

Josephine Community Library District
Board of Directors Regular Meeting
Thursday, July 17, 2025 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,	Kelly Robinson	Pat Fahey	Gina Marie Agosta,	Tina Gotchall
Vice President			President	

Agenda Items	Action	Responsible	Time
Call to Order		G.M. Agosta	
Standing Items <ol style="list-style-type: none"> 1. Approval of agenda 2. Approval of consent agenda <ol style="list-style-type: none"> a. June 18 Board Meeting minutes b. Resolution 2026-001: Policy 2-4 c. Resolution 2026-002: Policy 3-3-7 d. Resolution 2026-003: LGIP e. Resolution 2026-004: LSTA grant f. Resolution 2026-007: Rotary grant 3. Public comment 4. Correspondence 	Motion	G.M. Agosta	5 min
Staff Reports <ol style="list-style-type: none"> 1. Library director's report 2. Financial report 	Report Report	K. Lasky K. Lasky	10 min 5 min
Annual Meeting <ol style="list-style-type: none"> 1. FY26 election of President and Vice President 2. Bank signers 3. FY26 meeting date and time 	Resolution Resolution Motion	G.M. Agosta President President	10 min 5 min 5 min
Action Items <ol style="list-style-type: none"> 1. First Reading: Personnel Policy Employee Status 2. First Reading: Personnel Policy Telecommuting 	Discussion Discussion	K. Lasky K. Lasky	5 min 5 min
Board Member Reports <ol style="list-style-type: none"> 1. Library Foundation liaison report 2. Facilities Oversight Task Force report 	Report Report	N. Lester Fahey/Robinson	5 min 5 min
Announcements <ol style="list-style-type: none"> 1. Comments from board members 2. Board vacation schedules 3. Date and agenda items for next meeting 		All K. Lasky President	5 min
Executive session: ORS 192.660(2)(e)(f)			
Adjourn		President	

Date and Time	Upcoming Meetings and Events
August 21, 5:30pm	District Board Meeting, Grants Pass branch

Josephine Community Library District
Regular Board Meeting Minutes
Wednesday, June 18, at 5:30 pm
Grants Pass branch | 200 NW C street, Grants Pass, OR 97526

Members present: Gina Marie Agosta, Pat Fahey, Kelly Robinson, Rachele Selvig

Members absent: Tina Gotchall

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

Contractors: Communications Specialist Teresa Stover

Partner: Josephine Community Library Foundation Executive Director Rebecca Stoltz, Josephine
Community Library Foundation Liaison Judy Christensen

CALL TO ORDER. Ms. Agosta called the meeting to order at 5:33 pm.

STANDING ITEMS

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

Approval of consent agenda. Consent agenda items included:

- a. May 15 Board Meeting minutes
- b. Resolution 2025-035: Policy 2-3
- Resolution 2025-036: GEF Grant

MOTION: Mr. Fahey moved to approve the consent agenda.

Ms. Robinson seconded.

Approved by Ms. Agosta

Approved by Ms. Selvig

Public comment. none

Correspondence. Correspondence was received from City Councilor Rick Riker regarding
opting out of the library district. Ms. Lasky responded with guidance from the board
president and vice president.

Annexation petition review. The board of directors reviewed annexation petitions from
Steven & Dawn Welch, Patricia Duttweiler & Stephanie Porter, and Raymond & Denise
Terrell.

Motion: Mr. Fahey moved to endorse an annexation petition from Steven & Dawn Welch,
Patricia Duttweiler & Stephanie Porter, and Raymond & Denise Terrell.

Ms. Robinson seconded.

Approved by Ms. Agosta

Approved by Ms. Selvig

STAFF REPORTS

Library director's report. Ms. Lasky referred to the Library Director's Report dated June 18,
2025, highlighting the following items:

- **MOTION:** Ms. Selvig moved to increase the library district's contribution towards health and dental insurance for library staff to \$850.
Mr. Fahey seconded.
Approved by Ms. Agosta
Approved by Ms. Robinson
- The first session of Teen Bad Artists Club last week had 14 participants and was lead by the Teen Advisory Board.
- Summer Reading Program kicked off on June 14, So far, 34,906 minutes read have been logged by 431 readers.
- The State Library of Oregon secured \$2.6 million in federal LSTA funds for FY2025, ensuring statewide library services—including Gale databases, summer reading, and digital learning—will continue through June 2026 despite future funding uncertainty.
- The board discussed the most recent meeting that Ms. Lasky had with Josephine County Commissioner Mr. Barnett and legal representation regarding the Grants Pass branch lease negotiation.
- Ms. Lasky met with Goodwill leadership and library outreach and partnership departments about potential partnership opportunities.
- The Illinois Valley branch has returned to pre-COVID numbers for volunteers
- The Grants Pass branch has been experiencing a lot of security and conduct policy issues due to the resting site located a couple blocks away. The Illinois Valley branch is experiencing similar issues and will be getting a fence.
- The Dolly Parton's Imagination Library statewide coordinator came to visit last week.
- Ms. Lasky received the 2025 Zonta Community Woman of the Year award.

Financial report. Ms. Lasky reviewed the May 2025 Financial Statement memo dated June 18, 2025. She also referred to the Profit & Loss Budget vs. Actual–General Fund statement through May 31, 2025, and the Balance Sheet as of May 31, 2025. These reports include a forecast.

ACTION ITEMS

Finance Policy: Credit Cards.

The board of directors held its first reading of a revised version of Finance Policy: Credit Cards. No new changes were made.

Finance Policy: Operations.

The board of directors held its first reading of a revised version of Finance Policy: Operations. No new changes were made.

BOARD MEMBER REPORTS

Library Foundation liaison report.

- Grants received from Roundhouse Foundation and Four Way Community Foundation to update ADA access at the Wolf Creek branch.

Facilities Oversight Task Force.

- FOTF continues to meet with architects and working on the schematic phase of the plans for the new library in downtown Grants Pass.

ANNOUNCEMENTS

- Library director received prestigious 2025 Zonta Woman of the Year award.
- Comments from board members. none

Date and agenda items for next meeting.

