

**Josephine Community Library District**  
**Board of Directors Regular Meeting**  
**Wednesday, August 21, 2024 at 5:30pm**  
**Grants Pass branch, 200 NW C Street 97526**  
**Agenda**

**Board members:**

Position 1	Position 2	Position 3	Position 4	Position 5
Rachele Selvig, Vice President	Laurel Samson	Pat Fahey	Gina Marie Agosta, President	Tina Gotchall

Agenda Items	Action	Responsible	Time
<b>Call to Order</b>		G.M. Agosta	
<b>Standing Items</b> 1. Approval of agenda 2. Approval of consent agenda a. July 17 Board Meeting minutes b. Resolution 2025-007: Policy 4-5-2 c. Resolution 2025-008: Policy 4-5-5 3. Public comment 4. Correspondence	Motion	G.M. Agosta	5 min
<b>Staff Reports</b> 1. Library director's report 2. Financial report 3. Annual report	Report Report Report	K. Lasky K. Lasky K. Lasky	10 min 5 min 10 min
<b>Action Items</b> 1. First Reading: Operations Policy Patron Conduct	Discussion	K. Lasky	5 min
<b>Board Member Reports</b> 1. Library Foundation liaison report 2. Facilities Oversight Task Force report	Report Report	S. Shriver Samson/Fahey	5 min 10 min
<b>Announcements</b> 1. Comments from board members 2. Date and agenda items for next meeting		All G.M. Agosta	5 min
<b>Adjourn</b>		G.M. Agosta	

Date and Time	Upcoming Meetings and Events
Sept 8, 10am	District/Foundation Board Workshop, Grants Pass branch
Sept 19, 5:30pm	District Board Meeting, Grants Pass branch
Oct 17, 5:30pm	District Board Meeting, Grants Pass branch
Nov 21, 5:30pm	District Board Meeting, Grants Pass branch

**Josephine Community Library District  
Regular Board Meeting and Budget Hearing Minutes  
Thursday, July 17, 2024, at 5:30 pm  
Wolf Creek branch, 102 Ruth Ave, Wolf Creek, OR 97497**

**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.** No changes were made to the agenda

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

- June 19 Board Meeting minutes
- Resolution 2025-031: Policy 3-4-11
- Resolution 2025-032: Policy 4-3-1
- Resolution 2025-033: Policy 4-5-4
- Resolution 2025-033: LGIP

**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 Andrew M Trust & Theresa L Trust.

**Motion:** Ms. Agosta moved to endorse annexation petitions from Andrew M Trust & Theresa L Trust. Ms. Gotchall seconded. The motion passed unanimously.

### **STAFF REPORTS**

**Library director's report.** Ms. Lasky referred to the Library Director's Report dated July 17, 2024, highlighting the following items:

- This year all regular employees are receiving a 3 percent Cost of Living Adjustment (COLA) effective July 1 as part of their wage adjustment previously approved by the board. 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.

**Financial report.** Ms. Lasky reviewed the June 2024 Financial Statement memo dated July 17, 2024. She also referred to the Profit & Loss Budget vs. Actual-General Fund statement

through June 2024, the P&L statement for Enhanced Library Services (grants) through June 2024, and the Balance Sheet as of June 30, 2024.

#### **ACTION ITEMS**

**First Reading: Personnel Policy Donate PTO.** The board held its first reading and discussion of revised Policy 4-5-5 about donating personal time off.

**First Reading: Personnel Policy Holidays.** The board held its first reading and discussion of revised Policy 4-5-2 about holidays.

#### **BOARD MEMBER REPORTS**

Library Foundation liaison report.

Facilities Oversight Task Force.

#### **ANNOUNCEMENTS**

Comments from board members.

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

The next regular board meeting will be at 5:30 pm on Wednesday, August 21.

#### **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: August 21, 2024  
SUBJECT: Policy review and revision

---

### 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.

### Second 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

### Second 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.

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

	)	
In the Matter of Adopting	)	Resolution No. 2025-007
Policy 4-5-2, Holidays, 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 4-5-2, Holidays, which is attached hereto and incorporated herein by this reference, are authorized for implementation.

DONE AND DATED this 21<sup>st</sup> day of August 2024.

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

\_\_\_\_\_  
Gina Marie Agosta, Board Member

\_\_\_\_\_  
Tina Gotchall, Board Member

\_\_\_\_\_  
Rachele Selvig, Board Member

\_\_\_\_\_  
Laurel Samson, Board Member

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

Adopted ~~5/17/2018~~/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.

