Josephine Community Library District

Board of Directors Regular Meeting

Thursday, December 18, 2025 at 5:30pm

Grants Pass branch, 200 NW C Street, 97526

Agenda

Board members:

Position 1	Position 2	Position 3	Position 4	Position 5
Rachele Selvig, Vice President	Kelly Robinson	Pat Fahey	Gina Marie Agosta, President	Tina Gotchall

Agenda Items	Action	Responsible	Time
Call to Order		G.M. Agosta	
Standing Items 1. Approval of agenda 2. Approval of consent agenda a. November 19 Board Meeting minutes b. Resolution 2026-018: Policy 2-8 c. Resolution 2026-019: Policy 4-4-5 3. Public comment 4. Correspondence 5. Annexation petition review: Johnathan Klein, and Anthony Jucevic	 Motion Motion	G.M. Agosta	5 min
FY24-25 Audit Presentation	Report	Pauly Rogers	20 min
Staff Reports 1. Library director's report 2. Financial report	 Report Report	 K. Lasky K. Lasky	 15 min 5 min
Action Items 1. First Reading: Volunteer Policy — TAB	 Discussion	 K. Lasky	 5 min
Board Member Reports 1. Library Foundation liaison report 2. Facilities Oversight Task Force report	 Report Report	 R. Stoltz Fahey/Robinson	 5 min 5 min
Announcements 1. Comments from board members 2. Board vacation schedules 3. Date and agenda items for next meeting		 All K. Lasky G.M. Agosta	 5 min
Adjourn		G.M. Agosta	

Date and Time	Upcoming Meetings and Events
January 15, 5:30pm	District Board Meeting, Grants Pass branch

Josephine Community Library District
Regular Board Meeting Minutes
Wednesday, November 19, at 5:30 pm
Grants Pass branch | 200 NW C street, Grants Pass, OR 97526

Members present: Gina Marie Agosta, Pat Fahey, Rachele Selvig, Kelly Robinson
Members absent: Tina Gotchall
Staff present: Library Director Kate Lasky, Communications and Partnership Manager Brandace Rojo, Associate Director Michelle Rosenberger, Operations Manager Jessica Perez, Library Foundation Executive Director Rebecca Stoltz

Contractors present: Communications Specialist Teresa Stover

CALL TO ORDER. Ms. Agosta called the meeting to order at 5:36 pm.

STANDING ITEMS
Approval of consent agenda. Consent agenda items included:

a. October 16 Board Meeting minutes
b. Resolution 2026-017: Policy 3-3-4
   Motion: Mr. Fahey moved to approve the consent agenda.
   Ms. Selvig seconded.
   Approved by Ms. Agosta.
   Approved by Ms. Robinson.
   Ms. Gotchall absent at vote.

Public comment.

Correspondence. Laura Guerrero
The district board reviewed correspondence email from Laura Guerrero. Ms. Guerrero expressed concern about the library's decision to hire an armed security guard at the Grants Pass branch.

Doranne Long
Ms. Long gifted a copy of the book "Thile Libraries Wept" by Robert Lee Heilman to each of the board members.

Annexation Petition Review: Annexation petition review: Gloria Stone, and Lauren Oakes & Logan Hirsh
Motion: Ms. Robinson moved to endorse the annexation petitions for Gloria Stone, and Lauren Oakes & Logan Hirsh.

Mr. Fahey seconded.
Approved by Ms. Agosta.
Approved by Ms. Selvig.
Ms. Gotchall absent at vote.

STAFF REPORTS

Library director's report. Ms. Lasky referred to the Library Director's Report dated November 19, 2025, highlighting the following items. To view the full report, access the board packets on the website at josephinelibrary.org/about-the-library/district-information/board-of-directors/meetings/:

- Ms. Lasky and board members discussed a change to the 2024–2027 Strategic Plan to include: increase in circulation of items, foot traffic, website use, and more to the metrics for the first objective that currently reads, "Increase library usage as measured by the number active library cards."
  MOTION: Ms. Agosta moved to amend the first bullet under the first objective on the 2024–2027 Strategic Plan to "Increase library usage as measured by the number active library cards, circulation, website use, database activity, foot traffic, and program participation."
  Mr. Fahey seconded.
  Approved by Ms. Robinson.
  Approved by Ms. Selvig.
  Ms. Gotchall absent at vote.
- State Library was planning to issue layoffs to 10 positions last week and the leg committee of OLA made an emergency commitment of $80,000 to carry through the end of the year without layoffs.
- The library is being denied grants more often than usual. Feedback from funders suggests that they are getting a higher volume of requests and more competitive requests to meet basic needs and they are not able to fund everything they used to.
- Partnering with Southern Oregon Sanitation for Neighborhood Heroes Story Squad for a trash and recycling themed storytime and craft.
- A teen library volunteer was selected for the Chamber of Commerce leadership cohort.
- The Four Way Community Foundation annual dinner highlighted libraries, librarians, and library volunteers this year. Ms. Lasky and Ms. Piper (GPSD7 district librarian) received award. Sue and Dick Cohen received awards. The keynote speaker was Buzzy Nielsen from the State Library of Oregon.
- The library discussed effects of having an armed security guard at the Grants Pass branch. Ms. Lasky consulted with the Special District's Association of Oregon and the Grants Pass Police Department before moving forward with Northwest Defense Contracting.

Financial report. Ms. Lasky reviewed the October 2025 Financial Statement memo dated November 19, 2025. She also referred to the Profit & Loss Budget vs. Actual–General Fund statement through October 31, 2025, and the Balance Sheet as of October 31, 2025.

ACTION ITEMS

First Reading: Operations Policy—contracts.
The board of directors held its first reading of a revised version of a security camera use Operations Policy to better match practices.

First Reading: Operations Policy—meals.
The board of directors held its first reading of a revised version of a meals Operations Policy to better match practices.

BOARD MEMBER REPORTS

Library Foundation liaison report. Mr. Richardson reported that the end-of-year fundraising drive begins this week with a goal of raising $110,000.

The library has onboarded two new board members.

Facilities Oversight Task Force. Land use permit has been submitted to the city of Grants Pass with a public hearing scheduled on December 3

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, December 18, at the Grants Pass branch library.

ADJOURNMENT

The board meeting adjourned at 6:47 pm.

Respectfully submitted,

Brandace Rojo for Board Secretary Kate Lasky
Josephine Community Library District

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

Second 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.

Second 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 ~~1/19/2022~~Update

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.

BEFORE THE BOARD OF DIRECTORS
OF THE JOSEPHINE COMMUNITY LIBRARY DISTRICT

In the Matter of Adopting	)	
Policy 2-8, Contracts, for	)	Resolution No. 2026-018
Josephine Community Library District	)	

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

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves

The revised Finance Policy 2-8, Contracts, which is attached hereto and incorporated herein by this reference, is authorized for implementation.

DONE AND DATED this 18th day of December 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

_____
Kelly Robinson, Board Member

Josephine Community Library

Annexation Petitions

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

	Property Owner	Address
1	Anthony Jucevic	3130 LOWER RIVER RD
2	Johnathan Klein	12330 TAKILMA RD

200 NW C Street
Grants Pass, OR 97526

541-476-0571
541-479-0685 (fax)

info@josephinelibrary.org
josephinelibrary.org

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.

BEFORE THE BOARD OF DIRECTORS
OF THE JOSEPHINE COMMUNITY LIBRARY DISTRICT

In the Matter of Adopting Policy 4-4-5,	)	
Meals at Training and Events, for	)	Resolution No. 2026-019
Josephine Community Library District	)	

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

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves:

The new Personnel Policy 4-4-5, Meals at Training and Events, which is attached hereto and incorporated herein by this reference, is authorized for implementation.

