

Josephine Community Library District
Board of Directors Regular Meeting
Thursday, June 20, 2024 at 5:30pm
Williams branch, 158 Tetherow Rd, 97544
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 a. May 15 Board Meeting minutes b. Resolution 2024-032: Grant SWA 3. Public comment 4. Correspondence 5. Annexation petition review: James L Weaver & Lori Jeanne Worden	Motion Motion	R. Selvig	5 min
Staff Reports 1. Library director's report 2. Financial report	Report Report	K. Lasky K. Lasky	10 min 5 min
Action Items 1. First Reading: Personnel Policy Leaves 2. First Reading: Personnel Policy Working Hours	Discussion Discussion	K. Lasky K. Lasky	5 min 5 min
Board Member Reports 1. Library Foundation liaison report 2. Facilities Oversight Task Force report	Report Report	R. Stoltz Samson/Fahey	5 min 10 min
Announcements 1. Comments from board members 2. Date and agenda items for next meeting		All R. Selvig	5 min
Adjourn		R. Selvig	

Date and Time	Upcoming Meetings and Events
July 17, 5:30pm	District Board Meeting, Grants Pass branch

**Josephine Community Library District
Regular Board Meeting and Budget Hearing Minutes
Wednesday, May 15, 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, Tina Gotchall

Members absent: Rachele Selvig

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

Contractors: Grants Administrator Teresa Stover, Gerald Burns, CPA

Partners: Josephine Community Library Foundation board liaison Steve Swearingen, Josephine
Community Library Foundation Executive Director Rebecca Stoltz

CALL TO ORDER. Ms. Agosta called the meeting to order at 5:35 pm.

STANDING ITEMS

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

Approval of consent agenda. Consent agenda items included:

- April 3 Budget Meeting minutes
- April 17 Board Meeting minutes
- Resolution 2024-032 Maintenance

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

Public comment. none

Correspondence. none

Annexation petition review. The board of directors reviewed annexation petitions from John Ledbetter, and Catherine R & Micheal Wood Family Trustees for two lots.

Motion: Mr. Fahey moved to endorse annexation petitions from John Ledbetter, Catherine R & Micheal Trustees with the correction of removing one listing of “Catherine R & Micheal Wood Family Trustees” and noting that they are annexing two properties. Ms. Samson seconded. The motion passed unanimously.

STAFF REPORTS

Library director’s report. Ms. Lasky referred to the Library Director’s Report dated May 15, 2024, highlighting the following items:

- Ms. Lasky let the board of directors know that the June board meeting will be on Thursday, June 20 at the Williams branch since the regular meeting day is a holiday.

- The Special Districts Association of Oregon sponsored legal fees incurred during litigation with the Josephine County Board of Commissioners in the amount of nearly \$15,000. This contribution ensures that the library district can be fiscally responsible to taxpayers.
- Two staff members went to the annual Oregon Library Association
- The library was awarded \$50,000 by the State Library of Oregon through an LSTA grant for digital outreach programs in English and Spanish utilizing partnerships with Project Youth+ and Worksource Oregon.
- The Technical Services Supervisor position is open but is being reevaluated.
- The library is potentially purchasing the Unofficial Battle of the Books program from Jackson County Library Services
- Amy Hutchinson Consulting finished the wage analysis for the library district. She shared that 11 out of 15 staff were at a management level. She evaluated job descriptions and wage ranges for each job description and suggested adding department leads and supervisors.

Financial report. Ms. Lasky reviewed the April 2024 Financial Statement memo dated May 15, 2024. She also referred to the Profit & Loss Budget vs. Actual–General Fund statement through May 15, 2024, the P&L statement for Enhanced Library Services (grants) through April 2024, the P&L statement for Special Funds as of April 2024, and the Balance Sheet as of April 30, 2024.

Motion: Pat moved to approve increasing employee health care benefit to \$800 per month. Laurel seconded. The motion passed unanimously.

Grants Administration. Ms. Stover reported on the status of library district grants referring to the grant update memo dated May 15, 2024.

ACTION ITEMS

FY24-25 Budget Hearing. The board referenced the FY 2024-25 Budget Message and FY25 Budget approved by the JCLD Budget Committee on April 3, 2024.

Ms. Agosta opened the Budget Hearing at 6:14 pm

Ms. Agosta closed the Budget Hearing at 6:27 pm

FY24-25 Budget and Appropriations. Ms. Agosta invited board discussion of the FY25 budget.

Motion: Ms. Samson moved to approve Resolution 2024-035 to adopt the FY25 budget as it has been adjusted with corrected totals for \$5,395,311 and make appropriations for FY25. Mr. Fahey seconded. The motion passed unanimously.

