

**Josephine Community Library District**  
**Board of Directors Regular Meeting**  
**Wednesday, November 19, 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>Approval of agenda</li> <li>Approval of consent agenda               <ol style="list-style-type: none"> <li>October 16 Board Meeting minutes</li> <li>Resolution 2026-017: Policy 3-3-4</li> </ol> </li> <li>Public comment</li> <li>Correspondence</li> <li>Annexation petition review: Gloria Stone, and Lauren Oakes &amp; Logan Hirsh</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>Financial report</li> </ol>	 Report Report	 K. Lasky K. Lasky	 15 min 5 min
<b>Action Items</b> <ol style="list-style-type: none"> <li>First Reading: Finance Policy – Contracts</li> <li>First Reading: Personnel Policy – Meals</li> </ol>	 Discussion Discussion	 K. Lasky K. Lasky	 5 min 5 min
<b>Board Member Reports</b> <ol style="list-style-type: none"> <li>Library Foundation liaison report</li> <li>Facilities Oversight Task Force report</li> </ol>	 Report Report	 R. Richardson Fahey/Robinson	 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 G.M. Agosta	5 min
<b>Adjourn</b>		G.M. Agosta	

Date and Time	Upcoming Meetings and Events
December 18, 5:30pm	District Board Meeting, Grants Pass branch

**Josephine Community Library District**  
**Regular Board Meeting Minutes**  
**Thursday, October 16, at 5:30 pm**  
**Grants Pass branch | 200 NW C street, Grants Pass, OR 97526**

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

**Members absent:** Kelly Robinson

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

**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. September 18 Board Meeting minutes
- b. Resolution 2026-013: Policy 3-1-2
- c. Resolution 2026-014: Policy 3-4-11
- d. Resolution 2026-015: Policy 3-4-12
- e. Resolution 2026-016: Policy 3-1-7

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

Ms. Robinson seconded.

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

**Public comment. Nolan Guerrero**

Nolan Guerrero addressed the board regarding the new security guard at the Grants Pass branch. He stated that he recently visited the library and was surprised to see a security guard standing behind the service desk. After discussing the matter with his mother, she met with the library director and learned that the district contracts with the same security company used by the Jackson County Library System. Nolan reported that his mother contacted the company directly and was informed that whether guards are armed is determined by the contracting agency.

Nolan requested greater transparency from the district about how the decision was made to select an armed security guard and expressed concern that the guard's uniform and tactical vest, along with the visible presence of an armed officer, may make the library feel unwelcoming to minority populations. He also stated that as a former library employee, he had direct knowledge that August is typically a higher-incident month and therefore felt the decision resulted in more security presence than he believed was necessary.

**Correspondence. Chris Barnett**

In an email to the library board, Josephine County Commissioner Chris Barnett, the commissioner apologized for earlier challenges, affirmed support for the library, and

recognized Ms. Lasky as 2025 Librarian of the Year. He confirmed the lease was signed and expressed optimism for the library's future.

**Annexation Petition Review:** Annexation petition review: James & Donna Byrd

**Motion:** Mr. Fahey moved to endorse the annexation petitions for James & Donna Byrd.

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 October 16, 2025, highlighting the following items:

- The board and staff discussed security at the Grants Pass branch. Grants Pass Police Sergeant Josh Nieminen recommended an armed guard given the severity of the incidents. While the City of Grants Pass posted an RFP for facilitation of the resting site two blocks away from the library, full management of the resting site would not go into effect until spring 2026. Ms. Lasky asked to extend the contract with Northwestern Defense until June 2026 due to continued incidents on the premises.

**Motion:** Ms. Selvig moved to authorize Ms. Lasky to extend the contract with Northwestern Defense through June 2025.

Ms. Agosta Seconded.

Approved by Mr. Fahey.

Ms. Gotchall and Ms. Robinson absent at vote.

- Wi-Fi is available during operating hours only at the Grants Pass and Illinois Valley branches.
- Nearly 90 participants attended the second session of Declaration 250 at the Grants Pass branch.

**Financial report.** Ms. Lasky reviewed the September 2025 Financial Statement memo dated October 16, 2025. She also referred to the Profit & Loss Budget vs. Actual-General Fund statement through September 30, 2025, and the Balance Sheet as of September 30, 2025.

## **ACTION ITEMS**

**Ratification of Grants Pass Lease Agreement**

**Motion:** Mr. Fahey moved to approve Resolution 2026-009 to ratify the Grants Pass Lease Agreement with Josephine County.

Ms. Agosta seconded.

Approved by Ms. Selvig.

Ms. Gotchall and Ms. Robinson absent at vote.

**First Reading: Operations Policy—security Cameras.**

The board of directors held its first reading of a revised version of Operations Policy xxxxx to better match practices.

#### **BOARD MEMBER REPORTS**

**Library Foundation liaison report.** Ms. Stoltz shared that the library foundation is onboarding two new board members: Bela Toledo and Tommi Drake.

The fall fundraising drive kicks off the week of Thanksgiving. 'I love my library' lawn signs and bumper stickers will be available beginning November 1 in support of the fundraising drive.

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

#### **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 6:20 pm to move into executive session per ORS 192.660(2)(i).

**CALL TO ORDER.** Ms. Agosta called the meeting back to order at 6:30 pm.

The Board of Directors authorized Board President Ms. Agosta to meet with Ms. Lasky to review her performance evaluation and contract, and to present an appropriate wage increase.

#### **ADJOURNMENT**

The board meeting adjourned at 6:30 pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Brandace Rojo', written in a cursive style.

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: November 19, 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.

### **Second Reading: Security Cameras Policy**

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).

