Josephine Community Library District

Board of Directors Regular Meeting

Thursday, April 17, 2025 at 5:30pm

Illinois Valley branch, 209 West Palmer, Cave Junction 97544

Agenda

Board members:

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

Agenda Items	Action	Responsible	Time
Call to Order		G.M. Agosta	
Welcome and Introductions		G.M. Agosta	5 min
Standing Items 1. Approval of agenda 2. Approval of consent agenda a. March 20 Board Meeting minutes b. April 9 Budget Committee minutes c. Resolution 2025-030: Policy 3-4-3 3. Public comment 4. Correspondence 5. Annexation petition review: Jane Cavallini-Daudet, and Micheal & Diane Smith Trustees	Motion	G.M. Agosta	5 min
Staff Reports 1. Library director's report 2. Financial report 3. Budget Officer's report	Report Report Report	K. Lasky K. Lasky K. Lasky	10 min 5 min 15 min
Action Items 1. Finance Policy: Accounting System 2. Finance Policy: Control Policies and Procedures	Discussion Discussion	K. Lasky K. Lasky	5 min 5 min
Board Member Reports 1. Library Foundation liaison report 2. Facilities Oversight Task Force report	Report Report	S. Boigon P. 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
May 15, 5:30pm	District Board Meeting and Budget Hearing, TBA

Josephine Community Library District
Regular Board Meeting Minutes
Thursday, March 20, 2024, at 5:30 pm
Grants Pass branch | 200 NW C Street, Grants Pass, OR 97526

Members present: Gina Marie Agosta, Pat Fahey, Kelly Robinson, Rachele Selvig
Members absent: Tina Gotchall
Staff present: Library Director Kate Lasky, Communications and Partnership Manager Brandace Rojo, Associate Director Michelle Rosenberger
Contractors: Grants Administrator Teresa Stover
Partner: Josephine Community Library Foundation Executive Director Rebecca Stoltz, Josephine Community Library Foundation Liaison Diane Hoover

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

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

Approval of consent agenda. Consent agenda items included:

a. February 20 Board Meeting minutes
b. Resolution 2025-027: Policy 3-4-2
c. Resolution 2025-028: Policy 3-4-13
d. Resolution 2025-029: Policy 5-18

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

Public comment.

Correspondence.

Annexation petition review. The board of directors reviewed annexation petitions from Joshua Kasprzak & Courtney Arts, Matthew & Amanda Wilson, and Jesse & Amanda ORR
Motion: Mr. Fahey moved to endorse an annexation petition from Joshua Kasprzak & Courtney Arts, Matthew & Amanda Wilson, and Jesse & Amanda ORR.
Ms. Robinson seconded.
Approved by Ms. Agosta
Approved by Ms. Selvig

STAFF REPORTS
Library director's report. Ms. Lasky referred to the Library Director's Report dated March 20, 2025, highlighting the following items:

- Ms. Lasky shared that Southern Oregon PBS is doing a show about libraries in southern Oregon featuring Josephine Community Library that airs at 8pm tonight.

- Roughly 25 participants have been counted for each session of the Free Tax Assistance program in partnership with VITA held on Tuesdays and Fridays at the Grants Pass branch.
- It is uncertain whether LSTA funded programs will retain funding.
- Two staff members are in a leadership class through Centerpoint Leadership. Library staff also did teambuilding through Centerpoint Leadership during the last in-service training day.
- Computer updates are needed for many of the staff computers at the library. They have not been updated since the district was formed in 2018.
- The library foundation is funding the Baby's First Book program in partnership with Asante until a new grant can be secured.

Financial report. Ms. Lasky reviewed the February 2025 Financial Statement memo dated March 20, 2025. She also referred to the Profit & Loss Budget vs. Actual–General Fund statement through February 28, 2025, the P&L statement for Enhanced Library Services (grants) through February 2025, and the Balance Sheet as of February 28, 2025.

Budget Officer's report. Ms. Lasky shared that the first budget committee meeting is on Wednesday, April 9 at 5:30 pm. The board of directors discussed the draft of the FY25-26 library district budget.

ACTION ITEMS

Operations Policy: Displays and Exhibits.
The board of directors held its first reading of a revised version of Operations Policy Displays and Exhibits which will combine two current policies.

BOARD MEMBER REPORTS

Library Foundation liaison report.

- The library foundation approved a grant request for an early literacy art installation for the children's library in Grants Pass.
- The library foundation is currently supporting printing costs for the Summer Reading Program, technology needs for the computer basics series, out of district library cards, and more.
- Library foundation board members spent the month of January making phone calls and writing thank you notes to donors.

Facilities Oversight Task Force.

- In Williams, the fence around the bioswale and walking bridge have been completed.

ANNOUNCEMENTS

Comments from board members. none

Date and agenda items for next meeting.
The budget meeting will be held on April 9 at 5:30 pm.

The next regular board meeting will be at 5:30 pm on Thursday, April 17 in Illinois Valley.

ADJOURNMENT

The board meeting adjourned at 6:36 pm.

EXECUTIVE SEESION CALL TO ORDER. MS. Agosta called the executive session to order at 6:38 pm.

ADJOURNMENT

The board meeting adjourned at 7:36 pm.