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

In the Matter of Adopting Policy 4-5-5, )  
Donating Personal Time Off, for ) Resolution No. 2025-008  
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 4-5-5, Donating Personal Time Off, which is attached hereto and incorporated herein by this reference, are authorized for implementation.

DONE AND DATED this 21<sup>st</sup> day of August 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: August 21, 2024  
SUBJECT: Library director's report

---

### Action

- Library director seeks authorization to spend up to \$11,000 on the annual patron survey to fulfill the library district strategic planning goals, including community input.
- Library director seeks authorization to spend up to \$12,000 on the Williams branch landscaping, \$8,000 of which is grant funded.

### Legal Updates

- See attached overview of legal proceedings summarizing legal counsel, approved communication regarding the withdraw petitions through Josephine County Board of Commissioners.
- Communicated and posted the following legal reminder to staff and volunteers:  
*As election season approaches, we want to remind everyone of our commitment to maintaining a neutral and welcoming space for the community. Since we are a tax-funded special district, it's important to remember that we are not able to advocate for or against political candidates or ballot measures during work hours. Your understanding and cooperation help us create a friendly environment for all. Thank you for all that you do!*

### General Updates

- All four branches scheduled to be closed August 28 for in-service safety and security training. This training is an annual event the last Wednesday of August to maintain safety and security awareness for all employees.
- Board meetings have been rescheduled to the third Thursday of the month beginning on Thursday, September 19.
- Finalized the FEMA grant from 2020 during the pandemic, which paid for a hand-washing station at Williams branch prior to securing plumbing and running water.
- As of August 12, the 2024 Summer Reading Program registered 560 participants online and logged nearly 236,460 minutes of reading since June with numbers continuing to climb. An additional 6,000 community members of all ages were reached through programs and partnerships this summer. Raffle winners will be selected next Tuesday, August 20 with 50 people set to win a gift card or a poster.  
KAJO/KLDR and the Grants Pass Daily Courier have partnered to ensure children of all ages continue reading over summer. Other sponsors include Brownell's Electric, Concierge Security, Cynthia Harelson CPA, Evergreen Federal Bank, Grants Pass Surgery Center, Josephine Community Library Foundation, Robco, Inc., Robinson Orthodontics, Robyn Lasky – REMAX Integrity, Roe Motors, Rogue Law Firm, the State Library of Oregon, and Welch Investment Group.
- Twin Goats Consulting, Micheal Kosmala, will facilitate a joint-board strategic planning workshop session on September 8 at 9am at the Grants Pass branch to finalize the concept for the new Grants Pass branch. All board members encouraged to attend.

- The library foundation hosted seven community meetings throughout July to present four concepts for the new library in downtown Grants Pass, distributing a survey to collect participant feedback. About 40-50 participants attended each session with a total of 325-350 attendees including crossover. The foundation will host one additional feedback session with library staff on August 28 during the in-service training day.
- Library district and foundation directors met with City of Grants Pass staff regarding Urban Renewal Agency priorities, project support, and grant opportunities for the new library in downtown Grants Pass. The foundation is scheduled to present the project to the Tourism Advisory Committee and the Community Economic Development Committee in September.
- FY22-23 financial audit with Pauly Rogers LLC accounting scheduled for completion this month.
- For more information about library programs and events, read the [Latest News](#).

### Stories

- **In Grants Pass**, a patron who called to renew her library card expressed her appreciation for library services. She said her friend who is visually impaired came to visit her from out of town and was having trouble finding accessibility resources to help her with her new phone. She called the library and was told to visit the information desk for help. Two volunteers were able to help her set up phone dictation provided information on local resources available since she was from out of town. The visually impaired woman told the volunteers, “You have changed my life.” She had been relying on her kids to help her navigate her life and now having an accessible phone gave her a new sense of freedom which she greatly appreciated.
- **In Illinois Valley**, library patrons and community members in the area are talking about the exciting progress at the construction site. The initial community message was that the branch would be closed for a full year. Everyone is thrilled with the new projected opening five months earlier than expected, scheduled for fall. The purposed internal timeline is mid-October for a soft opening and late-October for the grand opening.
- **In Williams**, a patron with a YouTube channel, who recently moved back to the area, expressed her gratitude that she could upload content at the library after she discovered her new home’s Internet was not fast enough.
- **In Wolf Creek**, during the Among the Stars astronomy program this past month, 30 patrons arrived to check out books and participate in crafts. Several parents expressed how glad they are to have a safe, fun, and air-conditioned place to bring their children in Summer.

