

**Josephine Community Library District**  
**Board of Directors Regular Meeting**  
**Wednesday, July 17, 2024 at 5:30pm**  
**Wolf Creek branch, 102 Ruth Avenue, 97497**  
**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
<b>Call to Order</b>		R. Selvig	
<b>Standing Items</b> 1. Approval of agenda 2. Approval of consent agenda a. June 19 Board Meeting minutes b. Resolution 2025-001:Policy 3-4-11 c. Resolution 2025-002:Policy 4-3-1 d. Resolution 2025-003:Policy 4-5-4 e. Resolution 2025-004:LGIP 2. Public comment 3. Correspondence 4. Annexation petition review: Andrew M Trust & Theresa L Trust	Motion          Motion	R. Selvig	5 min
<b>Staff Reports</b> 1. Library director's report 2. Financial report	Report Report	K. Lasky K. Lasky	10 min 5 min
<b>Annual Meeting</b> 1. FY25 election of President and Vice President 2. Bank signers 3. FY25 meeting date and time	Resolution Resolution Motion	R. Selvig President President	10 min 5 min 5 min
<b>Action Items</b> 1. First Reading: Personnel Policy Donated PTO 2. First Reading: Personnel Policy Holidays	Discussion Discussion	K. Lasky K. Lasky	5 min 5 min
<b>Board Member Reports</b> 1. Library Foundation liaison report 2. Facilities Oversight Task Force report	Report Report	R. Stoltz Samson/Fahey	5 min 10 min
<b>Announcements</b> 1. Comments from board members 2. Date and agenda items for next meeting		All President	5 min
<b>Adjourn</b>		President	

Date and Time	Upcoming Meetings and Events
July 20, 12pm	Community meeting for GP library, Milas Moments Studio
July 25, 2pm	Community meeting for GP library, Fruitdale Grange #379
July 27, 10am	Community meeting for GP library, Redwood Grange #760
August 21, 5:30pm	District Board Meeting, Grants Pass branch

**Josephine Community Library District  
Regular Board Meeting and Budget Hearing Minutes  
Thursday, June 20, 2024, at 5:30 pm  
Williams branch, 158 Tetherow Road, Williams, OR 97544**

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

**Members absent:** None

**Staff present:** Library Director Kate Lasky

**Contractor:** Grants Administrator Teresa Stover

**Partner:** Josephine Community Library Foundation Executive Director Rebecca Stoltz

**CALL TO ORDER.** Ms. Selvig called the meeting to order at 5:36 pm.

### **STANDING ITEMS**

**Approval of agenda.** Ms. Lasky requested that the Operations Policy 3-4-11, Parking Lot Use, policy be added as a first reading under Action Items. She distributed a copy to the board.

**Approval of consent agenda.** Consent agenda items included:

- May 15 Board Meeting minutes
- Resolution 2024-037 Solid Waste Agency grant

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

**Public comment.** None.

**Correspondence.** None.

**Annexation petition review.** The board of directors reviewed annexation petitions from James L Weaver & Lori Jeanne Worden.

**Motion:** Ms. Agosta to endorse annexation petitions from James L Weaver & Lori Jeanne Worden. Ms. Gotchall seconded. The motion passed unanimously.

### **STAFF REPORTS**

**Library director's report.** Ms. Lasky referred to the Library Director's Report dated June 20, 2024, highlighting the following items:

- This year all regular employees are receiving a 3 percent Cost of Living Adjustment (COLA) effective July 1. For the library director, the COLA requires a board action.  
**Motion:** Ms. Agosta moved to approve a 3 percent COLA for the library director's salary. Ms. Selvig seconded. The motion passed unanimously.
- The summer volunteer appreciation ice cream social is scheduled for June 29 at 4pm at the Grants Pass branch. Board members are encouraged to participate.
- Ms. Lasky announced that the newly adjusted wage ranges, updated job descriptions, and organization chart will be effective July 1, 2024, in accordance with the adopted FY25 budget. The board reviewed the updated organization chart.
- Business Manager Shannon Hauberg was hired internally as the digital outreach specialist funded by the State Library LSTA grant for the Computer Basics program. She starts the new position July 1. Operations Coordinator Jessica Perez, with her

background in finance and audit, has been promoted to Operations Manager and will take on business manager duties. Additional finance responsibilities will be filled by contracts with CPAs Cynthia Harelson and Gerald Burns.