FY24-25 Tax Rate. Ms. Agosta invited board discussion of the FY25 tax rate.

Motion: Mr. Fahey moved to approve Resolution 2024-036 to levy the ad valorem property tax rate of 39 cents per \$1,000 assessed property value for FY25. Ms. Gotchall seconded. The motion passed unanimously.

BOARD MEMBER REPORTS

Library Foundation liaison report.

Mr. Swearingen invited library district board members to a celebration with the library foundation on Saturday, June 8.

An anonymous \$500,000 contribution toward the new Grants Pass branch was gifted to the library foundation via the Oregon Community Foundation.

The spring fundraising drive has brought in about \$18,000 so far.

Facilities Oversight Task Force.

Mr. Fahey and Ms. Stover reported that the Illinois Valley renovation project is on track to finish late this summer.

Vitus Construction donate 8 boulders and installed them around the bioswale at the Williams branch to prevent vehicles from driving through.

ANNOUNCEMENTS

Comments from board members.

Date and agenda items for next meeting.

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

ADJOURNMENT

The meeting adjourned at 6:47 pm.

Respectfully submitted,



Brandace Rojo for Board Secretary Kate Lasky
Josephine Community Library District

Annexation Petitions

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

	Property Owner	Address
1	JAMES L WEAVE & LORI JEANNE WORDEN	9450 REDWOOD HWY

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

Action

- Library director COLA this year requires a vote of the board due to the wage adjustment for all regular employees including a 3% COLA on July 1. Per the library director's contract, COLA is applied for the library director when all regular employees receive a COLA.

General Updates

- The summer volunteer appreciation program is scheduled for June 29 at 4pm at the Grants Pass branch and is an ice cream social. Board members are encouraged to participate.
- The [FY24-25 Adopted Budget](#) has been finalized and posted on the library's website.
- Library district and foundation collaborating on design of new Grants Pass library with ZCS Engineering and Architecture.
- Completed contract with Sheepsco Creative for FY24-25 Communications Plan.
- Newly adjusted wage ranges, updated job descriptions, and organizational chart will be implemented beginning July 1, 2024 in accordance with the FY24-25 adopted budget.
- Hired internally for LSTA grant-funded position of digital outreach specialist. This position was filled by the former hire for the ACP outreach specialist under the FCC grant awarded in partnership with Josephine County. The ACP FCC grant failed to launch by Josephine County in 2023.
- The 2024 Summer Reading Program officially launched on June 15,
- FY22-23 financial audit with Pauly Rogers LLC accounting firm was delayed again with additional requests. Finalization is pending.
- Library director's May column in the Grants Pass Daily Courier covered the 2024 Summer Reading Program and was posted to the library website, [From the Director](#).
- For more information about library programs and events, read the [Latest News](#).

Stories

- **In Grants Pass**, at the Grants Pass Branch, a young patron expressed excitement about books on the "Language" display. She was so happy to see books in Mandarin because she also speaks that language and she was grateful have access to these special materials. The staff member showed the patron where she could find more books in Mandarin. The patron grabbed a handful and ran excitedly to show her parents. A patron who grew up using the Grants Pass library visited after more than a decade and expressed excitement to see Pride displays and asked to speak with staff. She wanted to say thank you for having a Pride display. "It's such a simple gesture," she said, "but it made me feel welcomed back to this space I grew up in." She mentioned that as a teenager, she couldn't find books she could see herself in, and she was very glad that folks of all ages could see themselves at the library now.

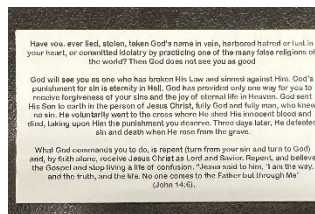
- **In Illinois Valley**, remote library service is gearing up for Summer Reading Program sign-ups and armed with dozens of craft kits for families to take home. The branch services manager teamed up with the Illinois River Valley Arts Council again this year to offer bonus craft kits each week tied to the theme of the program, A Journey Awaits. The Council's art teacher will set up a table on-site to do crafts with kids while the branch is open on Thursdays with extras kits on hand to send home.
- **In Williams**, two patrons were glad to reserve the communications booth and a laptop to take their wildland fire fighters tests and print out their certificates.
- **In Wolf Creek**, The Wolf Creek branch manager and volunteers attended the fifth and sixth grade graduation at Sunny Wolf Charter School. The branch manager received many words of gratitude from school faculty for library services. The charter school will not have a sixth-grade next year, so two classes graduated this year.

