Josephine Community Library District

Board of Directors Regular Meeting

Thursday, March 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	Kelly Robinson	Pat Fahey	Gina Marie Agosta, President	Tina Gotchall

Agenda Items	Action	Responsible	Time
Call to Order		G.M. Agosta	
Welcome and Introductions		G.M. Agosta	5 min
Standing Items 1. Approval of agenda 2. Approval of consent agenda a. February 20 Board Meeting minutes b. Resolution 2025-027: Policy 3-4-2 c. Resolution 2025-028: Policy 3-4-13 d. Resolution 2025-029: Policy 5-18 3. Public comment 4. Correspondence 5. Annexation petition review: Joshua Kasprzak & Courtney Arts, Matthew & Amanda Wilson, and Jesse & Amanda ORR	Motion	G.M. Agosta	5 min
Staff Reports 1. Library director's report 2. Financial report 3. Budget Officer's report	 Report Report Report	 K. Lasky K. Lasky K. Lasky	 10 min 5 min 15 min
Action Items 1. Operations Policy: Displays and Exhibits	Discussion	K. Lasky	5 min
Board Member Reports 1. Library Foundation liaison report 2. Facilities Oversight Task Force report	Report Report	D. Hoover P. Fahey	5 min 5 min
Announcements 1. Comments from board members 2. Board vacation schedules 3. Date and agenda items for next meeting		All K. Lasky G.M. Agosta	5 min
Executive session: ORS 192.660(2)(e)		G.M. Agosta	
Adjourn		G.M. Agosta	

Date and Time	Upcoming Meetings and Events
April 9, 5:30pm	Budget Committee Meeting, Grants Pass branch
April 17, 5:30pm	District Board Meeting, TBA
May 15, 5:30pm	District Board Meeting, TBA

Josephine Community Library District
Regular Board Meeting Minutes
Thursday, February 20, 2024, at 5:30 pm
Grants Pass branch | 200 NW C Street, Grants Pass, OR 97526

Members present: Gina Marie Agosta, Pat Fahey, Rachele Selvig,
Members absent: Tina Gotchall
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, Josephine Community Library Foundation Liaison Sara Katz

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. January 16 Board Meeting minutes
b. January 22 Special Meeting minutes
MOTION: Mr. Fahey moved to approve the consent agenda.
Ms. Selvig seconded.
Approved by Ms. Agosta

Public comment.
Matt Hoff. Shared new cardholder stat and asked if stat could be delivered in a new way. He In 1992, someone recommended a budget of 1.31.5M. He pointed out that three decades later, the library is operating on roughly that budget.

Correspondence.
Teamsters of Southern Oregon

Annexation petition review. The board of directors reviewed annexation petitions from Joseph Grant, and Robert J Mannix & Deborah C Murphy
Motion: Mr. Fahey moved to endorse an annexation petition from Joseph Grant, and Robert J Mannix & Deborah C Murphy.
Ms. Selvig seconded.
Approved by Ms. Agosta

STAFF REPORTS
Library director's report. Ms. Lasky referred to the Library Director's Report dated February 20, 2025, highlighting the following items:

- Ms. Lasky shared that the annual audit will no longer be done in person. The contractor needs to do it virtually this year.

- In partnership with the library foundation, the library district developed strategic vision statements.
    - Mr. Fahey suggested adding language about community partnerships to the vision statements
- Lease termination negotiation update: trying to settle on a date with representatives from the county commissioners and county legal.
- The Teamsters Union Southern Oregon Representative wrote a letter of support for the library district to the county commissioners
- Library card registrations have increased by 44% in Illinois Valley. Engagement is very high with a record of 54 new library card sign ups and 4 class visits occurring in one day this week.
- The Williams Elementary School is featured as the first art display at the Williams branch featuring LEGO self-portraits.
- Four new security cameras were installed at the Grants Pass branch.
- The computer basics program is very successful with full classes each session.
- The Free Tax Assistance program has been very successful with a 200-300% increase since last year.
- Lois MacMillan's three-part civics program had 85-95 participants per session.
- The library's Teen Advisory Board has interviewed two potential new members this week.

Financial report. Ms. Lasky reviewed the January 2025 Financial Statement memo dated February 20, 2025. She also referred to the Profit & Loss Budget vs. Actual–General Fund statement through January 31, 2025, the P&L statement for Enhanced Library Services (grants) through January 2025, and the Balance Sheet as of January 31, 2025.

BOARD APPOINTMENT

Board president Ms. Agosta shared that 12 community members applied for the open board position. The board of directors have chosen to appoint Kelly Robinson for the remainder of the term through June 30, 2025.