- The 2024 Summer Reading Program kicked off on June 15. The Bugs R Us program had 160 children on June 18 in Grants Pass, and 15 children with 30 participants total at Wolf Creek. The program will be repeated in Grants Pass and Williams.
- The FY23 financial audit with Pauly Rogers LLC accounting firm is seven months late.
- Ms. Lasky pointed out stories in the director's report about Mandarin books in the Language display, the Pride display, and firefighters using the Williams communication booth to take their wildland firefighters tests.
- Challenges include trash on the grounds and religious tracts being found in books.
- Starting July 1, Internet speeds are increasing from 100 to 500 Mbps at the rural branches, and from 500 Mbps to 1 Gbps in Grants Pass. This is made possible by the E-Rate Internet service discount through the FCC.
- The partnership with Project Youth+ providing library interns is expanding.
- Community outreach is robust, with many tabling opportunities. The board discussed a mascot for outreach, for example, Reading Rex or Sasquatch.
- Nine volunteers with Serve Grants Pass supported the Williams branch on May 18.
- The Grants Pass branch is hosting an exchange volunteer from France this summer.
- Ordered new collection of early literacy Vox books, books with built-in audio so no additional equipment is needed. This is funded by the Dorothy Thompson Fund.
- Installed smart TV, Owl, and AED at the Wolf Creek branch.

**Financial report.** Ms. Lasky reviewed the May 2024 Financial Statement memo dated June 20, 2024. She also referred to the Profit & Loss Budget vs. Actual-General Fund statement through May 2024 (page 14 of the board packet), the P&L statement for Enhanced Library Services (grants) through May 2024 (page 15), and the Balance Sheet as of May 31, 2024.

## **ACTION ITEMS**

**First Reading: Personnel Policy Leaves.** The board held its first reading and discussion of revised Policy 4-5-4, Leaves, updated according to SDAO recommendations.

**First Reading: Personnel Policy Working Hours.** The board held its first reading and discussion of revised Policy 4-3-1, Work Week, Working Hours, and Overtime, which clarifies compensatory time.

**First Reading: Operations Policy 3-4-11. Parking Lot Use.** The board held its first reading and discussion of revised Policy 3-4-11, Parking Lot Use. The policy states that patrons are limited to parking for a maximum of three consecutive days to allow for more patrons to access the parking lot and to prevent the use of the parking lot for housing.

## **BOARD MEMBER REPORTS**

**Library Foundation liaison report.** Library Foundation Executive Director Rebecca Stoltz reported that the spring drive saw 238 donors giving \$56,300, the most JCLF has ever

raised in a spring drive. The drive was sponsored by Southern Oregon Sanitation, ZCS Engineering & Architecture, and Welch Investments.

The joint JCLF-JCLD board BBQ, including capital steering committee members, at Shad Shriver's home was a success, and will be repeated next summer. The JCLF board has welcomed two new board members. The steering committee also has several new members.

The JCLF board adopted its FY25 budget, which allocates funds for a variety of JCLD activities. The amount for library card sponsorships is increased from \$20,400 to \$30,000.

Community meetings about the New Grants Pass Library concepts are under way. Meetings with Spanish speakers and with library volunteers have taken place. Next are meetings with donors, business owners, and the community at large, all taking place in July. Ms. Stoltz will send the dates, times, and places for the meetings, which are facilitated by SOU professor Dee Fretwell. The board reviewed the four building concepts.

Ms. Stoltz has joined the new Main Street Grants Pass steering committee.

**Facilities Oversight Task Force.** Task force members Ms. Samson and Mr. Fahey referenced the FOTF Memo dated June 14, 2024. They discussed the Illinois Valley Renovation, which is scheduled for completion in August. Williams facilities projects will include a new awning over the garage door, landscaping, and possible signature art. Board members toured the Williams library site before and after the board meeting.

## **ANNOUNCEMENTS**

**Comments from board members.** Board members discussed library outreach at Porchfest.

### **Date and agenda items for next meeting.**

The next regular board meeting will be at 5:30 pm on Wednesday, July 17, at the Wolf Creek branch library.

