Josephine Community Library District

Board of Directors Regular Meeting

Thursday, February 20, 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	Laurel Samson	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. January 16 Board Meeting minutes b. January 22 Special Meeting minutes 3. Public comment 4. Correspondence 5. Annexation petition review: Joseph Grant, and Roberts J Mannix & Deborah C Murphy	Motion	G.M. Agosta	5 min
Staff Reports 1. Library director's report 2. Financial report	 Report Report	 K. Lasky K. Lasky	 10 min 5 min
Board Appointment	Motion	G.M. Agosta	5 min
Action Items 1. Operations Policy: Teen Advisory Board 2. Operations Policy: Demonstration Kitchen 3. Operations Policy: Meeting Space	 Discussion Discussion Discussion	 K. Lasky K. Lasky K. Lasky	 5 min 5 min 5 min
Board Member Reports 1. Library Foundation liaison report 2. Facilities Oversight Task Force report	 Report Report	 S. Katz P. Fahey	 5 min 10 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
Feb 26, all day	Library closed for staff in-service training
Mar 19, 5:30pm	District Board Meeting, TBA

Josephine Community Library District
Regular Board Meeting Minutes
Thursday, January 16, 2024, at 5:30 pm
Grants Pass branch | 200 NW C Street, Grants Pass, OR 97526

Members present: Gina Marie Agosta, Laurel Samson, Pat Fahey, Rachele Selvig, Tina Gotchall
Members absent: none
Staff present: Library Director Kate Lasky, Communications and Partnership Manager Brandace Rojo, Associate Director Michelle Rosenberger
Contractors: Grants Administrator Teresa Stover
Partner: Josephine Community Library Foundation Executive Director Rebecca Stoltz

CALL TO ORDER. Ms. Agosta called the meeting to order at 5:30 pm.

STANDING ITEMS
Approval of agenda. No changes were made to the agenda.

Approval of consent agenda. Consent agenda items included:

a. December 18 Board Meeting minutes
b. Resolution 2025-025: Policy 3-1-2
c. Resolution 2025-026: Policy 4-2-6

MOTION: Ms. Samson moved to approve the consent agenda.
Ms. Gotchall seconded.
Approved by Ms. Agosta
Approved by Ms. Selvig
Approved by Mr. Fahey

Public comment.
Public comment was offered by Matt Hoff. Mr. Hoff lives within the library district and recently spoke before county commissioners. He stated that he has been watching both the library district board and the Josephine County commissioners for the past several years. He feels that the library is being bullied by county commissioners. He researched the county charter after the January 6 vote by the Josephine County Board of Commissioners to terminate the lease for the Grants Pass branch. He shared data he researched regarding the county charter's mention of supporting and maintaining a public library.

Correspondence. Correspondence was received by Mike Pelfrey which expressed that the library district should operate as downtown businesses do and pay rent for the Grants Pass branch.

Correspondence was received by Rachel Hacker following notification of being trespassed from the library due to breaking the conduct policy multiple times. Ms. Agosta will respond.

Annexation petition review. The board of directors reviewed annexation petitions from Sierra Pappas and Terry & Celine Martens

***Motion*:** Mr. Fahey moved to endorse an annexation petition from Sierra Pappas and Terry & Celine Martens.

Ms. Samson seconded.

Approved by Ms. Agosta

Approved by Ms. Selvig

Approved by Ms. Gotchall

STAFF REPORTS

Library director's report. Ms. Lasky referred to the Library Director's Report dated January 16, 2025, highlighting the following items:

- Ms. Lasky shared that the library received a petition to withdrawal from the library district again from Mike and Winnie Pelfrey. It was filed on December 17, 2024 and the library was notified on December 26, 2024.
- Pauly Rogers will be at the library from January 27–29 for an annual financial audit.

Financial report. Ms. Lasky reviewed the December 2024 Financial Statement memo dated January 16, 2025. She also referred to the Profit & Loss Budget vs. Actual–General Fund statement through December 31, 2024, the P&L statement for Enhanced Library Services (grants) through December 2024, and the Balance Sheet as of December 31, 2024.

BOARD MEMBER REPORTS

Library Foundation liaison report.

- The library foundation surpassed its annual fundraising goal.

Facilities Oversight Task Force.

- An above water tank is scheduled to be installed at the Williams branch to help support landscaping and watering needs and a drip system immediately surrounding the library building. The library district received a grant to support the purchase and installation of the water tank.
- A kickoff meeting with ZCS architects and engineers was held to begin the schematic design process for the new Grants Pass branch.
- The Illinois Valley branch renovation project is closed out.
- In response to the community wanting more ways to show their support of our libraries, the foundation has purchased "I love my library" lawn signs. Stop by the Grants Pass branch for a free 'I Love My Library' yard sign (while supplies last).

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, February 20 in Grants Pass.

ADJOURNMENT
The board meeting adjourned at 5:58 pm to move into executive session.

CALL TO ORDER. Ms. Agosta called the regular meeting back to order at 7:26 pm.

ADJOURNMENT
The meeting adjourned at 7:26 pm.

Respectfully submitted,

Brandace Rojo for Board Secretary Kate Lasky
Josephine Community Library District

Josephine Community Library District
Special Session Meeting Minutes
Wednesday, January 22, 2024, at 5:30 pm
Grants Pass branch | 200 NW C Street, Grants Pass, OR 97526

Members present: Gina Marie Agosta, Laurel Samson, Pat Fahey, Rachele Selvig, Tina Gotchall
Members absent: none
Staff present: Library Director Kate Lasky, Communications and Partnership Manager Brandace Rojo, Associate Director Michelle Rosenberger
Partner: Josephine Community Library Foundation Executive Director Rebecca Stoltz

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

Review and approve public statement regarding lease negotiations. The board of directors discussed a developing statement to address questions from community members regarding the board of county commissioners January 6 vote to terminate the lease agreement at the Grants Pass branch.
Motion: Mr. Fahey moved to authorize Ms. Lasky to draft a statement, including notes from the special session, on behalf of the board of directors to release tomorrow, January 23.
Ms. Gotchall seconded.
Approved by Ms. Agosta
Approved by Ms. Selvig
Approved by Ms. Samson

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, February 20 in Grants Pass.

