

**Josephine Community Library District
Budget Committee Meeting
Wednesday, April 3, 2024 at 5:30 pm, hybrid meeting
Grants Pass branch, 200 NW C Street, Grants Pass, OR 97526**

Budget Committee members present: Gina Marie Agosta, Pat Fahey, Laurel Samson, Rachele Selvig, Tina Gotchall, Bill Kohn, Jay Meredith, Cassie Robinson, Lawton Lesueur, John McCafferty

Budget Committee members absent:

Budget Officer present: Kate Lasky, Library Director

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

Contractors: Gerald Burns, Financial Advisor for Budget Officer, Grants Administrator Teresa Stover

Guest:

CALL TO ORDER AND INTRODUCTIONS. Budget Officer Kate Lasky called the meeting to order at 5:37 pm.

ELECT CHAIR. Nomination of budget committee chair.

Motion: Rachele Selvig nominated Jay Meredith as the Budget Committee chair. Bill Kohn seconded. The motion passed unanimously.

APPOINT, CONFIRM, OR ELECT SECRETARY.

Motion: Gina Marie Agosta nominated Brandace Rojo as the Budget Committee Secretary. Ms. Gotchall seconded. The motion passed unanimously.

BUDGET PROCESS AND PROCEDURE. Budget Committee Chair Meredith reviewed the budget process and procedure, indicating that a second Budget Committee meeting is tentatively scheduled for May 6 if needed.

GROUND RULES. Mr. Meredith reviewed the meeting ground rules.

FY25 BUDGET MESSAGE. Referring to the "FY2024-25 Budget Message," Ms. Lasky reviewed the highlights of the FY2024-25 budget.

- Ms. Lasky requested that next year's Budget Committee be held a month later, in May, to allow for feedback at one more library district board meeting.
- The proposed updates to the FY24-25 budget align with board directives from the new strategic plan, specifically supporting digital equity programming and competitive wages for staff.
- Ms. Lasky is accounting for unallocated revenue in the coming year with her projections.
- The library district is applying for a Library Services and Technology Act grant that is worked into the budget. The library will not find out if the grant is awarded until mid-April.
- Library staff salaries is up from last year because of inflation and because the board of directors would like to consider a wage adjustment last year. Wages for individual job descriptions are being reviewed and some positions may get a wage increase. Wage increases may not be the same across all positions.
 - Ms. Lasky has the funding that the board of directors has requested to set aside to "other" until recommended wage adjustments can be implemented.

- Ms. Lasky anticipated an increase in legal fees.
- Ms. Lasky shared that there is a Business Oregon grant that supports digital outreach that the library district will likely apply for in the amount of \$150,000 when the grant opens. The committee discussed line 14 “New Projects” and feel that this is the appropriate area to budget for that.
MOTION: Mr. Fahey moved to update line 27 on first page and line 14 on page 6 by \$150,000 to allow for the potential of additional grant projects. Ms. Agosta seconded. The motion passed unanimously.
- Ms. Lasky proposed changes to the reserve fund including splitting the reserve into two funds – a capital reserve fund and an operations reserve fund.

BUDGET DISCUSSION. Mr. Meredith asked the committee for discussion on the proposed budget.

- A motion is needed by the board of directors to allow a transfer of up to \$500,000 from the reserve to the capital reserve fund

MOTION: Mr. Fahey moved to allow up to \$500,000 to be transferred from the operations reserve to the capital reserve. Mr. Kohn seconded. The motion passed unanimously.

PUBLIC COMMENT. No public comment was offered

QUESTIONS ABOUT THE BUDGET OR PROCESS. Mr. Meredith asked if the committee had questions about the budget or the approval process. There were no further questions.

INFORMATION REQUESTS FROM BUDGET COMMITTEE. Mr. Meredith asked if there are any suggested amendments to the budget from other budget committee members. There were none.

Motion: Ms. Agosta moved to approve the FY 2024-25 total revised budget of \$5,357,311. Ms. Samson seconded. The motion passed unanimously.

Motion: Mr. Kohn moved to approve the tax rate at 39 cents for FY24-25. Mr. Fahey seconded. The motion passed unanimously.

BUDGET COMMITTEE AND HEARING SCHEDULE. No further meetings were scheduled for the Budget Committee. The budget hearing will take place on May 15, 2024.

ADJOURN

Mr. Meredith adjourned the meeting at 6:53 pm.

Respectfully submitted,



Brandace Rojo, Budget Committee Secretary
Josephine Community Library District

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

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

Members absent: none

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

Contractors: Grants Administrator Teresa Stover

Partners: Josephine Community Library Foundation board member Bill Kohn, Josephine Community Library Foundation Executive Director Rebecca Stoltz

CALL TO ORDER. Ms. Selvig called the meeting to order at 5:29 pm.

STANDING ITEMS

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

Approval of consent agenda. Consent agenda items included:

- March 20 minutes
- Resolution 2024-032: Grant Appropriation
- Resolution 2024-033: Capital Reserve

MOTION: Ms. Agosta moved to approve the consent agenda, including Resolutions 2024-032 and 2024-033. Mr. Fahey seconded. The motion passed unanimously.

Public comment. No public comment was offered.

Correspondence. Correspondence was received by Mike Pelfrey. It included a message stating that “he would like to shut down the library” and an article from the New York Post titled “” that published on April 8, 2024.

Annexation petition review. The board of directors reviewed one annexation petition from Nina Grayson.

MOTION: Mr. Fahey moved to endorse annexation petition from Nina Grayson. Ms. Agosta seconded. The motion passed unanimously.

STAFF REPORTS

Library director’s report. Ms. Lasky referred to the Library Director’s Report dated April 17 highlighting the following items:

- Ms. Lasky let the board of directors know that June board meeting falls on a holiday and asked to postpone it to the following day on Thursday, June 20 at 5:30 pm.

MOTION: Mr. Fahey moved to change the June 2024 meeting to Thursday, June 20 at 5:30 pm. Ms. Gotchall seconded. The motion passed unanimously.

- Ms. Lasky’s monthly column in the Grants Pass Daily Courier is now published on the library’s website on a page called “From the director.”
- The Illinois Valley branch renovation is underway with Ausland Group.
- The programming roadmap was updated to include outreach and training in the definition of programs.
- The Solid Waste Agency granted the library up to \$20,000 for asbestos abatement at the Illinois Valley branch.
- Five new laptops we’re added to the Library of Things.

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

ACTION ITEMS

First Reading: Policy 3-4-9 Maintenance. The board of directors had its first reading of Operations Policy 3-4-9 Maintenance

BOARD MEMBER REPORTS

Library Foundation liaison report. Mr. Kohn reported the following:

- Herb Pharm, Southern Oregon Sanitation, Welch Investment Group, and ZCS Architecture and Engineering are sponsoring the Spring Fundraising Drive.
- \$2,000 donation was received as a donation from Rotary from their Frist Crush event.
- Susan Boigon is a new library foundation board member.

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

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, May 15.

ADJOURNMENT

The meeting adjourned at 6:05 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: May 15, 2024
SUBJECT: Policy review and revision

Second 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 pPaper 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.

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

In the Matter of Adopting)
Policy 3-4-9, Facilities) Resolution No. 2024-034
Maintenance and Safety, for)
Josephine Community Library District)

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

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves:

The new Operations Policy 3-4-9, Facilities Maintenance and Safety, which is attached hereto and incorporated herein by this reference, is authorized for implementation.

DONE AND DATED this 15th day of May 2024.