## **ADJOURNMENT**

The meeting adjourned at 7:41 pm.

Respectfully submitted,



Teresa Stover for Board Secretary Kate Lasky  
Josephine Community Library District

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

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**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.

**Second 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.

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

*Adopted 10/19/2017 Revised XX/XX/XXXX*

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.

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

In the Matter of Adopting	)	
Policy 4-3-1, Working Hours, for	)	Resolution No. 2025-002
Josephine Community Library District	)	

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

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves

The revised Personnel Policy 4-3-1 Work Week, Working Hours, and Overtime, which is attached hereto and incorporated herein by this reference, are authorized for implementation.

DONE AND DATED this 17<sup>th</sup> day of July 2024.

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Pat Fahey, Board Member

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Gina Marie Agosta, Board Member

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Tina Gotchall, Board Member

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Rachele Selvig, Board Member

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Laurel Samson, Board Member

## 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. 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.

### **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.

### **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.

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

	)	
In the Matter of Adopting	)	Resolution No. 2025-003
Policy 4-5-4, Leaves, for	)	
Josephine Community Library District	)	

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

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves

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

DONE AND DATED this 17<sup>th</sup> day of July 2024.

\_\_\_\_\_  
Pat Fahey, Board Member

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Gina Marie Agosta, Board Member

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Tina Gotchall, Board Member

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Rachele Selvig, Board Member

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Laurel Samson, Board Member

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

In the Matter of )  
Authorizing Investment of Funds for ) Resolution No. 2025-004  
Josephine Community Library District )  
)

WHEREAS, the Board of Directors of Josephine Community Library District has determined it necessary and desirable for the District to invest its funds; and

WHEREAS, the Josephine County Treasurer receives tax collections and other monies for the benefit of the District and according to ORS 294.035 requires written Board permission to invest the funds held prior to lawfully required transfers for the benefit of the District; and

WHEREAS, the Local Government Investment Pool (LGIP) is a diversified portfolio offered to any Oregon municipality, public subdivision, or public corporation that by law has control of any public funds; now therefore

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves:

District funds for fiscal year 2024-05 ending June 30, 2025, are authorized to be invested with the Josephine County Treasurer and with the Oregon State Treasury Local Government Investment Pool.

DONE AND DATED this 17th day of July 2024.

\_\_\_\_\_  
Pat Fahey, Board Member

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Gina Marie Agosta, Board Member

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Tina Gotchall, Board Member

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Rachele Selvig, Board Member

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Laurel Samson, Board Member

## Annexation Petitions

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

	Property Owner	Address
1	ANDREW M MONIE TR; THERESA L MCINNES TR	3403 CLOVERLAWN DR

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

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### General Updates

- Board members are encouraged to attend three community meetings for public feedback on design concepts for a future library in downtown Grants Pass.
  - Saturday, July 20 at noon – Milas Moments, 613 SE 6<sup>th</sup> Street.
  - Thursday, July 25 at 2 pm – Fruitdale Grange #379, 1440 Parkdale Drive
  - Saturday, July 27 at 10 am – Redwood Grange #760, 1830 Redwood Ave.
- Library leaders attended the Urban Renewal Agency workshop session on July 12, taking shifts to ensure representation at the meeting. The library director submitted brief summary of information via email regarding plans to build a new library in downtown Grants Pass, sharing the recently developed video, [Building a Bright Future – The New Grants Pass Library](#).
- Library district and foundation continued collaborating on design of new Grants Pass library with ZCS Engineering and Architecture.
- Youth service lead resigned. The position is open for recruitment. Staff adjusting schedules to support Summer Reading Program.
- 2024 Summer Reading Program is in full swing with 513 registrants reading 154,740 number of minutes toward the 300,000 goal as of July 15.
- FY22-23 financial audit with Pauly Rogers LLC accounting continues to be delayed with finalization dependent of board members sending management surveys directly to the auditor.
- Library director's June column in the Grants Pass Daily Courier covered the new Grants Pass library 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**, a patron came in praising how much he loved the library and how it has benefited his family. According to the patron, he was not good in school and barely got his GED, but he raised his kids in the library and attributes the library for his kid's success. He says both kids are now attending ivy league colleges and that they would not be where they are today without the resources that were provided by the library.
- **In Illinois Valley**, remote library service is receiving more families each week for the Summer Reading Program crafts and registration. The senior center volunteers have mentioned how fun it is to watch the kids come in and enjoy the craft table and the 3D printing class. The highest count on a single Thursday so far in our summer program has been 15 kids 9 adults.  
Construction on the IV branch is a hot topic among patrons during remote service. Even patrons who don't have holds to pick up have dropped in to get the updates on construction timeline and progress.

