

Josephine Community Library District
Budget Hearing and Board of Directors Regular Meeting
Wednesday, July 20, 2022 at 5:30pm, Virtual Meeting
Call (669) 900-9128. Meeting ID # 800 1403 1361
Grants Pass branch, 200 NW C Street 97526

Agenda

Board members:

Position 1	Position 2	Position 3	Position 4	Position 5
Rachele Selvig	Laurel Samson, Vice President	Gina Marie Agosta	Pat Fahey, President	Brenda Aguilera

Agenda Items	Action	Responsible	Time
Call to Order		P. Fahey	
Standing Items 1. Approval of agenda 2. Approval of consent agenda a. June 15 minutes b. Resolution 2023-004 Policy 4-2-1 c. Resolution 2023-005 Policy 4-5-2 d. Resolution 2023-006 Policy 4-5-3 e. Resolution 2023-001 LGIP 3. Public comment 4. Correspondence 5. Annexation petition review: Ray Swift and Daniel Dalegowski	Motion	P. Fahey 5 min	
Staff Reports 1. Library director's report 2. Financial report	Report Report	K. Lasky K. Hay	10 min 5 min
Annual Meeting 1. FY23 election of President and Vice President 2. Bank signers 3. FY23 meeting date and time	Resolution Resolution Motion	P. Fahey President President	10 min 5 min 5 min
Action Items 1. First reading: Policy 3-2-4 Interlibrary Loan 2. First reading: Policy 4-7-9 Drugs and Alcohol 3. Library director annual evaluation process	Discussion Discussion Discussion	K. Lasky K. Lasky President/VP	5 min 5 min 5 min
Board Member Reports 1. Library Foundation liaison report 2. Facilities Oversight Task Force report	Report Report	S. Katz Samson/Selvig	5 min 5 min
Announcements 1. Comments from board members 2. Date and agenda items for next meeting		All President	5 min 5 min
Adjourn		President	

Date and Time	Upcoming Meetings and Events
July 27, 3:00pm	Cultural Competency Training, Grants Pass branch in person
August 17, 5:30pm	District Board Meeting, location TBA

Josephine Community Library District
Regular Board Meeting Minutes
Wednesday, June 15, 2022, at 5:30 pm
Virtual Meeting
Call (669) 900-9128. Meeting ID #838 5298 0868

Members present: Brenda Aguilera, Gina Marie Agosta, Rachele Selvig, Pat Fahey, Laurel Samson

Members absent: none

Staff present: Library Director Kate Lasky, Public Services Director Norma Singer, Communications Manager Brandace Rojo, Business Manager Kedron Hay

Guests: Library Foundation Executive Director Rebecca Stoltz, Library Foundation Liaison Sue Cohen

CALL TO ORDER. Ms. Agosta called the meeting to order at 5:35 pm.

STANDING ITEMS

Approval of agenda. No changes were made.

Approval of consent agenda. Consent agenda items were:

- **April 20 minutes**
- **May 18 minutes**
- **Resolution 027: Community Database**

No changes were requested to the consent agenda.

Motion: Mr. Fahey moved to approve the consent agenda. Ms. Aguilera seconded. The motion passed unanimously.

Public comment.

There was no public comment.

Correspondence.

There was no correspondence.

STAFF REPORTS

Library director's report. Ms. Lasky referred to the Library Director's Report dated June 15, 2022. The following items were highlighted:

- The 2022 Summer Reading Program launched with continued partnership with the Grants Pass Daily Courier to run weekly ads during the program.
- The first session of the Kindergarten Toolbox program was a success. All families who signed up never missed more than one class.
 - Communications Manager Brandace Rojo had her 4-year-old daughter enrolled in the 6-week session and shared the following with library district board members: "The weekly books and materials that kids and parents got to take home are extreme useful and thoughtful. My daughter is excited to practice her "homework" and uses everything daily. Her already large appetite for books has grown and she

is now able to recognize and even write several letters. She is most excited to learn how to spell her name and learn how to read after this session.

She signed up for the Kindergarten Toolbox session with two other kids from her daycare and their daycare provider now uses the materials we were given so they can practice at daycare together.

It was great to see the kids bond a little bit more during each class of the 6-week session.”

- A request for reconsideration for the book “The Truth About COVID-19” by Joseph
- The library tabled at the annual Frog-O-Faire celebration for children and families and provided book giveaways.
- Two employees received the American Library Association grant to attend the annual Feria Internacional del Libro de Guadalajara. At this international book fair in December, books will be purchased for all age groups and genres that are published in Spanish.
- The Everyday Civics program has been condensed and turned into a perennial subject guide on the library website.
- The final cultural competence session is July 27 in person at 2 pm at Grants Pass branch for library staff, board members, and community stakeholders.
- Public Services Director Norma Singer is retiring after 12 years. Previous Illinois Valley Branch Manager Roberta Lee was promoted to Branch Services Manager.
- There is a job opening for the maintenance coordinator position. The library district is currently paying for a cleaning service in the interim.

Financial report. Ms. Hay reviewed the May 2022 Financial Statement memo dated June 15, 2022. She also referred to the Profit & Loss Budget vs. Actual–General Fund statement through May 2022, the P&L statement for Enhanced Library Services (grants) through May 2022, the P&L statement for Special Funds as of May 2022, and the Balance Sheet as of May 30, 2022.

- Ms. Hay proposed a cost of living of 2.5% increase for all employees.
 - Mr. Fahey suggested taking a look at what cost of living increases have been and to consider reevaluating the amount. Discussion led to approve a 5% increase for all staff for FY22-23

Motion: Mr. Fahey moved to approve 5% COLA for FY22-23. Ms. Aguilera seconded. The motion passed unanimously.

- Ms. Hay asked for a discussion about 3% annual merit-based increase. Ms. Selvig asked if library staff likes that system. Ms. Lasky asked library management who was present at the meeting to share their experience. The board decided to offer up to a 3% increase for merit-based increases based on performance review for FY22-23.

