Josephine Community Library District

Board of Directors Regular Meeting

Thursday, January 16, 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
Call to Order		G.M. Agosta	
Standing Items 1. Approval of agenda 2. Approval of consent agenda a. December 18 Board Meeting minutes b. Resolution 2025-025: Policy 3-1-2 c. Resolution 2025-026: Policy 4-2-6 3. Public comment 4. Correspondence 5. Annexation petition review: Sierra Pappas, and Terry & Celine Martens	 Motion Motion	G.M. Agosta	5 min
Staff Reports 1. Library director's report 2. Financial report	 Report Report	 K. Lasky K. Lasky	 5 min 5 min
Board Member Reports 1. Library Foundation liaison report 2. Facilities Oversight Task Force report	 Report Report	 R. Stoltz Samson/Fahey	 5 min 5 min
Announcements 1. Comments from board members 2. Board vacation schedules 3. Date and agenda items for next meeting		 All K. Lasky G.M. Agosta	 5 min
Executive session: ORS 192.660(2)(e)		G.M. Agosta	
Adjourn		G.M. Agosta	

Date and Time	Upcoming Meetings and Events
Feb 20, 5:30pm	District Board Meeting, Grants Pass branch
Feb 26, all day	Library closed for staff in-service training
Mar 19, 5:30pm	District Board Meeting, TBA

Josephine Community Library District
Regular Board Meeting Minutes
Thursday, December 19, 2024, at 5:30 pm
Grants Pass branch | 200 NW C Street, Grants Pass, OR 97526

Members present: Gina Marie Agosta, Laurel Samson, Pat Fahey, Rachele Selvig
Members absent: Tina Gotchall
Staff present: Library Director Kate Lasky
Contractors: Grants Administrator Teresa Stover
Partner: Josephine Community Library Foundation Executive Director Rebecca Stoltz

CALL TO ORDER. Ms. Agosta called the meeting to order at 5:30 pm.

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

Approval of consent agenda. Consent agenda items included:

a. November 21 Board Meeting minutes
b. Resolution 2025-018: Policy 3-4-8
c. Resolution 2025-019: Policy 4-2-1
d. Resolution 2025-020: Article IV
e. Resolution 2025-021: OCF grant
f. Resolution 2025-022: SDIS grant
g. Resolution 2025-023: Cow Creek grant
h. Resolution 2025-024: SOELS grant

MOTION: Mr. Fahey moved to approve the consent agenda.
Ms. Samson seconded.
Approved by Ms. Agosta
Approved by Ms. Selvig

Public comment. None.

Correspondence. None.

Annexation petition review. The board of directors reviewed annexation petitions from Michele & Richard Scherer and Kimberly Delisio
Motion: Mr. Fahey moved to endorse an annexation petition from Michele & Richard Scherer and Kimberly Delisio.
Ms. Samson 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 December 19, 2024, highlighting the following items:

- Pauly Rogers will be at the library from January 27–29 for an annual financial audit.

- The library director and foundation director presented to the City of Grants Pass Urban Renewal Agency (URA) and City Council. The council voted 6-3 against the request for support.
- All 10 participants of the Spanish computer basics 6-week series graduated this week.
- ZCS and members of library staff visited library branches in Jackson County to gather information to inform the Grants Pass building project.
- The volunTEEN program is being revised to set clear expectations. This will include a mandatory training in January for Grants Pass volunTEENs and a new volunTEEN handbook that will be presented to teens systemwide.
- Several grants were received and discussed included $7,000 from the Cow Creek Umpqua Indian Foundation, $20,000 from Oregon Community Foundation, $20,000 for SOELS, $1,695 from SDAO.
- Board members must complete the Oregon Government Ethics Commission Public Meeting Law Webinar to satisfy the training requirement in ORS 192.700.
- In Illinois Valley, 12 annexations have been submitted.
- A previously warned patron disrupted a pre-registered Spanish Computer Basics class, demanding immediate accommodation for English speakers. The patron was trespassed with guidance from library legal counsel.
- More than 80 volunteers attended the Volunteer Winter Celebration on December 9.

Financial report. Ms. Lasky reviewed the November 2024 Financial Statement memo dated December 19, 2024. She also referred to the Profit & Loss Budget vs. Actual–General Fund statement through November 30, 2024, the P&L statement for Enhanced Library Services (grants) through November 2024, and the Balance Sheet as of November 30, 2024.

ACTION ITEMS

First Reading Revision Personnel Policy 4-2-6 Performance evaluations. The board of directors held its first reading of a revised version of Personnel Policy 4-2-6 Performance Evaluations.