- **In Williams**, the Williams storybook walk was placed along a high traffic path during the Fourth of July Parade which ended on the library grounds. The branch manager observed several townfolk reading it as they walked by.
- **In Wolf Creek**, a parent told the branch manager about giving a stranger a compliment in a store when her daughter lit up and shouted, “That’s an act of kindness Mom, we learned about giving those at the library!” She then gave her mom a star sticker to place on our Acts of Kindness board at the Wolf Creek branch.

### **Successes**

- The language display in the adult section at the Grants Pass branch was quite popular, with a total of 20 items checked out from the display. We received feedback from several patrons that it inspired them to try and learn a new language.
- June’s LEGO Club had a record number of attendees with 28 kids and adults creating with LEGOs.
- The Bugs-R-Us summer program on bats was wildly popular with 174 participants at the Grants Pass branch and 30 at the WC branch on June 19 with 12 adults and 18 children, breaking attendance records.

### **Challenges**

- Throughout the FY24 45 items were found hidden or turned in their display stand. These attempts at censorship primarily targeted authors or stories featuring LGBTQ+ and BIPOC characters, though a Women’s History Month display was also altered. The titles have been reported to the Oregon Intellectual Freedom Clearinghouse which collects data on intellectual freedom challenges throughout the state of Oregon.

## **2024–2027 Strategic Plan Update**

### **Reimagine Library Services**

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

- The library’s new Computer Basics digital equity program kicked off on July 1. The program is funded in part by a \$50,000 State Library of Oregon Library Services and Technology Act (LSTA) grant. The program will run through June 2025, with plans for future years. Preplanning and partner development are in process, and target audience assessment and curriculum development will take place in July.
- Partnered with the library foundation to develop a Grants Pass new library video, Spanish-language, volunteer, donor, and business community meetings, as well as community-wide public meetings throughout July. Attendance at all meetings has been high with a total of 100 participants so far.
- Storybook Walk kicked off on July 1, running through the end of the month making appearances in downtown Grants Pass in business windows during First Friday, at Reinhart Volunteer Park, at Highland Elementary School during the Summer Food Program, and outside each open library branch. Partners for this program include Boys & Girls Club of the Rogue Valley, Cascade Hasson Sotheby’s International Realty, City of Grants Pass Parks & Recreation, Cultured Palate, Dope Static, Elegance Antiques, G. G. Sugarplum’s Bakeshop, Gallop N Glitz, Grants Pass Pharmacy, Grants Pass Museum of

Art, Grants Pass School District 7, The Hive Art Hub, House of Glory, Indy Jo, The Kitchen Company, Plaza Sewing, Rogue Florist, Sandi's Candies, and Visit Grants Pass.

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

- Developing the annual community-wide survey to be distributed in fall and include questions about the new Grants Pass library project.
- Teen Advisory Board continuing to offer the Bad Artists Club with 18 attendees the first session, and 22 for the second session. Teens make art, listen to music, and snack
- Partnering with State of Oregon Parks Department to offer four day passes for check out.
- Visited the Boys and Girls Club for an outreach storytime with 20 children participating. Distributed Summer Reading Program information.
- In July, the library is featuring its alternative reading formats for in-house displays and promotion through social media, including large print and Talking Books and Braille Services.

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

- Vox books, books with an audio read aloud feature for young patrons, are a brand-new addition to the library. Five new Vox Library of Things kits have been assembled and cataloged with five Vox books each. Three are already checked out. The kits all have different themes, including things that go, children's classics, and imagination.
- Hosted a hybrid meeting for the Nature Collective at the newly renovated Wolf Creek branch community room with meeting technology.
- Partnered with Oregon Books & Games to offer an author talk on June 22 featuring Zoro the Drummer's new memoir "Maria's Scarf," with 36 people attending.
- Since January 2024, outreach included tabling, presentations, and other (literacy nights, storybook walks).

