Josephine Community Library District

Board of Directors Regular Meeting

Wednesday, June 18, 2025 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	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. May 15 Board Meeting minutes b. Resolution 2025-035: Policy 2-3 c. Resolution 2025-036: GEF Grant 3. Public comment 4. Correspondence 5. Annexation petition review: Steven & Dawn Welch, Patricia Duttweiler & Stephanie Porter, and Raymond & Denise Terrell	Motion	G.M. Agosta	5 min
Staff Reports 1. Library director's report 2. Financial report	Report Report	K. Lasky K. Lasky	10 min 5 min
Action Items 1. Finance Policy: Credit Cards 2. Finance Policy: Charging Lockers for Phones	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	J. Christensen Fahey/Robinson	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
Adjourn		G.M. Agosta	

Date and Time	Upcoming Meetings and Events
July 17, 5:30pm	District Board Meeting, Wolf Creek branch

Josephine Community Library District
Regular Board Meeting Minutes
Thursday, May 15, 2025, at 5:30 pm
Grants Pass branch | 200 NW C Street

Members present: Gina Marie Agosta, Pat Fahey, Kelly Robinson, Tina Gotchall, Rachele Selvig
Members absent:
Staff present: Library Director Kate Lasky, Communications and Partnership Manager Brandace Rojo, Associate Director Michelle Rosenberger
Contractors: none
Partner: Josephine Community Library Foundation Executive Director Rebecca Stoltz, Josephine Community Library Foundation Liaison

CALL TO ORDER. Ms. Agosta called the meeting to order at 5:32 pm.

STANDING ITEMS
Approval of agenda. No changes were made to the agenda.
Approval of consent agenda. Consent agenda items included:

a. March 20 Board Meeting minutes
b. April 9 Budget Committee minutes
c. Resolution 2025-030: Policy 3-4-3

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

Public comment. none
Correspondence. none

Annexation petition review. The board of directors reviewed annexation petitions from Malcolm & Tommi Drake, Susan Orris & Ferron Mayfield
***Motion*:** Ms. Robinson moved to endorse an annexation petition from Malcolm & Tommi Drake, Susan Orris & Ferron Mayfield.
Ms. Gotchall seconded.
Approved by Ms. Agosta
Approved by Mr. Fahey

STAFF REPORTS
Library director's report. Ms. Lasky referred to the Library Director's Report dated May 15, 2025, highlighting the following items:

Financial report. Ms. Lasky reviewed the April 2025 Financial Statement memo dated May 15, 2025. She also referred to the Profit & Loss Budget vs. Actual–General Fund statement

through April 30, 2025, and the Balance Sheet as of April 30, 2025. These reports include a forecast.

ACTION ITEMS

FY25-26 Budget Hearing. The board referenced the FY 2025-26 Budget Message and FY26 Budget approved by the JCLD Budget Committee on April 9, 2024.
Ms. Agosta opened the Budget Hearing at 6:14 pm
Ms. Agosta closed the Budget Hearing at 6:27 pm

FY25-26 Budget and Appropriations. Ms. Agosta invited board discussion of the FY26 budget.
Motion: Ms. Samson moved to approve Resolution 2024-035 to adopt the FY26 budget as it has been adjusted with corrected totals for $5,395,311 and make appropriations for FY25.
Ms. Robinson seconded.
Approved by Ms. Agosta
Approved by Ms. Gotchall

FY25-26 Tax Rate. Ms. Agosta invited board discussion of the FY25 tax rate.
Motion: Mr. Fahey moved to approve Resolution 2024-036 to levy the ad valorem property tax rate of 39 cents per $1,000 assessed property value for FY26.
Ms. Robinson seconded.
Approved by Ms. Agosta
Approved by Ms. Gotchall

BOARD MEMBER REPORTS

Library Foundation liaison report.

- Sara Katz reported on library foundation activities, including status of fundraising drive.

Facilities Oversight Task Force.

- FOTF liaisons reported on status of capital improvement projects, including projects mentioned in the FOTF Memo.

ANNOUNCEMENTS

Comments from board members. none
Date and agenda items for next meeting.
The next regular board meeting will be at 5:30 pm on Wednesday, June 18.

ADJOURNMENT

The board meeting adjourned at 7:13pm.
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: June 17, 2025
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.

Second Reading: Revision Policy 2-3 Cash and Purchasing

This revision clarifies language, ensures consistency in terminology, and improves readability across Policy 2-3. It streamlines approval thresholds without changing the intent or scope of the original policy.