The next regular board meeting will be at 5:30 pm on Thursday, July 17 in Wolf Creek.

ADJOURNMENT

The board meeting adjourned at 7:05 pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'BRojo'.

Brandace Rojo for Board Secretary Kate Lasky
Josephine Community Library District

TO: Josephine Community Library District Board of Directors
FROM: Kate Lasky, Library Director
DATE: July 17, 2025
SUBJECT: Policy review

Second Reading: Revision Policy 2-4 Credit Cards

As part of the district's regular policy review process, the following finance policy has been updated to improve clarity, align with current practices, and strengthen internal controls. Revisions are shown in tracked changes for board review

The Credit Card Policy has been updated to clarify and expand the allowable uses of district credit cards. Specifically, section 4 now authorizes credit card use for:

- Monthly payments,
- Purchases from vendors who only accept credit cards, and
- Timely transactions that facilitate regular orders or ongoing operations.

This update replaces the more limited language that restricted usage primarily to emergencies or situations where writing a check would cause delays. The change reflects current operational needs and aligns with standard accounting practices to ensure efficiency and continuity of service. Minor edits for clarity and consistency were also made throughout the policy.

Second Reading: New Policy Cell Phone Charging Station

Policy 3-3-7: Charging Lockers was developed in response to the installation of a new cell phone charging station at the Grants Pass library. As more services and communication tools shift online, the availability of secure charging options ensures that all community members can stay connected while using library resources. The station, featuring 16 smart lockers equipped with multiple charging cord options, is located near the public computer area and provides a fast and secure way for patrons to charge their phones and other small devices while using library services.

Since its launch in early May, the station has seen strong use — 51 uses the first week, rising to 175 by the end of the month, with a total of 500 uses over five weeks. Patrons have expressed appreciation for the added convenience.

This policy provides clear expectations for responsible use, outlines patron responsibilities, and clarifies the library's liability. It also distinguishes high-level policy from detailed procedures, consistent with JCLD's operations framework. Staff will continue to track usage monthly to assess demand and help guide future technology planning.

Policy 2-4. Credit Cards

Adopted ~~10/19/2017~~XX/XX/XXXX

The Josephine Community Library District (JCLD) library director is authorized to apply for credit cards in the name of the district. District credit cards are subject to the following restrictions and controls:

1. Only the following officials and staff members shall be listed on the district's general purchasing credit card agreements as authorized users: library director; and staff explicitly authorized by the library director.
2. District credit cards may be used for monthly payments, purchases from vendors who only accept credit cards, and for timely transactions that facilitate regular orders or ongoing operations. Use of credit cards is permitted when writing a check in advance would delay delivery of goods or services or present an operational challenge. All credit card transactions shall be documented in monthly reports. These reports must be reviewed by the employee's supervisor and, in the case of the Library Director, also by a finance administrator in the accounting department. A designated board member shall also review and sign off on all credit card reports to ensure proper use and accountability.
~~District credit cards shall only be used for transactions in which writing a check in advance is either difficult or would delay delivery of goods or services during a time of emergency. District credit cards also may be used to facilitate travel by employees and officials on district business.~~
3. All credit card charges for employee travel ~~or entertainment~~ shall be subject to reporting in accordance with the ~~Districts~~ Employee Travel Authorization and Reimbursement Policy ~~(an accountable plan).~~4-4.
4. Use of district credit cards for personal purchases is prohibited.
5. ~~Any official or employee~~Employees who uses district credit cards shall submit to the library director or designee original receipts for all purchases ~~made as soon as practical after the purchase as part of a standard credit card accounting monthly report.~~
6. Each month, the library director or designee shall reconcile the receipts submitted with the monthly credit card statements to ensure proper card usage. ~~A standard credit card accounting report will be developed and each card user shall be required to submit this report to the library director (or designee) within three business days after month end. Credit card billing periods shall end on the last day of the month and e~~
7. Credit card statements shall be paid full by bank debit upon presentation every month.
8. Use of district-issued credit cards must be pre-authorized by the appropriate supervisor. Employees must obtain approval prior to making any purchase.

Unauthorized use of a district credit card is strictly prohibited and may result in disciplinary action.

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

In the Matter of Adopting)	
Policy 2-4, Credit Cards, for)	Resolution No. 2026-001
Josephine Community Library District)	

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

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves

The revised Finance Policy 2-4, Credit Cards, which is attached hereto and incorporated herein by this reference, is authorized for implementation.

DONE AND DATED this 17th day of July 2025.

Pat Fahey, Board Member

Gina Marie Agosta, Board Member

Tina Gotchall, Board Member

Rachele Selvig, Board Member

Kelly Robinson, Board Member

Policy 3-3-7. Charging Lockers for Phones and Devices

Adopted XX/XX/XXXX

Josephine Community Library District (JCLD) provides access to secure charging lockers at selected branches to support patrons' access to personal technology while using library services.

Charging lockers are available during open hours and are intended for short-term, self-service use. Patrons are responsible for securing their belongings and removing items before the library closes.

JCLD is not responsible for lost, stolen, or damaged items placed in the lockers. Use of the charging lockers must comply with all applicable library policies, including rules of conduct and prohibited items.

Detailed procedures for using the lockers, including setting a code and retrieving devices, are posted on the lockers and available upon request.

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

In the Matter of Adopting)	
Policy 3-3-7, Charging Lockers for)	Resolution No. 2026-002
Phones and Devices, for)	
Josephine Community Library District)	

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

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves:

The revised Operations Policy 3-3-7, Charging Lockers for Phones and Devices, which is attached hereto and incorporated herein by this reference, is authorized for implementation.

DONE AND DATED this 17th day of July 2025.

Pat Fahey, Board Member

Gina Marie Agosta, Board Member

Tina Gotchall, Board Member

Rachele Selvig, Board Member

Kelly Robinson, Board Member

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

In the Matter of)	
Authorizing Investment of Funds for)	Resolution No. 2026-003
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 2026 ending June 30, 2026, 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 2025.