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Tabling	1			2	4	4						
Presentation	1	2	2	1	2							
Other		1	2									

**Invest in People and Culture**

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

- Implemented wage changes in July. Most employees received a positive wage adjustment with two maintaining status quo and receiving a three percent COLA. Implemented a new organizational chart, job classes, and wage ranges.
- Developed more competitive recruitment strategy according to consultant recommendations, included listing dollar value of benefits.
- Reviewing consultant recommendations, adding two holidays for board review and approval.



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

- Volunteers, staff, and partners offering guest appearances during weekly library KAJO radio spotlight on the library to promote programs and library services.
- A total of 12 new volunteers officially on-boarded in June, including two teens, a new Williams teen participant, a new Illinois Valley volunteer, and an exchange volunteer from France. New volunteers have been helping with the Summer Reading Program.
- Trained a new volunteer in cataloging to help replace damaged, lost, and missing materials for repurchase lists.

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

- As on June 30, the library logged 176 active volunteers.
- Volunteers participated in an Herb Pharm Farm tour in Williams on June 22. The Williams branch manager coordinated the field trip.
- Quarterly volunteer listening session is scheduled for July 20 at 10am.
- Volunteer Appreciation Party on June 29 saw 40 attendees. Everyone who attended said that they enjoyed ice cream, mingling with the other volunteers, and seeing the concepts for the new library.
- Partnering with Easter Seals to add a second volunteer with a start date in July. This partnership program allows Easter Seals to place volunteers from their program at the library in Grants Pass.
- Partnering with Project Youth+ to place a high school intern in the business office to gain experience in marketing and communications. The intern will spend 160–200 hours working at the Grants Pass branch beginning July 15.

**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.**

- Updated Polaris ILS library catalog software with its annual close out, preparing for FY25.
- Moved select Williams adult nonfiction books and audio CDs with low circulation to Grants Pass for reassignment, opening space for new books at the branch.
- Received and processed extra copies of Maria's scarf before the author talk.
- Continued cataloging Spanish books ordered with grant funds from the Guadalajara Book Festival in original language.

**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 scheduled to finish in August. Throughout the existing building and the addition, windows are in, sheathing walls are up, and mechanical/electrical/plumbing rough-in are completed. Roofing is in progress and casework/cabinetry are being built offsite. For the small addition off the children's library, which will be the family bathroom and staff/volunteer break room, the slab, framing, and sheathing walls are done. For the large addition, siding is complete, and the

vestibule is framed and sheathed. Business Oregon conducted its site monitoring visit on 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.

- Held quarterly safety and security committee meeting and scheduled a staff in-service training day on August 28 for safety and security, including de-escalation training.
- Hosted Protective Security Advisor Jason Salfen to conduct a safety and security assessment of the Grants Pass branch facility. A report from Homeland Security is pending.
- Developed a person-in-charge procedure to reflect assignments, expectations, and instructions for all staff, and presented at the monthly staff meeting.

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

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### **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 \$1,332,577 does not equal the Balance Sheet net income of \$2,367,809. 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.
- Current pending items for June include billing to the JCLF-responsive fund.

### **Revenue**

- The current year tax levies are 1,556,705. The total prior year's tax levy income is \$45,423.
- Fees collected this fiscal year were \$74,107, this includes non-resident card fees, sponsorships, copies, and charges for lost/damaged items.
- JCLD invoiced Josephine Community Library Foundation \$3,300 for 55 household sponsorships for the month of June. The library foundation has supported record number of sponsorships for FY24 and as a result, the foundation has increased their budgeted support for the year FY25.
- Forecast column was removed due to the end of the fiscal year. Any changes do not impact the bottom line.

### **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 column was removed due to the end of the fiscal year. Any changes do not impact the bottom line.

### **Statement of Financial Position** (balance sheet)

- The district assets include \$228,986 in the district checking account. The Grants Pass maintenance fund totals \$26,790 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 \$1,110,069 and a reserve fund of \$1,001,574. Cash Drawers at the four branches total \$390.
- The total combined assets of these accounts equal \$2,367,809.