Motion: Mr. Fahey moved to approve 3% for merit-based increase for employees based on annual performance reviews in FY22-23. Ms. Selvig seconded. The motion passed unanimously.

- Ms. Hay requested the purchase of two more AEDs which exceeds the library directors spending authority.

Motion: Ms. Samson moved to approve the purchase of two additional AEDs. Mr. Fahey seconded. The motion passed unanimously.

ACTION ITEMS

Operations Policy: Employee Status

This is the first reading of the policy change to Policy 4-2-1.

Operations Policy: Vacation Status.

This is the first reading of the policy change to Policy 4-5-3.

Operations Policy: Holiday Status.

This is the first reading of the policy change to Policy 4-5-2. Ms. Lasky explained that currently when a holiday falls on a day that staff members don't normally work, they can float that holiday during the same pay period as long as they are part-time or full-time employees. The policy now reflects that. Ms. Selvig suggested a bit more clarification so that staff knows they can't bank hours for later use.

BOARD MEMBER REPORTS

Library Foundation liaison report. Ms. Stoltz and Ms. Cohen provided the following updates:

- A bookkeeper was finally hired.
- \$53,000 has been raised towards the Williams branch project. There is also a \$70,000 match.
- There was an open house at the new Williams branch and another on Saturday, June 18.

Facilities Oversight Task Force. Ms. Samson provided the following updates:

- A scope of work for a general contractor is being developed in Williams.
- Plumber needed to determine where septic line runs in Williams.
- The Illinois Valley branch is having an issue with outdoor water spigot, which will be resolved in the coming month.

ANNOUNCEMENTS

Comments from board members. Ms. Aguilera shared about Spanish parent group at the library.

Date and agenda items for next meeting. July 20 at 5:30 pm

ADJOURNMENT

The meeting adjourned at 6:47 pm.

Respectfully submitted,



Brandace Rojo for Board Secretary Kate Lasky
Josephine Community Library District

TO: Josephine Community Library District Board of Directors
FROM: Kate Lasky, Library Director
DATE: June 15, 2022
SUBJECT: Policy review and revision

First Reading Policy 4-2-1, Employee Status

Revised to include the employment status of internships. JCLD hired its first intern in May. This type of employee receives the same benefits as temporary employees; however, the nature of the work is temporary but may exceed one year as defined. Some interns may be employed by a partnering organization — in this case the intern would not be a JCLD employee and would not receive benefits.

First Reading Policy 4-5-3, Sick Leave

Updated policy to include temporary employees and interns in alignment with Oregon sick leave law.

First Reading Policy 4-5-2, Holidays

Updated policy to include part time employees. Deleted the mention of Christmas Eve to be consistent as it falls on a Monday once every seven years and challenging this holiday as a benefit in that time frame.

Commented [KL1]: Added sentence about banking hours per board request

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

In the Matter of Adopting Policies for Josephine Community Library District))))	Resolution No. 2023-004
--	------------------	-------------------------

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

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves

The following personnel policy which is attached hereto and incorporated herein by this reference are authorized for implementation:

Personnel Policy, 4-2-1, Employee Status (revised)

DONE AND DATED this 20th day of July 2022.

Pat Fahey, Board Member

Gina Marie Agosta, Board Member

Brenda Aguilera, Board Member

Rachele Selvig, Board Member

Laurel Samson, Board Member

Policy 4-2-1. Employee Status

Adopted 10/19/2017

Revised xx/xx/xxxx

- **Regular Full-Time Employees**
A Josephine Community Library District (JCLD) employee who regularly works a minimum of 40 hours a week on a continuing basis, and who has completed the probationary period, is considered a regular full-time employee.
- **Regular Part-Time Employees**
An employee who regularly works less than 40 hours a week is considered a regular part-time employee once the probationary period is successfully completed. The District shall pay a proportion of benefits, based on the regular hours of work.
- **Temporary Employees**
Temporary employees are defined as those employees holding jobs of limited duration of less than one year arising out of special projects, abnormal work-loads, or emergencies. Temporary employees are ineligible for employer-paid benefits other than sick leave as required by the Oregon Sick Leave Act.
- Internship
Interns are defined as position working in order to gain an opportunity for career exploration, work experience and or learning new skills.

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

In the Matter of Adopting Policies for)	Resolution No. 2023-005
Josephine Community Library District)	
)	
)	

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

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves

The following personnel policy which is attached hereto and incorporated herein by this reference are authorized for implementation:

Personnel Policy, 4-5-2, Holidays (revised)

DONE AND DATED this 20th day of July 2022.

Pat Fahey, Board Member

Gina Marie Agosta, Board Member

Brenda Aguilera, Board Member

Rachele Selvig, Board Member

Laurel Samson, Board Member

Policy 4-5-2. Holidays

~~Adopted 10/19/2017~~

~~Revised 1/25/2018~~

~~Revised 4/26/2018~~

~~Revised 11/15/2018~~

~~Revised 11/18/2020~~

~~Revised 8/18/2021~~

Revised x/xx/xxxx

Josephine Community Library District (JCLD) recognizes the following holidays and the library will be closed on the identified day or a prior or subsequent designated day. Regular full-time employees will receive a day off with pay on each of these recognized holidays.

1. New Year's Day
2. Martin Luther King, Jr. Day
3. President's Day
4. Memorial Day
5. Juneteenth
6. Independence Day
7. Labor Day
8. Veterans Day
9. Thanksgiving Day
10. Day after Thanksgiving
11. Christmas Day

~~When Christmas Eve falls on a Monday, it will be observed as an additional holiday that year. This occurs once every seven years.~~

Part-time Eligible employees receive pro-rated holiday benefits. For example, an employee scheduled to work six hours on a holiday earns six hours of holiday pay.

No employee will be scheduled to work on a holiday. If an employee works on any holiday observed by the district, the employee shall either be paid overtime or given compensatory time for all hours worked at the rate of one-and-one-half times the regular rate of pay.

Employees who are off work on a leave of absence shall not receive holiday pay. Employees who are off work due to sickness or vacation shall be paid for the holiday in lieu of using vacation or sick leave credits.