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

In the Matter of Adopting	)	
Policy 3-3-4, Security Cameras, for	)	Resolution No. 2026-017
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 3-3-4, Security Cameras, which is attached hereto and incorporated herein by this reference, is authorized for implementation.

DONE AND DATED this 19<sup>th</sup> day of November 2025.

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

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Gina Marie Agosta, Board Member

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Tina Gotchall, Board Member

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Rachele Selvig, Board Member

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



## Annexation Petitions

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

	Property Owner	Address
1	Gloria Stone	10394 TAKILMA RD
2	Lauren Oakes & Logan Hirsh	655 LOGAN CUT DR

TO: Josephine Community Library District Board of Directors  
FROM: Kate Lasky, Library Director  
DATE: November 19, 2025  
SUBJECT: Library director's report

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### Action

- Consider expanding the Strategic Direction objective for increasing library usage so that progress is measured not only by active library cards but also by circulation of print and digital materials, website use, and database activity.

### General Updates

- The State Library of Oregon initially prepared to issue layoffs for 10 Library Support Division positions in response to the federal shutdown. The Oregon Library Association approved an emergency commitment of \$88,500 to retain those services to the library community in place until LSTA funds could be released, halting all layoffs.
- Submitted the 2025 Oregon Public Library Statistical Report to the State Library on behalf of the district. This annual submission fulfills state reporting requirements and captures key library performance metrics, including circulation, programming, staffing, and expenditures. Past reports can be accessed through the State Library's website at [www.oregon.gov/library/libraries/pages/statistics.aspx](http://www.oregon.gov/library/libraries/pages/statistics.aspx).
- Recruitment for two Budget Committee positions is scheduled to begin in December.
- Please review the accompanying security memorandum, which outlines the September 9 start of contracted security services, summarizes the rise and severity of incidents including drug-related activity in August, and explains the shift to an armed post and the related policy updates informed by SDAO and GPPD consultation.  
Staff continued tracking public response to the presence of the security guard at Grants Pass. From September 16 through November 7, patrons offered 205 expressions of thanks, including 53 parents who said they felt safer bringing their children. Thirty-eight patrons specifically expressed gratitude that the guard carried a firearm, and 22 who initially had questions expressed appreciation after receiving an explanation. Two complaints remained unresolved after discussion.  
Volunteers shared positive feedback about the district's recent safety communication, noting their appreciation for efforts to keep the library safe and welcoming.
- Implementation of the new Grants Pass lease progressed, with execution finalized on October 1 after extensive negotiation, the initial \$20,424 maintenance fund transfer completed, and coordination underway with county facilities staff in preparation for the January 1 transition.
- The FY24–25 audit remained on track for completion by December 31. A new audit RFP was not pursued due to statewide auditor shortages and rising audit costs.
- New "I Love My Library" yard signs and bumper stickers were made available for patrons, donated by the Josephine Community Library Foundation. Many community members expressed enthusiasm about displaying their support for the district.
- The [October 2025](#) newsletter provided service highlights and the monthly director's column for further reference.

## Stories

- **In Grants Pass**, a mother shared that her child had been struggling with Accelerated Reader quizzes. Staff helped her find a book that paired well with an audiobook so the child could follow along. The next week, she returned delighted to report that the child was now earning 100 percent on AR tests and expressed deep appreciation for the guidance.  
A longtime Grants Pass volunteer celebrated a 103rd birthday, warmly acknowledged by patrons and volunteers.  
A volunteer couple shared an appreciative note after reviewing recent safety updates, expressing gratitude for the district's commitment to maintaining a safe public space. A patron remarked that "it's nice to have security," adding that the library "needs to be a safe place, and now it feels safe."
- **In Williams**, patrons shared appreciation for the ability to submit two purchase requests each month.
- **In Wolf Creek**, a young patron celebrated a birthday at the Wolf Creek branch with friends, sharing cupcakes, completing a scavenger hunt, printing coloring sheets, and exchanging stories about favorite books. The visit created a joyful and memorable library experience.
- **In Illinois Valley**, the Cave Junction Food Pantry hosted a Halloween Pizza Party and invited the library to open its doors and outdoor learning area to share in the celebration, drawing strong family participation to play corn hole, bob for apples, and share pizza and treats. In other news, patrons complimented the new Illinois Valley fence, noting that it "gave the library a regal feeling."



*Families enjoy Halloween games and treats in the Illinois Valley Outdoor Learning Area during the Cave Junction Food Pantry's community celebration.*

## **Successes**

- The Spanish-language Welcome to Computers series advanced successfully, with 10 of 11 seats filled and all sessions held outside regular hours to ensure a focused learning environment.
- The district benefited from a complimentary SDAO Amazon Business Prime membership, which improved delivery times and reduced shipping thresholds for routine procurement.

## **Challenges**

- The Grants Pass branch continues to address challenges related to the unmanaged resting site near the library. The presence of armed security has contributed to maintaining a safe environment. Notably, no near-miss incidents involving violence or threats from patrons toward staff were reported during October, reflecting the effectiveness of these safety measures.
- The grant landscape tightened significantly, with more denials and increased competition due to federal rollbacks, reduced state capacity, and rising community needs in food, health, and education. Contractor attended the October 6 National Council on Nonprofits webinar on the shutdown's impact and the current federal grant climate and will pursue deeper conversations with public and private funders to ensure the district's efforts remain well-aligned with current priorities.