Policy 2-3. Cash and Purchasing

Revised ~~2/15/2023~~X/X/XXXX

Josephine Community Library District (JCLD) shall follow these specific policies and procedures for cash handling and purchasing.

1. **Cash disbursement**
    a. Check-signing authority is limited to the library director, board president, board vice-president, and one ~~other~~ additional board member.
    b. Two authorized signatures are required on each check.
        i. Some regularly recurring bills and payments may be paid electronically by the library director or designee.
        ii. ~~Bills and payments authorized to be paid electronically shall be established~~Electronic payments must be authorized by a board resolution.
        iii. Invoices must be retained and reviewed by the board president or vice president.
        iv. All electronic transactions will receive second-signer approval.
        v. Procedures to ~~that will~~ ensure that acceptable internal controls ~~procedures~~ over disbursements ~~is maintained to the extent practicable will~~ shall be adopted by management and reported to the board.
    c. Authorization ~~of~~ for payment is required ~~by~~ from the library director or designee.
    d. Original invoices shall be attached to checks before signing.
    e. Pre-signing ~~any~~ of checks is strictly prohibited.
    f. Blank checks are prohibited.
    g. Checks ~~shall~~ must be numbered sequentially.
    h. ~~The c~~Check stock shall ~~contain~~ include security safeguards to prevent fraud.
    i. ~~The c~~Check stock shall be secured~~,~~ and use ~~shall be~~ documented.
    j. Voided checks ~~shall~~ must be defaced and retained in the district's financial records.
    k. Use of ~~S~~signature stamps ~~are~~ is prohibited.
2. **Cash handling**
    a. Daily cash counts shall be ~~performed~~conducted.
    b. Deposits shall be ~~performed~~ made weekly or when cash to be deposited exceeds $1,000, whichever ~~comes~~ occurs first. ~~More frequent deposits may be required by the library director as circumstances require~~The library director may require more frequent deposits as needed.
    c. Cash till control and reconciliation shall be standard policy.

3. **Bank account reconciliation**
   Management shall review bank account reconciliations monthly. Reconciliations will use a proof of cash format (or similar) that reconciles all debit and credit differences between the bank account and the district's general ledger.
4. **Surplus funds**
   Available surplus funds may be invested according to Oregon Revised Statutes (ORS) with the primary consideration being the security of public funds. The primary disbursement bank account balance will be maintained at a level necessary to ~~pay disbursements for the ensuing two weeks~~ cover the next month of disbursements. All surplus funds will be kept in the district's account in the Oregon State Treasurer's Local Government Investment Pool (LGIP) until the district board adopts a separate policy approved by the Oregon State Treasurer's Short Term Fund Board. ~~a separate policy, approved by the Oregon State Treasurer's Short Term Fund Board, is adopted by the district board~~.
5. **Banking**
   Banking shall be conducted according to ORS and applicable accounting practices.
6. **Purchasing**
   a. Original invoices shall be required for all purchases.
   b. Employees of the district shall not serve as independent contractors to the district.
   c. Employees of the district shall not accept compensation or gifts from outside entities while ~~consideration from an outside entity~~ while performing district duties.
7. **Expenditures approval**
   The Board of Directors shall approve all expenditures for supplies, materials, equipment, or any contract obligating the district in excess of $50,000 with the following exceptions:
   a. Purchase of emergency services or materials which cannot be delayed until the next board meeting but exceed $50,000. Such purchases must be approved by the board president and comply with ORS.
   b. Payments of monthly statements from board-approved vendors, composed of individual invoices not exceeding $50,000, incurred while conducting regular library business such as purchasing collection materials, ~~or~~ office supplies, or ~~paying~~ credit statements.
   c. Regular payments on contracts ~~and/~~or projects ~~that have been~~ pre-approved by the Board of Directors.

The library director shall authorize all expenditures or contracts up to $50,000 ~~except~~ excluding contracts for legal services.

Total expenditures within a budgetary fund category (for example, Materials and Services) may not exceed the budgeted allocation of that category without prior ~~approval of the Board of Directors~~board approval.

BEFORE THE BOARD OF DIRECTORS
OF THE JOSEPHINE COMMUNITY LIBRARY DISTRICT

In the Matter of Adopting	)	
Policy 2-3, Cash and Purchasing, for	)	Resolution No. 2025-035
Josephine Community Library District	)	

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

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves

The revised Finance Policy 2-3, Cash and Purchasing, which is attached hereto and incorporated herein by this reference, is authorized for implementation.