DONE AND DATED this 18th day of December 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

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

General Updates

- The annual audit for FY 2024–25 was completed by Pauly, Rogers and Co. P.C., with no material weaknesses or significant deficiencies identified. The FY 2023–24 audit was finalized in August 2025. As a result, two annual audits were completed within a 10-month period, bringing JCLD back into compliance with the annual audit deadline of December 31. Pauly, Rogers and Co. will present the FY 2024-25 audit at the December board meeting.
- Recruitment is underway for two Budget Committee positions, with applications due Dec. 31. Board members will review and score applications individually, with final selection scheduled for the January board meeting.
- Implementation of the new Grants Pass lease continued this month. Coordination with county facilities staff has progressed more slowly than anticipated as preparations are made for the Jan. 1 transition. The new lease begins Jan. 1, 2026, and shifts responsibility for building and property maintenance from the county to the district. Quotes are currently being solicited for landscaping services. County contractors relocated building thermostats from the attic to floor level, allowing staff to control temperatures for the first time. A facilities walkthrough with county staff has been requested to formally transfer electrical, HVAC and maintenance documentation. This is expected to occur in December. The HVAC system was also rewired to operate independently from county controls, allowing direct management by library staff.
- On Dec. 4, the Grants Pass Daily Courier ran a front-page story on the proposed new Grants Pass library. The coverage followed a City Council vote related to a property line vacation for the downtown site and included interviews with the Library District Director and the Library Foundation Executive Director. The article highlighted project momentum, early land-use steps, fundraising progress and included a draft exterior rendering, helping build public understanding of the project's next phase.
- The November 2025 newsletter was distributed and included service highlights and the monthly director's column for board reference.

Proposed Grants Pass library takes step forward with City Council vote

A draft rendering shows the design for a proposed new Grants Pass library facing Sixth Street downtown. The building colors have yet to be determined.

A city block in downtown Grants Pass bordered by Sixth, Seventh, J and K streets is the future home for the Josephine Community Library.

How they voted

Library

Front-page coverage highlighted progress on the proposed new downtown library.

Stories

- **In Grants Pass**, a young patron visits the library weekly with his grandmother. He recently told the Youth Services Lead, “This is the best library. You always have my favorite stories, like ‘Llama Llama Red Pajama.’” His grandmother shared that his favorite activity is the scavenger hunt and that weekly visits are a highlight. After receiving $5 from his grandmother, the child approached staff and asked to donate it to the new library, asking if there was “a place where bandits won’t get it.” He proudly placed the donation in the front desk jar. His grandmother later shared that she wanted him to know someday that he helped build the new library.
  A teacher from St. Anne’s School has requested another class visit. She shared that when asked about their favorite part of the previous school year, students named their visit to the Grants Pass library.
- **In Williams**, the branch exhibited a 30-year collection of local fundraising posters and invited patrons to contribute written memories for community archiving. Community members have been stopping by to view the Spero’s Williams fundraiser poster collection. Staff and volunteers have overheard many reminiscences, and patrons have expressed appreciation for the walk down memory lane.
  A Williams patron who is also a teacher learned about library resources for struggling students during a visit. After being shown Brainfuse HelpNow, he expressed enthusiasm and plans to share the resource with his teaching team. Another patron who regularly parks at the Williams branch to attend a weekly meeting stopped in to thank the library for providing reliable internet access.
- **In Wolf Creek,** during a Sunny Wolf Charter School presentation, the branch supervisor read the nonfiction book “Be Thankful for Trees.” Students were invited to write or draw what they were thankful for on leaf cutouts, which were added to a tree display in the children’s area. The presentation introduced students to the many uses of trees and discussed environmental risks such as fire, flooding, and deforestation.
- **In Illinois Valley,** the branch began hosting a direct mailbox to Santa, offering families a chance to share gratitude and wishes while learning how to properly address and stamp an envelope.

***Williams**: A 30-year collection of local fundraising posters sparked memories and community storytelling.*

***Illinois Valley**: A “Letters to Santa” mailbox invites families to write, address and mail holiday letters.*

Successes

- Since reopening after renovations, the Illinois Valley branch has experienced significant growth in new registrations. Prior to closure, the branch averaged 320 registrations annually. Since reopening, registrations increased to 490, representing a 53 percent increase.
- Launched new advertising across social media and the local newspaper to address declining attendance at the Grants Pass Movers and Groovers storytime. Attendance has rebounded, and sessions are again fully attended.
- November's Neighborhood Hero program featured Southern Oregon Sanitation. The high-energy presentation included a recycling story written by the presenter, take-home mini recycling bins and information on becoming a junior recycler. The partnership was well received, and Southern Oregon Sanitation expressed interest in future collaboration.
- During November, the Wolf Creek branch served 154 students from SWCS, resulting in 480 children's books being checked out.