Successes

- In Grants Pass, staff raised two new Oregon and U.S. flags on the outdoor flagpole. While the U.S. flag was being lifted, a small group of patrons who surrounded the flagpole to salute. Many patrons stopped to honor our flags. When staff struggled with hoisting the flags on the cable, a patron offered his assistance. He was a former vet and said he was happy to help and be a part of the flag raising.
- A woodland charter school student brought their family to the Williams branch the day after their class visited the library. The family hadn't been into the library since the pandemic and were excited to see the new library facility and have their library cards renewed.

Challenges

- In Grants Pass, trash on the grounds is a challenge. Staff is considering installing public trash cans to offer a solution, though maintenance represent additional capacity issues. The Grants Pass Police trespass letter of consent has been renewed.
- Religious tracts made to resemble Dutch Bros gift cards are regularly found in books around the Grants Pass branch, primarily in the adult section. They have been increasing in appearance since April 2024. Approximately 3-5 per week are found.



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 has executed an agreement with the library for a \$50,000 Library Services and Technology Act (LSTA) grant for the library's new Computer Basics digital equity program. The program will run from July 2024 through June 2025.

Preplanning and partner development are in process. The press release was picked up by several outlets. The program will officially kick off on July 1 and will start with target audience assessment and curriculum development.

- Finishing the FY24 stage of the FCC E-rate project. FY25 project continuation has been approved for July 1, 2024, to June 30, 2025, with service move to Williams and increased broadband speeds at all branch locations for 500-Mbps at the rural branches and 1-Gbps at Grants Pass branch.
- Expanding internship partner program with Project Youth+ to increase the number of intern placements in Grants Pass and Illinois Valley.
- Illinois River Valley Arts Council partnering with the Illinois Valley Senior Center to continue offering 3D printing classes to students ages six and older during library service hours on Thursdays while the branch is closed for renovation.
- Supported the library foundation’s communications needs including, development of new video, Spanish-language community meeting for the new grants Pass library, and volunteer community meeting.

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

- Summer Reading Program packets and presentations provided to nearly 1,000 elementary students in all branch areas.
Summer Reading Program reflects the signature event for the library and includes a passport booklet, weekly incentive stickers, flyers, radio and print ads, webpage, web portal, t-shirts for staff and volunteers, Teen Bad Artists Club collectable stickers, calendars, adult bingo cards, Storybook Walks, Bigfoot magnet prizes, as well as programs with Bugs R Us, Zoro the Drummer, Among the Stars with Joe Stodola, Journey Under the Sea with the Museum of Natural and Cultural History, Oregon Caves, Takilma Bilingual Storytime, and more.
- In June, the library is featuring its foreign language formats for in-house displays and promotion through social media, including [Mango](#) online language learning resource. Some in house and online library displays also include [Pride Month](#).

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

- In March 2024, we introduced library card sign-ups at all outreach events, year-to-date new active cardholders equals 50.

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
New Cardholders	X	X	17	10	23							

- Tabled for outreach at Housing Authority: Jade East, total reach 15 families; Illinois Valley Children’s Fair and Pet Parade, total reach 50 families; Redwood Elementary School Family Fair, total reach 200+ families; Parkside Elementary End of School BBQ, total reach 30 families. Participated in Frog-O-Faire for Summer Reading Program and new library card registration. Tabling activities included Kinetic Sand buckets, bubbles, coloring pages, and giveaways.

- Presented library information to Caveman Kiwanis Club, total reach 30-35 community members; Sunny Wolf Charter, total reach 100 children.

Invest in People and Culture

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

- Developed and presented a new organizational chart, job classes, and wage ranges.
- Launched wage adjustment strategy with all employees to reflect more competitive wages. Wages will be updated on the first complete payroll period in July.

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

- Placed 12 new volunteers in May, including one teen and one new Williams volunteer.
- Offered two Summer Reading Program training sessions, with seven new volunteers attending and placed.
- Volunteers continue to sign up for outreach, including the inaugural Herb Pharm community fair, Frog O Faire, Porchfest, and more.
- Nine volunteers with Serve Grants Pass supported the Williams branch on May 18. The volunteers mowed, weed whipped, weeded, trimmed branches, and spiffed up the grounds. Afterward, one volunteer signed up for a library card and checked out a book she'd been waiting for.
- A Williams volunteer won a special service award from Woodland Charter School for her service as a library volunteer.

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

- The Grants Pass branch is partnering to host a foreign exchange volunteer from France this summer. Housing and travel arrangements are provided by a separate agency.
- Grants Pass children's library shelving training offered by experienced volunteers to prevent mis-shelved and lost items.
- Hosted two Summer Reading Program trainings for volunteers with approximately 20 adult and teen volunteers attending.
- Volunteer listening session are scheduled quarterly with the next one on July 20.