DONE AND DATED this 18th day of June 2025.

_____	_____
Pat Fahey, Board Member	Gina Marie Agosta, Board Member
_____	_____
Tina Gotchall, Board Member	Rachele Selvig, Board Member
_____	
Kelly Robinson, Board Member	

BEFORE THE BOARD OF DIRECTORS
OF THE JOSEPHINE COMMUNITY LIBRARY DISTRICT

In the Matter of Authorizing Expenditure of a Gordon Elwood Foundation Grant Offered to Josephine Community Library District	)))	Resolution No. 2025-036

WHEREAS, the Josephine Community Library District Board of Directors adopted its fiscal year 2024-25 budget on May 15, 2024 and its fiscal year 2025-26 budget on May 15, 2025; and

WHEREAS, since the dates of budget adoption, JCLD has received a $1,500 grant from the Gordon Elwood Foundation for the Baby's First Book program; and

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

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves

The $1,500 grant from the Gordon Elwood Foundation is authorized for expenditure in the 2024-25 and 2025-26 fiscal years for the specific purpose of expansion of the library's Baby's First Book program.

DONE AND DATED this 18th day of June 2025.

_____
Pat Fahey, Board Member

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Gina Marie Agosta, Board Member

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Tina Gotchall, Board Member

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Rachele Selvig, Board Member

_____
Kelly Robinson, Board Member

Josephine Community Library

Annexation Petitions

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

	Property Owner	Address
1	Steven & Dawn Welch	1863 WETHERBEE DR
2	Patricia Duttweiler & Stephanie Porter	4664 GALICE RD
3	Raymond & Denise Terrel	234 WILD PARK LN

TO: Josephine Community Library District Board of Directors
FROM: Kate Lasky, Library Director
DATE: June 18, 2025
SUBJECT: Library director's report

Action

- Library director requests the board approve an increase in the district's monthly health care contribution per eligible employee from $800 to $850. This adjustment will ensure the district can cover the full cost of single-employee health insurance and dental coverage, aligning with 2025 rates for medical and dental plans.
  The projected annual increase of approximately $9,000 will be absorbed through savings from low staffing levels at the start of the fiscal year. This investment maintains competitive benefits, supports recruitment and retention, and aligns with the district's commitment to employee well-being.

General Updates

- The library launched the 2025 Summer Reading Program, *Level Up at Your Library*, on June 14. This signature program spans all four branches and includes more than 50 free events designed to serve 10,000 residents. Participants track minutes read, earn raffle entries, and take part in activities through August 9.
- Given uncertainty about future federal funding for the Institute for Museum and Library Services, the State Library of Oregon has received its full FY2025 LSTA award, ensuring continued support for statewide services through June 2026, including the Gale database subscription. The $2.6 million award secures access to resources such as Answerland, the Oregon Library Staff Academy (Niche Academy), Oregon School Library Information System (OSLIS), Northwest Digital Heritage, and iREAD summer reading programs. It also funds 12 State Library staff positions and several statewide initiatives, including the Oregon Digital Library Consortium, Oregon Battle of the Books, and REFORMA Oregon projects. Although funding beyond June 2026 remains in question, this award allows essential services to continue while contingency planning for FY2027 is underway.
- The library district continues to pursue a five-year lease extension for the Grants Pass branch at $1 per year, with an option for an additional five years. The goal is to secure long-term stability for library services in alignment with the County Charter, which outlines the county's role in supporting and maintaining public libraries.
  Most recently, on June 10, the library director and legal counsel met with Commissioner Barnett to continue lease negotiations. On June 3, the director met with Commissioner Smith to provide an information handout about the library system (see attached handout Setting the Record Straight: Lease, Legal Duty, and Taxpayer Fairness).
  The first official lease negotiation meeting after the county authorized Commissioner Barnett to negotiate took place on May 21 at the Grants Pass library with legal counsel, the library director, and Commissioner Barnett. These meetings follow the May 6 BCC session, where Commissioner Barnett was authorized to negotiate directly with the district.
  This effort follows a prolonged period of limited response from the county. On January 6, the Board of Commissioners voted to terminate the Grants Pass library lease with 30 days' notice and no prior consultation. Between January and March, the county did not offer any lease terms, rental rate, or explanation. A March 13 meeting was scheduled but did not proceed as planned, and the district is still awaiting confirmation for a rescheduled date. The

district continued to engage in good faith, offering multiple meeting dates and submitting a formal lease proposal on March 25. On February 11, library representatives participated in the commissioners' Legal Counsel Update session, during which the lease termination was discussed publicly.

