

**Josephine Community Library District**  
**Board of Directors Regular Meeting**  
**Thursday, October 16, 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	Pat Fahey	Gina Marie Agosta,	Tina Gotchall
Vice President	Robinson		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. September 18 Board Meeting minutes</li> <li>b. Resolution 2026-013: Policy 3-1-2</li> <li>c. Resolution 2026-014: Policy 3-4-11</li> <li>d. Resolution 2026-015: Policy 3-4-12</li> <li>e. Resolution 2026-016: Policy 3-1-7</li> </ol> </li> <li>3. Public comment</li> <li>4. Correspondence</li> <li>5. Annexation petition review: James &amp; Donna Byrd</li> </ol>	          	G.M. Agosta	5 min
<b>Staff Reports</b> <ol style="list-style-type: none"> <li>1. Library director's report</li> <li>2. Financial report</li> </ol>	 Report Report	 K. Lasky K. Lasky	 5 min 5 min
<b>Action Items</b> <ol style="list-style-type: none"> <li>1. Ratification of Grants Pass Lease Agreement</li> <li>2. First Reading: Operations Policy—Security Cameras</li> </ol>	 Motion Discussion	 G.M. Agosta K. Lasky	 5 min 5 min
<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>	 Report Report	 R. Stoltz Fahey/Robinson	 5 min 5 min
<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>		 All K. Lasky G.M. Agosta	5 min
<b>Executive session: Performance Review</b> To review the performance of a chief executive officer, other officers, employees, and staff members of the district per ORS 192.660(2)(i)		G.M. Agosta	
<b>Adjourn</b>		G.M. Agosta	

Date and Time	Upcoming Meetings and Events
November 20, 5:30pm	District Board Meeting, Grants Pass branch

**Josephine Community Library District**  
**Regular Board Meeting Minutes**  
**Thursday, September 18, at 5:30 pm**  
**Grants Pass branch | 200 NW C street, Grants Pass, OR 97526**

**Members present:** Gina Marie Agosta, Pat Fahey, Kelly Robinson, Tina Gotchall

**Members absent:** Rachele Selvig

**Staff present:** Library Director Kate Lasky, Communications and Partnership Manager Brandace Rojo, Operations Manager Jessica Perez, Library Foundation Executive Director Rebecca Stoltz, Library Foundation Liaison Shad Shriver

**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. August 21 Board Meeting minutes
- b. Resolution 2026-010: Policy 2-5

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

Ms. Robinson seconded.

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

**Public comment.** No public comment.

**Correspondence.** No correspondence

**Annexation Petition Review:** Annexation petition review: John R & Linda Pachaud, and Keith & Nancy Trahern, James F & Cheryl L Nelson

**Motion:** Mr. Fahey moved to endorse the annexation petitions for John R & Linda Pachaud, and Keith & Nancy Trahern, James F & Cheryl L Nelson.

Ms. Gotchall seconded.

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

**STAFF REPORTS**

**Library director's report.** Ms. Lasky referred to the Library Director's Report dated September 18, 2025, highlighting the following items:

- Ms. Lasky and Ms. Perez shared that the Grants Pass branch now has a security guard contracted by Northwest Defense Contracting in response to an increase in incidents. To sustain this service, the district has requested partial financial support from the library foundation.

- Staff completed a “violence in the workplace” training by the Special District Association of Oregon.
- Josephine County maintenance reached out to let the library district know they would be repairing the roof at the Grants Pass branch on Sunday, September 21 and Monday, September 22.
- Movers and Groovers sensory storytime launched September 9 with full registration and waitlist interest.