Pat Fahey, Board Member

Gina Marie Agosta, Board Member

Tina Gotchall, Board Member

Rachele Selvig, Board Member

Kelly Robinson, Board Member

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

In the Matter of Authorizing)	
Expenditure of a State Library)	Resolution No. 2026-004
Grant Offered to)	
Josephine Community Library District)	

WHEREAS, the Josephine Community Library District Board of Directors adopted its fiscal year 2025-26 budget on May 15, 2025; and

WHEREAS, since the dates of budget adoption, JCLD has received a \$50,000 grant from the State Library of Oregon for the Computer Basics program; and

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

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves

The \$50,000 grant from the State Library of Oregon is authorized for expenditure in the 2025-26 fiscal year for the specific purpose of the Computer Basics program.

DONE AND DATED this 17th day of July 2025.

Pat Fahey, Board Member

Gina Marie Agosta, Board Member

Tina Gotchall, Board Member

Rachele Selvig, Board Member

Kelly Robinson, Board Member

In the Matter of Authorizing Expenditure)
of a Rotary Club Grant Offered to) Resolution No. 2026-007
Josephine Community Library District)

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

The \$1,500 grant from the Rotary Club of Grants Pass is authorized for expenditure in the 2025-26 fiscal year for the specific purpose of the library's Baby's First Book program.

TO: Josephine Community Library District Board of Directors
FROM: Kate Lasky, Library Director
DATE: July 17, 2025
SUBJECT: Library director's report

General Updates

- The annual Volunteer Appreciation Ice Cream Social is scheduled for Saturday, July 26 from 4:00 to 5:30 p.m. at the Grants Pass branch. Volunteers and their families are invited to attend. Board members are welcome to attend and assist with serving, as part of this celebration recognizing the contributions of the library's volunteer community.
- Recruitment opened for a Public Services Assistant based at the Grants Pass branch to support growing service demand across all age groups. Interviews are scheduled for early August. This position is within budget and reflects an updated organizational structure in which the youth services lead also oversees teen services.
- The library district continues to work with Josephine County to finalize a lease agreement for the Grants Pass branch. On July 1, the library director and legal counsel met with Commissioner Chris Barnett to continue negotiations, following earlier meetings on May 21, June 3, and June 10. These discussions build on the district's formal lease proposal submitted on March 25, which requests a five-year extension at \$1 per year with an option to renew.

A final draft of the lease agreement is now in development and will be presented for review and approval by both the library district board and the Board of County Commissioners. The library district's goal is to ensure long-term stability for public library services. This objective aligns with the County Charter's requirement in Section 14.5 that the Board of Commissioners provide for the support and maintenance of the main library and its branches.

- A new exhibit at the Grants Pass branch, sponsored by historian James Basker with the Gilder Lehrman Institute of American History, explores the global legacy of the Declaration of Independence. The panel will circulate to schools and community partners during the 2025–26 school year, and in celebration of the semiquincentennial.
- With the start of the new fiscal year on July 1, standard administrative activities are underway across departments, including preparation of the library district's FY2024–25 Annual Report, to be presented to the board at the August meeting and used for community and stakeholder engagement.

Stories

- **In Grants Pass**, a couple who had just relocated from Coos Bay visited the library to get their library cards. During their visit, they learned they lived outside the library district boundary and were introduced to the district's special taxing structure. Without hesitation, they requested annexation paperwork—despite it being their first time in the building. After receiving their cards, they shared, “We were regulars at the Coos Bay library, and when we told staff we were moving to Grants Pass, they said the library and staff here are very friendly and helpful. Boy, were they right!”
- **In Illinois Valley**, post-renovation volunteerism surged with 13 new regular volunteers and five teen volunteers. The branch also benefited from a temporary "Project Move" volunteer team.

- **In Williams**, this past month, newcomers and educators praised the collection and welcoming environment. A local power outage brought community members to the branch for updates and resources.
- **In Wolf Creek**, a volunteer helped a patron digitize her completed book manuscript, showcasing strong digital literacy support.

Successes

- Observed a decline in negative behaviors at the Grants Pass branch, including fewer instances of loitering, visible drug use, and overnight camping near entrances and landscaping. Attributed the change to stricter enforcement of behavior policies, strengthened partnerships with law enforcement, and staff training on consistent rule application. Noted improvements sustained even during overnight and long weekend closures, confirmed by security footage review.

Challenges

- Overcrowding at Grants Pass programs continues to demonstrate the need for expanded event space. Several programs reached or exceeded capacity, requiring staff to turn patrons away.
- Technical issues persist with the library's online event calendar plugin. The web developer is actively working on solutions.

2024–2027 Strategic Plan Update

Reimagine Library Services

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

- Closed Year 1 of the highly successful Computer Basics program. The State Library of Oregon awarded a \$50,000 Library Services and Technology Act (LSTA) grant funded by the federal Institute for Museum and Library Services (IMLS) for year 2 of the Computer Basics program.
- Received notification that the Oregon Digital Equity Program (ODEP) grant proposal for \$774,332 that could fully fund the Computer Basics program for four years has passed Administrative Review and Merit Review. The proposal is now in the “curing process,” and the library will soon receive clarifying questions from the Oregon Broadband Office.
- Newly renovated Illinois Valley branch supports high-impact programming, including 68 attendees at Bugs-R-Us and increased annexation interest. Usage of the community meeting space has generated new library cards and multiple annexations.
- Digital skills partnerships with WorkSource, Rogue Community College, and Goodwill continued. One-on-one digital coaching provided to patrons.

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

- Calendar finalized through early 2026 with a mix of early literacy, adult learning, and community engagement programs.

- Kinder Launch, Sprout a Reader, Movers & Groovers, and monthly historical programs planned for fall. A library foundation donor appreciation event is scheduled for September.
- The Summer Reading Program is off to a strong start, with more than 725 participants logging over 204,000 reading minutes so far. Themed prizes, high attendance, and strong community engagement have contributed to the program's success, with several events reaching capacity at multiple branches.
- Grants Pass saw strong turnout for K-9 Reading Buddies (179 total attendees) and Bugs-R-Us Dinosaur programs (up to 90 per session). Wolf Creek hosted 20 patrons for Bugs-R-Us, a record for that branch.
- Summer programs, like cartoonist Rick Stromoski's drawing workshops, reached capacity in Grants Pass. Stromoski provided remote instruction, and participants received personalized feedback.
- Now in its fourth year, the Illinois River Valley Arts Council is hosting its weekly summer 3D printing class at the Illinois Valley branch. Attendance has already doubled compared to previous years.