Challenges

- Baker & Taylor, one of the largest suppliers of books and processing services to public libraries, is shutting down operations, with a full exit expected by early 2026. The loss of this national vendor has shifted demand to remaining suppliers, including Ingram, resulting in slower release of processed materials. Locally, this has disrupted technical services workflows and slowed the pace at which new books reach shelves. Patrons may experience longer waits for new materials during this industry-wide transition.
- Continued to manage challenges associated with the nearby unmanaged resting site. During the reporting period, five animal-related incidents occurred, including a near-miss dog attack. There has been an increase in problematic dog incidents at the Grants Pass branch. Staff and security follow ADA-compliant procedures when addressing animals in the building, and eight dogs presented as service animals were asked to leave due to behavior that did not comply with library policy. Volunteers have been instructed to notify staff or security when dogs enter the building so situations can be addressed promptly.
- Participation in workshop-style computer classes remains lower than desired. It is unclear if this reflects seasonal factors such as colder weather and winter travel patterns among older adults.
- Space constraints at the Grants Pass branch continue to limit service capacity. Staff have received requests to host class visits of 50 to 57 students at one time. The associate director has supported the Youth Services Lead in communicating realistic limitations with educators, as many schools are constrained to a single bus and cannot easily split visits.

2024–2027 Strategic Plan Update

Reimagine Library Services

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

- Community partnerships continued this month. The library worked with Master Gardeners to receive and temporarily store books during their closure. Select titles were added to the collection, while others remain in storage until the group secures a

permanent space. Rotary partnered with the library to provide books for kindergarten backpacks, with Elephant and Piggie readers selected.

- The E-Rate Service RFP (2025-01) Category 1 WAN through the FCC closed Nov. 21. Proposals were scored using criteria outlined in the RFP, including cost, technical approach, experience and compliance. Staff are working with E-rate and legal advisors to confirm compliance with procurement requirements. Bidder interviews were completed in early December, with award anticipated in January.

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

- Staff across all branches are preparing for Dolly's Imagination Celebration on Jan. 24, 2026. Planning includes storytimes, crafts, Rotary book giveaways, DPIL sign-ups and recognition of community reading champions.
- Development is underway for the 2026 Summer Reading Program, themed "Plant a Seed, Read," following receipt of IREAD's resource guide funded by the State Library of Oregon.
- Grants Pass hosted a Día de los Muertos bilingual storytime with 27 participants. Attendance was especially strong during the craft activity.

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

- Launching a new library card design in January and promote sign-ups and circulation with a systemwide sticker drop on Saturday, Jan. 3. Offer stickers to anyone who signs up for a new card, renews a card or checks out materials that day, while supplies last.
- Soft-launched a new video streaming platform, Kanopy Plus, on Dec. 2 by activating four curated collection packs: Series, Kanopy Kids, Documentaries and Kanopy Family. Kanopy is offered through public libraries with on-demand access to thousands of films, documentaries, children's programming and other video content free to patrons with a library card. Patrons create a Kanopy account with their library credentials and then stream content on computers or mobile devices without ads. The app is also available through Libby, the online ebook platform. Advertising and promotion begin next month.
- Teen Takeover Hour was implemented systemwide in December. Participation was strong across all branches, with approximately 80 teens and tweens engaged. Teens stayed to craft, browse and check out materials, resulting in new library cards and teen volunteer applications. This program reflects lessons learned from earlier grant-funded teen initiatives and emphasizes direct, measurable engagement.
- Promoting the cookbook collection through new marketing materials, updated in-branch displays and targeted outreach throughout December to increase circulation.

<u>Invest in People and Culture</u>

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

- The transition from the 401(k) to the 457(b) retirement plan continues to move forward, with first round of training completed on November 12 and full implementation planned for January 1. Additional training will be provided on January 14 during the all staff in service training day.

- Finalizing the agenda and logistics for the Jan. 14 all-staff in-service day to include safety updates, community resource presentations, and team building.

