,000	42,000	43,260	44,558
Insurance	15,000	25,000	26,250	27,563
Travel/Training	40,000	30,000	30,000	30,000
Election	20,000	1,000	1,000	20,000
Auditor	20,000	20,000	20,000	20,000
Patron Services/Supplies	5,000	15,000	15,750	16,538
Volunteer Support	5,000	5,000	5,250	5,513
Events at Library	15,000	5,000	5,250	5,513
Communication/Outreach	40,000	45,000	47,250	49,613
Special Contracts	115,000	115,000	120,750	126,788
Legal Administration	2,000	8,000	5,000	5,000
Administrative Support	18,000	20,000	21,000	22,050
Telecommunications	25,000	25,000	26,250	27,563
Utilities	50,000	51,500	54,075	56,779
Transfers	6,000	6,000	6,000	6,000
TOTAL EXPENSE	1,790,650	1,880,500	1,956,545	2,057,418

TO: Josephine Community Library District Board of Directors
FROM: Amy Hutchinson, Library Consultant
DATE: March 17, 2024
SUBJECT: Josephine Community Library Compensation Study: Overall Environment

Summary

The board of the Josephine Community Library would like to strengthen employee retention by providing competitive pay and benefits. We will begin with investigating broad salary and wage information for the region, then compare generally to peer and competitor libraries, and finally provide detailed information with recommendations for salary ranges by position as well as overall recommendations.

While a pool of peer libraries has been chosen for comparison purposes, it is important to note that no peer library exactly matches the district. Josephine Community Library is, generally speaking, serving more people with less financial resources than peer libraries. For example, the district has .32 FTE paid staff per 1,000 population served while peer libraries have an average of .74 FTE per 1,000 population served. The district has an incredible amount of volunteer hours that help to make up the difference. At Josephine Community Library, volunteers contribute 30.7% of the total paid and unpaid hours required to operate the district. The average hours contributed by volunteers at peer libraries is only 8.5% of the total. The total employee and volunteer FTE per 1,000 population served is 0.46 in Josephine Community Library, 0.49 at Jackson County Library, and 0.58 as an average of peer libraries. Targets for volunteer recruitment, if met, will further increase the district's number for this metric.

Findings from the broad comparisons indicate that overall, Josephine Community Library needs to increase their wages and salaries to be more competitive. Specific increases will be covered for each position. The funding for increases will need to be balanced by the overall needs of the district and the limitations of the budget. The board may also choose to consider recruitment and/or retention efforts that come from changes in benefits or in employment practice rather than additional investment of funding. Details of these recommendations will be outlined further in the Recommendations section.

Methodology

Wage data for a variety of industries and positions in Josephine County, Jackson County, and Rogue Valley (the two counties combined) was gathered from the US Bureau of Labor and Industries and Oregon Employment Department. Categories and positions were chosen either because they have some similarity to library work or because there can be a perceived pay discrepancy against the library employee in non-similar work.

Wage data as reported by public libraries to the Oregon State Library was also used to make some broad comparisons between different types of positions. Peer libraries were selected because they either served a similar size population to Josephine Community Library or because they received a similar amount of government revenue as Josephine Community Library.

Since every peer library was in the northern Willamette Valley, it was necessary to address housing costs in the comparison. Fair Market Rent (FMR), assessed by the US Department of Housing and Urban Development, was compiled for Josephine County, Jackson County, and peer libraries. All peer libraries were in HUD's Portland-Vancouver-Hillsboro market. The table below shows FMR for different types of units in each market. For most units, Jackson County is a little more expensive than Josephine County,

but not more than 4% for all units except 4 bedrooms. Portland area rents were substantially more expensive than Rogue Valley rents. The percent of households burdened (paying more than 30% of their income towards housing) was retrieved from the St. Louis Federal Reserve Bank, and were relatively the same for all three locations.