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.

- In Grants Pass, moved the non-fiction graphic novels in the children's library to create a separate collection, now shelved next to the fiction graphic novels to increase accessibility.
- Ordered new collection of early literacy Vox books, all-in-one audio books for early readers. Vox books are designed to be accessible without a CD player or internet connection. The library's pilot collection includes five sets of five books as part of the Library of Things. Themes for the kits include Caldecott award winning books, children's

classics, things that go, and imagination. This collection pilot was funded by the Dorothy Thompson Fund.

- Added several new Library of Things materials including, a portable CD player, roll up piano, and external DVD drive, three new storytime in a bag learning kits (Vowel Adventures, Dinosaurs, and United States Geography).

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.

- The Illinois Valley Library Renovation continues and is on schedule to complete in August. For the entire building, electrical and plumbing rough-in are complete, windows are installed, and roofing is in progress. For the addition, framing, trusses, and wall sheathing are in place. In the existing building, interior framing is complete. Business Oregon has scheduled July 15 for its site monitoring visit, which ensures the project is adhering to Community Development Block Grant guidelines, including state and federal regulations. 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 technical services coordinator is attending collection development trainings.

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

- Woodland Charter School second grade class and Williams Early Head Start playgroup visited the new Williams branch. Classrooms utilize an institutional card with each student selecting a book before boarding the bus after storytime.

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

- Updated and installed new technology for the Wolf Creek branch community room, with registration for use of the room available online. The upgrade including a new large screen smart television, Owl virtual conference video tool, as well as a new printer for patron computers and new AED.
- Management provided all staff with online AED training.

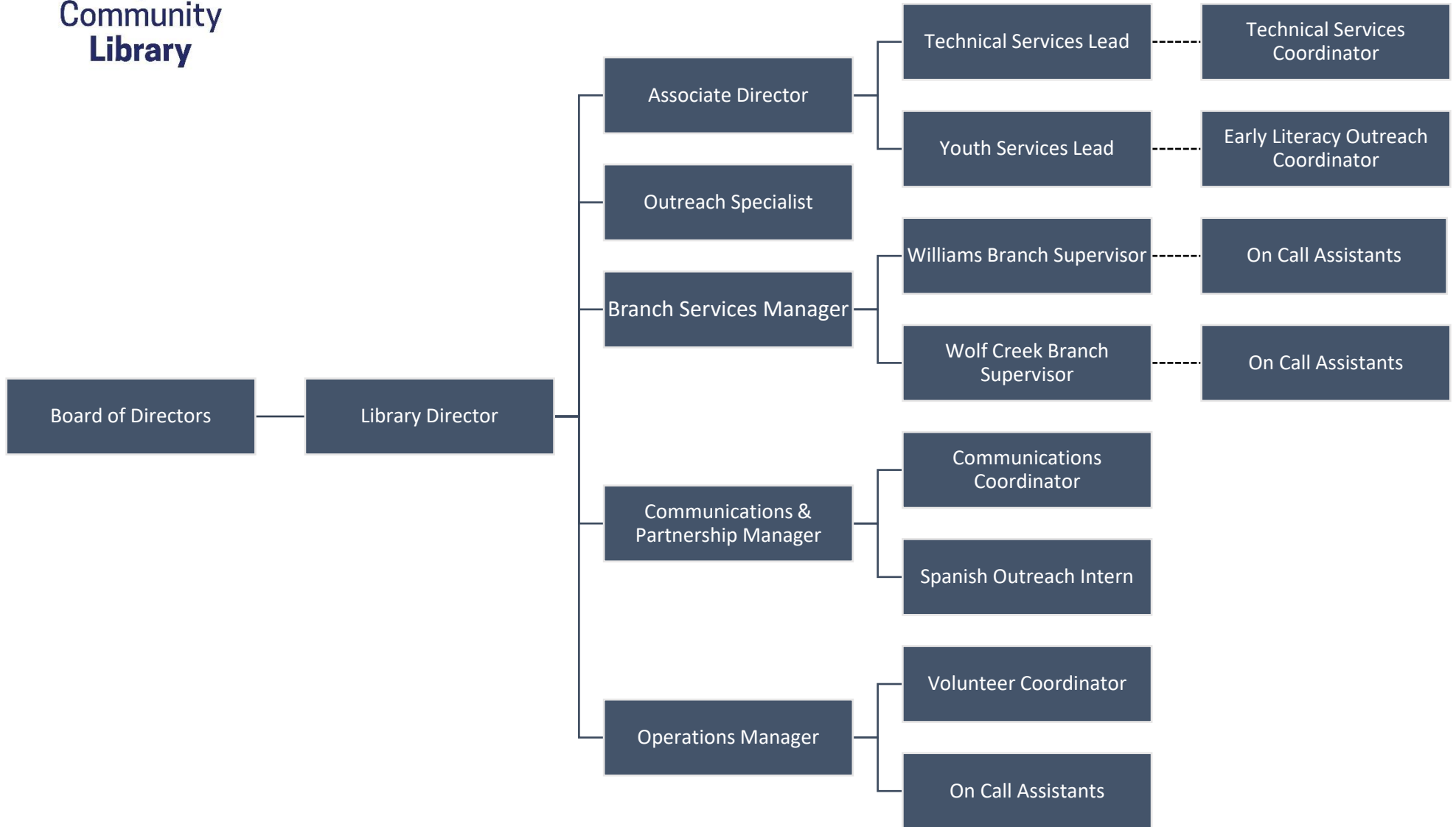
Lifelong Learning: Provide adult and teen programs that encourage lifelong learning.