ADJOURNMENT
The meeting adjourned at 6:12 pm.

Respectfully submitted,

Brandace Rojo for Board Secretary Kate Lasky
Josephine Community Library District

Annexation Petitions

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

	Property Owner	Address
1	Robert J Mannix & Deborah C Murphy	9457 HOLLAND LOOP RD
2	Joseph Grant	157 ENCHANTED WAY

TO: **Josephine Community Library District Board of Directors**
FROM: **Kate Lasky, Library Director**
DATE: **February 20, 2025**
SUBJECT: **Library director's report**

General Updates

- The FY23-24 financial audit is postponed to March due to contractor schedules.
- Budget planning is underway, and the budget committee schedule is set. Board members will review the three-year financial forecast at the March board meeting. ***See attached memo***.
- On February 11, library representatives met with the Josephine County Board of Commissioners for the Legal Counsel Update. The library consideration of termination of the lease for the county's real property at 200 NW C Street (Grants Pass library) was first on the agenda. A link to the meeting is available for reference: https://www.youtube.com/watch?v=iWU__FrS3mM The library is still waiting for the commissioners to reach out and set a negotiation meeting with library representatives, which will include the library director and library legal counsel.
- Teamsters Local 223 has issued a statement, which is attached for the board's review. The statement urges the Josephine County Board of Commissioners to reconsider terminating the Grants Pass library lease. It also highlights the library's role in economic development, workforce preparedness, and community stability, calling for a transparent process to explore fiscally responsible, long-term solutions. ***See attached statement***.
- The Business Oregon Quarterly Newsletter featured the Illinois Valley Library renovation, showcasing a photo of the ribbon-cutting ceremony, which drew 300 attendees. The update highlighted the $1.5 million Community Development Block Grant that funded key improvements, including an ADA-compliant entrance and restrooms, a community meeting room, and other critical upgrades to the Cave Junction Library, originally built in 1959.
- Management updated the Strategic Direction page on the library website to reflect the 2024–2027 Strategic Direction, emphasizing our commitment to expanding access to modern library services, creating welcoming spaces, and ensuring long-term sustainability. These updates serve as a foundation for developing a comprehensive communications roadmap which aligns with the strategic plan and effectively conveys the library's vision in the coming year.
- Management met with Jason Salfen from the U.S. Department of Homeland Security Cybersecurity and Infrastructure Security Agency to review the delivery of the Security Assessment at First Entry Report. The library will be addressing recommendations provided by the report and will use the report for guidance with the design phase of the building project for the new Grants Pass library.
- For more information about library programs and events, read the January Latest News.

Stories

- **In Grants Pass**, an elementary teacher from the Seventh-day Adventist School frequently checks out VOX books, which are print books with built-in audio, allowing children to listen and read along. The students enjoy them so much that they choose to stay inside and read during recess instead of going outside to play!
- **In Illinois Valley**, since reopening after renovations, library card registrations at the Illinois Valley branch have increased by 44 percent compared to the same quarter last year, driven by growing

community engagement. The branch continues to attract new patrons, volunteers, and volunTEENs, with January's statistics surpassing an already busy December. The meeting space has been actively used for homeschooling skill-share classes, local nonprofit board meetings, and the winter teen library program.

- **In Williams**, the 2nd through 5th grade art classes from Williams Elementary school were featured as the first art display at the Williams branch this month, showcasing Lego self-portraits (pictured below).

Williams Elementary 2nd–5th graders display their LEGO self-portraits at the Williams branch!

- **In Wolf Creek,** the Winter Wonder Book Box Party brought in eight tweens and two adults for a fun afternoon of slime-making and laughter. Older children stepped in to help when some slime didn't solidify, and parents enjoyed cocoa and conversation. Everyone agreed—it was a hit!

Successes

- As part of the Williams branch landscaping project, a holding tank was installed to support irrigation, including lavender donated by Forest Farms. The water line has been trenched to the tank, the tank pad laid, and the tank installed. A local arbor service generously provided wood chips to mulch the entire project space. Planting will begin as soon as the weather permits.
- At the Grants Pass branch, the "Why is the Library Important to You?" display continues to grow, with more and more heartfelt Post-it notes from patrons sharing why they love the library. The notes are arranged in the shape of a heart on the window to the children's library, creating a vibrant display of community appreciation.

Patrons at the Grants Pass branch to share why the library is important to them.

- Thanks to the 2024-25 SDIS Safety & Security Grant, four additional security cameras were installed at the Grants Pass Branch. There is now a full viewpoint of the outside of the building as well as full viewpoints of entrance hallways which will improve identifying security issues as they arise.
- Community engagement at the Wolf Creek branch is increasing, with more patrons utilizing the event room. In January, there were two same-day requests: one for a two-hour Zoom school meeting and another for a one-hour work meeting.