**Annual Report.** Ms. Lasky presented the 2024-25 library district annual report which can be found on the library district’s website at [josephinelibrary.org/about-the-library/district-information/strategic-direction/](https://josephinelibrary.org/about-the-library/district-information/strategic-direction/). To get there, choose DISTRICT INFORMATION from the ABOUT menu on the library district website. Next click STRATEGIC DIRECTION. The following are highlights from the report:

- eBooks and audiobooks are popular and grow in popularity every year.
- Circulation and turnover have decreased, heavily impacted by the closure of the Illinois Valley branch for renovation.
- Over the past fiscal year, the library hosted 523 youth programs and 89 adult programs for about 21,000 participants systemwide.
- Volunteer hours increased 17 percent during the 2024-25 fiscal year

**Financial report.** Ms. Lasky reviewed the August 2025 Financial Statement memo dated September 18, 2025. She also referred to the Profit & Loss Budget vs. Actual–General Fund statement through August 31, 2025, and the Balance Sheet as of August 31, 2025.

**Capital Improvement Plan report.** Ms. Lasky and Ms. Stoltz reported that the updated Capital Improvement Plan include capital improvements and maintenance. At the Grants Pass branch, a request was sent to Josephine County Maintenance to re-stripe the parking lot. At the Illinois Valley branch, installation is underway of a fence and an outdoor sensory path learning area funded by Josephine Community Library Foundation. In Williams, the Walnut tree was trimmed, and the garage door was repaired. Plans to do extensive repairs and maintenance at the Wolf Creek branch are underway.

## **ACTION ITEMS**

### **Resolution 2026-011: Terminate 401k Plan.**

**Motion:** Mr. Fahey moved to terminate the 401k plan for library district staff.

Ms. Robinson seconded.

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

### **Resolution 2026-012: Establish 457b Plan.**

**Motion:** Mr. Fahey moved to establish a 457b plan for library district staff.

Ms. Gotchall seconded.

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

**First Reading: Operations Policy—Patron Conduct.**

The board of directors held its first reading of a revised version of Operations Policy 3-1-2 Patron Responsibilities and Rules of Conduct.

**First Reading: Operations Policy—Parking Lot Use.**

The board of directors held its first reading of a revised version of Operations Policy 3-4-11 Parking Lot Use.

**First Reading: Operations Policy—Library Grounds.**

The board of directors held its first reading of a revised version of Operations Policy 3-4-12 Library Grounds.

**First Reading: Operations Policy—Animals.**

The board of directors held its first reading of a new Operations Policy about animals in the library.

**BOARD MEMBER REPORTS**

**Library Foundation liaison report.** Mr. Shriver reported that a donor appreciation event is coming up on September 28.

**Grants Pass Friends of the Library.** Ms. Roberts shared hundreds of community members are engaged with the Friends of the Library on social media and through their newsletter. Oregon PBS is going to do another special document the library's struggles with Grants Pass lease negotiations. Book Riot, a national media company, covered the story of the library's struggles with Grants Pass lease negotiations.

**Facilities Oversight Task Force.** In Illinois Valley, the front door hydraulics that had previously failed have been repaired.

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

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

**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, October 16, at the Grants Pass branch library.

**ADJOURNMENT**

The board meeting adjourned at 7:00 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: October 16, 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 3-7-1 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: Policy 3-7-1 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, including smoking and vaping, 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.

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

In the Matter of Adopting	)	
Policy 3-1-2, Patron Responsibilities	)	Resolution No. 2026-013
and Rules of Conduct, for	)	
Josephine Community Library District	)	

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

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves:

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

DONE AND DATED this 16<sup>th</sup> day of October 2025.

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Pat Fahey, Board Member

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Gina Marie Agosta, Board Member

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Tina Gotchall, Board Member

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Rachele Selvig, Board Member

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Kelly Robinson, Board Member

## 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.

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

In the Matter of Adopting	)	
Policy 3-4-11, Parking Lot Use, for	)	Resolution No. 2026-014
Josephine Community Library District	)	

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

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves:

The revised Operations Policy 3-4-11, Parking Lot Use, which is attached hereto and incorporated herein by this reference, is authorized for implementation.