As of this report, the county has not provided a formal lease proposal. On April 4, County Legal Counsel cited internal uncertainties, the pending sale of the Dimmick campus, and scheduling conflicts as reasons for delay. No resolution is expected until after the county's budget process, which ends June 30. The county has also raised the possibility of offering storage space if a move becomes necessary. The library board will review any formal proposal once received.

Stories and Successes

- **In Grants Pass**, a patron stopped a staff member to let them know how thankful they were that we make the library a safe environment for patrons to come and that when a scary situation happens, we handle it in a calm and professional manner.

  A grandmother shared that her children, now over 40, still remember the joy of the Summer Reading Program and the positive impact it had on their early reading years. She visited the library seeking information about this year's program and resources to support her first-grade grandchild, who is struggling to read, knowing the library could help.
- **In Illinois Valley,** the branch has returned to pre-COVID volunteer and teen volunteer hours, with new volunteers added to the schedule weekly by the branch services manager.
- **In Williams**, the branch manager shared that her second favorite part of school being out for the summer is how quickly kids get bored and end up at the library! The first day of summer vacation was filled with meetups and kids asking if she'd seen their friends. She observed at least 10 tweens and teens arriving at the Williams branch to connect and hang out.

  A community member needing several hours of professional development for her job came to the library seeking help. She was surprised and delighted to learn she could borrow a laptop and use a quiet space with Wi-Fi to attend classes and complete her tests.
- **In Wolf Creek,** the branch's partnership with Sunny Wolf Charter School (SWCS) continued to thrive, especially around book returns — students returned more books this year than last. The branch also had the highest number of entries in the Unofficial Battle of the Books raffle with two SWCS 3rd graders winning prizes.

Challenges

- In recent weeks, the Grants Pass branch staff have responded to an increase in individuals camping near the front entrance, some of whom were observed on security cameras engaging in prohibited behavior, including drug use. In accordance with the library's conduct policy, those involved — both regular patrons — have been suspended and trespassed. The library continues to work closely with local law enforcement to ensure a safe, welcoming environment for all patrons and staff. The Grants Pass Police Department's non-emergency line has been used more frequently to support enforcement. While camping on library property has decreased, some instances of trash and obstruction remain. Staff remain committed to maintaining a clean and respectful environment and will continue monitoring and enforcement efforts to uphold the conduct policy and ensure the library remains a safe space for everyone.
- Overnight camping, parking, and sleeping on library property outside operating hours continue to present challenges at the Illinois Valley branch. To address these concerns and improve safety, the library is working with ZCS Architecture and Engineering and will use grant funding to implement security upgrades. The foundation is contracting with a fencing

company to install additional wrought iron fencing and a removable pylon system to close off the parking lot when the library is closed. The project is funded through a combination of grant funds and crowdfunding and is intended to maintain a safe, welcoming environment for patrons and staff.

2024–2027 Strategic Plan Update

Reimagine Library Services

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

- For the Illinois Valley Library renovation, the Community Development Block Grant administrative close letter has been received from Business Oregon. All block grant activity is now complete.
- Submitted the Oregon Digital Equity Program (ODEP) grant proposal for $774,332 that could fund the Computer Basics program for four years. Will hear result by September.
- The library partnered with UScellular to offer a "Welcome to Smartphones" program, which drew 18 participants and received overwhelmingly positive feedback. Most attendees reported learning something new, feeling more confident, and intending to apply what they learned. The program was especially appreciated for its hands-on support and approachable instruction. Based on its success, UScellular is committed to expanding the program to rural branches. Suggestions for improvement included providing handouts, slowing the pace, and offering additional in-depth classes on smartphones and computers.
- The library continued its partnership with WorkSource, offering two single-session workshops with a total of 11 participants. Staff also provided one-on-one digital skills training sessions at the library.