First Reading Revision Operations Policy 3-1-2 Patron Conduct The board of directors held its first reading of a revised version of Operations Policy 3-1-2 Patron Conduct.

BOARD MEMBER REPORTS

Library Foundation liaison report.

- January 15 the library foundation is hosting Chamber Greeters at the Grants Pass branch.
- Ms. Stoltz shared resources for board members to take with them with library facts, statistics, and talking points regarding services and the capital campaign.
- Library foundation director gave an update on the end-of-year fundraising drive.

Facilities Oversight Task Force.

- Today the Board of County Commissioners talked about the 200 NW C Street Grants Pass branch property in the weekly business session. Commissioner West would like to start the process to begin 30-day notice of termination to change the terms of the lease agreement to charge rent. He suggested a Monday, December 23 meeting. Ms. Lasky and the library district's attorney requested a meeting in mid-January when the parties involved have availability.

ANNOUNCEMENTS

Comments from board members.

Date and agenda items for next meeting.

The next regular board meeting will be at 5:30 pm on Thursday, January 16 in Grants Pass.

ADJOURNMENT

The board meeting adjourned at 7:08 pm to move into executive session.

EXECUTIVE SESSION

The board called the executive session to order at 7:08 to review the performance of a chief executive officer, other officers, employees, and staff members of the district per ORS 192.660(2)(i). The board closed the executive session at 7:14 pm.

Motion: Mr. Fahey moved to give the Board President the authority to negotiate any salary or benefits adjustments deemed appropriate.

Ms. Samson seconded the motion.

Approved by Ms. Agosta

Approved by Ms. Selvig

ADJOURNMENT

The meeting adjourned at 7:15 pm.

Respectfully submitted,

Brandace Rojo for Board Secretary Kate Lasky
Josephine Community Library District

TO: Josephine Community Library District Board of Directors
FROM: Kate Lasky, Library Director
DATE: January 16, 2025
SUBJECT: Policy review and revision

Second Reading Revision Operations Policy 3-1-2 Patron Responsibilities and Rules of Conduct

The Patron Conduct policy has been updated to specify that the library director has the discretion to determine the duration of a patron trespass order based on the severity of the incident.

Second Reading Revision Personnel Policy 4-2-6 Performance Evaluations

The change to Personnel Policy 4-2-6 Performance Evaluations simplifies payroll accounting by applying merit-based wage increases to the full payroll period containing the employee's anniversary date. This ensures consistent and streamlined payroll processing.

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

Revised 09/19/2024

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, 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. Depending on the severity, time may be determined at the discretion of the Library Director.
- 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.

BEFORE THE BOARD OF DIRECTORS
OF THE JOSEPHINE COMMUNITY LIBRARY DISTRICT

In the Matter of Adopting	)	
Policy 3-1-2, Patron Responsibilities	)	Resolution No. 2025-025
and Rules of Conduct, for	)	
Josephine Community Library District	)	

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

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves:

The revised Operations Policy 3-1-2, Patron Responsibilities and Rules of Conduct, which is attached hereto and incorporated herein by this reference, is authorized for implementation.

DONE AND DATED this 16th day of January 2025.

_____
Pat Fahey, Board Member

_____
Gina Marie Agosta, Board Member

_____
Tina Gotchall, Board Member

_____
Rachele Selvig, Board Member

_____
Laurel Samson, Board Member

Policy 4-2-6. Performance Evaluations

Revised 7/19/2018

A performance evaluation shall be conducted annually prior to the anniversary of the date of hire for each employee of Josephine Community Library District (JCLD). For the library director, the evaluation shall be completed by the JCLD Board of Directors, and may be in any written form created by the board. For all other employees, the library director shall prepare an annual evaluation of performance, or cause the employee's supervisor to complete such an evaluation using a standard performance evaluation form prescribed by the library director. Anniversary dates shall not be tied to compensation in any way. If an employee receives a merit-based wage increase as the result of an annual evaluation, the adjustment will apply to the entire payroll period that includes the employee's anniversary date.

Performance evaluations communicate to employees their strengths and weaknesses in performing their assigned duties. Supervisors shall review with their direct employees the factors rated and should stress areas of commendation and specific recommendations for improving performance. Performance evaluations shall become a part of the employee's personnel file.

If the employee disagrees with the evaluation, the employee may submit a written statement to the library director stating specific and detailed reasons for disagreement. A copy of the statement will be attached to the performance evaluation as a permanent part of the employee's personnel file.

Supplemental Evaluation

A supplemental performance evaluation may be submitted on any occasion deemed appropriate by a supervisor to clarify performance deficiencies and goals or plans for improvement.