Challenges

- Expanding access to and usage of technology is a key initiative in the library's strategic plan, and demand for the Computer Basics program is outpacing capacity. Launched on July 1 with funding from a $50,000 State Library of Oregon Library Services and Technology Act (LSTA) grant, the program will run through June 2025, with plans for future years. Two sessions of the six-week course were full. In January, the library held three computer labs in partnership with WorkSource, serving a total of 43 participants. Due to high demand, the WorkSource lab reached full capacity, and one participant had to be turned away.
- At the Grants Pass branch, longstanding roof and ceiling leaks—dating back to before the formation of the library district in 2017—continue to be an issue. The large leak in front of the staff/volunteer lounge bathroom is expanding, and additional leaks have been identified in the business office and the JCLF Executive Director's office. The county has been notified about the ongoing issues, per county procedures. In the meantime, buckets have been placed under the leaks, and staff has rearranged the business office to ensure the leaks are not directly over any desks.
- Many patrons have called or come into the library expressing their concern regarding the county commissioner's decision to terminate the lease as well as the renewed opt-out application. They are fearful that the library will be closing and how that will affect the community. Press releases continue to go out to the community to update the public on the latest news regarding the lease negotiations and opt out process.

2024–2027 Strategic Plan Update

Reimagine Library Services

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

- Received eight new STEM kits from the Parent Advisory Board of the Early Learning Hub – SOELS. The kits have been cataloged and distributed to all four branches. They will be used for STEM kit demos, which are now underway and scheduled at all four branches and are available for patrons to check out.
- As part of the library's digital inclusion and Everyday Civics programming, Tax Assistance Afternoons are being offered in partnership with VITA every Tuesday and Friday from February 4 through April 11. Despite storms keeping some people away from the library, attendance is higher than last year, with 25 participants in the first two weeks.
- In Wolf Creek, the branch has seen a significant increase in on-time book returns and a decrease in lost items after updating all SWCS student library cards in Polaris before the school year began. In January, the branch served 314 students.

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

- Implementing a new Spanish translation tool for the library website after compatibility issues arose between the previous tool and other website plugins.
- Developing subject guides on topics such as Adult Education, Careers and Employment, and Computer Basics. These guides will incorporate resources from the Department of Labor, NTIA, IMLS, and OCTAE to support digital skill-building.
- As part of the SOELS grant, the library is developing an interactive Early Literacy Parent Resource display in the children's library at the Grants Pass branch. Materials are being collected, and holders and resources have been ordered for the initial setup.
- The Tween/Teen Book Box Party at the Illinois Valley branch was a huge success. Twelve tweens, five teens, and four adults attended the Winter Wonder Slime Party in the new meeting space kitchen. Inspired by the STEM-themed book box, participants mixed clear glue, borax, and glitter to create satisfyingly gooey slime.
  Submitted the final report for the 2024 Teen & Tween Book Box program to the Chaney Family Foundation for its $6,000 grant. For 2025, the program is funded by a $7,000 grant from the Cow Creek Umpqua Indian Foundation.

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

- At the midterm point of FY24-25, the circulation of materials is progressing toward its annual goal despite a temporary decline due to the Illinois Valley branch closure from July to October, during which the library provided curbside pickup at the Illinois Valley Senior Center to maintain services. From July to December this fiscal year, 114,746 physical items and 30,430 ebooks were checked out, reflecting steady usage despite the disruption.
- As part of the library's Everyday Civics series, all three sessions of "Virtues and Obligations," led by former Oregon Teacher of the Year Lois MacMillan, saw higher-than-usual turnout, with 85–90 participants at each session. Due to the large audience, all sessions were moved to the library's main area to accommodate attendees. This overwhelming response highlights the need for increased meeting space, as the Grants Pass branch's current facilities are inadequate for larger community programs. Given the strong interest, we are now working to plan the next series with Lois MacMillan.
- The library participated in the MLK 2025 Community Gathering, where approximately 175 community members and 30 nonprofit and community organizations came together to share resources and volunteer opportunities. The library provided technology assistance for Unofficial Battle of the Books (UBOB) registration, as well as library card applications and sponsorship. Additionally, about 50 youth service book giveaways, sponsored by the Dolly Parton Imagination Library, were distributed.

Invest in People and Culture

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

- At the midterm point of FY24-25, the library is on track to meet FY26 goals to restore volunteer hours to pre-pandemic levels, with a midyear total of 10,680 hours, supported by partnerships with Project Youth Plus, Easter Seals, and Foster Grandparents.
- Staff In-Service Day is scheduled for February 26 and will focus on team building, reviewing branch emergency evacuation maps and procedures, the volunTEEN handbook, and the library's strategic vision.
- Two managers are participating in a six-week leadership training with Centerpoint Consulting.

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

- Onboarded a new Project Youth+ teen intern who is working about 16 hours per week in the business office at the Grants Pass branch.
- AllCare Health and Nelson Mahler donated two Christmas trees to the Grants Pass library, complete with ornaments and gifts. Volunteers who served during November and December were entered into a drawing to win the ornaments and gifts from these donations. Many volunteers were delighted by the recognition and expressed their appreciation for the library's gesture.
- The VolunTEEN program has officially been rebooted, providing teens with new opportunities to engage with the library and develop valuable skills. The response has been largely positive, with many teens demonstrating enthusiasm and growth in their roles. While some participants are still adjusting to expectations, they have shown progress as they gain confidence and experience. To continue supporting their success, another training session is scheduled for February 21, with six new VolunTEENs eager to get started.

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

- The library's Teen Advisory Board (TAB) engages teens in shaping library programs and services. Recruitment is ongoing, and we have received two TAB applications—interviews will begin soon! Relaunching in February, TAB will expand beyond volunTEENs and enforce attendance policies to fill vacancies when members disengage. A TAB policy has been developed to support recruitment and ensure structured participation. TAB meets monthly, guided by library staff, to plan programs, recommend resources, and support teen engagement in alignment with library goals.
- In January, 10 new volunteers joined the library: seven adult volunteers and two volunTEENs in Grants Pass, and one volunteer in Cave Junction. In Wolf Creek, the branch supervisor is training a new Friday volunteer and a new Saturday volunTEEN to support library services.