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

- 347 new library cards issued at Illinois Valley since reopening – surpassing the previous year's total.
- Outreach conducted at Frog O'Faire, PorchFest, and Jade East. Events reached over 1,100 families.
- Food truck initiative and Storybook Walk campaign raised library visibility throughout the county, featuring custom library cardholder incentives and wide participation from local vendors.
- Storybook Walk events at parks, schools, and downtown Grants Pass businesses drew 40–100 attendees per location. Partnerships with GPSD7 and Herb Pharm enhanced outreach.

Invest in People and Culture

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

- Implementing the 2.5 percent cost-of-living adjustment (COLA) and updating payroll systems to reflect revised healthcare contributions, including the increase to \$850/month for qualifying staff.
- Scheduled all-staff training day for August 27 focused on safety, technology, customer service, and team-building. Featured session: Cultural Competency with Dr. Michele Villagran of San Jose State University School of Library and Information Science.
- One Project Youth+ intern completed communications training and received a full scholarship to OSU. Recruitment underway for additional interns to support fall programming.

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

- Initiated development of an informational handout on the annexation process in response to frequent public inquiries and limited volunteer resources. Designing the tool

to support public services volunteers in delivering consistent and accurate information to community members.

- Advanced intern engagement through Project Youth+, with upcoming placement of Tech Bussies and one intern pursuing higher education in creative writing on full scholarship.

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

- Increased volunteer hours by 17 percent in fiscal year 2024–25, putting the district on track to meet the strategic goal of restoring pre-pandemic volunteer engagement and achieving a one-to-one staff-to-volunteer hour ratio by 2027. The most significant growth occurred in Illinois Valley, where volunteer hours rose by 97 percent following the renovation and reopening of the branch after its closure from March to October 2024.
- Federal funding cuts have impacted local workforce development programs, including Easterseals and Project Youth+. As a result, the district's Easterseals volunteer has been placed on hold pending the resolution of a program-wide funding freeze. Staff continue to monitor the situation and remain in communication with partner agencies.

Core Services Update

Collection: Maintain and circulate a curated and balanced collection of cataloged books and other materials selected for a wide range of interests for adults, youth, and children.

- Shifted acquisitions philosophy to reduce duplicate copies and prioritize branch equity. Grants Pass patrons now rely more on holds for access.
- OverDrive ebook collection usage increased in FY24-25 despite fewer new users — Users: 2,158; Avg. monthly users: 1,008 (up from 960).
- Interlibrary Loan lending increased, with 856 items borrowed and 21 partner libraries served.

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

- Expanded outreach through Picnic in the Garden, 4th of July events, and Sprout a Reader.
- Fully expended Southern Oregon Early Learning Services grant:
 - 870 books distributed at outreach
 - 492 new items added, generating 1,565 checkouts
 - Popular board books and Tonieboxes added to collection
 - Staff attended storytime training and conducted site visits

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.

- Illinois Valley facility enhancements underway with support from Marie Lamfrom Foundation.
- Williams bridge repairs completed through volunteer labor and donated materials.

TO: Josephine Community Library District Board of Directors
FROM: Kate Lasky, Library Director
DATE: July 17, 2025
SUBJECT: June 2025 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 \$1,275,140 does not equal the Balance Sheet net income of \$2,666,055. 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 \$1,596,423. The total prior year's tax levy income is \$48,754.
- Fees collected this fiscal year were \$80,932 this includes non-resident card fees, sponsorships, copies, and charges for lost/damaged items.
- JCLD invoiced Josephine Community Library Foundation \$2,700 for 45 household sponsorships for the month of June. 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 \$413,000 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 42 percent of the total Library Services budget.
- Technical Services, Events at Library, Communication & Outreach, Special Contracts, Legal Administration, Administrative Support, and Utilities are over budget for the year but will not impact the bottom line.
- 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 \$22,986 in the district checking account. The Grants Pass maintenance fund totals \$23,802 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 \$1,250,215, an operations reserve fund of \$697,319, and a capital reserve fund of \$630,446. Cash Drawers at the four branches total \$390.
- The total combined assets of these accounts equal \$2,625,158.

Budget Status

- The FY25-26 Budget was updated by Resolution 2025-033 at the May 2025 board meeting.

Josephine Community Library District
Profit & Loss Budget vs. Actual
July 2024 through June 2025

	Jul '24 - Jun 25	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4000 · Current Year Tax Receipts	1,596,423	1,588,000	8,423
4005 · Prior Year Taxes	48,754	40,000	8,754
4100 · Fees	80,932	60,000	20,932
4200 · Interest Income	67,769	45,000	22,769
4300 · Other Revenues	0	1,000	-1,000
4310 · Donations	500		
4600 · Support of Enhanced Services			
4601.1 · Tsfr fr0m GF - Enhanced	0	1,000	-1,000
Total 4600 · Support of Enhanced Services	0	1,000	-1,000
4999 · Beginning Cash	1,339,445	1,500,000	-160,555
Total Income	3,133,823	3,235,000	-101,177
Gross Profit	3,133,823	3,235,000	-101,177
Expense			
5000 · Personal Services	878,020	1,110,000	-231,980
6 · Materials and Services			
6.1 · Library Services			
5200 · Collection Development	161,845	175,000	-13,155
5300 · Technical Services	60,822	50,000	10,822
6650 · Patron Services and Supplies	3,434	15,000	-11,566
6660 · Volunteer Support	7,740	8,000	-260
6670 · Events at Library	9,299	5,000	4,299
6680 · Communication & Outreach	46,402	45,000	1,402
6690 · Special Contracts	181,322	115,000	66,322
Total 6.1 · Library Services	470,864	413,000	57,864
6.2 · Maintenance and repairs			
5400 · Building Improvements	150	10,000	-9,850
5500 · Facilities & Equipment	58,241	82,000	-23,759
5600 · Computer Maintenance	16,302	42,000	-25,698
Total 6.2 · Maintenance and repairs	74,693	134,000	-59,307
6.3 · Administration			
5700 · Insurance	18,101	25,000	-6,899
5800 · Travel & Training	20,878	30,000	-9,122
6630 · Election	0	1,000	-1,000
6640 · Auditor	14,050	20,000	-5,950
6699 · Legal Administration	8,046	8,000	46
6700 · Administrative Support	30,571	20,000	10,571
6800 · Telecommunications	11,199	25,000	-13,801
6850 · Utilities	54,461	51,500	2,961
Total 6.3 · Administration	157,306	180,500	-23,194
Total 6 · Materials and Services	702,863	727,500	-24,637
8.1 · Transfers			
8000 · Transfers & Contingency	277,800	277,800	0
Total 8.1 · Transfers	277,800	277,800	0
8.2 · Enhanced Services Support			
8006.1 · Enhanced Services Support	0	1,000	-1,000
Total 8.2 · Enhanced Services Support	0	1,000	-1,000
8010 · Contingencies	0	325,000	-325,000
Total Expense	1,858,683	2,441,300	-582,617
Ending Cash	1,275,140	793,700	481,440
Ending Cash	1,275,140	793,700	481,440