Trial Period

All employees are subject to a 90-day trial period, which begins on their date of hire. The same is true for existing employees in a job change, and begins on the employee's start date in the new job. The trial period serves to give employees in a new job the opportunity to demonstrate their ability, achieve satisfactory performance, and determine whether the new position meets their expectations. The district uses this period to evaluate employee capabilities, work habits, and overall performance. During the trial period, the employee may be dismissed at any time without cause.

Completion of the trial period does not modify an employee's at-will employment status.

Any significant absence will automatically extend a trial period by the length of the absence.

At the end of the trial period, the employee’s supervisor will conduct an evaluation using standard personnel evaluation forms to determine whether employment should be continued. Employees who do not satisfactorily complete the trial period will be dismissed.

If the employee's supervisor determines that the designated trial period does not allow sufficient time to thoroughly evaluate the employee’s performance, the trial period may be extended for a specified period.

BEFORE THE BOARD OF DIRECTORS
OF THE JOSEPHINE COMMUNITY LIBRARY DISTRICT

In the Matter of Adopting Policy 4-2-6,	)	
Performance Evaluations, for	)	Resolution No. 2025-026
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 4-2-6, Performance Evaluations, which is attached hereto and incorporated herein by this reference, is authorized for implementation.

DONE AND DATED this 16th day of January 2025.

_____	_____
Pat Fahey, Board Member	Gina Marie Agosta, Board Member
_____	_____
Tina Gotchall, Board Member	Rachele Selvig, Board Member
_____	
Laurel Samson, Board Member	

Josephine Community Library

Annexation Petitions

January 2025

The following property owners are petitioning that their properties be annexed to the Josephine Community Library District. Their petitions will be on hand at the **January** 2025 board meeting for review and action.

	Property Owner	Address
1	Sierra Pappas	5290 HOLLAND LOOP RD
2	Terry L & Celine T Martens	1445 WHITE SCHOOLHOUSE RD

200 NW C Street
Grants Pass, OR 97526

541-476-0571
541-479-0685 (fax)

info@josephinelibrary.org
josephinelibrary.org

TO: **Josephine Community Library District Board of Directors**
FROM: **Kate Lasky, Library Director**
DATE: **January 16, 2025**
SUBJECT: **Library director's report**

General Updates

- On January 6, the Josephine County Board of Commissioners voted unanimously to terminate the lease for the Grants Pass library building. This decision came as a surprise to the library district which first learned of this issue during the commissioners' administrative meeting on December 19, 2024. See communication from legal counsel on December 19 and press releases issued on January 3 and January 7. As of January 13, the library has not received written notification of this termination. Until such notification is provided, the lease remains in effect, and library operations will continue as usual.
- Budget planning for FY2024-25 underway. Multiple OPACs at the Grants Pass branch are experiencing a persistent rebooting issue, and the library is working with Its Managed to resolve the problem. As patron computers continue to age, the FY2024-25 budget will include additional IT equipment costs, alongside plans to update the library's IT program, which has not been updated since 2018-19.
- Board members must complete the Oregon Government Ethics Commission Public Meeting Law Webinar to satisfy the training requirement in ORS 192.700. Please send a certificate of completion to the library director for insurance purposes.
- For more information about library programs and events, read the December Latest News.

Stories

- **In Grants Pass**, monthly scavenger hunts remain a popular activity. In December, approximately 110 children participated, using the hunts as an opportunity to learn how to navigate the library by locating books and other materials. The strong participation reflects ongoing enthusiasm for this engaging activity, which is quickly becoming a library tradition.
- **In Illinois Valley**, a 10-year-old patron recently shared her excitement and gratitude for the beginner crochet kit available in the library's Library of Things collection. She told the branch manager that the kit helped her learn the skills needed to create holiday gifts for everyone on her list. Inspired by her success, she has decided to start a small business crocheting amigurumi animals, with plans to build enough inventory for next year's holiday bazaar at her school.
- **In Williams**, a new mother recently discovered the library's "Storytime in a Bag" program, describing it as "genius for busy parents." Meanwhile, a dedicated volunteer created a STEM display featuring owls, complete with a quiz and prizes, teaching children how to determine if an owl might be living nearby.
- **In Wolf Creek**, each Friday and Saturday, the branch welcomes local children who visit to check out books, participate in crafts, engage in scavenger hunts, and update their passports for the Oregon Battle of the Books (UBOB). The library has become a valued gathering space, providing a warm and safe environment for children to connect and engage in meaningful activities.