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

- Hosted the Winter Volunteer Appreciation Party on Dec. 8 in Grants Pass with approximately 89 volunteers attending. Cater the main course through Wonder Bur and welcome holiday caroling by the Rogue Singers. Receive positive feedback from volunteers on feeling recognized and appreciated.
- Added a new weekly teen volunteer to the communications team with an interest in graphic design to support development of materials for the 2026 Teen Bad Artists Club.

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

- The volunteer listening session occurred on Nov. 15. Seven volunteers attended the event and had productive ideas to improve services at the library. Helping people expand their reading possibilities was a common theme. The next listening session is scheduled for Feb. 28, 2026.
- Four new adult volunteers and one teen volunteer were on-boarded in Grants Pass in November. We have approximately 169 active volunteers — an active volunteer is someone who has volunteered at least once in the past six months.
- Hire three new Project Youth+ interns and move onboarding forward, including one in Grants Pass (communications) and two in Illinois Valley (patron-facing support).
- Added one new volunteer in Wolf Creek and continue discussions with two prospective volunteers, which would bring the branch to four volunteers.

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.

- Removed and repurposed low-circulating materials in Williams, then routed items for technical services review. Freed up needed shelf space and reassigned selected materials to Grants Pass and Illinois Valley.
- Rebalanced Wolf Creek's teen and children's collections by shifting approximately half of Young Adult titles to Grants Pass and Illinois Valley to create space for expansion of the Junior Graphic Novels section. Returned remaining items as discards for the branch free book table.
- Shifted the adult Spanish collection to make space for several areas to utilize for face outs and support higher circulation.

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

- Staff are preparing for Dolly's Imagination Celebration, a one-time, countywide program scheduled for Saturday, Jan. 24, 2026, from noon to 2 p.m. at all four branches. The event celebrates Dolly Parton's birthday and her legacy through Dolly Parton's Imagination Library. Locally, the Dolly Parton's Imagination Library program is funded by the Grants Pass Rotary Club, with the library serving as a partner in data management and community outreach. Activities will include storytime, crafts, music, reading

challenges, book giveaways, DPIL sign-ups and recognition of community partners. Rotary clubs will be present at each branch to support book distribution.

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.

- Library director continued statewide advocacy as co-chair for Oregon Library Association Legislative Committee. Meet with a state senator and state representative to advocate for the State Library of Oregon Ready to Read grant, with Oregon Legislative Days scheduled Jan. 13–15. Meet with aide for a U.S. senator to advocate for the Institute of Museum and Library Services. Meet with the Governor's Regional Solutions representative to advocate for the State Library of Oregon Library Services Division.

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

- Completed the third month of the Teen/Tween Take & Make pilot by distributing 240 Tin Nicho kits across branches and at outreach events, including Spanish-language classes at Illinois Valley High School. Confirmed strong community interest, while initiating review to ensure future activities more directly support strategic reading goals and include measurable outcomes.
- The third installment of the Declaration 250 program occurred on Nov. 13 at the Grants Pass branch with 85 participants attending the program. The program was taught by former Oregon History Teach of the Year Lois MacMillan on "The Idea of Independence Spreads Internationally." The series will continue through May 2026.

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

Statement of Financial Activities (Profit & Loss Budget Vs. Actual- General & Enhanced)

- Included profit and loss budget presentations for both the general fund as well as the enhanced services fund. As the district reports on a modified cash basis of accounting, the enhanced fund represents what has been received and expended and does not reflect grants applied for but not received. Negative net positions on actuals may occur due to delays in beginning cash posting due to audit, and/or monies spent but not yet reimbursed.
- The ending cash for the general fund on the P&L of $1,058,674 does not equal the Balance Sheet net income of $2,445,357. This is due to the Balance Sheet representing all funds/grants and the P&L representing only the General Library Operations fund, which does not include cash carryover.

Revenue

- The current year tax levies are $406,857. The total prior year's tax levy income is $44,275.
- Fees collected this fiscal year were $33,882, which includes non-resident card fees, sponsorships, copies, and charges for lost/damaged items.
- JCLD invoiced Josephine Community Library Foundation $2,220 for 37 household sponsorships for the month of November. 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 $128,794 in the district checking account. The Grants Pass maintenance fund totals $3,381 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 $918,546, an operations reserve fund of $710,750, and a capital reserve fund of $642,589. Cash Drawers at the four branches total $390.
- The total combined assets of these accounts equal $2,445,357.

