

**Josephine Community Library District**  
**Board of Directors Regular Meeting**  
**Thursday, August 21, 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,	Kelly Robinson	Pat Fahey	Gina Marie Agosta,	Tina Gotchall
Vice President			President	

Agenda Items	Action	Responsible	Time
<b>Call to Order</b>		G.M. Agosta	
<b>Standing Items</b> <ol style="list-style-type: none"> <li>1. Approval of agenda</li> <li>2. Approval of consent agenda               <ol style="list-style-type: none"> <li>a. June 16 Board Meeting minutes</li> <li>b. July 17 Board Meeting minutes</li> <li>c. July 23 Board Meeting minutes</li> <li>d. Resolution 2026-007: Policy 4-3-1</li> <li>e. Resolution 2026-008: Policy 4-3-4</li> </ol> </li> <li>3. Public comment</li> <li>4. Correspondence</li> <li>5. Annexation petition review: Dale J &amp; Terri Granville, Laurel &amp; Raymond Howard, and Katherine Roncalio &amp; Solomon E Roncalio-Meyer</li> </ol>	<div>Motion</div> <div>Motion</div>	G.M. Agosta	5 min
<b>Staff Reports</b> <ol style="list-style-type: none"> <li>1. Library director's report</li> <li>2. Annual report</li> <li>3. Financial report</li> <li>4. Capital Improvement Plan report</li> </ol>	<div>Report</div> <div>Report</div> <div>Report</div> <div>Report</div>	<div>K. Lasky</div> <div>K. Lasky</div> <div>K. Lasky</div> <div>K. Lasky</div>	<div>10 min</div> <div>20 min</div> <div>5 min</div> <div>10 min</div>
<b>Action Items</b> <ol style="list-style-type: none"> <li>1. Resolutions 2026-009: Lease Authorization</li> <li>2. First Reading: Finance Policy 2-5 – Personnel</li> </ol>	<div>Motion</div> <div>Discussion</div>	<div>K. Lasky</div> <div>K. Lasky</div>	<div>5 min</div> <div>5 min</div>
<b>Board Member Reports</b> <ol style="list-style-type: none"> <li>1. Library Foundation liaison report</li> <li>2. Facilities Oversight Task Force report</li> </ol>	<div>Report</div> <div>Report</div>	<div>M. Walgrave</div> <div>Fahey/Robinson</div>	<div>5 min</div> <div>5 min</div>
<b>Announcements</b> <ol style="list-style-type: none"> <li>1. Comments from board members</li> <li>2. Board vacation schedules</li> <li>3. Date and agenda items for next meeting</li> </ol>		<div>All</div> <div>K. Lasky</div> <div>President</div>	5 min
<b>Executive session:</b> ORS 192.660(2)(e)			
<b>Adjourn</b>		President	

Date and Time	Upcoming Meetings and Events
August 27	Library system closed for in-service training
September 18, 5:30pm	District Board Meeting, Grants Pass branch

**Josephine Community Library District**  
**Joint Board Workshop Minutes**  
Monday, June 16, 2025, at 1 pm  
Grants Pass branch, 200 NW C Street, Grants Pass

**Library District Board present:** Pat Fahey, Tina Gotchall, Kelly Robinson  
**Absent:** Rachele Selvig, Gina Marie Agosta,

**Library Foundation Board: present:** Judy Christensen, Diane Hoover, Bill Kohn, Randy Richardson, Steve Swearingen, Mary Walgrave, Doug Walker  
**Absent:** Susan Boigan, Dennis James, Denise Kalic, Boyd Peters, Sara Katz, Susan Cohen, Nancy Lester, Shad Shriver

**Capital Campaign Steering Committee present:** Greg Fishwick, Mike Murphy, Ann Bauer, Dennis Webber, Doug Walker  
**Absent:** Vince Lucido, Dawn Welch, Sara Katz, Caroline Brooks

**Staff/Contractors present:** Kate Lasky, Rebecca Stoltz, Teresa Stover, Dan Saltee (ZCS), Jessi Russel (ZCS)

**CALL TO ORDER.** The workshop was called to order at 1:05 pm.

#### **FAÇADE PRESENTATION**

Dan Saltee of ZCS presented five exterior material options for the new Grants Pass library, including design context, cost, and durability. Attendees discussed each option and completed a survey to identify top preferences.

#### **NEXT STEPS**

Survey results will guide detailed cost estimates for the top three materials. Final selection will occur during Design Development in 2026.

#### **ADJOURN**

The workshop adjourned at 2:55 pm.

Respectfully submitted,

Board Secretary Kate Lasky  
Josephine Community Library District

**Josephine Community Library District**  
**Regular Board Meeting Minutes**  
**Wednesday, July 17, at 5:30 pm**  
**Wolf Creek branch | 102 Ruth Avenue, Wolf Creek, OR 97497**

**Members present:** Gina Marie Agosta, Pat Fahey, Rachele Selvig, Tina Gotchall

**Members absent:** Kelly Robinson

**Staff present:** Library Director Kate Lasky, Wolf Creek Branch Supervisor Jennifer Belcher

**Contractor:** Grants Administrator Teresa Stover

**Partner:** Josephine Community Library Foundation Liaison Nancy Lester

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

### **STANDING ITEMS**

**Approval of agenda.** Resolution 2026-007, Rotary Grant, was removed from the consent agenda, because that is a Josephine Community Library Foundation grant.

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

- a. June 18 Board Meeting Minutes
- b. Resolution 2026-001: Policy 2-4 Credit Cards
- c. Resolution 2026-002: Policy 3-3-7 Charging Lockers
- d. Resolution 2026-003: LGIP
- e. Resolution 2026-004: LSTA Grant

**Motion:** Mr. Fahey moved to approve the consent agenda.

Ms. Selvig seconded. Approved by Ms. Agosta. Approved by Ms. Gotchall.

**Public comment.** Nancy Lester thanked library VolunTeen and summer intern Mary Wells for speaking at this morning's Board of County Commissioners meeting in support of the library.

**Correspondence.** A letter was received from City Councilor Rick Riker regarding opting out of the district. With guidance from the board president and VP, Ms. Lasky responded.

### **STAFF REPORTS**

**Library director's report.** Ms. Lasky referred to the Library Director's Report dated July 17, 2025, highlighting the following items:

- Ms. Agosta has been invited to speak at the Jackson County library retreat tomorrow, discussing how JCLD dealt with the past year's challenges.
- Summer Reading Program is breaking participation records. The goal is 1,000 participants and so far there are more than 725 participants with three weeks to go. Participants have read 243,000 minutes of the 300,000-minute goal.
- The 2.5 percent COLA will be implemented in the first full payroll in July.
- The library director is starting work on the annual report.
- OverDrive ebook collection usage has increased, and significant purchases were made in May. This is happening while circulation of physical materials has decreased. Ms. Lasky will bring a collection budget update to the board quarterly.

