

Josephine Community Library District
Board of Directors Regular Meeting
Wednesday, April 17, 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		R. Selvig	
Standing Items			
1. Approval of agenda			
2. Approval of consent agenda	Motion	R. Selvig	5 min
• March 20 minutes			
• Resolution 2024-032: Grant Appropriation			
• Resolution 2024-033: Capital Reserve			
3. Public comment (three minutes each)			
4. Correspondence			
5. Annexation petition review: Nina Grayson	Motion		
Staff Reports			
1. Library director's report	Report	K. Lasky	10 min
2. Financial report	Report	K. Lasky	5 min
3. Budget officer's report	Report	K. Lasky	5 min
Action Items			
1. First reading: Policy 3-4-9 Maintenance Policy	Discussion	K. Lasky	5 min
Board Member Reports			
1. Library Foundation liaison report	Report	R. Stoltz	5 min
2. Facilities Oversight Task Force report	Report	Fahey/Samson	5 min
Announcements			
1. Comments from board members		All	5 min
2. Date and agenda items for next meeting		R. Selvig	5 min
Adjourn		R. Selvig	

Date and Time	Upcoming Meetings and Events
May 15, 5:30pm	District Budget Hearing and Board Meeting, Grants Pass branch
June 19, 5:30pm	District Board Meeting, Grants Pass branch

Josephine Community Library District
Regular Board Meeting Minutes
Wednesday, March 20, 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, Communications & Partnership Manager Brandace Rojo

Contractors: Grants Administrator Teresa Stover

Partners: Josephine Community Library Foundation board member Sue Cohen, Josephine Community Library Foundation Executive Director Rebecca Stoltz

CALL TO ORDER. Ms. Selvig called the meeting to order at 5:29 pm and announced that the board would be moving into executive session per ORS 192.660(2)(h).

ADJOURNMENT

The regular meeting adjourned at 5:29 pm.

EXECUTIVE SESSION

The board moved into executive session per ORS 192.660(2)(b, h) at 5:29 pm.

ADJOURNMENT

The executive session adjourned at 5:45 pm.

CALL TO ORDER. Ms. Selvig called the regular meeting back to order at 5:45 pm.

MOTION: Ms. Agosta moved to give Ms. Lasky permission to agree to a stipulated judgement to reverse the Josephine County Commissioner's approval of the withdraw from the library district. Ms. Gotchall seconded. The motion passed unanimously.

STANDING ITEMS

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

Approval of consent agenda. Consent agenda items included:

- a. February 21 Board Meeting minutes
- b. Resolution 2024-031: Policy 4-4-3

MOTION: Ms. Samson moved to approve the consent agenda, including Resolutions 2024-031. Ms. Agosta seconded. The motion passed unanimously.

Public comment. No public comment was offered.

Correspondence. No correspondence was offered.

Annexation petition review. The board of directors reviewed three annexation petitions from Robert Lieberman, Sandra Lee Schwab, and Frances Sinclair.

MOTION: Ms. Agosta moved to endorse annexation petitions from Robert Lieberman, Sandra Lee Schwab, and Frances Sinclair. Ms. Gotchall seconded. The motion passed unanimously.

STAFF REPORTS

Library director's report. Ms. Lasky referred to the Library Director's Report dated March 20, highlighting the following items:

- Ms. Lasky would like to offer a letter of support for H.R. 7525 to establish a formal definition of "special district" in federal law.
MOTION: Ms. Agosta moved to allow Ms. Lasky to sign on in support of House Resolution 7525. Ms. Samson seconded. The motion passed unanimously.
- The library won an architecture award for the new Williams library from the Chamber of Commerce.
- Four of five board members attended the Grants Pass City Council meeting on March 6. At that meeting, Mr. Fahey represented the board and made a request for the library to have a seat on the urban renewal district committee. The city council tabled the decision and will hold a workshop.
- Preconstruction has begun at the Illinois Valley branch. Groundbreaking for construction begins next week.
- The Grants Pass branch was the recipient of a First Amendment audit by Dean Amaral.
- The Williams Friends of the Library purchased a custom covered bench with a bulletin board on the back for the outside of the branch.

