

**Josephine Community Library District**  
**Board of Directors Regular Meeting**  
**Thursday, September 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,	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>Approval of agenda</li> <li>Approval of consent agenda               <ol style="list-style-type: none"> <li>August 21 Board Meeting minutes</li> <li>Resolution 2026-010: Policy 2-5</li> </ol> </li> <li>Public comment</li> <li>Correspondence</li> <li>Annexation petition review: John R &amp; Linda Pachaud, and Keith &amp; Nancy Trahern, James F &amp; Cheryl L Nelson</li> </ol>	 Motion    Motion	G.M. Agosta	5 min
<b>Staff Reports</b> <ol style="list-style-type: none"> <li>Library director's report</li> <li>Annual report</li> <li>Financial report</li> <li>Capital Improvement Plan report</li> </ol>	 Report Report Report Report	 K. Lasky K. Lasky K. Lasky K. Lasky	 5 min 5 min 5 min 5 min
<b>Action Items</b> <ol style="list-style-type: none"> <li>Resolutions 2026-011: Terminate 401k Plan</li> <li>Resolutions 2026-012: Establish 457b Plan</li> <li>First Reading: Operations Policy—Patron Conduct</li> <li>First Reading: Operations Policy—Parking Lot Use</li> <li>First Reading: Operations Policy—Library Grounds</li> <li>First Reading: Operations Policy—Animals</li> </ol>	 Motion Motion Discussion	 K. Lasky K. Lasky K. Lasky	 5 min 5 min 15 min
<b>Board Member Reports</b> <ol style="list-style-type: none"> <li>Library Foundation liaison report</li> <li>Friends of the Library liaison report</li> <li>Facilities Oversight Task Force report</li> </ol>	 Report Report Report	 S. Shriver J. Roberts Fahey/Robinson	 5 min 5 min 5 min
<b>Announcements</b> <ol style="list-style-type: none"> <li>Comments from board members</li> <li>Board vacation schedules</li> <li>Date and agenda items for next meeting</li> </ol>		 All K. Lasky President	5 min
<b>Adjourn</b>		President	

Date and Time	Upcoming Meetings and Events
October 16, 5:30pm	District Board Meeting, Grants Pass branch

**Josephine Community Library District**  
**Regular Board Meeting Minutes**  
**Wednesday, August 21, 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, Library Foundation Executive Director Rebecca Stoltz, Library Foundation Liaison Mary Walgrave

**Contractors:** Communications Specialist Teresa Stover

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

**STANDING ITEMS**

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

- a. June 16 Board Meeting minutes
- b. July 17 Board Meeting minutes
- c. July 23 Board Meeting minutes
- d. Resolution 2026-007: Policy 4-3-1
- e. Resolution 2026-008: Policy 4-3-4

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

Ms. Gotchall seconded.

Approved by Ms. Agosta. Approved by Ms. Robinson. Ms. Selvig absent at vote.

**Public comment.** No public comment.

**Correspondence.** No correspondence

**Annexation Petition Review:** Annexation petition review: Dale J & Terri Granville, Laurel & Raymond Howard, and Katherine Roncalio & Solomon E Roncalio-Meyer

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

Ms. Gotchall seconded.

Approved by Ms. Agosta. Approved by Ms. Robinson. Approved by Ms. Selvig.

**STAFF REPORTS**

**Library director's report.** Ms. Lasky referred to the Library Director's Report dated August 21, 2025, highlighting the following items:

- Post renovation issues at the Illinois Valley branch. Bookcase work from custom casework is bowing and buckling at the Williams branch
- Started year 2 of Josephine TechConnect program
- Oath of Office was held for Ms. Robinson and Ms. Selvig on August 11
- The Easter Seals volunteer position in Grants Pass is on hold due to federal funding freeze

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**Annual Report.** Discussion postponed.

**Financial report.** Ms. Lasky reviewed the July 2025 Financial Statement memo dated August 21, 2025. She also referred to the Profit & Loss Budget vs. Actual–General Fund statement through July 31, 2025, and the Balance Sheet as of July 31, 2025.

**Capital Improvement Plan report.** Discussion postponed.

## **ACTION ITEMS**

### **Grants Pass lease.**

Prior to today’s Josephine County BOC meeting, Ms. Lasky preemptively scheduled an executive session and a resolution to approve the lease agreement. Due to the outcome of the meeting the executive session and resolution were replaced with a conversation.