**Financial report.** Ms. Lasky reviewed the June 2025 Financial Statement memo dated July 17, 2025. She also referred to the Profit & Loss Budget vs. Actual–General Fund statement through June 30, 2025, and the Balance Sheet as of June 30, 2025. Because these are the fiscal year-end reports, the forecast has been removed. The final FY25 financials will be completed in August. The board discussed the need for a 10-year budget projection.

## **ANNUAL MEETING**

### **FY26 Election of President and Vice President**

Mr. Fahey recognized the excellent service of Ms. Agosta as president and Ms. Selvig as vice president over the past year under challenging circumstances.

**Motion:** Mr. Fahey moved to pass Resolution 2026-005 to re-elect Ms. Agosta as President and to re-elect Ms. Selvig as Vice President.

Ms. Selvig seconded. Approved by Ms. Agosta. Approved by Ms. Gotchall.

### **Bank Signers**

**Motion:** Mr. Fahey moved to pass Resolution 2026-006 to name Ms. Agosta, Ms. Selvig, and Mr. Fahey as bank signers.

Ms. Selvig seconded. Approved by Ms. Agosta. Approved by Ms. Gotchall.

### **FY26 Meeting Date and Time**

**Motion:** Mr. Fahey moved to retain the third Thursday of each month at 5:30 as the regular board meeting date and time.

Ms. Selvig seconded. Approved by Ms. Agosta. Approved by Ms. Gotchall.

### **Reaffirmation of the District Code of Ethics**

The board members reaffirmed their commitment to the district's Code of Ethics. Board members will sign the ethics affirmation form within 30 days of assuming or renewing board service. Ms. Lasky distributed the form to the board members attending in person. The form will be provided to the other two board members.

## **ACTION ITEMS**

### **Personnel Policy on Employee Status.**

The board of directors held its first reading of a revised version of Personnel Policy 4-3-1 Work Week, Working Hours, and Overtime. Ms. Lasky explained the changes. No additional changes were requested.

### **Personnel Policy on Telecommuting.**

The board of directors held its first reading of a revised version of Personnel Policy 4-3-4 Telecommuting and Remote Work Policy. Ms. Lasky explained the changes. No additional changes were requested. Board members are asked to email Ms. Lasky if they have questions or concerns about either of the policies under first reading.

## **BOARD MEMBER REPORTS**

**WC update.** Wolf Creek Branch Supervisor Jenn Belcher reported on the Wolf Creek branch and the partnership with Sunny Wolf Charter School. She'd like to offer library presentations

at the school when parents are present for school events and meetings. Landscape maintenance is set up for once a month at all four branches. The HVAC unit was recently replaced for \$8,700, paid by the library foundation.

**Library Foundation liaison report.** Library foundation board member Nancy Lester reported that thanks to a grant from the Marie Lamfrom Charitable Foundation, the foundation is working with the district to create the IV Library's outdoor learning area. It will be completed in time for the September event at the IV library. The area will include a sensory path, outdoor furniture, learning toys, sand tables, and more. The foundation has also received a \$1,500 grant for the Baby's First Book Program. The foundation recognizes the support and efforts on the capital campaign's steering committee.

**Facilities Oversight Task Force.** Mr. Fahey stated that the next FOTF meeting with ZCS will take place tomorrow as part of the schematic design phase for the new Grants Pass library. The agenda will include landscaping and the traffic study. The joint library board survey about the siding showed that the top contenders are hardiboard, composite, and dark brick. A fence around the front of the IV branch will be installed in the next month.

## **ANNOUNCEMENTS**

**Comments from board members.** None.

**Board vacation schedules.** None.

**Date and agenda items for next meeting.** The next regular board meeting will be at 5:30 pm on Thursday, August 21, at the Grants Pass branch library.

## **EXECUTIVE SESSION**

The regular board meeting adjourned at 6:33 pm to move into executive session pursuant to ORS 192.660(2)(e)(f). The executive session opened at 6:35 pm and closed at 7:04 pm.

**CALL TO ORDER.** Ms. Agosta called the regular meeting back to order at 7:05 pm.

## **ADJOURNMENT**

The board meeting adjourned at 7:05 pm.

Respectfully submitted,



Teresa Stover for Board Secretary Kate Lasky  
Josephine Community Library District

**Josephine Community Library District  
Regular Board Meeting Minutes  
Wednesday, July 23, 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, Tina Gotchall

**Members absent:** none

**Staff present:** Library Director Kate Lasky, Communications and Partnership Manager Brandace Rojo

**Contractors:** Communications Specialist Teresa Stover

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

**AGENDA ITEMS**

**Executive session:** ORS 192.660(2)(e)

Ms. Agosta moved the meeting into Executive Session: ORS 192.660(2)(e) at 5:34 pm and adjourned at 5:52 pm.

**CALL TO ORDER.** Ms. Agosta called the regular meeting back to order at 5:54 pm.

**Discussion of draft lease from Josephine County.**

Ms. Agosta shared that the library is currently in an active phase of lease negotiations with Josephine County regarding the Grants Pass branch. This phase follows a series of formal communications, legal consultations, and public engagement efforts by the library district. Most recently, representatives from both the County and the library have come together to work through the details of a potential new lease. The next step is a public presentation by Mr. Barnett to the Board of County Commissioners on August 14 for a vote.

Ms. Lasky and the board of directors discussed how grateful they are for the community's engagement during this challenging situation.

**Authorization of next steps in lease negotiation.**

**MOTION:** Mr. Fahey moved to hold no further lease negotiation meetings until the Board of County Commissioners reviews the new draft lease at their August 14 weekly business session at 10 am. Ms. Robinson seconded the motion.

Approved by Ms. Selvig.

Approved by Ms. Agosta.

Approved by Ms. Gotchall.

**Public comment.**

- Jennifer Roberts thanked the library district board and staff for all the work they've done on this effort. She expressed her disappointment at not being able to hear the details of the proposed lease agreement. She asked if the board could explain the legal reason why the board cannot share the details. She also asked

what library supporters can do during this period of waiting for the August 14 BOCC meeting when the lease will be on the agenda.

- Nancy Lester said that the August 14 meeting is the BOCC's weekly business session and is typically at 10 am at the Ann Basker Auditorium. She encouraged everyone to come to that meeting, and the weekly business sessions and administrative sessions from now until August 14. She also encouraged people to set up one-on-one meetings with all three commissioners.