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.

- All books previously purchased from the Guadalajara Book Fair are now cataloged and available for holds.
- Seven new kitchen/cooking-themed Library of Things kits have been added to the collection and sent to the Illinois Valley branch to complement their new learning kitchen.
- Volunteers in technical services completed the cleaning of the entire nonfiction audiobook collection.
- New materials for ages birth to two years, with a focus on board books, have arrived and are being cataloged and distributed to all branches. These books experience significant wear and tear due to extensive use by this age group.

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

- The library's social media accounts have gained nearly 300 new followers since January 1, 2025, expanding the library's reach. Organic interaction with library social media posts is up nearly 400 percent.

Facilities and People: Provide a pleasant experience and convenient space for library users, with trained volunteers and professional staff available for guidance in the acquisition of information.

- Completed the quarterly safety inspections for the Grants Pass and Illinois Valley branches, with Williams and Wolf Creek inspections scheduled later this month. Findings from all inspections will be addressed at the next safety committee meeting.
- After many years of searching for someone to assist with maintenance at the Wolf Creek branch, the library foundation funded a handyman to complete work in December. His professionalism and expertise were greatly appreciated.
- Contracted with Concierge Home and Business Watch for a temporary on-site security guard at the Grants Pass branch in response to the closure of resting sites by the city. This additional security was funded in part by the library foundation to help address increased needs at the library.
- The newly renovated Illinois Valley Library operations are going smoothly, including many uses of the community room. The damper modification in the community room HVAC system has been installed and air balancing is in process. Glass replacement in both vestibules is scheduled for the week of February 17. The block grant and ARPA grant have been fully spent out, and grant administrative closeout is in progress. The five-year deed restriction on the Illinois Valley Library has been recorded with the Josephine County Clerk.

  During the winter storm in early February, an exterior water line burst at the Illinois Valley branch. The failure was not caused by freezing temperatures, as the pipe was underground below the frost line. Ausland's construction team sent Spartan Plumbing to repair the damaged line, which was covered under warranty. The issue was traced to the main shutoff valve for the addition, located near the water meter. The valve had been damaged during construction, likely while backfilling the trench. The valve has been replaced, and no further issues are expected.

- The Friends of the Library in Williams organized and funded, through donations, the materials needed to restore the bench around the fire circle on the library grounds. Many community members expressed their gratitude.

Pictured: The Friends of the Library in Williams restored the fire circle bench.

TEAMSTERS LOCAL 223
Representing
Office, Professional, Medical, Technical and Public Employees
Throughout the State of Oregon and Southwest Washington.

Austin DePaolo
SECRETARY-TREASURER

February 11, 2025

TO: Josephine County Board of Commissioners
Josephine County Courthouse
599 NW 6th St
Grants Pass, OR 97526

RE: A Collaborative Path Forward for the Josephine Community Library

Sent via email to bcc@josephinecounty.gov

Dear Commissioners Barnett, Blech, and Smith:

I am writing to the Board of Commissioners in advance of your meeting this afternoon with representatives of the Josephine Community Library District.

We appreciate the difficult work that comes with serving as elected leaders in Josephine County. Managing taxpayer dollars responsibly while ensuring that essential services remain available is no easy task, and we recognize that you are trying hard to make decisions in the best interest of the community.

As the new Southern Oregon Representative of Teamsters 223, an organization that supports hardworking residents of Coos, Curry, Douglas, Jackson, Josephine, Klamath, and Lake Counties, I wanted to reach out to you about the recent decision to terminate the lease of the Josephine Community Library.

Our organization believes strongly in economic opportunity, self-reliance, and determination – values that we know many in Josephine County share. **That is why we are writing to respectfully encourage a reconsideration of the decision to terminate the lease of the Grants Pass branch of the Josephine Community Library.**

Libraries are not just about books – they are a practical resource for local businesses, job seekers, and working families. **The Grants Pass & Josephine County Chamber of Commerce recently voiced its support for the library, recognizing that it plays a vital role in economic development, workforce preparedness, and community stability.** Libraries provide access to job training, small business resources, and technology – the kinds of tools that help people advance themselves and contribute to a stronger local economy.

We understand and respect the County's commitment to fiscal responsibility. However, we also know that **Josephine County has long upheld a commitment to ensuring that library services remain available**, as reflected in **Section 14.5 of the County Charter**. If the County is moving in a different direction, we encourage a deliberate, transparent, and community-involved process that allows for careful consideration of the long-term impacts on local businesses, working families, and taxpayers.

As an organization that negotiates labor contracts with cities and counties throughout Southern Oregon, the Teamsters believe it is critical to honor historic negotiating relationships, as well as the bargained terms of a contract, which in this case is the Library's longstanding lease agreement with the County. **Rather than closing doors on sudden notice, we encourage you to create more time and space to fully explore solutions that reflect the values of fiscal prudence and community investment.**

Alternative solutions could include seeking new funding partnerships between the County and the Library, or working on a future transition plan that minimizes disruption to the businesses, job seekers, and families who rely on library services. Additionally, the fact that the Chamber of Commerce, as well as numerous other community organizations, are all voicing strong concerns suggests that this issue is not just about one institution – it is about ensuring that Josephine County remains a place where people and businesses can thrive.

It is my understanding that the Library's leadership is eager to begin discussions with an eye towards keeping its lease with the County for the foreseeable future, or until a time that the Library moves into its own building. The Teamsters hope you and the Library's representatives can use today's meeting as a start to finding alternative solutions, instead of ending the Library's longstanding lease abruptly, on short notice.

