

**Josephine Community Library District**  
**Board of Directors Regular Meeting**  
**Wednesday, January 17, 2024 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    | Laurel     | Pat Fahey  | Gina Marie Agosta, | Tina Gotchall |
| Selvig,    | Samson     |            | Vice President     |               |
| President  |            |            |                    |               |

| Agenda Items  | Action                                  | Responsible                       | Time                      |
|---|---|-----------------------------------|---------------------------|
| <b>Call to Order</b>  |   | R. Selvig                         |                           |
| <b>Standing Items</b> <ol style="list-style-type: none"> <li>1. Approval of agenda</li> <li>2. Approval of consent agenda               <ol style="list-style-type: none"> <li>a. December 20 Board Meeting minutes</li> <li>b. Resolution 2024-027: Policy 4-3-3</li> <li>c. Resolution 2024-028: Policy 5-16</li> </ol> </li> <li>3. Public comment</li> <li>4. Correspondence</li> </ol> | Motion                                  | R. Selvig                         | 5 min                     |
| <b>Staff Reports</b> <ol style="list-style-type: none"> <li>1. Library director's report</li> <li>2. Financial report</li> <li>3. Grants administration report</li> </ol>   | Report<br>Report<br>Report              | K. Lasky<br>K. Lasky<br>T. Stover | 10 min<br>10 min<br>5 min |
| <b>Action Items</b> <ol style="list-style-type: none"> <li>1. Budget Committee member appointment</li> <li>2. First reading: Personnel 4-5-1 Vacation</li> <li>3. First reading: Operations 3-1-2 Patron Conduct</li> </ol>   | Motion<br>Discussion<br>Discussion      | K. Lasky<br>K. Lasky<br>K. Lasky  | 5 min<br>5 min<br>5 min   |
| <b>Board Member Reports</b> <ol style="list-style-type: none"> <li>1. Library Foundation liaison report</li> <li>2. Facilities Oversight Task Force report</li> </ol>   | Report<br>Report                        | R. Stoltz<br>Samson/Fahey         | 5 min<br>10 min           |
| <b>Announcements</b> <ol style="list-style-type: none"> <li>1. Comments from board members</li> <li>2. Date and agenda items for next meeting</li> </ol>  |   | All<br>R. Selvig                  | 5 min                     |
| <b>Executive Session:</b> ORS 192.660(2) (b, h, f)  |   | R. Selvig                         |                           |
| <b>Adjourn</b>  |   | R. Selvig                         |                           |
| Upcoming Meetings   | Date and Time                           |                                   |                           |
| JCLD Regular Board Meeting,   | February 17, 5:30pm, Grants Pass branch |                                   |                           |

**Josephine Community Library District**  
**Regular Board Meeting Minutes**  
**Wednesday, December 20, 2023, at 5:30 pm**  
**Grants Pass branch, 200 NW C Street, Grants Pass, OR 97526**

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

**Members absent:** None

**Staff present:** Library Director Kate Lasky, Associate Director Michelle Rosenberger, Business Manager Shannon Hauberg, Youth Services Librarian Alyssa Donoho, Technical Services Manager Nolen Guerrero, Branch Services Manager Roberta Lee, Communications Coordinator Sara Meyer, Communications & Partnership Manager Brandace Rojo

**Contractors:** Grants Administrator Teresa Stover

**Partners:** Josephine Community Library Foundation board member Doug Walker, Josephine Community Library Foundation Executive Director Rebecca Stoltz

**CALL TO ORDER.** Ms. Selvig called the meeting to order at 5:33 pm.

#### **STANDING ITEMS**

**Approval of agenda.** No changes were made to the agenda.

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

- a. November 15 Board Meeting minutes
- b. Resolution 2024-024: Policy 3-2-3 with the amendments to the reconsideration form to align with the policy, i.e. one request per patron each year, and review of the same item after three years.
- c. Resolution 2024-025: Policy 5-15

**MOTION:** Mr. Fahey moved to approve the consent agenda, including Resolutions 2024-024, and 2024-024. Ms. Gotchall seconded. The motion passed unanimously.

**Public comment.** No public comment was offered.

**Correspondence.** No correspondence was offered.

#### **STAFF REPORTS**

**Library director's report.** Ms. Lasky referred to the Library Director's Report dated December 20, 2023, highlighting the following items:

- The FY22-23 financial audit has launch with Pauly Rogers
- There are two seats open on the library district's budget committee. Applications are being accepted through the end of December. Ms. Lasky explained the process for selection to the board.
- Ms. Lasky shared that there is a perception in the community that the library district endorses groups that hold events in the public community meeting spaces.
- Library director is working on developing a programming roadmap that ties to the current strategic plan. The three focus populations for 2024 programming

are seniors, low-income families, and Spanish-speakers.

- Josephine Community Library has a unique partnership with the Gilder Lehrman Institute of American History because the president, James Basker, is from Grants Pass. They asked us to pilot a panel display in celebration of the 250<sup>th</sup> anniversary of the Declaration of Independence, which is in 2024. The display is up at the Grants Pass branch and community members are asked to take part in a survey to provide feedback for the final exhibit.

**Financial report.** Ms. Lasky reviewed the December 2023 Financial Statement memo dated December 20, 2023. She also referred to the Profit & Loss Budget vs. Actual–General Fund statement through December 20, 2023, the P&L statement for Enhanced Library Services (grants) through November 2023, the P&L statement for Special Funds as of November 2023, and the Balance Sheet as of November 30, 2023.

**Grants Administration.** Ms. Stover reported on the status of library district grants referring to the grant update memo dated December 20, 2023.

## **ACTION ITEMS**

### **Authorization of Builder Risk Insurance.**

**MOTION:** Ms. Agosta moved to approve spending authority for Ms. Lasky to spend \$21,000 for Builder Risk Insurance. Mr. Fahey seconded. The motion passed unanimously.

**Ratification of Objection to BOCC Decision.** Ms. Selvig asked the board of directors to provide a motion to submit a Ratification of Objection to the Board of County Commissioners regarding the decision to approve a petition to withdraw a property from the library district.