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

- Hosted the state coordinator of Dolly Parton's Imagination Library for a tour of the Grants Pass branch. To date, 5,681 children in Josephine County have participated in the program, with more than 166,017 books mailed to local families.
- Sensory kits were delivered to the Wolf Creek, Williams, and Illinois Valley branches by the youth services lead to support children with autism and other sensory needs. Donated by Bridging Communities, the kits include fidgets, noise-canceling headphones, playdough, a cooling towel, and a community resource. They are free for patrons to keep and have been a valuable resource at the Grants Pass branch. Branches can request additional kits as needed.
- The *Food for Thought: Fresh from the Library* food truck program launched in June, offering library card holders 10% off meals and a custom library sticker at participating trucks through August, while supplies last. Led by Blaze-N-Monkeys, the program includes partners like 541 Fusion, Chunna's Food Stop, Grip-N-Grub, Mad Dawgs, My Island Kitchen, Scoop-N-Sips, Soulwise Coffee, and The Food Lab. The goal is to raise awareness about library services, promote the Summer Reading Program, and encourage new library card sign-ups.
- In May and early June, library staff conducted outreach at several community events, connecting with hundreds of families and individuals across the county. Staff connected with hundreds of families at community events throughout the county, including schools, housing sites, and health fairs

- In partnership with Visit Grants Pass, Grants Pass Welcome Center, City of Grants Pass Parks and Recreation, and Grants Pass School District 7, and 16 downtown Grants Pass businesses have signed up to participate in the Summer Reading Program Storybook Walk downtown. This year, participants can get a special dragon sticker at the Welcome Center while picking up a walking map.

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

- The irrigation in the Williams new landscaping areas is complete and working perfectly saving staff and volunteers time and keeping the landscape looking healthy. Williams branch patrons who are florists and landscapers in their professional lives, donated deer resistant plants from their garden and expertise for the new Williams planters.
- The Grants Pass branch hosted two class visits from St. Anne's Catholic School, welcoming 31 students in kindergarten through 3rd grade. Eighteen students signed up for library cards. Each child learned how to look up books and went home with a bookmark and Summer Reading Program information.

<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.

- A new public services assistant position will be added at the Grants Pass branch to strengthen service delivery and support growing community needs. Reporting to the operations manager, this role will provide flexible support across outreach, children's, teen, and adult public services. The job will be posted in mid-July with a planned hire in early August. As part of this update, the organizational chart has been revised so that the youth services lead will now oversee teen services and the Teen Advisory Board in addition to children's programming. This position is planned and within budget.
- All library branches will be closed on Tuesday, August 27 for an all-staff in-service training. The day will focus on safety and security, technology, customer service, and team building to better serve our community.
- Library Director was honored as the 2025 Community Woman of the Year by the Zonta Club of Grants Pass at their annual awards dinner on June 12, recognizing her leadership and service to the community.

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

- A Project Youth+ intern completed his placement in the communications department, gaining experience in graphic design, content creation, social media, MailChimp, and basic website maintenance. A former 2024 intern also visited to share that she will attend Oregon State University as a creative writing major on full scholarship. She expressed gratitude for her time at the library and the support of staff and volunteers.
- Volunteers at the Williams branch completed landscaping projects this month, filling new planters and spreading woodchips around the kiosk, bike rack, and septic area.
- Staff from multiple departments collaborated to curate a Pride Month display featuring books and movies by LGBTQIA+ creators. The display includes items from both the children's and adult collections and is located near the round tables in the main library.
- Volunteers at all branches, including teen volunteers, have been trained on Summer Reading Program registration and are supporting one another to assist patrons effectively.

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

- Volunteers from the Edward Jones Day of Giving crew visited the Grants Pass branch to work on the library grounds. They trimmed hedges, pruned, planted, and cleared yard debris and trash. Several patrons and volunteers commented that the landscaping looks better than it has in a long time.
- In May, three new volunteers and seven new teen volunteers joined the Grants Pass branch, along with three new volunteers in Cave Junction and one in Williams. A Spring Teen Volunteer Orientation was held in Grants Pass to onboard the new participants.
- Volunteers received training to support Summer Reading Program registration as part of a retention strategy

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.

- Collection development, a core public library service, continued across branches this month. Twenty local author books were added to the collection, and the 2025–26 Josephine County Proposed Budget was cataloged into the Oregon Collection. Illinois Valley High School yearbooks from 1977 to 2023 were also added to the Oregon Collection at the Illinois Valley branch. Spine labels are being updated systemwide to improve item accessibility for patrons. In Wolf Creek, select adult and young adult materials were weeded due to space limitations, with items reassigned or used to replace worn copies in Grants Pass. Nine new Library of Things kits were added to the children's collection, funded by a grant from Southern Oregon Early Learning Services. Additionally, the youth services lead and associate director are exploring the purchase of Tonies characters tailored for early readers to expand offerings for younger patrons.