Sincerely,

Rod Palmquist
Southern Oregon Union Representative
Teamsters Local Union No. 223

Cc: Terry Hopkins, President and CEO, Chamber of Commerce
Aaron Cubic, City Manager, City of Grants Pass
Dahna Black, So. OR Field Representative, U.S. Senator Jeff Merkley's Office
America Silva, So. OR Field Representative, U.S. Senator Ron Wyden's Office
Kate Lasky, Library Director, Josephine Community Library District
Josephine Community Library District Board of Directors

TO: **Josephine Community Library District Board of Directors**
FROM: **Kate Lasky, Library Director**
DATE: **February 20, 2025**
SUBJECT: **FY25-26 Budget Committee Recruitment and Budget Meetings**

Budget Committee

JCLD appointed two new Budget Committee members in 2024. All committee member terms are current. See attached Budget Committee roster.

Budget Committee Meetings

The first week of April is the anticipated first meeting of the Budget Committee. It is expected that the budget process will take place through May 2025, with a committee-approved budget presented at the May 15 board meeting, and budget adoption by the board of directors will take place at the June 19 meeting.

The following Budget Committee calendar summarizes the FY25-26 budget process along with tentative budget committee meeting dates.

April 9, 2025 at 5:30 pm: Budget Committee meeting #1 (hybrid)

Committee elects its chair and adopts committee ground rules and ratifies the Budget Committee calendar.
Budget Officer presents the budget message and budget document.
Public comment is heard.
The committee may vote to approve the property tax rate and the budget and refers them to the board of directors or submit further questions or information requests for an additional meeting.

(IF NEEDED) May 7, 2025 at 5:30 pm: Budget Committee meeting #2 (hybrid)

Budget Officer resolves questions and presents requested budget revisions.
Public comment is heard.
The committee may submit further questions or information requests.
The committee votes to approve the property tax rate and the budget and refers them to the board of directors.

Note that the district board's regular meetings take place the third Wednesday of each month. Therefore, library Board of Directors' activities on the budget would be as follows:

- Thursday, May 15, 2025: Presentation of committee-approved budget
- Thursday, June 19, 2025: Board adopts FY25-26 budget

FY25 ends on Sunday, June 30, 2025. At this point, the work of the FY25-26 Budget Committee will be complete.

committee member	board member or appointee	affiliation	term
Gina Marie Agosta Board President	board member	patient experience coordinator, Asante	2023-2027
Tina Gotchall	board member	co-owner, Wallflour Bakery former owner, Powderhorn Cafe	2023-2027
Pat Fahey	board member	general manager, Sutherlin Sanitary Service	2023-2027
Bill Kohn, MD	appointee	physician, retired	2023-2027
Lawton Lesueur	appointed	owner, Midland Empire Insurance	2023-2027
Jay Meredith, CPA	appointee	CFO, American Mineral Research former finance director, City of Grants Pass	2021-2025
Cassie Robinson, MSA	appointee	director of finance, Club Northwest	2024-2028
TBA	board member		2021-2025
Rachel Selvig, JD Board Vice President	board member	partner, Cauble, Selvig & Whittington, LLP	2021-2025
John McCafferty	appointee	IT director, Josephine County, retired	2024-2028

TO: Josephine Community Library District Board of Directors
FROM: Kate Lasky, Library Director
DATE: February 20, 2025
SUBJECT: January 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 $2,070,162 does not equal the Balance Sheet net income of $3,148,550. 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 $1,550,999. The total prior year's tax levy income is $36,707.
- Fees collected this fiscal year were $48,135 this includes non-resident card fees, sponsorships, copies, and charges for lost/damaged items.
- JCLD invoiced Josephine Community Library Foundation $3,720 for 62 household sponsorships for the month of January. The foundation has increased their budgeted support for the year FY25.

Expenses

- Library services budget equals $413,000 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 42 percent of the total Library Services budget.
- Technical Services, Events at Library, and Administrative Support are over budget for the year but will not impact the bottom line.

Statement of Financial Position (balance sheet)

- The district assets include $161,306 in the district checking account. The Grants Pass maintenance fund totals $27,296 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 $1,886,809 and a reserve fund of $1,031,852. Cash Drawers at the four branches total $390.
- The total combined assets of these accounts equal $3,107,653.

Josephine Community Library District
Profit & Loss Budget vs. Actual
July 2024 through January 2025

	Jul '24 - Jan 25	Budget	$ Over Budget
Ordinary Income/Expense			
Income			
4000 · Current Year Tax Receipts	1,500,999	1,588,000	-87,001
4005 · Prior Year Taxes	36,707	40,000	-3,293
4100 · Fees	48,135	60,000	-11,865
4200 · Interest Income	39,034	45,000	-5,966
4300 · Other Revenues	0	1,000	-1,000
4600 · Support of Enhanced Servoces			
4601.1 · Tsfr fr0m GF - Enhanced	0	1,000	-1,000
Total 4600 · Support of Enhanced Servoces	0	1,000	-1,000
4999 · Beginning Cash	1,339,445	1,500,000	-160,555
Total Income	2,964,320	3,235,000	-270,680
Gross Profit	2,964,320	3,235,000	-270,680
Expense			
5000 · Personal Services	498,046	1,110,000	-611,954
6 · Materials and Services			
6.1 · Library Services			
5200 · Collection Development	79,011	175,000	-95,989
5300 · Technical Services	51,779	50,000	1,779
6650 · Patron Services and Supplies	2,557	15,000	-12,443
6660 · Volunteer Support	5,134	8,000	-2,866
6670 · Events at Library	5,537	5,000	537
6680 · Communication & Outreach	25,115	45,000	-19,885
6690 · Special Contracts	93,994	115,000	-21,006
Total 6.1 · Library Services	263,127	413,000	-149,873
6.2 · Maintenance and repairs			
5400 · Building Improvements	0	10,000	-10,000
5500 · Facilities & Equipment	36,897	82,000	-45,103
5600 · Computer Maintenance	7,559	42,000	-34,441
Total 6.2 · Maintenance and repairs	44,456	134,000	-89,544
6.3 · Administration			
5700 · Insurance	2,121	25,000	-22,879
5800 · Travel & Training	14,863	30,000	-15,137
6630 · Election	0	1,000	-1,000
6640 · Auditor	14,050	20,000	-5,950
6699 · Legal Administration	158	8,000	-7,842
6700 · Administrative Support	20,069	20,000	69
6800 · Telecommunications	7,997	25,000	-17,003
6850 · Utilities	29,271	51,500	-22,229
Total 6.3 · Administration	88,529	180,500	-91,971
Total 6 · Materials and Services	396,112	727,500	-331,388
8.1 · Transfers			
8000 · Transfers & Contingency	0	277,800	-277,800
Total 8.1 · Transfers	0	277,800	-277,800
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	325,000	-325,000
Total Expense	894,158	2,441,300	-1,547,142
Ending Cash	2,070,162	793,700	1,276,462
Ending Cash	**2,070,162**	**793,700**	**1,276,462**