**MOTION:** Ms. Agosta moved to approve a Ratification of Objection to the Board of County Commissioners regarding the decision to approve a petition to withdraw a property from the library district. Ms. Gotchall seconded, and the motion passed unanimously.

**First reading: Personnel Policy 4-3-3 Retirement.** The board reviewed a revision of the personnel retirement policy.

**First reading: Volunteer Policy 5-16 Harassment.** The board reviewed a revision of the volunteer harassment policy.

## **BOARD MEMBER REPORTS**

**Library Foundation liaison report.** Doug Walker reported the following:

- The Williams branch received change orders for minor from the state that contractors are working on.
- The library foundation and district will submit a request for proposal early in 2024 for an architect to work on the Grants Pass branch with. Meetings to gather community input will be held shortly after.

- The library foundation released a statement sharing that they will take financial responsibility for any legal fees incurred by the library district regarding the opt-out petitions submitted to the Board of County Commissioners in an effort to be fiscally responsible to library district taxpayers.

**Facilities Oversight Task Force.**

## **ANNOUNCEMENTS**

**Comments from board members.**

### **Date and agenda items for next meeting.**

The next regular board meeting will be at 5:30 pm on Wednesday, January 17.

## **ADJOURNMENT**

Ms. Selvig announced that the board would be moving in to executive session to consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, or staff member per ORS 192.660(2)(b) and to review the performance of a chief executive officer, other officers, employees, and staff members of the district per ORS 192.660(2)(i). She adjourned the regular meeting at 6:05 pm.

## **EXECUTIVE SESSION**

The board moved into executive session per ORS 192.660(2)(b, h) at 6:05 pm.

## **ADJOURNMENT**

The meeting adjourned at 7:26 pm.

Respectfully submitted,

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

Brandace Rojo for Board Secretary Kate Lasky  
Josephine Community Library District

TO: Josephine Community Library District Board of Directors  
FROM: Kate Lasky, Library Director  
DATE: January 17, 2023  
SUBJECT: Second reading policy review and revision

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JCLD regularly reviews and updates policies to include new concepts and maintain relevancy. The personnel policies are under review for this purpose and presented for board input and approval.

**Second Reading Personnel Policy 4-3-3. Retirement Benefits Revision**

Policy 4-3-3 was updated to reflect participation requirements for the 401(k) plan. It removes the minimum compensation requirement, related to the SIMPLE IRA retirement plan no longer being offered.

**Second Reading Volunteer Policy 5-16. Harassment**

Policy 5-16 was updated to summarize concepts and clarify directions.

## Policy 4-3-3. Retirement Benefits

*Revised 12/20/2018*

Josephine Community Library District (JCLD) provides a tax-deferred retirement plan to all eligible employees based on the terms of the retirement plan. ~~who are reasonably expected to receive at least \$5,000 in compensation for the calendar year.~~ Coverage for eligible employees begins the first payroll period after the 91<sup>st</sup> day of employment.

Information regarding eligibility and specific benefits is available from the library director or business manager.

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

|   |                  |                         |
|---|------------------|-------------------------|
| In the Matter of Adopting<br>Policy 4-3-3, Retirement Benefits, for<br>Josephine Community Library District | )<br>)<br>)<br>) | Resolution No. 2024-027 |
|---|------------------|-------------------------|

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

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves

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

DONE AND DATED this 17<sup>th</sup> day of January 2024.

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

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Gina Marie Agosta, Board Member

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Tina Gotchall, Board Member

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

\_\_\_\_\_  
Laurel Samson, Board Member

## Policy 5-16. Harassment

Revised XX/XX/2024

JCLD takes all forms of discrimination and harassment against its volunteers seriously and is committed to providing an environment in which all individuals are treated respectfully. JCLD is committed to placing qualified volunteers without regard to race, sex, religion, marital status, sexual orientation, disability, or any other status protected by law. JCLD does not tolerate harassment or discrimination of any kind.

~~. This includes sexual assault and discrimination on the basis of race, color, religion, sex, sexual orientation, national origin, marital status, age, uniformed service, or disability by any volunteer or employee of JCLD.~~

Any volunteer who feels harassed or is aware of harassment may file a complaint with their immediate supervisor or manager. The report may be made to the branch manager or library director if the volunteer manager is not an available option. Persons who file a complaint or participate in an investigation are assured confidentiality to the extent possible and will be safeguarded from retaliation.

In accordance with Oregon law, the following information is provided to volunteers to report any prohibited conduct while in service for the library.

- Prohibited conduct should be reported as soon as possible.
- The volunteer or branch manager will seek library director and board counsel to determine how to address and mitigate the matter.
- JCLD will not require or coerce a volunteer to enter into a nondisclosure or non-disparagement agreement. Volunteers may choose to enter into one of these agreements, at which time they have seven days to reverse their decision.
- Volunteers are asked to work with their volunteer manager or library director to document any incidents involving harassment or discrimination.
- ~~Prohibited conduct should be reported to the volunteer manager as soon as possible. The volunteer manager will seek library director and board counsel in how to address and mitigate the reported behavior.~~
- ~~The report may be made to the branch manager in the case that the volunteer manager is not an available option.~~
- ~~JCLD will not require or coerce a volunteer to enter into a nondisclosure or non-disparagement agreement. These are legally binding contracts in which a volunteer would promise to treat harassment or discrimination information as a secret and not disclose to others without proper authorization. Volunteers may choose to enter into one of these agreements, at which time they have seven days to reverse their decision.~~
- ~~Volunteers are asked to work with the volunteer manager or public services manager to document any incidents involving sexual assault or discrimination on the basis of~~



~~race, color, religion, sex, sexual orientation, national origin, marital status, age, uniformed service, or disability.~~

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

|                                      |   |                         |
|--------------------------------------|---|-------------------------|
| In the Matter of Adopting            | ) |                         |
| Policy 5-16, Harassment, for         | ) | Resolution No. 2024-028 |
| Josephine Community Library District | ) |                         |

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

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves

The revised Volunteer Policy 5-16, Harassment, which is attached hereto and incorporated herein by this reference, is authorized for implementation.