Successes

- A series of winter storms brought strong winds and heavy rainfall to the Williams branch. Thanks to the newly built swales, the grounds remained flood-free, and the recently trimmed hazard trees withstood the storm. Minimal cleanup of branches and debris was required.
- The newly implemented K9 Reading Buddies program at the Wolf Creek branch offered children the opportunity to read aloud to dogs as non-judgmental listeners, fostering confidence and literacy skills. On December 13, the program welcomed seven children and two adults. Participants took turns reading a page and passing it around, with Bindi, the K9 buddy, receiving an enthusiastic response. Everyone is anticipating next month's visit.
- The Rogue Singers performed at the Holiday Caroling event on December 21. Thirty adults and six children attended the performance. Patrons enjoyed the caroling and joined in singing Christmas carols with the Rogue Singers.

Challenges

- The Easter Seals volunteers are working well, almost too good. Because they know the job so well and are good at staying on task, there are many times where there are no books to shelve for the volunteers. One of the Easter Seals volunteers will start scanning books on the shelves which is an on-going project and should give her plenty of work so the other volunteers will have books to shelve.
- At the Grants Pass branch, a ceiling leak developed in front of the bathroom in the staff and volunteer lounge on December 24, stemming from years of deferred maintenance by the county. Heavy rainfall, which causes leaks in the building each year, has exacerbated the issue despite temporary mitigation efforts by the county, such as cleaning the roof. The county has been notified and is expected to address the problem soon. In the meantime, buckets have been placed under the leak as a temporary measure.

2024–2027 Strategic Plan Update

Reimagine Library Services

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

- Utilizing the library's surplus policy, local nonprofits were contacted to rehome unused items remaining in storage from the Illinois Valley Renovation Project. Upholstered chairs, display racks, and mismatched bookcases have found new homes, with the goal of clearing the final storage unit by January 15.
- As part of the library's digital inclusion and Everyday Civics programming, Tax Assistance Afternoons will be offered in partnership with UCAN VITA. These sessions are scheduled every Tuesday and Friday from February 4 through April 11.
- Ten participants graduated from the Spanish-language "Welcome to Computers" course in December 2024 with full enrollment of 10 students. Additionally, two single-session responsive workshops were conducted at WorkSource in December with a total of 22 participants. Programming is ongoing as part of the LSTA Computer Basic grant project.

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

- The first program in the "Virtues and Obligations" civics series, led by former Oregon Teacher of the Year Lois MacMillan, drew nearly 90 attendees at the Grants Pass branch. To accommodate the larger-than-expected audience, staff relocated the event to the library's main area.
- The library successfully distributed 100 winter teen/tween book boxes, all of which were claimed shortly after registration opened two weeks ago. The grant-funded program has been a community favorite, with a wrap-up party scheduled later this month at all four branches to discuss the featured books and celebrate the program's success.

- Engagement in the Unofficial Battle of the Books (UBOB) is currently low, with only 21 participants registered. The program, launched on November 1 and running through May 2025, follows the Oregon Battle of the Books reading selections and is open to students in grades 3–12. Designed for homeschool students and those without access to official teams, UBOB offers a relaxed, self-paced reading experience with optional battle questions for added challenge. Given the low participation, the program may be reconsidered next school year.

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

- Developed a book club support procedure which allows patrons to request up to four print copies, one ebook, and one audiobook by email. Personalized recommendations are available via the Book Match Form. Requests follow library purchasing policies, requiring at least 30 days for fulfillment. Materials are picked up at preferred branches.
- Developing a communications roadmap based on the 2024–2027 strategic plan to guide communication of the vision for library services for the coming years.

<u>Invest in People and Culture</u>

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

- Staff In-Service Day is scheduled for February 26 and will focus on team building, reviewing branch emergency evacuation maps and procedures, the volunTEEN handbook, and the library's strategic vision.

- Communications and operations managers registered for Centerpoint Leadership Development Forum running February through March.

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

- A Project Youth+ intern recently completed her term at the library. The library is working with Project Youth+ to place one or two new interns in the business office, with the potential for cross-training in the children's library and technical services departments.
- A new VolunTEEN handbook has been developed for systemwide use to ensure consistency across all branches. Recent training sessions were held at the Grants Pass branch as part of a VolunTEEN program reboot. Meeting took place on Saturday, January 11 and Wednesday, January 15, and continues Friday, January 17, focusing on library expectations for VolunTEENs. Discussions included updated guidelines, emphasizing the importance of productivity and accountability.
- The reopening of the Illinois Valley branch has brought in two new VolunTEENs and six regularly scheduled volunteers, adding 50 to 52 hours per month. Energized by the recent renovations, volunteers have taken on landscaping and housekeeping tasks.