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

- Received a $1,500 grant from Gordon Elwood Foundation for the Baby's First Book program, which started in 2014 as a partnership with Asante Three Rivers Medical Center in Grants Pass. As part of the new parents' gift package, this program provides a free book to every baby born at the Family Birth Center. Through this program, each year approximately 800 newborns and their families receive a free book and library information — beginning the children's reading journey from day one.
- Using SOELS funds, the library hosted a 90-minute virtual storytime training on May 5, 2025. Led by an online trainer, the session was attended by four staff members, six volunteers—including one from the Illinois Valley branch—and two representatives from other SOELS-funded organizations. A recording of the session is available to the library for one year. The Illinois Valley branch services manager and a storytime volunteer who participated were inspired to launch a new interactive storytime with craft time, now held Saturdays at the Illinois Valley branch.
- The Sprout A Reader Incentive Program has successfully increased repeat attendance, with 40 children currently participating.
- As the school year wrapped up, participation from Sunny Wolf Charter School increased compared to last year. In May, the Wolf Creek branch served 235 SWCS students, and spring

book box registration was the highest at this location. The K-9 Reading Buddies program also had a strong showing, with five children and three adults attending the May session.

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.

- A new BearFest sculpture, *Beary Tales*, was installed near the C Street entrance of the Grants Pass library in early June. Designed by local artist Kel Letvenchuck and sponsored by Evergreen Federal Bank, the sculpture features two baby bears reading together and celebrates early literacy. A ribbon-cutting ceremony, in partnership with the Grants Pass & Josephine County Chamber of Commerce, was scheduled for June 18. Patrons and volunteers have already shared how much they enjoy the newest addition to the library grounds.
- Submitted the Safety & Security Grant report to Special Districts Association of Oregon (SDAO) for its $1,695 matching grant for the Grants Pass Library security system upgrade, in which the eight-camera system was expanded to a 12-camera system in January. The upgraded system allows the library to access safety information immediately and to provide details to public safety personnel when needed.
- Fire safety systems were maintained and upgraded across branches.
- The iconic book sign on the Grants Pass library lawn has been fully restored by a local artist with support from the library foundation, volunteers, and the volunteer coordinator. Both the front and interior were cleaned, sanded, and repainted. The interior now features the phrase "Once upon a time, a community loved a library" in both English and Spanish. A few patrons have already shared their appreciation, noting how meaningful it is to see both languages represented.

Restored book sign now features English and Spanish, celebrating community and literacy.

Josephine Community Library District
Setting the Record Straight: Lease, Legal Duty, and Taxpayer Fairness

The Library Funded the County—But Receives No Financial Support
When Measure 50 passed, $0.33 per $1,000 meant for the Library was rolled into the County's permanent tax rate. That levy now makes up 56% of the County's tax base—yet the County closed the Library in 2007 and no longer funds it.

The Law Still Applies
Section 14.5 of the Josephine County Charter requires the County to support and maintain the main Library and branches—regardless of who operates them. This obligation remains.
(Neither the YMCA nor Options, two local organizations that have similar leases, are required by Charter.)

Public Service
The Library pays its own utilities and runs on $700,000+ in volunteer labor. With 26,000+ cardholders—one in four residents—it supports students, job seekers, families, and businesses. Disrupting service threatens the community and wastes public investment. A public Library is not a commercial tenant and a $1-year lease keeps limited funds focused on services—not rent.

Public Investment
Since the County closed the library in 2007, the Library has invested $500,000+ in Grants Pass upgrades. Taxpayers built it. The County closed it. The people brought it back. Now the County wants them to pay again.

Government or Nonprofit
The Library District is a government agency delivering services. The Library Foundation—a separate nonprofit with its own board—raises private funds for building projects. Taxpayers are paying for operations.

Building Ownership
- **Wolf Creek & Williams:** Built and owned by the Library Foundation—not the County.
- **Illinois Valley:** Transferred from the County to the District in 2017.
- **Grants Pass:** The only County-owned building—the County's only support for the Library.

The Library Wants to Stay
The District has no alternate location. The January 6 lease termination vote happened without notice. A 5-year lease is critical to maintain service during planning and construction of a new Library—still two years out.

Committed to Collaboration
The District is ready to negotiate a renewal of the lease beginning January 1, 2026. But major repairs like roofing and HVAC remain the County's legal responsibility under the current lease—and have long been deferred.