During the County Commissioners meeting a termination for convenience clause reinstated by Commissioner Blech through a 2-1 vote. The change from a convenience clause to a termination for cause clause was a non-negotiable for the library board of directors.

The library board of directors is not willing to sign the lease with the suggested changes.

The library Board of Directors expressed that the grandstanding at Josephine County board of Commissioners meetings is counterproductive and hard on the community.

They had a discussion about potentially submitting a letter to the Josephine County Board of Directors with a suggested amendment using the exact termination clause language from the Grants Pass YMCA lease.

***Motion:*** Mr. Fahey moved to authorize the board president to work with Ms. Lasky to draft a proposal to the Board of County Commissioners that includes an amendment to the lease agreement for the Grants Pass branch to reflect the YMCA lease termination terms.

Ms. Robinson seconded.

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

Ms. Lasky suggested hosting a press conference on Monday, August 25 at the Grants Pass branch and to address the statement that “it is common to have a termination for convenience clause in commercial leases” made by Commissioner Blech as well as to answer questions about the current status of the lease agreement. The library board discussed availability and who might be able to attend on behalf of the library district.

### **Finance Policy on Personnel.**

The board of directors held its first reading of a revised version of Finance Policy 2-5 Personnel.

## **BOARD MEMBER REPORTS**

**Library Foundation liaison report.** Library foundation board member Mary Walgrave reported that there will be a library donor appreciation event called Blueprints & Books on September 28.

The library foundation's FY25 annual report will be presented at the next meeting.

**Facilities Oversight Task Force.** Ms. Stoltz reported that Vitus Construction is donating their time to repair the custom shelving at the Williams branch.

The library foundation has been awarded two \$10,000 grants from Roundhouse Foundation and Four Way Community Foundation to make ADA-compliant updates to the Wolf Creek branch.

## **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 Thursday, September 18, at the Grants Pass branch library. Ms. Selvig will be absent.

## **ADJOURNMENT**

The board meeting adjourned at 7:02 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: September 18, 2025  
SUBJECT: Policy review

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## Second 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.

The Board reviewed and discussed 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).~~

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

In the Matter of Adopting	)	
Policy 2-5, Personnel, for	)	Resolution No. 2026-010
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 2-5, Personnel, which is attached hereto and incorporated herein by this reference, is authorized for implementation.

DONE AND DATED this 18<sup>th</sup> day of September 2025.

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

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

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

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

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

## Annexation Petitions

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

	Property Owner	Address
1	James F & Cheryl L Nelson	634 BEEBE DR
2	John R & Linda Pachaud	330 SIERRA LODGE DR
3	Keith & Nancy Trahern	315 ESPEY RD



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

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### General Updates

- Negotiations with Josephine County on the Grants Pass branch lease remain unresolved. Although a final draft was published for public review, on August 21 the Board of Commissioners voted to amend the agreement to reinstate the "termination for convenience" clause. The library district, through legal counsel, responded with alternative terms modeled on the YMCA lease. Commissioner Andreas Blech has since indicated he wishes to continue working with county legal counsel, and the next commissioner discussion has been rescheduled from September 18 to September 23. The district continues to await further communication and remains focused on securing a fair, 5-year lease to ensure stable public library services. Library board members partnered with Grants Pass Friends of the Library to hold a press conference on August 26 to clarify the board's perspective on current lease negotiations.
- Transitioning retirement benefits from a 401(k) plan to a 457(b) plan to better align with governmental benefit program requirements.
- Preparing a financial audit RFP for FY25–26. Executed an engagement letter with Pauly Rogers for the FY24–25 audit and continue to await the final FY23–24 report.
- Developing an E-Rate RFP to satisfy five-year requirements under USAC and FCC regulations.
- For more information about library services and programs in August, as well as the library director's monthly column, read the [August 2025 Library Newsletter](#).

### Stories

- **In Grants Pass**, a volunteer assisted a patron searching for a peach cobbler recipe by locating a new southern cooking title in the nonfiction collection. The patron later returned, expressing excitement about trying other recipes in the book.
- **In Illinois Valley**, meeting space use reached its highest level in August. A children's birthday party held there resulted in five new library cards issued that day.
- **In Williams**, a parent expressed gratitude that their teen had "the best summer ever" thanks to a safe, welcoming library space.
- **In Wolf Creek**, chef and author Adam Glick, recently relocated to the area, visited the branch following the release of his new cookbook *Live Free, Eat Well*.