MOTION: Mr. Fahey moved to appoint Kelly Robinson to fill the vacant board seat for the duration of the term through June 30, 2025.

Ms. Selvig seconded.

Approved by Ms. Agosta

ACTION ITEMS

Volunteer Policy: Teen Advisory Board.

The board of directors held its first reading of a revised version of Volunteer Policy Teen Advisory Board.

Operations Policy: Demonstration Kitchen.

The board of directors held its first reading of a revised version of Operations Policy Demonstration Kitchen.

Operations Policy: Meeting Space.
The board of directors held its first reading of a revised version of Operations Policy Meeting Space.

BOARD MEMBER REPORTS

Library Foundation liaison report.

- The library foundation surpassed its annual fundraising goal by 30%.
- January was Thank You month. Board member made calls to major donors to thank them for contributions.
- The library foundation purchased "I <3 my Library" lawn signs to give out to patrons at all four branches while supplies last.
- Plans are underway to begin the soring fundraising drive.

Facilities Oversight Task Force.

- At the Williams branch, a fence with lighting will go up around the bioswale along with a footbridge.

ANNOUNCEMENTS

Comments from board members. none

Date and agenda items for next meeting.
The budget meeting will be held on April 9 at 5:30 pm.
The next regular board meeting will be at 5:30 pm on Thursday, March 20 in Illinois Valley.

ADJOURNMENT

The board meeting adjourned at 6:40 pm.

Respectfully submitted,

Brandace Rojo for Board Secretary Kate Lasky
Josephine Community Library District

TO: Josephine Community Library District Board of Directors
FROM: Kate Lasky, Library Director
DATE: March 20, 2025
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:

Second Reading: New Operations Policy 3-4-13 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.

Second Reading: New Volunteer Policy 5-18 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.

Second 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 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.

BEFORE THE BOARD OF DIRECTORS
OF THE JOSEPHINE COMMUNITY LIBRARY DISTRICT

In the Matter of Adopting	)	
Policy 3-4-2, Meeting Space, for	)	Resolution No. 2025-027
Josephine Community Library District	)	

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

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves:

The revised Operations Policy 3-4-2, Meeting Space, which is attached hereto and incorporated herein by this reference, is authorized for implementation.

DONE AND DATED this 20th day of March 2025.

_____ _____

Pat Fahey, Board Member | Gina Marie Agosta, Board Member

_____ _____

Tina Gotchall, Board Member | Rachele Selvig, Board Member

_____

Kelly Robinson, Board Member

Policy 3-4-13 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.

BEFORE THE BOARD OF DIRECTORS
OF THE JOSEPHINE COMMUNITY LIBRARY DISTRICT

In the Matter of Adopting Policy 3-4-13,	)	
Demonstration Kitchen, for	)	Resolution No. 2025-028
Josephine Community Library District	)	

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

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves:

The new Operations Policy 3-4-13, Demonstration Kitchen, which is attached hereto and incorporated herein by this reference, is authorized for implementation.

DONE AND DATED this 20th day of March 2025.

_____ _____

Pat Fahey, Board Member Gina Marie Agosta, Board Member

_____ _____

Tina Gotchall, Board Member Rachele Selvig, Board Member

_____

Kelly Robinson, Board Member

Policy 5-17. 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.

BEFORE THE BOARD OF DIRECTORS
OF THE JOSEPHINE COMMUNITY LIBRARY DISTRICT

In the Matter of Adopting Policy 5-18, Teen Advisory Board, for Josephine Community Library District	)))	Resolution No. 2025-029

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

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves

The new Volunteer Policy 5-18, Teen Advisory Board, which is attached hereto and incorporated herein by this reference, is authorized for implementation.

DONE AND DATED this 20th day of March 2025.

_____
Pat Fahey, Board Member

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Gina Marie Agosta, Board Member

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Tina Gotchall, Board Member

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Rachele Selvig, Board Member

_____
Kelly Robinson, Board Member

Josephine Community Library

Annexation Petitions

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

	Property Owner	Address
1	Joshua Kasprazak & Courtney Arts	27562 REDWOOD HWY
2	Matthew & Amanda Wilson	829 POWELL CREEK RD
3	Jesse & Amanda Orr	4820 DICK GEORGE RD