Josephine Community Library District

Profit & Loss Budget vs. Actual

July 2024 through June 2025

	Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4050 · Grant Revenue				
4050B · Enhanced Services Budget	0	336,300	-336,300	0%
4075 · State of Oregon	53,649			
4085 · Foundations	102,700			
4095 · New Projects	1,695			
Total 4050 · Grant Revenue	158,044	336,300	-178,256	47%
4999 · Beginning Cash	0	10,000	-10,000	0%
Total Income	158,044	346,300	-188,256	46%
Gross Profit	158,044	346,300	-188,256	46%
Expense				
5000 · Personal Services	50,000	50,000	0	100%
6 · Materials and Services				
6.1 · Library Services				
5200 · Collection Development	25,673			
6.1 B · Library Svcs Enhanced Budget	0	20,000	-20,000	0%
6650 · Patron Services and Supplies	9,617			
6670 · Events at Library	20,931			
6680 · Communication & Outreach	8,298			
6690 · Special Contracts	4,711			
Total 6.1 · Library Services	69,230	20,000	49,230	346%
6.2 · Maintenance and repairs				
5400 · Building Improvements	268	0	268	100%
5500 · Facilities & Equipment	26,894			
5600 · Computer Maintenance	4,356	50,000	-45,644	9%
Total 6.2 · Maintenance and repairs	31,518	50,000	-18,482	63%
6.3 · Administration				
5800 · Travel & Training	1,086			
6699 · Legal Administration	5,050			
6700 · Administrative Support	461			
6850 · Utilities	2,094			
Total 6.3 · Administration	8,691			
6.4 · New Projects Budget	0	210,000	-210,000	0%
Total 6 · Materials and Services	109,439	280,000	-170,561	39%
Total Expense	159,439	330,000	-170,561	48%
Ending Cash	-1,395	16,300	-17,695	-9%
Ending Cash	-1,395	16,300	-17,695	-9%

Josephine Community Library District

Balance Sheet

As of June 30, 2025

Jun 30, 25

ASSETS

Current Assets

Checking/Savings

1000 · People's Bank of Commerce	22,986
1010 · People's Bank-Savings	23,802
1100 · General Pool 6000	1,250,215
1110 · LGIP - Operations Reserve Fund	697,319
1111 · LGIP - Capital Reserve Fund	630,446
1150 · Cash Drawers	390

Total Checking/Savings 2,625,158

Other Current Assets

1310 · JoCo Reserve for Disputed Tax	40,897
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Total Other Current Assets 40,897

Total Current Assets 2,666,055

TOTAL ASSETS 2,666,055

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

2100 · Payroll Liabilities	
2155 · Retirement 401(k)	-156

Total 2100 · Payroll Liabilities -156

2400 · Deferred Revenues(audit)	40,897
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Total Other Current Liabilities 40,741

Total Current Liabilities 40,741

Total Liabilities 40,741

Equity

3909 · General Fund Balance	1,339,439
3909A · General Fund Appropriated	-1,339,439
3910 · GP Maint Fund Balance	26,790
3910A · GP Maint Fund Appropriated	-26,790
3911 · Reserve Fund Balance	1,001,574
3911A · Reserve Fund Bal Appropriated	-1,001,574
Net Income	2,625,314

Total Equity 2,625,314

TOTAL LIABILITIES & EQUITY 2,666,055

GERALD W. BURNS, CPA
1762 E. McAndrews Rd., Suite C
Medford, OR 97504

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

Report on May 2025 Reconciliations and Other Procedures

I have performed reconciliation procedures relating to the bank accounts, investment accounts and credit card statements and conclude that they have been correctly done in QuickBooks and the **May 2025** month end financial statements report the reconciled balances.

I have performed reconciliation procedures relating to the combined QB financial reports and the fund/class financial reports and conclude that the individual fund/class financial reports of the balance sheet and revenue and expenditures actual vs budget, when aggregated, equal the combined QB financial reports of the Josephine Community Library District balance sheet and revenue and expenditures of actuals vs budget for the period ending **May 31, 2025**.

A handwritten signature in black ink, reading "Gerald W. Burns", with a horizontal line extending from the end of the name.

Gerald W. Burns, CPA
June 30, 2025

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

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

The accompanying budget (cash) basis financial statements of the Josephine Community Library District as of and for the period beginning July 1, 2024 and ending May 31, 2025 were prepared and reconciled by me but were not subject to an audit, review, or compilation engagement and, accordingly, I do not express an opinion or a conclusion, nor provide any assurance on them.

A handwritten signature in black ink, reading "Gerald W. Burns", with a long horizontal flourish extending to the right.