Respectfully submitted,

Brandace Rojo for Board Secretary Kate Lasky
Josephine Community Library District

Josephine Community Library District
Budget Committee Meeting
Wednesday, April 9, 2025 at 5:30 pm, hybrid meeting
Grants Pass branch, 200 NW C Street, Grants Pass, OR 97526

Budget Committee members present: Gina Marie Agosta, Pat Fahey, Kelly Robinson, Rachele Selvig, Tina Gotchall, Bill Kohn, Jay Meredith, Lawton Lesueur, John McCafferty

Budget Committee members absent: Cassie Robinson

Budget Officer present: Kate Lasky, Library Director
Staff present: Associate Director Michelle Rosenberger, Library Foundation Executive Director, Rebecca Stoltz
Contractors: Gerald Burns, Financial Advisor for Budget Officer
Guest: none

CALL TO ORDER AND INTRODUCTIONS. Budget Officer Kate Lasky called the meeting to order at 5:32pm.

ELECT CHAIR. Nomination of budget committee chair.
Motion: Pat Fahey nominated Jay Meredith as the Budget Committee chair. Bill Kohn seconded. The motion passed unanimously.

APPOINT, CONFIRM, OR ELECT SECRETARY.
Motion: Pat Fahey nominated Rebecca Stoltz as the Budget Committee Secretary. Ms. Gotchall seconded. The motion passed unanimously.

BUDGET PROCESS AND PROCEDURE. Budget Committee Chair Meredith reviewed the budget process and procedure.

GROUND RULES. Mr. Meredith reviewed the meeting ground rules.

FY26 BUDGET MESSAGE. Referring to the "FY2025-26 Budget Message," Ms. Lasky reviewed the highlights of the FY2025-26 budget.

- The proposed updates to the FY25-26 budget align with board directives from the strategic plan.
- Ms. Lasky shared FY24 library usage statistics and explained the goal of increasing usage to pre-pandemic usage. In FY24, the Illinois Valley branch was closed for 8 months which is reflected in lower statistics for the Illinois Valley branch.
- After IV renovation in the first quarter, library card sign ups increased 44 percent. The Williams branch in its first year open in the new building.
- Ms. Lasky is stating library staff will remain the same as FY26 with 15 positions at 14FTE throughout the library system. No new positions are planned.
- Due to uncertainty and lack of communication from Josephine County Board of Commissioners regarding the library lease, FY26 budget reflects a renewal of the Grants Pass lease for January 1. If circumstances change, the budget committee may be

reconvened. Mr. Meredith stated that budget committee wouldn't need to be recalled legally if circumstances change. The board is responsible for adjusting the plan if circumstances change.

- Ms. Lasky stated the district has no debt.
- Anticipated cash carryover is $1.2M. This is a more conservative assumption based on previous fiscal years.
- Total general operation expenses anticipated at $1,837,500.
- Building improvements: Many of these are covered by the library foundation and are reflected in special funds. The district doesn't have the funding for major building improvements.
- Ms. Agosta asked why the facilities is significantly reduced. Ms. Lasky said it more accurately reflects expenses. Anticipated expenses for Illinois Valley were funded by the foundation.
- Capital reserve fund was created in FY25. Proposed $25,000 in FY26, less than the prior year.
- Mr. Meredith recommends the board state that some of the reserve to be allocated for the moving of the library into the new building when it's finished in the upcoming years.
- Enhanced fund increased based on foundation budgeting for library cards.

BUDGET DISCUSSION. Mr. Meredith asked the committee for discussion on the proposed budget.

- No further discussion.

PUBLIC COMMENT. No public comment was offered.

QUESTIONS ABOUT THE BUDGET OR PROCESS. Mr. Meredith asked if the committee had questions about the budget or the approval process. There were no further questions.

Motion: Ms. Agosta moved to approve the tax rate at 39 cents for FY25-26. Mr. Lesueur seconded. The motion passed unanimously.

Motion: Mr. Kohn moved to approve the FY 2025-26 total budget of $4,706,523. Mr. Fahey seconded. The motion passed unanimously.

BUDGET COMMITTEE AND HEARING SCHEDULE. No further meetings were scheduled for the Budget Committee. The budget hearing will take place on May 15 at 5:30pm.

ADJOURN

Mr. Meredith adjourned the meeting at 6:32pm.

Respectfully submitted,

Rebecca Stoltz, Budget Committee Secretary
Josephine Community Library Foundation

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

Second Reading: Revision Operations Policy 3-4-3 Displays and Exhibits

To streamline policies, management has combined Policy 3-4-3 Displays and Exhibits with Policy 3-4-13 Art Displays in the Library into one unified document titled Policy 3-4-3 Displays and Exhibits. This revision preserves all original content while integrating procedures for both general and art exhibits, with highlighted edits for transparency. The update simplifies the approval process and eliminates redundancies, making the policy clearer and easier to follow for both staff and the public.

Policy 3-4-3 Displays and Exhibits

Revised XX/XX/XXXX

Josephine Community Library welcomes exhibits, which offer a means for public expression by individuals and groups in the community. Exhibits serve as a way the library acts as a community hub for knowledge and enrichment. The purpose of this policy is to provide fair and consistent standards for the use of exhibit areas in the library, ensuring access to these spaces in a manner that is consistent with the library's other policies and objectives.

Josephine Community Library follows the principles in the American Library Association's Library Bill of Rights. Regarding exhibit spaces, they "will be made available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use." As stated in that document, "Materials should not be excluded because of the origin, background, or views of those contributing to their creation." And "Materials should not be proscribed or removed because of partisan or doctrinal disapproval." ~~In addition, the library is dedicated to accuracy of information and authentic representation in exhibits.~~

Exhibit Policy and Purpose

The library functions as an educational and cultural resource for the community. Exhibits are a means through which the public can visually share and learn about a wide variety of experiences, special interests, and informational topics.

Displays of handiwork, historical material, nature study, or any other material deemed of general interest may be exhibited.