Financial report. Ms. Lasky reviewed the March 2024 Financial Statement memo dated March 20, 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 February 2024, the P&L statement for Special Funds as of February 2024, and the Balance Sheet as of February 28, 2024.

- Wednesday, April 3 at 5:30 pm is the next budget committee meeting.

Grants Administration. Ms. Stover reported on the status of library district grants referring to the grant update memo dated March 20, 2024.

ACTION ITEMS

Strategic Planning: Employee Compensation Analysis. The board reviewed the report titled Josephine Community Library Compensation Study: Overall Environment from library consultant Amy Hutchinson and discussed the Employee Compensation Analysis. Looking at rent as a percentage of wage shows the outside effect that currently high rent costs are

having on lower wage workers. The library director will consider the options provided by Ms. Hutchinson in the coming months and develop a plan to address employee compensation adjustments.

The board of directors advised Ms. Lasky to suggest a 12% buffer in payroll including COLA and Merit in the upcoming 2024-25 budget and allow for discussion and implementation in the coming months.

BOARD MEMBER REPORTS

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

- Diane Hoover has joined the library foundation board of directors.
- Evergreen Federal Bank will sponsor the Summer Reading Program with a \$2,500 contribution.

Facilities Oversight Task Force. Ms. Samson reported that the group did not meet this month.

Ms. Stoltz shared that the Illinois Valley renovation project will begin next week. She also shared that the committee is meeting with ZCS Architecture for concepts for a new Grants Pass branch in preparation for community feedback meetings.

ANNOUNCEMENTS

Comments from board members.

Date and agenda items for next meeting.

The next regular board meeting will be at 5:30 pm on Wednesday, April 17.

ADJOURNMENT

The meeting adjourned at 7:18 pm.

Respectfully submitted,



Brandace Rojo for Board Secretary Kate Lasky
Josephine Community Library District

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

In the Matter of Authorizing)
Expenditure of an Oregon Community) Resolution No. 2024-032
Foundation Grant Offered to)
Josephine Community Library District

WHEREAS, the Josephine Community Library District Board of Directors adopted its fiscal year 2023-24 budget on May 17, 2023; and

WHEREAS, since the date of budget adoption, JCLD has received an \$8,000 grant from Oregon Community Foundation for general operating expenses; and

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

WHEREAS, it is desired that the grant funds be used for districtwide landscaping and other maintenance expenses; and

WHEREAS, these funds should be appropriated to the Maintenance Fund as an unrestricted resource; now therefore

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves

The \$8,000 grant from Oregon Community Foundation shall be appropriated to the Maintenance Fund as an unrestricted resource for the purpose of funding districtwide landscaping and other maintenance expenses.

DONE AND DATED this 17th day of April 2024.

Pat Fahey, Board Member

Gina Marie Agosta, Board Member

Tina Gotchall, Board Member

Rachele Selvig, Board Member

Laurel Samson, Board Member

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

In the Matter of Establishing a Reserve)
Fund for Josephine Community Library) Resolution No. 2024-033
District)

WHEREAS, Oregon Revised Statutes 294.346 gives authority to the Board of Directors as the governing body of Josephine Community Library District to establish by resolution a reserve fund to accumulate and expend monies for purposes specified in ORS 280.050;

WHEREAS, ORS 294.346 further requires the Board of Directors to review the reserve fund of not less frequency than every ten years to determine whether the fund will be continued or abolished; and

WHEREAS, the Josephine Community Library District desires to comply with ORS 294.346.

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves as follows:

The JCLD Capital Reserve Fund for the purpose of capital and maintenance improvement projects is established in the FY23-24 budget.

DONE AND DATED this 17th day of April, 2024.