Gerald W. Burns, CPA, CGMA
Medford, Oregon
June 30, 2025

TO: Board of Directors, Josephine Community Library District
FROM: Kate Lasky, Library Director
DATE: July 17, 2025
SUBJECT: Annual Organizational Meeting Requirements for FY 2025–26

Annual Meeting

In accordance with district bylaws and standard governance practices, the board must complete several required actions during the annual organizational meeting held at the start of each fiscal year. Board members are expected to finalize officer elections, adopt required resolutions, confirm the regular meeting schedule by motion, and complete ethics affirmations during the July 2025 organizational meeting.

Election of Officers

As required by Article III of the bylaws, the board must elect a president and a vice president from among its members to serve for one-year terms. No member may serve more than two consecutive terms in either office. The president presides at meetings and co-signs checks; the vice president assumes these responsibilities in the absence of the president. Officer appointments will be formalized through adoption of Resolution 2026-005.

Designation of Bank Signers

To conduct financial operations, the board must authorize four individuals to sign checks, drafts, and other financial instruments on behalf of the district. These include the library director, the president, the vice president, and one additional board member. Two authorized signatures are required for all disbursements. These assignments comply with the requirements in Article III of the bylaws and will be confirmed through adoption of Resolution 2026-006, which also rescinds the previous year's signing authority.

Confirmation of Meeting Schedule

In accordance with Article IV of the bylaws, the board must confirm or reset the schedule for regular monthly meetings for fiscal year 2025–26. The board will make a formal motion during the annual meeting to establish or revise the meeting calendar. All meetings must be held at ADA-compliant locations within Josephine County.

Reaffirmation of Code of Ethics

As required by Article III, Section 11 of the bylaws, each board member must reaffirm their commitment to the district's Code of Ethics at the first meeting of the fiscal year. This includes signing the ethics affirmation form within 30 days of assuming or renewing board service.

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

In the Matter of Electing Officers of)	
the Board of Directors for)	Resolution No. 2026-005
Josephine Community Library District)	

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 2025.

Pat Fahey, Board Member

Gina Marie Agosta, Board Member

Tina Gotchall, Board Member

Rachele Selvig, Board Member

Kelly Robinson, Board Member

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

In the Matter of Designating)
Authorized Bank Account Signers for) Resolution No. 2026-006
Josephine Community Library District)

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

WHEREAS, the Board has determined that it will require bank accounts and that it is necessary to designate authorized persons to sign on those accounts; now therefore

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves:

Resolution No. 2025-006 (Designating Authorized Bank Account Signers for Josephine Community Library District) dated July 17, 2024, is rescinded.

The following four persons are authorized to sign checks, drafts, and other necessary instruments and documents related to the finances of the District: board members _____, _____, and _____, and Library Director Kate Lasky. Two signatures of the above-named parties are required for every check or draft drawn on District funds. The parties named are authorized to open accounts with People's Bank in Grants Pass.

DONE AND DATED this 17th day of July 2025.

Pat Fahey, Board Member

Gina Marie Agosta, Board Member

Tina Gotchall, Board Member

Rachele Selvig, Board Member

Kelly Robinson, Board Member

Addendum A

Josephine Community Library District Code of Ethics for Members of the Board of Directors

Members of the Board of Directors of Josephine Community Library District (JCLD) are accountable for JCLD resources and ensure the provision of quality library services. This Code of Ethics was adopted by the Board of Directors to affirm the Board's commitment to advocate for library services while maintaining the highest standards of truth, honor, and integrity which applies to all members of the Board. Board members must affirm their commitment by signing this form within 30 days of being sworn into office and reaffirm at the first board meeting of each fiscal year.

Members of the Board of Directors of JCLD **commit to**:

- adhere to American Library Association (ALA) professional ethical codes, rules and guidelines, as required by Oregon law;
- adhere to ALA Library Bill of Rights as required by Oregon law and public library standards;
- be familiar with the history and formation of JCLD and in compliance with JCLD policies;
- respect the opinions of other Board members, even in cases of disagreement or opposing views;
- acknowledge and support the formal position of the Board in public forums;
- support the efforts of librarians in resisting censorship of library materials by groups or individuals;
- represent all patrons and potential patrons of JCLD fairly and equally;
- protect library users' rights to privacy and confidentiality; and
- immediately disqualify themselves whenever the appearance of or a conflict of interest exists.

Members of the Board of Directors of JCLD **pledge not to**:

- present personal philosophies or interests as those of JCLD, including on social media;
- interfere with the Library Director's management duties or supervision of staff and volunteers;
- be swayed by partisan interests, public pressure, or fear of criticism in fulfilling Board duties;
- engage in discrimination of any kind; or
- use Board member status to gain unwarranted privileges or advantages for themselves or others.

Members of the Board of Directors graciously commit the time and energy to ensure JCLD provides the best library services possible. If a Board member believes another Board member acted unethically, they may call it to vote. If a majority of the Board determines a breach of ethics occurred, the Board may select a Board member to craft a resolution of censure. A resolution of censure is an official statement of disapproval from the Board of Directors.

Board Member:

Print Name: _____ Signature: _____ Date: _____

Witness:

Print Name: _____ Signature: _____ Date: _____

ALA Library Bill of Rights: <https://www.ala.org/advocacy/intfreedom/librarybill>

ALA Professional Ethics: <https://www.ala.org/tools/ethics>

Oregon Public Library Standards: <https://www.olaweb.org/pld-standards>

Minimum Conditions for Public Libraries (ORS 357.405)

Official Recognition of Public Libraries (Oregon State Library Administrative Rule 543-010-0036)

TO: Josephine Community Library District Board of Directors
FROM: Kate Lasky, Library Director
DATE: July 17, 2025
SUBJECT: Policy review

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

The purpose of this policy revision is to formalize the district's actual practices regarding comp time, clarify expectations for exempt employees, and confirm compliance with the Fair Labor Standards Act (FLSA). While comp time is a legal option for public-sector non-exempt employees, JCLD has not previously offered comp time to non-exempt staff in practice. This policy update formally aligns the written policy with existing practice. Expanding comp time to non-exempt employees would create a financial liability the district is not equipped to sustain. Accrued comp time would be required to roll over and be paid out upon separation, creating a long-term budget obligation the district cannot support.