### **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, represented as Equity on the Balance Sheet.

TO: Kate

FROM: Jerry



## MAY RECONCILIATION SERVICES - July 10, 2024

PROCEDURES COMPLETED: I completed the May reconciliations of the general checking, general savings, general LGIP, and reserve LGIP accounts. I previously reconciled the credit card statements for May. I read over the May JEs that changed postings to the QB accounts in amounts of \$2, 000.00 or more and to discern the purpose. I also reconciled the combined financial statements of the JCLD through May 31, 2024, with the individual fund budget vs actual financial statements and the profit and loss financial statement by class.

### CONCLUSIONS:

1. The bank and credit card statements reconcile with the QB accounting.
2. The combined Library financial statements reconcile with the individual fund financial statements.
3. The journal entries reported on the QB Audit Tracker appear to be reasonable and appropriate.

### OPEN ITEMS:

1. I will prepare and provide you my reports on the application of reconciliation procedures relating to the bank reconciliations, credit card reconciliations, LGIP reconciliations and the reconciliation of the QB financial reports.

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

	<u>Jul '23 - Jun 24</u>	<u>Budget</u>
Ordinary Income/Expense		
Income		
4000 - Current Year Tax Receipts	1,556,705	1,545,000
4005 - Prior Year Taxes	45,423	30,000
4100 - Fees	74,107	39,000
4200 - Interest Income	68,900	15,000
4300 - Other Revenues	522	1,000
4310 - Donations	1,000	
4999 - Beginning Cash	1,384,152	1,400,000
<b>Total Income</b>	<b>3,130,809</b>	<b>3,030,000</b>
Gross Profit	3,130,809	3,030,000
Expense		
5000 - Personal Services	890,661	1,058,650
6 - Materials and Services		
6.1 - Library Services		
5200 - Collection Development	153,546	175,000
5300 - Technical Services	27,032	50,000
6650 - Patron Services and Supplies	3,656	5,000
6660 - Volunteer Support	6,032	5,000
6670 - Events at Library	1,814	15,000
6680 - Communication & Outreach	44,650	40,000
6690 - Special Contracts	175,362	115,000
<b>Total 6.1 - Library Services</b>	<b>412,092</b>	<b>405,000</b>
6.2 - Maintenance and repairs		
5400 - Building Improvements	100,396	110,000
5500 - Facilities & Equipment	58,598	82,000
5600 - Computer Maintenance	12,451	39,000
<b>Total 6.2 - Maintenance and repairs</b>	<b>171,445</b>	<b>231,000</b>
6.3 - Administration		
5700 - Insurance	15,446	15,000
5800 - Travel & Training	24,267	40,000
6630 - Election	20,732	20,000
6640 - Auditor	18,650	20,000
6699 - Legal Administration	3,583	2,000
6700 - Administrative Support	34,321	18,000
6800 - Telecommunications	16,025	25,000
6850 - Utilities	36,010	50,000
<b>Total 6.3 - Administration</b>	<b>169,034</b>	<b>190,000</b>
<b>Total 6 - Materials and Services</b>	<b>752,571</b>	<b>826,000</b>
8.1 - Transfers		
8000 - Transfers & Contingency	155,000	155,000
<b>Total 8.1 - Transfers</b>	<b>155,000</b>	<b>155,000</b>
8.2 - Enhanced Services Support		
8006.1 - Enhanced Services Support	0	1,000
<b>Total 8.2 - Enhanced Services Support</b>	<b>0</b>	<b>1,000</b>
8010 - Contingencies	0	224,000
<b>Total Expense</b>	<b>1,798,232</b>	<b>2,264,650</b>
<b>Net Ordinary Income</b>	<b>1,332,577</b>	<b>765,350</b>
<b>Ending Cash</b>	<b>1,332,577</b>	<b>765,350</b>

Josephine Community Library District

**Balance Sheet**

As of June 30, 2024

Jun 30, 24

**ASSETS**

Current Assets

Checking/Savings

1000 · People's Bank of Commerce	228,986
1010 · People's Bank-Savings	26,790
1100 · General Pool 6000	1,110,069
1110 · LGIP - Reserve Fund	1,001,574
1150 · Cash Drawers	390