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

- The library's Teen Advisory Board (TAB) engages teens in shaping library programs and services. Recruitment is ongoing, with focused efforts in February to address graduations. Relaunching in February, TAB will expand beyond volunteens and enforce attendance policies to fill vacancies when members disengage. TAB meets monthly, guided by library staff, to plan programs, recommend resources, and support teen engagement in alignment with library goals.Nine new volunteers joined the library in December, including six at the Grants Pass branch and three at the Illinois Valley branch.
- In December, the library welcomed nine new volunteers — six at the Grants Pass branch and three at the Illinois Valley branch. Of the six new volunteers in Grants Pass, two are from Southern Oregon Aspire.
- A new volunteer began training in the technical services department to assist with cataloging incoming children's books.

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.

- Ordering new materials for ages birth to two years, with a focus on board books for the library's youngest patrons. These materials experience significant wear and tear due to extensive use by this age group.

Facilities and People: Provide a pleasant experience and convenient space for library users, with trained volunteers and professional staff available for guidance in the acquisition of information.

- The newly renovated Illinois Valley Library operations are going smoothly, including many uses of the community room. Still being resolved are an HVAC noise issue in the community room and

glass replacement in both vestibules. The block grant and ARPA grant have been fully spent out, and grant administrative closeout is in progress.

- Closed recruitment process for a library assistant with no hire. Plan to repost later in the year.
- Ordered new library cards with library branding, featuring Spanish bilingual options.
- Continued the Williams branch irrigation project with project completion expected in February.

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

- Developing work plan for Southern Oregon Early Learning Services (SOELS) Early Literacy Expansion grant awarded last month for completion by June 30, including enhancement of the Sprout a Reader weekly storytime for children birth to five years, collection development of early literacy materials including board books, Storytime in a Bag kits, early literacy-themed Library of Things kits, and parent resource materials. The expansion will include the development of the Early Literacy Parent Resource Wall, community outreach, and staff and volunteer training on effective storytime techniques.

Lifelong Learning

- The Grants Pass branch continued hosting the "World War II: Voices of Service" panel exhibit from the Gilder Lehrman Institute of American History through January 17. This exhibition explores major events of the war through photographs, letters, and oral histories of everyday Americans, providing an overview of significant events on both the battlefield and the home front.

HORNECKER COWLING LLP

Attorneys at Law

John Blackhurst
Joseph E. Kellerman, LL.M.
James A. Wallan
Charles E. Bolen
Ryan J. Vanderhoof
Stefanie L. Burke*
Mark S. Bartholomew
Michael J. Mayerle
Shane J. Antholz, LL.M.
Melisa A. Button*
Leah R. Samelson

*Also admitted in California

14 North Central Ave., Ste. 104
Medford, OR 97501
(541) 779-8900
Fax: (541) 779-2982
www.roguelaw.com

OF COUNSEL

Jeffrey W. Foxx
Patrick G. Huycke

John Hassen 1939-2020
Gregory T. Hornecker 1933-2009
B. Kent Blackhurst 1922-2007
Ervin B. Hogan 1927-2000

December 19, 2024

Matthew Walter Hicks
Josephine County Legal Counsel
500 NS 6th St. Dept. 13
Grants Pass OR 97526
Via email whicks@josephinecounty.gov

Re: Josephine Community Library District
Our File No. 33262-001

Dear Mr. Hicks:

This office represents the Josephine Community Library District. We are in receipt of the Board of County Commissioners' December 19, 2024, request to meet with our client's Library Director, Kate Lasky, on Monday, December 23, 2024, at 11:00 a.m. "regarding the rent on the library building."

Library Director Lasky will be on vacation and not able to attend this meeting. Additionally, one business day's notice of a meeting the week of Christmas is insufficient advance notice and unusually egregious.

We request that the Board of Commissioners schedule a meeting in mid-January when the likelihood of availability on everyone's schedules is much greater.

If you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

CHARLES E. BOLEN
ceb@roguelaw.com

CEB/jt
cc: Client
H:\USER\FILES\33262-001\Hicks.L01.docx

Josephine Community Library

News Release

FOR IMMEDIATE RELEASE:
January 3, 2025

FOR MORE INFORMATION, CONTACT:
Kate Lasky, 541-476-0571 x110,
klasky@josephinelibrary.org
Rachele Selvig, 541-482-3111,
rselvig@josephinelibrary.org

Library District Declines to Attend January 6 Josephine County Board of Commissioners Meeting, Calls for Responsible Scheduling

Grants Pass, January 3, 2025— The Josephine Community Library District (JCLD) announces that it will not be attending the Josephine County Board of Commissioners meeting scheduled for January 6, citing inadequate notice and the unavailability of legal counsel to represent the district. The proposed meeting is part of ongoing discussions initiated by Commissioner John West during the December 19, 2024, Josephine County Board of Commissioners administration meeting, where he suggested charging rent for the Grants Pass library building, a matter of significant legal and financial complexity.