200 NW C Street
Grants Pass, OR 97526

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

info@josephinelibrary.org
josephinelibrary.org

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

General Updates

- On January 6, the Board of Commissioners voted to terminate the Grants Pass library lease with 30 days' notice. Since then, the library district has attempted to engage in negotiations without receiving a clear lease proposal from the county. A March 13 meeting was scheduled but did not proceed as planned. The library has proposed a new date and is awaiting county confirmation. The board will review any formal proposal once received.
- Southern Oregon PBS will broadcast "Us As We Are: Regional Libraries" on March 20 from 8–9 pm, featuring a behind-the-scenes look at regional libraries in Southern Oregon, highlighting successes and recent developments. The program includes coverage of the Josephine Community Library lease dispute. Additional screenings are scheduled for March 22 at 7 pm, March 23 at 2 am, and March 23 at 6 pm.
- Following last month's board meeting, the library board received a letter from patron Brooke Foyt, expressing gratitude for the library's computer classes. Her experience, both at the library and off-site at WorkSource, highlights the value of these services. This story was also featured in the Grants Pass Tribune on March 15 in the article, "How One Library and One Woman Are Changing Lives in Josephine County." This feedback reflects the impact of the library's digital literacy program and the dedication of the digital outreach specialist. Funded by the Library Services and Technology Act through the State Library of Oregon, the program continues to provide essential support for digital skill development.
- For more information about library programs and events, read the February Latest News.

Stories

- A board book ordered from the library's book supplier was mistakenly shipped to a bookstore in Yellowknife, Northwest Territories, Canada. The bookstore shared a photo of the book on social media and returned it, including a book by a local author. The library cataloged the book, making it available for patrons to enjoy. In appreciation, the library sent a thank-you note along with Josephine Community Library stickers and bookmarks.

Photo of the returned book shared on social media.

- In Grants Pass, an older gentleman visited the library to get his first library card after living in the area since 1987. He had attended the library's Computer Basics drop-in lab at WorkSource Oregon and praised the program, highlighting the digital outreach specialist's effectiveness in teaching computer skills. Inspired by the experience, he decided to explore the library and was excited to practice his new skills on the library computers while discovering many more resources.
  A young patron, about 12 years old, shared that she has dyslexia and is grateful for the library's graphic novel collection, which helps her read more easily. She explained that when she reads graphic novels, "the words don't jump around the pages," allowing her to feel like a reader, just like the rest of her family. Her favorite series is Animal Friends.
- In Illinois Valley, the Homeschool Skill Share group meets twice a month in the new Illinois Valley meeting space to teach crafts such as plant identification, herbal remedies, natural skin and hair care, and STEM lessons using kitchen ingredients like cornstarch and baking soda. Attendance varies, with student participation ranging from four to eight.
- In Williams, the branch received multiple requests for help with patrons' devices this month. The branch supervisor was able to assist in most cases and recommended the library's Computer Basics Lab program for additional support.
- In Wolf Creek, the library's partnership with Sunny Wolf Charter School continues to grow, fostering student engagement with library resources and programs. A STEM Kit demonstration at the Wolf Creek branch generated interest, and the Rock and Mineral Microscope Kit was checked out immediately. The Wolf Creek K9 Reading Buddies program saw strong participation and will move to Wednesdays in March to better accommodate SWCS students, who do not have school on Fridays. Additionally, a Wolf Creek volunteer gave a well-received presentation on Native American history and language, incorporating props and storytelling. In appreciation, the kindergarten class created a thank-you gift.

Successes

- Library card registrations at the Illinois Valley branch continue to rise, increasing 44 percent compared to the same quarter last year. A birthday party held in the meeting space on a Saturday afternoon contributed to this growth, resulting in eight new library cards.
- All 300 "I Love My Library" signs, provided by a sponsor through the Josephine Community Library Foundation, have been distributed. Patrons were excited to display them on their property, showing strong community support for the library. Many commented on how great it was to see the signs throughout town, reflecting the library's value and importance.
- Two new volunteers have signed up to assist with upcoming landscaping projects at the Williams branch, thanks to outreach efforts through flyers and Facebook posts created by the communications team.

Challenges

- Abiding by ADA guidelines, the library permits only service dogs on its premises. Staff have noted an increase in patrons bringing dogs that often do not meet ADA standards. When

asked whether a dog is a service animal, many patrons claim it is, yet several dogs do not appear to qualify. In accordance with ADA rules, some dogs have been asked to leave because they misbehaved, were not properly housebroken, or their owners could not control them. Ongoing education on ADA guidelines and the appropriate questions that can be asked about service animals remains a priority.

- From January to February, the youth services lead onboarded nine new teen volunteers, while three teens stopped volunteering due to no-shows or accepting other positions. She now manages 15 teens on a weekly basis. Juggling the training of VolunTEEN's, the daily operations of the children's library and the responsibilities of outreach, grant writing and program planning has been challenging. Management is planning to reopen the teen coordinator position in spring.