FY 20204 Fair Market Rents	Efficiency	1 Bed	2 Bed	3 Bed	4 Bed	% Burdened
Josephine County	\$912	\$1,024	\$1,346	\$1,897	\$1,917	36.28%
Jackson County	\$946	\$1,062	\$1,396	\$1,967	\$2,357	36.03%
Portland-Vancouver-Hillsboro*	\$1,650	\$1,776	\$2,024	\$2,809	\$3,254	33.32%

On average for all units, Josephine County's rents are 61% of Portland area rents. To adjust peer library salaries to account for this discrepancy, peer library salaries were first averaged as a group. The group average was then adjusted by reducing 30% of the wage, a portion that is typically allocated towards housing costs, to 61% of the wage. The resulting formula was $(\text{Salary} \times .7) + (\text{Salary} \times .3 \times .61)$. This results in a decent general measure, but is less accurate the lower the salary compared to the unit housing cost.

General Wage Comparisons

Occupational Employment and Wage Statistics Southern Oregon (2022)

Sources: US Bureau of Labor and Industries, Oregon Employment Department, Oregon Public Library Statistics

	Josephine County		Jackson County		Rogue Valley	
	Median	Mean	Median	Mean	Median	Mean
All Occupations	\$19.41	\$24.75	\$20.86	\$26.55	\$20.75	\$27.02
Management Occupations	\$38.67	\$47.67	\$39.61	\$46.94	\$40.14	\$48.05
Business and Financial Occupations	\$29.81	\$34.57	\$30.24	\$34.32	\$30.76	\$35.06
Community and Social Service Occupations	\$23.67	\$25.92	\$23.78	\$26.16	\$24.69	\$27.10
Educational Instruction and Library Occupations	\$24.40	\$30.46	\$23.96	\$28.92	\$24.91	\$30.44
Food Preparation and Serving Related Occupations	\$14.09	\$15.54	\$13.99	\$15.49	\$14.64	\$16.29
Buildings and Grounds Cleaning and Maintenance Occupations	\$16.53	\$17.62	\$16.64	\$17.55	\$17.34	\$18.40
Personal Care and Service Occupations	\$16.67	\$17.57	\$16.67	\$17.67	\$17.42	\$18.47
Sales and Related Occupations	\$16.07	\$19.57	\$16.53	\$20.63	\$16.93	\$21.11
Office and Administrative Support Positions	\$19.16	\$20.67	\$19.18	\$20.99	\$19.79	\$21.62
Rogue Valley Public Library Occupations	\$21.25	n/a	\$23.60	n/a	n/a	n/a

The table above shows overall salary median (midpoint) and mean (average) salaries for a variety of occupational classes in Josephine and Jackson County. While there are significant differences between Josephine and Jackson County when comparing All Occupations, the differences between the two counties for selected industries was much less. Each category above includes many individual positions. The greatest use of this table is to understand how categories generally compare to each other. Specific positions within these categories will be used as points of comparison for individual positions within Josephine Community Library.

Library Wage Information (2022)

Source: Oregon State Library Public Library Statistics

	Josephine	Jackson	Difference from Josephine	Adjusted Peers*	Difference from Josephine
	Median	Median		Median	
Library Director	\$38.50	\$64.30	67.01%	\$48.20	25.19%
Supervising Librarian	\$24.50	\$29.00	18.37%	\$34.42	40.50%
Non-supervising Librarian	\$21.00	\$26.31	25.26%	\$29.83	42.05%
Library Assistant	\$16.75	\$18.70	11.61%	\$21.73	29.74%
Library Clerk	\$14.75	\$16.15	9.49%	\$17.50	18.67%

* Peer wages were adjusted to account for higher housing costs

The table above shows the midpoint of salary ranges reported as Public Library Statistics annually to the Oregon State Library for different types of library positions. In every case, Josephine's midpoint is lower than both Jackson County's and the housing adjusted salaries for peer libraries, often very substantially. While Josephine Community Library are structurally different in important ways from Jackson County and peer libraries, working to close some of this gap is likely to make recruiting and retention easier. More details will be provided on position-specific recommendations.