When not being used to promote library-related services, exhibit spaces are available to individuals or community groups engaged in educational or cultural activities and will be provided on an equitable basis to any such individual or group that goes through the application process. Exhibit space is limited and not offered at all library branches due to space constraints.

Requests for a display or exhibit are made through the branch supervisor.

The library will not act as an agent for the exhibitor. Artists may post a statement about their work, but price tags or the posting of price lists are not permitted.

In general, the library does not accept commercial notices for any group unless they have an educational, informational, or cultural value to the community. The library does not accept any materials being offered for sale to the public unless the proceeds are intended to directly benefit the library.

Library staff shall accept or reject material offered for display based on its suitability and availability. Exhibits must be appropriate for all ages.

~~The library assumes no responsibility for security against theft or damage of any exhibited material.~~ The library assumes no responsibility for the preservation or protection, and no liability for possible damage or theft of any item displayed or exhibited. All items placed in the library are there at the owner's risk

The library reserves the right to remove an exhibit if it interferes with the normal operation of the library.

Exhibit Approval and Content Guidelines

An application for exhibit space is available upon request and must be completed by individuals or groups wishing to use the space. Individual or community group exhibits are accepted or denied by the library director. Exhibits should be designed to provide an educational or cultural experience or showcase local arts and crafts. The library is a public building that provides access for all ages. Exhibits must be appropriate for all ages.

A release must be signed by the exhibitor before any artifact can be placed in the library.

Exhibits must comply with all federal, state, and local laws, including those pertaining to libel, copyright, and obscenity. Exhibits will be refused if they are discriminatory or cause harm through dehumanizing representations of individuals or groups based on race, ethnicity, gender, sexual orientation, religion, disability, or any other protected characteristic.

Approval or rejection of an exhibit will be provided in writing. Rejections may be appealed by written request to the library director, who will bring the matter before the JCLD Board of Directors. The board will consider the request at the next regular board meeting and will render a decision as to appropriate action. This decision will be final and will be conveyed in writing to the requestor.

The library director has the right to review and/or decline exhibits before or during the scheduled exhibit period. ~~The decision of the library director may be appealed to the Josephine Community Library Board. The decision of the library board will be final.~~

Exhibits will be approved and scheduled as space permits and in designated areas only. The sponsoring group or individual is responsible for creating the exhibit, setting it up according to schedule, and removing it before the next scheduled exhibit.

Josephine Community Library does not endorse the policies or beliefs of an organization or individual by allowing use of library space for an exhibit, and the exhibitor may not make any claims to that effect.

BEFORE THE BOARD OF DIRECTORS
OF THE JOSEPHINE COMMUNITY LIBRARY DISTRICT

In the Matter of Adopting	)	
Policy 3-4-3, Displays and Exhibits, for	)	Resolution No. 2025-030
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 3-4-3, Displays and Exhibits, which is attached hereto and incorporated herein by this reference, is authorized for implementation.

DONE AND DATED this 17th day of April 2025.

_____ _____

Pat Fahey, Board Member Gina Marie Agosta, Board Member

_____ _____

Tina Gotchall, Board Member Rachele Selvig, Board Member

_____

Kelly Robinson, Board Member

Josephine Community Library

Annexation Petitions

April 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 **April** 2025 board meeting for review and action.

	Property Owner	Address
1	Jane Cavallini-Daudet	3181 RIVERBANKS RD
2	Micheal P & Diane R Smith Trustees	1006 CIENEGA LN

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

General Updates

- On January 6, 2025, the Josephine County Board of Commissioners voted to terminate the Grants Pass library lease with 30 days' notice and no prior consultation. From January 6 through March 31, the county did not provide an explanation, indicate what it wanted, offer any lease terms, name a proposed rental rate, or send a termination notice. Despite this lack of communication, the library district responded with transparency and flexibility—offering multiple meeting dates and submitting a formal lease renewal proposal on March 25. As of this report, the county has not provided a substantive response or engaged in direct negotiations. In a message received April 4, County Legal Counsel cited internal uncertainties, the potential relocation of county departments, scheduling conflicts, and the pending sale of the Dimmick campus as reasons for the delay. No resolution is expected before the county's budget process. The county has also introduced the possibility of providing storage for library property if a move becomes necessary.
- To celebrate National Library Week, held April 7–13, the Josephine Community Library Foundation distributed 300 additional "I Love My Library" signs, which were quickly picked up by patrons—supplies are nearly gone again. The library also hosted two community film screenings in partnership with the Grants Pass Friends of the Library. On April 5, *Us As We Are: Regional Libraries* aired followed by a Q&A, with 25 attendees. On April 12, *Free For All: The Public Library* was shown as a Southern Oregon PBS-sponsored pop-up event, with seven in attendance. *Us As We Are* remains available for viewing at sopbs.org.
- For more information about library programs and events, read the March Latest News.

Stories

- **In Grants Pass**, one family returned to the library after a two-month break over the holidays. The parent shared that when she told her children they were going to the library, they jumped with joy and screamed with excitement. They returned again the following day. An elderly patron also visited and expressed appreciation for the library's DVD collection, noting its diversity and affordability. She asked staff to pass along her thanks to whoever curates the collection, saying, "They are doing an awesome job!"
- **In Illinois Valley**, the branch recorded its highest storytime attendance since the renovation of the children's room. During Saturday Storytime, 20 participants—15 children, three adults, and two teens—joined the craft activity, creating their own flying dragons inspired by the branch's unofficial mascot.
- **In Williams**, a new, elderly patron who recently moved to Williams from California to live with her son, expressed surprise and appreciation for the quality of the library in such a small town. She shared that she looked forward to visiting frequently, noting, "I get nervous when I'm down to one book."
- **In Wolf Creek,** the branch served 245 students from Sunny Wolf Charter School and experienced increased use of public internet services during a temporary local Starlink Wi-Fi outage. The branch also welcomed visitors from the nearby campground, including a family who spent the afternoon reading and playing games with their children. The family, who regularly uses Jackson County libraries, commented that the Library of Things display was a

unique and effective way to generate interest. The branch supervisor maintains monthly contact with the campground host to share information about upcoming library events.