Pat Fahey, Board Member

Gina Marie Agosta, Board Member

Tina Gotchall, Board Member

Rachele Selvig, Board Member

Laurel Samson, Board Member

Annexation Petitions

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

	Property Owner	Address
1	JOHN LEDBETTER	10000 PLACER RD
2	CATHERINE R & MICHAEL TRUSTEES	8404 NEW HOPE RD
3	CATHERINE R & MICHAEL TRUSTEES	8422 NEW HOPE RD

TO: Josephine Community Library District Board of Directors
FROM: Kate Lasky, Library Director
DATE: May 15, 2024
SUBJECT: Library director's report

General Updates

- The JCLD regular board meeting is rescheduled to Thursday, June 20 at 5:30pm at the Williams branch located at 158 Tetherow Rd.
- The Special Districts Association of Oregon sponsored legal fees incurred by the library during litigation with Josephine County at approximately \$13,000. Library donors contributed about \$1,500 in additional support. The County settled outside of court by rescinding their approval of a resident request to withdraw from the library district.
- Completed FY22-23 financial audit with Pauly Rogers LLC accounting firm, waiting for final statement. Will begin FY23-24 audit in July.
- The Solid Waste Agency approved a grant for up to \$20,000 for asbestos abatement at the Illinois Valley library, for additional asbestos found in the flooring during demolition for the renovation.
- Senator Lew Frederick and Representative Pam Marsh awarded library legislator of the year by Oregon Library Association at the annual awards banquet in Salem in April. Senator Lew Frederick was awarded for his efforts to prevent book banning in schools through SB 1583 and Representative Marsh was awarded for her advocacy for community access to broadband internet through library services E-rate program and Oregon Broadband Office.
- 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 [Latest News](#).

Stories

- **In Grants Pass**, staff helped a patron looking for legal resources about property owners' rights learn how to navigate online search engines and print out specific areas of a website. The patron was assisting her neighbor with mobility issues negotiate with a development company. The next day, the patron's neighbor called the library to thank us for our assistance since he had no access to a computer and is immobile.
- **In Illinois Valley**, contractors are working closely with the branch services manager to stay on track and keep promises made to the IV community. The branch manager received a text about some of the plants in the front garden that were bordering the concrete path being demolished. The contractor was concerned about removing plants without permission and sent a picture of the area to the branch manager for instructions. The picture had a chalk line down the left side of the front entry path that jumped over a 4" bundle of Santa Barbara daisies. Tickled with the consideration of the contractors, the branch manager texted back a gold star and thumbs up to dig up and move the bundle to another location.
In Williams, a long-time community member who moved away for a few years, returned recently was amazed at the new library facility. She said it was beautiful and in the

perfect place. She was also pleased she could get help printing documents from her phone.

- **In Wolf Creek**, a second-grade student and her mother visited the branch on a non-school day. The student is now reading to her younger sister at home and the mom was overjoyed her daughters were bonding over books and excited to read more. She said it was a family milestone and she was thankful the library created a fun, comfortable, safe place for her children to create memories.

Successes

- The State Library of Oregon will award a \$50,000 Library Services and Technology Act (LSTA) grant for the library's new digital equity program named "Josephine TechConnect." The program will run from July 2024 through June 2025.
- Presentations to the Sunny Wolf Charter School resulted in 12 after school and non-school library visits in April by students with family or friends.
- The Williams branch Friends of the Library completed the installation of the new covered bench and community bulletin board with newly planted grass and the return of the bike rack from the old branch. We have received many compliments from members of the community and it's a pleasure to see people enjoying the grounds.

Challenges

- The Williams branch has suffered from some incidents of people driving on the property outside the boundaries of the road and parking lot. A generous community member arranged for large decorative boulders to be placed strategically by a local Williams quarry as a preventative measure.

2024–2027 Strategic Plan Update

Reimagine Library Services

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

- The State Library of Oregon is awarding a \$50,000 Library Services and Technology Act (LSTA) grant for the library's new digital equity program named "Josephine TechConnect." The program will run from July 2024 through June 2025. Notification of partners Project Youth+ and WorkSource Rogue Valley and planning start this month, with assessment and curriculum development to follow in July.
- Continued partnering with the library foundation in support of its spring fundraising drive.
- Developed public information and project management resources for the Illinois Valley Renovation Project in partnership with the City of Cave Junction.
- Partnering with Project Youth+ for a Spanish Outreach Internship program. Newly placed intern is now fully trained and scheduled for regular shifts at the Grants Pass branch.

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

- Class visits in April included Woodland Charter School and Fort Vanoy Elementary School with approximately 85 attendees. Students learned about library services, toured the library building, and enjoyed a themed read aloud.

- Summer Reading Program planning is complete with events, themes, booklet, weekly incentives, passports, flyers, posters, and website landing page ready for implementation.
- In May, the library is featuring the audiobook and online ebook 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.

- Working with Sheepscoot Creative to finalize and implement an updates communications plan.
- Tabled at the Annual Family Fun Fair in Grants Pass, Housing Authority, and the Annual Children’s Fair & Pet Parade in Cave Junction.
- Compiled and distributed 700 Summer Reading Program packets for rural students in Williams, Wolf Creek, and Cave Junction.
- Provided outreach to Three Rivers School District Lorna Byrne and District 7 Kindergarten Readiness Program at Highland Elementary School.

Invest in People and Culture

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

- Finalized compensation analysis with third-party contractor for the strategic plan initiative to provide competitive wages and benefits to be implemented on July 1. Recommendations for restructuring and wage adjustments in progress. See attached new organizational chart and updated wage ranges.
- Library director and technical services coordinator attended the Oregon Library Association Conference in Salem.

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

- Increasing volunteer training opportunities with two new Summer Reading Programs trainings and improved shelving trainings in Grants Pass.
- Currently recruiting for Afterschool Storytime volunteer in Grants Pass, and outreach volunteers for events in Cave Junction and Grants Pass.

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

- In April, twelve new volunteers in Grants Pass were on-boarded including four new volunteers from the Grants Pass High School Transition Program.
- Easter Seals volunteer continues to work 20 hours a week as a partnership program.

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.

- Paperback picture books as a collection are being phased out. Over the course of the last year, the best loved paperbacks have been replaced in hardback format and interfiled in the picture book collection.
- Themed children's books for Summer Reading Program have been purchased for all branches with funds from State Library of Oregon's Ready to Read grant.

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.

- Technical services manager resigned position with final day May 10. Management is reassessing the position.
- The Illinois Valley Library Renovation continues and is on schedule to complete in August. Interior demolition is completed, and framing is under way. Exterior site excavation and grading is complete. For the addition in the next two weeks, the concrete slab will be poured and cured, and framing will start. Weekly hold pickup service at the Illinois Valley Senior Center continues each Thursday. Construction progress meetings are being held weekly by Ausland Group with representatives of the City of Cave Junction, Josephine Community Library, ZCS Engineering and Architecture, and Business Oregon in attendance.
- The Solid Waste Agency approved a grant for up to \$20,000 for asbestos abatement at the Illinois Valley library, for additional asbestos found in the flooring during demolition for the renovation. The work is completed, and Solid Waste Agency will receive the invoice this week for reimbursement.
- Youth services librarian presented at the Southern Oregon Educational Service District (SOESD) Library Symposium, networking with librarians and library managers from District 7 and Three Rivers School District.
- Wolf Creek branch quarterly groundskeeping completed in April, which included mowing the lawn, pulling weeds, trimming trees and bushes. Spring carpet cleaning also completed.

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

- Summer Reading Program supplies for weekly activities ordered with Ready to Read Grant funds.
- The 2024 Summer Reading Program booklet completed.

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

- The communications booth and laptop at the Williams branch was utilized more than 80 times since the installation last November through this April 2024.

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

- The Teen Advisory Board is leading the Bad Artist Club during the Summer Reading Program. The club offers a nonjudgmental place for teens to come together to make art and hang out at the library. Each week features a new themed-art project lead by two members of TAB. Teens provided concept input and helped develop weekly themes. Weekly themes include Van Gogh, blackout poetry, and watercolor botanicals.