#### **COMMENTS FROM THE BOARD**

- The board and Ms. Lasky thanked the public for their ongoing engagement in this issue and stated that it made a tremendous difference in helping make progress on the lease issue. Ms. Lasky said the community's voice matters greatly. Continuing the efforts of going to meetings, sending emails, sending letters to the editor, posting and sharing in social media all continue to be important. Ms. Agosta emphasized the importance of holding the County accountable to reviewing the lease on August 14.
- Ms. Lasky explained that the library board cannot discuss the lease terms at this time because legal counsel for both the County and the library agreed that the Board of County Commissioners will review the terms first. Given the length of the negotiation process, the library board is committed to preserving progress and ensuring a respectful process for all parties involved.

#### **ADJOURNMENT**

The board meeting adjourned at 6:13 pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'BR' followed by a stylized flourish.

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: August 21, 2025  
SUBJECT: Policy review

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### **Second Reading Policy 4-3-1 Work Week, Working Hours, and Overtime**

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

#### **Key Revisions:**

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

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

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

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

- **Order of Leave Usage:**

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

### **Second Reading Policy 4-3-4 Telecommuting and Remote Work Policy**

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

#### **Key Revisions:**

- **Clarification of Position Eligibility**

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



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

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

- **One-Off Remote Work Requests**

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

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

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

Adopted 07/17/2024

Revised X/XX/2025

The normal Josephine Community Library District (JCLD) work week consists of 40 hours, however this should not be considered as a guarantee of any specific amount of work being made available. The library director and employees are expected to accomplish service priorities in a timely fashion within the normal work week to the greatest extent possible.

### Hours of Work

The work schedule for employees shall be defined as required by the library director based on operational needs.

### Work Week

The work week for calculation of wage and hour provisions applicable to JCLD shall begin at 12:00:00AM Monday morning and extend to 11:59:59 PM Sunday.

### Overtime

Hours worked in excess of 40 hours in a work week as defined in the Federal Fair Labor Standards Act and Oregon Wage and Hour provisions, shall be considered overtime and compensated at time-and-one-half for all non-exempt employees as required by law.

Actual hours worked for the purpose of overtime calculations excludes paid time off benefits (vacation, sick, and holiday).

### Compensatory Time

The use of compensatory time, more commonly referred to as "comp time" is only available to government employers. JCLD may provide comp time in lieu of paid overtime, in accordance with applicable laws.~~Employers in the private sector or non-profit agencies that are not part of a federal, state, or local government agency are not permitted to use compensatory time in place of the payment of overtime.~~

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

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

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

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

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

~~District employees may track time worked in excess of the hourly standard provided in the Fair Labor Standards Act and accrue such time on an hour-for-hour basis up to 40 hours. Compensatory time may be taken by contacting the library director or designated supervisor at least one week in advance. Utilization of comp time shall be approved by the library director for all employees.~~

~~Exempt employees may receive compensatory time for hours worked over 80 hours every two weeks. Employees may not accrue compensatory time when using vacation, sick, or other paid time off during the week.~~

#### **Use of Accrued Leave for Exempt Employees**

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

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

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

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

In the Matter of Adopting	)	
Policy 4-3-1, Work Week, Working	)	Resolution No. 2026-007
Hours, and Overtime, for	)	
Josephine Community Library District	)	

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

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves:

The revised Personnel Policy 4-3-1, Work Week, Working Hours, and Overtime, which is attached hereto and incorporated herein by this reference, is authorized for implementation.

DONE AND DATED this 21<sup>st</sup> day of August 2025.

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

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Gina Marie Agosta, Board Member

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Tina Gotchall, Board Member

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

\_\_\_\_\_  
Kelly Robinson, Board Member

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

Adopted 6/17/2020

Revised X/XX/2025

### Policy Statement

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

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

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

### Procedures

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

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

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

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

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

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

### **Eligibility**

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

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

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

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

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

### **Employee Responsibilities**

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

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

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

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

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

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

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

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

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

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

### **Remote Work Location**

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

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

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

### **Equipment**

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

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

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

### **Security**

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

### **Safety**

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

### **Time Worked**

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

### **Ad Hoc Arrangements**

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



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

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

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

In the Matter of Adopting	)	
Policy 4-3-4, Telecommuting and	)	Resolution No. 2026-008
Remote Work Policy, for	)	
Josephine Community Library District	)	

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

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves:

The revised Personnel Policy 4-3-4, Telecommuting and Remote Work Policy, which is attached hereto and incorporated herein by this reference, is authorized for implementation.

DONE AND DATED this 21<sup>st</sup> day of August 2025.

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

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

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

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

\_\_\_\_\_  
Kelly Robinson, Board Member

## Annexation Petitions

### August 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 **August** 2025 board meeting for review and action.

	Property Owner	Address
1	Dale J & Terri Granville	226 ILLINOIS RIVER RD
2	Laurel & Raymond Howard Howard Family Revocable Trust	9535 TAKILMA RD
3	Katherine Roncalio & Solomon E Roncalio-Meyer	9649 TAKILMA RD

TO: Josephine Community Library District Board of Directors  
FROM: Kate Lasky, Library Director  
DATE: August 21, 2025  
SUBJECT: Library director's report

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### General Updates

- Negotiations with Josephine County on the Grants Pass branch lease remain unresolved. Despite a final draft being published for public review, the County delayed its August 14 vote. A second hearing is scheduled for August 21. The district's priority is securing a fair, 5-year lease to ensure stable public library services.
- Submitted 2024 intellectual freedom challenge data to the State Library of Oregon, documenting local incidents and fulfilling state reporting requirements. This reporting fulfills the district's intellectual freedom commitment and supports statewide tracking through the [Oregon Intellectual Freedom Clearinghouse](#).
- Launching the Declaration 250 public history series September 4, sponsored by the Gilder Lehrman Institute, with programs running monthly through May 2026. For more information, explore the subject guide [Declaration 250 Subject Guide](#) on the library website.
- Completed FY2024–25 Annual Report and annual Capital Improvement Plan update.

### Stories

- **In Grants Pass**, towards the close of the Summer Reading Program, a foster parent shared with staff and volunteers how transformative the program had been for her family. Caring for five children who had shown little interest in reading, she was eager to enroll them when she learned about the opportunity. The program provided motivation and structure, and four of the children not only completed the required eight hours but continued reading beyond it. She noted with pride that all of the children, who had been behind grade level, made noticeable progress. One child who had struggled with early chapter books was now “reading books without pictures.”
- **In Illinois Valley**, staff at the Illinois Valley branch assisted community members with technology needs, including setting up a new cell phone, creating an Oregon Health Plan account for a senior with limited vision, and referring a patron facing a fraud concern to accurate credit bureau resources.
- **In Williams**, in August, fire camp crews stationed near Williams found respite at the Williams branch. Fire camp staff expressed appreciation for having a cool place to take a break from the heat while accessing reliable Wi-Fi to connect with family, check updates, and recharge devices. The branch offered a welcoming space for those serving on the front lines, reinforcing the library's role as a vital community resource during times of need.
- **In Wolf Creek**, a family from Sunny Wolf Charter School has made weekly visits to the library part of their summer routine. The mother shared that her children had been “begging to come to the library” and now she understands why. With crafts, toys for the younger sibling, and a safe, welcoming space to spend time together, the library has become a highlight of their summer.