Permanent Part time and f full-time employees who are not regularly scheduled on a holiday will be permitted to take the holiday on another workday during the pay period in which the

holiday falls, with supervisor approval ~~by the library director~~, including holidays that fall on days the library is not open to the public.

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

In the Matter of Adopting Policies for Josephine Community Library District))))	Resolution No. 2023-006
--	------------------	-------------------------

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

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves

The following personnel policy which is attached hereto and incorporated herein by this reference are authorized for implementation:

Personnel Policy, 4-5-3, Sick Leave (revised)

DONE AND DATED this 20th day of July 2022.

Pat Fahey, Board Member

Gina Marie Agosta, Board Member

Brenda Aguilera, Board Member

Rachele Selvig, Board Member

Laurel Samson, Board Member

Policy 4-5-3. Sick Leave

Adopted 10/19/2017

Revised xx/xx/xxxx

Commented [KL1]: Should be the date the policy is passed at the July board meeting

Compensated sick leave will be provided on an accrual basis for all Josephine Community Library District (JCLD) personnel.

Employees may use sick leave when a personal illness or injury prevents them from safely performing their normal job duties. Employees may also use sick leave to care for an immediate family member (spouse, children, step-children, parent, parent-in-law, registered domestic partners) residing in the home who is suffering from an illness or injury. Sick leave may also be used for preventive care appointments for the employee and employee's family members. More details regarding the use of sick leave can be found on the Requirements of Oregon Sick Time Law poster displayed in the break area.

Notification of Inability to Work

Employees are expected to be able to attend work reliably, predictably, and regularly. Employees who are unable to report to work due to personal or dependent illness or injury must contact their immediate supervisor at least two hours prior to the scheduled start of the work shift. If an employee becomes sick during the day, the supervisor or designee must be notified before the employee leaves work. In the event of a bona fide emergency (such as car wreck, flood, natural disaster), the individual shall provide notice as soon as practical.

When sick leave is taken to care for a dependent, the District expects that other care arrangements will be made as soon as possible, except where leave for dependent care purposes is provided for by family leave laws and the employee is eligible for such leave. The employee must comply with the notice requirements under family leave laws, which may provide for later notification of inability to work than is otherwise required by this policy, if the need for the leave is unanticipated.

If an employee takes sick leave in excess of three regularly scheduled consecutive days, or before or following scheduled holidays or breaks, the library director may request the employee provide evidence from a medical provider or a similar specific representation regarding the nature of the illness causing the sick leave use. If there is a cost to the employee to obtain such documentation, the District will reimburse the employee. Failure of the employee to provide requested evidence within 15 days of the requested sick time may result in discipline.

Accrual

Full-time, part-time and temporary employees are eligible to accrue sick leave. Full time, part-time and temporary employees who are sick on a regularly scheduled day are eligible for sick leave for scheduled hours.

Upon hire, employees will commence earning sick leave benefits at the rate of .03846 hours for paid hours worked. For example, an employee normally working 80 hours in a pay period would earn 3.08 hours of sick leave. Following 90 days of employment, employees may begin using previously accrued sick leave and earned sick leave. Sick leave shall be earned and accrued based upon the employee's paid hours, not including holidays and overtime. Any variance in regularly scheduled hours worked per week would be prorated.

Unused sick leave benefits accumulate from year to year.

Sick leave for full-time, ~~and~~ part-time and temporary employees shall accrue to a maximum of 120 hours. Any time in excess of the accrual limit is forfeited. The sick leave balance has no value upon termination or voluntary resignation. Employees are not paid for unused sick leave upon employment termination.

Concurrent Leaves

Sometimes more than one type of leave may apply to a situation. Where allowed by federal or state law, leaves will run concurrently. This means that sick leave, workers' compensation leave, personal leave, leave as a reasonable accommodation for a qualified individual with a disability, federal family medical leave, and unpaid leaves of absence may all run concurrently and be counted against the employee's family medical leave entitlement. The District may designate any type of leave as Family Medical Leave if the leave is used for a family medical leave purpose.

Medical Certification

An employee on sick leave that is running concurrently with another type of leave, for example family medical leave or personal leave, must provide the medical certification required for any and all applicable types of leave. This means an employee on sick leave may be required to have their medical provider complete the certification of physician or practitioner form required for federal or state family medical leave, obtain second or third medical opinions, as provided by family medical leave laws, and provide fitness for duty medical certifications before returning to work as provided by the family medical leave policy.

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

In the Matter of)	
Authorizing Investment of)	Resolution No. 2023-001
Josephine Community Library District)	
funds)	

WHEREAS, the Board of Directors of Josephine Community Library District has determined it necessary and desirable for the District to invest its funds; and

WHEREAS, the Josephine County Treasurer receives tax collections and other monies for the benefit of the District and according to ORS 294.035 requires written Board permission to invest the funds held prior to lawfully required transfers for the benefit of the District; and

WHEREAS, the Local Government Investment Pool (LGIP) is a diversified portfolio offered to any Oregon municipality, public subdivision, or public corporation that by law has control of any public funds; now therefore

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves

District funds for fiscal year 2022-23 ending June 30, 2023 are authorized to be invested with the Josephine County Treasurer and with the Oregon State Treasury Local Government Investment Pool.

DONE AND DATED this 20th day of July, 2022.

Pat Fahey, Board Member

Gina Marie Agosta, Board Member

Brenda Aguilera, Board Member

Rachele Selvig, Board Member

Laurel Samson, Board Member

Annexation Petitions

June 2022

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 June 2022 board meeting for review and action.