Total Checking/Savings 2,367,809

Other Current Assets

1310 · JoCo Reserve for Disputed Tax	27,354
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Total Other Current Assets 27,354

Total Current Assets 2,395,163

**TOTAL ASSETS** 2,395,163

**LIABILITIES & EQUITY**

Liabilities

Current Liabilities

Other Current Liabilities

2400 · Deferred Revenues(audit)	27,354
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Total Other Current Liabilities 27,354

Total Current Liabilities 27,354

Total Liabilities 27,354

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 2,367,809

Total Equity 2,367,810

**TOTAL LIABILITIES & EQUITY** 2,395,164

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

	<u>Jul '23 - Jun 24</u>	<u>Budget</u>
Ordinary Income/Expense		
Income		
4050 · Grant Revenue		
4050B · Enhanced Services Budget	0	0
4070 · Federal	0	113,000
4075 · State of Oregon	3,784	72,000
4080 · Local Governments	0	0
4085 · Foundations	21,736	103,900
4090 · Community Service Organizations	0	0
4095 · New Projects	0	250,000
4050 · Grant Revenue - Other	0	0
Total 4050 · Grant Revenue	<u>25,520</u>	<u>538,900</u>
4600 · Support of Enhanced Services	0	1,000
4999 · Beginning Cash	0	35,000
Total Income	<u>25,520</u>	<u>574,900</u>
Gross Profit	25,520	574,900
Expense		
5000 · Personal Services	13,525	100,000
6 · Materials and Services		
6.1 · Library Services		
5200 · Collection Development	11,847	
6650 · Patron Services and Supplies	3,003	
6670 · Events at Library	2,304	
6680 · Communication & Outreach	237	
6690 · Special Contracts	4,238	
6.1 · Library Services - Other	0	179,000
Total 6.1 · Library Services	<u>21,629</u>	<u>179,000</u>
6.2 · Maintenance and repairs		
5400 · Building Improvements	584	
5500 · Facilities & Equipment	9,471	
5600 · Computer Maintenance	3,278	
6.2 · Maintenance and repairs - Other	0	90,000
Total 6.2 · Maintenance and repairs	<u>13,333</u>	<u>90,000</u>
6.3 · Administration		
5800 · Travel & Training	1,988	
6700 · Administrative Support	53	
6.3 · Administration - Other	0	0
Total 6.3 · Administration	<u>2,041</u>	<u>0</u>
6.4 · New Projects Budget	0	250,000
Total 6 · Materials and Services	<u>37,003</u>	<u>519,000</u>
Total Expense	<u>50,528</u>	<u>619,000</u>
Net Ordinary Income	<u>-25,008</u>	<u>-44,100</u>
Net Income	<u><u>-25,008</u></u>	<u><u>-44,100</u></u>

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

In the Matter of Electing Officers of            )  
the Board of Directors for                        )  
Josephine Community Library District        )            **Resolution No. 2025-005**

WHEREAS, the Board of Directors of the Josephine Community Library District are conducting the business of the District and have adopted Bylaws for that purpose; and

WHEREAS, the Bylaws require that the Board of Directors elect from their members officers to serve as President and Vice President; and

WHEREAS, the Board of Directors have held an election for that purpose; now, therefore

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves:

1. \_\_\_\_\_, member of the Board, is elected to serve as President in accordance with the provisions of the Bylaws.
  
2. \_\_\_\_\_, member of the Board, is elected to serve as Vice President in accordance with the provisions of the Bylaws.

DONE AND DATED this 17th day of July 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 District Board of Directors  
FROM: Kate Lasky, Library Director  
DATE: July 17, 2024  
SUBJECT: Policy review and revision

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### Updates

The board reviewed and discussed the Parking Lot Use Policy at its June board meeting with the advice to limit parking time at the Grants Pass branch. After review, management identified vandalized and unreadable parking signs on the lot and worked with Josephine County to update them to reflect the existing 2-hour parking limit. With enforcement of a 2-hour parking limit, no policy changes are needed at this time.