2024–2027 Strategic Plan Update

Reimagine Library Services

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

- The Free Tax Assistance program with Josephine County Volunteer Income Tax Assistance (VITA) has been highly popular, with each session averaging about 25 participants. Many patrons have expressed their gratitude for the program, particularly given the high cost of online tax preparation services.
- The library's partnership with Southern Oregon Early Learning Services (SOELS) continues to enhance early literacy resources for families. Furniture for the early literacy corner has arrived, improving the space for young readers. The area has been reorganized for better flow, and the resource wall has been updated. The preliminary Early Literacy Wall is now complete, providing early literacy resources, Dolly Parton's Imagination Library (DPIL) materials, and program flyers in both English and Spanish at the Grants Pass children's library. To track impact, the number of flyers taken will be documented monthly. These projects are made possible through a grant partnership with SOELS.

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

- The new Spanish translation tool for the library website has been successfully integrated, resolving compatibility issues with the previous tool. This new system automatically translates website updates, allowing staff and interns to focus on other projects.
- The library continued its partnership with WorkSource, hosting two computer labs in February with a total of 21 participants. A six-week Computer Basics class is scheduled to begin on March 21, 2025, at the Illinois Valley branch as part of the library's new Computer Basics digital equity program. Launched on July 1, the program is funded in part by a $50,000 State Library of Oregon Library Services and Technology Act (LSTA) grant and will run through June 2025, with plans for future years. Preplanning and partner development are underway, with target audience assessment and curriculum development set for July.

- The Williams Elementary classroom concluded in March, expanding library access for students in an underserved area. So far, the branch supervisor has issued 10 new library cards and renewed 27, ensuring more students can take advantage of library resources. Many of the fifth graders, who were in second grade when the program began, are now actively helping younger students and engaging in discussions about the library, demonstrating the long-term impact of these visits.

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

- Due to increased usage and the newly renovated facility, two photoshoots are scheduled in March with the library's photographer to capture images of the Illinois Valley branch in partnership with the library foundation.
- The Illinois Valley branch hosted three groups from Kalmiopsis Community Arts High School for a library tour and catalog introduction, using an iPhone to screencast to the 85-inch flat-screen TVs in the new meeting space. A total of 49 students and nine teachers attended. All students signed up for library cards, had the option to take home a free book, and participated in button-making activities.

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

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

- Two managers are participating in a six-month leadership training with Centerpoint Leadership Services, gaining valuable skills to enhance team leadership. While beneficial long-term, the time commitment presents a short-term challenge with limited availability in the office. The program provides a comprehensive approach to leadership development, focusing on practical tools and strategies.

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

- The latest VolunTEEN reboot class was held in February with six new teen volunteers. Two have already completed their first shift, three are scheduled to start within the next week, and one is pending. Experienced volunteers will train on shelving in the children's library.

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

- In February, three new adult volunteers joined in Grants Pass, three in Illinois Valley, and one in Wolf Creek. Two of the Grants Pass volunteers are shelving, while the other has stepped into an information desk role.
- Easter Seals evaluations are underway for our Easter Seals volunteers, with mostly positive feedback. One area for improvement is for both volunteers to recognize that they are working with fellow volunteers, which creates a different dynamic than working with paid employees.

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.

- Library volunteers have been updating spine labels to align with the library's updated call numbers, completing the Western, fantasy/sci-fi, and large print collections. Additionally, many children's books from the Illinois Valley branch were brought to the Grants Pass branch for assessment, with volunteers correcting spine labels or identifying damaged items for reorder. Several new volunteers have also been trained in the technical services department, including cataloging, taping, and stamping new items.

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

- New email addresses have been created for each branch to receive print requests, streamlining the process for patrons and staff. Patrons are charged at cost, at 10 cents per page. The new email addresses are now posted on the library's website.
- In preparation for the October end of support for Windows 10, the library's contracted network services provider has been updating computers across all branches. The final branch, Grants Pass, is scheduled for an update on March 11. Following this update, the library will assess which technology needs replacement. This process is not expected to impact the bottom-line budget for technology.

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.

- For the Illinois Valley Library renovation, the HVAC damper modification has resolved a noise issue. Vestibule glass replacement is completed. All tasks are completed, and the block grant administrative closeout is in progress.
- The new fence and bridge around the bioswale at the Williams Library are now complete, thanks to the work of a local contractor and library volunteer. The space has been well received by the community and looks especially striking at night.


Photos of the new bridge over the bioswale a the Williams branch.

Josephine
Community **Library**

March 10, 2025

Board of Trustees and Grant Committee Members
Gordon Elwood Foundation
670 Superior Ct, STE 108
Medford, OR 97504

Dear Gordon Elwood Foundation— Board of Trustees and Grant Committee Members,

This letter affirms that the Josephine Community Library Board of Directors is aware of and in support of the Baby's First Book project and the grant application to the Gordon Elwood Foundation.