Successes

- The new Spanish translation tool is now fully integrated into the library website, improving accessibility for Spanish-speaking patrons.
- Spring Book Box registration is now open. This season's theme, *"Get Your Just Desserts,"* features cookbooks, food-themed titles, and dessert-inspired goodies for teens and tweens.
- Two employees were awarded the Oregon Library Association's EDIA Professional Development Scholarship, totaling approximately $5,700. The funds will reimburse participation in the Leadership Development Forum offered by Centerpoint Leadership Services.
- In partnership with the Illinois Valley Senior Center, the 6-week Computer Basics class launched at the Illinois Valley branch on March 21, 2025. During the first two weeks, the class served a total of 30 participants.

Computer Basics participants receive guidance from tech buddies during the March session.

Challenges

- In Grants Pass, there has been an increase in individuals experiencing houselessness attempting to rest or leave belongings near the library's front entrance. This has occasionally resulted in the book drop being blocked, prompting concerns from a few patrons. In response, staff have posted brightly colored signs requesting that the area remain clear and are monitoring the entrance more closely. The library is actively working with local law enforcement to address the issue. These efforts have led to some improvement.

2024–2027 Strategic Plan Update

Reimagine Library Services

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

- The grants team participated in the Arts and Culture Conversations with Funders event, sharing library priorities and challenges with representatives from Oregon Community Foundation, Oregon Heritage, Oregon Cultural Trust, Oregon Humanities, and the Nonprofit Association of Oregon. Also held a separate meeting with the Roundhouse Foundation to discuss current library needs and opportunities for support.

- The Free Tax Assistance program with Josephine County Volunteer Income Tax Assistance (VITA) continued to be very popular at the Grants Pass branch. Several patrons commented on how they used this service for years and how much they're grateful for the continued partnership with the library. Volunteers for VITA have expressed their thankfulness for their partnership with the library and how gracious we've been in providing a workspace for them.

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

- The attached New Ideas Form is used by volunteers and patrons to propose new events, programs, or projects. It helps encourage input and ensure that ideas align with library goals, allowing time for coordination and review across departments. In addition, the Program/Event Proposal Form, also attached, is required for all programs and completed by staff. It provides a detailed framework to assess alignment with strategic objectives, identify internal support needs, evaluate presenters, and track budget and planning milestones. ***See attached***.
- Summer Reading Program (SRP) planning is underway. This year's theme is Level Up At Your Library. Giveaway books have started to arrive, and key materials—including booklets, bags, weekly sticker incentives, four-week prizes, and promotional posters—have been ordered or received. The SRP t-shirt design is finalized and ready to order; purchase forms are available for staff, volunteers, and board members. The SRP portal will open for pre-registration on June 1, and outreach plans are in progress for school visits and distributing school packets to promote participation.

Summer Reading Program booklet cover page and poster.

- On March 21, the Neighborhood Heroes Dentist Storytime welcomed six children and four adults. Staff from Compassionate Dentistry read a story, led a brushing activity with a puppet, and handed out goody bags with toothbrushes and toothpaste. Children made tooth-themed crowns, and the craft was later offered in the children's area, reaching 30 more participants throughout the week.
- The youth services lead is coordinating a special week-long Día de los Niños (Children's Day) storytime series from April 24–30 at the Grants Pass, Williams, and Illinois Valley branches. This national celebration promotes literacy for children of all cultural and linguistic backgrounds. With support from staff, volunteers, and partners Bridging Communities and the Autism Society of Oregon, the series will feature Spanish, Japanese, ASL, and Sensory Storytimes (for children with autism spectrum disorder). Participating children will receive a

free book and reading incentives while supplies last. Funding for book giveaways was paid for by the library foundation.

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

- The Illinois Valley meeting space was fully booked for the month of April, with meetings, activities, or classes scheduled every open library day. Notably, the Illinois Valley Chamber of Commerce and Travel Oregon hosted an evening presentation and dinner in the space, drawing a successful turnout of 47 attendees.
- As part of ongoing outreach and community engagement efforts, staff participated in Dr. Seuss's Birthday celebration in collaboration with the Growing Together Family Community Center, supporting early literacy and family connections. Engagement also continued with regional partners through participation in the Rogue Valley Broadband Action Team (RVBAT), which focuses on advancing digital literacy and broadband access in Jackson and Josephine counties. Additionally, staff attended the monthly Southern Oregon Networking and Resource (S.O.N.A.R.) meeting, connecting with professionals dedicated to serving the senior community in the Rogue Valley.

<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.