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

### **Reimagine Library Services**

#### **Work with community partners to implement countywide building and technology projects.**

- Submitted the first-quarter report to the State Library of Oregon for its \$50,000 Library Services and Technology Act (LSTA) grant through the federal Institute for Museum and Library Services (IMLS) for the Computer Basics program. Reported that from July through September, nine 90-minute Computer Basics workshops were conducted to 57 participants in Grants Pass and Illinois Valley. Topics included “Getting Started with Computers,” “How to Use a Smartphone,” and “Discover Digital Tools for Career Success.” In the same time period, offered technical assistance to 930 library patrons, and promoted the program at five community outreach events.
- Completed key ADA-related website improvements, including enhanced color contrast and improved ARIA labeling.
- The Neighborhood Heroes Story Squad program was prepared to feature Southern Oregon Sanitation's Recycling Coordinator at rural branches, beginning November 22 in Wolf Creek.
- Jackson County Library Services donated decommissioned Wi-Fi hotspots, which positioned the district to address a backlog of 44 holds.
- The Category 1 WAN RFP (2025-01) advanced toward its November 21 deadline, with all vendor communication directed through the library director.

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

- Quarterly storytimes resumed at the Merlin and Parkside Head Start sites, serving 32 preschool children and providing take-home resources for families.

- [JosephineLINK](#) and the [Emergency Preparedness](#) guide were updated to reflect accurate local food-support options in response to SNAP disruptions.
- A new AWE early-learning computer was installed in the Illinois Valley children's room and saw strong early use.
- Día de los Muertos activities in Grants Pass drew more than 20 participants, many of whom discovered the celebration while visiting for other purposes, creating positive engagement with the program.

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

- Outreach at the Healthy Kids Fair resulted in 161 books distributed and 40 new library cards issued.
- The district participated in Art Along the Rogue, Healthy Kids, GPHS Career Day, and the Illinois Valley Connections Expo.
- Teen/Tween Take & Make kits reached more than 400 participants, supported by new outreach connections with North Valley High School and Grants Pass High School.
- Website improvements made meeting room and communications booth reservations easier to locate and included a new consolidated meeting-space landing page.
- Website updated to allow staff and volunteers to print full category lists directly from the JosephineLINK community directory, rather than printing one entry at a time, making it much easier to support patrons seeking comprehensive resource information.

**Invest in People and Culture**

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

- The transition from the 401(k) to the 457(b) retirement plan moved forward, with training scheduled for November 12 and full implementation planned for January 1; all employer contributions remained at or above prior levels.
- The communications coordinator was promoted to communications lead effective November 10, assuming expanded strategic responsibilities.
- Williams branch supervisor advanced emergency-preparedness roles through the community Resilience Hub, taking a Ham Radio course for licensure.

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

- The volunteer holiday party was scheduled for Monday, December 8 from 1–2:30 pm in Grants Pass, and the board was encouraged to attend. The gathering will feature festive cheer, refreshments, and catering by Wonder Bur, with the option for attendees to bring a dish to share.
- Volunteers in technical services cleaned more than 2,000 CDs and reduced cataloging backlogs, including youth Spanish materials.
- The library director was selected to serve on the Rogue Community College Bachelor of Applied Science Education Advisory Board to support regional workforce pathways.

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

- A November 15 volunteer listening session provided volunteers with an opportunity to share ideas for program improvements and strengthen communication.
- Seven new adult volunteers were onboarded in Grants Pass during October, most beginning in shelving roles. Staff are tracking shelving assignments more closely to support training and quality control.
- Completed the Fall Teen Volunteer Orientation on November 5, which included an overview of the teen volunteer handbook and policies and welcomed two new teen volunteers in Grants Pass. Another session will be scheduled after the new year.
- Two new teen volunteers were onboarded in Grants Pass; an additional teen volunteer began assisting with branding for the 2026 Teen Bad Artists Club; and a new volunteer assumed responsibility for Grants Pass community bulletin boards.
- Interns completed training in event scheduling and advertising to support more efficient communications workflows.
- A library teen volunteer was selected for the Chamber Leadership cohort, and staff began planning for annual participation in future years.

### **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.**

- Spanish-language DVD circulation showed strong gains following shelving changes, with turnover increasing from 0.162 (FY23) to 0.489 (FY25), and FY26 projections indicating turnover could reach 1.5.
- Collection staff continued adapting to changes in national vendor availability following the Baker & Taylor closure, reestablishing VOX ordering with Library Ideas and monitoring extended processing delays at Ingram.
- Completed a weeding project at the Wolf Creek branch in the young adult section to expand the Graphic Novel collection, aligning materials with local reading preferences.

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

- Five new laptops were acquired and prepared for public checkout.
- Staff worked with US Cellular to troubleshoot four inactive hotspots and temporarily rerouted a Williams unit to Grants Pass to address high demand.
- Mobile Citizen hotspots through T-Mobile were acquired for testing as a cost-effective service option.
- Illinois Valley launched its First Friday digital-skills training with plans to increase awareness for future sessions.
- A new Passwords and Password Protection class was introduced, serving eight total participants across October sessions.

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

- Hosted a class visit from REACH Charter School on October 15, with 16 teens touring the children's and young adult areas, learning about teen offerings and online services, and taking home printed materials, including 32 teen take-and-make kits and bookmarks.
- The Wolf Creek branch collaborated with Sunny Wolf Charter School teachers to curate themed books for upcoming classroom studies, a partnership that strengthened storytime preparation and supported student engagement with early literacy materials.

**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.**

- At the Four Way Community Foundation's Annual Dinner on November 3, Sue and Dick Cohen received the Louis F. Schultz, Jr. Distinguished Service Award for their longstanding support of libraries. Four Way also honored Kate Lasky, Oregon's Librarian of the Year, and Eva Pieper, Oregon's School Librarian of the Year. Buzzy Nielsen, Director of the Library Services Division at the State Library of Oregon, delivered the keynote highlighting the essential role libraries play across the state.