DONE AND DATED this 17<sup>th</sup> day of January 2024.

\_\_\_\_\_  
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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Laurel Samson, Board Member

TO: Josephine Community Library District Board of Directors  
FROM: Kate Lasky, Library Director  
DATE: January 17, 2024  
SUBJECT: Library director's report

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### Action

- The library director was invited to join the board of a private sector company that meets four times a year and offers a stipend. Per contract, the library director requests board approval to accept the stipend and take vacation time while attending related board meetings.

### General Updates

- On January 1, 2024, HB 2805 went into effect adding a new mandatory public meeting training requirement for every member of a governing body of a public body with total expenditures of \$1 million or more per fiscal year. These governing body members must receive Public Meetings Law training at least once during their term of office. The Oregon Government Ethics Commission (OGEC) has delayed the review and approval of the Public Meetings Law training offered by outside agencies, including SDAO, until later this year. While board members may continue to take the SDAO training on this topic, they will not fulfill the training requirement because they have not yet been approved by OGEC. It's important to note that only training reviewed and approved by OGEC will fulfill the training requirement. However, the training requirement does not need to be satisfied immediately. It only needs to be completed once per term. If you would like to receive updates on OGEC's Public Meetings Law trainings, you can sign up for OGEC's Public Meetings Law trainings email list on OGEC's website at: <https://www.oregon.gov/ogec/Public-Meetings-Law/Pages/Training-Review.aspx>
- FY22-23 financial audit with Pauly Rogers LLC accounting firm in progress.
- Completed application process for the two open seats on the FY24-25 budget committee were sent to the board for scoring. Final appointments to be announced at January board meeting.
- For more information about library programs and events, read the December [Latest News](#) and the [Youth Library Newsletter](#) online.
- Continued working with Special Districts Association of Oregon and Hornecker Cowling LLP regarding withdraw petitions through Josephine County Board of Commissioners.

### Stories

- **In Grants Pass**, the children's library winter "gingerbread hunt" for families was very popular. Multiple families said that they enjoyed it. One young visitor completed the gingerbread hunt, finished the December craft, and spent time reading under the Christmas tree. After over an hour in the library that day, she said, "I wish I could live here."
- **In Illinois Valley**, an older unhoused woman asked staff to help her find resource listings and grant writing information. Staff were able to find her materials on all her requested topics. The patron was so grateful to have been taken seriously and helped to the best of

our ability. She left with pages of notes and a fire in her belly to go out and help others in her community.

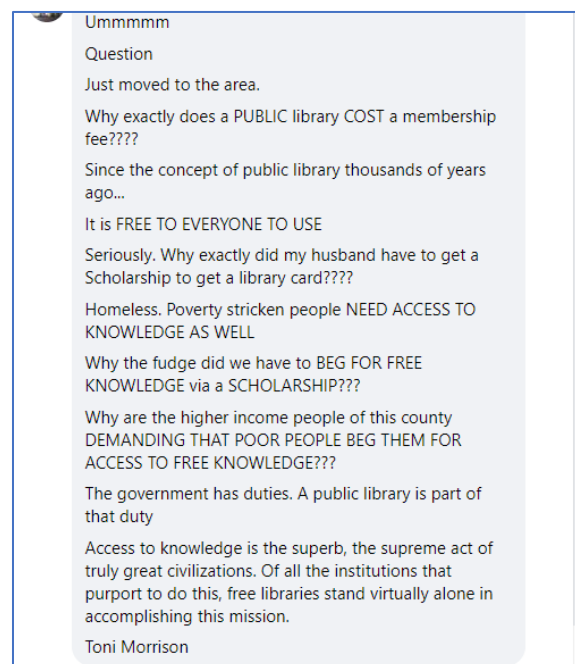
- **In Williams**, a patron who was making weekly video calls to an incarcerated relative was able to use the virtual communication booth. He'd been making the calls in his car all this time and was happy we had the booth now; he signed up for a library card and comes inside to use it once a week. He said the calls really keep his relative's spirits up.
- **In Wolf Creek**, students have been stopping by the library more often with their families on non-school days and two new parents registered for library cards this past month. Last month the branch celebrated the school visit volunteer by creating a special "Thank You" banner signed by all the Sunny Wolf Charter School students and teachers. This is hung in the library as a reminder of how much he is appreciated every day.

### Successes

- The new Williams library building continues to attract new patrons — 21 new library cards were issued in December, with four more added the first week of January. Many patrons and community members have expressed how perfect the new location is for the library, and how both beautiful and functional it is. One patron told staff it made her want to cry that we had such a perfect library in the perfect place.
- The Grants Pass Daily Courier published an article about the library's partnership with the Boys & Girls Club in Grants Pass, featuring early literacy outreach as a result of the grant from The Ford Family Foundation to fund an early literacy outreach coordinator. The article invited agencies to partner with the library.

### Challenges

- The library has not received any additional petitions to withdraw from the district after the court ordered the cease and desist until the writ of review filed by the library can be heard before the court. A public hearing has not yet been scheduled.
- Many new community members express confusion about library card fees due to district boundaries. The communications department responds to comments on social media often regarding library access. Library departments are beginning to work on ways to address this opportunity to better inform residents.



- Josephine County Board of Commissioners updated the annexation petition filing form to require initial by the landowner for the following, which has postponed three new annexation requests slated for the January library board meeting, now to be presented to the library board at its February board meeting:
  - [ORS 198.860] The petitioners understand that upon annexation of the property to the special district the property shall become subject to the permanent rate limit established, any local option taxes of the district, and any outstanding indebtedness of the district (bonded or otherwise), unless otherwise provided in a debt distribution plan.
  - [ORS 198.775] A security deposit in the form of \$60 cash or check is attached to the petition. The petitioners understand that if the annexation is successful the deposit shall be returned to the petitioners (unless it is posted by the special district for the petitioner), but if the annexation is not successful, the county shall collect on the bond, or, if a cash deposit was submitted, retain the portion of the cash deposit to cover costs. If the bond or cash deposit does not cover the county's costs, the petitioners shall pay to the County Treasurer the amount of excess costs.

