

**Josephine Community Library District**  
**Board of Directors Special Meeting**  
**Wednesday, March 11, 2020 at 5:30 pm, Grants Pass branch**  
**Agenda**

**Board members:**

Position 1	Position 2	Position 3	Position 4	Position 5
Beecher Ellison	Laurel Samson, Vice President	Gina Marie Agosta	Pat Fahey	John Harelson, President

Agenda Items	Action	Responsible	Time
<b>Call to Order</b>		J. Harelson	
<b>Standing Items</b> 1. Approval of agenda		J. Harelson	5 min
<b>Reports</b> 1. Facilities Oversight Task Force		Samson/Ellison	30 min
<b>Public Comment</b> (each person has three minutes)		J. Harelson	20 min
<b>Action Items</b> 1. Facilities planning	Discussion District/Foundation board members	J. Harelson S. Shriver	20 min
<b>Announcements</b> 1. Comments from board members 2. Date and agenda items for next meeting		All J. Harelson	5 min 5 min
<b>Adjourn</b>		J. Harelson	

Date and Time	Upcoming Meetings and Events
March 14, 1pm	AIM Workshop, Grants Pass branch
March 14, noon	Musical Storytime, Illinois Valley branch
March 17, 5:30pm	Library foundation board meeting, Grants Pass branch
March 18, 5:15pm	JCLD regular board meeting, Grants Pass branch
April 8, 5:30pm	JCLD Budget Committee meeting, Grants Pass branch

TO: JCLF/JCLD board members, donors, and community members  
FROM: JCLF/JCLD Facilities Oversight Task Force  
Sue Cohen, Steve Swearingen, Rebecca Stoltz  
Laurel Samson, Beecher Ellison, Kate Lasky  
DATE: March 11, 2020  
SUBJECT: **Facilities Master Plan and Construction Phases**

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## Background

- Immediately following the formation of the Library District in May 2017, community members, volunteers, and donors expressed concern about the state of the existing buildings, especially in Grants Pass, Williams, and Illinois Valley, due to disrepair and lack of bathroom facilities in Williams.
  - Grants Pass and Illinois Valley library buildings were constructed in the late 1950s and were last updated in the mid-1970s.
  - The Williams branch is a temporary mobile unit constructed in 1977.
- The library district and library foundation formed a joint task force to complete a Facilities Master Plan in accordance with Oregon Library Association Public Library Standards and to address community interest and concerns about the buildings.
- The library foundation is committed to securing improved library services for children, teens, adults, and seniors for decades to come.

## Phase 1 Facilities Master Plan (completed June 2018)

- The library foundation paid for contracted services by Penny Hummel Consulting to facilitate community, volunteer, and staff input, ensuring that library services were the top priority in building design and maintenance.
- Based on input from community focus groups, Penny Hummel recommended replacing the existing Grants Pass and Williams libraries with new facilities, renovating the Illinois Valley library, and evaluating the Wolf Creek library's mechanical and security systems to determine maintenance needs.
- A public presentation to the library district and library foundation was held at the Grants Pass branch on June 21, 2018 and is available online at [jclfoundation.org](http://jclfoundation.org).

## Phase 2 Facilities Master Plan (completed February 2019)

- The library foundation paid for contracted services by Hacker, a professional architectural firm with experience in library space development for optimum patron service.
- The pre-design concepts recommended by the Hacker included Wolf Creek improvements, an Illinois Valley expansion, preliminary concept drawings for a new Williams building, and site criteria and a preliminary conceptual design for a new Grants Pass building, including cost estimates for all projects.
- A public presentation to the library district and library foundation was held at the Grants Pass branch on January 31, 2019 and is available online at [jclfoundation.org](http://jclfoundation.org).

## Feasibility Study (completed December 2019)

- The library foundation paid for a feasibility study examining the possibility of a capital campaign for three major building projects. The research was completed in August 2019 and the report was completed in December 2019. This study examines community sentiment for the building projects. It also reviewed and projected fundraising potential through foundation grants, special government programs for building projects, and direct donations.

## Recent Activity

### **Environmental assessment on proposed new Grants Pass property**

In December 2019, the library foundation had a phase 1 environmental assessment completed on the proposed property. The report, completed by EMC Engineers, showed no findings, and recommended no further environmental assessments.

### **Option to purchase property for a new Grants Pass library location**

On February 11, the library foundation signed an option to purchase the property for \$1,875,000 by February 11, 2022. The first installment of \$50,000 was paid toward the option to purchase the property.

## Next: Capital Campaign

Based on results from the feasibility study, the capital campaign will be designed and launched, and funds will be raised. Fundraising strategies will include individual and business contributions, special government programs for building projects, and foundation grants.