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

- Southern Oregon PBS is partnering with the library for a special screening of *The American Revolution*, the new Ken Burns docuseries. After the screening, participants will join SOPBS CEO Phil Meyer for a discussion about the state of public media and the role of storytelling in shaping civic understanding. The program will take place on Saturday, November 22.
- The Williams branch exhibited a 30-year collection of local fundraising posters and encouraged patrons to contribute written memories for community archiving.
- The Declaration 250 public history series continued on November 13, drawing nearly 85 community members for a session on global independence movements.

**TO:** Josephine Community Library District Board of Directors  
**FROM:** Kate Lasky, Library Director  
**DATE:** November 19, 2025  
**SUBJECT:** Security at the Grants Pass branch

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## **Summary**

Throughout 2025 the Grants Pass branch saw a sustained rise in safety incidents—especially outside the facility — driven by activity at the city-sanctioned, unmanaged resting site near the library and late-summer shifts in city park enforcement. On August 15, 2025, the state-court preliminary injunction limiting city park enforcement was resolved via settlement and dismissal. When the injunction was lifted and usage of the unmanaged resting site increased, issues surged culminating in 20 incidents in August and 21 in September. In addition to the spike in numbers, incidents escalated in severity, with drug use and drug paraphernalia emerging as a strong influencing factor in outdoor events proximate to the resting site.

After months of staff reports, formal risk consultations, and policy updates, the district contracted a professional, armed security officer effective September 9. Exterior patrols now document issues staff could not consistently capture before, while indoor disruptions have declined as problems are intercepted at the threshold. Patrons, volunteers, and staff report a heightened sense of safety, with some patrons returning after previous absences.

## **Timeline of actions and decisions**

As conditions escalated in mid-2025, the district shifted from documenting frequent exterior incidents to a coordinated safety response. Staff reporting and Safety Committee review, director field assessments, and consultations with the Special Districts Association of Oregon (SDAO) and the Grants Pass Police Department (GPPD) framed next steps. Based on recommendations from SDAO's and GPPD's, the district deployed an armed contracted security officer on 9/9/25, then aligned procedures and policies through follow-up consultations, de-escalation training, and board-level revisions in September–October.

From March through June, staff and volunteers documented incidents that included a trafficking/abuse report (5/21) and a staff near-miss assault (6/10). Severity increased in July–August, with a stalking report involving a teen volunteer (7/15), an in-building patron-on-patron assault (8/8), an after-hours staff exit obstruction by confrontational patron (8/9), two staff near-miss assaults (8/20–8/21), and a drug-withdrawal medical event (8/23).

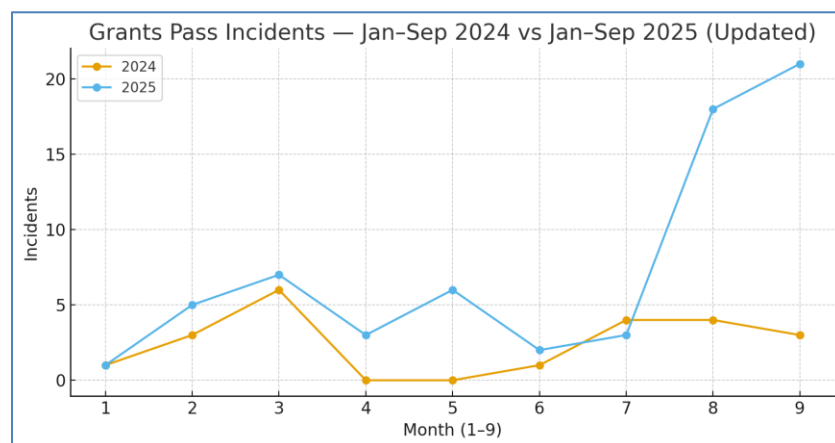
- 8/15/2025 — Safety Committee meeting: Staff detail escalating behaviors, restroom misuse, and increased outdoor activity linked to the resting site; committee requests near-term mitigations and evaluation of contracted security.



- 8/27/2025 — All-staff training (Women’s Crisis Support Team): Resource/trauma-informed support and referral pathways.
- 8/29/2025 — Citizen complaint conveyed: Board member relays a complaint regarding safety at the branch.
- 9/1/2025 — Consultation Grants Pass Police Chief Warren Hensman.
- 9/2/2025 — Director field assessment: Hourly grounds walks confirm persistent exterior issues beyond staff capacity while running core services.
- 9/3/2025 — Consultation SDAO: After reviewing incident trends, SDAO recommended hiring a professional security guard to protect staff.
- 9/9/2025 — Deployment: Contracted armed security officer begins service.
- 9/12/2025 — SDAO follow-up: Risk posture check; align updated policies with implementation of new security procedures.
- 9/17/2025 — SDAO training: All-staff de-escalation training.
- 9/18/2025 — Consultation Grants Pass Police Patrol Sergeant Nieminen. Recommended retaining an armed security guard rather than unarmed.
- 9/19/2025 — Safety Committee meeting, follow-up: Early outcomes; refine restroom/grounds procedures.
- Sept–Oct 2025 — Policy updates: Board-level policy revisions adopted/advanced.

### Background and data trends

From January through September 2025, incidents by month were 1, 5, 7, 3, 6, 2, 3, 20, 21. In August, staff did not have capacity to patrol the exterior, so many outdoor issues went undocumented. Beginning 9/9/25, the guard’s exterior patrols increased visibility and documentation outside, while indoor disruptions declined as problems were intercepted at the threshold. Qualitatively, incident narratives from reflect more acute safety risks linked to drug use, reinforcing the need for professional exterior patrols and rapid response at thresholds.



Comparing FY25–FY26 shows a shifting pattern toward more outdoor incidents in FY25 and especially FY26 (YTD). Focused exterior patrols have improved detection and intervention outdoors and, in turn, reduced disruptions inside the building.