### Successes

- One Project Youth+ intern will complete her term in August as another begins training. This partnership provides local teens with meaningful, hands-on experience across

communications, youth services, and technical support. Interns contribute directly to library operations while developing professional skills such as customer service, digital content creation, event planning, and outreach. The program not only supports the library's daily work but also strengthens its role in workforce development for youth in the community.

### **Challenges**

- Since reopening, the Illinois Valley branch has faced post-renovation issues, including doors, a wall crack, and cabinetry. Some repairs are complete, and the one-year walkthrough this fall will address remaining concerns.
- As part of ongoing facility maintenance following the Williams branch rebuild in 2023, two bookshelves in the adult fiction section are bowing under the weight of heavy volumes and require repair. The carpenter from the original construction project has been contacted and is exploring options to reinforce and restore the shelving.

## **2024–2027 Strategic Plan Update**

### **Reimagine Library Services**

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

- In August, the Oregon Department of Forestry (ODF) Incident Command identified the Williams branch as a local hub for community information during three nearby wildfires. Daily updates and fire maps were affixed to the outdoor kiosk bulletin board, while the branch supervisor received extra copies and situational briefings to share with patrons. This partnership ensured timely access to accurate fire information for the community during an active fire season.
- Submitted the final Year 1 report to the State Library of Oregon for the *Computer Basics* program funded by the Library Services and Technology Act (LSTA). The TechConnect program exceeded expectations, serving 2,888 people with one-on-one technical assistance and reaching more than 3,000 through 21 outreach events. Thirty participants completed three six-week *Welcome to Computers* courses, with 29 graduates earning laptops, and 192 learners attended 19 single-topic workshops offered in partnership with WorkSource and UScellular. In total, 222 learners participated, surpassing the goal by 102 percent. Participant surveys reflected strong outcomes, with over 95 percent reporting they learned something new and intended to apply it, and 86 percent noting they were more likely to use other library resources as a result.
- Started Year 2 of the Computer Basics program, funded by the State Library of Oregon LSTA grant and Oregon Community Foundation.
- Responded to “curing” questions from the Oregon Broadband Office on the library’s Oregon Digital Equity Program (ODEP) grant proposal for \$901,690, which would have fully funded the Computer Basics program for four years. On August 14, the Oregon Broadband Office notified the district that the federal Digital Equity Act funding, including the Capacity and Competitive Grant programs, has been canceled. The district will continue to seek program funding through foundation and other sources.

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

- Beginning September 9, the Grants Pass branch will revitalize its partnership with Gilbert Creek SOESD through a new storytime series called *Movers and Groovers*. This weekly, sensory-friendly play group for children ages 2–3 will reserve four spots for Early Childhood

Services and four for the public. The program incorporates a brief storytime with language- and literacy-enriched, play-based activities designed specifically for toddlers.

- Head Start hosted an information table at the Williams branch Friday Storytime on two occasions this month to share enrollment opportunities for the Williams Elementary program and the new Applegate program, which offers preschool readiness and family support services for local children.
- The library renewed its partnership with WorkSource for the new fiscal year, continuing to provide technology workshops that support job seekers and those looking to strengthen their skills. In July, the Communications and Partnership Manager and the Digital Outreach Specialist introduced a new topic, Digital Tools for Career Success, featuring library resources such as subject guides, research databases, and the online community directory JosephineLink. Three workshops were offered during the month with a combined attendance of 21 participants.

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

- In anticipation of the State Library of Oregon discontinuing support for NorthStar Digital, the library purchased a new digital literacy platform, *CustomGuide*. This robust online training tool expands opportunities for patrons by offering modules in digital skills, career development, leadership, and business. The subscription also allows the library to create branded training resources and cheat sheets for Microsoft programs. In addition to supporting beginners through in-person workshops, *CustomGuide* provides intermediate and advanced self-paced training, broadening the scope of technology learning available to the community.
- Conducted an outreach event at HAJC–Parkview, with two volunteers engaging 25 families through stories, activities, and information about library services. This effort strengthened connections with local families and promoted library resources outside of branch locations.

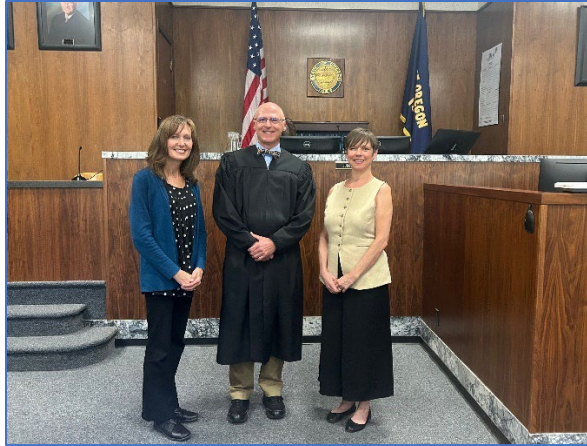
**Invest in People and Culture**

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

- Recruitment continued for a Public Services Assistant based at the Grants Pass branch to support growing service demand across all age groups.
- Scheduled all-staff in-service training day for August 27 at the Grants Pass branch. All four libraries will be closed for the day. Training sessions include programming, safety, emergency planning, strategic priorities, and team building. Staff will also receive training from the Women’s Crisis Support Team led by Executive Director Ray Dinkins, along with a two-hour Cultural Competency Training with Dr. Michele Villagran of San Jose State University.

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

- On August 11, at the Josephine County Courthouse, Judge Robert S. Bain administered the oath of office to recently elected library district directors Rachele Selvig and Kelly Robinson. Both pledged to uphold the constitutions of the United States and Oregon and to faithfully serve the Josephine Community Library District in their new terms of office.



*Kelly Robinson and Rachele Selvig take the Oath of Office with Judge Robert S. Bain at the Josephine County Courthouse on August 11.*

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

- Celebrated Wolf Creek branch volunteers with an afternoon tea gathering, recognizing their dedication to supporting library services and programs. The event fostered camaraderie and appreciation, reinforcing volunteer retention by highlighting the essential role these community members play in keeping the branch active and welcoming.
- Oriented 10 new adult volunteers at the Grants Pass branch, potentially helping close the gap on the volunteer-to-staff ratio needed to deliver optimal service.
- To improve efficiency and reduce shelving errors, implemented a tracking log where shelveers record dates and materials shelved.
- The Easter Seals volunteer remains on hold due to a funding freeze, with other volunteers stepping in to cover responsibilities and ensure continuity of service.