### Successes

- Northwest Defense Contracting began providing security services at the Grants Pass branch in September under a short-term, two-month contract of 40 hours per week with on-call availability thereafter. Within the first three days of service, staff reported significant relief and a renewed ability to focus on their primary responsibilities. To sustain this service, the district has requested partial financial support from the library foundation.
- Damaged Williams branch bookshelves repaired by original contractor, improving them beyond their original condition.

- Movers and Groovers sensory storytime launched September 9 with full registration and waitlist interest.

### **Challenges**

- Throughout August and September, increased loitering and gatherings outside the Grants Pass branch created an unsafe environment and strained staff capacity. Restroom use became difficult to manage due to the proximity of the city's resting site, often resulting in extended occupancy and conflict with patrons. More than 20 incidents were logged in August alone, ranging from medical emergencies to disruptive behavior, animal issues, and trespass enforcement. Misuse of ADA service animal provisions further complicated facility management and raised safety concerns, while patrons expressed unease about comfort and crowding due to disruptive behaviors. Staff were required to spend significant time managing these conduct issues, pulling them away from core responsibilities. Collectively, these challenges underscored the necessity of contracting professional security services at the Grants Pass branch beginning in September to improve safety for staff, volunteers, and patrons.
- A water leak in the associate director's office in Grants Pass damaged 25 children's nonfiction books valued at \$591.75. Replacement orders will be included in the next ABDO annual purchase.

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

### **Reimagine Library Services**

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

- Advanced discussions with Rogue Community College on creating an education pathway for graduates of Computer Basics classes.
- Delivered digital skills classes in Illinois Valley, including ebooks and audiobooks. Monthly digital skills workshops will begin in October, covering basic computing, Microsoft 365, and Google Suite.
- Scheduled the first six-week Spanish computer class to begin in October outside regular library hours to minimize interruptions and better serve the community.

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

- Partnered with Southern Oregon ESD to relaunch sensory storytime at Grants Pass.
- Renewed partnership with Foster Grandparents to support youth programming.
- Continued exploration of collaboration with Goodwill to connect Computer Basics graduates with workforce services.
- Concluded the Summer Reading Program, followed by a patron survey to evaluate programming.

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

- August program attendance totaled 28 across four digital skills classes.

- Launched the Declaration 250 public history series September 4 with 79 participants. Sponsored by the Gilder Lehrman Institute, the series runs monthly through May 2026, with upcoming programs scheduled October 2 in Grants Pass and October 4 in Illinois Valley.

### **Invest in People and Culture**

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

- Onboarded a new Public Services Assistant at the Grants Pass branch.
- Closed all branches on August 27 for staff training, featuring presentations from the Women's Crisis Support Team and Dr. Michele Villagran, along with sessions on safety, emergency planning, and strategic goals.

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

- Welcomed a new Project Youth+ intern supporting communications and outreach.

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

- Onboarded six new volunteers in Grants Pass, one in Illinois Valley, and two teen volunteers in Williams.
- Scheduled a volunteer listening session for November 8.
- Easter Seals volunteer program remains on hold due to funding freeze.
- Teen Advisory Board welcomed a new member, bringing creativity and input to youth services.

## **Core Services Update**

**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.**

- Continued improvements in Illinois Valley supported by a \$30,000 Marie Lamfrom Foundation grant, including children's and teen spaces.
- Conducted one-year internal warranty review of the Illinois Valley branch ahead of formal walkthrough with ZCS and Ausland Builders.
- Began installation of wrought iron fencing and a sensory path at the Illinois Valley branch to improve safety and community engagement.

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

- Addressed recurring technology disruptions at the Grants Pass branch affecting staff and public computers, including intermittent internet loss, software access issues, printer connectivity failures, and unstable remote access. Troubleshooting and network updates required scheduled Monday downtimes. Problems stem from outdated configurations and security patches needing reinstallation and stabilization.

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

- Submitted a \$6,509 grant request to the State Library of Oregon Ready to Read program.