On August 15, 2025, the state-court preliminary injunction limiting city park enforcement was resolved via settlement and dismissal. City enforcement resumed thereafter. This timing aligns with the late-summer surge at the library (Aug 20 incidents; Sep 21), concentrated outdoors due to the sanctioned resting site near the branch.

### **Why an armed guard (decision transparency)**

Given the downtown setting, the concentration of activity at the unmanaged resting site, and the absence of immediate on-site backup, the district’s risk profile warranted an armed post. Grants Pass Police Department Sergeant Nieminen recommended a professional armed officer capable of rapid response and safe intervention. The decision to arm rests with the contracting agency — JCLD — not the vendor. JCLD selected the firm with the most library experience (also serving Jackson County Library System). The assigned officer is trained in de-escalation, crisis response, community engagement, and firearm safety/defensive tactics, and the visible uniform/tactical vest is intended to provide deterrence and reassurance.

### **Equity and welcoming**

JCLD’s goal is a public space that is both safe and welcoming for staff, volunteers, and patrons. The security guard is trained in de-escalation and bias-aware, trauma-informed approaches, including making referrals. We set clear expectations for language, tone, and approachability, and we will monitor feedback from staff, volunteers, and patrons along with incident reviews to ensure the approach remains respectful and effective. The guard is not stationed at service desks; primary duties focus on exterior and threshold patrols, rapid response, and policy-aligned interventions, with only brief desk presence for coordination with staff.

### **Policy updates and edits (summary)**

**Policy 3-1-2: Patron Responsibilities & Rules of Conduct ( revised)** Clarifies prohibited behavior (incl. drugs), bans day-camping, tightens enforcement (warnings→suspension/trespass), allows calling police/security, and updates service-animal expectations.

**Policy 3-4-11: Parking Lot Use (revised)** Patron use only; no overnight/day-camping or washing; no tobacco/alcohol/illegal drugs; cameras in use; violations follow conduct policy.

**Policy 3-4-12: Library Grounds (revised)** No littering/unauthorized gatherings/solicitation/day-camping; must follow conduct rules; permits security measures.

**Policy 3-1-7: Animals in the Library (new)** Restates Oregon law. Admits trained service animals only; communicates and sets control/housebroken standards; removal if disruptive; balances access with allergy/fear accommodations.

**TO: Josephine Community Library District Board of Directors**  
**FROM: Kate Lasky, Library Director**  
**DATE: November 19, 2025**  
**SUBJECT: October 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 \$792,388 does not equal the Balance Sheet net income of \$2,191,836. 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 \$35,487.
- Fees collected this fiscal year were \$27,333, which includes non-resident card fees, sponsorships, copies, and charges for lost/damaged items.
- JCLD invoiced Josephine Community Library Foundation \$3,060 for 51 household sponsorships for the month of October. 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.
- Facilities & Equipment is expected to go over the \$30,000 budgeted for FY25-26 due to the additional expense of contracted security at the Grants Pass branch. A detailed forecast will be provided at the January meeting.
- Auditor and Legal Administration are over budget for the year but will not impact the bottom line. Auditor is over budget due to receiving bills from the prior year's audit.

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

- The district assets include \$78,451 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 \$699,860, an operations reserve fund of \$708,173, and a capital reserve fund of \$640,260. Cash Drawers at the four branches total \$390.
- The total combined assets of these accounts equal \$2,150,939.

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

	Jul - Oct 25	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4000 · Current Year Tax Receipts	0	1,632,500	-1,632,500
4005 · Prior Year Taxes	35,487	40,000	-4,513
4100 · Fees	27,333	60,000	-32,667
4200 · Interest Income	14,158	45,000	-30,842
4300 · Other Revenues	0	1,000	-1,000
4999 · Beginning Cash	1,273,747	1,210,000	63,747
Total Income	1,350,725	2,988,500	-1,637,775
Gross Profit	1,350,725	2,988,500	-1,637,775
Expense			
5000 · Personal Services	314,702	1,091,000	-776,298
6 · Materials and Services			
6.1 · Library Services			
5200 · Collection Development	62,052	175,000	-112,948
5300 · Technical Services	11,019	52,500	-41,481
6650 · Patron Services and Supplies	3,467	20,000	-16,533
6660 · Volunteer Support	1,978	8,000	-6,022
6680 · Communication & Outreach	12,641	47,250	-34,609
6690 · Special Contracts	49,788	118,250	-68,462
Total 6.1 · Library Services	140,945	421,000	-280,055
6.2 · Maintenance and repairs			
5400 · Building Improvements	0	10,000	-10,000
5500 · Facilities & Equipment	18,248	30,000	-11,752
5600 · Computer Maintenance	3,906	50,000	-46,094
Total 6.2 · Maintenance and repairs	22,154	90,000	-67,846
6.3 · Administration			
5700 · Insurance	0	26,250	-26,250
5800 · Travel & Training	6,293	20,000	-13,707
6630 · Election	8,525	15,000	-6,475
6640 · Auditor	20,950	20,000	950
6641 · Accounting System	1,699	0	1,699
6699 · Legal Administration	11,800	10,000	1,800
6700 · Administrative Support	7,683	30,000	-22,317
6800 · Telecommunications	4,846	26,250	-21,404
6850 · Utilities	18,740	55,000	-36,260
Total 6.3 · Administration	80,536	202,500	-121,964
Total 6 · Materials and Services	243,635	713,500	-469,865
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	558,337	2,305,825	-1,747,488
Ending Cash	792,388	682,675	109,713
Ending Cash	792,388	682,675	109,713