The district cites inadequate notice, the unavailability of its legal counsel, and the need for all stakeholders to be present to ensure a constructive and well-prepared discussion.

“With only a few business days' notice during the holiday season and the library’s legal counsel unavailable on January 6, it would be irresponsible for the library’s leadership to attend this meeting without proper preparation and representation,” said Library Director Kate Lasky.

The district has communicated these concerns to the Board of Commissioners, requesting that the meeting be rescheduled to mid-January to accommodate the schedules of all involved parties. The library district has suggested the following dates for a new meeting: January 16–17, January 23–24, or January 30–31. However, Commissioner John West declined to move the meeting and plans to hold the discussion on January 6, despite the absence of key stakeholders, including library legal counsel and the library director.

The district’s position is underscored by the fact that the county charter, specifically Section 14.5: LIBRARY SUPPORT, explicitly requires the Board of Commissioners to “provide for the support and maintenance of the main library and library branches.” This provision highlights the county’s obligation to sustain library operations as a public resource.

“We value our partnership with the county and look forward to engaging in a constructive dialogue when all stakeholders can be present,” Lasky said. “Our goal is to find a fair and sustainable

resolution that honors the spirit of the county charter and ensures continued access to public library services for our community."

For more information about library programs and services, visit josephinelibrary.org, email info@josephinelibrary.org, or call 541-476-0571.

# # # # #

In Josephine County, Oregon, residents receive public library services through Josephine Community Library District, formed in May 2017 as a special library district with branches in Grants Pass, Illinois Valley, Williams, and Wolf Creek. From public information and early childhood literacy to access to the Internet and critical support for families, seniors, entrepreneurs, and job seekers, Josephine Community Library is committed to connecting diverse community members to reliable resources and technology. For more information about library services or to volunteer, visit josephinelibrary.org, email info@josephinelibrary.org, or call 541-476-0571.

Josephine Community Library

News Release

FOR IMMEDIATE RELEASE:
January 7, 2025

FOR MORE INFORMATION, CONTACT:
Kate Lasky, 541-476-0571 x110,
klasky@josephinelibrary.org
Rachele Selvig, 541-482-3111,
rselvig@josephinelibrary.org

Josephine County Board of Commissioners Terminates Library's Lease

Grants Pass, January 7, 2025—In a shocking turn of events, the Josephine County Board of Commissioners has voted unanimously to terminate the lease on the Grants Pass branch of the Josephine Community Library.

Claiming that the change from being a "county" to a "community" library in 2017 negates the county's charter mandate for "the support and maintenance" of libraries in Josephine County, Commissioner John West urged his fellow commissioners to terminate the lease with 30 days' notice. The lease, which has been in place since 2008, runs until December 31, 2025.

The discussion preceding the vote failed to consider that in the late 1990s, citing Measure 50, the Board of Commissioners shifted a 33-cent library levy to the general fund to pay for public safety — an increase in the county's property tax of 57 percent. The County then absorbed that levy into the permanent tax rate, raising it from 25 cents to 58 cents. Except for maintenance of the Grants Pass branch, none of that money goes towards supporting the library.

"This abrupt decision undermines community trust and investment," said Library Director Kate Lasky. "Terminating the lease with just 30 days' notice disregards these contributions and the essential services the library provides to thousands. We deserve a fair and respectful process."

As it stands, the library's lease will end on February 6, leaving no recourse if the commissioners choose to evict the library from the building.

For more information about library programs and services, visit josephinelibrary.org, email info@josephinelibrary.org, or call 541-476-0571.

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In Josephine County, Oregon, residents receive public library services through Josephine Community Library District, formed in May 2017 as a special library district with branches in Grants Pass, Illinois Valley, Williams, and Wolf Creek. From public information and early childhood literacy to access to the Internet and critical support for families, seniors, entrepreneurs, and job seekers, Josephine

Community Library is committed to connecting diverse community members to reliable resources and technology. For more information about library services or to volunteer, visit josephinelibrary.org, email info@josephinelibrary.org, or call 541-476-0571.