**TO: Josephine Community Library District Board of Directors**  
**FROM: Kate Lasky, Library Director**  
**DATE: September 18, 2025**  
**SUBJECT: August 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 ending cash for the general fund on the P&L of \$1,063,838 does not equal the Balance Sheet net income of \$2,458,540. 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 total prior year's tax levy income is \$22,948.
- Fees collected this fiscal year were \$17,456, which includes non-resident card fees, sponsorships, copies, and charges for lost/damaged items.
- JCLD invoiced Josephine Community Library Foundation \$1,680 for 28 household sponsorships for the month of August. 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 \$174,059 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 \$881,232, an operations reserve fund of \$702,778, and a capital reserve fund of \$635,385. Cash Drawers at the four branches total \$390.
- The total combined assets of these accounts equal \$2,417,643.

### **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 through August 2025

	Jul - Aug 25	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4000 · Current Year Tax Receipts	0	1,632,500	-1,632,500
4005 · Prior Year Taxes	22,948	40,000	-17,052
4100 · Fees	17,456	60,000	-42,544
4200 · Interest Income	8,070	45,000	-36,930
4300 · Other Revenues	0	1,000	-1,000
4999 · Beginning Cash	1,273,747	1,210,000	63,747
Total Income	1,322,221	2,988,500	-1,666,279
Gross Profit	1,322,221	2,988,500	-1,666,279
Expense			
5000 · Personal Services	140,621	1,091,000	-950,379
6 · Materials and Services			
6.1 · Library Services			
5200 · Collection Development	39,275	175,000	-135,725
5300 · Technical Services	9,424	52,500	-43,076
6650 · Patron Services and Supplies	1,074	20,000	-18,926
6660 · Volunteer Support	1,009	8,000	-6,991
6670 · Events at Library	600	0	600
6680 · Communication & Outreach	6,856	47,250	-40,394
6690 · Special Contracts	17,149	118,250	-101,101
Total 6.1 · Library Services	75,387	421,000	-345,613
6.2 · Maintenance and repairs			
5400 · Building Improvements	0	10,000	-10,000
5500 · Facilities & Equipment	6,270	30,000	-23,730
5600 · Computer Maintenance	1,971	50,000	-48,029
Total 6.2 · Maintenance and repairs	8,241	90,000	-81,759
6.3 · Administration			
5700 · Insurance	0	26,250	-26,250
5800 · Travel & Training	2,190	20,000	-17,810
6630 · Election	8,525	15,000	-6,475
6640 · Auditor	7,200	20,000	-12,800
6699 · Legal Administration	4,475	10,000	-5,525
6700 · Administrative Support	3,421	30,000	-26,579
6800 · Telecommunications	1,602	26,250	-24,648
6850 · Utilities	6,721	55,000	-48,279
Total 6.3 · Administration	34,134	202,500	-168,366
Total 6 · Materials and Services	117,762	713,500	-595,738
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	258,383	2,305,825	-2,047,442
Ending Cash	1,063,838	682,675	381,163
Ending Cash	1,063,838	682,675	381,163

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

	Jul - Aug 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4050 - Grant Revenue				
4075 - State of Oregon	2,744			
4085 - Foundations	2,500			
4050 - Grant Revenue - Other	5,050	157,000	-151,950	3%
Total 4050 - Grant Revenue	10,294	157,000	-146,706	7%
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	10,000	-10,000	0%
Total Income	10,294	168,000	-157,706	6%
Gross Profit	10,294	168,000	-157,706	6%
Expense				
5000 - Personal Services	8,402	50,000	-41,598	17%
6 - Materials and Services				
6.1 - Library Services				
6650 - Patron Services and Supplies	5,756			
6680 - Communication & Outreach	485			
6.1 - Library Services - Other	0	50,000	-50,000	0%
Total 6.1 - Library Services	6,241	50,000	-43,759	12%
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	9,890	100,000	-90,110	10%
Total Expense	18,292	150,000	-131,708	12%
Ending Cash	-7,998	18,000	-25,998	-44%
Ending Cash	-7,998	18,000	-25,998	-44%

# Josephine Community Library District

## Balance Sheet

As of August 31, 2025

Aug 31, 25

### ASSETS

#### Current Assets

##### Checking/Savings

1000 · People's Bank of Commerce	174,059
1010 · People's Bank-Savings	23,802
1100 · General Pool 6000	881,232
1110 · LGIP - Operations Reserve Fund	702,778
1111 · LGIP - Capital Reserve Fund	635,382
1150 · Cash Drawers	390