TO: Josephine Community Library District Board of Directors
FROM: Kate Lasky, Library Director
DATE: June 18, 2025
SUBJECT: May 2025 Financial Statement

Action

- Employee health plans (medical, dental & vision) renew July 1, 2025. Due to increased costs this year, the current employer contribution of $800 is insufficient to cover employee only benefits for medical and dental. Board to vote on increasing benefit to $850 for each qualifying employee.

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 $1,404,217 does not equal the Balance Sheet net income of $2,774,126. 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 $1,554,788. The total prior year's tax levy income is $45,566.
- Fees collected this fiscal year were $73,828 this includes non-resident card fees, sponsorships, copies, and charges for lost/damaged items.
- JCLD invoiced Josephine Community Library Foundation $2,580 for 43 household sponsorships for the month of May. 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, Special Contracts, 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 May 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 $910,000, about $200,000 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 $85,818 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 $1,300,458, an operations reserve fund of $694,693, and a capital reserve fund of $628,072. Cash Drawers at the four branches total $390.
- The total combined assets of these accounts equal $2,733,320.

Budget Status

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

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

	Jul '24 - May 25	Budget	$ Over Budget	Forecast
Ordinary Income/Expense				
Income				
4000 · Current Year Tax Receipts	1,554,788	1,588,000	-33,212	1,588,000
4005 · Prior Year Taxes	45,566	40,000	5,566	46,000
4100 · Fees	73,828	60,000	13,828	75,000
4200 · Interest Income	62,835	45,000	17,835	65,000
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	3,076,462	3,235,000	-158,538	3,114,445
Gross Profit	3,076,462	3,235,000	-158,538	3,114,445
Expense				
5000 · Personal Services	805,728	1,110,000	-304,272	900,000
6 · Materials and Services				
6.1 · Library Services				
5200 · Collection Development	115,579	175,000	-59,421	150,000
5300 · Technical Services	59,268	50,000	9,268	60,000
6650 · Patron Services and Supplies	2,940	15,000	-12,060	5,000
6660 · Volunteer Support	7,065	8,000	-935	9,000
6670 · Events at Library	7,370	5,000	2,370	8,000
6680 · Communication & Outreach	42,684	45,000	-2,316	45,000
6690 · Special Contracts	135,078	115,000	20,078	145,000
Total 6.1 · Library Services	369,984	413,000	-43,016	422,000
6.2 · Maintenance and repairs				
5400 · Building Improvements	0	10,000	-10,000	1,000
5500 · Facilities & Equipment	51,981	82,000	-30,019	55,000
5600 · Computer Maintenance	15,186	42,000	-26,814	17,000
Total 6.2 · Maintenance and repairs	67,167	134,000	-66,833	73,000
6.3 · Administration				
5700 · Insurance	18,101	25,000	-6,899	25,000
5800 · Travel & Training	20,027	30,000	-9,973	25,000
6630 · Election	0	1,000	-1,000	0
6640 · Auditor	14,050	20,000	-5,950	20,000
6699 · Legal Administration	9,746	8,000	1,746	10,000
6700 · Administrative Support	28,642	20,000	8,642	30,000
6800 · Telecommunications	11,199	25,000	-13,801	15,000
6850 · Utilities	49,801	51,500	-1,699	51,500
Total 6.3 · Administration	151,566	180,500	-28,934	176,500
Total 6 · Materials and Services	588,717	727,500	-138,783	671,500
8.1 · Transfers				
8000 · Transfers & Contingency	277,800	277,800	0	277,800
Total 8.1 · Transfers	277,800	277,800	0	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	1,672,245	2,441,300	-769,055	2,175,300
Ending Cash	1,404,217	793,700	610,517	939,145
Ending Cash	**1,404,217**	**793,700**	**610,517**	**939,145**

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

	Jul '24 - May 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	82,200			
4095 · New Projects	1,695			
Total 4050 · Grant Revenue	120,912	336,300	-215,388	36%
4999 · Beginning Cash	0	10,000	-10,000	0%
Total Income	120,912	346,300	-225,388	35%
Gross Profit	120,912	346,300	-225,388	35%
Expense				
5000 · Personal Services	50,169	50,000	169	100%
6 · Materials and Services				
6.1 · Library Services				
5200 · Collection Development	20,160			
6.1 B · L8brary Srvcs Enhanced Budget	0	20,000	-20,000	0%
6650 · Patron Services and Supplies	5,742			
6670 · Events at Library	20,724			
6680 · Communication & Outreach	4,909			
6690 · Special Contracts	3,571			
Total 6.1 · Library Services	55,106	20,000	35,106	276%
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				
5800 · Travel & Training	1,086			
6699 · Legal Administration	925			
6700 · Administrative Support	461			
6850 · Utilities	2,094			
Total 6.3 · Administration	4,566			
6.4 · New Projects Budget	0	210,000	-210,000	0%
Total 6 · Materials and Services	88,162	280,000	-191,838	31%
Total Expense	138,331	330,000	-191,669	42%
Ending Cash	-17,419	16,300	-33,719	-107%
Ending Cash	**-17,419**	**16,300**	**-33,719**	**-107%**