DONE AND DATED this 16<sup>th</sup> day of October 2025.

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Pat Fahey, Board Member

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Gina Marie Agosta, Board Member

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Tina Gotchall, Board Member

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Rachele Selvig, Board Member

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Kelly Robinson, Board Member

## 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.

### 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.~~

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

In the Matter of Adopting	)	
Policy 3-4-12, Library Grounds, for	)	Resolution No. 2026-015
Josephine Community Library District	)	

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

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves:

The revised Operations Policy 3-4-12, Library Grounds, which is attached hereto and incorporated herein by this reference, is authorized for implementation.

DONE AND DATED this 16<sup>th</sup> day of October 2025.

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Pat Fahey, Board Member

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Gina Marie Agosta, Board Member

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Tina Gotchall, Board Member

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Rachele Selvig, Board Member

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Kelly Robinson, Board Member

## Policy 3-1-7. 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.



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

In the Matter of Adopting	)	
Policy 3-1-7, Animals in the Library, for	)	Resolution No. 2026-016
Josephine Community Library District	)	

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

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves:

The new Operations Policy 3-1-7, Animals in the Library, which is attached hereto and incorporated herein by this reference, is authorized for implementation.

DONE AND DATED this 16<sup>th</sup> day of October 2025.

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

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Gina Marie Agosta, Board Member

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Tina Gotchall, Board Member

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Rachele Selvig, Board Member

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Kelly Robinson, Board Member

## Annexation Petitions

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

	Property Owner	Address
1	James & Donna Byrd	290 FALLING LEAF DR

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

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### General Updates

- The Josephine County Board of Commissioners approved a five-year lease for the Grants Pass branch on September 30, with execution completed October 1, 2025, following nearly 10 months of negotiation. The lease secures the district's headquarters through 2030, removes the "termination for convenience" clause, and establishes an initial maintenance fund transfer of \$20,424 and an annual \$1,543 maintenance payment beginning in 2027. Collaboration with county facilities will determine next steps for building management beginning January 1, 2026. A public records request regarding legal costs for the lease termination was fulfilled; total expenditures as of October 8 were \$19,250.
- Contracted security services began September 9 to support implementation of updated security policies. The uniformed guard presence has been widely welcomed, with patrons, volunteers, and staff expressing increased confidence in safety. Since deployment, 26 incidents were logged compared to 15 in the prior month — an increase reflecting improved observation rather than worsening behavior. Many additional interactions were resolved informally, preventing escalation. Fourteen incidents involved drug use or paraphernalia, compared to two in the previous period. The result has been a notably calmer, more respectful library environment.
- The district received an unmodified ("clean") opinion from Pauly Rogers & Co. for the FY23-24 Financial Audit, confirming accurate and compliant financial reporting. No findings were issued. Best-practice recommendations included strengthening documentation of board financial reviews, maintaining fidelity coverage, monitoring segregation of duties, and verifying third-party retirement plan compliance. Preparation for the FY24-25 audit is underway, with board management questionnaires distributed.
- For more information about library services and programs in September, as well as the library director's monthly column, read the [September 2025 Library Newsletter](#).

### Stories

- **In Grants Pass**, a 92-year-old patron visited the children's library in tears, sharing how wonderful she thinks the library programs are for children. She stated that she remembers when the library was in a three-story building across the street near the courthouse.
- **In Illinois Valley**, the new outdoor learning area and sensory path are now complete, featuring interactive outdoor learning toys, a storytime tower, sensory garden boxes, and a winding path designed for exploration and play. The community has expressed excitement and gratitude for this welcoming new space.



*Illinois Valley branch sensory path.*

- **In Williams**, several patrons visiting the branch shared their relief and appreciation that the district has secured a signed five-year lease for the Grants Pass building, expressing gratitude for the library's stability and continued service to the community.
- **In Wolf Creek**, new camp hosts from Coyote Creek visited the branch to sign up for library cards and shared their appreciation for having a public library in such a rural part of the county, noting how valuable the resource is for residents and travelers alike.