Rent as a Percent of Wage (2022)

Josephine Community Library Percent of Salary to Rent					
Position (Median Pay)	Efficiency	1 Bed	2 Bed	3 Bed	4 Bed
Library Director	13.67%	15.34%	20.17%	28.43%	28.73%
Supervising Librarian	21.48%	24.11%	31.70%	44.67%	45.14%
Non-supervising Librarian	25.05%	28.13%	36.98%	52.12%	52.66%
Library Assistant	31.41%	35.27%	46.36%	65.34%	66.03%
Library Clerk	35.67%	40.05%	52.65%	74.20%	74.98%
Annual Rent Cost	\$10,944	\$12,288	\$16,152	\$22,764	\$23,004

Jackson County Library Percent of Salary to Rent

Position (Median Pay)	Efficiency	1 Bed	2 Bed	3 Bed	4 Bed
Library Director	8.49%	9.53%	12.53%	17.65%	21.15%
Supervising Librarian	18.82%	21.13%	27.77%	39.13%	46.89%
Non-supervising Librarian	20.75%	23.29%	30.62%	43.14%	51.69%
Library Assistant	29.19%	32.77%	43.08%	60.70%	72.74%
Library Clerk	33.79%	37.94%	49.87%	70.27%	84.20%
Annual Rent Cost	\$11,352	\$12,744	\$16,752	\$23,604	\$28,284

Peer Libraries Percent of Salary to Rent (not adjusted)					
Position (Median Pay)	Efficiency	1 Bed	2 Bed	3 Bed	4 Bed
Library Director	17.44%	18.77%	21.39%	29.69%	34.39%
Supervising Librarian	24.42%	26.28%	29.95%	41.57%	48.16%
Non-supervising Librarian	28.18%	30.33%	34.56%	47.97%	55.57%
Library Assistant	38.68%	41.63%	47.44%	65.85%	76.28%
Library Clerk	48.02%	51.69%	58.90%	81.75%	94.70%
Annual Rent Cost	\$19,800	\$21,312	\$24,288	\$33,708	\$39,048

Looking at rent as a percentage of wage shows the outsize effect that currently high rent costs are having on lower wage workers. Even at the professional librarian level, a modest 2-bedroom unit is consuming 30% or more of an employee's salary. Given this reality, employees may be more focused on seeking an increased hourly wage than other benefits that would be more beneficial to them long term such as health insurance and retirement contributions. At the Library Assistant and Library Clerk reporting levels, Josephine Community Library is not as far apart as at some other levels, and the percent of wage devoted to housing costs is also fairly close. This may be a place where a moderate investment may yield good results in narrowing the gap to be more competitive.

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: March 5, 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 contract was finalized with final updates to library insurance requirements, with the changes approved by City of Cave Junction legal and Business Oregon. The Cave Junction Common Council approved the contract for execution at a special meeting on February 21.
 - The preconstruction meeting will be held on March 18. Construction is expected to start soon after, and take seven to nine months.
- **Environmental Assessment.**
 - The Environmental Assessment includes determinations, compliance findings, and scores on 20 required elements and sections including Endangered Species, Wetlands, Historic Preservation.
 - Final changes requested by Business Oregon were made, and the Environmental Assessment was published for public review on February 14. The public review period was 15 days from February 15 to 29.
 - Submitted the Request for Release of Funds to Business Oregon on March 1, and the second 15-day public review period is March 4-18. After that Business Oregon will issue the Release of Funds notice, the contract can be executed, and construction can begin.
- **Finance.** Business Oregon continues to reimburse 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.
- **Communication.** Public messaging about the renovation, library closure, and library services has been issued by the library, through media coverage, social media, eblasts, and fliers. See the attached news release for details. The library was closed for renovation on March 3, and hold pickups at the IV Senior Center begin Thursday, March 7.

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.

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.