### Successes

- The summer astronomy program fell on a very hot day in Williams. The interior shelving rolled easily into the corner of the building and 24 patrons were able to be seated comfortably for the presentation with room to spare.
- As part of summer reading planning, about 90 patrons attended the Journey Under the Sea program in partnership with the Museum of Natural and Cultural History.

## Challenges

- Patron incidents increased at the Grant Pass branch last month with four incidents logged for assorted reasons, one of which required a call to 911 and trespass order. An upcoming staff in-service day scheduled for August 28 will offer de-escalation/non-confrontational technique training by Homeland Security, which will be valuable for staff to address these issues effectively.
- Repeated power outages in Williams due to new Pacific Power company's fire season protocols have fallen on one public service day so far. The branch supervisor is working on procedures for continuing public services during power outages.

## 2024–2027 Strategic Plan Update

### Reimagine Library Services

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

- Participated in the Rogue Community College Poverty Simulation, facilitated by Steve Roe, from Roe Motors. Approximately 50 medical field students were in attendance. It was an excellent reminder to students about the offerings at their local library, including the hotspot and laptop lending programs. These students will be future direct service providers that can guide the public to our services.
- Participated in the monthly Rogue Valley Council of Governments Broadband Action Team (RVBAT), highlights of meeting include Jackson-Josephine County Resource sharing including planning of website for community resources related to technology. Preliminary placeholder available at: <https://rvcog.org/rvbat/>
- Partnering with Early Head Start in the Williams area with an outreach table at the branch during popular public services hours to promote the new preschool classroom opening at the Williams School.

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

- Upcoming 6-week computer basics courses to begin September 2024. 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, with target audience assessment, curriculum development, and program proposal plan completed in August.
- Distributed 100 summer book boxes to all branches. As part of this summer book box, a follow up reading event was scheduled, titled Spill the Tea, which included a craft, Boba tea making, and book box discussion of the theme was the Movie vs. Book on August 24.

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

- The district participated in the first annual Josephine County Non-profit Showcase sponsored by Four Way Community Foundation, Evergreen Federal Bank and Pacific Power; approximately 50 local non-profit entities came together to share community resources and volunteer opportunities. The district offered technology assistance for summer reading signup as well as library card applications and sponsorships.

### **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 adjustments based on wage analysis findings as reported by Amy Hutchinson Consulting.
- Recruited, interviewed, and hired new youth services lead at the Grants Pass branch beginning August 19.
- Early literacy outreach coordinator reduced hours and moved to on-call assistant due to school scheduling conflicts. Reassessing the role of this departmental coordinator prior to recruitment.
- Planned and scheduled August 28 in-service training for all staff including safety and security, team building, and library foundation new Grants Pass library feedback session.

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

- Previous business manager, now digital outreach specialist, training the operations manager with finance tasks. Training is expected to be completed by the end of August.
- Williams VolunTEENS participated in a variety of new complex tasks in July and August, including staining the outside of the building, sorting and organizing the branch crafts and supplies, requesting book selections for the preschool summer program and Williams “New to You” weekly themes, and planning and preparing the branch’s weekly story time themes and crafts.
- The Teen Bad Artists Club was well attended, ranging from about 10–20 participants, with the final session on August 8. This program was led by the Teen Advisory Board (TAB), with the Teen Advisory Board taking the lead for setting up the program and tearing down each week. One participant said, “This club has been the highlight of my week. I am so excited for next year.”
- In Grants Pass, expanding existing volunteer roles in technical services department, including updating spine labels, collections, and moving items to other branches.
- The communications department has onboarded an additional Project Youth+ teen intern and a volunteer exchange student to help with social media content development and scheduling, newsletter and press release content development and layout, and other projects.

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

- Nine new volunteers onboarded in July have volunteered at least one time. Five additional volunteer orientations scheduled with three adults and two teens and one background check pending.
- An additional Easter Seals volunteer has been onboarded and is working mostly in the Grants Pass children’s library and at the information desk.
- Currently 170 active volunteers across all branches with 116 recording hours in July.
- Facilitated a volunteer listening session on July 20 with feedback on shelving procedures and requests for training. New shelving volunteers will now receive three sessions from three different experienced volunteers before shelving on their own.

## 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.**

- Approximately 200-250 books donated by the OSU Extension Master Gardeners program; these books were reviewed to determine condition and location in the nonfiction collection. All books added will be given a bookplate recognizing the Master Gardeners of Josephine County.
- Purchased over \$2000 in graphic novels from Abdo Publishing using the Dorothy Thompson grant fund. The books are well bound. Received another 50 books free.
- Shelf shifting in Grants Pass to accommodate increased usage of fantasy collection.