#### **Successes**

- Josephine County completed roof resurfacing, re-shingling, and gutter cleaning at the Grants Pass branch between September 28 and October 6, ahead of the rainy season.
- Renewed the partnership with Sunny Wolf Charter and Williams Elementary schools for the 2025–26 year. Students returned enthusiastically to the Wolf Creek branch.



*Wolf Creek branch welcomed student back in late September.*

- Overhauled safety and security policies with input from Northwest Defense Contracting, SDAO, legal counsel, and local law enforcement to better support staff in addressing behavioral challenges.

## **Challenges**

- Due to increased loitering and enforcement issues at the Grants Pass branch, public Wi-Fi hours were limited to open operating times.
- In Illinois Valley, fence post installation broke irrigation lines in three locations. Repairs are scheduled, with cost recovery sought from the installer.
- Closure of the Illinois Valley News reduced local promotion opportunities – alternative advertising methods are in development.

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

### **Reimagine Library Services**

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

- The Williams branch advanced its role in the Williams Resilience Hub, partnering with the Grange and Sustainable Community Alliance as an information and communication center during emergencies, offering internet, water, and restroom access for evacuees. A safety-walk with the Fire District and Bear Creek Forest Management identified minor vegetation work, with next steps including Starlink installation and an MOU for shared generator use.
- Released the Category 1 WAN RFP (2025-01) on October 7 to maintain federal funding eligibility for broadband service. Proposals are due November 21, with implementation planned for FY25–26. Board and staff are reminded to refer all vendor inquiries to the library director.
- Welcome to Computers and Computer Basics Drop-In Lab continued with steady participation, grant funded by the State Library of Oregon through the Library Services and Technology Act. Eight participants enrolled in the second Spanish-language Computer Basics course through November.
- Partnered with Merlin and Parkside Head Start programs to deliver quarterly storytimes beginning October 22, expanding early literacy outreach to preschool children and families.

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

- Programming roadmap updated with display schedule for all four branches for 2026.
- New Declaration 250 panel exhibit lending procedures finalized for community partners.
- Preparing for the upcoming Día de los Muertos Storytime on November 8, celebrating culture and family through stories and music.
- Lego Club in Grants Pass and Illinois Valley rebranded as Lego Build and Play, with an updated description more accurately reflecting its focus on patrons ages 12 and under and their families.
- Purchased nominee titles for the 2025 Oregon Mock Pura Belpré Award to enhance youth collections celebrating Latine heritage.

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

- Participated in the Senior Resource Fair, Community Baby Shower, Recovery Fair, and back-to-school events, distributing over 140 free books to children and connecting with more than 3,000 community members across these outreach efforts.

- October outreach included Art Along the Rogue (October 3–5), the Healthy Kids Fair (October 4), and the Illinois Valley Connections Expo (October 11), extending the library’s reach across diverse audiences and age groups countywide.
- The Wolf Creek branch supervisor is partnering with a local community church to share library information and program flyers at weekly Kids Club and Bible study gatherings, expanding outreach to families through community partners.

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

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

- Conversion from the 401(k) to 457(b) retirement plan is in progress, with staff training scheduled for November 12 and full implementation January 1, 2026.
- Conducted workplace violence prevention and de-escalation training with Special Districts Association of Oregon on September 17.
- Drafted new procedures for sleeping patrons, trash collection, First Amendment audits, and service dogs.
- Developed alternative card options procedure to streamline processing for special card types.

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

- Grants Pass interns trained in display merchandising and meeting room support, freeing staff for higher-level tasks.

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

- Volunteer listening session scheduled for November 15 to inform ongoing program improvements.
- Seven new volunteers onboarded — two pending for Illinois Valley.

### **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.**

- Updated Request an Item procedure to allow for two items per month instead of one.
- Completed spine label corrections in the mystery section to improve patron navigation.
- Added Yoto Mini players to youth audio collection.