	Property Owner	Address
1	Swift, Ray & Dalegowski, Daniel	3920 West Side Rd Cave Junction, OR 97523

TO: Josephine Community Library District Board of Directors
FROM: Kate Lasky, Library Director
DATE: July 20, 2022
SUBJECT: Library director's report

Action

- The library district has been invited to participate in a [Smart and Connected Communities](#) (S&CC) planning grant from the National Science Foundation lead by a team of scholars from San Jose State University titled *Not Just Smart, but WISE: Welcoming, Integrative, Socially Empowered Health Access for San Jose*. The project will develop community-based critical methodologies for evaluating the design, development, and deployment of health information technology to build larger collaborations of public health professionals, healthcare providers, social service providers, library professionals and governmental agencies that can work in concert to enhance the digital and health literacy of community members across a diverse spectrum of disadvantaged groups. JCLD is asked to participate in Phase One of the project to assess community needs. Phase One will not increase staff time as the library director will submit data on behalf of the library district. Information gathered will inform JCLD programming. Library director seeks endorsement from the board.

General Updates

- Progress continues on the Illinois Valley Library Renovation, partially funded by the \$1.5 million Community Development Block Grant (CDBG) awarded to the City of Cave Junction. The city and library team decided to return to the Request for Proposals (RFP) process to evaluate and select the architecture and engineering firm. The completed RFP is approved and ready for publication. During the bid period, no one connected with the project (city or library staff, boards, volunteers) may discuss the project with any potential bidder, per Oregon state contracting rules.
- Library foundation exceeded [New Williams Library](#) fundraiser goal to raise \$135,000, raising \$140,400. The project is now fully funded. The foundation has successfully funded two major capital projects in the past fiscal year. **See FOTF Memo.**
- Josephine County and the library are featured in a new Simon & Schuster publication by [Michelle Anderson](#) titled [“The Fight to Save the Town.”](#) Library hosting an author and panel discussion in November.

Stories

- **In Grants Pass**, on the evening of the monthly Noche en Comunidad Spanish-language parent group, a woman was dropped off with her three youngest children, none of whom spoke English. They were an hour early for the program due to limited transportation and had never been to the library before. The mother was hesitant to hang out in the library until the program began, but also didn't feel safe with her children outside for an hour. Library staff was able to talk to her and make her and her children feel safe and welcome. They spent that hour in the children's library where she was excited to see Summer Reading Program materials and books in Spanish. Her children played and the youngest even listened to a one-on-one storytime from a library volunteer.

- **In Illinois Valley**, the science fiction craft for teens during the Summer Reading Program was a challenging cross stitch with irresistible Star Wars character patterns. One mom was heard saying to her teen, “Too bad this craft takes an attention span.” The teen replied, “Challenge accepted!” and was eager to show off a beautifully finished “Chewy” cross stitch craft the following week!



- **In Williams**, a parent who brought kids from Talent to day camp at Pacifica, said she was happily surprised to find we had an open library with air conditioning and Wi-Fi to work while she waited for them.
An elder patron who is moving to a new state to be near her son was very grateful she was able to come to the Williams branch this month to apply for housing and later to print, sign, and fax documents to her new landlord.
Two different patrons who are caretaking grandchildren over the summer have expressed gratitude for Summer Reading Program craftivities they could bring home and complete with them.
- **In Wolf Creek**, a patron visited in search of books to use during an event where children were making bird houses. The branch manager helped them find non-fiction informational books about birds and especially enjoyed finding a fictional story about a bird building a nest. The patron returned and reported the children enjoyed the story and it enhanced their event.

Successes

- New library card registrations in June totaled 307 systemwide as families streamed in to participate in our Summer Reading Program. This is only slightly below pre-pandemic June 2019 total of 345.
- Implemented new interlibrary loan procedures and made this program available for all patrons. Technical services department finalized program and plans to integrate volunteers in its ongoing implementation.
- The end of the fiscal year has seen the volunteer program recover from the multiple changes of service due to COVID. The fiscal year started with 99 active volunteers. In January, the roster dropped to 73. The library closed out 2022 with 112 volunteers actively keeping the doors open and gained 47 new volunteers/VolunTEENs in FY22 (however not all remained active by end of year). The library’s VolunTEENs have been essential in preparing and leading the Summer Reading Program’s “craftivities.”

- Set up a donated stereoscope and accompanying stereoviews for reference use, cataloged as a reference for in-library use as part of the Library of Things collection. Patrons will be able to view the over 200 pictures that were donated with it.

Challenges

- IT network service for FY 2022-23 will be greater than anticipated by 33 percent. This will be balance out over the year and an updated financial forecast will be presented to the board monthly beginning in August. The district will also need to replace servers in the coming fiscal year for an additional \$24,000. Contingency may be needed to cover costs.
- Warmer weather brings opportunity for overnight parking to the branches. The Illinois Valley branch manager found the parking lot and side yards occupied with campers upon arrival some mornings. Communications team is planning new signage to be posted.
- Received a patron complaint about June Pride display in the Grants Pass children’s library. Public service staff members attended webinar "Handling Complaints or Protests About Content."
- Zoom or virtual meeting privacy is non-existent inside the libraries. In the Illinois Valley, most patrons have had success finding a quiet corner or quiet time in the building to use these tools, but one family was struggling to connect discreetly with an incarcerated family member.

Strategic Plan Update

Focus 1 Basic Needs: Residents fulfill basic needs and gain life skills through library services, library partner services, and referrals to community resources.

Projects: JosephineLINK, Resource and Materials Support, Partnerships

- 2022 Summer Ready Program registration increased mid-way through the eight-week program, 597 people have registered with 430 children, 45 teens, and 122 adults. Patrons who have registered through the online portal have also logged a total of 125,113 minutes read.
- Acquired additional/updated handouts about veteran resources, Medicaid, Medicare, and bus schedules in English and Spanish.
- Bugs-R-Us children’s program was a big success at all branches, with overflow crowds in Williams and Grants Pass underscoring the need for more space to accommodate increased attendance. Approximately 110 attendees squeezed into the Grants Pass branch meeting room or watched from doorways while close to that number were turned away with apologies and information about the program at other branches.

Focus 2 Diverse Perspectives: Residents of diverse backgrounds have their information needs addressed equitably, their perspectives welcomed, and are represented at the library.

Projects: Focus Groups, Programs, Collection Diversity Audit, Displays

- All aspects of the Summer Reading Program are available in English and Spanish this year, including the Beanstack reading challenge app for the first time since the library purchased it.
- Spent the month of June retranslating most of the library website after the translation tool plugin was down for two months.