- The youth services lead, associate director, and digital outreach specialist visited four libraries in North Oregon—Wilsonville, Canby, West Linn, and Oregon City—to gather inspiration for early literacy programs and ideas for future library facilities. The team returned with new concepts for enhancing the Sprout a Reader program and other youth initiatives. A storybook walk at Fields Bridge Park in West Linn was a highlight, and the trip offered meaningful connections with colleagues from other library systems. Travel was paid for by a grant from Southern Oregon Early Learning Services.
- The library VolunTEEN program continues to grow stronger. The youth services lead shared program highlights with peer libraries, many of whom expressed interest in learning from our structure and practices. Wilsonville Library requested a copy of our VolunTEEN Handbook. Locally, teen volunteers are demonstrating increased consistency in checking in and showing up on time. With continued mentorship and guidance, we're seeing steady improvement in teen work habits.
- Staff are developing tools to help support VolunTEENs more effectively, including a form for offering written feedback and a tracking spreadsheet to help identify patterns and ensure consistent, supportive communication.

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

- In Grants Pass, planning is underway to clean and sand the iconic book sign on the front lawn. The project will involve volunteers working under supervision, with appropriate safety gear. The book will be repainted by the Artist J and paid for by the library foundation.
- In Williams, branch volunteers revitalized the children's fiction collection by reviewing each title, replacing damaged materials, cleaning books, and adjusting shelving for a more balanced and inviting presentation. These efforts demonstrate a strong sense of shared responsibility and care for the library's collections and spaces.

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

- As part of ongoing efforts to strengthen the roles of staff and volunteers, a new volunteer has been trained to assist with interlibrary loan (ILL) returns, improving workflow and patron service.
- Volunteer engagement continues to grow. The Wolf Creek branch welcomed a new volunteer in March, maintaining its goal of three active volunteers at the rural branch. At the Grants Pass branch, five new volunteers are in various stages of onboarding.

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.

- Technical services staff and new volunteers cleared the backlog of children's materials, including board books, Spanish titles, and graphic novels, making them available for checkout.
- All ABDO youth graphic novels have been cataloged. Lost or damaged youth items were reordered.
- "Book Club in a Bag" has been phased out due to low usage; materials were reallocated to branches, partners, or donated.
- Spanish DVDs were relocated for improved accessibility.
- Youth and teen Spanish collections in Grants Pass were expanded, prompting adjustments to nonfiction shelving. Items were reclassified and relocated based on audience.
- Williams branch volunteers completed a full review and cleaning of the children's fiction collection.
- A new materials review process was implemented, including staff training on identifying series, circulation trends, and core collection materials.

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

- As part of the early literacy grant from Southern Oregon Early Learning Services, the library launched a new incentive program on April 11 for families attending six Sprout a Reader Storytimes. Families registered at the front desk, and after attending six sessions, each participating child received a reward such as a bilingual or English book, an early literacy activity, or a set of storytime props. The program aims to encourage consistent attendance and support early literacy development.

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

- In preparation for the end of support for Windows 10 in October 2025, the library's contracted network services provider has been updating computers across all branches. The final update took place at the Grants Pass branch on March 11. During this process, six computers were found incompatible with the upgrade to Windows 11, and two had additional hard drive issues. Two front desk stations were replaced with updated public computer units from storage, and six staff computers are being replaced with new machines—two have been installed, with the remaining four scheduled for completion in the coming weeks. This replacement process is not expected to impact the technology budget.

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

- The Illinois Valley Library renovation is complete, with all tasks finalized and invoices paid. The block grant administrative closeout is in progress, including finalizing the project plan, milestones, and budget. A budget review, internal project assessment, and archive organization are underway.
- In Grants Pass, with improved weather, volunteers have resumed outdoor maintenance, including trash pickup around library grounds. Bright yellow safety vests were purchased for visibility during these activities.
- In Williams, two new landscape volunteers wood chipped the front triangle around the new tree and planted 40 lavender plants along the parking lot to establish a future hedge. The branch supervisor installed a landscape border and prepared the sprinkler system for soil and grass seed to establish a new lawn behind the Williams branch.

Josephine Community Library

New Ideas Form

Please submit completed form to Partnership Manager a minimum of 90 days in advance of event/program/project to allow sufficient time for review, approval, planning and publicity.

Project Lead (yourself or suggested leader)**:** **Contact Info:**

Project overview (description)**:**

What is the anticipated impact of this project? (Networking, fundraising, patron service):

If project requires funding, provide estimated cost, source of funds, payback/cost recovery plan, and potential earnings:

Describe reciprocity with established partnerships or identify new partner(s):

When and where would this take place?

_____ _____

Submitted By **Date** **Approved By** **Date**

For staff use:

Support required from:

Facilities (setup, special equipment, tech, either at library or offsite):

Volunteers (recruitment, scheduling, training):

Communications (publicity, enews, comm logs, print material, graphic design):

Administration (budget, grants, sponsorship):

Library foundation (donor relations, funding):

Tech services (collection):

Program/Event Proposal

☐Recurring ☐One-time ☐Renewal ☐Change request

Josephine Community Library

Please submit to your direct supervisor, associate director, and communications/partnership manager for initial review. To make changes to program overview, partners, date/time, or budget after staff program approval, please check **change request** at the top of the form, highlight any changed or additional information, and save as a new document with current date. Changes will be sent out to staff for approval.

Name of program/event:

Location: ☐GP ☐IV ☐WM ☐WC

Date of program (*minimum 60-day lead time*):

Age group: ☐Children ☐Teen ☐Adult

Program overview	
Program lead	
Potential partners	
Goal/Objective (desired outcome of program)	
How does this program fulfill strategic objectives and/or initiatives?	

Aligns with core services [check all that apply]:

- ☐ Maintain and circulate a curated and balanced collection of catalogued materials for a wide range of interests and age groups
- ☐ Provide space for library users with trained volunteers/staff/partners
- ☐ Promote childhood literacy
- ☐ Provide digital skills training
- ☐ Encourage lifelong learning for teens and adults

Does the presenter meet the following criteria? [check all that apply]:

- ☐ Do they represent a library partner organization?
- ☐ Are they associated with a known organization?
- ☐ Have they presented in this manner before?
- ☐ Do they have a business website or YouTube?
- ☐ Have they received training or certifications?
- ☐ Can they provide references?