- Staff developed an adult passive program for the summer. This year, adults can play library Bingo to win a custom Bigfoot magnet or a raffle ticket to enter the larger SRP raffle.



Staffing Chart

Josephine Community Library District



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

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 \$1,425,146 does not equal the Balance Sheet net income of \$2,458,449. 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 1,527,214. The total prior year's tax levy income is \$42,603.
- Fees collected this fiscal year were \$66,740, this includes non-resident card fees, sponsorships, copies, and charges for lost/damaged items.
- JCLD invoiced Josephine Community Library Foundation \$3060 for 51 household sponsorships for the month of May. The library foundation has supported record number of sponsorships for the year 23-24 as a result, the foundation has increased their budgeted support for the year 24-25.
- 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.
- Forecast changes were made to communications and outreach and special contracts to better reflect expected expenditure through the end of the fiscal year.

Statement of Financial Position (balance sheet)

- The district assets include \$134,253 in the district checking account. The Grants Pass maintenance fund totals \$26,789 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 \$1,272,438 and a reserve fund of \$997,324. Cash Drawers at the four branches total \$390.
- The total combined assets of these accounts equal \$2,431,194.

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 May 2024

	<u>Jul '23 - May 24</u>	<u>Budget</u>	<u>Forecast</u>
Ordinary Income/Expense			
Income			
4000 · Current Year Tax Receipts	1,527,214	1,545,000	1,545,000
4005 · Prior Year Taxes	42,603	30,000	45,000
4100 · Fees	66,740	39,000	67,000
4200 · Interest Income	63,579	15,000	64,000
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	<u>3,085,810</u>	<u>3,030,000</u>	<u>3,122,000</u>
Gross Profit	3,085,810	3,030,000	3,122,000
Expense			
5000 · Personal Services	824,295	1,058,650	1,037,650
6 · Materials and Services			
6.1 · Library Services			
5200 · Collection Development	135,242	175,000	175,000
5300 · Technical Services	26,028	50,000	50,000
6650 · Patron Services and Supplies	2,887	5,000	5,000
6660 · Volunteer Support	5,494	5,000	5,500
6670 · Events at Library	1,759	15,000	15,000
6680 · Communication & Outreach	41,869	40,000	42,000
6690 · Special Contracts	144,411	115,000	146,000
Total 6.1 · Library Services	<u>357,690</u>	<u>405,000</u>	<u>438,500</u>
6.2 · Maintenance and repairs			
5400 · Building Improvements	100,396	110,000	110,000
5500 · Facilities & Equipment	52,494	82,000	82,000
5600 · Computer Maintenance	11,926	39,000	39,000
Total 6.2 · Maintenance and repairs	<u>164,816</u>	<u>231,000</u>	<u>231,000</u>
6.3 · Administration			
5700 · Insurance	15,446	15,000	20,000
5800 · Travel & Training	21,762	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	31,723	18,000	35,000
6800 · Telecommunications	14,429	25,000	25,000
6850 · Utilities	32,708	50,000	50,000
Total 6.3 · Administration	<u>158,863</u>	<u>190,000</u>	<u>221,000</u>
Total 6 · Materials and Services	<u>681,369</u>	<u>826,000</u>	<u>890,500</u>
8.1 · Transfers			
8000 · Transfers & Contingency	155,000	155,000	155,000
Total 8.1 · Transfers	<u>155,000</u>	<u>155,000</u>	<u>155,000</u>
8.2 · Enhanced Services Support			
8006.1 · Enhanced Services Support	0	1,000	1,000
Total 8.2 · Enhanced Services Support	<u>0</u>	<u>1,000</u>	<u>1,000</u>
8010 · Contingencies	0	224,000	224,000
Total Expense	<u>1,660,664</u>	<u>2,264,650</u>	<u>2,308,150</u>
Net Ordinary Income	<u>1,425,146</u>	<u>765,350</u>	<u>826,850</u>
Net Income	<u>1,425,146</u>	<u>765,350</u>	<u>826,850</u>