- Translated documents and activity sheets for the Summer Reading Program.
- Built Pride Month displays across all programs and branches, with a 48.8% checkout rate district wide.

Focus 3 Civic Engagement: Residents have the information and learning opportunities they need to participate in local, state, and national issues and decision-making.

Projects: Programs, Digital Literacy Displays, and Subject Guides

- Staff developed a plan for display/subject guide campaigns for the next several months in order to tie the “online branch” into what the physical branches are promoting. Accordingly, the [Everyday Civics Subject Guide](#) was updated following the civics program. During the month of June, the [LGBTQ+ Subject Guide](#) was updated and shared as a resource to support Pride Month book displays. July is Parks and Recreation Month with the accompanying [Outdoors and Recreation Subject Guide](#) was edited to add new resources.

Focus 4 Library Systems: Residents benefit from a well-managed library that employs efficient operating systems and structures.

Projects: Policy Review, Strategic Planning, Edge Assessment, Project Outcome, Program Evaluation, Cultural Competency Training

- With the start of the new fiscal year, plans are underway to fully transition from the former method of tracking volunteer data (Excel spreadsheets) to an Access database. Weekly CSV backups of volunteer data will be made to ensure continuity. The database solution offers greater flexibility and ease-of-use in generating monthly, yearly, and ad-hoc reports.
- Updated procedures for checking in and out internet hot spots should discourage late returns. This will save library staff time and keep hot spots in circulation, ensuring all patrons can enjoy them.
- The Wolf Creek branch is on a side street and can be difficult to see. A large banner was added that displays the open hours and a sandwich board that goes on the street to indicate when the Wolf Creek branch is open. Hopefully these additions will alert more people in the community that the library is open for regular business.
- The final session is scheduled for July 27 and will be in person at the Grants Pass branch. Prior to the final session, all participants will retake the T2 CQ post-assessment through the Cultural Intelligence Center to measure pre and post scores: [CqcPortal \(cqcenter.com\)](#)

Core Services Update

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

- Core Collection Project schedule delayed due to EBSCO technology application issues and to be completed in July. A plan for the ongoing maintenance of the core collection has been created. This plan will help to facilitate the yearly tasks that will need to be completed to make sure this collection is staying updated and relevant for our patrons.

- Weeded the adult nonfiction math and astronomy in Grants Pass. This section had a high circulation rate so extra time was spent updating and replacing books to refresh the section. Utilized EBSCO Core collection for this section to help with book recommendations.

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

- Deployed BCDR virtual backup of library district network.

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.

- Monthly all-staff meetings and weekly Grants Pass staff meetings returned to in person, with both offered as hybrid when needed.
- Created a two-step process to ensure that holds are being placed on patron suggestions for purchase items in a more efficient manner.

July 20, 2022

Dear NSF S&CC Program Review Panel,

If the proposal submitted by Dr. Allen entitled SCC-PG: Not Just Smart, but WISE: Welcoming, Integrative, Socially Empowered Health Access for San Jose is selected for funding by NSF, it is my intent to collaborate and/or commit resources as detailed in the Project Description or the Facilities, Equipment or Other Resources section of the proposal.

Sincerely,

Kate Lasky
Library Director
Josephine Community Library District
klasky@josephinelibrary.org
office: 541-476-0571 x110

TO: Josephine Community Library District Board of Directors
FROM: Business Manager Kedron Hay
DATE: July 20, 2022
SUBJECT: June 2022 Financial Statement

Accounting

- The net income for the general fund on the P&L of \$306,138 does not equal the Balance Sheet net income of \$308,482. This is due to the Balance Sheet representing all funds/grants and the P&L representing only the General Library Operations fund; \$306,138 plus \$2,344 (net income of special funds only) equals \$308,482.
- JCLD invoiced Josephine Community Library Foundation \$1,320 for 22 household scholarships and \$504 for advertising on KAJO for WordWise.
- LGIP interest is at 1.15%.

Statement of Financial Activities (general fund P&L)

Revenue

- The district received \$27,320 for current year tax levy and \$1,605 of prior year's tax levy income in June 2022; total year to date tax revenue is \$1,498,474.
- Non-resident card fees for the month of June is \$3,660.

Expenses

- Collection development budget is \$175,000 for general fund purchases. Total collection development dollars spent in June from the general fund are \$4,018 and \$5,614 for special funds. Total year-to-date collection development purchases equal \$140,142 for all funds.
- IT expenses are projected to increase since the budget submission. Originally projected at \$39,500 annually (\$3,292 per month) is now projected at \$52,320 annually (\$4,360 per month). While the library is adding more services/protections such as antivirus per user and an enhanced backup service, most of the increase is due to increased cost of contract services.

Special Contracts

- Special contracts for the month of June are \$8,274, which includes web development and IT services.

Grants

- Total of grant expenses for the month of June is \$4,093.
- Total revenue received from grants in FY22 is \$193,366 representative of 12 grants.

Statement of Financial Position (balance sheet)

- The district assets include \$116,516 in the district checking account. The Grants Pass maintenance fund totals \$17,856 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 \$1,328,250

and a reserve fund of \$592,165 Cash Drawers at the four branches total \$390, and \$15,014 is held by the Josephine County Treasurer in the treasury account.

- The total combined assets of these accounts equal \$2,070,191 including \$664,656 restricted grant funds, maintenance fund, and reserve fund.