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

	May 31, 25
ASSETS	
Current Assets	
Checking/Savings	
1000 · People's Bank of Commerce	85,818
1010 · People's Bank-Savings	23,799
1100 · General Pool 6000	1,300,458
1110 · LGIP - Operations Reserve Fund	694,693
1111 · LGIP - Capital Reserve Fund	628,072
1150 · Cash Drawers	390
Total Checking/Savings	2,733,230
Other Current Assets	
1310 · JoCo Reserve for Disputed Tax	40,897
Total Other Current Assets	40,897
Total Current Assets	2,774,127
TOTAL ASSETS	**2,774,127**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2100 · Payroll Liabilities	
2155 · Retirement 401(k)	-156
Total 2100 · Payroll Liabilities	-156
2400 · Deferred Revenues(audit)	40,897
Total Other Current Liabilities	40,741
Total Current Liabilities	40,741
Total Liabilities	40,741
Equity	
3909 · General Fund Balance	1,339,439
3909A · General Fund Appropriated	-1,339,439
3910 · GP Maint Fund Balance	26,790
3910A · GP Maint Fund Appropriated	-26,790
3911 · Reserve Fund Balance	1,001,574
3911A · Reserve Fund Bal Appropriated	-1,001,574
Net Income	2,733,385
Total Equity	2,733,385
TOTAL LIABILITIES & EQUITY	**2,774,126**

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

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

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

Gerald W. Burns, CPA, CGMA
Medford, Oregon
June 2, 2025

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

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

Report on March 2025 Reconciliations and Other Procedures

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

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

Gerald W. Burns, CPA
June 2, 2025

TO: **Josephine Community Library District Board of Directors**
FROM: **Kate Lasky, Library Director**
DATE: **June 18, 2025**
SUBJECT: **Policy review**

First Reading: Revision Policy 2-4 Credit Cards

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

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

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

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

First Reading: New Policy Cell Phone Charging Station

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

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

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

Policy 2-4. Credit Cards

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

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

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

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

Adopted XX/XX/XXXX

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

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

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

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

TO: Josephine Community Library Foundation Board of Directors
Josephine Community Library District Board of Directors
FROM: Facilities Oversight Task Force: Pat Fahey, Kate Lasky, Rebecca Stoltz, Steve Swearingen, Doug Walker
DATE: May 9, 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

Heave water flows in the drainage ditches in early spring carved some gravel off the entrance to the foot bridge that crossed the ditch near the store on the corner of Williams Highway and Tetherow, a patron expressed concern of a tripping hazard. The branch supervisor blocked off access to the foot bridge until it can be repaired.

Landscaping activities continue at the branch with the addition of 40 lavender plants along the parking lot and the side of the library building. Drip lines have also been installed. Inseason Irrigation has completed the setup of the landscape irrigation and its working great. Brand supervisor no longer has to move hoses around the property to water. Planter basin has been added and a library patron donated plants from their garden to fill the planter.

Action: Williams branch supervisor is arranging delivery of a small load of gravel to replace where the gravel has been eroded. This will resolve the issue.

Illinois Valley branch

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

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

Grants Pass property

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

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

FOTF met with ZCS in preparation of the joint board session and reviewed and discussed types of materials for the facade of the new library building that will be presented during the workshop.

Foundation and library directors have begun meeting monthly with the library district's IT contractor to plan for the IT systems required and their dependencies with other mechanical systems for the new library.
ZCS is developing a scope of work for a traffic study. Foundation director will review proposals and select a contractor to conduct the required study.

Action: *Foundation and library directors are working with ZCS to develop the survey questions and will provide a preliminary memo to the boards and steering committee members in advance of the workshop.*

Action: *Foundation and library directors continue to meet with ZCS in between FOTF meetings to answer questions and keep the project moving forward.*