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

	Jul '23 - May 24	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4050 · Grant Revenue			
4070 · Federal	0	113,000	-113,000
4075 · State of Oregon	3,784	72,000	-68,216
4085 · Foundations	11,736	103,900	-92,164
4095 · New Projects	0	250,000	-250,000
Total 4050 · Grant Revenue	15,520	538,900	-523,380
4600 · Support of Enhanced Services	0	1,000	-1,000
4999 · Beginning Cash	0	35,000	-35,000
Total Income	15,520	574,900	-559,380
Gross Profit	15,520	574,900	-559,380
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	13,525	100,000	-86,475
6 · Materials and Services			
6.1 · Library Services	21,629	179,000	-157,371
6.2 · Maintenance and repairs	13,334	90,000	-76,666
6.3 · Administration	2,042	0	2,042
6.4 · New Projects Budget	0	250,000	-250,000
Total 6 · Materials and Services	37,005	519,000	-481,995
Total Expense	50,530	619,000	-568,470
Net Ordinary Income	-35,010	-44,100	9,090
Net Income	-35,010	-44,100	9,090

Josephine Community Library District

Balance Sheet

As of May 31, 2024

May 31, 24

ASSETS

Current Assets

Checking/Savings

1000 · People's Bank of Commerce	134,253
1010 · People's Bank-Savings	26,789
1100 · General Pool 6000	1,272,438
1110 · LGIP - Reserve Fund	997,324
1150 · Cash Drawers	390

Total Checking/Savings 2,431,194

Other Current Assets

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

Total Current Assets 2,458,448

TOTAL ASSETS 2,458,448

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

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

Total Current Liabilities 27,254

Total Liabilities 27,254

Equity

3909 · General Fund Balance 1,384,153

3909A · General Fund Appropriated -1,384,152

3910 · GP Maint Fund Balance 13,781

3910A · GP Maint Fund Appropriated -13,781

3911 · Reserve Fund Balance 807,503

3911A · Reserve Fund Bal Appropriated -807,503

Net Income 2,431,194

Total Equity 2,431,195

TOTAL LIABILITIES & EQUITY 2,458,449

TO: **Josephine Community Library District Board of Directors**
FROM: **Kate Lasky, Library Director**
DATE: **June 20, 2024**
SUBJECT: **Policy review and revision**

Resources

Special Districts Association of Oregon (SDAO) published a revised employee handbook with direction to update critical polices, including those related to Paid Leave Oregon and other Oregon required leaves.

First Reading Personnel Policy 4-5-4

JCLD's Policy 4-5-4 Leaves of Absence is updated for its first reading in accordance with recently published SDAO recommendations.

First Reading Personnel Policy 4-3-1

The definition of compensatory time is updated to clarify that accruals only occur on hours worked and not on other forms of paid time off.

Policy 4-5-4. Leaves

Adopted X/XX/XXXX

Leaves of Absence

Josephine Community Library District (JCLD) offers leaves of absence for qualifying reasons as outlined in this policy. When an employee is granted a leave of absence, benefits may be suspended for that period of time unless otherwise indicated.

Family Leave

The Federal Family and Medical Leave Act applies to all government employers. However, due to our size, below 50 employees, employees are not eligible for this leave type. Notice will be provided to employees if this eligibility changes.

JCLD offers Family Leave in conjunction with the Family Medical Leave Act (FMLA) and Paid Leave Oregon (PLO), or the Oregon equivalent for employees who have been employed by JCLD for at least 90 days. It is the policy of JCLD to grant 12 weeks of uncompensated time per year to any employee with a qualifying family event. Qualifying events are determined by FMLA or the Oregon equivalent. Wages taken during family leave time will be drawn from PLO and any sick leave or vacation which may be available and authorized by the employee. JCLD will assure the employee shall have the same or an equivalent position offered upon the completion of said leave. Continuing employees will receive health, life, and disability insurance during qualified FMLA or the Oregon equivalent. All other benefits will be suspended during leave.

Commented [KL1]: Delete section to clarify FMLA is for employers with 50+ employees and PLO is separate and different in application.