Total Checking/Savings 2,417,643

##### Other Current Assets

1310 · JoCo Reserve for Disputed Tax	40,897
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Total Other Current Assets 40,897

Total Current Assets 2,458,540

**TOTAL ASSETS 2,458,540**

### 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	1,273,747
3909A · General Fund Appropriated	-1,273,747
3910 · GP Maint Fund Balance	23,802
3910A · GP Maint Fund Appropriated	-23,802
3911 · Reserve Fund Balance	697,319
3911A · Reserve Fund Bal Appropriated	-697,319
3912 · Capital Reserve Fund Balance	630,446
3912A · Capital Reserve Fund Approp	-630,446
Net Income	2,417,799

Total Equity 2,417,799

**TOTAL LIABILITIES & EQUITY 2,458,540**

**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	Maintenance	Mezzanine storage shelves	TBD	3
Williams	Enhancement	Xeriscape education walk	\$25,000	1
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

TO: Josephine Community Library District Board of Directors  
FROM: Kate Lasky, Library Director  
DATE: September 18, 2025  
SUBJECT: Retirement Plan Transition – Resolution for Board Action

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### **Overview**

The library district is transitioning from its current 401(k) retirement plan (ADP Plan No. 028480) to a governmental 457(b) plan. The 401(k) will terminate effective December 31, 2025, with the 457(b) plan taking effect January 1, 2026. This change is being made to better align with IRS requirements for governmental entities while maintaining employer contributions and a similar benefit structure for employees.

### **Board Action Required**

In consultation with the district's accounting advisor, Gerald Burns, CPA, it has been determined that two board resolutions are necessary:

1. Resolution to terminate the existing 401(k) plan effective December 31, 2025
2. Resolution to establish the 457(b) plan effective January 1, 2026

Per best practice, the resolutions should remain concise, with an appendix attached containing the official plan documentation. This reduces the risk of omitting critical details from the adopting resolution.

### **Staff Notification**

All plan participants were notified of the change in writing on September 10, 2025. The notification explained the transition timeline, potential blackout period, rollover options, and employer contribution continuity.

### **Recommendation**

It is recommended that the board adopt the two resolutions at the upcoming meeting to formally authorize the termination of the current 401(k) plan and the adoption of the new 457(b) plan.

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

In the Matter of Terminating the 401(k)     )  
Retirement Plan for Employees of         )         **Resolution No. 2026-011**  
Josephine Community Library District     )

WHEREAS, Josephine Community Library District Personnel Policy 4-3-3, Retirement Benefits, makes provision for a tax-deferred retirement plan to all eligible employees; and

WHEREAS, Josephine Community Library District wishes to replace the current 401(k) retirement plan with a governmental 457(b) retirement plan; now therefore

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves

The current 401(k) retirement plan # 028480 is authorized for termination effective December 31, 2025, according to the “Important Retirement Plan Update” to plan participants dated September 10, 2025, which is attached hereto and incorporated herein by this reference.

DONE AND DATED this 18<sup>th</sup> day of September 2025.

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

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

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

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

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

In the Matter of Establishing a )  
457(b) Retirement Plan for Employees ) Resolution No. 2026-012  
of Josephine Community Library District )



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

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## **Overview**

This month, the board is asked to review revisions to three existing policies and adopt one new policy. Together, these updates strengthen the library's ability to maintain safe, welcoming facilities and clarify expectations for patron behavior. The changes affect:

- Policy 3-1-2 Patron Responsibilities and Rules of Conduct
- Policy 3-4-11 Parking Lot Use
- Policy 3-4-12 Library Grounds
- Policy 3-X-X Animals in the Library (new)

These policy updates are a direct response to evolving challenges in managing library facilities and maintaining a safe, welcoming environment. By adopting these revisions, the district reinforces its ability to balance accessibility with safety, allowing staff and volunteers to focus on core library services while protecting the well-being of patrons.

## **Policy Changes**

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

Revisions clarify unacceptable behaviors, reinforce enforcement procedures, and explicitly restrict day camping, misuse of restrooms, and unattended animals near library entrances. The policy also underscores that staff are not required to intervene in unsafe situations and may call law enforcement or contracted security for support.