### First Reading Personnel Policy 4-5-2

JCLD's Policy 4-5-4 Holidays is updated to include one additional holiday as recommended by third-party wage and benefits consultant, "Library staff receive paid time off in the form of holidays, vacation days, and sick days. The table below shows paid time off of various kinds for the average of peer libraries, Jackson County Library District, and Josephine Community Library. Josephine Community Library are significantly behind peer and competitor libraries on holidays and behind peer libraries on maximum vacation. While Josephine and Jackson are both behind peer libraries for sick leave accrual, these accruals are no longer a defining factor since all employers must meet the terms of the Paid Leave Oregon Act."

### Library Paid Time Off Information (2023)

Source: Library/City staff and/or websites

	Holidays	Vacation Minimum	Vacation Maximum	Sick
Average Peer Libraries	12.21	12.14	24.86	12.50
Jackson County Library District	12.00	10.00	25.00	8.65
Josephine Community Library	11.00	10.00	16.00	8.65

### First Reading Personnel Policy 4-5-5

JCLD's Policy 4-5-5 Donated Personal Time Off is updated to clarify that an employee's PTO accruals are not negatively impacted by receiving donated time off.

## Policy 4-5-2. Holidays

Adopted ~~7/20/2022~~X/X/XXXX

Josephine Community Library District (JCLD) recognizes the following holidays and the library will be closed on the identified day or a prior or subsequent designated day. Regular full-time employees will receive a day off with pay on each of these recognized holidays.

1. New Year's Day
2. Martin Luther King, Jr. Day
3. President's Day
4. Memorial Day
5. Juneteenth
6. Independence Day
7. Labor Day
8. Veterans Day
9. Thanksgiving Day
10. Day after Thanksgiving
11. Christmas Eve
12. Christmas Day

Part-time permanent employees receive pro-rated holiday benefits. For example, an employee scheduled to work six hours on a holiday earns six hours of holiday pay. Temporary and on-call employees do not receive holiday benefits. Employees may not save holiday time past one payroll period of a scheduled holiday.

No employee will be scheduled to work on a holiday. If an employee works on any holiday observed by the district, the employee shall either be paid overtime or given compensatory time for all hours worked at the rate of one-and-one-half times the regular rate of pay.

Employees who are off work on a leave of absence shall not receive holiday pay. Employees who are off work due to sickness or vacation shall be paid for the holiday in lieu of using vacation or sick leave credits.

Permanent part time and full-time employees who are not regularly scheduled on a holiday will be permitted to take the holiday on another workday during the pay period in which the holiday falls, with supervisor approval, including holidays that fall on days the library is not open to the public.

## Policy 4-5-5. Donating Personal Time Off

Adopted ~~5/17/2018~~/X/X/2024

Employees of Josephine Community Library District (JCLD) may donate accrued sick and vacation time (personal time off) to other employees on validated sick leave for more than two weeks or family medical leave preapproved by the library director. The recipient employee must have exhausted their sick and vacation leave benefits before receiving donated sick or vacation time.

Donations of sick time are made on a one-for-one basis; that is, for every hour the donor offers, the recipient receives one hour of sick time. The recipient is compensated for the sick leave at the recipient's own regular rate of pay.

Donations of vacation time are based on the donor's hourly rate and translated to the recipient's hourly rate. For example, if an employee earning \$12/hour donates two hours to an employee earning \$24/hour, the recipient receives one hour of vacation.

Employees may only donate sick or vacation time they have already accrued. Donating employees must have at least nine sick days—based on the employee's part- or full-time status—remaining in their own sick leave accrual after the transfer.

Sick or vacation time must be donated in whole-hour increments.

There is no cap on the amount of donated sick or vacation time one employee may receive in a year. The employee's sick and vacation accruals and rollover will not be negatively impacted by receiving donated personal time off.

If the amount of donated sick or vacation time exceeds the amount needed by the recipient for the qualifying leave, the donated time will be transferred back to the donating employees in the order of the most recently donated ("last-in-first-out").

See Policy 4-5-1 *Vacation* for information about vacation accrual. See Policy 4-5-3 *Sick Leave* for information about sick leave benefits accrual and valid reasons for sick leave. See Policy 4-5-4 *Leaves* for information about qualifying events for family medical leave.