Pat Fahey, Board Member

Gina Marie Agosta, Board Member

Tina Gotchall, Board Member

Rachele Selvig, Board Member

Laurel Samson, Board Member

Annexation Petitions

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

	Property Owner	Address
1	NINA GRAYSON	2107 SE KAYLEIGH WAY

TO: Josephine Community Library District Board of Directors
FROM: Kate Lasky, Library Director
DATE: April 17, 2024
SUBJECT: Library director's report

Action

- The JCLD regular board meeting in June falls on a holiday. Board to reschedule the June meeting.

General Updates

- JCLD Budget Committee approved the FY24-25 proposed budget at its April 3 meeting. A public hearing is scheduled for May 15 at 5:30pm at the Grants Pass branch.
- FY22-23 financial audit with Pauly Rogers LLC accounting firm continues to be delayed, with plans to wrap up in May.
- A City of Grants Pass workshop regarding the Urban Renewal District and a newly forming task force is tentatively scheduled for April 29 at 11:30am at the City Council Chambers. 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 as property owners in the Urban Renewal District boundary in a blighted area. The City Council tabled the formation of the Task Force until further workshop sessions could clarify stakeholder participation.
- Library director's monthly column in the Grants Pass Daily Courier is not posted to the library website, [From the Director](#).
- For more information about library programs and events, read the [April Newsletter](#).

Stories

- **In Grants Pass**, a regular patron returned a laptop, asking about the make and model because he said it worked better than others, such as the ones from RCC. He said he used it for college and after changing to the model offered by the library, he was able to bring up his grade by about 20 percent.
Staff assisted an elderly woman with printing items required by Josephine County for fire risk assessment for her property. She said she was glad to have the library available to assist her with these technology issues and helping her out saved her time and stress, "I would've been in tears and feeling lost and alone had I not had you guys here to help me with this."
An impromptu class visit of 25 5th-grade students turned into a learning opportunity as many of the students had never been to the library. Staff shared information on library services and how to get a library card, which lead about half the class to request library card applications to take home. Students also found books on Greece and Greek mythology for a research project and enjoyed the gnome scavenger hunt and coloring activities.
- **In Illinois Valley**, a patron and her seven-year-old grandson expressed that using the online catalog to "shop for library books" has turned into a weekly activity they've adopted while the branch is under renovation. They pick up holds each week and report on the joys of reading the books they've chosen sight-unseen.
- **In Williams**, a seasonal patron returned to Williams and was impressed with the new library, he especially liked the new communication booth after he used it. He plans to reserve it regularly for the duration of his stay.
- **In Wolf Creek**, a 2nd-grade student from Sunny Wolf Charter School rode his bike to the library with his little brother on a Saturday afternoon to check out books and do some crafts. A horseshoe set that he and his father had requested from the Library of Things was ready for pickup. He was overjoyed and insisted on taking it with him on his bike, demonstrating his commitment to using the library on non-school days.

Successes

- Construction on the Illinois Valley Library Renovation started on March 25 and is making excellent progress. The renovation is scheduled to finish in August.
- In Illinois Valley, patrons have expressed their gratitude for temporary library services through the Illinois Valley Senior Center while the library facilities are under construction, saving them a trip into Grants Pass to pick up their holds. Patrons come by the senior center to check in with staff and volunteers, glean renovation information, and connect with each other in the same way they do in the library every week.
- The Wolf Creek branch oriented its first volunTEEN at the end of March. She is now scheduled to volunteer up to twice weekly.
- The Seed Library program has been a huge success in Williams and Wolf Creek with seed packets distributed weekly during the months of March, April, and May. In partnership with the Grants Pass Garden Club, 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.

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 branch manager observed a permanent awning over the garage door would prevent this from happening again in the future.
- The last month saw a spike in intellectual freedom challenges. Thirteen children's and young adult books were hidden throughout the library. Several of the items were from a secondary display for Women's History Month in the young adult room at the Grants Pass branch. This is a record high for a month this fiscal year.
- Capacity issues continue to be a challenge for the communications department. Getting all staff trained on proper procedures for programs and partnerships will help the flow of work in the future.