Paid Leave Oregon

JCLD provides Paid Leave Oregon (PLO) insurance plan through Oregon Employment Department. This insurance is required by Oregon state law and provides paid time off to eligible employees. Employees will see up to 60 percent of one percent deduction from gross wages for each paycheck. As an employer with less than 25 employees, JCLD does not make an additional contribution to PLO. Employees are encouraged to use a combination of time off and benefits that meet their personal needs. The Oregon Employment Department administers PLO and makes determinations of eligibility, including length of leave. Examples of reasons for use of PLO may include the birth of a child, serious health condition of self or to care for a family member, safe leave for domestic violence, and other reasons determined by the Oregon Employment Department.

Employees should submit a request for PLO to JCLD 30 days in advance if possible, and at least three days in conjunction with an unplanned event. Employees are responsible for submitting claims to the Oregon Employment Department through the electronic system of record.

If an employee has been employed for at least 90 days prior the leave, the employee will be restored to the same position upon their return, the same position exists. If the same position does not exist, employees will be restored to a different position with similar job duties and the same benefits and pay. The position may or may not have the same terms and conditions. The employee will be required to pay their portion of all elected benefits premiums while on leave.

Jury Duty

When employees receive notice of jury duty, they must submit a request for leave with documentation from the court and inform their supervisor of schedule changes. Upon daily dismissal from jury duty the employee is expected to return to the work site to resume that day's scheduled hours, as long as an eight-hour day would not be exceeded. Employees will be compensated for hours of jury duty served during the regularly scheduled work week and may retain any compensation they receive from the court system.

Jury duty compensation as provided herein is limited to hours used for jury duty up to 80 hours annually.

Military Service Uniformed Services Leave and Re-Employment

Regular full-time employees requiring a leave of absence for service in the uniformed services are provided leave and will be re-employed at the end of the leave. Policies governing this leave are designed according to the Uniformed Services Employment and Re-employment Rights Act and applicable state regulations. The policy covers employees who enter active military duty voluntarily and extends to Reservists or National Guard members who are called to limited active duty or extended training duty, including regularly scheduled annual training and military summer camp training. These military members, and those with previous or current military service, are protected from discrimination and harassment.

Leave to Donate Bone Marrow

Employees working 20 or more hours per week are eligible for this leave. An employee may use up to 40 hours of leave which may be taken as paid or unpaid time. In extenuating circumstances, approval to take more time off, paid or unpaid, may be granted by the library director. Employees are expected to provide a copy of the doctor's verification for bone marrow donation. If there is a medical determination that the employee does not qualify as a bone marrow donor, the paid leave of absence used before that determination was made will not be affected. Benefits are not affected by this leave. Military leaves are without pay unless you elect to utilize vacation benefits earned before the commencement of the leave.

Deleted: Full-time employees shall be granted time off, without compensation or benefits, for service in the National Guard. Should any employee be called to active service, JCLD will assure that the individual will be rehired upon completion of such service in the same or equivalent position.¶

Bereavement Leave

In the event of the death of an immediate family member (spouse, children, step-children, parent, parent-in-law, registered domestic partner), an employee who works 20 hours a week or more shall be granted up to two weeks of bereavement leave, without

compensation, within 60 days of the date on which the employee receives notice of the death of a family member. Qualifying bereavement leave includes leave to attend the funeral of a family member, making arrangements necessitated by the death of a family member, and grieving the death of a family member. ~~Bereavement will count toward the total amount of FMLA or the Oregon equivalent.~~ Company-paid bereavement leave won't affect your eligibility for benefits or the continuation of benefit accruals.

Commented [KL2]: Incorrect and does not apply

Any additional time needed may be taken with the approval of the library director, or in the case of the library director, by the JCLD Board of Directors. Bereavement time taken may be drawn from any balances of sick leave or vacation, which may be available, or may be taken without pay. The library director, or the board, has no obligation to grant more than the base two weeks identified herein.

Crime Victim's Leave

If you or a member of your immediate family suffers financial, social, psychological, or physical harm because of a personal felony or an employee is a victim of harassment, under the public offenses statutes, you may be entitled to take protected leave from work to attend criminal proceedings. You will be eligible to take crime victims' leave if you have worked an average of more than 25 hours per week for the organization for at least 180 days immediately before the leave would begin. The amount and length of leave time you may take is limited to that which does not create significant difficulty and expense (undue hardship) to the organization.

Employees must provide the library director or their immediate supervisor with reasonable notice of the intention to take crime victims' leave and provide copies of any notices of scheduled criminal proceedings that received from a law enforcement agency. Crime victims' leave is unpaid, and Oregon sick time may apply.