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

	<u>Jul - Oct 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
4050 · Grant Revenue				
4085 · Foundations	1,000			
4050 · Grant Revenue - Other	0	157,000	-157,000	0%
Total 4050 · Grant Revenue	1,000	157,000	-156,000	1%
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	1,000	168,000	-167,000	1%
Gross Profit	1,000	168,000	-167,000	1%
Expense				
5000 · Personal Services	0	50,000	-50,000	0%
6 · Materials and Services				
6.1 · Library Services				
6650 · Patron Services and Supplies	1,875			
6680 · Communication & Outreach	238			
6.1 · Library Services - Other	0	50,000	-50,000	0%
Total 6.1 · Library Services	2,113	50,000	-47,887	4%
6.2 · Maintenance and repairs				
5500 · Facilities & Equipment	6,720			
6.2 · Maintenance and repairs - Other	0	50,000	-50,000	0%
Total 6.2 · Maintenance and repairs	6,720	50,000	-43,280	13%
Total 6 · Materials and Services	8,833	100,000	-91,167	9%
Total Expense	8,833	150,000	-141,167	6%
Ending Cash	-7,833	18,000	-25,833	-44%
Ending Cash	<u>-7,833</u>	<u>18,000</u>	<u>-25,833</u>	<u>-44%</u>

# Josephine Community Library District Balance Sheet

As of October 31, 2025

Oct 31, 25

## ASSETS

### Current Assets

#### Checking/Savings

1000 · People's Bank of Commerce	78,451
1010 · People's Bank-Savings	23,805
1100 · General Pool 6000	699,860
1110 · LGIP - Operations Reserve Fund	708,173
1111 · LGIP - Capital Reserve Fund	640,260
1150 · Cash Drawers	390

Total Checking/Savings	2,150,939
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#### Other Current Assets

1310 · JoCo Reserve for Disputed Tax	40,897
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Total Other Current Assets	40,897
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Total Current Assets	2,191,836
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<b>TOTAL ASSETS</b>	<b>2,191,836</b>
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## LIABILITIES & EQUITY

### Liabilities

#### Current Liabilities

##### Other Current Liabilities

2400 · Deferred Revenues(audit)	40,897
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Total Other Current Liabilities	40,897
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Total Current Liabilities	40,897
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Total Liabilities	40,897
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### Equity

3909 · General Fund Balance	1,273,591
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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	2,151,095
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Total Equity	2,150,939
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<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>2,191,836</b>
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TO: Josephine Community Library District Board of Directors  
FROM: Kate Lasky, Library Director  
DATE: November 19, 2025  
SUBJECT: Policy review

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#### **First Reading Policy 2-8 Contracts**

This recommendation follows guidance from the Special Districts Association of Oregon (SDAO), which advised that special districts adopt clear procedures for defining “emergency,” delegating authority to act, and documenting emergency procurements to ensure transparency and compliance with Oregon contracting law. The district’s existing Contracts policy references emergency contracting authority under ORS 279B.080 but does not currently define “emergency” or outline the required documentation process.

#### **First Reading Policy 4-4-5 Meals at Trainings and Events**

This new policy responds to Oregon Government Ethics Commission Advisory Opinion 25-126A (May 2025), which clarified that public entities must adopt a formal policy designating employer-provided meals and refreshments as part of employee compensation. This ensures compliance with ethics law while recognizing these provisions as de minimis fringe benefits under IRS Code §132.

## Policy 2-8. Contracts

Revised 1/19/2022Update

Josephine Community Library District (JCLD) follows the Oregon Model Public Contracting Rules (ORS 279A.065, “Public Contracting - General Provisions”) when purchasing goods and services and for construction projects, subject to the additions or exceptions provided in this policy.

### 1. Local Contract Review Board

Except when otherwise provided in JCLD policies, the powers and duties of the Local Contract Review Board (LCRB) under the Public Contracting Code shall be exercised and performed by the JCLD Board of Directors.

### 2. Delegation of Contracting Authority

Unless expressly limited by the Local Contract Review Board or JCLD policies, all powers and duties given or assigned to contract agencies by the Public Contracting Code may be exercised or performed by the board chair, library director, or his/her designee, including the authority to enter into emergency contracts pursuant to ORS 279B.080, “Emergency Procurements.”

In accordance with ORS 279B.080 and district local contracting rules, certain procurements may be exempted by local rule in the event of an emergency.

#### **Definition of Emergency**

“Emergency” means circumstances that:

- a. Could not have reasonably been foreseen;
- b. Create a substantial risk of loss, damage, or interruption of services, or a substantial threat to property, public health, welfare, or safety; and
- c. Require prompt execution of a contract to remedy the condition.

#### **Authority to Act**

The authority to declare an emergency and authorize related contracts is delegated to the Library Director or designee. The Library Director shall notify the Board President as soon as practicable of the nature of the emergency and the actions taken.

#### **Documentation Requirement**

Each emergency procurement must be supported by written documentation placed in the contract file. The documentation should clearly describe the nature of the emergency, explain the circumstances that required immediate action, identify the procurement method used, and specify both the contractor selected and the estimated cost. Whenever



possible, this record should be prepared before the contract is executed; if circumstances prevent that, the documentation must be completed as soon as practicable after the emergency action is taken.

### **Post-Event Reporting**

The Library Director shall include a summary of any emergency procurements in the next regular report to the Board of Directors.

## **3. Personal Services Contracts**

Personal services shall be defined to include those services that require specialized technical, creative, professional, or communication skills or talents, unique and specialized knowledge, or the exercise of discretionary judgment, and for which the quality of the service depends on attributes that are unique to the service provider. Such services shall include, but are not limited to: architects, engineers, surveyors, attorneys, accountants, auditors, computer programmers, artists, designers, performers, and consultants. The library director or his/her designee shall have the authority to determine whether a particular service is a "personal service" under this definition.

Personal service contracts do not require a competitive bidding process. When screening or selecting a personal service contractor, the district will consider qualifications, performance history, expertise, knowledge, creativity, and the ability to exercise sound judgment. The selection is based primarily on these factors rather than price.