**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.**

- Staff trainings are ongoing with special attention to technical services including online catalog applications and collection development.
- The library foundation scheduled a facilities inspection of the Wolf Creek branch on August 29. This information will be incorporated into the Capital Improvement Plan to be presented to the board at next month's meeting.
- **In Grants Pass**, a safety and security assessment of the Grants Pass branch facility from Homeland Security is still pending. Windows cleaned and new parking lot hourly limit signs posted.
- **In Illinois Valley**, the renovation is in its final month of construction, with substantial completion scheduled for Friday, August 23, and final completion scheduled for Friday, August 30. Throughout the building, insulation, drywall, taping, and interior paint are complete. The stormwater system is installed, and sidewalks have been poured. Exterior paint is in progress. Roofing is close to completion and casework/cabinetry are being built offsite. The next two weeks will see final sitework including sidewalks, irrigation system, grass seeding, fencing, and parking lot. Throughout the building, bookcases, carpet, and tile will be installed. The move of books and equipment from storage into the library is scheduled for September 3, and the rest of the month will see library setup, along with circulation desk, IT, and alarm system installation. The soft opening is expected for late September with the grand opening on a Saturday in October. Weekly hold pickup service at the Illinois Valley Senior Center continues each Thursday. Construction progress meetings are 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.
- **In Williams**, a new awning and gutter was installed and paid for by the library foundation. Patrons have been enjoying the shade. The roofing for the new awning is scheduled to be completed in August. A landscaping plan has been developed and irrigation is scheduled for November.
- **In Wolf Creek**, the sump pump and fire extinguishers were serviced in July. A new banner promoting service hours was hung on the road-facing side of the building.



New awning at Williams branch library.



New banner at Wolf Creek branch library.

TO: **Josephine Community Library District Board**  
FROM: **Kate Lasky, Library Director**  
DATE: **August 21, 2024**  
SUBJECT: **Overview of Legal Proceedings**

---

## **Resources**

Hornecker Cowling LLP, Attorneys at Law

Petition for Review of Josephine County Board of Commissioners Order No. 2023-084 and Request for Stay in Library District's Withdrawal Case

## **Background**

- On December 6, 2023, the Josephine County Board of County Commissioners approved a petition by Mike Pelfrey to withdraw from the Josephine Community Library District with a 2-1 vote.
- The potential financial impact of a citizen withdrawing from the district would be catastrophic, not only for the library district but also for all special districts in Oregon.
- The library district contested the commissioners' decision by filing a Writ of Review on December 21, arguing that the commissioners' interpretation of the law was incorrect. Seeking a review by a higher court, specifically the Josephine County Circuit Court, the district incurred substantial legal fees.
- On January 3, 2024, the district requested and was granted a cease-and-desist order to halt further withdrawal proceedings while the case was under review.
- The Board of County Commissioners did not follow the law, and ultimately admitted to errors in both accepting and approving the petition. They admitted to these errors, knowing they were likely to lose the case in court. As a result, they sought an out-of-court resolution and reversed their decision, reinstating the petitioner's property within the library district.

## **Update**

At the public Weekly Business Session on August 14, 2024, Commissioner West again made comments that in our opinion misinterpreted ORS 198.750, as well as the sequence of events, decisions, and actions taken by the Board of County Commissioners. The County's actions did not satisfy the statutory requirements of the law, and their interpretation was fundamentally flawed.

The General Judgment of Dismissal by the court was not a settlement because there was nothing to settle – the County reinstated the Pelfrey property, fulfilling the terms of the lawsuit. The library agreed to dismiss the case only because the County admitted their error and reversed their decision, effectively backing out and doing everything the library had originally asked the court to enforce. The library did not waive any defenses for any future acts and will continue to monitor for any further attempts to undermine the district.

This outcome is a significant victory for the library. The County's actions were a clear overreach, and they ultimately conceded to avoid a court ruling against them. The stipulation, which both parties agreed upon, confirms that the County made a serious mistake. This was a win for the library, and it demonstrates the importance of upholding the law.

Additionally, it is important to note that the library district did not spend taxpayer dollars on this legal case. The library foundation fully committed to covering the legal fees, recognizing the critical importance of this issue, and received donations to support this cause. The total legal fees incurred by the library district on the lawsuit equaled \$15,905, which was reimbursed by the Special Districts Association of Oregon and donations to the library foundation, underscoring their support for the library district.

The library's responsible approach, supported by community donations and the Special Districts Association, ensured that taxpayer funds were protected while defending the integrity of the district.