2024–2027 Strategic Plan Update

Reimagine Library Services

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

- Developed an MOU with Illinois Valley Senior Center and signage, social media posts, press release updates for the Illinois Valley Renovation Project.
- Supporting the library foundation's Spring Fundraising Drive.

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

- Updated programming roadmap to include a clarifying definition of programs, which include, but are not limited to, ongoing programs, one-off programs, grant projects, trainings, community meetings and listening sessions, tabling events, outreach events, and presentations. Programs are either facilitated or hosted by JCLD for the purpose of fulfilling the mission and vision of the strategic direction.
- Partnering with the Cow Creek Band of Umpqua Tribe of Indians to provide a bilingual storytime using their recently publish Takelma Language Primer books during Summer Reading Program. Other Summer Reading Program partners include the Oregon Caves, and the Museum of Natural and Cultural History, University of Oregon.
- 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 June 15 to August 10.

- Wrapped up Tax Assistance Afternoons program for UCAN tax assistance continues through March at the Grants Pass branch, twice weekly with approximately 75 participants for the entire program.
- In April, the library is featuring its book club book bags as part of the Library of Things collection for in-house displays and promotion through social media.

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

- Tabled at Williams Elementary Literacy Night with about 30 families attending. Families are invited to the school to have fun with literacy activities.
- Tabled at Highland Elementary Literacy Night – 163 attendees (70 adults and 93 children) stopped by the library table to learn more about library services and programs. Staff registered 17 new library cards at the event.
- Presented to Josephine County Housing Authority, Stand in the Gap Family Fair, Patch Real Estate client event.
- Partnering with Grants Pass High School library volunTEENS to develop an announcement video script to students about library services.
- Continued working with Sheepscoot Creative to support the development of a communications plan for 2024-25.

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 two of regional and peer library employee compensation analysis with third-party contractor. Recommendations for restructuring are forthcoming.

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

- Continued volunteer training sessions. The session in April was well attended by staff. Incentives to involve more volunteers are being developed.
- Volunteers supporting new staff training on circulation desk and library processes.
- 10 volunteers and staff attended the Navigating Reliable Health Information in March to support both patron access to quality information online and volunteer training on library databases.

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

- In Grants Pass, eight new volunteers in Grants Pass oriented in March and April, with a new volunteer to help with the interlibrary loans.
- Promoted the volunteer program on radio, print advertising, and through the Chamber of Commerce.

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.

- Completed the first draft of the collection development plan and included a more robust children and teen narrative. The previous version had not been updated in several years. The draft is still under development to include an updated introduction and genres definition.

- Over 100 new graphic novels were purchased for children's and young adult collections across all branches as part of a graphic novel enhancement project funded by the Dorothy Thompson grant. These will be cataloged and on shelves in time for Summer Reading.
- Continued assessing damaged and lost or missing items for replacement and added them to lists to be reordered.
- The adult fiction section at the Williams branch is overcrowded in its new space. Staff rehomed several low circulating items to Grants Pass as replacement copies.

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.

- Hired new permanent fulltime operations manager in late March.
- Submitted a funding proposal for \$20,000 to the Josephine County Solid Waste Agency for asbestos abatement at the Illinois Valley library. The Solid Waste Agency will consider the proposal at its April 16 meeting.
- Continued working with ZCS Engineering & Architecture in preliminary design meetings for the new Grants Pass Library. The firm is contracted by the library foundation to develop three concept designs to be shared and discussed at community meetings this summer.
- The Illinois Valley Library Renovation preconstruction meeting was held on March 18. Based on the completion of the environmental assessment, Business Oregon released funds for construction on March 22. The contract between the City of Cave Junction and Ausland Group was executed the same day, and construction started March 25. Interior and exterior demolition is complete, and site prep and excavation for the building addition is in progress. Ausland Group's schedule has the renovation completing in August. Temporary library service started at the Illinois Valley Senior Center on March 7 and continues each Thursday. Construction progress meetings are held weekly and attended by all parties.