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

### **Reimagine Library Services**

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

- On the digital equity program, tentatively named “Josephine TechMatch,” received feedback from the State Library of Oregon for a \$50,000 Library Services and Technology Act (LSTA) grant. Staff are refining program details, and the finished grant proposal will be submitted by the end of February.
- Library foundation published RFP for design concept development of the Grants Pass branch. Designs are scheduled to be completed in April with community input meetings in May and June.
- Supported the library foundation’s communications and outreach during its end-of-year fundraising drive.
- The Williams branch hosted a longtime community caroling event that took place on the grounds before it was the library. At least 50 people attended. There were many thanks that there was a bathroom available this year.

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

- Completed the programming roadmap and introduced it to staff at the January staff meeting. The roadmap is based on the board’s strategic direction to through increasing promotion of library services and library card access, expanding volunteer training, implementing computer basics workshops, expanding the Summer Reading Program, expanding outreach off site and in rural communities, establishing new partnerships, supporting the library foundation capital building projects, and updating the community needs assessment. A copy of the document is available to board members upon request.
- The first session of 2024 Welcome to Computers had 20 participants, with three renewing or registering for a library card.

- The volunteer and online learning resources rack cards have been updated, translated into Spanish, and ordered in both languages.

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

- Aligned the programming roadmap to the community engagement strategy in partnership with the library foundation to include updating the community needs assessment in March and April with key informant interviews and focus groups with the underserved populations of seniors, low-income families, and Spanish speakers. The needs assessment update will inform the library foundation community input sessions in May and June.
- Beginning in January, the youth newsletter and the regular patron newsletter will be merged into one newsletter covering library services for all ages. All newsletter templates including the volunteer newsletter and the library foundation newsletter have been updated to more mobile-friendly templates.
- School visits to the library have increased. Teachers are already scheduled visits for next fall, and a few others have picked up group visit applications for spring field trips.

**Invest in People and Culture**

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

- Seeking consultants for wage/benefits analysis against Oregon pay equity.
- The library safety committee convened its quarterly meeting. AED training implemented. Suggestion boxes at all four branches maintained.
- Staff continue to participate in webinars and other professional development programs.

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

- Implementing a new volunteer training in January on library card access and gathering volunteer ideas and stories about how to better help patrons register for a library card. The first session is scheduled for Saturday, January 27, at 11am.

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

- Developing volunteer recruitment and retention goals through an assessment of the past 10 years of volunteer engagement in all departments. Initial report completed. Activities to achieve strategic plan objectives still to be developed.
- In December, added seven new adult volunteers and one new teen volunteers, with eight new volunteer applications received in early January.
- Pairing new volunteers with more seasoned volunteers for optimum training and onboarding.

**Core Services Update**

**Collection: Maintain and circulate a curated and balanced collection of catalogued books and other materials selected for a wide range of interests for adults, youth, and children in the community.**

- As part of early reader and early chapter book enhancement, 100 new books have been purchased with funds from the Dorothy Thompson Trust to be dispersed across all four branches. Both collections are of high interest to emerging readers and young patrons read through them at pace.

**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 completed MLIS from San Jose State University Dec 2024, Summa cum laude.
- Construction on the New Williams Library started July 14, was substantially complete by October 6, and opened to the public on October 7. Except for a faulty exterior light and landscape repair to be done in spring, site and building punch list items are completed.
- For the Illinois Valley Library Renovation, the library/city/design team reissued the bid for general contractor on December 1 and the bid opening took place December 21. Two bids were received with the lowest responsible bidder being Ausland Builders. The parties held their kickoff meeting and are now finalizing the contract, including insurance requirements. Construction is expected to start by March and take seven to nine months. Preliminary planning has begun for moving, storage, and hold services during closure.

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

- In preparation for the Summer Reading Program, concepts for weekly sticker incentives, custom-poster prize, and coloring and activity sheets have been developed and are in various stages of design. The all-ages booklet is in a preliminary draft stage.
- Funds from the Ready to Read grant were used to purchase materials for seven new Library of Things kits to support early literacy. Kits focus on phonics, vowels, letter recognition, and rhyming.
- In Grants Pass, the Afterschool Storytime participation increased due to network partnership outreach. Last month, 10 children and 10 adults participated across four sessions.

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

- The volunteer and online learning resources rack cards have been updated, translated into Spanish, and ordered in both languages.
- The communications team focused on promoting the following services and programs over the past month: Adult bi-monthly book club, Welcome to Computers series, Afterschool Storytime, Library of Things, The State Library of Oregon Talking Book & Braille program, subject guides, Book Match, Dolly Parton's Imagination Library.

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

- Extending Erate contract for broadband service with Hunter Communications. Filing forms with FCC USAC to extend the contract for the new Williams branch and the other three branches, closing the former branch as a location under USAC.

**TO: Josephine Community Library District Board of Directors**  
**FROM: Kate Lasky, Library Director**  
**DATE: January 17, 2024**  
**SUBJECT: December 2023 Financial Statement**

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## **Accounting**

- The ending cash for the general fund on the P&L of \$2,066,312 does not equal the Balance Sheet net income of \$2,938,796. 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.
- JCLD invoiced Josephine Community Library Foundation \$1,740 for 29 household sponsorships for the month of December.

## **Statement of Financial Activities** (general fund P&L)

### **Revenue**

- The current year tax levies are 1,441,950. The total prior year's tax levy income is \$31,343.
- Fees collected for the month of December were \$4,851, this includes non-resident card fees, sponsorships, copies, and charges for lost/damaged items.

### **Expenses**

- Library services budget equals \$405,000 which includes collection development, technical services, patron services and supplies, volunteer support, events at library, communication & outreach, and special contracts. The Collection Development budget is \$175,000 for the year and represents 43 percent of the total Library Services budget.
- Updated forecast column to include adjustment for election and travel expenses. The library director will monitor legal fees and update the forecast column per case outcome.

### **Special Contracts**

- Special contracts for the month of December were \$11,458, for a grand total of \$66,261 which includes technical writing services, information technology, web development, and finance.