Josephine Community Library District
Profit & Loss Budget vs. Actual
July 2024 through January 2025

	Jul '24 - Jan 25	Budget	$ Over Budget
Ordinary Income/Expense			
Income			
4050 · Grant Revenue			
4050B · Enhanced Services Budget	0	336,300	-336,300
4085 · Foundations	6,496		
4095 · New Projects	1,695		
Total 4050 · Grant Revenue	8,191	336,300	-328,109
4999 · Beginning Cash	0	10,000	-10,000
Total Income	8,191	346,300	-338,109
Gross Profit	8,191	346,300	-338,109
Expense			
5000 · Personal Services			
5120 · District salaries	0	42,500	-42,500
5160 · Payroll Taxes & Benefits	0	7,500	-7,500
Total 5000 · Personal Services	0	50,000	-50,000
6 · Materials and Services			
6.1 · Library Services			
6.1 B · L8brary Srvcs Enhanced Budget	0	20,000	-20,000
6670 · Events at Library	4,506		
6680 · Communication & Outreach	1,289		
6690 · Special Contracts	950		
Total 6.1 · Library Services	6,745	20,000	-13,255
6.2 · Maintenance and repairs			
5500 · Facilities & Equipment	1,731		
5600 · Computer Maintenance	0	50,000	-50,000
Total 6.2 · Maintenance and repairs	1,731	50,000	-48,269
6.4 · New Projects Budget	0	210,000	-210,000
Total 6 · Materials and Services	8,476	280,000	-271,524
Total Expense	8,476	330,000	-321,524
Ending Cash	-285	16,300	-16,585
Ending Cash	**-285**	**16,300**	**-16,585**

Josephine Community Library District
Balance Sheet
As of January 31, 2025

	Jan 31, 25
ASSETS	
Current Assets	
Checking/Savings	
1000 · People's Bank of Commerce	161,306
1010 · People's Bank-Savings	27,296
1100 · General Pool 6000	1,886,809
1110 · LGIP - Reserve Fund	1,031,852
1150 · Cash Drawers	390
Total Checking/Savings	3,107,653
Other Current Assets	
1310 · JoCo Reserve for Disputed Tax	40,897
Total Other Current Assets	40,897
Total Current Assets	3,148,550
TOTAL ASSETS	**3,148,550**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2400 · Deferred Revenues(audit)	40,897
Total Other Current Liabilities	40,897
Total Current Liabilities	40,897
Total Liabilities	40,897
Equity	
3909 · General Fund Balance	1,339,439
3909A · General Fund Appropriated	-1,339,439
3910 · GP Maint Fund Balance	26,790
3910A · GP Maint Fund Appropriated	-26,790
3911 · Reserve Fund Balance	1,001,574
3911A · Reserve Fund Bal Appropriated	-1,001,574
Net Income	3,107,653
Total Equity	3,107,653
TOTAL LIABILITIES & EQUITY	**3,148,550**

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 December 2024 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 **December 2024** 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 **December 31, 2024**.

I have performed reconciliation procedures relating to the QB Audit Trail report. These procedures included scanning the report of changes to QB postings during the month of **December 2024** looking for unusual or unexpected transaction adjustments. For a detailed review I selected a sample of all adjusting entries and read the related edit control sheets to understand the reason for the adjustment and observed the approving signatures. My reading indicates all were made for good and sufficient reasons.

Gerald W. Burns

Gerald W. Burns, CPA
February 18, 2025

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

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

The accompanying budget (cash) basis financial statements of the Josephine Community Library District as of and for the period beginning July 1, 2024 and ending December 31, 2024 were prepared and reconciled by me but were not subject to an audit, review, or compilation engagement and, accordingly, I do not express an opinion or a conclusion, nor provide any assurance on them.

Gerald W. Burns, CPA, CGMA
Medford, Oregon
February 18, 2025

TO: **Josephine Community Library District Board of Directors**
FROM: **Kate Lasky, Library Director**
DATE: **February 20, 2024**
SUBJECT: **Policy review**

As part of our ongoing efforts to align with Oregon Public Library Standards and meet community needs, we are introducing two new policies for board review:

First Reading: New Operations Policy X-X-X Demonstration Kitchen Use
This policy establishes guidelines for the use of the demonstration kitchen at the Illinois Valley Branch. It ensures compliance with health regulations while providing a structured framework for instructional food demonstrations, enhancing library programming and community engagement.

First Reading: New Volunteer Policy X-X-X Teen Advisory Board
This policy formalizes the Teen Advisory Board, reinforcing the library's commitment to youth engagement. By creating a structured advisory group, the library meets a key standard for public libraries in Oregon, ensuring teen voices are integrated into program development and service planning.