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

- Distributed 120 packets of library resource information for the READY for Kindergarten program with Grants Pass School District.
- The communication team continues to work on 2024 Summer Reading Program materials. The booklet will be available early and used as an outreach tool throughout late spring and summer.

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

- Updated the server rack at the Grants Pass branch to better organize cabling. The cables required additional shelving in the rack to accommodate the weight which negatively affected server performance for over a week.
- Ordered and received new flat screen TV, video conferencing Owl, and laptop to update AV equipment in the Wolf Creek meeting room. This update is sponsored by the library foundation.
- Adjusting links on the library website for contrast and readability. Feedback from Grants Pass front desk volunteers about patrons unable to determine clickable links on certain pages led to requesting this usability update.
- Deployed five new laptops for patron check out with funding from the library foundation.
- All passwords updated for staff and contractors per new guidelines for increased security.

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

- Ongoing lifelong learning promotions include 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.

TO: Josephine Community Library District Board of Directors
FROM: Kate Lasky, Library Director
DATE: April 17, 2024
SUBJECT: March 2024 Financial Statement

Accounting

- Included 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 has been received and expended and does not reflect grants applied for but not received. Negative net positions on actuals may occur due to delays in beginning cash posting due to audit, and/or monies spent but not yet reimbursed.
- The ending cash for the general fund on the P&L of \$1,657,016 does not equal the Balance Sheet net income of \$2,673,068. 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 \$1,920 for 32 household sponsorships for the month of March.

Statement of Financial Activities (general fund P&L)

Revenue

- The current year tax levies are 1,509,658. The total prior year's tax levy income is \$38,479.
- Fees collected this fiscal year were \$52,716, this includes non-resident card fees, sponsorships, copies, and charges for lost/damaged items.
- Forecast adjustments were made to 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 \$10,650, for a grand total of \$102,323 which includes technical writing services, information technology, web development, and finance.

Statement of Financial Position (balance sheet)

- The district assets include \$198,979 in the district checking account. The Grants Pass maintenance fund totals \$18,787 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 \$1,438,921 and a reserve fund of \$988,737. Cash Drawers at the four branches total \$390.
- The total combined assets of these accounts equal \$2,645,814.

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.

Josephine Community Library District

Balance Sheet

As of March 31, 2024

Mar 31, 24

ASSETS

Current Assets

Checking/Savings

1000 · People's Bank of Commerce	198,979
1010 · People's Bank-Savings	18,787
1100 · General Pool 6000	1,438,921
1110 · LGIP - Reserve Fund	988,737
1150 · Cash Drawers	390

Total Checking/Savings 2,645,814

Other Current Assets

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

Total Current Assets 2,673,068

TOTAL ASSETS 2,673,068

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

2000 · Accounts Payable	-308
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Total Accounts Payable -308

Other Current Liabilities

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

Total Current Liabilities 26,946

Total Liabilities 26,946

Equity

3909 · General Fund Balance	1,384,153
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3909A · General Fund Appropriated	-1,384,152
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3910 · GP Maint Fund Balance	13,781
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3910A · GP Maint Fund Appropriated	-13,781
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3911 · Reserve Fund Balance	807,503
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3911A · Reserve Fund Bal Appropriated	-807,503
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Net Income 2,646,121

Total Equity 2,646,122

TOTAL LIABILITIES & EQUITY 2,673,068

Josephine Community Library District
General Fund - Budget vs. Actual - General Services
July 2023 through March 2024