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

- The district assets include \$177,886 in the district checking account. The Grants Pass maintenance fund totals \$13,785 and is held in a savings account with People's Bank. LGIP account "General Pool 6000" represents tax dollars transferred from the Josephine County Treasurer to the required government investment account and totals \$1,892,763 and a reserve fund of \$826,718. Cash Drawers at the four branches total \$390.
- The total combined assets of these accounts equal \$2,911,542.

## **Budget Status**

- The FY23-24 Budget was updated by Resolution 2024-013 at the October 2023 board meeting directing \$100,000 in Contingencies to Building Improvements for the Williams capital improvement project.
- The FY23-24 Unappropriated Ending Fund Balance is \$720,350, held for FY24-25 operations expenses prior to tax receipt in December 2023, and is represented as Equity on the Balance Sheet.
- Transfers of \$5,000 for the Grants Pass Maintenance Fund and \$150,000 for the Reserve Fund for FY23-24 will be made in January.



# Josephine Community Library District

## Profit & Loss Budget vs. Actual

July through December 2023

|                                     | Jul - Dec 23 | Budget    | Forecast  |
|-------------------------------------|--------------|-----------|-----------|
| Ordinary Income/Expense             |              |           |           |
| Income                              |              |           |           |
| 4000 · Current Year Tax Receipts    | 1,441,950    | 1,545,000 | 1,545,000 |
| 4005 · Prior Year Taxes             | 31,343       | 30,000    | 30,000    |
| 4100 · Fees                         | 34,204       | 39,000    | 39,000    |
| 4200 · Interest Income              | 30,427       | 15,000    | 15,000    |
| 4300 · Other Revenues               | 522          | 1,000     | 1,000     |
| 4310 · Donations                    | 1,000        |           | 0         |
| 4999 · Beginning Cash               | 1,384,152    | 1,400,000 | 1,400,000 |
| Total Income                        | 2,923,598    | 3,030,000 | 3,030,000 |
| Gross Profit                        | 2,923,598    | 3,030,000 | 3,030,000 |
| Expense                             |              |           |           |
| 5000 · Personal Services            | 444,360      | 1,058,650 | 1,088,650 |
| 6 · Materials and Services          |              |           |           |
| 6.1 · Library Services              |              |           |           |
| 5200 · Collection Development       | 77,449       | 175,000   | 175,000   |
| 5300 · Technical Services           | 15,232       | 50,000    | 50,000    |
| 6650 · Patron Services and Supplies | 2,481        | 5,000     | 5,000     |
| 6660 · Volunteer Support            | 2,297        | 5,000     | 5,000     |
| 6670 · Events at Library            | 1,356        | 15,000    | 15,000    |
| 6680 · Communication & Outreach     | 24,264       | 40,000    | 40,000    |
| 6690 · Special Contracts            | 66,261       | 115,000   | 115,000   |
| Total 6.1 · Library Services        | 189,340      | 405,000   | 405,000   |
| 6.2 · Maintenance and repairs       |              |           |           |
| 5400 · Building Improvements        | 100,321      | 110,000   | 110,000   |
| 5500 · Facilities & Equipment       | 34,006       | 82,000    | 82,000    |
| 5600 · Computer Maintenance         | 6,264        | 39,000    | 39,000    |
| Total 6.2 · Maintenance and repairs | 140,591      | 231,000   | 231,000   |
| 6.3 · Administration                |              |           |           |
| 5700 · Insurance                    | 1,645        | 15,000    | 15,000    |
| 5800 · Travel & Training            | 4,338        | 40,000    | 39,000    |
| 6630 · Election                     | 20,732       | 20,000    | 21,000    |
| 6640 · Auditor                      | 11,950       | 20,000    | 20,000    |
| 6699 · Legal Administration         | 3,780        | 2,000     | 2,000     |
| 6700 · Administrative Support       | 15,959       | 18,000    | 18,000    |
| 6800 · Telecommunications           | 8,721        | 25,000    | 25,000    |
| 6850 · Utilities                    | 15,870       | 50,000    | 50,000    |
| Total 6.3 · Administration          | 82,995       | 190,000   | 190,000   |
| Total 6 · Materials and Services    | 412,926      | 826,000   | 826,000   |
| 8.1 · Transfers                     | 0            | 155,000   | 155,000   |
| 8.2 · Enhanced Services Support     | 0            | 1,000     | 1,000     |
| 8010 · Contingencies                | 0            | 224,000   | 224,000   |
| Total Expense                       | 857,286      | 2,264,650 | 2,294,650 |
| Ending Cash Balance                 | 2,066,312    | 765,350   | 735,350   |
| Ending Cash Balance                 | 2,066,312    | 765,350   | 735,350   |

# Josephine Community Library District Balance Sheet

As of December 31, 2023

Dec 31, 23

## ASSETS

### Current Assets

#### Checking/Savings

|                                  |           |
|----------------------------------|-----------|
| 1000 · People's Bank of Commerce | 177,886   |
| 1010 · People's Bank-Savings     | 13,785    |
| 1100 · General Pool 6000         | 1,892,763 |
| 1110 · LGIP - Reserve Fund       | 826,718   |
| 1150 · Cash Drawers              | 390       |

|                        |           |
|------------------------|-----------|
| Total Checking/Savings | 2,911,542 |
|------------------------|-----------|

#### Other Current Assets

|                                      |        |
|--------------------------------------|--------|
| 1310 · JoCo Reserve for Disputed Tax | 27,254 |
|--------------------------------------|--------|

|                            |        |
|----------------------------|--------|
| Total Other Current Assets | 27,254 |
|----------------------------|--------|

|                      |           |
|----------------------|-----------|
| Total Current Assets | 2,938,796 |
|----------------------|-----------|

|                     |                  |
|---------------------|------------------|
| <b>TOTAL ASSETS</b> | <b>2,938,796</b> |
|---------------------|------------------|