Provide explanation for presenter criteria:

_____

_____

_____

Support needed: Check in with department supervisors to learn about program impact. Record tasks related to this program that each department needs to complete and who is responsible.

*Detailed maintenance/volunteer request forms are required if proposal is approved.

Department	Task	Completed	Responsible	Support	Accepted/Denied | Notes
Business office	Assess grants		Library director	Grant administrator	
	Confirm budget availability		Library director	Associate director	
Communications					
	Design print collateral		Comm coord	Comm manager	
	Press release		Comm manager	Library director	
	Website		Comm coord	Comm manager	
	Social media		Comm coord	Comm manager	
	eNewsletters		Comm coord	Comm manager	
	Post to editorial calendar		Program lead	Comm team	
Partnership					
	Determine partners (if any)		Partnership manager	Library director	
	Partner agreement		Partnership manager	Program lead	
Public Services					
	Confirm partner/presenter availability		Program lead	Partnership manager	
	Reserve space/ set Zoom		Program lead	volunteers	
	Set up meeting space		Department lead	volunteers	
	Set up displays		Department lead	volunteers	
Tech Services					
	Review and order materials		Tech Svcs team	Associate director	
	Catalog and send to branches		Tech Svcs team	Associate director	
	Send carousel info to Comm		Tech Svcs team	Associate director	
Volunteers					
	Comm log entry		Volunteer coordinator	Comm team	
	Schedule hospitality volunteer		Volunteer coordinator	Operations Manager	

Proposed budget: Please detail the projected budget of this program, including proposed funding source.

Detail	Cost	Vendor/Donor/Grant funding	Notes/summary of grant requirements (or attach grant request with relevant details highlighted)
	$		
	$		
Total	$		

Milestones: List major milestones needed to ensure successful project completion.

Date	Milestone description

Risks and constraints: List the possible risks and constraints that could derail the new program or event, such as unforeseen costs, additional staff time needed, marketing challenges or anything else that might affect new program performance to meet outcomes.

Target audience: Define the specific target audience of the program to help. This information is important to help determine who and how to market a program. Be as specific as possible. (EX: seniors, homeschool families, people with middle school age children)

Submitted by: Date: Reviewed by program committee:

Director approval: Date:

Reason, if denied:

TO: **Josephine Community Library District Board of Directors**
FROM: **Kate Lasky, Library Director**
DATE: **April 17, 2025**
SUBJECT: **FY25-26 Budget Committee Recruitment and Budget Meetings**

Budget Committee

JCLD appointed two new Budget Committee members in 2024. All committee member terms are current. See attached Budget Committee roster.

Budget Committee Meetings

The Budget Committee met on April 9, 2025, and approved the proposed budget of $4,706,523 for fiscal year 2025–2026, along with the proposed tax rate of $0.39 per $1,000 of assessed value. A second meeting is not needed.

The next step in the budget process is the public hearing scheduled for May 15, 2025, followed by board adoption of the budget at the June 19, 2025, meeting, prior to the end of the fiscal year.

The revised budget calendar is as follows:

- **April 9, 2025, 5:30 pm** – Budget Committee Meeting
    - Committee elected its chair and adopted ground rules
    - Budget Officer presented the budget message and budget document
    - Public comment was heard
    - The committee approved the FY25–26 budget and tax rate and referred both to the Board of Directors
- **May 15, 2025** – Public hearing and presentation of committee-approved budget to the Board of Directors
- **June 19, 2025** – Board of Directors adopts the FY25–26 budget prior to the end of the fiscal year

At that point, the work of the FY25–26 Budget Committee will be complete.

committee member	board member or appointee	affiliation	term
Gina Marie Agosta Board President	board member	project manager, Asante	2023-2027
Tina Gotchall	board member	co-owner, Wallflour Bakery former owner, Powderhorn Cafe	2023-2027
Pat Fahey	board member	general manager, Sutherlin Sanitary Service	2023-2027
Bill Kohn, MD	appointee	physician, retired	2023-2027
Lawton Lesueur	appointed	owner, Midland Empire Insurance	2023-2027
Jay Meredith, CPA	appointee	CFO, American Mineral Research former finance director, City of Grants Pass	2021-2025
Cassie Robinson, MSA	appointee	director of finance, Club Northwest	2024-2028
Kelly Robinson	board member	office manager, Robinson Orthodontics	2021-2025
Rachel Selvig, JD Board Vice President	board member	partner, Davis, Hearn, Anderson, Selvig	2021-2025
John McCafferty	appointee	IT director, Josephine County, retired	2024-2028

TO: Josephine Community Library District Board of Directors
FROM: Kate Lasky, Library Director
DATE: April 17, 2025
SUBJECT: March 2025 Financial Statement

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

- Included profit and loss budget presentations for both the general fund as well as the enhanced services fund. As the district reports on a modified cash basis of accounting, the enhanced fund represents what has been received and expended and does not reflect grants applied for but not received. Negative net positions on actuals may occur due to delays in beginning cash posting due to audit, and/or monies spent but not yet reimbursed.
- The ending cash for the general fund on the P&L of $1,882,955 does not equal the Balance Sheet net income of $2,993,383. 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 $1,534,906. The total prior year's tax levy income is $41,212.
- Fees collected this fiscal year were $60,443 this includes non-resident card fees, sponsorships, copies, and charges for lost/damaged items.
- JCLD invoiced Josephine Community Library Foundation $3,120 for 52 household sponsorships for the month of March. 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.
- Technical Services, Events at Library, and Administrative Support are over budget for the year but will not impact the bottom line.