## Design and construction phases

- **Phase 3. Schematic Design.** This phase details the preliminary conceptual designs into final design concepts and drawings including floor plans and elevations.
- **Phase 4. Design Development.** This phase produces detailed drawings specifying the building systems including structural, civil, mechanical, electrical, and plumbing. The cost estimate is refined.
- **Phase 5. Construction Documents.** The construction documents and specifications, including finishes, are developed.
- **Phase 6. Construction.** Buildings are constructed or renovated.

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SUBJECT: **Feasibility Study Summary**

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Leaders and other stakeholders of the libraries in Josephine County are gathering information to make decisions about moving forward with three library building projects. Much of this information is based on research summarized in the Facilities Master Plan and Feasibility Study. More information will come from public input and further deliberation.

### **Feasibility Study for a Capital Campaign for Library Building Projects**

At this point, the library foundation commissioned a feasibility study to gauge community sentiment about the building projects and fundraising potential.

As part of this study, which was conducted in summer 2019, 46 intentionally selected community members within and beyond the library sphere participated in interviews. Each subject was asked their opinions about libraries in general, the libraries in Josephine County, the proposed building projects, expected community support for the building projects, and their own hypothetical support.

The following summarizes the answers of feasibility study participants on the five questions specifically about the three building projects:

#### **Does one project excite your interest or enthusiasm more than the others?**

- Grants Pass: 48 percent
- Williams: 23 percent
- Illinois Valley: 12 percent
- All three projects are equally exciting: 17 percent

#### **Which of the three projects do you see as responding to the greatest need?**

The greatest number of study participants said the Williams project responds to the greatest need because of the lack of a toilet or running water, the small space, and the age of the “temporary” building. Next was Grants Pass, because it serves a higher population.

- Williams: 45 percent
- Grants Pass: 29 percent
- Illinois Valley: 12 percent
- Williams and Illinois Valley equally: 7 percent
- Williams and Grants Pass equally: 5 percent
- All three equally: 2 percent

### **What sequence would you suggest for the three projects?**

The top three suggested sequences were as follows:

- Illinois Valley then Williams then Grants Pass: 21 percent
- Grants Pass then Williams then Illinois Valley: 21 percent
- Williams then Illinois Valley then Grants Pass: 13 percent

Another way of looking at the responses about sequencing is which project was suggested as first and which was suggested to be last:

#### **First**

- Grants Pass first: 36 percent
- Williams first: 33 percent
- Illinois Valley first: 29 percent
- All three at once: 2 percent

#### **Last**

- Grants Pass last: 58 percent
- Illinois Valley last: 22 percent
- Williams last: 17 percent
- At three at once: 3 percent

Proponents of the Illinois Valley project being first stated that it's the least expensive project and therefore the most attainable in a shorter timeframe.

Proponents of the Grants Pass project being first stated that it's the most exciting project serving the highest population.

Proponents of the Williams project being first stated that this building has the highest need and therefore should be first.

Several supporters of starting with either the Illinois Valley or Williams project liked the idea of starting with one of the rural areas.

### **What's your impression of the building sizes?**

The following are the top comments on the building sizes:

- All three are the right size: 32 percent
- Williams is too large: 13 percent
- Grants Pass is just right: 12 percent
- Illinois Valley is just right: 12 percent

### **What's your impression of the building cost estimates?**

- Just right: 45 percent
- Too high: 40 percent
- Too low: 2 percent
- Don't know: 13 percent

Although the majority of study participants said that the building costs seem reasonable given the needs, nearly all of them acknowledged having sticker shock and wondering how the library foundation will raise so much money.

Some participants warned that regardless of the accuracy of the cost estimates, the high amount could scare off donors and prevent the library foundation from gaining any momentum with fundraising. They suggested getting a second opinion on the cost estimates. One participant pointed out that it cost \$400,000 to build the Wolf Creek branch, which opened in 2003.

Several participants, especially those experienced with public building projects, suggested that if the estimate is \$35 million, the library foundation should realistically seek \$40 million.

Several participants pointed out that the longer it takes the foundation to build the projects, the more they'll cost.

#### **Details about the feasibility study participants**

The study participants included all 14 board members of the library foundation, which will be responsible for the capital campaign. Interviewees also included a sampling of library district board members, library staff members, and library donors and volunteers.

Study participants outside the library sphere included community leaders and influencers who were not necessarily library users or advocates.

Among the interviewees were four development professionals, three building professionals, four local elected officials, three Illinois Valley residents, and three Williams residents.