## LIABILITIES & EQUITY

### Liabilities

#### Current Liabilities

##### Other Current Liabilities

|                                 |        |
|---------------------------------|--------|
| 2400 · Deferred Revenues(audit) | 27,254 |
|---------------------------------|--------|

|                                 |        |
|---------------------------------|--------|
| Total Other Current Liabilities | 27,254 |
|---------------------------------|--------|

|                           |        |
|---------------------------|--------|
| Total Current Liabilities | 27,254 |
|---------------------------|--------|

|                   |        |
|-------------------|--------|
| Total Liabilities | 27,254 |
|-------------------|--------|

### Equity

|                             |           |
|-----------------------------|-----------|
| 3909 · General Fund Balance | 1,384,153 |
|-----------------------------|-----------|

|                                   |            |
|-----------------------------------|------------|
| 3909A · General Fund Appropriated | -1,384,152 |
|-----------------------------------|------------|

|                              |        |
|------------------------------|--------|
| 3910 · GP Maint Fund Balance | 13,781 |
|------------------------------|--------|

|                                    |         |
|------------------------------------|---------|
| 3910A · GP Maint Fund Appropriated | -13,781 |
|------------------------------------|---------|

|                             |         |
|-----------------------------|---------|
| 3911 · Reserve Fund Balance | 807,503 |
|-----------------------------|---------|

|                                       |          |
|---------------------------------------|----------|
| 3911A · Reserve Fund Bal Appropriated | -807,503 |
|---------------------------------------|----------|

|            |           |
|------------|-----------|
| Net Income | 2,911,541 |
|------------|-----------|

|              |           |
|--------------|-----------|
| Total Equity | 2,911,542 |
|--------------|-----------|

|                                       |                  |
|---------------------------------------|------------------|
| <b>TOTAL LIABILITIES &amp; EQUITY</b> | <b>2,938,796</b> |
|---------------------------------------|------------------|

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

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

**Report on November 2023 Reconciliations and Other Procedures**

I have performed reconciliation procedures relating to the bank accounts, investment accounts and credit card statements and conclude that they have been correctly done in QuickBooks and the November 2023 month end financial statements report the reconciled balances.

I have performed reconciliation procedures relating to the combined QB financial reports and the fund/class financial reports and conclude that the individual fund/class financial reports of the balance sheet and revenue and expenditures actual vs budget, when aggregated, equal the combined QB financial reports of the Josephine Community Library District balance sheet and revenue and expenditures of actuals vs budget for the period ending November 30, 2023.

I have performed reconciliation procedures relating to the QB Audit Trail report. These procedures included scanning the report of edits to QB postings during the month of November 2024 looking for unusual or large dollar edits. For a detailed review I selected a sample of all transaction edits exceeding \$2,000 and all adjusting journal entries. My reading of the edit control sheets indicates all were made for good and sufficient reasons.



**Gerald W. Burns, CPA**  
**January 12, 2024**

**TO:** JCLD Board of Directors  
**FROM:** Teresa Stover, grants administrator  
**SUBJECT:** Grants update  
**DATE:** January 17, 2023

The library district applies for and receives grants for specific projects aligned with the library's core services and strategic goals. These funds are restricted to designated projects which enhance the library programs funded by the JCLD operating budget. Individual grant details are available from the library director.

## **Awarded grants status**

Upon award announcement, some grant funders send the funds upon award; others ask for invoices on expenditures and then reimburse the district. Either way, when a grant is awarded that was not confirmed at the time of budget development, the board authorizes the acceptance and expenditure of those funds. Staff members responsible for implementing grant-funded projects meet monthly to discuss project and spending updates. The following is the status of awarded grants:

- As of December 19, 2023, there were \$7,729 in restricted grant funds yet to be spent from:
  - AllCare Health for the Communications Booth program at the Grants Pass library
  - Chaney Family Foundation for the Teen & Teen Book Boxes
  - Ford Family Foundation for the Kindergarten Toolbox program
  - State Library of Oregon/Ready to Read for early literacy and summer reading programs
- As of December 19, 2023, there were \$26,116 available in reimbursable grant funds from:
  - Dorothy Thompson Fund for the print collection, via the library foundation
  - Kiwanis club for Baby's First Book and Teen/Tween Book Boxes, via the library foundation

In addition, the district is receiving \$45,335 in discounts for Internet services and equipment through the FCC E-Rate program. Also, the City of Cave Junction is managing the \$1.5 million Community Development Block Grant (CDBG) for the Illinois Valley Library Renovation. Remaining in this grant is \$1,248,391.

## **Josephine Community Library Foundation grants**

Along with the grants listed above, Josephine Community Library Foundation budgets for reimbursable grants to the library district on an as-needed basis. These grants are categorized as follows:

- Building improvements
- Building maintenance
- Library card sponsorships
- Technology
- Responsive

The library foundation has received major gifts that are passed through to the library district for specific purposes, for example, the Dorothy Thompson Fund for the print collection and the Dorothy Juszczuk gift for library programs. The library foundation also seeks grants for library programs and passes those through to the library district. An example is a grant from the Kiwanis Club to the library foundation for the Teen/Tween Book Boxes and Baby's First Book. In addition, the library foundation was awarded a \$12,499 grant from the Reser Family Foundation for the Illinois Valley Library Renovation.

TO: Josephine Community Library District Board of Directors  
FROM: Kate Lasky, Library Director  
DATE: January 17, 2023  
SUBJECT: First reading policy review and revision

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JCLD regularly reviews and updates policies to include new concepts and maintain relevancy. The personnel policies are under review for this purpose and presented for board input and approval.

**First Reading Personnel Policy 4-5-1. Vacation**

Policy 4-5-1 was updated to require library director authorization of unpaid time off.

**First Reading Operations Policy 3-1-2. Patron Responsibilities and Rules of Conduct**

Policy 3-1-2 was updated to authorize permanent trespass orders by the library director.

## Section 4-5. Time Off

### Policy 4-5-1. Vacation

*Revised 10/19/2022*

Josephine Community Library District (JCLD) vacation benefits are intended to provide eligible employees with a period of paid rest and relaxation away from work. Accordingly, employees are encouraged to schedule vacations each year, and to use all earned vacation benefits.

If a holiday falls during an employee's scheduled vacation, the employee will receive holiday pay for the day, if eligible for such pay, and will not be charged for vacation benefits for the day.