Unless otherwise provided in this section, contracts for architectural, engineering, photogrammetric mapping, transportation planning or land surveying services shall be awarded according to ORS 279C.110(3) "Selection Procedures for Consultants to Provide Services". A contract for architectural, engineering, photogrammetric mapping, transportation planning or land surveying services may be entered into by direct appointment if such contract is estimated not to exceed \$45,000 in a fiscal year, or if the project described in the contract consists of work that has been substantially described, planned or otherwise previously studied or rendered in an earlier contract with the consultant that was awarded under this policy, and the new contract is a continuation of that project.

## **4. Small Procurements for Goods and Services up to \$10,000**

The library district may award a procurement of goods or services that does not exceed \$10,000 in any manner the contracting agency deems practical or convenient, pursuant to ORS 279B.065 "Small Procurements".

**5. Intermediate Procurement for Goods and Services up to \$150,000**

The library district may award a procurement of goods or services between \$10,000 and \$150,000, pursuant to ORS 279B.070, "Intermediate Procurements." When conducting an intermediate procurement, the library district shall seek at least three informally solicited competitive price quotes or competitive proposals from prospective contractors. The library district shall keep a written record of the sources of the quotes or proposals received. If three quotes or proposals are not reasonably available, fewer will suffice, but the library district shall make a written record of the effort makes to obtain the quotes or proposals.

The library district may award the contract to the contractor whose quote or proposal will best serve the interests of the library, taking into account price as well as considerations including, but not limited to, experience, expertise, product functionality, suitability for a particular purpose and contractor responsibility.

**6. Requests for Proposals for Goods and Services over \$150,000**

For procurement of goods or services exceeding \$150,000, the library district shall distribute and publish a Request for Proposal (RFP) for competitive bids, pursuant to ORS 279B.060 "Competitive Sealed Proposals."

The Request for Proposal will contain the information required by ORS 279B.060 (2) and will be published as a public notice. The sealed proposals will be opened at the time and date specified in the RFP. The library district will evaluate the proposals and request any necessary additional information from proposers. If and when a choice is made, the library will issue or electronically post the Notice of Intent to Award as described in ORS 279B.135 "Notice of Intent to Award" to each proposer who was evaluated, at least seven days in advance of the contract award to the selected vendor.

**7. Sole-Source Procurement**

When necessary, the district's Local Contract Review Board, library director, or his/her designee may award a contract for goods or services without competition if they determine in writing that the goods or services are available from only one source. enter into a sole-source procurement pursuant to ORS 279B.075 "Sole-Source Procurements".

**8. Electronic Advertising**

Pursuant to ORS 279C.360 "Requirement for Public Improvement Advertisements" and ORS 279B.055C(4c) "Competitive Sealed Bidding," electronic advertisement of public contracts in lieu of newspaper publication is authorized when it is cost-effective to do so. The board president, library director, or designee shall have the

authority determine when electronic publication is appropriate, and consistent with the district's public contracting policies.

## Policy 4-4-5. Meals at Trainings and Events

*Adopted XX/XX/2025*

Josephine Community Library District (JCLD) may occasionally provide meals, beverages, or light refreshments to employees and board-level volunteers during work-related meetings, trainings, or events held for the convenience of the employer.

These provisions are considered part of the employee's official compensation package, consistent with ORS 244.040 and Oregon Government Ethics Commission Advisory Opinion 25-126A.

Meals and refreshments provided under this policy are treated as a de minimis fringe benefit under IRS Code §132 and are not taxable income to the employee. The value is minimal and provided solely to support district business or training activities.

All such expenditures must be:

- Pre-approved by the Library Director or designee;
- Reasonable in cost and frequency; and
- Supported by documentation identifying the event, purpose, and attendees.

Food and beverages provided for purely social or personal purposes unrelated to district business are not permitted.

**TO:** Josephine Community Library District Board of Directors  
**FROM:** Kate Lasky, Library Director  
**DATE:** November 19, 2025  
**SUBJECT:** Security at the Grants Pass branch

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## **Summary**

Throughout 2025 the Grants Pass branch saw a sustained rise in safety incidents—especially outside the facility — driven by activity at the city-sanctioned, unmanaged resting site near the library and late-summer shifts in city park enforcement. On August 15, 2025, the state-court preliminary injunction limiting city park enforcement was resolved via settlement and dismissal. When the injunction was lifted and usage of the unmanaged resting site increased, issues surged culminating in 20 incidents in August and 21 in September. In addition to the spike in numbers, incidents escalated in severity, with drug use and drug paraphernalia emerging as a strong influencing factor in outdoor events proximate to the resting site.

After months of staff reports, formal risk consultations, and policy updates, the district contracted a professional, armed security officer effective September 9. Exterior patrols now document issues staff could not consistently capture before, while indoor disruptions have declined as problems are intercepted at the threshold. Patrons, volunteers, and staff report a heightened sense of safety, with some patrons returning after previous absences.

## **Timeline of actions and decisions**

As conditions escalated in mid-2025, the district shifted from documenting frequent exterior incidents to a coordinated safety response. Staff reporting and Safety Committee review, director field assessments, and consultations with the Special Districts Association of Oregon (SDAO) and the Grants Pass Police Department (GPPD) framed next steps. Based on recommendations from SDAO's and GPPD's, the district deployed an armed contracted security officer on 9/9/25, then aligned procedures and policies through follow-up consultations, de-escalation training, and board-level revisions in September–October.