**TO: Josephine Community Library District Board of Directors**  
**FROM: Kate Lasky, Library Director**  
**DATE: August 21, 2024**  
**SUBJECT: July 2024 Financial Statement**

---

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

- Included profit and loss budget presentation for the general fund. There were no transactions for this period for the enhanced services fund, so no profit and loss were included. 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 beginning cash number outlined is per the FY25 Budget. The actual beginning cash amount will be outlined when the FY23-24 is closed for audit purposes. Due to this, there is no ending cash amount outlined for the general fund on the P&L.

### **Revenue**

- The current year tax levies are \$3,051. The total prior year's tax levy income is \$11,602.
- Fees collected this fiscal year were \$4,040, this includes non-resident card fees, sponsorships, copies, and charges for lost/damaged items.
- JCLD invoiced Josephine Community Library Foundation \$2,880 for 48 household sponsorships for the month of July. The foundation has increased their budgeted support for the year FY25.

### **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.

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

- The district assets include \$276,880 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 \$929,745 and a reserve fund of \$1,006,048. Cash Drawers at the four branches total \$390.
- The total combined assets of these accounts equal \$2,239,853.

### **Budget Status**

- The FY24-25 Budget was manually entered in for the profit and loss budget presentation. The accounting system will be updated to reflect the FY25 annual budget by the CPA.

**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 2024 Reconciliations and Other Procedures**

I have performed reconciliation procedures relating to the bank accounts, investment accounts and credit card statements and conclude that they have been correctly done in QuickBooks and the May 2024 month end financial statements report the reconciled balances.

I have performed reconciliation procedures relating to the combined QB financial reports and the fund/class financial reports and conclude that the individual fund/class financial reports of the balance sheet and revenue and expenditures actual vs budget, when aggregated, equal the combined QB financial reports of the Josephine Community Library District balance sheet and revenue and expenditures of actuals vs budget for the period ending May 31, 2024.

I have performed reconciliation procedures relating to the QB Audit Trail report. These procedures included scanning the report of changes to QB postings during the month of May 2024 looking for unusual or unexpected transaction adjustments. For a detailed review I selected a sample of all adjusting entries and read the related edit control sheets to understand the reason for the adjustment and observed the approving signatures. My reading indicates all were made for good and sufficient reasons.

**Gerald W. Burns, CPA  
July 10, 2024**

Josephine Community Library District  
**Balance Sheet**

As of July 31, 2024

Jul 31, 24

**ASSETS**

Current Assets

Checking/Savings

1000 · People's Bank of Commerce	276,880
1010 · People's Bank-Savings	26,790
1100 · General Pool 6000	929,745
1110 · LGIP - Reserve Fund	1,006,048
1150 · Cash Drawers	390

Total Checking/Savings 2,239,853

Other Current Assets

1310 · JoCo Reserve for Disputed Tax	27,354
--------------------------------------	--------

Total Other Current Assets 27,354

Total Current Assets 2,267,207

**TOTAL ASSETS** 2,267,207

**LIABILITIES & EQUITY**

Liabilities

Current Liabilities

Other Current Liabilities

2400 · Deferred Revenues(audit)	27,354
---------------------------------	--------

Total Other Current Liabilities 27,354

Total Current Liabilities 27,354

Total Liabilities 27,354

Equity

3909 · General Fund Balance	3,751,962
-----------------------------	-----------

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

3910 · GP Maint Fund Balance	13,781
------------------------------	--------

3910A · GP Maint Fund Appropriated	-13,781
------------------------------------	---------

3911 · Reserve Fund Balance	807,503
-----------------------------	---------

3911A · Reserve Fund Bal Appropriated	-807,503
---------------------------------------	----------