### **Policy 3-4-11 Parking Lot Use**

Updates specify that parking areas are for library patrons only, prohibit overnight parking and day camping, and forbid use of parking areas as restrooms or for other inappropriate purposes. The policy aligns with security measures including camera monitoring and enforcement of trespass rules.

### **Policy 3-4-12 Library Grounds**

Grounds use rules now explicitly prohibit littering, dumping, large unauthorized gatherings, solicitation, and day camping. Provisions were added clarifying compliance with broader conduct rules, and authority for fencing or other security measures to preserve landscaping and safety.

### **New Policy: Animals in the Library**

This new policy establishes clear expectations for service animals and prohibits pets, emotional support animals, and other non-service animals from entering the library. It sets behavioral standards for service animals and responsibilities for handlers, ensuring compliance with ADA and Oregon law while prioritizing safety and comfort for all patrons.

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

Revised 1/16/2025

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

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

- Physical abuse or assault, including fighting or challenging others to fight;
- Engaging in any behavior that a reasonable person would find to be disruptive, harassing, or threatening in nature,
- Damaging, destroying, stealing, or otherwise vandalizing library property.
- Use of alcohol, illegal drugs, or drug paraphernalia on library property.
- Day camping or extended resting on library property without actively using library services (See Policy 3-4-12 Library Grounds).

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

### A. Rules of Conduct

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

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

Online conversations via Zoom or other app should also take place in designated areas or outside the library.

- To maintain a quiet and respectful environment, patrons must keep the volume of their personal devices low. Brief online check-ins, such as a quick response or short conversation, are allowed; however, extended conversations or activities with repeated sounds, like gaming or virtual meetings, are not permitted in shared areas. Additionally, music, loud demonstrations, or any noises that may disrupt other patrons are strictly prohibited. Service animals, but no pets, are welcome in the library. Animals may not be left outside unattended within 10 feet of entrances.
- ~~Only service animals, as defined by the Americans with Disabilities Act (ADA), are permitted inside the library. Pets are not permitted indoors. Animals brought onto library property must remain leashed, under control, and may not be left unattended within 10 feet of entrances. Service animals, but no pets, are welcome in the library. Animals may not be left outside unattended within 10 feet of entrances.~~
- Patrons must wear shoes and garments that cover the upper and lower torso at all times in the library.
- Patrons' personal property should not block library doors, aisles, or access to materials and should not be left unattended.
- Bicycles, carts, and other objects too large to store without impeding others must be left outside.
- ~~Patrons will need to stay awake while in any of the branch library facilities. We understand that patrons may doze off, and staff will conduct wellness checks on patrons who are not alert.~~
- Patron's personal hygiene (body odor, excessive perfume) should not interfere with other patrons' comfortable use of the library.
- ~~Bathrooms are for bathroom use only. Washing, shaving, bathing, sleeping, or other misuse of restrooms is prohibited. Restrooms are available for patrons actively using library services (e.g., attending programs, using collections, or holding a valid library card).~~

## B. Enforcement

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

- A person whose behavior violates this policy will be informed of the rules and asked to cease the behavior. A copy of this policy will be available on request.
- For serious violations (including disruptive behavior and failure to comply when requested) the staff person may require the person to leave JCLD premises and not return the same day.
- Subsequent offenses, refusing to comply with staff instructions, unlawful conduct, or conduct which is immediately threatening to the safety of patrons or staff will result in 90-day suspension of library privileges. In addition, law

enforcement may be called, and appropriate legal action may follow. Depending on the severity, time may be determined at the discretion of the Library Director.

- Failure to leave or re-entering JCLD property prior to termination of a suspension will constitute trespassing.
- If a violation is particularly egregious or dangerous or a customer engages in the same activity repeatedly, the library may permanently ban that customer from either a service (such as using the public computers) or from the library premises.
- Any criminal activity shall be reported to the appropriate law enforcement agency.
- A person who feels his or her library privileges have been wrongly suspended may appeal the decision in writing to the library director or designee within 30 days of receiving notification. The decision of the library director will be final.
- Staff are not required to personally intervene in unsafe situations. In such cases, staff must maintain distance and request assistance from law enforcement or contracted security.