Josephine Community Library District is seeking funding for the Baby's First Book program, which started in 2014 as a partnership with Asante Three Rivers Hospital in Grants Pass. As part of the new parents' gift package, this program provides a free book to every baby born at the Family Birth Center. Through this program, each year approximately 800 newborns and their families receive a free book and library information — beginning the children's reading journey from day one. This program continues to be a valuable program in our community a decade later. The library is requesting $2,500 for purchasing new board books and supplies for the program. The library has also reached out to the Asante Foundation for additional support for this program.

Thank you for considering our proposal for this project. Please reach out if you have further questions.

Sincerely,

Gina Marie Agosta

Gina Marie Agosta
President

200 NW C Street
Grants Pass, OR 97526

541-476-0571
541-479-0685 fax

info@josephinelibrary.org
josephinelibrary.org

TO: Josephine Community Library District Board of Directors
FROM: Kate Lasky, Library Director
DATE: March 20, 2025
SUBJECT: February 2025 Financial Statement

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

- Included profit and loss budget presentations for both the general fund as well as the enhanced services fund. As the district reports on a modified cash basis of accounting, the enhanced fund represents what has been received and expended and does not reflect grants applied for but not received. Negative net positions on actuals may occur due to delays in beginning cash posting due to audit, and/or monies spent but not yet reimbursed.
- The ending cash for the general fund on the P&L of $1,948,681 does not equal the Balance Sheet net income of $3,066,423. 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 $1,510,301. The total prior year's tax levy income is $39,216.
- Fees collected this fiscal year were $52,072 this includes non-resident card fees, sponsorships, copies, and charges for lost/damaged items.
- JCLD invoiced Josephine Community Library Foundation $2,160 for 36 household sponsorships for the month of February. 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 $157,027 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 $1,805,241 and a reserve fund of $1,035,571. Cash Drawers at the four branches total $390.
- The total combined assets of these accounts equal $3,025,525.

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

	Jul '24 - Feb 25	Budget	$ Over Budget
Ordinary Income/Expense			
Income			
4000 · Current Year Tax Receipts	1,510,301	1,588,000	-77,699
4005 · Prior Year Taxes	39,216	40,000	-784
4100 · Fees	52,072	60,000	-7,928
4200 · Interest Income	45,655	45,000	655
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	2,986,689	3,235,000	-248,311
Total Income	2,986,689	3,235,000	-248,311
Expense			
5000 · Personal Services	564,697	1,110,000	-545,303
6 · Materials and Services			
6.1 · Library Services			
5200 · Collection Development	87,043	175,000	-87,957
5300 · Technical Services	54,452	50,000	4,452
6650 · Patron Services and Supplies	2,737	15,000	-12,263
6660 · Volunteer Support	5,637	8,000	-2,363
6670 · Events at Library	5,736	5,000	736
6680 · Communication & Outreach	31,343	45,000	-13,657
6690 · Special Contracts	103,798	115,000	-11,202
Total 6.1 · Library Services	290,746	413,000	-122,254
6.2 · Maintenance and repairs			
5400 · Building Improvements	0	10,000	-10,000
5500 · Facilities & Equipment	44,011	82,000	-37,989
5600 · Computer Maintenance	7,927	42,000	-34,073
Total 6.2 · Maintenance and repairs	51,938	134,000	-82,062
6.3 · Administration			
5700 · Insurance	18,101	25,000	-6,899
5800 · Travel & Training	22,017	30,000	-7,983
6630 · Election	0	1,000	-1,000
6640 · Auditor	14,050	20,000	-5,950
6699 · Legal Administration	5,626	8,000	-2,374
6700 · Administrative Support	21,775	20,000	1,775
6800 · Telecommunications	7,997	25,000	-17,003
6850 · Utilities	36,061	51,500	-15,439
Total 6.3 · Administration	125,627	180,500	-54,873
Total 6 · Materials and Services	468,311	727,500	-259,189
8.1 · Transfers			
8000 · Transfers & Contingency	5,000	277,800	-272,800
Total 8.1 · Transfers	5,000	277,800	-272,800
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	1,038,008	2,441,300	-1,403,292
Ending Cash	1,948,681	793,700	1,154,981
Ending Cash	**1,948,681**	**793,700**	**1,154,981**

Josephine Community Library District
Balance Sheet
As of February 28, 2025

	Feb 28, 25
ASSETS	
Current Assets	
Checking/Savings	
1000 · People's Bank of Commerce	157,027
1010 · People's Bank-Savings	27,296
1100 · General Pool 6000	1,805,241
1110 · LGIP - Reserve Fund	1,035,571
1150 · Cash Drawers	390
Total Checking/Savings	3,025,525
Other Current Assets	
1310 · JoCo Reserve for Disputed Tax	40,897
Total Other Current Assets	40,897
Total Current Assets	3,066,422
TOTAL ASSETS	**3,066,422**
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	3,025,526
Total Equity	3,025,526
TOTAL LIABILITIES & EQUITY	**3,066,423**