Net Income	-127,956
------------	----------

Total Equity 2,239,854

**TOTAL LIABILITIES & EQUITY** 2,267,208

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

	Jul 24	Budget
Ordinary Income/Expense		
Income		
4000 · Current Year Tax Receipts	3,051	1,588,000
4005 · Prior Year Taxes	11,602	40,000
4100 · Fees	4,040	60,000
4200 · Interest Income	5,023	45,000
4300 · Other Revenues	0	1,000
4310 · Donations	0	0
4999 · Beginning Cash	0	1,500,000
<b>Total Income</b>	<b>23,716</b>	<b>3,234,000</b>
<b>Gross Profit</b>	<b>23,716</b>	<b>3,234,000</b>
Expense		
5000 · Personal Services	70,462	1,110,000
6 · Materials and Services		
6.1 · Library Services		
5200 · Collection Development	21,471	175,000
5300 · Technical Services	8,357	50,000
6650 · Patron Services and Supplies	0	15,000
6660 · Volunteer Support	331	8,000
6670 · Events at Library	0	5,000
6680 · Communication & Outreach	3,515	45,000
6690 · Special Contracts	13,598	115,000
<b>Total 6.1 · Library Services</b>	<b>47,272</b>	<b>413,000</b>
6.2 · Maintenance and repairs		
5400 · Building Improvements	0	10,000
5500 · Facilities & Equipment	3,990	82,000
5600 · Computer Maintenance	-10	42,000
<b>Total 6.2 · Maintenance and repairs</b>	<b>3,980</b>	<b>134,000</b>
6.3 · Administration		
5700 · Insurance	0	25,000
5800 · Travel & Training	553	30,000
6630 · Election	0	1,000
6640 · Audit Services	0	20,000
6641 · Accounting System	0	0
6699 · Legal Services	0	8,000
6700 · Administrative Support	2,366	20,000
6800 · Telecommunications	1,598	25,000
6850 · Utilities	2,979	51,500
<b>Total 6.3 · Administration</b>	<b>7,496</b>	<b>180,500</b>
<b>Total 6 · Materials and Services</b>	<b>58,748</b>	<b>727,500</b>
<b>Total Expense</b>	<b>129,210</b>	<b>1,837,500</b>
<b>Net Ordinary Income</b>	<b>-105,494</b>	<b>1,396,500</b>
<b>Net Income</b>	<b>-105,494</b>	<b>1,396,500</b>

**TO: Josephine Community Library District Board of Directors**  
**FROM: Kate Lasky, Library Director**  
**DATE: August 21, 2024**  
**SUBJECT: Policy review and revision**

---

**First Reading Personnel Policy 3-1-2**

The Patron Conduct Policy is updated to clarify that impeding the ability of staff to complete their work is a conduct violation. Patrons who confront staff members in a repeated and harassing fashion will be asked to cease the behavior, leave the premises, have their library services suspended, or be permanently trespassed, according to the policy.

## Policy 3-1-2. Patron Responsibilities and Rules of Conduct

Revised ~~02/21/2024~~  
09/18/2024

Josephine Community Library District (JCLD) is dedicated to creating an inclusive environment for everyone, regardless of their age, sex, race, religion, ethnic origin, disability (physical or mental), appearance, sexual orientation, socioeconomic status, political affiliation, gender identity, or gender expression. This policy applies to both the interior and exterior of the buildings, including all library property. Any language or behavior that threatens or damages this environment is prohibited on all library properties and may result in expulsion from the premises, either temporarily or permanently.

Dangerous, destructive or illegal conduct, including but not limited to the following, will not be tolerated:

- Physical abuse or assault, including fighting or challenging others to fight;
- Engaging in any behavior that a reasonable person would find to be disruptive, harassing, or threatening in nature,
- Damaging, destroying, stealing, or otherwise vandalizing library property.

Any person engaging in the above behavior(s) will be asked to leave the library property immediately with no further warning, and library privileges will be suspended for 90 days. In addition, law enforcement may be called, and appropriate legal action may follow.

### A. Rules of Conduct

For the comfort and safety of patrons, volunteers, and staff, and the protection of library property, the following are the library rules of conduct:

- Patrons shall respect the rights of staff, volunteers, and other patrons; offensive gestures, sexual harassment, profanity, abusive and harassing language including hate speech, and other disruptive or badgering behaviors that may prevent staff from being able to perform their work will not be tolerated.
- Patrons are responsible for the behavior and supervision of their children; children aged 10 and younger must be accompanied by a parent, guardian, or responsible caregiver at all times and in all areas of the library.
- Use of tobacco products, controlled substances, or alcohol on library property is prohibited.
- Beverages with lids are allowed in the library except in all computer areas, unless otherwise prohibited. Food is limited to designated eating areas.
- Cell phone ringers must be turned off or to a non-noise setting upon entering the building; cell phone conversations should take place outside the library. Online conversations via Zoom or other app should also take place in designated areas or outside the library.

- Patrons must maintain a low volume of sound, including personal devices. Music and other loud demonstrations that may disrupt other patrons are prohibited.
- Service animals, but no pets, are welcome in the library. Animals may not be left outside unattended within 10 feet of entrances.
- Patrons must wear shoes and garments that cover the upper and lower torso at all times in the library.
- Patrons' personal property should not block library doors, aisles, or access to materials and should not be left unattended.
- Bicycles, carts, and other objects too large to store without impeding others must be left outside.
- Patron's personal hygiene (body odor, excessive perfume) should not interfere with other patrons' comfortable use of the library.