First Reading: Revision Operations Policy 3-4-2 Meeting Space
This policy has been updated to clarify that groups using library meeting spaces must also adhere to the Demonstration Kitchen Policy when applicable. The revised policy ensures that any use of the Demonstration Kitchen at the Illinois Valley Branch aligns with established guidelines for health, safety, and appropriate use. This addition helps maintain consistency across library policies and reinforces compliance with operational standards.

Policy X-X. Teen Advisory Board

Adopted X/XX/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.

Policy X-X. Demonstration Kitchen Use

Adopted X/XX/2025

Purpose

A "demonstration" or "teaching" kitchen is defined as a kitchen designed and operated for the express purpose of providing a venue for the presentation and demonstration of food and/or domestic equipment product lines and/or the presentation and explanation of domestic cooking recipes or techniques to an audience. The kitchen must be used to demonstrate the use of products or to demonstrate kitchen techniques to be used in the home.

The Demonstration Kitchen is available at the Illinois Valley Branch as part of the meeting room. When not in use by JCLD and affiliates, the space is available to groups who complete an application and receive confirmation of availability.

Josephine Community Library supports and endorses the American Library Association's Library Bill of Rights, which states: "Libraries which maintain meeting spaces, exhibit space or other facilities open to the public should make them available on equal terms to all persons, regardless of their beliefs or affiliations." The fact that an organization is permitted to meet at the library does not constitute an endorsement of the organization's beliefs by Josephine Community Library.

Reservations and Use

- All Health Department Guidelines for a kitchen must be followed.
- Giving away food samples prepared by the demonstrator using the techniques and/or products presented to an audience must be an incidental and ancillary by-product of the demonstration. The primary purpose of a "demonstration kitchen" may not be the production of food for service to an audience or the general public.
- Giving away food samples prepared by the educator or students using the recipes and techniques presented in the class must be an incidental and ancillary by-product of the educational setting.
- No sale, fee, or contractual consideration of any kind may be accepted for the food samples produced in the setting defined above.
- All foods used by a demonstration kitchen must be used for immediate preparation in conjunction with the class, meeting, or demonstration.
- Any area in which food is prepared must be maintained in a clean and sanitary condition.
- Food must be handled and prepared in a manner that prevents contamination, spoilage, the harborage and feeding of insects and other vermin, and the rapid growth of pathogenic organisms.

- The Demonstration Kitchen is open during normal library operating hours. For use of the kitchen after hours, arrangements must be made with library staff.
- When booking, instructors should ensure that they allow enough time for cleanup.
- Instructors must return equipment to its original location in a clean state, as well as clean the workspace before departing. Failure to do so could result in loss of privileges.
- Instructors should report to a staff member any accident or incident that occurs.

Sanitation Guidelines

Instructors using the kitchen are expected to follow all proper sanitation requirements and maintain the equipment and surrounding area in a clean and professional state. Instructors must also properly clean and sanitize after each use, ensuring the kitchen remains ready for the next user. Maintaining cleanliness is essential for visitors, including health department officials or future instructors.

- All Health Department Guidelines for a kitchen must be followed.
- The kitchen must be completely cleaned, including utensils cleaned, counters wiped down, trash removed, and floors swept before leaving the facility.
- Garbage and refuse must be properly disposed of.
- If additional cleaning is required, a cleaning fee will be imposed at the rate of $50 per occurrence.
- If the instructor fails to clean the space in accordance with the guidelines on more than one occasion, they will not be permitted to use the space until the library determines it acceptable.

Disclaimers

- Instructors and patrons reserving the space are financially responsible for any damage to equipment during use. All equipment will be inspected by staff at the end of the kitchen's use.
- The library is not liable for any damage to personal property while utilizing the Demonstration Kitchen.
- The library reserves the right to refuse any request, deny entry, or remove from the Demonstration Kitchen any person who violates library policies.
- The library is not responsible for any injury or damage caused by the use of any equipment.

Policy 3-4-2. Meeting Space

Revised 5/17/2023

Community meeting space is available at all JCLD branch libraries. When not in use by JCLD and affiliates, space is available to groups who complete an application and receive confirmation of availability.

If requested meeting space is available, reservations are tentative until official review and approval of the Meeting Space Application is completed, and final confirmation is received from JCLD. Application review is to ensure compliance with library policies and local ordinance. Decisions are based on factors such as meeting room capacity and availability of parking at the branch indicated on the Meeting Space Application. Meetings or programs that would interfere with the library's operation by causing a safety hazard or security risk are prohibited.

Groups must adhere to conditions agreed to in the Meeting Space Application and when applicable, Policy x-x-x. Demonstration Kitchen Use Policy.

The fact that a group is granted permission to meet in the library in no way constitutes endorsement by the library or its affiliates.

JCLD's Meeting Space Application includes terms and conditions for use and application process as follows:

Josephine Community Library supports and endorses the American Library Association's Library Bill of Rights, which states: "Libraries which maintain meeting spaces, exhibit space or other facilities open to the public should make them available on equal terms to all persons, regardless of their beliefs or affiliations." The fact that an organization is permitted to meet at the library does not constitute an endorsement of the organization's beliefs by Josephine Community Library.

Reservations and Use

- Library-sponsored events have priority in the use of meeting room space. The library reserves the right to reschedule confirmed meeting room reservations to accommodate library-sponsored programs and events. Cancellations by either the group or the library must be made 24 hours in advance of the meeting date.
- Reservations may be made in advance and staff may limit recurring meetings in order to accommodate access to the meeting space. Use is granted on a first-come, first-served basis. Use of the meeting room may be limited to four hours per month for each group, due to limited meeting room space.