Josephine Community Library District
Profit & Loss Budget vs. Actual - General Fund
June 2022

	Actual June-22	Year to Date Actual	Annual Budget	\$ Over (Under) Budget	Budget Forecast
Ordinary Income/Expense					
Income					
4000 - Current Year Tax Levy	\$ 27,320	\$ 1,457,474	\$ 1,468,000	\$ (10,526)	\$ 1,458,000
4005 - Prior Year Taxes	\$ 1,605	\$ 41,020	\$ 27,900	\$ 13,120	\$ 42,000
4100 - Fees	\$ 399	\$ 4,082	\$ -	\$ 4,082	\$ 4,100
4102 - Non-Resident Card Fees	\$ 3,660	\$ 32,611	\$ 22,500	\$ 10,111	\$ 32,700
4200 - Interest Income	\$ 1,107	\$ 16,949	\$ 13,860	\$ 3,089	\$ 17,000
4300 - Other Revenues	\$ -	\$ 2,003	\$ -	\$ 2,003	\$ 2,100
4310 - Donations	\$ -	\$ 233	\$ 233	\$ -	\$ 250
Total Income	\$ 34,091	\$ 1,554,371	\$ 1,532,493	\$ 21,879	\$ 1,556,150
Expense					
5000 - Personal Services	\$ 83,531	\$ 776,245	\$ 886,163	\$ (109,918)	\$ 776,500
5200 - Collection Development	\$ 4,018	\$ 108,913	\$ 175,000	\$ (66,087)	\$ 109,000
5300 - Technical Services	\$ 2,679	\$ 43,188	\$ 44,077	\$ (889)	\$ 44,077
5400 - Building Improvements	\$ 864	\$ 19,896	\$ 45,150	\$ (25,254)	\$ 20,000
5500 - Facilities & Equipment	\$ 12,319	\$ 27,925	\$ 45,154	\$ (17,229)	\$ 28,000
5600 - Computer Maintenance	\$ 7,423	\$ 20,523	\$ 12,700	\$ 7,823	\$ 19,000
5700 - Insurance	\$ -	\$ 8,907	\$ 9,500	\$ (594)	\$ 9,000
5800 - Travel & Training	\$ 1,672	\$ 16,159	\$ 44,156	\$ (27,997)	\$ 17,000
6630 - Election	\$ -	\$ 6,361	\$ 100	\$ 6,261	\$ 6,300
6640 - Auditor	\$ 2,900	\$ 20,550	\$ 17,500	\$ 3,050	\$ 21,000
6650 - Patron Services and Supplies	\$ 1,173	\$ 6,088	\$ 11,100	\$ (5,012)	\$ 6,000
6660 - Volunteer Support	\$ 1,073	\$ 2,141	\$ 2,500	\$ (359)	\$ 2,500
6670 - Events at Library	\$ 1,256	\$ 7,331	\$ 16,920	\$ (9,589)	\$ 7,500
6680 - Communication & Outreach	\$ 5,235	\$ 32,393	\$ 30,500	\$ 1,893	\$ 33,000
6690 - Special Contracts	\$ 8,274	\$ 82,283	\$ 73,780	\$ 8,503	\$ 82,500
6699 - Legal Administration	\$ 85	\$ 595	\$ 2,000	\$ (1,405)	\$ 600
6700 - Administrative Support	\$ 2,389	\$ 21,082	\$ 19,958	\$ 1,124	\$ 21,100
6800 - Telecommunications	\$ 1,174	\$ 13,979	\$ 14,040	\$ (61)	\$ 14,000
6850 - Utilities	\$ 2,559	\$ 33,676	\$ 40,620	\$ (6,944)	\$ 34,000
8000 - Transfers & Contingency	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expense	\$ 138,624	\$ 1,248,234	\$ 1,490,918	\$ (242,684)	\$ 1,251,077
Net Ordinary Income	\$ (104,533)	\$ 306,138	\$ 41,575	\$ 264,563	\$ 305,073
Net Income	\$ (104,533)	\$ 306,138	\$ 41,575	\$ 264,563	\$ 305,073

**Josephine Community Library District
Enhanced Library Services
June 2022**

	Revenue Collected through FY21	Revenue Year to Date FY22	Annual Budget	Total Revenue	Expenditure Spent through FY21	Expenditure Year to Date FY22	Total Expenditure	Remaining Fund Balance
Grant Revenue								
AllCare - unrestricted	10,000	0	10,000	10,000	0	(10,000)	(10,000)	0
CDBG	0	0	0	0	0	(3,915)	(3,915)	(3,915)
Chaney Family Foundation	5,000	0	5,000	5,000	(847)	(4,153)	(5,000)	0
Collins Foundation - Inclusive Weg	58,000	0	58,000	58,000	(46,525)	(11,475)	(58,000)	0
Dorothy Thompson Fund - 2021	0	25,000	25,000	25,000	(6,065)	(18,935)	(25,000)	0
Dorothy Thompson Fund - 2022	0	0	25,000	0	0	(14,959)	(14,959)	(14,959)
Ford Family Foundation-Kinder Toolbox	0	50,000	50,000	50,000	0	(4,888)	(4,888)	45,112
JCCC -adult craft kits	1,500	0	1,500	1,500	(838)	(662)	(1,500)	-
JCCC - bilingual kids art proj	-	1,500	1,500	1,500	-	(201)	(201)	1,299
JCLF-building maintenance	43,813	0	8,000	43,813	(39,317)	0	(39,317)	4,496
JCLF-building improvements	734	7,361	25,000	8,095	(734)	(7,361)	(8,095)	0
JCLF inclusive web	5,000	0	5,000	5,000	0	(5,000)	(5,000)	0
JCLF - every day civics	0	3,000	0	3,000	0	(3,000)	(3,000)	0
JCLF-technology	0	11,645	8,000	11,645	0	(11,645)	(11,645)	0
JCLF - ARPA	0	5,000	0	5,000	0	(5,000)	(5,000)	0
JoCo Econ Dev-GP carpet	0	51,746	51,746	51,746	0	(51,746)	(51,746)	0
Kiwanis - Hearts with a Mission 2021	500	0	500	500	0	(500)	(500)	0
OCF-Sprout a Reader	8,423	0	8,423	8,423	(1,336)	(4,748)	(6,084)	2,339
Oregon Humanities - Consider This Journalism	0	2,000	0	2,000	0	(2,000)	(2,000)	0
Oregon Humanities - Intellectual Freedom	0	4,000	0	4,000	0	(3,530)	(3,530)	470
Ready to Read Program 2021	11,304	0	11,304	11,304	(4,975)	(6,329)	(11,304)	0
Ready to Read Program 2022	0	5,585	5,585	5,585	0	(4,666)	(4,666)	919
Rotary Club of GP-student hours	1,000	0	1,000	1,000	(390)	(610)	(1,000)	0
SWA-GP asbestos abatement	0	29,529	29,529	29,529	0	(29,529)	(29,529)	0
Total	145,274	196,366	330,087	341,640	(101,027)	(204,851)	(305,878)	35,762