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

	Jul '24 - Feb 25	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4050 · Grant Revenue				
4050B · Enhanced Services Budget	0	336,300	-336,300	0%
4075 · State of Oregon	37,017			
4085 · Foundations	81,374			
4095 · New Projects	1,695			
Total 4050 · Grant Revenue	120,086	336,300	-216,214	36%
4999 · Beginning Cash	0	10,000	-10,000	0%
Total Income	120,086	346,300	-226,214	35%
Total Income	120,086	346,300	-226,214	35%
Expense				
5000 · Personal Services	41,567	50,000	-8,433	83%
6 · Materials and Services				
6.1 · Library Services				
5200 · Collection Development	16,858			
6.1 B · L8brary Srvcs Enhanced Budget	0	20,000	-20,000	0%
6650 · Patron Services and Supplies	438			
6670 · Events at Library	14,604			
6680 · Communication & Outreach	2,242			
6690 · Special Contracts	3,571			
Total 6.1 · Library Services	37,713	20,000	17,713	189%
6.2 · Maintenance and repairs				
5400 · Building Improvements	268	0	268	100%
5500 · Facilities & Equipment	25,586			
5600 · Computer Maintenance	3,356	50,000	-46,644	7%
Total 6.2 · Maintenance and repairs	29,210	50,000	-20,790	58%
6.3 · Administration				
6700 · Administrative Support	29			
6850 · Utilities	2,094			
Total 6.3 · Administration	2,123			
6.4 · New Projects Budget	0	210,000	-210,000	0%
Total 6 · Materials and Services	69,046	280,000	-210,954	25%
Total Expense	110,613	330,000	-219,387	34%
Ending Cash	9,473	16,300	-6,827	58%
Ending Cash	**9,473**	**16,300**	**-6,827**	**58%**

TO: Josephine Community Library District Board of Directors
FROM: Kate Lasky, Budget Officer and Library Director
DATE: March 20, 2025
SUBJECT: Financial Planning

Budget Committee Meetings

The Budget Committee 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 at the June 19 meeting.

- April 2, 2025 at 5:30 pm: Budget Committee meeting #1
- May 7, 2025 at 5:30 pm: (IF NEEDED) Budget Committee meeting #2
- Thursday, May 15, 2025: Presentation of committee-approved budget to the board
- Thursday, June 19, 2025: Board adopts FY26 budget
- June 30, 2025. FY25 ends on Wednesday. At this point, the work of the FY25-26 Budget Committee will be complete

Financial Planning

This financial plan provides the most informed outlook for the library's financial future over the next three years. It is based on a combination of strategic planning and financial oversight, with resources including the Strategic Direction, Library Operations Plan, Annual Budget, Annual Financial Audit, Monthly Financial Statements and Budget Forecasts, Facilities Master Plan, and Capital Improvement Plan—all available upon request.

The library operates debt-free and maintains a stable cash flow to sustain operations prior to receiving annual tax revenue. Each year, an unappropriated ending fund balance is reserved to support the first five months of operations at approximately $160,000 per month. These funds are securely held in the Local Government Investment Pool and People's Bank to ensure liquidity and financial stability.

The library maintains comprehensive insurance coverage, including general property, officer liability, employee, health, and volunteer insurance, safeguarding both assets and personnel.
As part of the Facilities Master Plan, capital improvements are partially supported by the Josephine Community Library Foundation and may be allocated across both the general fund and enhanced fund. The board follows established financial policies, reserving approximately $150,000 annually to support future capital improvements and operational expenses. Additionally, in accordance with the lease agreement with Josephine County, the Grants Pass branch reserves $5,000 annually for maintenance, with an additional $1,000 transfer to the enhanced fund to maintain budget balance. This structured financial approach ensures the library remains fiscally responsible while continuing to provide essential services and facility improvements for the community.

FY25-26 Budget Planning Assumptions

The Josephine Community Library District's three-year budget forecast reflects a stable financial outlook, balancing operational needs with moderate revenue growth and inflationary adjustments. The forecast is built on revenue from tax income, a portion of cash carryover, and projected

expenses, while maintaining financial prudence with contingency and reserve funds to sustain the district until annual tax receipts arrive in November.