TO: Josephine Community Library District Board of Directors
FROM: Kate Lasky, Library Director
DATE: January 16, 2025
SUBJECT: December 2024 Financial Statement

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

- Included profit and loss budget presentations for both the general fund as well as the enhanced services fund. As the district reports on a modified cash basis of accounting, the enhanced fund represents what has been received and expended and does not reflect grants applied for but not received. Negative net positions on actuals may occur due to delays in beginning cash posting due to audit, and/or monies spent but not yet reimbursed.
- The ending cash for the general fund on the P&L of $2,160,202 does not equal the Balance Sheet net income of $3,208,212. 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 $1,474,993. The total prior year's tax levy income is $33,469.
- Fees collected this fiscal year were $37,929 this includes non-resident card fees, sponsorships, copies, and charges for lost/damaged items.
- JCLD invoiced Josephine Community Library Foundation $2,160 for 36 household sponsorships for the month of December. 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 $167,237 in the district checking account. The Grants Pass maintenance fund totals $22,296 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 $1,949,671 and a reserve fund of $1,027,721. Cash Drawers at the four branches total $390.
- The total combined assets of these accounts equal $3,167,315.

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

	Jul - Dec 24	Budget	$ Over Budget
Ordinary Income/Expense			
Income			
4000 · Current Year Tax Receipts	1,474,993	1,588,000	-113,007
4005 · Prior Year Taxes	33,469	40,000	-6,531
4100 · Fees	37,929	60,000	-22,071
4200 · Interest Income	31,141	45,000	-13,859
4300 · Other Revenues	0	1,000	-1,000
4600 · Support of Enhanced Servoces			
4601.1 · Tsfr fr0m GF - Enhanced	0	1,000	-1,000
Total 4600 · Support of Enhanced Servoces	0	1,000	-1,000
4999 · Beginning Cash	1,339,445	1,500,000	-160,555
Total Revenue	2,916,977	3,235,000	-318,023
Total Revenue	2,916,977	3,235,000	-318,023
Expense			
5000 · Personal Services	428,236	1,110,000	-681,764
6 · Materials and Services			
6.1 · Library Services			
5200 · Collection Development	61,354	175,000	-113,646
5300 · Technical Services	51,140	50,000	1,140
6650 · Patron Services and Supplies	405	15,000	-14,595
6660 · Volunteer Support	3,415	8,000	-4,585
6670 · Events at Library	5,315	5,000	315
6680 · Communication & Outreach	21,337	45,000	-23,663
6690 · Special Contracts	77,169	115,000	-37,831
Total 6.1 · Library Services	220,135	413,000	-192,865
6.2 · Maintenance and repairs			
5400 · Building Improvements	0	10,000	-10,000
5500 · Facilities & Equipment	26,221	82,000	-55,779
5600 · Computer Maintenance	4,822	42,000	-37,178
Total 6.2 · Maintenance and repairs	31,043	134,000	-102,957
6.3 · Administration			
5700 · Insurance	1,114	25,000	-23,886
5800 · Travel & Training	14,516	30,000	-15,484
6630 · Election	0	1,000	-1,000
6640 · Auditor	14,050	20,000	-5,950
6699 · Legal Administration	158	8,000	-7,842
6700 · Administrative Support	17,130	20,000	-2,870
6800 · Telecommunications	7,997	25,000	-17,003
6850 · Utilities	22,396	51,500	-29,104
Total 6.3 · Administration	77,361	180,500	-103,139
Total 6 · Materials and Services	328,539	727,500	-398,961
8.1 · Transfers			
8000 · Transfers & Contingency	0	277,800	-277,800
Total 8.1 · Transfers	0	277,800	-277,800
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	756,775	2,441,300	-1,684,525
Ending Cash	2,160,202	793,700	1,366,502
Ending Cash	**2,160,202**	**793,700**	**1,366,502**

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

	Jul - Dec 24	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4050 · Grant Revenue				
4050B · Enhanced Services Budget	0	336,300	-336,300	0%
4085 · Foundations	6,496			
Total 4050 · Grant Revenue	6,496	336,300	-329,804	2%
4999 · Beginning Cash	0	10,000	-10,000	0%
Total Income	6,496	346,300	-339,804	2%
Gross Profit	6,496	346,300	-339,804	2%
Expense				
5000 · Personal Services	0	50,000	-50,000	0%
6 · Materials and Services				
6.1 · Library Services				
6.1 B · L8brary Srvcs Enhanced Budget	0	20,000	-20,000	0%
6670 · Events at Library	3,761			
6680 · Communication & Outreach	1,289			
6690 · Special Contracts	950			
Total 6.1 · Library Services	6,000	20,000	-14,000	30%
6.2 · Maintenance and repairs				
5500 · Facilities & Equipment	36			
5600 · Computer Maintenance	0	50,000	-50,000	0%
Total 6.2 · Maintenance and repairs	36	50,000	-49,964	0%
6.4 · New Projects Budget	0	210,000	-210,000	0%
Total 6 · Materials and Services	6,036	280,000	-273,964	2%
Total Expense	6,036	330,000	-323,964	2%
Ending Cash	460	16,300	-15,840	3%
Ending Cash	**460**	**16,300**	**-15,840**	**3%**