Cash Basis

**Josephine Community Library District
P&L Special Funds (all transactions)
As of June 2022**

	<u>Maintenance Fund (Special Funds)</u>		<u>Restricted</u>		<u>Unrestricted</u>	<u>Totals</u>
Maintenance Fund Beginning Balance	21,458		25,000		16,556	41,556
Transfer per Lease Agreement for 2019/2020/2021/2022	20,000	Expenses				
Interest Earned	98	GP hot water heater	630	WM A/C	4,383	
	<u>41,556</u>	GP gutter/flushing	239	IV sewer	3,771	
		GP gutter cleaning	85	IV fascia/eave	5,000	
Transfers to General Fund	<u>-23,701</u>	GP ceiling tiles	42			
		GP water fountain	1,600			
Total Maintenance Fund Balance	<u><u>17,856</u></u>	GP fans	398			
		GP carpet	7,553			
		Total Expensed	<u>10,547</u>		<u>13,154</u>	<u>23,701</u>
		To be Transferred				
		Remaining	<u><u>14,453</u></u>		<u><u>3,402</u></u>	<u><u>17,856</u></u>
Expense						
5500 - Facilities & Equipment						
5401 GP Building Improvements	7,553					
5402 Branch Building Improvements	11,135					
5501 - Bld Repairs & Maintenance	4,383					
5505 - Equipment Improvement & Maint.	630					
Total Expense	<u><u>23,701</u></u>					

Josephine Community Library District
Balance Sheet
 As of June 30, 2022

Jun 30, 22

ASSETS		
Current Assets		
Checking/Savings		
1000 · People's Bank of Commerce		116,516
1010 · People's Bank-Savings		17,856
1100 · General Pool 6000		1,328,250
1110 · LGIP - Reserve Fund		592,165
1150 · Cash Drawers		390
Total Checking/Savings		<u>2,055,176</u>
Other Current Assets		
1310 · JoCo Reserve for Disputed Tax		15,014
Total Other Current Assets		<u>15,014</u>
Total Current Assets		<u>2,070,191</u>
Fixed Assets		
1610 · Furniture and Equipment		303,131
Total Fixed Assets		<u>303,131</u>
TOTAL ASSETS		<u><u>2,373,322</u></u>
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Other Current Liabilities		
2100 · Payroll Liabilities		
2130 · Health Insurance withholdings		19
Total 2100 · Payroll Liabilities		<u>19</u>
2400 · Deferred Revenues(audit)		15,014
Total Other Current Liabilities		<u>15,034</u>
Total Current Liabilities		<u>15,034</u>
Total Liabilities		15,034
Equity		
3909 · General Fund Balance		2,964,021
3909A · General Fund Appropriated		-1,217,345
3910 · GP Maint Fund Balance		15,353
3910A · GP Maint Fund Appropriated		-15,353
3911 · Reserve Fund Balance		150,148
3911A · Reserve Fund Bal Appropriated		-150,148
3920 · Capital Asset Investments		303,131
Net Income		308,482
Total Equity		<u>2,358,288</u>
TOTAL LIABILITIES & EQUITY		<u><u>2,373,322</u></u>

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

In the Matter of Electing Officers of the)
Board of Directors of the Josephine)
Community Library District) **Resolution No. 2023-002**

WHEREAS, the Board of Directors of the Josephine Community Library District are conducting the business of the District and have adopted Bylaws for that purpose; and

WHEREAS, the Bylaws require that the Board of Directors elect from their members officers to serve as President and Vice President; and

WHEREAS, the Board of Directors have held an election for that purpose; now, therefore

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves:

1. _____, member of the Board, is elected to serve as President in accordance with the provisions of the Bylaws.

2. _____, member of the Board is elected to serve as Vice President in accordance with the provisions of the Bylaws.

DONE AND DATED this 20th day of July 2022.

Pat Fahey, Board Member

Gina Marie Agosta, Board Member

Brenda Aguilera, Board Member

Rachele Selvig, Board Member

Laurel Samson, Board Member

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

In the Matter of Designating Authorized)
Signers on Bank Accounts of the) Resolution No. 2023-003
Josephine Community Library District)
)

WHEREAS, the Board of Directors of Josephine Community Library District is conducting the business of the District and has adopted Bylaws for that purpose; and

WHEREAS, the Board has determined that it will require bank accounts and that it is necessary to designate authorized persons to sign on those accounts; now therefore

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves

Resolution No. 2022-003 (Designating Authorized Signers on Bank Accounts of the Josephine Community Library District) dated August 18, 2021 is rescinded.

The following persons are authorized to sign checks, drafts, and other necessary instruments and documents related to the finances of the District: board members _____, _____, and _____, and Library Director Kate Lasky. Two signatures of the above-named parties are required for every check or draft drawn on District funds. The parties named are authorized to open accounts with People’s Bank in Grants Pass.

DONE AND DATED this 20th day of July, 2022.

Pat Fahey, Board Member

Gina Marie Agosta, Board Member

Brenda Aguilera, Board Member

Rachele Selvig, Board Member

Laurel Samson, Board Member

TO: Josephine Community Library District Board of Directors
FROM: Kate Lasky, Library Director
DATE: July 20, 2022
SUBJECT: Policy review and revision

First Reading Policy 3-2-4, Interlibrary Loan

The Interlibrary Loan policy in a new policy to establish the parameters of interlibrary loan services for patrons utilizing the library districts collection of materials. JCLD recently implemented interlibrary loan services, making these essential services available to library cardholders.

First Reading Policy 4-7-9, Drugs and Alcohol

It is recommended by the Special Districts Association of Oregon that JCLD add a drug and alcohol policy to its set of personnel policies. A reasonable suspicion of drug or alcohol use must be defined in policy in order to implement testing and begin the disciplinary process for drug and/or alcohol use in the workplace.