Forecast

- The updated forecast in the attached general fund report reflects updated year-end projections based on actuals through March 2025. Revenues—especially tax receipts and interest income—are trending slightly above budget, with total income expected to meet or exceed FY24–25 targets.
- Personnel costs are forecast at $950,000, about $160,000 under budget due to vacancies. Most Materials and Services are within budget, with savings in facilities and equipment offsetting higher costs in special contracts and administration. The district remains on track to finish the year within budget.

Statement of Financial Position (balance sheet)

- The district assets include $149,960 in the district checking account. The Grants Pass maintenance fund totals $23,799 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 $1,465,684, an operations reserve fund of $689,383, and a capital reserve fund of $623,271. Cash Drawers at the four branches total $390.
- The total combined assets of these accounts equal $2,952,487.

Josephine Community Library District
Balance Sheet
As of March 31, 2025

	Mar 31, 25
ASSETS	
Current Assets	
Checking/Savings	
1111 · LGIP - Capital Reserve Fund	623,271
1000 · People's Bank of Commerce	149,960
1010 · People's Bank-Savings	23,799
1100 · General Pool 6000	1,465,684
1110 · LGIP - Operations Reserve Fund	689,383
1150 · Cash Drawers	390
Total Checking/Savings	2,952,487
Other Current Assets	
1310 · JoCo Reserve for Disputed Tax	40,897
Total Other Current Assets	40,897
Total Current Assets	2,993,384
TOTAL ASSETS	**2,993,384**
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	2,952,486
Total Equity	2,952,486
TOTAL LIABILITIES & EQUITY	**2,993,383**

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

	Jul '24 - Mar 25	Budget	$ Over Budget	Forecast
Ordinary Income/Expense				
Income				
4000 · Current Year Tax Receipts	1,534,906	1,588,000	-53,094	1,588,000
4005 · Prior Year Taxes	41,212	40,000	1,212	45,000
4100 · Fees	60,443	60,000	443	65,000
4200 · Interest Income	52,296	45,000	7,296	55,000
4300 · Other Revenues	0	1,000	-1,000	0
4600 · Support of Enhanced Servoces				
4601.1 · Tsfr fr0m GF - Enhanced	0	1,000	-1,000	1,000
Total 4600 · Support of Enhanced Servoces	0	1,000	-1,000	1,000
4999 · Beginning Cash	1,339,445	1,500,000	-160,555	1,339,445
Total Income	3,028,302	3,235,000	-206,698	3,093,445
Gross Profit	3,028,302	3,235,000	-206,698	3,093,445
Expense				
5000 · Personal Services	631,387	1,110,000	-478,613	950,000
6 · Materials and Services				
6.1 · Library Services				
5200 · Collection Development	97,443	175,000	-77,557	175,000
5300 · Technical Services	55,399	50,000	5,399	57,000
6650 · Patron Services and Supplies	2,837	15,000	-12,163	6,000
6660 · Volunteer Support	6,089	8,000	-1,911	9,000
6670 · Events at Library	5,920	5,000	920	7,000
6680 · Communication & Outreach	33,824	45,000	-11,176	45,000
6690 · Special Contracts	113,423	115,000	-1,577	125,000
Total 6.1 · Library Services	314,935	413,000	-98,065	424,000
6.2 · Maintenance and repairs				
5400 · Building Improvements	0	10,000	-10,000	1,000
5500 · Facilities & Equipment	48,125	82,000	-33,875	55,000
5600 · Computer Maintenance	7,999	42,000	-34,001	15,000
Total 6.2 · Maintenance and repairs	56,124	134,000	-77,876	71,000
6.3 · Administration				
5700 · Insurance	18,101	25,000	-6,899	25,000
5800 · Travel & Training	24,327	30,000	-5,673	30,000
6630 · Election	0	1,000	-1,000	0
6640 · Auditor	14,050	20,000	-5,950	20,000
6699 · Legal Administration	7,296	8,000	-704	10,000
6700 · Administrative Support	24,161	20,000	4,161	30,000
6800 · Telecommunications	7,997	25,000	-17,003	15,000
6850 · Utilities	41,969	51,500	-9,531	51,500
Total 6.3 · Administration	137,901	180,500	-42,599	181,500
Total 6 · Materials and Services	508,960	727,500	-218,540	676,500
8.1 · Transfers				
8000 · Transfers & Contingency	5,000	277,800	-272,800	277,800
Total 8.1 · Transfers	5,000	277,800	-272,800	277,800
8.2 · Enhanced Services Support				
8006.1 · Enhanced Services Support	0	1,000	-1,000	1,000
Total 8.2 · Enhanced Services Support	0	1,000	-1,000	1,000
8010 · Contingencies	0	325,000	-325,000	325,000
Total Expense	1,145,347	2,441,300	-1,295,953	2,230,300
Ending Cash	1,882,955	793,700	1,089,255	863,145
Ending Cash	**1,882,955**	**793,700**	**1,089,255**	**863,145**