JCLD provides vacation benefits to its regular full-time and part-time employees who work 20 hours a week or more. Eligible employees will commence earning vacation benefits for Year 1 on the 91<sup>st</sup> day of employment. Vacation hours are accrued for each paid hour. Vacation credits shall not accrue during any unpaid leave of absence. Accrued and unused vacation benefits shall be paid upon termination of employment.

| Years of Employment  | Full-time<br>40 hours<br>per week | Vacation<br>hours accrued<br>per pay period | Part-time<br>20 hours<br>per week | Vacation hours<br>accrued per pay<br>period | Hourly rate for<br>calculation |
|----------------------|-----------------------------------|---|-----------------------------------|---|--------------------------------|
| Year 1               | 80 hours                          | 3.08  | 40 hours                          | 1.54  | .0385                          |
| Year 2               | 100 hours                         | 3.85  | 50 hours                          | 1.92  | .0482                          |
| Year 3               | 120 hours                         | 4.62  | 60 hours                          | 2.31  | .0578                          |
| Year 4               | 140 hours                         | 5.38  | 70 hours                          | 2.69  | .0673                          |
| Year 5 and<br>higher | 160 hours                         | 6.15  | 80 hours                          | 3.08  | .0769                          |

Any variance in regularly scheduled hours worked per week between 20 hours and 40 hours would be prorated in the same manner as outlined in the chart.

Vacation accrued shall not exceed the maximum of 120 hours in a year for full-time employees and 60 hours in a year for part-time employees, to be carried over on an employee's anniversary date. Any hours in excess of that amount will be forfeited. For example, full-time employees who accrue 120 hours of vacation forfeit any unused hours in excess of 120 hours.

Utilization of vacation time shall be approved by the library director or direct supervisor for all employees. Vacation time may be used for sick leave as defined in Policy 4-5-3, *Sick Leave*, when the sick leave accrual has been exhausted, or for family leave as defined in Policy 4-5-4, *Leaves*. All time granted shall be compensated at the normal pay rate for the employee. Vacation time for the library director shall be reviewed and approved by the president of the JCLD Board of Directors.

If an employee depletes all allowable vacation time, they will not be authorized for vacation leave. The library director may authorize unpaid time off for an employee in some cases and if the library will not be negatively impacted by their absence.

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

Revised ~~11/16/2022~~XX/XX/XXXX

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

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

- Physical abuse or assault, including fighting or challenging others to fight;
- Engaging in any behavior that a reasonable person would find to be disruptive, harassing, or threatening in nature,
- Damaging, destroying, stealing, or otherwise vandalizing library property.

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

- Rules of Conduct

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

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



- Patrons must maintain a low volume of sound, including personal devices. Music and other loud demonstrations that may disrupt other patrons are prohibited.
  - Service animals, but no pets, are welcome in the library. Animals may not be left outside unattended within 10 feet of entrances.
  - Patrons must wear shoes and garments that cover the upper and lower torso at all times in the library.
  - Patrons' personal property should not block library doors, aisles, or access to materials and should not be left unattended.
  - Bicycles, carts, and other objects too large to store without impeding others must be left outside.
  - Patron's personal hygiene (body odor, excessive perfume) should not interfere with other patrons' comfortable use of the library.
- Enforcement
 

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

    - A person whose behavior violates this policy will be informed of the rules and asked to cease the behavior. A copy of this policy will be available on request.
    - For serious violations (including disruptive behavior and failure to comply when requested) the staff person may require the person to leave JCLD premises and not return the same day.
    - Subsequent offenses, refusing to comply with staff instructions, unlawful conduct, or conduct which is immediately threatening to the safety of patrons or staff will result in 90-day suspension of library privileges. In addition, law enforcement may be called, and appropriate legal action may follow.
    - Failure to leave or re-entering JCLD property prior to termination of a suspension will constitute trespassing.
  - If a violation is particularly egregious or dangerous or a customer engages in the same activity repeatedly, the library may permanently ban that customer from either a service (such as using the public computers) or from the library premises.
  - Any criminal activity shall be reported to the appropriate law enforcement agency.
  - A person who feels his or her library privileges have been wrongly suspended may appeal the decision in writing to the library director or designee within 30 days of receiving notification. The decision of the library director will be final.

TO: Josephine Community Library Foundation Board of Directors  
Josephine Community Library District Board of Directors  
FROM: Facilities Oversight Task Force: Pat Fahey, Kate Lasky, Laurel Samson,  
Rebecca Stoltz, Steve Swearingen, Doug Walker  
DATE: January 12, 2024  
SUBJECT: FOTF Memo

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## BACKGROUND

The Facilities Oversight Task Force (FOTF) provides oversight of the Facilities Master Plan for the purpose of alignment between the district and the foundation. The FOTF advises on capital improvements that impact the Facilities Master Plan as the long-term vision of the library facilities.

FOTF acts as the monitoring committee for the both the Williams and Illinois Valley capital projects and is responsible for processing any requests for additional concepts that will affect the project scope, budget, and schedule to prevent scope creep which may overextend resources and result in project delays. Any changes to the scope are added to the scope definition and agreed to before they are scheduled and changes to the scope will reflect realistic changes to deadlines, budget, and people or staff time.

## UPDATE

### Williams

An update on the New Williams Library scope, cost, and schedule is included in the board packet. See *attached*.

Vitus Construction is replacing defective lights on the outside of the building. The final payment to Vitus Construction will be held until the completion of the landscape clean up. The final landscape clean up is postponed until the weather is better in the spring.

A final report including the final accounting, schedule, and as-built drawings will be compiled as part of project closeout and for reference on future building projects.

Due to the near completion of this project, this month will be the last month that the New Williams Library Project memo will be included in the district and foundation board packets. Any updates will be included in the FOTF memo.

Since construction is complete, the Williams Library Listening Sessions will continue and will be conducted by the library district. The foundation can provide support as needed.

***Action:*** Foundation director will provide district and foundation boards with a final report once the project is completed.

### Illinois Valley branch

CDBG grants administrator provided an update on the Illinois Valley Renovation scope, cost, and schedule. See attached.