	<u>Jul '23 - Mar 24</u>	<u>Budget</u>	<u>Forecast</u>
Ordinary Income/Expense			
Income			
4000 · Current Year Tax Receipts	1,509,658	1,545,000	1,545,000
4005 · Prior Year Taxes	38,479	30,000	40,000
4100 · Fees	52,716	39,000	58,000
4200 · Interest Income	51,742	15,000	58,000
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	3,038,269	3,030,000	3,102,000
Gross Profit	3,038,269	3,030,000	3,102,000
Expense			
5000 · Personal Services	651,228	1,058,650	1,037,650
6 · Materials and Services			
6.1 · Library Services			
5200 · Collection Development	109,941	175,000	175,000
5300 · Technical Services	23,914	50,000	50,000
6650 · Patron Services and Supplies	2,793	5,000	5,000
6660 · Volunteer Support	4,722	5,000	5,000
6670 · Events at Library	1,776	15,000	15,000
6680 · Communication & Outreach	35,792	40,000	40,000
6690 · Special Contracts	102,323	115,000	115,000
Total 6.1 · Library Services	281,261	405,000	405,000
6.2 · Maintenance and repairs			
5400 · Building Improvements	100,361	110,000	110,000
5500 · Facilities & Equipment	42,288	82,000	82,000
5600 · Computer Maintenance	7,571	39,000	39,000
Total 6.2 · Maintenance and repairs	150,220	231,000	231,000
6.3 · Administration			
5700 · Insurance	15,474	15,000	20,000
5800 · Travel & Training	19,831	40,000	40,000
6630 · Election	20,732	20,000	21,000
6640 · Auditor	18,650	20,000	20,000
6699 · Legal Administration	3,300	2,000	10,000
6700 · Administrative Support	25,776	18,000	25,000
6800 · Telecommunications	13,004	25,000	25,000
6850 · Utilities	26,777	50,000	50,000
Total 6.3 · Administration	143,544	190,000	211,000
Total 6 · Materials and Services	575,025	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	1,381,253	2,264,650	2,264,650
Ending Cash	1,657,016	765,350	837,350
Ending Cash	1,657,016	765,350	837,350

Josephine Community Library District
General Fund - Budget vs. Actual - Enhanced Svcs
July 2023 through March 2024

	Jul '23 - Mar 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 Servoces	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	31,485	179,000	-147,515
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	54,370	519,000	-464,630
Total Expense	67,895	619,000	-551,105
Net Ordinary Income	-18,381	-44,100	25,719
Net Income	-18,381	-44,100	25,719

TO: Josephine Community Library District Board of Directors
FROM: Kate Lasky, Budget Officer and Library Director
DATE: April 17, 2024
SUBJECT: Budget Committee Update

Budget Committee

- The Budget Committee met on April 3 and approved the proposed budget and tax rate to support library operations in FY2024-25.
- The Board of Directors will facilitate the budget public hearing during its regular meeting on May 15 with public comment.
- A public notice will be issued on May 1.
- Minutes from the April 3 budget committee meeting will be made available at the May 15 public hearing.
- The board will move to adopt the budget at its June board meeting.

TO: Josephine Community Library District Board of Directors
FROM: Kate Lasky, Library Director
DATE: April 17, 2024
SUBJECT: Policy review and revision

First Reading: Revised Operations Policy 3-4-9 Facilities Preventative Maintenance

In December 2022, staff reviewed the Operations Policy 3-4-9 titled Facilities Preventative Maintenance for discrepancies in implementation of a Safety Committee. At the time, the policy was revised to reflect legal requirements of a Safety Committee and revised to reflect the legal requirements and deletion of preventative maintenance.

Revisions overestimated the capacity for a government agency of the size of JCLD. The policy has been revised to better reflect current practices, including appointment on the Safety Committee as part of regular management at the library. Further, the revised version presented to the board deletes a mention of procedures as those may be established annually by the management team.

The board may consider an additional policy if the newly revised Facilities Safety Maintenance policy does not address all necessary elements for preventative safety concerns.

Policy 3-4-9. Facilities Maintenance and Safety

Revised ~~1/18/2023~~/XX/XXXX

Josephine Community Library District (JCLD) is committed to ~~providing a safe and fair~~promoting a safe and healthy work environment. ~~by bringing s~~Staff and management regularly come together in a cooperative effort to communicate and evaluate safety and health issues and promote their continually improve upon safety and health policies and procedures. JCLD complies with OROSHA Rule 437-001-0765(7) by ~~forming maintaining a centralized~~ safety committee ~~or and~~ holding an all-staff quarterly Safety Meeting. JCLD strives to follow ALA guidelines for safe libraries.