TO: **Josephine Community Library District Board of Directors**
FROM: **Kate Lasky, Library Director**
DATE: **May 15, 2024**
SUBJECT: **Wage and benefits analysis recommendations**

References

JCL Compensation Assessment by Library Consultant Amy Hutchinson including but not limited to:
2022-23 Oregon Public Library Statistical Report Data, Burden Households by Counties,
Annual: Oregon, Fair Market Rents (40th Percentile Rents): Housing and Urban Development
Office of Policy Development and Research, May 2023 Metropolitan and Nonmetropolitan
Area Occupational Employment and Wage Estimates Medford and Grants Pass, Rogue Valley
Wage Information: Workforce and Economic Research Division, Oregon Employment, peer
library job descriptions

Background

The JCLD board of directors voted to support the initiative to provide competitive wages and benefits to its employees through the library strategic plan. The board voted to include up to 12 percent additional expenses in payroll, including a budgeted 2.5 percent COLA and 3 percent Merit increase. The FY24-25 budget was developed in accordance with these board directives.

Staffing Structure

Compared to peer libraries of similar size staff, Josephine Community Libraries appear to have more levels of hierarchy in the organizational structure. Josephine Community Libraries also have a low supervisor to paid staff ratio. For example, the State of Oregon's Department of Administrative Services uses a ratio of one supervisor for every eleven staff. While many Josephine Community Library staff supervise volunteers instead of or in addition to paid staff, altering the ratios, there is a key difference between supervision of volunteers and supervision of employees: decisions made in the supervision of volunteers will not result in employment lawsuits. To consolidate the number of staff who are engaged in evaluation and performance and behavior correction of paid staff, the following distinctions are recommended. This structure also has the advantage of creating more clarity about roles among library staff and better matching the pools of positions available at peer libraries.

- Managers/Managing Librarians, as well as the Library Director and Associate Library Director, are responsible for supervision and evaluation, including making decisions that affect pay and taking action for performance or conduct issues, for all paid staff assigned to them.
- Department Lead/Department Librarians and Branch Supervisors serve as a work lead and/or scheduler. They may make schedules, assign work, and/or provide technical guidance to staff who serve in the department. They provide input about staff performance to the manager that is used in developing performance evaluations, but they do not write, give, or sign off on performance evaluations. They do not provide formal correction for problematic employee performance or conduct.

In the proposed organization chart attached, managers are attached to the staff they manage via solid lines. Lead/Supervisors are attached to staff whose work they help lead and schedule via dashed lines.

All employee job descriptions will need to be updated to reflect changes in titles and in supervision as needed. Additionally, positions that are intended to serve on the library management team need that duty explicitly listed in the job description.

Compensation

To increase the ability of Josephine Community Library to recruit and retain effective employees, the library should:

- Increase salaries/wages as per outlined position recommendations.
- Increase healthcare allotment to become more competitive with Jackson County Library District. If the budget will not allow for this FY 2024-25, consider closing the gap some in FY2024-25 and becoming even more competitive in FY 2025-26.
- Increase the number of annual holidays from 8 to 12. This could be done through adding “personal” holidays that employees can choose when to take, adding additional library closure days, or some combination of the two.
- Increase total vacation days overall and rebalance the vacation accrual steps.
- Institute changes to employment practices that highlight total compensation value (wage and benefits costs totaled annually) for employees:
 - Upon job offer
 - At annual performance review
- Consider increases to retirement contribution.

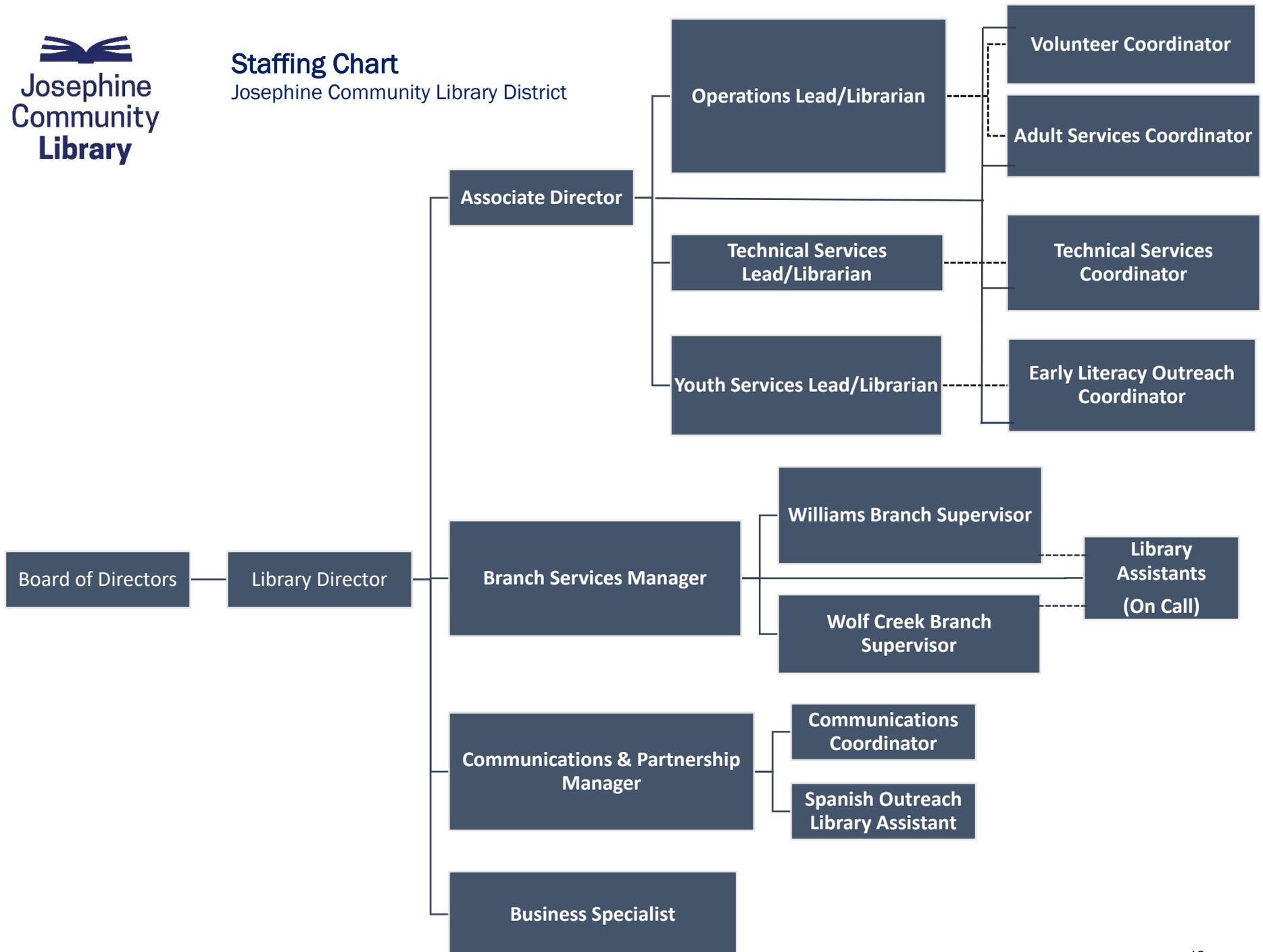
The library board and director will need to consider budget realities and other library priorities carefully and may need to implement change over a number of years to achieve these goals. Changes to staffing structure and/or library services may need to be made in order to balance the budget. These changes may also be accomplished over time.