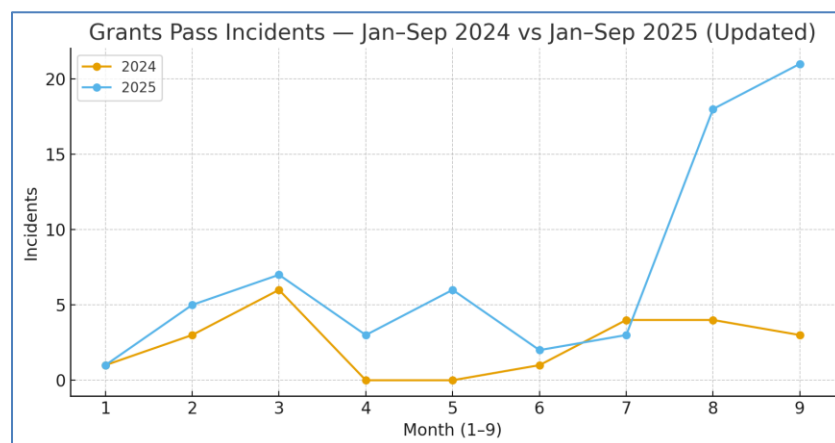
From March through June, staff and volunteers documented incidents that included a trafficking/abuse report (5/21) and a staff near-miss assault (6/10). Severity increased in July–August, with a stalking report involving a teen volunteer (7/15), an in-building patron-on-patron assault (8/8), an after-hours staff exit obstruction by confrontational patron (8/9), two staff near-miss assaults (8/20–8/21), and a drug-withdrawal medical event (8/23).

- 8/15/2025 — Safety Committee meeting: Staff detail escalating behaviors, restroom misuse, and increased outdoor activity linked to the resting site; committee requests near-term mitigations and evaluation of contracted security.

- 8/27/2025 — All-staff training (Women’s Crisis Support Team): Resource/trauma-informed support and referral pathways.
- 8/29/2025 — Citizen complaint conveyed: Board member relays a complaint regarding safety at the branch.
- 9/1/2025 — Consultation Grants Pass Police Chief Warren Hensman.
- 9/2/2025 — Director field assessment: Hourly grounds walks confirm persistent exterior issues beyond staff capacity while running core services.
- 9/3/2025 — Consultation SDAO: After reviewing incident trends, SDAO recommended hiring a professional security guard to protect staff.
- 9/9/2025 — Deployment: Contracted armed security officer begins service.
- 9/12/2025 — SDAO follow-up: Risk posture check; align updated policies with implementation of new security procedures.
- 9/17/2025 — SDAO training: All-staff de-escalation training.
- 9/18/2025 — Consultation Grants Pass Police Patrol Sergeant Nieminen. Recommended retaining an armed security guard rather than unarmed.
- 9/19/2025 — Safety Committee meeting, follow-up: Early outcomes; refine restroom/grounds procedures.
- Sept–Oct 2025 — Policy updates: Board-level policy revisions adopted/advanced.

### Background and data trends

From January through September 2025, incidents by month were 1, 5, 7, 3, 6, 2, 3, 20, 21. In August, staff did not have capacity to patrol the exterior, so many outdoor issues went undocumented. Beginning 9/9/25, the guard’s exterior patrols increased visibility and documentation outside, while indoor disruptions declined as problems were intercepted at the threshold. Qualitatively, incident narratives from reflect more acute safety risks linked to drug use, reinforcing the need for professional exterior patrols and rapid response at thresholds.



Comparing FY25–FY26 shows a shifting pattern toward more outdoor incidents in FY25 and especially FY26 (YTD). Focused exterior patrols have improved detection and intervention outdoors and, in turn, reduced disruptions inside the building.

On August 15, 2025, the state-court preliminary injunction limiting city park enforcement was resolved via settlement and dismissal. City enforcement resumed thereafter. This timing aligns with the late-summer surge at the library (Aug 20 incidents; Sep 21), concentrated outdoors due to the sanctioned resting site near the branch.

### **Why an armed guard (decision transparency)**

Given the downtown setting, the concentration of activity at the unmanaged resting site, and the absence of immediate on-site backup, the district’s risk profile warranted an armed post. The Grants Pass Police Department recommended a professional armed officer capable of rapid response and safe intervention. The decision to arm rests with the contracting agency — JCLD — not the vendor. JCLD selected the firm with the most library experience (also serving Jackson County Library System). The assigned officer is trained in de-escalation, crisis response, community engagement, and firearm safety/defensive tactics, and the visible uniform/tactical vest is intended to provide deterrence and reassurance.

### **Equity and welcoming**

JCLD’s goal is a public space that is both safe and welcoming for staff, volunteers, and patrons. The security guard is trained in de-escalation and bias-aware, trauma-informed approaches, including making referrals. We set clear expectations for language, tone, and approachability, and we will monitor feedback from staff, volunteers, and patrons along with incident reviews to ensure the approach remains respectful and effective. The guard is not stationed at service desks; primary duties focus on exterior and threshold patrols, rapid response, and policy-aligned interventions, with only brief desk presence for coordination with staff.

### **Policy updates and edits (summary)**

**Policy 3-1-2: Patron Responsibilities & Rules of Conduct (revised)** Clarifies prohibited behavior (incl. drugs), bans day-camping, tightens enforcement (warnings→suspension/trespass), allows calling police/security, and updates service-animal expectations.

**Policy 3-4-11: Parking Lot Use (revised)** Patron use only; no overnight/day-camping or washing; no tobacco/alcohol/illegal drugs; cameras in use; violations follow conduct policy.

**Policy 3-4-12: Library Grounds (revised)** No littering/unauthorized gatherings/solicitation/day-camping; must follow conduct rules; permits security measures.

**Policy 3-1-7: Animals in the Library (new)** Restates Oregon law. Admits trained service animals only; communicates and sets control/housebroken standards; removal if disruptive; balances access with allergy/fear accommodations.