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

	Jul - Nov 25	Budget	$ Over Budget
Ordinary Income/Expense			
Income			
4000 · Current Year Tax Receipts	406,857	1,632,500	-1,225,643
4005 · Prior Year Taxes	44,275	40,000	4,275
4100 · Fees	33,882	60,000	-26,118
4200 · Interest Income	17,201	45,000	-27,799
4300 · Other Revenues	0	1,000	-1,000
4310 · Donations	250		
4999 · Beginning Cash	1,273,747	1,210,000	63,747
Total Income	1,776,212	2,988,500	-1,212,288
Gross Profit	1,776,212	2,988,500	-1,212,288
Expense			
5000 · Personal Services	387,536	1,091,000	-703,464
6 · Materials and Services			
6.1 · Library Services			
5200 · Collection Development	75,308	175,000	-99,692
5300 · Technical Services	51,778	52,500	-722
6650 · Patron Services and Supplies	6,132	20,000	-13,868
6660 · Volunteer Support	2,468	8,000	-5,532
6680 · Communication & Outreach	17,499	47,250	-29,751
6690 · Special Contracts	58,042	118,250	-60,208
Total 6.1 · Library Services	211,227	421,000	-209,773
6.2 · Maintenance and repairs			
5400 · Building Improvements	0	10,000	-10,000
5500 · Facilities & Equipment	24,328	30,000	-5,672
5600 · Computer Maintenance	5,917	50,000	-44,083
Total 6.2 · Maintenance and repairs	30,245	90,000	-59,755
6.3 · Administration			
5700 · Insurance	0	26,250	-26,250
5800 · Travel & Training	6,492	20,000	-13,508
6630 · Election	8,525	15,000	-6,475
6640 · Auditor	20,950	20,000	950
6699 · Legal Administration	12,150	10,000	2,150
6700 · Administrative Support	11,789	30,000	-18,211
6800 · Telecommunications	6,427	26,250	-19,823
6850 · Utilities	22,197	55,000	-32,803
Total 6.3 · Administration	88,530	202,500	-113,970
Total 6 · Materials and Services	330,002	713,500	-383,498
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	717,538	2,305,825	-1,588,287
Ending Cash	1,058,674	682,675	375,999
Ending Cash	**1,058,674**	**682,675**	**375,999**

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

	Jul - Nov 25	Budget	$ Over Budget	% of Budget
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	**-7,833**	**18,000**	**-25,833**	**-44%**

Josephine Community Library District
Balance Sheet
As of November 30, 2025

	Nov 30, 25
ASSETS	
Current Assets	
Checking/Savings	
1000 · People's Bank of Commerce	128,794.98
1010 · People's Bank-Savings	3,381.33
1100 · General Pool 6000	918,546.73
1110 · LGIP - Operations Reserve Fund	710,750.24
1111 · LGIP - Capital Reserve Fund	642,589.42
1150 · Cash Drawers	390.00
Total Checking/Savings	2,404,452.70
Other Current Assets	
1310 · JoCo Reserve for Disputed Tax	40,904.89
Total Other Current Assets	40,904.89
Total Current Assets	2,445,357.59
TOTAL ASSETS	**2,445,357.59**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2100 · Payroll Liabilities	
2155 · Retirement 401(k)	3,092.37
Total 2100 · Payroll Liabilities	3,092.37
2400 · Deferred Revenues(audit)	40,904.89
Total Other Current Liabilities	43,997.26
Total Current Liabilities	43,997.26
Total Liabilities	43,997.26
Equity	
3909 · General Fund Balance	1,273,590.65
3909A · General Fund Appropriated	-1,273,746.95
3910 · GP Maint Fund Balance	23,802.33
3910A · GP Maint Fund Appropriated	-23,802.33
3911 · Reserve Fund Balance	697,318.72
3911A · Reserve Fund Bal Appropriated	-697,318.72
3912 · Capital Reserve Fund Balance	630,445.97
3912A · Capital Reserve Fund Approp	-630,445.97
Net Income	2,401,516.63
Total Equity	2,401,360.33
TOTAL LIABILITIES & EQUITY	**2,445,357.59**

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

First Reading Policy 5-18. Teen Advisory Board

After sustained review, recruitment efforts, and operational experience, staff and management have concluded that a formal Teen Advisory Board structure does not align with how teens engage, nor does it provide a sustainable or effective method for gathering teen input at Josephine Community Library District.