JCLD New Wage Ranges Permanent Fulltime and Part-time Employees	
Beginning first full payroll in July 2024 Includes total COLA and MERIT for FY24-25	Increase of \$2 w/ MLIS Range adjusted each year for COLA
Library Director	\$49.20-64.19
Associate Director	\$32.80-42.80
Business Specialist	\$26.65-34.77
Manager	\$24.60-32.10
Branch Supervisor	\$21.53-28.09
Department Lead	\$21.53-28.09
Coordinator	\$19.48-25.41
Assistant	\$15.89-23.34
Clerk	\$14.35-18.72



Staffing Chart

Josephine Community Library District



TO: Josephine Community Library District Board of Directors
FROM: Kate Lasky, Library Director
DATE: May 15, 2024
SUBJECT: April 2024 Financial Statement

Action

- Employee health plans (medical, dental & vision) renew July 1, 2024. Due to increased costs this year, the current employer contribution of \$725 is insufficient to cover employee only benefits for medical and dental. Board to vote on increasing benefit to \$800 for each qualifying employee.
 - Other updates include employer life insurance & AD&D increase to \$50k in coverage without additional employer cost.

Statement of Financial Activities (Profit & Loss Budget Vs. Actual- General & Enhanced)

- 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 \$1,553,306 does not equal the Balance Sheet net income of \$2,583,997. 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.

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.
- JCLD invoiced Josephine Community Library Foundation \$2,220 for 37 household sponsorships for the month of April.
- Forecast adjustments were made to prior year taxes, fees, and interest income to better reflect current income.

Expenses

- Library services budget equals \$405,000 which includes collection development, technical services, patron services and supplies, volunteer support, events at library, communication & outreach, and special contracts. The Collection Development budget is \$175,000 for the year and represents 43 percent of the total Library Services budget.
- Forecast changes were made to administrative support for costs related to processing out of district library fees.

Statement of Financial Position (balance sheet)

- The district assets include \$81,968 in the district checking account. The Grants Pass maintenance fund totals \$26,788 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 \$1,454,646 and a reserve fund of \$992,951. Cash Drawers at the four branches total \$390.
- The total combined assets of these accounts equal \$2,583,997.

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
Profit & Loss Budget vs. Actual
July 2023 through April 2024

	<u>Jul '23 - Apr 24</u>	<u>Budget</u>	<u>Forecast</u>
Ordinary Income/Expense			
Income			
4000 · Current Year Tax Receipts	1,516,933	1,545,000	1,545,000
4005 · Prior Year Taxes	40,717	30,000	45,000
4100 · Fees	59,150	39,000	63,000
4200 · Interest Income	57,954	15,000	63,000
4300 · Other Revenues	522	1,000	1,000
4310 · Donations	1,000		0
4999 · Beginning Cash	1,384,152	1,400,000	1,400,000
Total Income	3,060,428	3,030,000	3,117,000
Gross Profit	3,060,428	3,030,000	3,117,000
Expense			
5000 · Personal Services	723,494	1,058,650	1,037,650
6 · Materials and Services			
6.1 · Library Services			
5200 · Collection Development	120,160	175,000	175,000
5300 · Technical Services	24,576	50,000	50,000
6650 · Patron Services and Supplies	2,793	5,000	5,000
6660 · Volunteer Support	5,152	5,000	5,500
6670 · Events at Library	2,074	15,000	15,000
6680 · Communication & Outreach	38,318	40,000	40,000
6690 · Special Contracts	125,682	115,000	130,000
Total 6.1 · Library Services	318,755	405,000	420,500
6.2 · Maintenance and repairs			
5400 · Building Improvements	100,396	110,000	110,000
5500 · Facilities & Equipment	49,064	82,000	82,000
5600 · Computer Maintenance	8,616	39,000	39,000
Total 6.2 · Maintenance and repairs	158,076	231,000	231,000
6.3 · Administration			
5700 · Insurance	15,474	15,000	20,000
5800 · Travel & Training	20,329	40,000	40,000
6630 · Election	20,732	20,000	21,000
6640 · Auditor	18,650	20,000	20,000
6699 · Legal Administration	3,413	2,000	10,000
6700 · Administrative Support	29,100	18,000	35,000
6800 · Telecommunications	14,429	25,000	25,000
6850 · Utilities	29,670	50,000	50,000
Total 6.3 · Administration	151,797	190,000	221,000
Total 6 · Materials and Services	628,628	826,000	872,500
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	1,507,122	2,264,650	2,290,150
Ending Cash	1,553,306	765,350	826,850
Ending Cash	1,553,306	765,350	826,850

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

	<u>Jul '23 - Apr 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
4050 · Grant Revenue			
4070 · Federal	0	113,000	-113,000
4075 · State of Oregon	10,172	72,000	-61,828
4085 · Foundations	47,478	103,900	-56,422
4095 · New Projects	0	250,000	-250,000
Total 4050 · Grant Revenue	<u>57,650</u>	<u>538,900</u>	<u>-481,250</u>
4600 · Support of Enhanced Services	0	1,000	-1,000
4999 · Beginning Cash	0	35,000	-35,000
Total Income	<u>57,650</u>	<u>574,900</u>	<u>-517,250</u>
Gross Profit	57,650	574,900	-517,250
Expense			
5000 · Personal Services			
5120 · District salaries	13,525	85,000	-71,475
5160 · Payroll Taxes & Benefits	0	15,000	-15,000
Total 5000 · Personal Services	<u>13,525</u>	<u>100,000</u>	<u>-86,475</u>
6 · Materials and Services			
6.1 · Library Services	34,446	179,000	-144,554
6.2 · Maintenance and repairs	13,107	90,000	-76,893
6.3 · Administration	12,650	0	12,650
6.4 · New Projects Budget	0	250,000	-250,000
Total 6 · Materials and Services	<u>60,203</u>	<u>519,000</u>	<u>-458,797</u>
Total Expense	<u>73,728</u>	<u>619,000</u>	<u>-545,272</u>
Net Ordinary Income	<u>-16,078</u>	<u>-44,100</u>	<u>28,022</u>
Ending Cash	<u><u>-16,078</u></u>	<u><u>-44,100</u></u>	<u><u>28,022</u></u>

Josephine Community Library District

Balance Sheet

As of April 30, 2024

Apr 30, 24

ASSETS

Current Assets

Checking/Savings

1000 · People's Bank of Commerce	81,968
1010 · People's Bank-Savings	26,788
1100 · General Pool 6000	1,454,646
1110 · LGIP - Reserve Fund	992,951
1150 · Cash Drawers	390

Total Checking/Savings 2,556,743

Other Current Assets

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

Total Current Assets 2,583,997

TOTAL ASSETS 2,583,997

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

2000 · Accounts Payable	-225
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Total Accounts Payable -225

Other Current Liabilities

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

Total Current Liabilities 27,029

Total Liabilities 27,029

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 2,556,967

Total Equity 2,556,968

TOTAL LIABILITIES & EQUITY 2,583,997

**GERALD W. BURNS, CPA
1762 E. Mc Andrews Rd. - Suite C
Medford, Oregon 97504**

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

The accompanying budget (cash) basis financial statements of the Josephine Community Library District as of and for the period beginning **July 1, 2023** and ending **March 31, 2024** were prepared and reconciled by me but were not subject to an audit, review, or compilation engagement and, accordingly, I do not express an opinion or a conclusion, nor provide any assurance on them.



Gerald W. Burns, CPA, CGMA
Medford, Oregon
May 2, 2024

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 March 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 **March 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 **March 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 **March 2024** looking for unusual or unexpected transaction adjustments. For a detailed review I selected a sample of all adjusting 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

May 2, 2024

TO: Josephine Community Library District Budget Committee
FROM: Kate Lasky, Budget Officer
DATE: May 2024
SUBJECT: FY 2024-25 Budget Message

JOSEPHINE COMMUNITY LIBRARY DISTRICT FY 2024-25 BUDGET MESSAGE

This FY 2024-25 budget document represents the resources and requirements anticipated to be necessary to accomplish the goals and activities of the District as approved by the Board of Directors. This proposed budget is in balance as required by Oregon Budget Law.

RESOURCES

General Fund resources are made up with the cash carryover including any unappropriated ending fund balance, the taxes to be received, restricted resources such as funds from the Library Foundation, State Library, and Trust donations along with interest and fees.