Key Revisions:

- **Retention of Comp Time for Exempt Employees:**

The revised policy allows exempt employees to receive comp time for working over 80 hours in a two-week period, with approval. This is a flexible, non-monetary benefit that acknowledges extra time worked beyond regular salaried duties. Exempt comp time has no cash value and will not be paid out at separation, meaning it does not pose a financial liability to the district.

- **Use of Accrued Leave for Partial-Day Absences:**

To comply with FLSA salary basis rules, the policy now states that exempt employees must use accrued leave (vacation, sick, or comp time) for partial-day absences when time away from work exceeds a defined threshold (e.g., three hours).

- **Order of Leave Usage:**

When using leave, exempt employees must use comp time first, followed by vacation or sick leave, as appropriate.

First Reading Policy 4-3-4 Telecommuting and Remote Work Policy

Revisions have been made to Policy 4-3-4 to clarify eligibility criteria and expand options for temporary telework in response to dependent care needs. These updates are intended to align policy with current operational practices and workforce needs, allow for fair implementation of telecommuting across all employees, while preserving manager discretion and business continuity.

Key Revisions:

- **Clarification of Position Eligibility**

Language has been added to emphasize that not all positions are suitable for telecommuting, and eligibility is based on job responsibilities and operational feasibility.

- **Short-Term Remote Work for Caregiving**

Employees with an existing telecommuting agreement may request supervisor approval to work remotely on a temporary basis while caring for a sick child or dependent, provided essential duties can still be performed.

- **One-Off Remote Work Requests**

Employees without a formal telecommuting agreement may request a one-time work-from-home arrangement to address urgent dependent or household caregiving needs. Approval is subject to supervisor discretion and the employee's ability to complete meaningful work with available tools and resources.

This policy change reflects JCLD's continued efforts to support a responsive and flexible work environment, while ensuring accountability, service delivery, and operational efficiency.

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

Adopted 07/17/2024

Revised X/XX/2025

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. JCLD may provide comp time in lieu of paid overtime, in accordance with applicable laws.~~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.~~

Non-exempt employees are not eligible for comp time at this time.

Exempt employees may be granted comp time for additional hours worked beyond 80 hours in a two-week pay period, with prior approval from the library director. Comp time for exempt staff is accrued on an hour-for-hour basis and is intended as a flexible benefit to acknowledge significant extra hours worked beyond regular responsibilities.

Exempt employees may accrue a maximum of 40 hours of compensatory time per calendar year. Once the annual limit is reached, no additional comp time may be earned until some or all of the balance is used. Any unused balance will expire on the employee's anniversary date and will not roll over.

Exempt employees are not eligible to accrue comp time during any period in which they use other forms of paid leave (e.g., vacation, sick, or holiday leave).

Compensatory time for exempt employees has no cash value and will not be paid out upon separation from the district.

~~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.~~

Use of Accrued Leave for Exempt Employees

In accordance with the FLSA, exempt employees are paid a fixed salary that is not subject to reduction based on variations in the quality or quantity of work performed. However, JCLD may require exempt employees to use appropriate accrued leave — including vacation, sick, or accrued comp time — for time not worked during their scheduled work hours.

Exempt employees must use accrued leave for partial-day absences that exceed a defined threshold, such as absences of three or more hours in a scheduled workday.

When using accrued leave, exempt employees must first use available comp time, followed by vacation or sick leave, as applicable.

Policy 4-3-4. Telecommuting and Remote Work Policy

Adopted 6/17/2020

Revised X/XX/2025

Policy Statement

Telecommuting and remote work may pose advantages for both JCLD and its employees, including increased productivity and performance, enhanced employee recruitment and retention, emergency response, and greater work-life balance. Telecommuting is not an entitlement or a JCLD wide benefit, and it in no way changes the terms and conditions of employment with JCLD. Telecommuting may be appropriate for some employees and jobs but not for others. Eligibility for telecommuting is dependent on the specific job requirements and responsibilities; not all positions are suitable for remote work.

Telecommuting is a voluntary work arrangement determined by the employee's supervisor and human resources in which eligible employees fulfill their job responsibilities at a site other than their branch location during their regularly scheduled work hours for a period of time as determined by their supervisor.

In the event of an emergency, reference Policy 3-4-8. Disasters and Emergency Preparedness, JCLD may allow or require employees to temporarily work from home to ensure business continuity. These employees will be advised of such requirements by the department manager.

Procedures

Telecommuting can be informal, such as working from home for a short-term project or on the road during business travel, or a formal, set schedule of working away from the office as described below. Either an employee or a supervisor can suggest telecommuting as a possible work arrangement.

Employees who desire a remote work arrangement should submit a written email request with a work plan to their supervisor and human resources.

Any telecommuting arrangement made will be on a trial basis and may be discontinued at will and at any time at the request of either the employee or their supervisor. Every effort will be made to provide 30 days' notice of such change to accommodate commuting, childcare and other issues that may arise from the termination of a telecommuting arrangement.

There may be instances, however, when no notice is possible.

In addition to formal or recurring remote work arrangements, employees may request temporary remote work in response to short-term family or dependent care needs, such as caring for a sick child or other household member. These short-term arrangements must be approved by the employee's supervisor and will be considered based on the nature of the employee's work, availability of necessary tools, and the ability to complete meaningful tasks remotely. Employees should work with their supervisor to identify a feasible project or work plan for the duration of the temporary arrangement.

All one-off or temporary telecommuting requests related to family or dependent care must be reviewed by the supervisor and are subject to final approval by the Library Director.

Eligibility

Individuals requesting formal telecommuting arrangements must be employed with JCLD for 90 days of continuous, regular employment and must have a satisfactory performance record.

Before entering into any telecommuting agreement, the employee and manager, with the assistance of the human resource department, will evaluate the suitability of such an arrangement, reviewing the following areas:

- Employee suitability. The employee and manager will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful telecommuters.
- Job responsibilities. The employee and manager will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement.
- Equipment needs, workspace design considerations and scheduling issues. The employee and manager will review the physical workspace needs and the appropriate location for the telework.
- Tax and other legal implications. The employee must determine any tax or legal implications under IRS, state and local government laws, and/or restrictions of working out of a home-based office. Responsibility for fulfilling all obligations in this area rests solely with the employee.