Background

Staff and management have actively attempted to recruit, organize, and retain a formal Teen Advisory Board. These efforts included multiple iterations of outreach, revisions to structure and expectations, and direct mentorship from staff. Despite these efforts, the formality of a board model, including officer roles and scheduled meetings, has consistently failed to resonate with teens. This remained true even when the experience was framed as resume building or civic leadership.

Turnover has been a persistent challenge. Teen schedules, graduation timelines, and life transitions make continuity difficult. Even with the support of an exceptional Teen Advisory Board president who worked closely with staff to recruit successor officers, participation could not be sustained.

Through this process, staff and management recognized that JCLD already has a strong and effective framework for teen engagement.

Teen Volunteers (VolunTEENS)

In the past year, JCLD intentionally rebooted and professionalized its teen volunteer program, known as VolunTEENS.

- The VolunTEENS program was rebooted last year with a handbook, orientation, and training in library policies, customer service, intellectual freedom, and professional expectations.
- There are currently 25-30 highly engaged teen volunteers who provide input through surveys, program feedback, and regular interaction with staff.
- This model has proven to be more flexible, inclusive, and sustainable than a formal advisory board.

Standards Alignment

Staff and management have determined that deleting the Teen Advisory Board policy does not place JCLD out of compliance with Oregon Public Library Standards.

Specifically, JCLD continues to meet Staff Standards 2.1 – Human Resources, including the Enhanced Level indicator:
"The library organizes a group of teen volunteers on a teen advisory board that advises on services and collections for teens."
While the term "Teen Advisory Board" is used in the enhanced indicator, the intent of the standard is meaningful teen input and engagement, not the existence of a formal body with a specific title. JCLD fulfills this intent through its robust VolunTEENS program, which:

- Actively involves teens in library service
- Trains teens in policy, customer service, and intellectual freedom knowledge
- Provides multiple avenues for advising staff
- Is sustainable over time

A formally named Teen Advisory Board is not required to meet the spirit or substance of this guideline.

Recommendation

Staff and management recommend that the Board delete the Teen Advisory Board policy in its entirety and recognize the VolunTEENS program as JCLD's primary structure for teen engagement and advisory input. This recommendation reflects operational experience, sustainability considerations, and a commitment to meaningful youth participation.

Policy 5-18. Teen Advisory Board

Adopted 3/20/2025

Purpose

The Teen Advisory Board (TAB) is a five-member committee of teenagers who work to advise library staff on issues related to youth needs and interests. The TAB serves as a bridge between the library and the teen community while providing members with opportunities to develop leadership skills, gain experience in event planning, lead discussions, and advocate for their peers.

Membership & Selection

- The TAB will consist of a maximum of five members.
- Interested teens must complete an application and participate in a selection and interview process.
- Members must be between the ages of 13 and 18 at the time of application.
- TAB members serve a term of two years. Some terms may be shorter based on teen availability or the need to stagger terms for continuity.
- Members may serve more than one term if selected again.

Responsibilities & Expectations

- TAB members must volunteer a minimum of three hours per quarter at any library branch.
- Regular attendance at TAB meetings is required, either in person or electronically.
- Members will actively contribute to TAB projects, events, and initiatives that support teen engagement at the library.
- Members will provide input on library collections, programming, and services relevant to teen interests.
- TAB members must adhere to the library's code of conduct and represent the library in a positive and respectful manner. Additionally, they are expected to follow all volunteer and library operations policies.

Library Support

- A designated library staff member will serve as a mentor to the TAB and coordinate meetings, projects, and programs.
- The library will provide resources and guidance to support TAB initiatives.

This policy ensures that the Teen Advisory Board functions effectively as a voice for the teen community while offering valuable experiences for its members.