## Policy 3-4-11. Parking Lot Use

*Adopted 12/21/2022*

JCLD offers library parking at all its branch facilities. As JCLD strives to develop respectful relationships with neighboring property owners and businesses, patrons are expected to follow the rules of conduct on all library grounds and parking areas as outlined in Policy 3-1-2 Patron Responsibilities and Rules of Conduct. Parking lots are for use by library patrons unless signage or other partnership agreements are provided for designated use by other agencies.

Overnight parking is not permitted at any library branch location. Day camping, defined as resting, sleeping, or remaining in a vehicle or on library parking lots/grounds for extended periods without actively using library services, is also prohibited.

This policy and all other JCLD policies are in effect during both operating and closed library hours. Patrons are expected to adhere to all library policies on the library grounds when facilities are closed to the public.

Use of tobacco products, ~~controlled substances~~, or alcohol ~~on library property~~ is prohibited. Smoking, vaping, alcohol, illegal drugs, or drug paraphernalia are prohibited on library property, including parking lots.

Double parking or blocking another vehicle from clear entry and exit is prohibited.

Library parking areas and property may not be used as an outdoor restroom ~~under any circumstances or for washing, bathing, or other misuse.~~

JCLD strives to maintain facilities that are safe and secure for staff, volunteers, and patrons. To this end, selected areas of the library premises are equipped with video cameras that are recording at all times in accordance with Policy 3-3-4 Security Cameras.

Violations of JCLD policies will result in the loss of library and computer privileges in accordance with Policy 3-1-2 Patron Responsibilities and Rules of Conduct.

## Policy 3-4-12. Library Grounds

*Adopted 10/18/2023*

### Grounds Use and Conduct

For the comfort and safety of patrons, volunteers, and staff, and to protect library facilities and landscaping:

- Littering, dumping, or improper disposal of personal belongings is prohibited. Library grounds, landscaping, and vegetation must be preserved and not damaged, altered, or destroyed.
- Large gatherings, assemblies, or group activities not authorized by library administration are not permitted.
- Solicitation, including selling goods or requesting donations of any kind, is prohibited on library grounds.
- “Day camping,” defined as prolonged resting, sleeping, or establishing a temporary living space (such as setting up bedding, chairs, or tying animals), is prohibited. Library grounds are intended for active library use, and activities inconsistent with library services are not permitted.
- All persons on library grounds must also comply with Policy 3-1-2 Patron Responsibilities and Rules of Conduct.
- Fencing or other security measures may be installed to preserve landscaping, maintain safety, and prevent misuse of library grounds.

### Petitioning and Demonstrating

Petitioning includes requesting or collecting signatures. Demonstrating includes public gatherings such as protests, meetings, or marches.

Activities of this nature on library property must follow these rules:

- Petitioning, protesting, or demonstrating inside the library is prohibited.
- Activities must remain at least 20 feet from library entrances and may not block walkways or access.
- Petitioners and demonstrators must inform library management or security upon arrival if during business hours; if outside business hours, a phone call in advance is required.
- Activities must take place only in designated areas assigned by library management.
- Petitioners and demonstrators may not physically or verbally interfere with patrons entering or leaving the library.
- Signs must comply with the Library’s Rules of Conduct.
- The library will not provide materials, equipment, or other support for petitioning or demonstrating.

### Landscaping

JCLD recognizes the burden extreme weather conditions, ongoing droughts, and catastrophic fires place on local communities. These events negatively impact tourism, wildlife, and the personal safety of patrons and potential patrons of the library. As such, JCLD is committed to conserving water resources vital to preserving Southern Oregon's natural beauty and long-term economic prosperity, including conscientious decisions when choosing how to landscape library grounds.

JCLD serves a large geographic area, from small rural communities to urban centers. Four library branches span areas with various tributaries, watersheds, and unique microclimates. As such, each JCLD location will continuously develop individual landscape plans to suit the varied needs and available resources of each location.

The Water Resources Commission (WRC) recommends best practices for water management and conservation. JCLD is committed to following their directives (ORS 536.360). Oregon rules compel local governments to conserve water resources and follow the planning goals set forth by the WRC (OAR 690-005-0020). JCLD pledges to responsibly steward the lands occupied by library facilities.