The ~~Safety~~ Committee ~~will be is~~ comprised of at least ~~two three~~ members including the library director, their designees, ~~and one elected or volunteer staff member. The operations or branch manager may serve as the second member if a majority of the JCLD non-supervisory employees agree.~~ Additional membership on the ~~Safety C~~committee is open to all staff and volunteers at the discretion of the library director. ~~Applications will be are on file on the JCLD network, and p~~Paper copies are available upon request and will be reviewed and considered in a timely manner. All members shall serve ~~for at least one year, or longer~~ at the discretion of the library director. ~~The committee will agree on a chair.~~

~~The Safety Committee will agree on a chair, be compensated at their regular rate of pay, The committee will~~ have regular training in the principles of accident and incident investigation and be trained in hazard identification ~~involved in all the major aspects relevant to of~~ library operation. Members are compensated at their regular rate of pay and must conduct business on company time. The ~~Safety C~~committee meets quarterly, ~~and~~ provides meeting minutes to all staff, and keeps a record of all meetings for three years.

~~The Safety Committee will establishes procedures for conducting hazard identification at all library branches on a quarterly basis. The Safety Committee will have a written procedural statement which:~~

- ~~• Represents management commitment to the committee~~
- ~~• Requires effective employee involvement, including volunteer staff~~
- ~~• Describes how JCLD will hold employees and managers accountable for safety and health~~
- ~~• Explains specific methods for identifying and correcting safety and health hazards at Grants Pass, Wolf Creek, Williams, and Illinois Valley locations~~
- ~~• Includes an annual written comprehensive review of the committee's activities to determine effectiveness~~

Safety meetings shall include discussions of safety and health issues, accident investigations, causes and suggested corrective measures. Suggestion boxes are provided at all four JCLD branches for staff and volunteers to submit anonymous suggestions to improve safety and health at the library. The committee reviews these recommendations at their quarterly meetings.

Inclement weather inspections are the responsibility of the library director or designee. When a storm is forecasted, a preventive inspection will be done to ensure the facilities are prepared for the

storm. After the storm has passed, another inspection ~~will be~~is conducted to identify any damage incurred and repairs needed. Recommendations for repairs are made to the library director.

JCLD ~~will~~ provides inspection training for staff as necessary and in alignment with staff responsibilities as person in charge. JCLD will conduct annual refresher training for relevant staff that includes existing inspections as well as any new conditions to be aware of. ~~JCLD will also conduct refresher training if a property claim is filed.~~

For details about the building preventive maintenance program, including the checklists and schedules, contact the library director or their designee.

TO: Josephine Community Library Foundation Board of Directors
Josephine Community Library District Board of Directors
FROM: Facilities Oversight Task Force: Pat Fahey, Kate Lasky, Laurel Samson,
Rebecca Stoltz, Steve Swearingen, Doug Walker
DATE: April 15, 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 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

Vitus Construction has completed the remaining items on the punch list and received final payment for the completion of the project.

A geyser was discovered on the property. Vitus Construction investigated the source of the water, and it was determined there was a broken pipe from the septic tank, likely damages by the excavation company during construction. Vitus Construction discovered the location of the broken pipe and replaced the pipe at no charge.

The lead contractor for Vitus Construction secured multiple large boulders to place around the parking lot and bioswale to prevent people from driving around the library building at no additional cost to the library. Vitus Construction will schedule and place the boulders.

Action: *Foundation director will work with Vitus Construction to pay for the rental of the heavy equipment to place the boulders.*

Illinois Valley branch

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

Ausland Group started construction on March 25, with construction fencing, demolition, and the start of site prep and excavation. The project is scheduled to finish in August.

Action: *The district continues to manage public information about the upcoming 6–8-month closure of the branch and remote services.*

Grants Pass property

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

The foundation contracted with ZCS Engineering & Architecture to provide consulting and concept designs for a new library in downtown Grants Pass.