Two bids were received by the December 21 deadline. Ausland was the lowest responsible bidder. A meeting was held to discuss project expectations with Ausland. With the work previously done with value engineering and the amount of Ausland's current bid, no further value engineering is needed for this project.

ZCS, the library district, the City of Cave Junction, and Ausland are working to finalize the contract details. Once the contract is signed, construction can begin.

***Action:*** The district is developing the plan to pack and move the contents in the library and develop communications to inform the Illinois Valley of the upcoming library closure for 7-8 months. During the closure, pick up services will be provided at the Illinois Valley Senior Center one day a week.

### **Grants Pass property**

In June 2023, a city block located between 6th and 7th Streets and J and K Streets in downtown Grants Pass was purchased for a new, centrally located, larger library building is proposed to replace the current county-owned structure.

The foundation will provide storage for the equipment from the Illinois Valley branch during construction in the empty unit across from the residential unit in the building.

***Action:*** The foundation has rented the residential unit and will oversee property management of this unit.

**TO:** JCLF and JCLD boards  
**FROM:** Rebecca Stoltz, New Williams project manager  
**SUBJECT:** New Williams Library update  
**DATE:** January 11, 2024

This report is the New Williams Library project update. For details on the overall project scope, cost, and schedule, please refer to the "New Williams Library Project Charter Agreement" presented at the May 2022 board meetings and endorsed by both boards.

**Scope:** Josephine Community Library District and Josephine Community Library Foundation has improved library services in the Williams area by renovating a new Williams branch library at the new location of 158 Tetherow Road in Williams by October 2023. The renovation included 1,000 square feet of library use, a designated children's area, updated technology including broadband Internet, running water, an ADA restroom, and an asphalt parking lot with 12 spaces including one ADA space.

## New Williams Library schedule

The following are recent accomplishments and upcoming milestones.

- Vitus Construction started work July 14. In the past month, contractors have completed most items on the punch lists for the site and for the building. What's left is the replacement of the faulty exterior light and the landscape repair to be done when weather permits.
- Vitus Construction completed all the county-required signage on the building. They also completed final fixes and touch-ups. The building is now ready for the county's final inspection.
- Monthly Williams listening sessions are resuming this month on Thursday, January 11. The last one was on October 19. They take place at 5-6 pm on the third Thursday of each month.
- The final project closeout report is scheduled for the end of January. Including final accounting, schedule, project review, and as-built drawings, this report will be the archive for reference on future building projects.

✓ - Completed      • - In progress

|   | <b>Milestone</b>                             | <b>Duration</b> | <b>Start</b>     | <b>Finish</b>    |
|---|--|-----------------|------------------|------------------|
| ✓ | <b>1 Construction start</b>                  | <b>Friday</b>   | <b>7/14/2023</b> | <b>7/14/2023</b> |
| ✓ | <b>2 Construction substantially complete</b> | <b>3 days</b>   | <b>10/4/2023</b> | <b>10/6/2023</b> |
| ✓ | <b>3 Grand Opening and Ribbon Cutting</b>    | <b>Saturday</b> | <b>10/7/2023</b> | <b>10/7/2023</b> |
| ✓ | 4 Conduct project postmortem                 | 1 day           | 12/7/2023        | 12/7/2023        |
| • | 5 Complete punch list items                  | 10 weeks        | 10/9/2023        | 1/31/2024        |
| • | 6 Close out project                          | 8 weeks         | 12/8/2023        | 1/31/2024        |

**TO:** Meadow Martell and Rebecca Patton, City of Cave Junction  
Kate Lasky, Rebecca Stoltz, Josephine Community Library

**FROM:** Teresa Stover, library block grant administrator

**SUBJECT:** Illinois Valley Library Renovation Status Report

**DATE:** January 4, 2024

In partnership with Josephine Community Library District and Josephine Community Library Foundation, the City of Cave Junction is renovating the Illinois Valley Library, located at 209 W. Palmer in Cave Junction. The renovation will expand the 4,264-square-foot library to 6,094 square feet, including a new 1,788-square-foot community meeting space with a demonstration kitchen, an early learning center with a maker space, and an outdoor learning area set up for science, technology, engineering, arts, and math (STEAM) programs. See more information at <https://jclfoundation.org/illinois-valley>.

### **Current and upcoming milestones**

- **Procurement.**

- ZCS revised the bid documents to encompass the scope changes from the required stormwater system, and the new general contractor invitation to bid was published on behalf of the City of Cave Junction on December 1. Two bids were received by the December 21 deadline. Ausland Builders was the lowest responsible bidder.
- The city/library/ZCS team will meet with Ausland the week of January 8 to discuss the contract and timeline.
- The contract will be drafted and reviewed by City of Cave Junction legal, Business Oregon, and Cave Junction Common Council. After contract approval and execution, the preconstruction meeting will be held and a construction start date set.
- Construction is expected to take seven to nine months.

- **Environmental Assessment.**

- The Environmental Review Record (ERR) was submitted for review to Business Oregon, which determined that additional documentation is needed for the Endangered Species, Historic Preservation, Socioeconomic, Community Facilities, and Natural Feature sections. This effort is in process. When completed, it will be submitted to Business Oregon for approval.
- The Environmental Review Record (ERR) includes determinations, compliance findings, and scores on all required elements and sections. After ERR approval by Business Oregon, it will be available for public review for 15 days. Then it will be submitted, along with the request for release of funds to Business Oregon for another 15-day public review. At this point, construction funding can be released.

- **Finance.** Grant expenditure extensions have been requested from Business Oregon for the block grant and from Oregon Department of Administrative Services (DAS) for the Oregon ARPA grant.

### **Project funding**

The renovation is being funded by a \$1.5 million federal Community Development Block Grant (CDBG) awarded by the U.S. Department of Housing and Urban Development (HUD) to the City of Cave Junction and administered by Business Oregon. Also funding this project are the community crowdfund and grants to the library foundation from the Carpenter Foundation, Reser Family Foundation, and American Rescue Plan Act (ARPA) via the Oregon State Legislature.