**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.**

- Completed 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. Introduced at the September 28 Donor Appreciation Event.
- Installed new signage for conduct, restroom, and service animal policies at the Grants Pass branch.

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

- Scheduled Tonies Demo and storytime at the Grants Pass branch on October 30 featuring “Room on the Broom” by Julia Donaldson.

**Lifelong Learning: Provide adult and teen programs that encourage lifelong learning.**

- Launched the Declaration 250 public history series on September 4 with strong community participation. Sponsored by the Gilder Lehrman Institute and led by former Oregon History Teacher of the Year Lois MacMillan, the October 2 session drew nearly 90 attendees to explore “The Origins of the Civil Rights Movement.” One participant remarked that the program is the highlight of her month. The next session, The American Revolution Begins, will be held November 13 at the Grants Pass branch. The series continues monthly through May 2026.
- Launched teen/tween Take & Make Kits program, distributing 240 kits in September with Cow Creek Band of Umpqua Tribe of Indians Foundation support.
- Featured Banned Books Week displays and coordinated digital promotion to raise awareness of intellectual freedom.

**TO: Josephine Community Library District Board of Directors**  
**FROM: Kate Lasky, Library Director**  
**DATE: October 16, 2025**  
**SUBJECT: September 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 \$938,166 does not equal the Balance Sheet net income of \$2,327,812 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 \$27,565.
- Fees collected this fiscal year were \$21,404, which includes non-resident card fees, sponsorships, copies, and charges for lost/damaged items.
- JCLD invoiced Josephine Community Library Foundation \$3,000 for 50 household sponsorships for the month of September. 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 \$30,274 in the district checking account. The Grants Pass maintenance fund totals \$23,805 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 \$889,226, an operations reserve fund of \$705,435, and a capital reserve fund of \$637,784. Cash Drawers at the four branches total \$390.
- The total combined assets of these accounts equal \$2,286,914.



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

	<u>Jul - Sep 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
4000 - Current Year Tax Receipts	0	1,632,500	-1,632,500
4005 - Prior Year Taxes	27,565	40,000	-12,435
4100 - Fees	21,404	60,000	-38,596
4200 - Interest Income	11,446	45,000	-33,554
4300 - Other Revenues	0	1,000	-1,000
4999 - Beginning Cash	1,273,747	1,210,000	63,747
Total Income	<u>1,334,162</u>	<u>2,988,500</u>	<u>-1,654,338</u>
Gross Profit	1,334,162	2,988,500	-1,654,338
Expense			
5000 - Personal Services	211,114	1,091,000	-879,886
6 - Materials and Services			
6.1 - Library Services			
5200 - Collection Development	52,838	175,000	-122,162
5300 - Technical Services	10,221	52,500	-42,279
6650 - Patron Services and Supplies	3,007	20,000	-16,993
6660 - Volunteer Support	1,554	8,000	-6,446
6680 - Communication & Outreach	10,568	47,250	-36,682
6690 - Special Contracts	30,295	118,250	-87,955
Total 6.1 - Library Services	<u>108,483</u>	<u>421,000</u>	<u>-312,517</u>
6.2 - Maintenance and repairs			
5400 - Building Improvements	0	10,000	-10,000
5500 - Facilities & Equipment	16,260	30,000	-13,740
5600 - Computer Maintenance	2,892	50,000	-47,108
Total 6.2 - Maintenance and repairs	<u>19,152</u>	<u>90,000</u>	<u>-70,848</u>
6.3 - Administration			
5700 - Insurance	0	26,250	-26,250
5800 - Travel & Training	3,727	20,000	-16,273
6630 - Election	8,525	15,000	-6,475
6640 - Auditor	14,550	20,000	-5,450
6699 - Legal Administration	8,100	10,000	-1,900
6700 - Administrative Support	5,156	30,000	-24,844
6800 - Telecommunications	3,223	26,250	-23,027
6850 - Utilities	13,966	55,000	-41,034
Total 6.3 - Administration	<u>57,247</u>	<u>202,500</u>	<u>-145,253</u>
Total 6 - Materials and Services	<u>184,882</u>	<u>713,500</u>	<u>-528,618</u>
8.1 - Transfers			
8000 - Transfers & Contingency	0	180,000	-180,000
Total 8.1 - Transfers	<u>0</u>	<u>180,000</u>	<u>-180,000</u>
8.2 - Enhanced Services Support			
8006.1 - Enhanced Services Support	0	1,000	-1,000
Total 8.2 - Enhanced Services Support	<u>0</u>	<u>1,000</u>	<u>-1,000</u>
8010 - Contingencies	0	320,325	-320,325
Total Expense	<u>395,996</u>	<u>2,305,825</u>	<u>-1,909,829</u>
Ending Cash	<u>938,166</u>	<u>682,675</u>	<u>255,491</u>
Ending Cash	<u>938,166</u>	<u>682,675</u>	<u>255,491</u>