## **B. Enforcement**

When a library staff person becomes aware that any patron is violating a library rule, the staff person shall take appropriate enforcement measures, as follows:

- A person whose behavior violates this policy will be informed of the rules and asked to cease the behavior. A copy of this policy will be available on request.
- For serious violations (including disruptive behavior and failure to comply when requested) the staff person may require the person to leave JCLD premises and not return the same day.
- Subsequent offenses, refusing to comply with staff instructions, unlawful conduct, or conduct which is immediately threatening to the safety of patrons or staff will result in 90-day suspension of library privileges. In addition, law enforcement may be called, and appropriate legal action may follow.
- Failure to leave or re-entering JCLD property prior to termination of a suspension will constitute trespassing.
- If a violation is particularly egregious or dangerous or a customer engages in the same activity repeatedly, the library may permanently ban that customer from either a service (such as using the public computers) or from the library premises.
- Any criminal activity shall be reported to the appropriate law enforcement agency.
- A person who feels his or her library privileges have been wrongly suspended may appeal the decision in writing to the library director or designee within 30 days of receiving notification. The decision of the library director will be final.

TO: Josephine Community Library Foundation Board of Directors  
Josephine Community Library District Board of Directors  
FROM: Facilities Oversight Task Force: Pat Fahey, Kate Lasky, Laurel Samson,  
Rebecca Stoltz, Steve Swearingen, Doug Walker  
DATE: August 9, 2024  
SUBJECT: FOTF Memo

---

## **BACKGROUND**

The Facilities Oversight Task Force (FOTF) provides oversight of the Facilities Master Plan for the purpose of alignment between the district and the foundation. The FOTF advises on capital improvements that impact the Facilities Master Plan as the long-term vision of the library facilities.

FOTF acts as the monitoring committee for the both the Williams and Illinois Valley capital projects and is responsible for processing any requests for additional concepts that will affect the project scope, budget, and schedule to prevent scope creep which may overextend resources and result in project delays. Any changes to the scope are added to the scope definition and agreed to before they are scheduled and changes to the scope will reflect realistic changes to deadlines, budget, and people or staff time.

## **UPDATE**

### **Williams**

The foundation has requested a bid for installing ADA accessible automatic door openers for the branch and restroom doors. As soon as the bid is received, foundation will approve and contract with Vitus Construction to complete the work.

The foundation director was notified that the Black Walnut tree on the library grounds had a large branch break that was still connected to the tree and created a safety hazard. In addition, one of the wood benches that line the former fire pit had rotted through and is no longer safe to sit on. Branch supervisor put caution tape around the branch and the bench and sent the pictures included below.







***Action:*** Foundation contracted with company to remove the branch and fix the safety hazard in the tree on Saturday.

***Action:*** Foundation will work with the district to resolve the section of the benches around the former fire pit.

***Action:*** Library director, Williams branch manager, and foundation director continue to work together with community partners to write the landscaping plan.

### **Illinois Valley branch**

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

Throughout the building, insulation, drywall, and taping are complete. Interior and exterior paint are in progress. Roofing is close to completion and casework/cabinetry are being built offsite. The stormwater system is installed. Sidewalks have been poured. See photos on the next page. In this final month of construction, sitework will include sidewalks, irrigation system, grass seeding, fencing, and parking lot. Throughout the building, painting will be completed, and cabinetry, bookcases, carpet, and tile will be installed.

Substantial completion of construction is scheduled for August 26, with final completion and demobilization by Friday, August 29. Preliminary punch walks are happening weekly.

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

***Action:*** The foundation and district are planning a soft opening in late September and a grand opening event in early to mid-October.

### **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 discussed the series of community meetings held in June and July to gather feedback on the four concepts for the new library. Community members were asked to help identify priorities. The feedback provided will help inform the decisions on the final concept for the new library. The meetings and focus groups were well attended. Participants filled out a survey with feedback for the concepts presented and the response was overwhelmingly positive. Community members were engaged and provide thoughtful feedback and asked questions. People are excited to see this investment in the community, especially to revitalize that area of town and bringing more foot traffic through our downtown area.

***Action:*** Foundation and library directors are working with Michael Kosmala to prepare for the joint board session on Sunday, September 8 at 9am at the Grants Pass branch. A summary of the survey results will be presented to foundation and district board members and steering committee members at the joint board session.