Josephine Community Library District
Balance Sheet
As of December 31, 2024

	Dec 31, 24
ASSETS	
Current Assets	
Checking/Savings	
1000 · People's Bank of Commerce	167,237
1010 · People's Bank-Savings	22,296
1100 · General Pool 6000	1,949,671
1110 · LGIP - Reserve Fund	1,027,721
1150 · Cash Drawers	390
Total Checking/Savings	3,167,315
Other Current Assets	
1310 · JoCo Reserve for Disputed Tax	40,897
Total Other Current Assets	40,897
Total Current Assets	3,208,212
TOTAL ASSETS	**3,208,212**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2400 · Deferred Revenues(audit)	40,897
Total Other Current Liabilities	40,897
Total Current Liabilities	40,897
Total Liabilities	40,897
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	3,167,315
Total Equity	3,167,315
TOTAL LIABILITIES & EQUITY	**3,208,212**

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: January 10, 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

An above water tank is scheduled to be installed on January 20th to help support landscaping and watering needs and a drip system immediately surrounding the library building. The library district received a grant to support the purchase and installation of the water tank.

Action: *Foundation director will investigate and secure bids on the placement of the curbs for the parking lot.*

Illinois Valley branch

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

Working with architects, general contractor, and sub-contractors to resolve an HVAC noise issue in the addition, glass replacement in both vestibules, shade sail repositioning, and door handles from children's room to the outdoor learning area.

As part of the federal block grant final draw requirements, the Section 3 Summary Report regarding the hiring of individuals from the local area, the Minority and Women Business Enterprises Small Activity Report, and the Fair Housing Resolution passed by the Cave Junction City Council in September 2024 have been submitted to Business Oregon.

Both the block grant and the Oregon ARPA grant were spent out by the December 31 deadline. Pending grant closeout items are documentation of the second public hearing, the project monitoring letter, project completion report, and five-year deed restriction to ensure the property is used as a library for at least five years. These will be submitted by January 31.

Action: *Final payment to the contractor and architect will be made upon completion and resolution of items pending.*

Action: *Pending grant closeout items are documentation of the second public hearing, the project monitoring letter, project completion report, and five-year deed restriction to ensure the property is used as a library for at least five years. These will be submitted by January 31.*

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 and ZCS held a kick-off meeting for the schematic design phase of the new Grants Pass library on Friday, January 10 at ZCS's office. ZCS provided a timeline of activities to be completed during this phase. Over the next eight months, FOTF will meet monthly with ZCS to complete this phase.

Action: *Working with ZCS to receive bids for a site survey to be completed at the downtown location.*

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.

Working with foundation FOTF members, the foundation identified several items on the inspection report for the Wolf Creek branch to be completed in January. The foundation has hired a handyman to complete these repairs.

The district's Capital Improvement Plan has been updated to include items identified in the inspection report.

Action: *Library director will provide FOTF with an update on the capital improvement plan at the February FOTF meeting.*

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: January 10, 2025

In partnership with Josephine Community Library District and Josephine Community Library Foundation, the City of Cave Junction has renovated the Illinois Valley Library, located at 209 W. Palmer in Cave Junction. The renovation expanded 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**
  - Construction completed in September. All items on the architectural and civil punch lists have been resolved. Items on the mechanical/electrical/plumbing punch lists are still pending.
  - Still being resolved are an HVAC noise issue in the addition, glass replacement in both vestibules, shade sail repositioning, and door handles from children's room to the outdoor learning area.
  - As part of the federal grant requirements, construction closeout includes a copy of the occupancy certificate, substantial completion certificate, and the as-built drawings.
- **Communication**
  - The second public hearing about the library project was held on December 9. The public notice, affidavit of publication, and hearing minutes will be provided to Business Oregon as part of the grant closeout requirements.
- **Finance and Grant Closeout**
  - As part of the federal block grant final draw requirements, the Section 3 Summary Report regarding the hiring of individuals from the local area, the Minority and Women Business Enterprises Small Activity Report, and the Fair Housing Resolution passed by the Cave Junction City Council in September 2024 have been submitted to Business Oregon.
  - Both the block grant and the Oregon ARPA grant were spent out by the December 31 deadline.
  - Pending grant closeout items are documentation of the second public hearing, the project monitoring letter, project completion report, and five-year deed restriction to ensure the property is used as a library for at least five years. These will be submitted by January 31.

Project funding

The renovation was 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. This project was also funded by the community crowdfund and grants to the library foundation from the Carpenter Foundation, Reser Family Foundation, Marie Lamfrom Foundation, and American Rescue Plan Act (ARPA) via the Oregon State Legislature.