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

	<u>Jul - Sep 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
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	14,004	50,000	-35,996	28%
6 · Materials and Services				
6.1 · Library Services				
6650 · Patron Services and Supplies	7,261			
6680 · Communication & Outreach	723			
6.1 · Library Services - Other	0	50,000	-50,000	0%
Total 6.1 · Library Services	7,984	50,000	-42,016	16%
6.2 · Maintenance and repairs				
5500 · Facilities & Equipment	5,198			
6.2 · Maintenance and repairs - Other	0	50,000	-50,000	0%
Total 6.2 · Maintenance and repairs	5,198	50,000	-44,802	10%
6.3 · Administration				
5800 · Travel & Training	300			
6699 · Legal Administration	700			
Total 6.3 · Administration	1,000			
Total 6 · Materials and Services	14,182	100,000	-85,818	14%
Total Expense	28,186	150,000	-121,814	19%
Ending Cash	-17,892	18,000	-35,892	-99%
Ending Cash	<u>-17,892</u>	<u>18,000</u>	<u>-35,892</u>	<u>-99%</u>

Josephine Community Library District  
**Balance Sheet**

As of September 30, 2025

**ASSETS**

**Current Assets**

**Checking/Savings**

1000 · People's Bank of Commerce	30,274
1010 · People's Bank-Savings	23,805
1100 · General Pool 6000	889,226
1110 · LGIP - Operations Reserve Fund	705,435
1111 · LGIP - Capital Reserve Fund	637,784
1150 · Cash Drawers	390

**Total Checking/Savings** 2,286,914

**Other Current Assets**

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

**Total Current Assets** 2,327,811

**TOTAL ASSETS** 2,327,811

**LIABILITIES & EQUITY**

**Liabilities**

**Current Liabilities**

**Accounts Payable**

2000 · Accounts Payable	-225
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**Total Accounts Payable** -225

**Other Current Liabilities**

**2100 · Payroll Liabilities**

2155 · Retirement 401(k)	-156
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**Total 2100 · Payroll Liabilities** -156

2400 · Deferred Revenues(audit)	40,897
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**Total Other Current Liabilities** 40,741

**Total Current Liabilities** 40,516

**Total Liabilities** 40,516

**Equity**

3909 · General Fund Balance	1,273,747
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3909A · General Fund Appropriated	-1,273,747
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3910 · GP Maint Fund Balance	23,802
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3910A · GP Maint Fund Appropriated	-23,802
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3911 · Reserve Fund Balance	697,319
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3911A · Reserve Fund Bal Appropriated	-697,319
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3912 · Capital Reserve Fund Balance	630,446
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3912A · Capital Reserve Fund Approp	-630,446
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**Net Income** 2,287,296