Domestic Violence Leave

An employee who is a victim of domestic violence, harassment under the public offenses statutes, sexual assault, or stalking or whose minor child or dependent is a victim may be entitled to take unpaid protected leave from work. All JCLD employees are eligible to take domestic violence leave. An employee may take leave to seek legal or law enforcement assistance, to secure medical treatment, to obtain counseling or victim services, to relocate, or to take other reasonable steps to ensure one's own health and well-being or that of a child or legal dependent. The amount of leave taken will be reasonable and that which does not create a significant difficulty and expense (undue hardship) for the organization.

Employees should provide the library director or their immediate supervisor with reasonable notice of the intention to take domestic violence leave. Domestic violence leave is unpaid, and Oregon sick time may apply.

Policy 4-3-1. Work Week, Working Hours, and Overtime

~~Revised XX/XX/XXXX~~

Deleted: Adopted 10/19/2017

The normal Josephine Community Library District (JCLD) work week consists of 40 hours, however this should not be considered as a guarantee of any specific amount of work being made available. The library director and employees are expected to accomplish service priorities in a timely fashion within the normal work week to the greatest extent possible.

Hours of Work

The work schedule for employees shall be defined as required by the library director based on operational needs.

Work Week

The work week for calculation of wage and hour provisions applicable to JCLD shall begin at 12:00:00AM Monday morning and extend to 11:59:59 PM Sunday.

Overtime

Hours worked in excess of 40 hours in a work week as defined in the Federal Fair Labor Standards Act and Oregon Wage and Hour provisions, shall be considered overtime and compensated at time-and-one-half for all non-exempt employees as required by law.

Actual hours worked for the purpose of overtime calculations excludes paid time off benefits (vacation, sick, and holiday).

Compensatory Time

The use of compensatory time, more commonly referred to as "comp time" is only available to government employers. Employers in the private sector or non-profit agencies that are not part of a federal, state, or local government agency are not permitted to use compensatory time in place of the payment of overtime.

District employees may track time worked in excess of the hourly standard provided in the Fair labor Standards Act and accrue such time on an hour-for-hour basis up to 40 hours. Compensatory time may be taken by contacting the library director or designated supervisor at least one week in advance. Utilization of comp time shall be approved by the library director for all employees.

Exempt employees may receive compensatory time for hours worked over 80 hours every two weeks. Employees may not accrue compensatory time when using vacation, sick, or other paid time off during the week.

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: June 14, 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 will provide a bid for installing awning above the garage door. The awning will match the colors, design, and style of the front awning. This will resolve the water run off coming into the library under the garage door that occurred this winter. In addition, the foundation has requested a bid for installing ADA accessible automatic door openers for the branch and restroom doors.

As part of the landscaping plan, the library director and the Williams branch manager are working to secure a bid for an above ground water tank to support irrigation on the grounds.

Action: *The foundation will contract with Vitus Construction to complete these projects.*

Action: *The lead contractor with Vitus Construction is investigating a split rail fence or a cost effective durable solution to prevent additional safety issues with the bioswale.*

Action: *Library director, Williams branch manager, and foundation director are working together with community partners to write the 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, framing, trusses, and wall sheathing are in place, and electrical and plumbing rough-in are complete (see photos on next page). In the existing building, framing is complete, as is electrical and plumbing rough-in. The project is scheduled to finish in August.

Appliances for the demonstration kitchen in the addition have been purchased, and most have been delivered and are now in storage.

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 reviewed and discussed the four concepts for the new library in downtown Grants Pass. These concepts along with a survey will be presented by ZCS at the library volunteer meeting on Monday, June 17 at 11am at the Grants Pass branch.

FOTF continues to work with ZCS on the new library in downtown Grants Pass. The next planning meeting with ZCS will be held on teams (online) on Friday, June 21 at 9:30am.

Action: *Foundation director is working with ZCS to develop the survey and presentation for the first community meeting with the library volunteers.*

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: June 7, 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, framing, trusses, and wall sheathing are in place, and electrical and plumbing rough-in are complete (see photos on next page). In the existing building, framing is complete, as is electrical and plumbing rough-in. The project is scheduled to finish in August.
- Asbestos abatement has been completed. The additional cost is being offset by a grant from the Josephine County Solid Waste Agency.
- Appliances for the demonstration kitchen in the addition have been purchased, and most have been delivered and are now in storage.
- 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.

- **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. Both grants are now to be spent out by December 31, 2024.

- **Library Services.**

- Hold pickups at the IV Senior Center continue each Thursday from 9:30 am to 4 pm.

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 crowd fund and grants to the library foundation from the Carpenter Foundation, Reser Family Foundation, and American Rescue Plan Act (ARPA) via the Oregon State Legislature.



Exterior framing for library addition.



Framing for library addition.



Truss being placed on addition.



Trusses in place on addition.



Walls on addition, looking from the east.



Addition interior.