### **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.**

- Responded to patron feedback about difficulty locating *Suggest a Purchase* forms by renaming the service *Request an Item* for clarity and adding access points to both the main library website and the separate online catalog. Sidebars for *Request an Item* were added to the home and search pages and missing *Interlibrary Loan* sidebars were added to catalog search pages to improve visibility and ease of use.
- Integrated Spanish-language DVDs into the general fiction and nonfiction DVD sections to improve accessibility for all patrons.

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

- Submitted the final report to Southern Oregon Early Learning Services (SOELS) for its \$20,000 grant for the library's Sprout a Reader early literacy program expansion. During the six-month grant period a monthly average of 41 families and 53 children participated in the Sprout a Reader lap-sit storytime program. Families referenced and took home information from the Early Literacy Parent Resource Wall. Purchased with SOELS funds were 510 early literacy and parent resource books and other materials, and as of June, there were 1,565

checkouts of these items. Funds were also used to expand the early literacy Library of Things kits and to purchase early literacy manipulatives and other activity items. For professional development, three staff members visited the Wilsonville Library, which has a model early literacy program. The Effective Storytime Techniques training was held in May, attended by library staff and volunteers. The Sprout a Reader program continues with the expanded resources purchased with the grant.

- Expanded the Youth Library of Things collection with six new kits funded by a grant from Southern Oregon Early Learning Services (SOELS). Added four Yoto Mini player kits, providing a screen-free audio experience, and two Vox Book kits, each containing five read-along titles with built-in audio players. These resources support early literacy by offering engaging, accessible tools for young readers and families.

**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.**

- Quarterly safety inspections completed for all four branch facilities. Safety committee implementing necessary updates and repairs for safety concerns.
- Continued enhancements made possible by the library foundation's \$30,000 grant from the Marie Lamfrom Foundation for the Illinois Valley Library teen area, children's library, and children's outdoor learning area, including the sensory path.
- Following the Illinois Valley branch renovation, the new meeting space has become a hub for community gatherings, hosting activities such as gaming, knitting and quilting, birthday parties, board meetings, library programs, and even a large family reunion.
- Installed new signage at the Grants Pass branch to clearly mark restricted areas for authorized personnel only. Facilities maintenance is ongoing.
- ADA-accessible doors at the Williams branch were repaired in August and are now functioning as intended, ensuring safe and reliable access for all patrons.



**TO: Josephine Community Library District Board of Directors**  
**FROM: Kate Lasky, Library Director**  
**DATE: August 21, 2025**  
**SUBJECT: July 2025 Financial Statement**

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### **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 beginning cash figure shown reflects the FY25-26 Budget. The actual carryover for FY24-25 totaled \$1,273,747, which is \$63,747 above budget, and will be reflected in future reports once the FY24-25 financials are closed. As a result, the P&L does not yet show an ending cash amount for the general fund.

### **Revenue**

- The current year tax levies are \$5,461. The total prior year's tax levy income is \$3,270.
- Fees collected this fiscal year were \$9,559, which includes non-resident card fees, sponsorships, copies, and charges for lost/damaged items.
- JCLD invoiced Josephine Community Library Foundation \$3,480 for 58 household sponsorships for the month of July. The foundation has increased their budgeted support for FY25-26.

### **Expenses**

- Library services budget equals \$421,000 which includes collection development, technical services, patron services and supplies, volunteer support, communication & outreach, and special contracts. The Collection Development budget is \$175,000 for the year and represents 42 percent of the total Library Services budget.

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

- The district assets include \$92,892 in the district checking account. The Grants Pass maintenance fund totals \$23,802 and is held in a savings account with People's Bank. LGIP account "General Pool 6000" represents tax dollars transferred from the Josephine County Treasurer to the required government investment account and totals \$1,063,276, an operations reserve fund of \$700,043, and a capital reserve fund of \$632,909. Cash Drawers at the four branches total \$390.
- The total combined assets of these accounts equal \$2,513,312.

### **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 2025

	Jul 25	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4000 · Current Year Tax Receipts	5,461	1,632,500	-1,627,039
4005 · Prior Year Taxes	3,270	40,000	-36,730
4100 · Fees	9,559	60,000	-50,441
4200 · Interest Income	4,331	45,000	-40,669
4300 · Other Revenues	0	1,000	-1,000
4999 · Beginning Cash	0	1,210,000	-1,210,000
Total Income	22,621	2,988,500	-2,965,879
Gross Profit	22,621	2,988,500	-2,965,879
Expense			
5000 · Personal Services	71,406	1,091,000	-1,019,594
6 · Materials and Services			
6.1 · Library Services			
5200 · Collection Development	19,927	175,000	-155,073
5300 · Technical Services	9,014	52,500	-43,486
6650 · Patron Services and Supplies	380	20,000	-19,620
6660 · Volunteer Support	452	8,000	-7,548
6670 · Events at Library	407	0	407
6680 · Communication & Outreach	4,212	47,250	-43,038
6690 · Special Contracts	8,885	118,250	-109,365
Total 6.1 · Library Services	43,277	421,000	-377,723
6.2 · Maintenance and repairs			
5400 · Building Improvements	0	10,000	-10,000
5500 · Facilities & Equipment	4,207	30,000	-25,793
5600 · Computer Maintenance	1,260	50,000	-48,740
Total 6.2 · Maintenance and repairs	5,467	90,000	-84,533
6.3 · Administration			
5700 · Insurance	0	26,250	-26,250
5800 · Travel & Training	400	20,000	-19,600
6630 · Election	8,525	15,000	-6,475
6640 · Auditor	0	20,000	-20,000
6699 · Legal Administration	1,300	10,000	-8,700
6700 · Administrative Support	1,950	30,000	-28,050
6800 · Telecommunications	0	26,250	-26,250
6850 · Utilities	5,068	55,000	-49,932
Total 6.3 · Administration	17,243	202,500	-185,257
Total 6 · Materials and Services	65,987	713,500	-647,513
8.1 · Transfers			
8000 · Transfers & Contingency	0	180,000	-180,000
Total 8.1 · Transfers	0	180,000	-180,000
8.2 · Enhanced Services Support			
8006.1 · Enhanced Services Support	0	1,000	-1,000
Total 8.2 · Enhanced Services Support	0	1,000	-1,000
8010 · Contingencies	0	320,325	-320,325
Total Expense	137,393	2,305,825	-2,168,432
Net Ordinary Income	-114,772	682,675	-797,447
Net Income	-114,772	682,675	-797,447