Revenue Projections

The district anticipates a 2.8% annual increase in tax revenue, based on preliminary assessments from the County Assessor. Historical trends indicate an increase in unpaid taxes, which has been factored into the forecast. A portion of the district's cash carryover — partly resulting from personnel savings in FY24-25 — will be used to offset operational costs in future years. The board will annually review this approach to ensure sustainable reserve levels. Additional revenue sources, such as non-resident card fees and interest income, are projected to remain stable, with no expected policy changes or fluctuations.

Expense Considerations

The budget accounts for moderate growth in personnel expenses while maintaining efficiency through restructuring. Staff levels are set at 13.5 full-time equivalents (FTE), including an additional FTE to reduce the reliance on on-call staff. Compensation adjustments, including a 2.5% cost-of-living adjustment (COLA) and a 3% merit increase, are under board consideration for FY26. Health insurance costs, projected at a fixed $725 per employee per month, will be reviewed annually, with current levels expected to remain sufficient.

Operational costs are generally forecast with a 3% annual increase to account for inflation. Collection development expenses remain stable at $175,000, while technical services, facilities, security, and patron services are all projected to rise modestly. Building improvement costs will remain stable in FY26 following the completion of key capital projects in Williams and Illinois Valley, with ongoing support from the library foundation. This reflects the district's commitment to strategic facility upgrades while maintaining financial stability.

Additional Costs and Adjustments

The budget accounts for a range of operational and administrative expenses. While auditor fees remain unchanged, legal fees are expected to increase due to ongoing partnership negotiations with Josephine County. Utilities will see a mixed impact, with electrical costs rising by 10% due to City of Grants Pass tax changes and Pacific Power fee adjustments, while other utilities remain stable. Technology-related expenses, particularly for computer maintenance, will increase in FY25 due to equipment upgrades at the renovated Illinois Valley branch. The forecast also includes a scheduled election in May 2025, with an estimated cost of $15,000 in FY26. Training and travel expenditures have been reduced based on historical spending patterns, ensuring cost efficiency.

Conclusion

Overall, the district's financial outlook remains stable, with conservative revenue growth projections and responsible expense management. While modest increases are expected due to inflation, strategic planning ensures that core services, facility maintenance, and staffing levels remain sustainable. Regular board reviews will help balance cash reserves, operational needs, and long-term financial health, allowing the library to continue providing valuable services to the community.

DRAFT GENERAL FUND BUDGET PROJECTION			
	FY24-25 Budget	FY25-26 Budget	FY26-27 Budget
INCOME			
Carryover funds	109,500	136,636	125,168
Current Year Taxes	1,588,000	1,632,464	1,678,173
Prior Year Taxes	40,000	41,120	42,271
Non-resident Card Fees	60,000	60,000	60,000
Interest Income	45,000	45,000	45,000
Program Support	1,000	1,000	1,000
TOTAL INCOME	**1,843,500**	**1,916,220**	**1,970,612**
EXPENSE			
Personal Services	1,110,000	1,207,500	1,267,875
Collection Development	175,000	175,000	175,000
Technical Services	50,000	52,500	54,075
Building Improvements	10,000	10,000	10,000
Facilities/Equipment	82,000	30,000	30,000
Computer Maintenance	42,000	50,000	25,000
Insurance	25,000	26,250	27,563
Travel/Training	30,000	20,000	20,000
Election	1,000	15,000	1,000
Auditor	20,000	20,000	20,000
Patron Services/Supplies	15,000	15,750	16,538
Volunteer Support	8,000	5,250	5,513
Events at Library	5,000	5,250	5,513
Communication/Outreach	45,000	47,250	49,613
Special Contracts	115,000	118,220	121,530
Legal Administration	8,000	10,000	10,000
Administrative Support	20,000	21,000	22,050
Telecommunications	25,000	26,250	27,563
Utilities	51,500	55,000	56,779
Transfers	6,000	6,000	6,000
TOTAL EXPENSE	**1,843,500**	**1,916,220**	**1,970,612**

TO: Josephine Community Library District Board of Directors
FROM: Kate Lasky, Library Director
DATE: March 20, 2025
SUBJECT: Policy review

First Reading: Revision Operations Policy 3-4-3 Displays and Exhibits

To streamline policies, management has combined Policy 3-4-3 Displays and Exhibits with Policy 3-4-13 Art Displays in the Library into one unified document titled Policy 3-4-3 Displays and Exhibits. This revision preserves all original content while integrating procedures for both general and art exhibits, with highlighted edits for transparency. The update simplifies the approval process and eliminates redundancies, making the policy clearer and easier to follow for both staff and the public.

Policy 3-4-3 Displays and Exhibits

Adopted XX/XX/XXXX

Josephine Community Library welcomes exhibits, which offer a means for public expression by individuals and groups in the community. Exhibits serve as a way the library acts as a community hub for knowledge and enrichment. The purpose of this policy is to provide fair and consistent standards for the use of exhibit areas in the library, ensuring access to these spaces in a manner that is consistent with the library's other policies and objectives.