Maintenance Fund resources are made up from the carryover (Fund Balance) and a transfer in from the General Fund.

Reserve Fund resources are made up from the carryover (Fund Balance) and a transfer in from the General Fund.

REQUIREMENTS

APPROPRIATIONS SUMMARY

General Library Operations: This allocation includes all aspects of operating the library branches and provides the basic level of core services as approved by the Board of Directors.

Enhanced Library Services: The Josephine County Library Foundation grant funds will pay for deferred maintenance, special projects, and library card scholarships in this category. Other expenditures include State Library or Oregon Ready to Read Grant, government and federal funding, and foundations grants.

Interfund Transfers: This appropriation represents a transfer from General Library Operations to the Grants Pass Maintenance Fund as required by the lease agreement between Josephine County and JCLD for use of the Grants Pass branch at 200 NW C Street.

Operating Contingency: For FY 2024-245 a contingency of approximately 14% of the operating budget is set. It is not anticipated these funds will be needed, however, with the estimated completion of new construction of the Illinois Valley branch in September 2024, a 14% contingency is advisable.

Unappropriated Ending Fund Balance: It is anticipated a fund balance of \$810,000 will be necessary to provide for operations in FY 2024-25 until the receipt of tax revenue.

GENERAL LIBRARY OPERATIONS

PERSONNEL SERVICES

Library Staff Salaries: The District will employ 16 positions at 15 FTEs. The staffing schedule reflects JCLD's plan to maintain core services and implement strategic goals. No new positions are planned.

Taxes and Benefits: Employee benefits include worker's compensation, employment insurance, health insurance, life and disability insurance, and a retirement program.

MATERIALS AND SERVICES

Library Services: The Materials and Services budget is closely tied to JCLD's core services and strategic plan and is based on an analysis of FY 2023-24 YTD actuals and the past two fiscal years, as well as projections for inflation. Library Services represents Collection Development, Technical Services, Patron Services and Supplies, Volunteer Support, Events at Library, Communications and Outreach, and Special Contracts for grants administration, website maintenance, information technology and network services, audit and municipal accounting, and annual community needs assessments and patron surveys.

Maintenance and Repairs: Allocations include Building Improvements, Facilities and Equipment, and Computer Maintenance. Maintenance and Repairs calculations are based on FY 2023-24 YTD actuals with projected deferred maintenance and repairs for the Illinois Valley, Williams, and Wolf Creek branch buildings in accordance with the Capital Improvement Plan.

Administration: Allocations include Insurance, Travel & Training, Election, Audit Services, Legal Services, Administrative Support, Telecommunications, and Utilities. Administration calculations are based on previous years' actuals and inflation.

Transfers: The Board of Directors authorizes the Reserve Funds for the purpose of emergencies, future library services and operations, personnel inflation, and capital improvement projects. The Operations Reserve Fund is for 10 years and expires in May 2030 and the Capital Reserve Fund is established in FY2024-25.

ENHANCED LIBRARY SERVICES - MATERIALS AND SERVICES

Library Staff Salaries: The District may employ one grant-funded position at 1 FTE. The staffing schedule reflects JCLD's plan to support core service goals technology and lifelong learning. Wages may be supported by Library Services and Technology Act through the State Library of Oregon.

Taxes and Benefits: Employee benefits include worker's compensation, employment insurance, health insurance, life and disability insurance, and a retirement program.

Library Services: The Josephine County Library Foundation and other foundation, government, state, and federal grant funds will pay for early literacy, technology, lifelong projects, and library card scholarships in this category. Other expenditures include State Library of Oregon Ready to Read Grant.

Maintenance and Repair: The Josephine County Library Foundation grant funds will pay for deferred maintenance in this category.

Total General Fund Requirement, including Contingency and Unappropriated Ending Fund Balance is \$3,581,300.

MAINTENANCE FUND

In accordance with the lease agreement between JCLD and Josephine County for the use of the Grants Pass branch building, JCLD holds a dedicated fund for repairs and renovation of the building. JCLD is required to deposit \$5,000 per year into the Maintenance Fund for the Grants Pass branch. Funds transferred per the lease agreement are restricted for support of the Grants Pass branch. All other funds are unrestricted and for all branches.

Total Fund Requirement is \$23,811.

OPERATIONS RESERVE FUND

The JCLD Board directed the formation of a Reserve Fund for capital outlay for building improvements, infrastructure, and future operations in May 2019. The Reserve Fund is set aside for the purpose of emergencies, future library services and operations, personnel inflation, and capital and maintenance improvement projects.

Total Fund Requirement is \$1,155,400.

GRANTS PASS CAPITAL RESERVE FUND

The JCLD Board will form a Grants Pass Capital Reserve Fund for specific capital outlay for building improvements and infrastructure in Grants Pass beginning in July 2024. The Grants Pass Capital Reserve Fund is for the purpose of for the construction of a new library in downtown Grants Pass.

Total Fund Requirement is \$626,800.

The proposed total annual budget is \$5,387,311.

Josephine Community Library District

	Historical Data			RESOURCE DESCRIPTION	Budget for Next Year 2024-25		
	Actual		Adopted Budget This Year Year 2023-24		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	Second Preceding Year 2021-22	First Preceding Year 2022-23					
1				1 Available cash on hand (cash basis)			1
2	1,258,247	1,446,209	1,400,000	2 Unrestricted - Library Operations	1,500,000	1,500,000	2
3				3 Restricted - Grants and Donations			3
4			-	4 Federal			4
5			-	5 State			5
6			-	6 Local Governments			6
7			35,000	7 Foundations	10,000	10,000	7
8			-	8 Community Service Organizations			8
9				9			9
10				10			10
11				11			11
12	-	-	35,000	12 Total Restricted - Grants and Donations	10,000	10,000	12
13	1,258,247	1,446,209	1,435,000	13 Total Available cash on hand* (cash basis)	1,510,000	1,510,000	13
14	41,020	40,199	30,000	14 Previously levied taxes estimated to be received	40,000	40,000	14
15	16,946	47,930	15,000	15 Interest	45,000	45,000	15
16				16 OTHER RESOURCES			16
17	36,693	70,730	39,000	17 User Fees Paid & Scholarship	60,000	60,000	17
18	12,420		-	18 Restricted - Fees			18
19	233	1,076	-	19 Gifts & Donations			19
20	5,004	2,647	1,000	20 Other Revenue	1,000	1,000	20
21	197,116	70,844	-	21 Restricted - Grants and Donations			21
22			113,000	22 Federal			22
23			72,000	23 State of Oregon	56,300	56,300	23
24				24 Local Governments			24
25			103,900	25 Foundations	100,000	100,000	25
26			-	26 Community Service Organizations			26
27			250,000	27 New Projects		180,000	27
28				28			28
29	197,116	70,844	538,900	29 Total Restricted - Grants and Donations	156,300	336,300	29
30				30			30
31	-	53,271	1,000	31 General Fund Enhanced Services Support	1,000	1,000	31
32				32			32
33				33			33
34				34			34
35				35			35
36				36			36
37				37			37
38				38			38
39	1,567,679	1,732,906	2,059,900	39 Total resources, except taxes to be levied	1,813,300	1,993,300	39
40			1,545,000	40 Taxes estimated to be received	1,588,000	1,588,000	40
41	1,457,474	1,517,362		41 Taxes collected in year levied			41
42	3,025,153	3,250,268	3,604,900	42 TOTAL RESOURCES	3,401,300	3,581,300	42