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

	Jul '24 - Mar 25	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4050 · Grant Revenue				
4050B · Enhanced Services Budget	0	336,300	-336,300	0%
4075 · State of Oregon	37,017			
4085 · Foundations	81,374			
4095 · New Projects	1,695			
Total 4050 · Grant Revenue	120,086	336,300	-216,214	36%
4999 · Beginning Cash	0	10,000	-10,000	0%
Total Income	120,086	346,300	-226,214	35%
Gross Profit	120,086	346,300	-226,214	35%
Expense				
5000 · Personal Services	47,256	50,000	-2,744	95%
6 · Materials and Services				
6.1 · Library Services				
5200 · Collection Development	18,899			
6.1 B · L8brary Srvcs Enhanced Budget	0	20,000	-20,000	0%
6650 · Patron Services and Supplies	1,382			
6670 · Events at Library	17,453			
6680 · Communication & Outreach	2,242			
6690 · Special Contracts	3,571			
Total 6.1 · Library Services	43,547	20,000	23,547	218%
6.2 · Maintenance and repairs				
5400 · Building Improvements	268	0	268	100%
5500 · Facilities & Equipment	24,866			
5600 · Computer Maintenance	3,356	50,000	-46,644	7%
Total 6.2 · Maintenance and repairs	28,490	50,000	-21,510	57%
6.3 · Administration				
6699 · Legal Administration	825			
6700 · Administrative Support	29			
6850 · Utilities	2,094			
Total 6.3 · Administration	2,948			
6.4 · New Projects Budget	0	210,000	-210,000	0%
Total 6 · Materials and Services	74,985	280,000	-205,015	27%
Total Expense	122,241	330,000	-207,759	37%
Ending Cash	-2,155	16,300	-18,455	-13%
Ending Cash	**-2,155**	**16,300**	**-18,455**	**-13%**

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

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

First Reading: Revision Policy 2-1 Accounting System

Changes to this policy streamline and clarify language, update terminology, and better reflect the functions of the district's accounting system. Edits emphasize accountability, compliance with Oregon Budget Law, and proper retention of financial data.

First Reading: Revision Policy 2-2 Control Policies and Procedures

This revision adds detail to existing internal controls, including more specific language about transaction documentation, financial system access, and payroll oversight. New provisions reinforce separation of duties, periodic inventory review, and annual audit requirements. A revised clause requires financial staff to spend a minimum of five consecutive business days per year away from their duties to support fraud prevention and operational transparency.

Policy 2-1. Accounting System

Adopted 10/19/2017

The accounting system of Josephine Community Library District (JCLD) shall- ensure transparency, accuracy, accountability, and compliance with applicable state laws and public financial reporting standards.~~be designed specifically to~~:

1. Assemble information on all finance-related transactions and events.
2. Provide the ability to analyze all data collected.
3. Classify data according to the chart of accounts.
4. Record data in the appropriate books of accounts.
5. Report data to management and outside parties in an appropriate format and in a timely manner.
6. Maintain accountability of assets.
7. Retain data according to the State of Oregon's retention schedule for special districts.

The accounting system shall include journals and ledgers with sufficient detail to produce reports in accordance with generally accepted accounting principles for Oregon municipal corporations and in accordance with Oregon Budget Law.

The Library Director or designee shall ensure financial operations follow sound internal controls and support responsible stewardship of public funds.

Policy 2-2. Control Policies and Procedures

Adopted 10/19/2017

Josephine Community Library District (JCLD) the following ~~follows these~~ internal control policies and procedures to ensure a secure, transparent, and ~~control and an~~ effective accounting system, in compliance with Oregon Revised Statutes (ORS), Oregon Administrative Rules (OAR), and best practices for public entities:

1. All financial transactions shall conform to standard accounting procedures and applicable Oregon ~~Revised Statutes and Administrative Regulations (ORS).~~laws and regulations.
2. All transactions ~~are authorized properly~~must be properly authorized, documented, and reviewed prior to execution.
3. Duties are segregated. As much as is practical, no single individual should be able to perform these three duties:
    a. authorize a transaction,
    b. record the transaction in the accounting system, and
    c. take custody of the assets resulting from the transaction.
4. Accounting records shall be accurate, complete, and maintained in a manner that supports transparency and audit readiness. ~~and documentation are designed and maintained properly.~~
5. Documentation supporting financial transactions shall be properly designed, retained, and filed.
5. Physical and digital access to financial systems and records shall be limited to authorized personnel and safeguarded through appropriate controls. ~~Access to assets and records is controlled.~~
6. Financial data shall be reviewed regularly and compared to source records by individuals who are independent of those authorizing and recording transactions. ~~Accounting data is reviewed periodically and compared to underlying records by persons independent of the custodians of accounting records and persons who approve transactions.~~
7. All financial records are retained and secured in accordance with ORS and the district's Record Retention Policy.
8. Records no longer required to be retained are destroyed securely in accordance with district policy.
9. Payroll records and processing shall be reviewed on a scheduled basis to ensure accuracy, proper authorization, and compliance with wage and hour laws. ~~are reviewed periodically~~.
10. Physical assets are reviewed periodically and an inventory is maintained to ensure accountability and proper stewardship.
11. The library director shall submit the prior month's financial report to the Board of Directors with the packet for the regular monthly meeting.

12. Financial computer systems shall be maintained in a secure environment, accessed only by documented/authorized personnel, and regularly maintained to prevent data loss.
13. An independent annual financial audit shall be conducted in accordance with Oregon law and in alignment with GFOA's *Governmental Accounting, Auditing, and Financial Reporting* (GAAFR) guidelines for entities using the cash basis of accounting.~~Annual audits shall be performed in compliance with ORS and generally accepted accounting principles (GAAP) for governmental entities.~~
14. The library director and any other staff significantly involved in district financial procedures shall be required to spend a minimum of five consecutive business days per year away from their duties and with no access to the accounting system. This supports fraud prevention and operational transparency.