If the employee and manager agree, and the human resource department concurs, a draft telecommuting agreement will be prepared and signed by all parties.

Evaluation of telecommuter performance during the trial period will include regular interaction by phone, video/audio conferencing, instant messaging, text messaging and e-mail between the employee and the supervisor, and weekly meetings to discuss work progress and problems. At the end of the trial period, the employee and supervisor will each evaluate and make recommendations for continuance or modifications. Evaluation of telecommuter performance beyond the trial period will be consistent with that received by employees working at the office in both content and frequency.

Employee Responsibilities

Employees are expected to work their normal work schedule unless they receive supervisor's prior approval to adjust their schedule. Employees need to remain productive and responsive during their schedule work hours.

Employees are expected to maintain a presence with fellow colleagues while working remotely by using phone, video/audio conferencing, instant messaging, text messaging, e-mail, etc. The employee is expected to maintain the same response times as if they were at their branch and will be available for meetings as required.

Employees are expected to have a working telephone or cellphone at their remote location.

Telecommuting is not designed to be a replacement for full-time childcare.

~~Employees are expected to arrange for child/dependent care as necessary for the hours in which the employee works from home. Personal tasks and errands should only be performed during the employee's scheduled breaks and lunches.~~

Telecommuting is not designed to be a replacement for appropriate childcare. Although an individual employee's schedule may be modified to accommodate childcare needs, the focus of the arrangement must remain on job performance and meeting business demands. However, in pandemic circumstances, exceptions may be made for employees with caregiving responsibilities. Prospective telecommuters are encouraged to discuss expectations of telecommuting with family members prior to entering a trial period.

Employees with an existing telecommuting agreement may request supervisor approval to work remotely on a short-term basis while caring for a sick child or other dependent, provided that they remain able to perform their duties and maintain communication expectations. Any such exception must be pre-approved by the supervisor.

For employees without a formal telecommuting agreement, JCLD allows one-off work-from-home arrangements to care for a sick child or household member. These must be coordinated in advance with the supervisor to ensure appropriate work can be completed, and to confirm access to necessary technology and tools.

One-off remote work for dependent care may only proceed with documented approval from both the supervisor and the Library Director.

JCLD is not responsible for operating costs of any personal equipment, home maintenance, of personal equipment or any other costs, such as electric, telephone, etc. associated with the use of the employee's remote work.

Remote Work Location

Employees must have an appropriate work environment in their remote work location. JCLD is not responsible with costs associated in establishing such environment.

Employees should not hold business visits or in-person meetings at their alternative work location unless approved by their supervisor.

Employees are responsible for notifying their supervisor of any injuries sustained at their alternative work location and in conjunction with their regular work duties.

Equipment

On a case-by-case basis, JCLD will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software, modems, phone and data lines and other office equipment) for each telecommuting arrangement. The human resource and information system departments will serve as resources in this matter. Equipment supplied by the organization will be maintained by the organization. Equipment supplied by the employee, if deemed appropriate by the organization, will be maintained by the employee. JCLD accepts no responsibility for damage

or repairs to employee-owned equipment. JCLD reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the organization is to be used for business purposes only. The telecommuter must sign an inventory of all JCLD property received and agree to take appropriate action to protect the items from damage or theft. Upon termination of employment, all company property will be returned to the company, unless other arrangements have been made.

JCLD will supply the employee with appropriate office supplies (pens, paper, etc.) as deemed necessary. JCLD will also reimburse the employee for business-related expenses, such as phone calls and shipping costs, that are reasonably incurred in carrying out the employee's job.

Security

Consistent with the organization's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of proprietary company and customer information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.

Safety

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. Injuries sustained by the employee in a home office location and in conjunction with his or her regular work duties are normally covered by the company's workers' compensation policy. Telecommuting employees are responsible for notifying the employer of such injuries as soon as practicable. The employee is liable for any injuries sustained by visitors to his or her home worksite.

Time Worked

Telecommuting employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using JCLD's time-keeping system. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the telecommuter's supervisor. Failure to comply with this requirement may result in the immediate termination of the telecommuting agreement. Employees may be required, at any time, to commute to a branch. This is considered commute time and is not eligible for reimbursement for this travel.

Ad Hoc Arrangements

Temporary telecommuting arrangements may be approved for circumstances such as inclement weather, special projects or business travel. These arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance.

Other informal, short-term arrangements may be made for employees on family or medical leave to the extent practical for the employee and the organization and with the consent of the employee's health care provider, if appropriate.

All informal telecommuting arrangements are made on a case-by-case basis, focusing first on the business needs of the organization.

TO: Josephine Community Library Foundation Board of Directors
Josephine Community Library District Board of Directors
FROM: Facilities Oversight Task Force: Pat Fahey, Kate Lasky, Rebecca Stoltz,
Kelly Robinson, Steve Swearingen, Doug Walker
DATE: July 17, 2025
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.

As with the Williams and Illinois Valley capital projects, FOTF acts as the monitoring committee for the new library in downtown Grants Pass capital project 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.

Williams

Nothing new to report.

Illinois Valley branch

Challenges have continued with overnight camping, parking, and sleeping on library property outside of operating hours. The library is working with ZCS Architecture and Engineering to identify effective solutions and plans to use grant funds to implement security improvements. The library is installing a secure wrought iron fence around the grounds and a removable pylon system to close off the parking lot when the library is closed. These efforts aim to maintain a safe and accessible environment for patrons and staff.

Action: *The foundation has contracted with a local fencing company to install additional wrought iron fencing and removable pylons for the parking lot. This project is funded through a grant and crowdfunding.*

Grants Pass property

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

FOTF continues to meet monthly with ZCS to review individual sections of the building plan for schematic design.

Foundation and library directors have begun meeting monthly with the library district's IT contractor to plan for the IT systems required and their dependencies with other mechanical systems for the new library.

Action: *Due to the July 4 holiday, the FOTF meeting has been rescheduled to July 18.*