REQUIREMENTS SUMMARY

FORM
LB-30

General Fund

	Historical Data			REQUIREMENTS DESCRIPTION	Budget For Next Year 2024-25		
	Actual		Adopted Budget This Year 2023-24		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	Second Preceding Year 2021-22	First Preceding Year 2022-23					
1			1	APPROPRIATIONS SUMMARY			1
2			2				2
3			3				3
4	1,248,835	1,503,358	1,784,650	4 TOTAL GENERAL LIBRARY OPERATIONS	1,837,500	1,837,500	4
5			5				5
6			6				6
7			7				7
8			8				8
9	203,909	109,187	619,900	9 TOTAL ENHANCED LIBRARY SERVICES - GRANTS	150,000	330,000	9
10			10				10
11			11				11
12			12				12
13			13				13
14			14				14
15			15				15
16			16				16
#	-	-	-	17 TOTAL DEBT SERVICE	-	-	-
18			18				18
19		53,271	1,000	19 General Fund Enhanced Services Support	1,000	1,000	19
20			20				20
21	-	53,271	1,000	21 TOTAL SPECIAL PAYMENTS	1,000	1,000	-
22			22	INTERFUND TRANSFERS			22
23	5,000	5,000	5,000	23 Transfer to Grants Pass Maintenance Fund	5,000	5,000	23
24	121,200	195,300	150,000	24 Transfer to Operations Reserve Fund	150,000	150,000	24
25				25 Transfer to Capital Reserve Fund	122,800	122,800	25
26			26				26
27			27				27
28	126,200	200,300	155,000	28 TOTAL INTERFUND TRANSFERS	277,800	277,800	-
29	1,578,944	1,866,116	2,560,550	29 TOTAL OPERATING APPROPRIATIONS	2,266,300	2,446,300	-
30	-	-	324,000	30 OPERATING CONTINGENCY (14.3% of \$2,266,300)	325,000	325,000	30
31	1,578,944	1,866,116	2,884,550	31 TOTAL REQUIREMENTS APPROPRIATED	2,591,300	2,771,300	0
32			32	Total Requirements for ALL Org.Units/Programs within fund			32
33			33	Reserved for future expenditure			33
34			34	Ending balance (prior years)			34
35	1,446,209	1,384,152	720,350	35 UNAPPROPRIATED ENDING FUND BALANCE	810,000	810,000	35
36	3,025,153	3,250,268	3,604,900	36 TOTAL REQUIREMENTS	3,401,300	3,581,300	0

**REQUIREMENTS SUMMARY
ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY
General Fund - General Library Operations**

	Historical Data			REQUIREMENTS FOR: <u>General Library Operations</u>	Budget For Next Year 2024-25				
	Actual		Adopted Budget This Year 2023-24		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
	Second Preceding Year 2021-22	First Preceding 2022-23							
1				1	PERSONNEL SERVICES				1
2	621,926	642,038	814,650	2	Library Staff Salaries	823,000	823,000		2
3	154,343	168,818	244,000	3	Taxes and Benefits	287,000	287,000		3
4				4	Total				4
5				5					5
6				6					6
7				7					7
8	776,269	810,856	1,058,650	8	TOTAL PERSONNEL SERVICES	1,110,000	1,110,000	0	8
10				10	MATERIALS AND SERVICES				10
11	283,985	482,456	405,000	11	Library Services	413,000	413,000		11
12	68,345	91,243	131,000	12	Maintenance and Repairs	134,000	134,000		12
13	120,236	118,803	190,000	13	Administration	180,500	180,500		13
14				14					14
15				15					15
16				16					16
17				17					17
18				18					18
19				19					19
20				20					20
21				21					21
22				22					22
23				23					23
24				24					24
25				25					25
26				26					26
27	472,566	692,502	726,000	27	TOTAL MATERIALS AND SERVICES	727,500	727,500	0	27
28				28	CAPITAL OUTLAY				28
29				29	Capital Outlay				29
30				30					30
31				31					31
32				32					32
33				33					33
34				34					34
35	0	0	0	35	TOTAL CAPITAL OUTLAY	0	0	0	35
36	1,248,835	1,503,358	1,784,650	36	ORGANIZATIONAL UNIT / ACTIVITY TOTAL	1,837,500	1,837,500	0	36

General Fund

	Historical Data			REQUIREMENTS FOR: <u>General Library Operations - Personnel Services</u>	Budget for Next Year 2024-25				
	Actual		Adopted Budget This Year Year 2023-24		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body		
	Second Preceding 2021-22	First Preceding 2022-23							
1				1	Library Staff Salaries				1
2				2	Base Salaries				2
3			257,600	3	Support Services Department	190,750	190,750		3
4			497,600	4	Public Services Department	572,250	572,250		4
5	621,926	642,038	755,200	5	Total Base Salaries	763,000	763,000		5
6				6					6
7				7	Salary Increases				7
8			21,690	8	Merit 3.9% based on anniversary date	30,000	30,000		8
9			37,760	9	COLA 3.9% of Gross Salaries	30,000	30,000		9
10			59,450	10	Total Salary Increases	60,000	60,000		10
11	621,926	642,038	814,650	11	Total Library Staff Salaries	823,000	823,000		11
12				12					12
13				13	Taxes and Benefits				13
14				14	BENEFITS Other	40,719	40,719		14
15	11,899	14,834	30,000	15	BENEFITS Retirement	30,487	30,487		15
16	45,485	48,878	57,500	16	BENEFITS Social Security/Medicare	58,307	58,307		16
17	12,806	14,064	17,300	17	BENEFITS Unemployment Insurance (SUTA, FUTA)	17,530	17,530		17
18	79,337	80,460	130,500	18	BENEFITS Health Insurance	130,500	130,500		18
19	995	1,643	2,000	19	BENEFITS Workers Comp Insurance	2,089	2,089		19
20	3,547	4,989	5,400	20	BENEFITS Life and Disability Insurance	5,400	5,400		20
21	274	3,950	1,300	21	OREGON WBF	1,968	1,968		21
22	154,343	168,818	244,000	22	Total Taxes and Benefits	287,000	287,000		22
23				23					23
24				24					24
25				25					25
26				26					26
27				27					27
28	14	14	15	28	Total full time equivalent (FTE)*	15	15		15
29				29					29
30				30					30
31	776,269	810,856	1,058,650	31	Total requirements	1,110,000	1,110,000		0

150-504-031 (Rev 10-16)

General Fund

	Historical Data			REQUIREMENTS FOR: <u>General Library Operations - Materials and Services</u>	Budget for Next Year 2024-25				
	Actual		Adopted Budget This Year 2023-24		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body		
	Second Preceding Year 2022-22	First Preceding Year 2022-23							
1				1	Library Services				1
2	108,913	176,354	175,000	2	Collection Development	175,000	175,000		2
3	43,188	81,511	50,000	3	Technical Services	50,000	50,000		3
4	6,088	4,186	5,000	4	Patron Services & Supplies	15,000	15,000		4
5	2,140	4,070	5,000	5	Volunteer Support	8,000	8,000		5
6	7,550	9,559	15,000	6	Events at Library	5,000	5,000		6
7	31,948	45,706	40,000	7	Communication & Outreach	45,000	45,000		7
8	84,158	161,070	115,000	8	Special Contracts	115,000	115,000		8
9	283,985	482,456	405,000	9	Total Library Services	413,000	413,000	-	9
10				10					10
11				11	Maintenance & Repairs				11
12	19,897	4,656	10,000	12	Building Improvements	10,000	10,000		12
13	27,925	58,728	82,000	13	Facilities & Equipment	82,000	82,000		13
14	20,523	27,859	39,000	14	Computer Maintenance	42,000	42,000		14
15	68,345	91,243	131,000	15	Total Maintenance & Repairs	134,000	134,000	-	15
16				16					16
17				17	Administration				17
18	8,906	9,950	15,000	18	Insurance	25,000	25,000		18
19	16,159	15,687	40,000	19	Travel & Training	30,000	30,000		19
20	6,361		20,000	20	Election	1,000	1,000		20
21	20,550	12,400	20,000	21	Audit Services	20,000	20,000		21
22	-	-	-	22	Accounting System	-	-		22
23	595	2,042	2,000	23	Legal Services	8,000	8,000		23
24	21,082	22,397	18,000	24	Administrative Services	20,000	20,000		24
25	13,979	16,867	25,000	25	Telecommunications	25,000	25,000		25
26	32,604	39,460	50,000	26	Utilities	51,500	51,500		26
27	120,236	118,803	190,000	27	Total Administration	180,500	180,500	-	27
28	472,566	692,502	726,000	28	Total Materials & Services	727,500	727,500	-	28
29				29	Interfund Transfers				29
30	5,000	5,000	5,000	30	Transfer to Grants Pass Maintenance Fund	5,000	5,000		30
31	121,200	195,300	150,000	31	Transfer to Operations Reserve Fund	150,000	150,000		31
32	-	-	-	32	Transfer to Capital Reserve Fund	122,800	122,800		32
33	126,200	200,300	155,000	33	Total Interfund Transfers	277,800	277,800	-	33
34				34					34
35				35					35
36				36					36
37	598,766	892,802	881,000	37	TOTAL REQUIREMENTS	1,005,300	1,005,300	-	37