The Integrated Water Resources Strategy (IWRS), published by the WRC states, in addition to conscientious use of water, "Land management techniques, such as xeriscaping, maintaining healthy soils, planting drought-tolerant or native plants, and watering landscapes and plants when temperatures are cooler are also actions that can help conserve and make the best use of water resources." (WRC Statement, p. 121)

The State Parks and Recreation Department has sole jurisdiction and authority over state parks (ORS 390.111) Per Josephine County Parks Ordinance, the Board of County Commissioners has the sole authority to regulate county parks and the activities conducted in those parks (Josephine County Ordinance 12.05.040). As such, JCLD does not have the authority to create or manage public parks and does not intend to establish any parks on JCLD property. ~~The purpose of this policy is to state JCLD's commitment to water conservation and support of the IWRS.~~

## Policy 3-X-X. Animals in the Library

*Adopted XX/XX/2025*

Josephine Community Library District is committed to providing an open and welcoming environment for everyone. To ensure equal access in accordance with the Americans with Disabilities Act (ADA) and Oregon law, trained service animals are permitted in all library locations. This policy explains the difference between service animals and pets, outlines expectations for behavior, and helps maintain a safe and comfortable space for all patrons, volunteers, and staff.

- **Pets not permitted:** Animals that are pets are not allowed inside library buildings.
- **Service animals:** In accordance with the Americans with Disabilities Act (ADA) and Oregon law, individuals with disabilities may bring trained service animals into the library. Service animals must remain under the handler's control at all times, on leash or harness unless performing a task that requires otherwise. Service dogs in training are also permitted.
- **Emotional support and therapy animals:** Emotional support, therapy, comfort, or companion animals are not considered service animals under the ADA and are not permitted in the library.
- **Behavior expectations:** Service animals must be housebroken and under control of their handler at all times. Animals that are aggressive, disruptive, or not properly supervised may be required to leave the library.
- **Responsibilities of handlers:** Handlers are responsible for the care and supervision of their service animals, including clean-up. Service animals may not be left unattended in the building or on library property.
- **Consideration for all patrons:** Library staff will work to accommodate individuals who may have concerns such as allergies or fear of animals while ensuring equal access for those with service animals.

For additional information, patrons may consult the library's Policy 3-1-2 Patron Responsibilities and Rules of Conduct.



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: September 10, 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

The general contractor repaired the broken bookcase and reinforced the identical bookcase on the other side of the front door to prevent damage.

The Williams branch lead reported that several landscaping projects have been completed, including planting lavender around the parking lot and in planters by the building. The newly seeded grass behind the library is growing well, and the tree planted in front of the building is flourishing.

Library patrons have been using the outdoor area behind the building to plug in their laptops and often sit on the ground. The Williams branch supervisor has requested approval to collaborate with a volunteer who has offered to build new outdoor furniture to replace the old picnic bench, which is beyond repair.

**Action:** *The Williams branch supervisor received approval from library director to move forward with the volunteer who offered to build the outdoor furniture.*

### Illinois Valley branch

Wrought iron fencing is being installed at the Illinois Valley branch. The building will be enclosed along the front with gates on the main entrance and meeting space paths. The parking lot will have removable posts to be positioned at weeks' end when the library is closed for three days in a row to prevent overnight parking and camping.

The front door hydraulics that had previously failed have been repaired.

The branch supervisor is overseeing the construction of a sensory path and other items in the outdoor learning area outside of the children's library. The outdoor area will be ready to use and will be showcased during the library foundation's donor appreciation event at the end of September.

A glass panel from the Library of Things display case fell out and shattered due to a cabinet construction issue. The vendor has begun repairs, and new glass has been ordered.

A one-year warranty walk through is scheduled this month with the general contractor, library team, and architects to discuss any additional items that need repair prior to the one-year warranty expiration.

**Action:** *Library team met prior to the warranty walkthrough and identified issues to resolve prior to the warranty expiration on the work.*

### **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.

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

As part of the schematic design phase ZCS provided an updated cost estimates using a third-party company. The updated costs are within the original cost ranges provided by ZCS during the concept selection phase.

The foundation has received a scope of work for ZCS for the next phase in the project, design development. The foundation board will review the scope at the September board meeting.

**Action:** *With the completion of the Traffic Impact Analysis memo, ZCS will submit the land use package to the city for approval this month. This is the last step of the Schematic Design Phase.*