***Action:*** Foundation director is working with ZCS to develop next steps for site preparation and a timeline for the activities that can be completed by June 30, 2025.

### **Wolf Creek**

The Wolf Creek library is 2,594 square feet and is owned by the library foundation and is leased to the library district.

In July, library foundation and district boards held their board meetings at the Wolf Creek branch. The branch supervisor attended both board meetings and gave tours of the branch and gave an update on the partnership with Sunny Wolf Charter School.

During the visit, the branch supervisor informed the foundation director of an apple tree that has split in half. The apple tree is located behind the library and is not posing a safety issue.

Foundation president requested the foundation contract with a home inspector to conduct an evaluation inspection of the Wolf Creek branch. This will help create a priority list of maintenance items after the inspection is completed.

***Action:*** Foundation and district are working together to contract with a landscaper or arborist to take care of the apple tree.

***Action:*** Foundation director contacted the home inspector and has scheduled an evaluation inspection on Thursday, August 29 at 10am. Foundation director and the branch supervisor will be onsite to answer any questions during the inspection.

**TO:** Meadow Martell and Rebecca Patton, City of Cave Junction  
Kate Lasky, Rebecca Stoltz, Josephine Community Library

**FROM:** Teresa Stover, library block grant administrator

**SUBJECT: Illinois Valley Library Renovation Status Report**

**DATE:** August 6, 2024

In partnership with Josephine Community Library District and Josephine Community Library Foundation, the City of Cave Junction is renovating the Illinois Valley Library, located at 209 W. Palmer in Cave Junction. The renovation will expand the 4,264-square-foot library to 6,094 square feet, including a new 1,788-square-foot community meeting space with a demonstration kitchen, an early learning center with a maker space, and an outdoor learning area set up for science, technology, engineering, arts, and math (STEAM) programs. See more information at <https://jclfoundation.org/illinois-valley>.

### **Current and upcoming milestones**

- **Construction.**

- Throughout the building, insulation, drywall, and taping are complete. Interior and exterior paint are in progress. Roofing is close to completion and casework/cabinetry are being built offsite. The stormwater system is installed. Sidewalks have been poured. See photos on the next page.
- In this final month of construction, sitework will include sidewalks, irrigation system, grass seeding, fencing, and parking lot. Throughout the building, painting will be completed and cabinetry, book cases, carpet, and tile will be installed.
- Substantial completion of construction is scheduled for August 26, with final completion and demobilization by Friday, August 29. Preliminary punch walks are happening weekly.
- Business Oregon conducted its onsite monitoring review on July 15, including overall management and project progress, HUD objectives, financial management, procurement practices, labor standards, and more. One item to close out the review is the equal employment opportunity policy or resolution from the City of Cave Junction.
- Weekly construction meetings facilitated by Ausland Group are held with the City of Cave Junction, Josephine Community Library, ZCS Engineering and Architecture, and Business Oregon.

- **Post Construction.**

- Kitchen appliances have been delivered and are in storage. The circulation desk is on order and expected mid-September. Additional furniture is being selected and will be ordered soon.
- Plans for library move-in, setup, alarm system, and IT setup are under development for September.

- **Library Services.**

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

### **Project funding**

The renovation is being funded by a \$1.5 million federal Community Development Block Grant (CDBG) awarded by the U.S. Department of Housing and Urban Development (HUD) to the City of Cave Junction and administered by Business Oregon. Also funding this project are the community crowdfund and grants to the library foundation from the Carpenter Foundation, Reser Family Foundation, and American Rescue Plan Act (ARPA) via the Oregon State Legislature.



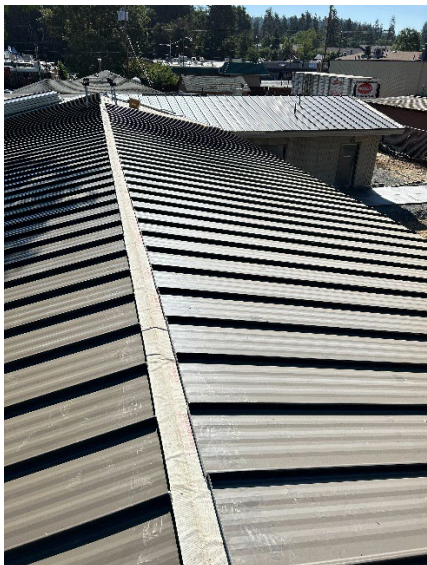
Taping the drywall.



Doors from main library into addition, with drywall.



Installing stormwater system components in the trench on the west side of the library.



Metal roof installation in progress.



Addition with siding and windows.