Josephine Community Library follows the principles in the American Library Association's Library Bill of Rights. Regarding exhibit spaces, they "will be made available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use." As stated in that document, "Materials should not be excluded because of the origin, background, or views of those contributing to their creation." And "Materials should not be proscribed or removed because of partisan or doctrinal disapproval." In addition, the library is dedicated to accuracy of information and authentic representation in exhibits.

Exhibit Policy and Purpose

The library functions as an educational and cultural resource for the community. Exhibits are a means through which the public can visually share and learn about a wide variety of experiences, special interests, and informational topics.

Displays of handiwork, historical material, nature study, or any other material deemed of general interest may be exhibited.

When not being used to promote library-related services, exhibit spaces are available to individuals or community groups engaged in educational or cultural activities and will be provided on an equitable basis to any such individual or group that goes through the application process. Exhibit space is limited and not offered at all library branches due to space constraints.

Requests for a display or exhibit are made through the branch manager

The library will not act as an agent for the exhibitor. Artists may post a statement about their work, but price tags or the posting of price lists are not permitted.

In general, the library does not accept commercial notices for any group unless they have an educational, informational, or cultural value to the community. The library does not accept any materials being offered for sale to the public unless the proceeds are intended to directly benefit the library.

Library staff shall accept or reject material offered for display based on its suitability and availability. Exhibits must be appropriate for all ages.

The library assumes no responsibility for security against theft or damage of any exhibited material. The library assumes no responsibility for the preservation or protection, and no liability for possible damage or theft of any item displayed or exhibited. All items placed in the library are there at the owner's risk

The library reserves the right to remove an exhibit if it interferes with the normal operation of the library.

Exhibit Approval and Content Guidelines

An application for exhibit space is available upon request and must be completed by individuals or groups wishing to use the space. Individual or community group exhibits are accepted or denied by the library director. Exhibits should be designed to provide an educational or cultural experience or showcase local arts and crafts. The library is a public building that provides access for all ages. Exhibits must be appropriate for all ages.

A release must be signed by the exhibitor before any artifact can be placed in the library

Exhibits must comply with all federal, state, and local laws, including those pertaining to libel, copyright, and obscenity. Exhibits will be refused if they are discriminatory or cause harm through dehumanizing representations of individuals or groups based on race, ethnicity, gender, sexual orientation, religion, disability, or any other protected characteristic.

Approval or rejection of an exhibit will be provided in writing. Rejections may be appealed by written request to the library director, who will bring the matter before the JCLD Board of Directors. The board will consider the request at the next regular board meeting and will render a decision as to appropriate action. This decision will be final and will be conveyed in writing to the requestor.

The library director has the right to review and/or decline exhibits before or during the scheduled exhibit period. The decision of the library director may be appealed to the Josephine Community Library Board. The decision of the library board will be final.

Exhibits will be approved and scheduled as space permits and in designated areas only. The sponsoring group or individual is responsible for creating the exhibit, setting it up according to schedule, and removing it before the next scheduled exhibit.

Josephine Community Library does not endorse the policies or beliefs of an organization or individual by allowing use of library space for an exhibit, and the exhibitor may not make any claims to that effect.

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: **March 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 fence and walking bridge have been completed around the bioswale. Pictured below.

Action: Library district is working to recruit volunteers to help with landscaping activities.

Illinois Valley branch

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

Business Oregon has paid the final disbursement requests submitted December 5 and 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

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.

FOTF met with ZCS and the mechanical engineers to discuss preferences and requirements with mechanical, electrical, plumbing, and technology systems for the new library. Mechanical engineers will make recommendations on systems and provide cost estimates with options on the systems.

A pre-application meeting was held with ZCS, library and foundation directors, and the city to review the pre-application and inform ZCS if modifications are needed or if there are additional requirements for the schematic design or site plan for the new library.

ZCS is developing a scope of work for a traffic study. Foundation director will review proposals and select a contractor to conduct the required study.

Action: *Foundation and library directors continue to meet with ZCS in between FOTF meetings to answer questions and keep the project moving forward.*

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: March 7, 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 was completed February 21.
  - Glass replacement in both vestibules took place February 17. A final glass piece is on order.
- **Finance and Grant Closeout**
  - Business Oregon has paid the final disbursement requests submitted December 5 and 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
    - Occupancy certificate
    - Substantial completion certificate
  - The final items required for grant closeout have been submitted to Business Oregon:
    - Five-year deed restriction
    - As-built drawings
  - Business Oregon is processing the grant closeout.

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.