**Total Equity** 2,287,296

**TOTAL LIABILITIES & EQUITY** 2,327,812

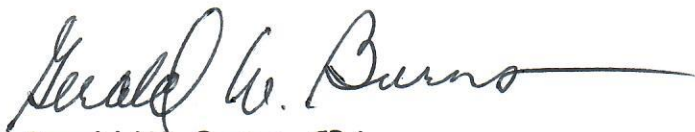
**GERALD W. BURNS, CPA**  
**1762 E. McAndrews Rd., Suite C**  
**Medford, OR 97504**

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

**Report on August 2025 Reconciliations and Other Procedures**

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

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


A handwritten signature in black ink, reading "Gerald W. Burns", followed by a horizontal line extending to the right.

**Gerald W. Burns, CPA**  
**October 3, 2025**

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

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

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



Gerald W. Burns, CPA, CGMA  
Medford, Oregon  
October 3, 2025

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

<b>In the Matter of Ratifying the Lease</b>	<b>)</b>	
<b>Agreement for the Grants Pass Library</b>	<b>)</b>	<b>Resolution No. 2026-009</b>
<b>between Josephine County and</b>	<b>)</b>	
<b>Josephine Community Library District</b>	<b>)</b>	

WHEREAS, the Josephine Community Library District (JCLD) has negotiated a five-year lease agreement with Josephine County for the continued use of the Grants Pass branch library located at 200 NW C Street, Grants Pass, Oregon; and

WHEREAS, the lease agreement was approved by the Josephine County Board of Commissioners on September 30, 2025, and fully executed on October 1, 2025; and

WHEREAS, this agreement secures stable library operations for the district's main branch and administrative headquarters, ensuring continuity of service and community access to library resources; and

WHEREAS, the JCLD Board of Directors has reviewed the final lease agreement and finds it consistent with the district's mission, fiscal policies, and long-term facilities plan; now therefore

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves

to ratify and approve the five-year lease agreement between Josephine County and the Josephine Community Library District for the Grants Pass branch library, effective January 1, 2026, through December 31, 2030, and authorizes the Library Director to implement the terms of the agreement.

DONE AND DATED this 16th day of October 2026.

\_\_\_\_\_  
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: October 16, 2025  
SUBJECT: Policy review

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### **Overview**

The Security Cameras Policy has been updated to align with current operational practices and clarify how video surveillance is used to maintain safety and security in library facilities. The revisions ensure the policy remains consistent with Oregon law and the district's Privacy and Confidentiality of Library Records Policy 3-1-1.

### **Policy Changes**

The updated policy simplifies language and structure for clarity, reflects the district's ongoing use of 24-hour surveillance in designated areas, and broadens the definition of "designee" to include authorized contractors such as security personnel working under district oversight. Patron privacy protections remain unchanged, and all requests for footage will continue to be managed by the Library Director or designee in accordance with lawful requests or investigations.

## Policy 3-3-4. Security Cameras

Adopted 11/20/2019

### **Video Surveillance Use Policy**

Josephine Community Library District 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. Cameras will be placed only in areas where patrons, staff, and volunteers have no reasonable expectation of privacy. Signs informing the public of video surveillance are posted at library entrances.

### **Purpose and Scope**

The purpose of video surveillance is to gather information that may be used to prosecute, or investigate instances of theft, vandalism, ~~or~~ public endangerment, or violations of library policies. ~~on the library premises.~~

The library's video surveillance system shall be used only for the protection and safety of patrons, volunteers, employees, assets, property, and to identify persons breaking the law or violating the library's ~~Code of Conduct~~ policies.