REQUIREMENTS SUMMARY
ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY
General Fund - Enhance Library Services

	Historical Data			REQUIREMENTS FOR: <u>Grants and Donations - Restricted Funding</u>	Budget For Next Year 2024-25			
	Actual		Adopted Budget		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding 2021-22	First Preceding 2022-23						
1				1	PERSONNEL SERVICES			1
2	885	18,482	85,000	2	Library Staff Salaries	42,500	42,500	2
3	68		15,000	3	Taxes and Benefits	7,500	7,500	3
4				4				- 4
5				5				5
6				6				6
7				7				7
8	953	18,482	100,000	8	TOTAL PERSONNEL SERVICES	50,000	50,000	- 8
9	0.50	0.00	2	9	Total Full-Time Equivalent (FTE)	1	1	9
10				10	MATERIALS AND SERVICES			10
11	93,727	72,929	179,900	11	Enhanced Library Services	20,000	20,000	11
12	109,229	15,644	90,000	12	Maintenance and Repair (computer software, hardware)	50,000	50,000	12
13	-	2,132	-	13	Administration			13
14		-	250,000	14	New Projects	30,000	210,000	14
15				15				15
16				16				16
17				17				17
18	202,956	90,705	519,900	18	TOTAL MATERIALS AND SERVICES	100,000	280,000	- 18
19				19	CAPITAL OUTLAY			19
20				20				20
21				21				21
22				22				22
23				23				23
24				24				24
25				25				25
26	-	-	-	26	TOTAL CAPITAL OUTLAY	-	-	- 26
27	203,909	109,187	619,900	27	ORGANIZATIONAL UNIT / ACTIVITY TOTAL	150,000	330,000	- 27

MAINTENANCE FUND

This reserve fund will be reviewed to continue or be abolished. Date can not be more than 10 years after establishment.

This fund is authorized and established by resolution: 2018-002 on 03/15/2018 for the following specified purpose:
Maintenance/upkeep of Grants Pass Main Branch and unrestricted funds for all branches

RESOURCES AND REQUIREMENTS

Review Year: 2028

Maintenance Fund

Josephine Community Library District

	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2024-25				
	Actual		Adopted Budget 2023-24		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
	Second Preceding Year 2021-22	First Preceding Year 2022-23							
1				1	RESOURCES				1
2				2	Cash on hand (cash basis)				2
3	20,379	17,856	3,362	3	Unrestricted	3,362	3,362		3
4	-	-	14,494	4	Restricted - GP Branch	15,424	15,424		4
5	20,379	17,856	17,856	5	Total Cash Carryover	18,786	18,786		5
6	30	21	-	6	Interest	25	25		6
7	-	-	-	7	Donations				7
8				8					8
9	5,000	5,000	5,000	9	Transfer In from General Fund (Restricted for GP branch)	5,000	5,000		9
10				10					10
11				11					11
12				12					12
13	25,409	22,877	22,856	13	TOTAL RESOURCES	23,811	23,811		13
14				14	REQUIREMENTS				14
15				15	Grants Pass Main Library				15
16	-	-	3,362	16	Unrestricted Maintenance	3,362	3,362		16
17	7,553	9,095	19,494	17	Restricted - GP Branch	20,449	20,449		17
18	7,553	9,095	22,856	18	Total	23,811	23,811		18
19				19					19
20				20					20
21				21					21
22				22					22
23				23					23
24	17,856	13,782		24	Ending balance (prior years)				24
25			-	25	UNAPPROPRIATED ENDING FUND BALANCE	-	-		25
26	25,409	22,877	22,856	26	TOTAL REQUIREMENTS	23,811	23,811		26

LB-11

RESERVE FUND

This reserve fund will be reviewed to be continued or abolished. Date can not be more than 10 years after establishment

This fund is authorized and established by resolution: 2019-009 on May 16, 2019 for the following specified purpose:

RESOURCES AND REQUIREMENTS

Review Year: 2030

emergencies, future library services and operations, and capital and maintenance improvement projects

Operations Reserve Fund

Josephine Community Library District

Historical Data				DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2024-25			
Actual		Adopted Budget Year 2023-24	Proposed By Budget Officer		Approved By Budget Committee	Adopted By Governing Body		
Second Preceding Year 2021-22	First Preceding Year 2022-23							
1			1	RESOURCES			1	
2	468,046	592,165	797,180	2	Cash on Hand (Cash Basis) Restricted	980,400	980,400	2
3	121,200	195,300	150,000	3	Transfer in from the General Fund	150,000	150,000	3
4	2,915	20,038	4,000	4	Interest	25,000	25,000	4
5				5				5
6				6				6
7				7				7
8				8				8
9				9				9
10				10				10
11				11				11
12				12				12
13	592,161	807,503	951,180	13	TOTAL RESOURCES	1,155,400	1,155,400	13
14				14	REQUIREMENTS			14
15				15	Reserve for Future Services			
16	-	-		16	Library Services			15
17	-	-	-	17				16
18			238,180	18	Operations	577,700	577,700	
19	-	-	713,000	19	Capital Outlay	577,700	77,700	17
20			951,180	20	Total Reserve for Future Services	1,155,400	655,400	19
21				21				20
22				22	Interfund Transfers			21
23				23	Transfer to the Capital Reserve Fund	-	500,000	22
24				24				23
25				25				24
26				26				25
27				27				26
28				28				27
29				29	TOTAL REQUIREMENTS	1,155,400	1,155,400	28
30	592,161	807,503		30	Ending balance (prior years)			29
31			-	31	UNAPPROPRIATED ENDING FUND BALANCE	-	-	30
32	592,161	807,503	951,180	32	TOTAL REQUIREMENTS	1,155,400	1,155,400	31

**RESERVE FUND
RESOURCES AND REQUIREMENTS**

This reserve fund will be reviewed to be continued or abolished. Date
can not be more than 10 years after establishment

Review Year: 2035

Capital maintenance improvement projects

Capital Reserve Fund

Josephine Community Library District

	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2024-25				
	Actual		Adopted Budget Year 2023-24		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
	Second Preceding Year 2021-22	First Preceding Year 2022-23							
1				1	RESOURCES				1
2				2	Cash on Hand (Cash Basis) Restricted	-	-		2
3				3	Interfund Transfers				3
4				4	Transfer in from the General Fund	122,800	122,800		4
5				5	Transfer in from the Operations Reserve Fund	-	500,000		5
6				6	Total Interfund Transfers	122,800	622,800		6
7				7					7
8				8	Interest	4,000	4,000		8
9				9					9
10	-	-	-	10					10
11				11					11
12				12					12
13	-	-	-	13	TOTAL RESOURCES	126,800	626,800		13
14				14	REQUIREMENTS				14
15				15	Reserve for Future Expenditure:				15
16	-	-	-	16	Capital Outlay	126,800	626,800		16
17	-	-	-	17					17
18				18					18
19	-	-	-	19					19
20				20	Total Reserve for Future Expenditure	126,800	626,800		20
21				21					21
22				22					22
23				23					23
24				24					24
25				25					25
26				26					26
27				27					27
28				28					28
29				29					29
30	-	-	-	30	Ending balance (prior years)				30
31			-	31	UNAPPROPRIATED ENDING FUND BALANCE	-	-		31
32	-	-	-	32	TOTAL REQUIREMENTS	126,800	626,800		32