A kick-off meeting was held on Friday, April 12 with the Facilities Oversight Task Force and ZCS to review and discuss potential building layout options. FOTF will continue to meet with ZCS to develop the three concepts for the new library that will be presented at the community meetings.

Action: *Foundation and library directors are developing public information for the community meetings and community-wide survey in June and July.*

Action: *Foundation and library directors will work with ZCS to develop community-wide survey.*

Action: *Foundation director is working with ZCS to provide title reports, easement information, and additional documents for the downtown property.*

Action: *Library director is working with ZCS to provide easement information updated service program documents for the downtown property.*

TO: Meadow Martell 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: April 2, 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

- **Environmental Assessment.**

- The Environmental Assessment includes determinations, compliance findings, and scores on 20 required elements and sections including Endangered Species, Wetlands, Historic Preservation.
- After completion of the 30-day public review period for the Environmental Assessment, Business Oregon issued the Release of Funds notice on March 22.

- **Procurement.**

- After receiving the Release of Funds notice, the City of Cave Junction signed the contract with Ausland Group, which had previously signed. The contract was executed on March 22.

- **Construction.**

- The preconstruction meeting was held on March 18 at Cave Junction City Hall, facilitated by Ausland Group, with representatives of the City of Cave Junction, Josephine Community Library, Business Oregon, ZCS Engineering & Architecture in attendance.
- Construction started on March 25, with construction fencing, demolition, and the start of site prep and excavation. The project is scheduled to finish in August.
- The first Owner-Architect-Contractor (OAC) meeting took place March 28 and continue weekly.

- **Communication.**

- The press release about the groundbreaking was issued on Friday, March 29 (see attached).

- **Library Services.**

- Hold pickups at the IV Senior Center continue each Thursday from 9:30 am to 4 pm. Patrons are getting used to the temporary system.

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:

March 29, 2024

FOR MORE INFORMATION, CONTACT:

Kate Lasky, 541-476-0571 x110
Brandace Rojo, 541-476-0571 x114

Construction for Illinois Valley library renovation begins

Grants Pass, March 29, 2024 — On March 25, 2024, library leaders and partners broke ground, marking the start of construction for the Illinois Valley Library Renovation Project including representatives from Josephine Community Library Foundation, Josephine Community Library District, the City of Cave Junction, ZCS Engineering and Architecture, and Ausland Group.

“After years of planning and fundraising, we're finally putting shovels to dirt,” said Library Director Kate Lasky. “Our new branch library remodel and addition is more than just bricks and mortar; it's a testament to our community's dedication to growth and learning.”

Library leaders have worked with ZCS Engineering & Architecture, Inc. since 2021 to plan the project, which will expand the library from 4,264 to 5,764 square feet and add seismic retrofit, a new roof, and energy-efficient fixtures. Ausland Group won the public construction bid to complete the renovation project including a new community room with a teaching kitchen, an early learning center and maker space, and a S.T.E.A.M. outdoor education area.

The Illinois Valley Library Renovation is funded by a joint Community Development Block Grant with the City of Cave Junction, American Rescue Plan Act (ARPA) funds designated by former Representative Lily Morgan, a 2021 crowdfund, and private grants from additional philanthropic organizations.

The library in Illinois Valley is currently closed for the remodel. Community members are asked to visit one of the other library branches in Grants Pass, Williams, or Wolf Creek for computer access, wi-fi, programs, and browsing. Temporary services are available at Illinois Valley Senior Center at 520 E River St, Cave Junction, OR 97523:

- Hold pick-up service is available Thursdays from 9:30am–4pm.
- The book drop box is accessible Monday–Friday from 9:30am–4pm on the west side of the building.

Construction is scheduled to be completed in fall of this year with a community grand opening and celebration to follow.

For more information about the Illinois Valley library renovation, visit jclfoundation.org.

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

Photos of groundbreaking ceremony are available upon request.

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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 connecting diverse community members to reliable resources and technology. For more information about library services or to volunteer, visit josephinelibrary.org, email info@josephinelibrary.org, or call 541-476-0571.