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

	Jul 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4050 · Grant Revenue				
4085 · Foundations	2,500			
4050 · Grant Revenue - Other	5,050	157,000	-151,950	3%
Total 4050 · Grant Revenue	7,550	157,000	-149,450	5%
4200 · Interest Income	2,463	31,000	-28,537	8%
4500 · Transfer Income				
4501.5 · Tsfr frm Gen Fnd to Cap Res Fnd	0	25,000	-25,000	0%
Total 4500 · Transfer Income	0	25,000	-25,000	0%
4600 · Support of Enhanced Servoces				
4601.1 · Tsfr fr0m GF - Enhanced	0	1,000	-1,000	0%
Total 4600 · Support of Enhanced Servoces	0	1,000	-1,000	0%
4999 · Beginning Cash	0	636,800	-636,800	0%
Total Income	10,013	850,800	-840,787	1%
Gross Profit	10,013	850,800	-840,787	1%
Expense				
5000 · Personal Services	2,801	50,000	-47,199	6%
6 · Materials and Services				
6.1 · Library Services				
6650 · Patron Services and Supplies	3,260			
6680 · Communication & Outreach	100			
6.1 · Library Services - Other	0	50,000	-50,000	0%
Total 6.1 · Library Services	3,360	50,000	-46,640	7%
6.2 · Maintenance and repairs				
5500 · Facilities & Equipment	2,662			
6.2 · Maintenance and repairs - Other	0	50,000	-50,000	0%
Total 6.2 · Maintenance and repairs	2,662	50,000	-47,338	5%
6.3 · Administration				
5800 · Travel & Training	287			
6699 · Legal Administration	700			
Total 6.3 · Administration	987			
Total 6 · Materials and Services	7,009	100,000	-92,991	7%
7000 · Capital Outlay	0	682,800	-682,800	0%
Total Expense	9,810	832,800	-822,990	1%
Net Ordinary Income	203	18,000	-17,797	1%
Net Income	203	18,000	-17,797	1%

# Josephine Community Library District

## Balance Sheet

As of July 31, 2025

Jul 31, 25

### ASSETS

#### Current Assets

##### Checking/Savings

1000 · People's Bank of Commerce	92,892
1010 · People's Bank-Savings	23,802
1100 · General Pool 6000	1,063,276
1110 · LGIP - Operations Reserve Fund	700,043
1111 · LGIP - Capital Reserve Fund	632,909
1150 · Cash Drawers	390

Total Checking/Savings	2,513,312
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##### Other Current Assets

1310 · JoCo Reserve for Disputed Tax	40,897
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Total Other Current Assets	40,897
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Total Current Assets	2,554,209
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TOTAL ASSETS	2,554,209
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### LIABILITIES & EQUITY

#### Liabilities

##### Current Liabilities

##### Other Current Liabilities

2100 · Payroll Liabilities	
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2155 · Retirement 401(k)	-156
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Total 2100 · Payroll Liabilities	-156
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2400 · Deferred Revenues(audit)	40,897
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Total Other Current Liabilities	40,741
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Total Current Liabilities	40,741
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Total Liabilities	40,741
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#### Equity

3909 · General Fund Balance	-1,351,567
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3910 · GP Maint Fund Balance	23,802
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3911 · Reserve Fund Balance	697,319
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3912 · Capital Reserve Fund Balance	630,446
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Net Income	2,513,469
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Total Equity	2,513,469
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TOTAL LIABILITIES & EQUITY	2,554,210
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**TO:** Josephine Community Library Board of Directors  
**FROM:** Kate Lasky, Library Director and Rebecca Stoltz, Foundation Director  
**DATE:** July 2025  
**SUBJECT:** Capital Improvement Plan – FY25 Update

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**Introduction:** The JCLD Capital Improvement Plan is updated annually and approved by the board of directors. With the district board's direction, priorities have been established based on the board's recommendations of 1) safety, 2) capital preservation, 3) appeal and enhancement, and 4) cost estimates. Safety is given 3 points, preservation 2 points and enhancement 1 point. Cost is weighted as <\$5,000 = 3 points, <\$15,000 = 2 points, and >\$15,000 = 1 point. The highest priority is 6 points.

This document is fluid, subject to changes in priorities and unforeseen events. The capital improvement projects may be reported to the district board in the library director's report on a monthly basis.

Resources to complete projects are sought through partnership and grant funders, with support from the library foundation. An updated summary of the plan is presented in the table below.

### **Resources**

JCLD Facilities Master Plan from Hacker architects  
Special Districts Association of Oregon (SDAO)  
Homeland Security Grants Pass Assessment (2019)  
Wolf Creek branch inspection Report (2024)  
Local contractors when available

### **Definition of Capital Improvement and Maintenance Projects**

In public sector accounting and facilities management, it is important to distinguish between capital improvements and maintenance projects, as each serves a different purpose and is treated differently in financial planning and reporting.

**Capital Improvements:** Long-term investments that add value to a facility, extend its useful life, or adapt it for a new or expanded use. These projects involve the construction, acquisition, or renovation of buildings, systems, or infrastructure. According to the Governmental Accounting Standards Board (GASB) and common accounting practices, capital improvements have a useful life of more than one year and typically meet a cost threshold of \$5,000 or more. Because these investments enhance the value or function of the property, they are capitalized, meaning they are added to the value of the asset and depreciated over time.

Examples of capital improvements include replacing a roof, installing a new HVAC system, constructing a meeting room or early learning center, or upgrading a facility to meet ADA compliance through automated doors or ramps.

**Maintenance Projects:** Routine or preventative actions taken to preserve the current condition of an asset or restore it to proper working order. These projects do not significantly extend the life of the asset or add value, and they are typically lower in cost. Maintenance expenses are recorded in the current year's budget and are not capitalized.

Common maintenance activities include repairing hardware, trimming trees, repainting, replacing carpet mats, or fixing a door. While essential to the ongoing operation and safety of library facilities, these projects are considered part of regular upkeep rather than long-term investments.

### **Summary**

The primary purpose of the Capital Improvement Plan (CIP) is to guide the strategic repair, maintenance, and long-term investment in the four library facilities located in Grants Pass, Illinois Valley, Williams, and Wolf Creek. This plan addresses both ongoing maintenance needs—including deferred maintenance in County-owned facilities—and larger capital improvement projects that enhance infrastructure, accessibility, and functionality across the district.

Existing facility conditions have been assessed through site visits and evaluations conducted by architects, engineers, and local contractors when available. The plan outlines recommended maintenance schedules, capital upgrades, and cost estimates to support informed decision-making and resource allocation over time.

Ownership of the library buildings varies across the district. The Illinois Valley branch is owned by the library district, while the Williams and Wolf Creek branches are owned by the library foundation. The Grants Pass branch remains under the ownership of Josephine County government. In 2018, the district renewed its lease with the County for the Grants Pass facility at a symbolic rate of \$1 per year, extending through December 2025, with an option for a five-year renewal. This arrangement reflects the Josephine County Charter to maintain a public library and the county's commitment to supporting its residents by providing affordable access to essential community services. However, ongoing lease negotiations with the County have presented challenges, creating uncertainty about the future of the current facility and underscoring the need for a long-term capital solution.