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

In the Matter of Levying Ad Valorem)
Property Tax Rates for Josephine) **Resolution No. 2024-036**
Community Library District for Fiscal)
Year 2024-25)

WHEREAS, on June 14, 2017, the Board of County Commissioners, Josephine County, Oregon, issued Order 2017-027 to form and establish the Josephine Community Library District with the general powers granted by ORS 357-216 to 357-286 and the specific powers granted by ORS 357-261, and to establish a permanent tax limit of \$0.39 per \$1,000 of assessed valuation on property within the district boundaries;

WHEREAS, on May 15, 2024, the Josephine Community Library District Board of Directors adopted the budget and made appropriations for fiscal year 2024-25; now therefore

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves

The taxes provided for in the adopted budget at the rate of \$0.39 per \$1,000 of assessed value are hereby imposed and categorized for tax year 2024-25 upon the assessed value of all taxable property within the Josephine Community Library District. The tax rates are categorized as follows:

General Government Limitation	
Permanent Tax Rate Levy	\$0.3900/\$1,000
Totals	\$0.3900/\$1,000

DONE AND DATED this 15th day of May 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 Adopting the Budget)
and Making Appropriations) Resolution No. 2024-35
for Fiscal Year 2024-25 for)
Josephine Community Library District)

WHEREAS, the Josephine Community Library District Budget Committee has received the fiscal year 2024-25 budget message, received comments from citizens, and approved the fiscal year 2024-25 budget; now therefore

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves:

1. The budget for fiscal year 2024-25 in the sum of \$3,682,811 is adopted and is now on file at the Grants Pass branch of Josephine Community Library District in Grants Pass, Oregon.
2. The amounts shown below are adopted and appropriated for the fiscal year ending June 30, 2025, for the following purposes:

General Fund	
Library Operations	\$1,837,500
Enhanced Library Services—Grants and Donations	\$330,000
General Fund Enhanced Services Support	\$1,000
Transfers Out	\$277,800
Operating Contingency	<u>\$325,000</u>
Total Appropriations	<u>\$2,771,300</u>
Grants Pass Maintenance Fund	
Materials and Services	<u>\$23,811</u>
Total Appropriations	<u>\$23,811</u>
Reserve Fund	
Library Services	\$0
Capital Outlay	\$77,700
Total Appropriations	<u>\$77,700</u>
Total Appropriations – All Funds	<u>\$2,872,811</u>
Total Unappropriated and Reserve Amounts - All Funds	<u>\$810,000</u>
Total Adopted Budget – All Funds	<u>\$3,682,811</u>

DONE AND DATED this 15th day of May 2024.

Pat Fahey, Board Member

Gina Marie Agosta, Board Member

Tina Gotchall, Board Member

Rachele Selvig, Board Member

Laurel Samson, Board Member

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: May 10, 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

The lead contractor for Vitus Construction secured multiple large boulders and placed them around the parking lot and bioswale to prevent people from driving around the library building.

A landscaping plan is being developed for the grounds that will include xeriscaping and will determine how the grounds can be maintained with the limited water on the property. The library is partnering with a local business to develop and implement the plan. In addition to the landscape plan, two small diseased trees were removed from the property to prevent spreading to other trees.

A covered bench and community bulletin board was placed on the property. Funding for the bench was provided by the Williams Friends of the Library and it was constructed by community members.

Action: *The library district has ordered a plaque for the covered bench acknowledging the Williams Friends of the Library and the community member who built the bench.*

Action: *Library director, Williams branch manager, and foundation director are working together with community partners to develop a landscaping plan.*

Illinois Valley branch

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

For the addition, excavation and trenching for underground utilities are complete. For the renovation, interior demolition is completed, and framing is under way. Exterior site excavation and grading is complete. The project is scheduled to finish in August.

During interior demolition, more asbestos was discovered, and a change order for abatement was necessary. The library requested and was approved for an asbestos abatement grant from the Josephine County Solid Waste Agency that will pay the full cost.

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

Action: *The district is identifying and prioritizing post construction projects for this branch.*

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.

FOTF continues to work with ZCS to develop three concepts for the new library in downtown Grants Pass. These concepts, along with a community wide survey will be presented in June and July for feedback from the community. FOTF's next planning meeting with ZCS will be held on Monday, May 20 at 4pm at ZCS's office.

The foundation was contacted by a car club who would like to use the parking lot at the new site once a week to park their classic cars and talk car. FOTF members approved the use as long as it doesn't interfere with businesses at the location.

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 are working with ZCS to arrange a trip to visit other recently built libraries to discuss what features work and don't work at the newly built or renovated libraries.*

Action: *Foundation director will work with property management to develop a agreement with the car club to use the parking lot.*

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: May 9, 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

- **Construction.**

- For the addition, excavation and trenching for underground utilities are complete. For the renovation, interior demolition is completed, and framing is under way. Exterior site excavation and grading is complete. The project is scheduled to finish in August.
- During interior demolition, more asbestos was discovered, and a change order for abatement was necessary. The library requested and was approved for an asbestos abatement grant from the Josephine County Solid Waste Agency that will pay the full cost.
- Construction meetings facilitated by Ausland Group are held weekly with representatives of the City of Cave Junction, Josephine Community Library, ZCS Engineering and Architecture, and Business Oregon in attendance.

- **Procurement**

- Executed the contract for third-party special inspections between The Galli Group and the City of Cave Junction.

- **Finance.**

- Construction invoices are being paid by the Oregon ARPA grant, the block grant, and private foundation grants held by the library foundation.
- Business Oregon has approved a block grant expenditure extension and the Oregon Department of Administrative Services (DAS) has done the same for the Oregon ARPA grant.

- **Library Services.**

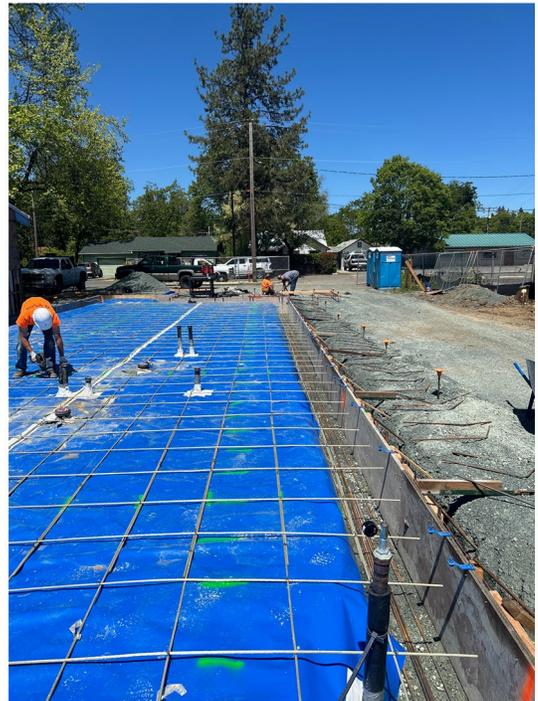
- Hold pickups at the IV Senior Center continue each Thursday from 9:30 am to 4 pm. Patrons are becoming more adept at browsing and placing holds online.

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.



Excavation for library addition foundation.



Vapor barrier and rebar for library addition.



Rough framing in circulation desk area.



Rough framing in children's room.