- No admission fees may be charged or solicited. No donations of money or other property may be solicited or collected from the audience. No promotions or sales of services, products, merchandise, materials, or other items are allowed.
- Meeting room equipment includes tables, chairs, Meeting Owl Pro (360-degree camera, speaker, microphone), laptop, and 82-inch flat screen monitor.
- Light refreshments may be brought in. Kitchen facilities are not available.

Liability and Regulations

- Users of the meeting space must adhere to current state mandates and directives.
- All persons and/or groups to whom usage of meeting rooms has been granted agree to hold the library harmless from any and all liability for injury to persons or property as a result of the activity.
- Users of meeting space may be asked to leave if use is deemed disruptive or in any way contrary to library policy and may be excluded from future use of the meeting room.
- In publicizing a meeting to be held in a library meeting space, the sponsoring group must be clearly identified. Groups must not imply library sponsorship of their program or organization in their publicity.
- Library staff may enter and remain in a meeting space at any time during a scheduled meeting.
- An adult age 18 or older must sign the meeting room application, and at least one adult age 18 or older must be present when youth groups use the meeting rooms.
- Users are responsible for rearranging tables and chairs. Meeting space must be left clean, in good repair and in the same condition as found. Any group that damages library property will be liable for costs incurred in connection with such damage and may lose the privilege of using meeting space in the future.
- The library is not responsible for theft of or damage to property brought into a library meeting space.

TO: Josephine Community Library Foundation Board of Directors
Josephine Community Library District Board of Directors
FROM: Facilities Oversight Task Force: Pat Fahey, Kate Lasky, Rebecca Stoltz, Steve Swearingen, Doug Walker
DATE: February 14, 2025
SUBJECT: FOTF Memo

BACKGROUND

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

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

Williams

The installation of the above ground water tank to help support landscaping and watering needs and the drip system immediately surrounding the library building are completed. The library district received a grant to support the purchase and installation of the water tank.

The tree selected and purchased by a donor has been planted in front of the library. The donor was onsite and was able to see the tree being planted.

Foundation is working with contractor to build a fence around the swale on the property. A small walking bridge is also being built. Funding is secured for this project.

Local Williams businesses have donated wood chips and lavender to support the landscaping for the branch.

Action: Library district is working to recruit local service clubs to complete landscaping activities.

Illinois Valley branch

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

The five-year deed restriction ensuring the property will be used as a library has been reviewed and approved by city and library officials. It will be submitted to Josephine County for recording the week of February 10, and a copy of the deed restriction will be provided to Business Oregon.

The HVAC modification and shade sail hardware repositioning will be scheduled the week of February 10. Glass replacement in both vestibules is scheduled for February 14.

Action: *Final payment to the contractor and architect will be made upon completion and resolution of items pending.*

Grants Pass property

In June 2023, the library foundation purchased a city block located between 6th and 7th Streets and J and K Streets in downtown Grants Pass for a new, centrally located, larger library

building to replace the current county-owned structure.

A work order has been opened with Pacific Corp to begin discussions and planning to move the underground power lines that run down the middle of the property to the side of the property. ZCS is working with Pacific Corp.

Working with ZCS, secured 3 bids from surveyors to conduct a site survey on the property. Foundation director selected company and the work with be completed in the coming weeks.

The pre-application package was approved by FOTF last month and ZCS submitted the package for review. A pre-application meeting with the city has been scheduled for the end of February.

Action: *FOTF will meet with ZCS after the pre-application meeting with the city to review and modifications or additional requirements to the schematic design or site plan.*

Wolf Creek

The Wolf Creek library is 2,594 square feet and is owned by the library foundation and is leased to the library district.

The foundation is securing bids to add automatic door openers to the outside and bathroom doors at the branch. As part of this project, the parking lot ADA parking space and signage and painting of the parking lot will be completed.

Action: *The foundation is submitting grant proposals to secure the funding needed to complete this project.*

TO: Jesse Dugas 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: February 4, 2025

In partnership with Josephine Community Library District and Josephine Community Library Foundation, the City of Cave Junction has renovated the Illinois Valley Library, located at 209 W. Palmer in Cave Junction. The renovation expanded 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

- **Construction**
  - Construction completed in September, with substantial completion on November 24.
  - The HVAC modification and shade sail hardware repositioning will be scheduled the week of February 10. Glass replacement in both vestibules is scheduled for February 14.
  - Provided a copy of the occupancy certificate and substantial completion certificate to Business Oregon as part of grant closeout requirements. Yet to be submitted are the as-built drawings which will be revised to reflect the automatic door openers, the HVAC change, and the shade sails.
- **Finance and Grant Closeout**
  - Both the block grant and the Oregon ARPA grant were spent out by the December 31 deadline. Awaiting payment of the final disbursement requests submitted December 5 and December 27.
  - As part of the federal block grant final draw requirements, the following were submitted to Business Oregon on December 27:
    - Section 3 Summary Report regarding the hiring of individuals from the local area
    - Minority and Women Business Enterprises Small Activity Report
    - Fair Housing Resolution passed by the Cave Junction City Council in September 2024
  - As part of block grant closeout requirements, the following were submitted to Business Oregon:
    - Second public hearing public notice, affidavit of publication, and minutes
    - Project monitoring corrective action letter
    - Project completion report

    The five-year deed restriction ensuring the property will be used as a library has been reviewed and approved by city and library officials. It will be submitted to Josephine County for recording the week of February 10, and a copy of the deed restriction will be provided to Business Oregon.

Project funding

The renovation was 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. This project was also funded by the community crowdfund and grants to the library foundation from the Carpenter Foundation, Reser Family Foundation, Marie Lamfrom Foundation, and American Rescue Plan Act (ARPA) via the Oregon State Legislature.