FY2025 included significant capital improvement milestones, especially in preparation for the new library in Grants Pass, finalizing the Illinois Valley renovation, and completing key site and landscaping work in Williams and Wolf Creek.

In Williams, a new water tank and drip irrigation system were installed with grant support, along with bioswale fencing and a pedestrian footbridge. Landscaping was enhanced through donations and volunteer labor.

At the Illinois Valley branch, the renovation entered its final stages, addressing HVAC and shade hardware fixes, vestibule glass installation, and key accessibility upgrades. This project will expand the library from 4,264 square feet to 6,094 square feet, including a new 1,788-square-foot community meeting space with a demonstration kitchen, an early learning center with a maker space, and an outdoor learning area for children's programs. Project completion occurred in late October 2024. A wrought iron fence and removable pylon system were planned to ensure property security. The library also launched the landscaping and development of the children's outdoor learning area.

The Wolf Creek branch saw improvements based on a formal inspection report, including ADA and safety upgrades, interior repairs, and lighting work. ADA door repairs, UV system replacement, and safety enhancements were prioritized, and the HVAC system was replaced.

For the new Grants Pass building and site location, FOTF worked closely with ZCS Engineering and Architecture through schematic design phases including a site survey, facade review, traffic study planning, and mechanical and IT system coordination. The current building, however, faces challenging lease negotiations with Josephine County and requires roof repair.

**Grants Pass Facility Improvements:** The existing facility faces challenging lease negotiations and roof repair needs while planning continues for a new 22,000-square-foot facility at 6th & J Street.

Facility	Category	Description	Expense	Priority
Grants Pass	Safety	Gas meter protection	TBD	5
Grants Pass	Safety	Repair staff privacy ADA door	TBD	4
Grants Pass	Safety	Stripe parking lot ADA and faded lines	TBD	4
Grants Pass	Safety	Seismic upgrade	TBD	4
Grants Pass	Safety	Roof replacement	TBD	4
Grants Pass	Maintenance	Upgrade bathrooms and bathroom doors	TBD	3
Grants Pass	Public access	Regulate HVAC	TBD	3
Grants Pass	Maintenance	Replace carpet mats	TBD	3
Grants Pass	Maintenance	Set up recycling	n/a	2
Grants Pass	Maintenance	Repair meeting room door squeak	TBD	2
Grants Pass	Safety	Security cameras	TBD	Completed 2025

Grants Pass	Safety	Remove bushes for line of sight and fire suppression	TBD	Completed 2025
Grants Pass	Safety	Remove asbestos tiles main areas	\$8,000	Completed 2022
Grants Pass	Carpet	Replaced 25-year-old carpet main area, staff area	\$51,700 County \$11,000 JCLD	Completed 2022
Grants Pass	Lighting	Retrofit LED lamps in main library	\$22,000	Completed 2022
Grants Pass	ADA	Install ADA compliant automated door	\$2,000	Completed 2021
Grants Pass	Enhancement	Renovate meeting room & AV equipment	\$17,000	Completed 2021
Grants Pass	Safety	Install keypad at employee entrance	\$1,500	Completed 2021
Grants Pass	Safety	Insert door windows lounge & hallway	\$500	Completed 2020
Grants Pass	Maintenance	Reupholster chairs	\$4,500	Completed 2020
Grants Pass	Public access	Install water fountain	\$1,100	Completed 2020
Grants Pass	Safety	Remove exposed asbestos tiles	\$13,000	Completed 2019
Grants Pass	Safety	Replace tile hallway flooring	County funded	Completed 2019
Grants Pass	Safety	Install security cameras	County funded	Completed 2019

**Illinois Valley Improvements:** Secure fencing and pylon access control were installed in 2025 to address overnight camping and improve security. HVAC noise issue, vestibule glass, shade sail repositioning, and door hardware upgrades were completed. Landscaping plan was approved, and implementation is underway. The library also launched the landscaping and development of the children's outdoor learning area.

Facility	Category	Description	Expense	Priority
Illinois Valley	Safety	Develop landscaping plan	n/a	
Illinois Valley	Safety	Install outdoor learning area	\$30,000	In progress
Illinois Valley	Preservation	Install fencing	\$25,000	In progress

**Williams Facility Improvements:** A water tank and irrigation system were installed to improve landscaping care, supported by a grant. Fencing and a footbridge were constructed around the bioswale. Lavender and donated plants were added to the landscape with the help of community volunteers. Gravel replacement resolved a spring erosion hazard near the footbridge.



Facility	Category	Description	Expense	Priority
Williams	Maintenance	Trim Walnut tree w/ arborist	TBD	5
Williams	Maintenance	Repair garage door	TBD	4
Williams	Enhancement	Develop landscaping plan	\$8,000	3
Williams	Enhancement	Implement landscaping plan	\$25,000	3
Williams	Safety	Install ADA doors	\$1,500	Completed 2025
Williams	Enhancement	Install irrigation around building	\$7,500	Completed 2025
Williams	Enhancement	Install above-ground water tank	\$2,250	Completed 2025
Williams	Safety	Install bioswale fence and walking bridge	\$6,311	Completed 2025
Williams	Enhancement	Install irrigation around building	\$12,000	Completed 2025
Williams	Enhancement	Install awning for shade	\$4,650	Completed 2024
Williams	Enhancement	Install internet at new location	\$16,000	Completed 2023

**Wolf Creek Facility Improvements:** The foundation addressed key items in the 2024 inspection report with hired labor. ADA door repairs, UV system replacement, and safety enhancements were prioritized, and the HVAC system was replaced. Grants were sought for continued accessibility improvements, including automatic door openers and parking lot striping.