### **Confidentiality**

Video records may contain personally identifiable information about an individual who has used the library ("patron information") and as such, will be considered part of a patron's "library record" and accorded the same level of confidentiality and protection provided by Oregon Rev. Statutes § 192.355 - Paragraphs 4 and 23 and JCLD Policy 3.1.1 Privacy and Confidentiality of Library Records

### **Access to Footage**

The system will be secure and will only be viewed by those trained and authorized to do so. Persons with authorized access to the ~~CCTV~~ surveillance system shall be limited to: ~~a. The~~ the Library Director and their designees, ~~b. The Public Services Director and their designees~~, ~~c. The Maintenance Coordinator,~~ ~~d. Branch Managers,~~ and ~~e. Contractors authorized by the Library Director or Maintenance Coordinator,~~ authorized contractors, and for the ~~limited~~ purpose of performing repair, installation, and maintenance on the system.

### **Disclosure of Footage**

Video records may be used by authorized individuals ~~authorized under this policy~~ to identify the person or persons responsible for library policy violations or, criminal activity on library property, ~~or violation of the Library's Code of Conduct.~~

When criminal activity is identified, incident-specific still images or video records may be shared with law enforcement to assist in the investigation and prosecution of the crime identified.



Video records may be shared with other library employees, upon approval by the Library Director, in order to identify person(s) suspended from library property and to maintain a safe, secure and policy-compliant environment.

Video records shall not be used or disclosed other than as specifically authorized by this policy.

All requests for video footage or still images from the security system will be referred to the Library Director or their designee.

Video surveillance footage will be disclosed to law enforcement only pursuant to legally valid search warrant, subpoena, court order, or where otherwise required by law. Material requested through a search warrant may be released immediately but will be confined to the specific times and camera feeds requested. Other types of requests will be reviewed by legal counsel before release.

Confidentiality concerns prohibit the general public from viewing security camera footage that contains patron information. Members of the general public requesting footage will be advised to make a request through law enforcement.

### **Retention and Storage of Footage**

Images from the library video security system are stored digitally on hardware in the library.

Security camera footage will be kept confidential and security recording equipment is housed in a locked area. ~~Logs will be kept of all instances of access to, and use of, recorded data to enable a proper audit trail.~~

Recorded video will be retained for a period of no more than 30 days and will then be automatically erased, unless retained as part of a criminal investigation or court proceedings (criminal or civil).

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: October 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.

### **New Grants Pass library project**

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.

The foundation board approved ZCS's scope of work for the design development phase of the project.

**Action:** *Once the contract with ZCS is signed, foundation director will work with ZCS & FOTF to schedule a kickoff meeting.*

**Action:** *Foundation director will contact property management and request copies of the leases for the commercial building downtown.*

### **Grants Pass branch (leased facility)**

The library director is scheduled to meet with the Josephine County Facilities Director to conduct a walkthrough of the Grants Pass branch property in preparation for implementation of the new lease agreement effective January 1, 2026. The walkthrough will include obtaining facility access details such as keys to water systems, thermostat codes, and other utilities, and documenting the current condition of the building and grounds.

**Action:** *Library director to conduct walkthrough and document current facility status to ensure a smooth transition under the new lease.*

### **Illinois Valley branch**

Wrought iron fencing has been installed at the Illinois Valley branch. During the installation of fencing, three sections of the underground drip system were damaged. Working with both companies to repair the broken section.

Completed the one-year warranty walk through with the general contractor, library team, and architects to discuss any additional items that need repair prior to the one-year warranty expiration. Findings included issues with soap dispensers, building locks needing rekeying, and cracked concrete floors,

**Action:** *Working with Contractors to make the necessary repairs while still under warranty.*

#### **Williams branch**

Library patrons are using the newly constructed half picnic table built by a Williams library volunteer. The picnic table provides a nice space for library patrons to use their laptops outside of the library.

The Williams branch supervisor is working with a vendor to replace the window in the bathroom that was damaged by a rock. The damage likely occurred during mowing the lawn.

#### **Wolf Creek branch**

The branch supervisor reported issues with the lighting inside the library. There was some confusion on the type of fixture at the branch and if the bulbs were replaceable.

**Action:** *Library director will work with staff and share pictures of the fixtures with FOTF members to determine next steps.*