Facility	Category	Description	Expense	Priority
Wolf Creek	Safety	Stripe parking lot ADA	TBD	5
Wolf Creek	Maintenance	Repair ADA doors	TBD	5
Wolf Creek	Preservation	Replace roof	TBD	4
Wolf Creek	Preservation	Interior and exterior paint	TBD	3
Wolf Creek	Preservation	Lighting system and fixtures anchored to beams/railing	TBD	3
Wolf Creek	Maintenance	Install mop sink for cleaning	\$5,000	2
Wolf Creek	Maintenance	Replace problematic toilets with power assist flushing	\$5,000	2
Wolf Creek	Maintenance	Trim Apple tree, remove	\$800	Completed 2025
Wolf Creek	Maintenance	Replacing the UV filtration sensor	\$1,300	Completed 2025
Wolf Creek	Preservation	Replace HVAC	\$8,795	Completed 2025

Wolf Creek	Maintenance	Secure landscaping contractor	n/a	Completed 2025
Wolf Creek	Preservation	Bi-annual septic system and pump inspection	\$1,400	Completed 2024
Wolf Creek	Preservation	Retrofit to LED lighting	n/a	Completed 2023
Wolf Creek	Enhancement	Install shelving for age groups	\$25,000	Completed 2023
Wolf Creek	Safety	Install window foyer line of sight		Completed 2022
Wolf Creek	Safety	Remove deck and door; install window	n/a	Completed 2021
Wolf Creek	Enhancement	Upgrade irrigation system in in rear yard	\$4,350	Completed 2020

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

In the Matter of Authorizing a Lease	)	
Agreement for the Grants Pass Library	)	Resolution No. 2026-009
between Josephine County and	)	
Josephine Community Library District	)	

WHEREAS, the Josephine County owns the property and building at 200 NW C Street, Grants Pass, Oregon; and

WHEREAS, the Josephine Community Library District operates the main branch of the library district at 200 NW C Street, Grants Pass, Oregon; and

WHEREAS, Josephine Community Library District currently has a lease agreement with Josephine County for the use of the Grants Pass main branch which expires December 31, 2025; and

WHEREAS, Josephine Community Library District and Josephine County wish to authorize a new lease for the Grants Pass property for the term of January 1, 2026 through December 31, 2030; now therefore

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves

To authorize the Josephine Community Library District board president to approve and sign the new lease agreement on behalf of the district.

DONE AND DATED this 21<sup>st</sup> day of August 2025.

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

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

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

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

\_\_\_\_\_  
Kelly Robinson, Board Member

TO: Josephine Community Library District Board of Directors  
FROM: Kate Lasky, Library Director  
DATE: August 21, 2025  
SUBJECT: Policy review

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## First Reading Finance Policy 2-5 Personnel

### Overview

Policy 2-5. Personnel was originally adopted on October 19, 2017. The policy establishes financial safeguards, hiring procedures, and employee oversight related to the protection of district assets.

### Summary of Changes

The proposed revisions clarify and strengthen financial oversight responsibilities, update language for consistency, and address requirements related to internal financial controls.

Key changes include:

- **Hiring Procedures:** Maintains orientation requirements for new hires (accuracy of information, criminal background check, and reference checks) with more explicit wording for compliance.
- **Financial Oversight:** Clarifies that the Library Director is responsible for ensuring appropriate financial supervision and oversight of all staff positions.
- **Cross-Training and Duty Rotation:** Updates language to emphasize rotation of duties and cross-training in the finance department, ensuring continuity of operations.
- **Communication of Ethics:** Strengthens the requirement that JCLD policies and accounting ethics be communicated to new hires and reinforced for all staff.
- **Checks and Balances:** The current policy requires employee and financial contractor fidelity coverage (bonding). The Board is asked to discuss whether this requirement is necessary given the district's existing internal controls. Blanket honesty bonding or fidelity bonding may be used but is not a requirement. The district's internal controls over financial activities serve to mitigate the need for specific bonds.  
Suggested replacement of the existing fidelity bonding requirement includes language stating that the district has established checks and balances, including separation of duties for payables and receivables, and procedures surrounding hours worked on timesheets and payment of wages reporting to reduce the liability of the district from financial crime.

### Recommendation

The Board is asked to review and discuss the proposed revisions to Policy 2-5. Personnel. These updates bring the policy into alignment with best practices for internal controls and staff oversight.

## Policy 2-5. Personnel

Adopted 10/19/2017

Employment policies shall include ~~procedures that reasonably protect~~ reasonable financial safeguards and protections of Josephine Community Library District (JCLD) assets.

1. ~~Employment~~ JCLD includes hiring procedures with appropriate orientation for new hires that includes ~~applications shall include:~~
  - a. A statement that false information or misrepresentation can be cause for disqualification or dismissal.
  - b. A criminal background check with candidate's written approval.
  - c. Reference checks.
2. ~~Appropriate~~ The Library Director will ensure that there is appropriate financial supervision and oversight for each ~~staff supervision position.~~
3. JCLD policies will ensure ~~Rotation of duties and~~ cross-training in the finance department as appropriate.
4. The Library Director will ensure JCLD policies and accounting ethics are effectively communicated to new hires and all staff. Communication and confirmation of policies and ethics.
5. Employee and financial contractor fidelity coverage (bonding) is required (when applicable).

**Commented [KL1]:** The district has established checks and balances, including separation of duties for payables and receivables, and procedures surrounding hours worked reporting and payment of wages to reduce the liability of the district from financial crime. Blanket honesty bonding, fidelity bonding may be use but it is not a requirement. The internal controls over financial activities serve to mitigate the need for specific bonds.

TO: Josephine Community Library Foundation Board of Directors  
Josephine Community Library District Board of Directors  
FROM: Facilities Oversight Task Force: Pat Fahey, Kelly Robinson, Kate Lasky,  
Rebecca Stoltz, Steve Swearingen, Doug Walker  
DATE: August 8, 2025  
SUBJECT: FOTF Memo

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## **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**

One of the bookcases adjacent to the front entrance experienced a structural failure in which three shelves collapsed due to bowing. The collapse also resulted in damage to the supporting brackets.

***Action:** Working with general contractor to repair broken shelves and reinforce the bookcase on the other side of the door to avoid the same damage.*

### **Illinois Valley branch**

Wrought iron fencing is being installed at the Illinois Valley branch, with green privacy cloth added temporarily to replace ivy removed during renovation until it regrows over the next two years.

The front door hydraulics failed, causing the door to slam shut. The branch supervisor has contacted the general contractor for prompt repair.

The branch supervisor inspected the custom shelving in the children's library to ensure it is stable and capable of withstanding the weight of the books, in order to prevent the type of damage previously experienced in Williams.

***Action:** General contractor is working with sub-contractor who installed doors to resolve as soon as possible.*

### **Wolf Creek branch**

The library foundation is making accessibility and safety improvements at the Wolf Creek branch, including automatic door openers, a designated ADA parking space with signage, parking lot striping, and parking stops. These projects are funded through grants from the Four Way Community Foundation and the Roundhouse Foundation.

***Action:** The library foundation will contract with general contractor to complete this work. Foundation director will inquire about the cost of bollards instead of parking stops.*

### **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.

The foundation director provided an update on property management activities at the site for the month.

ZCS is coordinating with the library foundation and a traffic engineer to conduct a traffic impact study at the current library site. The foundation director will collaborate with foundation and district staff to complete data collection.

The foundation director is submitting documentation for the property line vacation at the site and will notify FOTF and ZCS upon completion.

***Action:*** As part of the schematic design phase ZCS is providing updates cost estimates using a third-party company. Foundation director will work with FOTF and ZCS to review update cost estimates for the project.