Policy 3-2-4. Interlibrary Loan

Adopted XX/XX/XXX

In the case when Josephine Community Library District (JCLD) does not own an item in its collection of books and other materials, patrons with full-service library cards may request the item from another library using the interlibrary loan system through the online library catalog.

The library partners with other libraries to offer interlibrary loan through the WorldCat online cataloging system. JCLD partners with libraries that do not charge additional fees.

The amount of time taken for requested materials to arrive depends upon several factors such as number of lending libraries that hold the material, proximity of the lending library, and transit (mail) time. A minimum of 10 working days is needed to search, process, and receive each request.

There are no additional fees for interlibrary loan. However, patrons are responsible for the cost of lost or missing items and any associated fees to partnering libraries will be charged to the user's account.

The number of items a patron may borrow through this system is limited to six at any one time.

Interlibrary loan materials can only be checked out for 21 days. They are not eligible for renewal. Repeated disregard for due dates will result in the suspension of ILL privileges.

Policy 4-2-9. Drugs and Alcohol

Adopted XX/XX/XXX

The objective of this policy is to provide a workplace and environment that are free from the effects of substance abuse. Furthermore, Josephine Community Library District (JCLD) believes that we have a responsibility to our employees, to those who use or come into contact with our services, and to the general public to ensure safe operating and working conditions. To satisfy our drug free workplace objective and meet these responsibilities, we must establish a work environment where employees are free from the effects of drugs, alcohol, or other impairing substances. Accordingly, we have adopted this drug and alcohol policy.

The following conditions and activities are expressly prohibited on our premises or property or during work time or while representing us in any work-related fashion and will lead to corrective action, up to and including termination:

- Manufacturing, selling, attempting to sell, using, distributing or possessing alcohol or other controlled or illegal substances that impair job performance or pose a hazard when use or possession occurs;
- Reporting for or being at work while impaired by the use of alcohol, illegal drugs, or controlled substances.

If your doctor prescribes over-the-counter or pharmaceutical drugs, you are responsible for determining if you are able to maintain work performance standards, including safety. If you are not, you are to contact your supervisor before returning work.

If you have a problem with drugs or alcohol and wish to undertake rehabilitation, you may be granted a leave of absence for this purpose. It is your responsibility to seek help before the problem adversely affects your work performance or results in a violation of this policy. If you need assistance in seeking this help, you may talk to your supervisor. No one will be discriminated against for undertaking rehabilitation.

Where we have a reasonable basis to believe that an employee is in violation of this policy, the employee will be required to submit to testing to determine presence of, use of, or involvement with alcohol or drugs. We reserve the right to determine whether reasonable basis exists.

The following definitions apply:

Reasonable suspicion is defined as specific, describable observations concerning such circumstances as the work performance, appearance including, for example, noticeable odor of an alcohol, behavior, or speech of the employee, or as being involved in an accident on organization premises that results in physical injury or property damage.

Presence of is defined as any noticeable or perceptible impairment of the employee's mental or physical faculties.

Controlled Substances are defined as any product causing potential impairment of an employees' mental or physical faculties.

Over-the-counter drugs are defined as those that are generally available without a prescription from a medical doctor.

Prescription drugs are defined as those drugs that are used in the course of medical treatment and have been prescribed and authorized for use by a licensed practitioner/physician or dentist.

Any employee who is found to be in violation of this policy and who refuses to submit to testing, or refuses to cooperate, or attempts to subvert the testing process will be subject to corrective action, up to and including termination.

TO: Josephine Community Library Foundation Board of Directors
Josephine Community Library District Board of Directors
FROM: Facilities Oversight Task Force: Rachele Selvig, Kate Lasky, Laurel
Samson, Rebecca Stoltz, Steve Swearingen, Doug Walker
DATE: July 8, 2022
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.

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

UPDATE

Williams

An update on the New Williams Library scope, cost, and schedule. See attached.

Discussed property maintenance and the recommendations on caring for landscaping provided by Sara Katz based on the limited water available for irrigation. FOTF discussed feedback from the community. FOTF recommended further investigation of water rights and requirements of county landscaping.

Foundation and district directors will hold monthly listening-sessions in Williams to provide opportunity for Williams community members to express concerns and receive updates. Time and place to be decided.

Action: Foundation director will investigate water rights and county landscaping requirements regarding irrigation and will provide findings to FOTF at August meeting.

Action: Foundation and library directors will coordinate with Williams Grange to schedule monthly listening-sessions.

Action: Foundation director will contact plumber provided by FOTF.

Illinois Valley branch

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

Per the recommendation of FOTF, a new spigot was installed outside at the Illinois Valley branch to replace the broken spigot. This access is necessary so that the branch manager can water plants and travelers can access water.

TO: Library Facilities Oversight Task Force
FROM: Teresa Stover, grant administrator
SUBJECT: IV Library Renovation update
DATE: July 7, 2022

This report is an update of the Illinois Valley Library Renovation, highlighting recent accomplishments and upcoming activities. For details on the overall project scope, cost, and schedule, please refer to the "IV Library Renovation update" memo to FOTF dated April 14, 2022.

Renovation scope

In partnership with the City of Cave Junction, Josephine Community Library District and Josephine Community Library Foundation are renovating the Illinois Valley Library, located at 209 W. Palmer in Cave Junction. The renovation will expand the 4,264-square-foot library to 5,779 square feet, including a new 1,515-square-foot community meeting space with a teaching 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.

Renovation schedule

The following table shows major project milestones along with their status and dates.

	Milestone	Status	Start	Finish
✓	1 Approve Community Development Block Grant	Complete	12/6/2021	12/6/2021
●	2 Fulfill First Draw Requirements	In progress	12/6/2021	7/12/2022
✓	3 Procure Grant Administrator	Complete	1/5/2022	4/29/2022
●	4 Develop Environmental Assessment	In progress	1/31/2022	8/31/2022
✓	5 Execute Block Grant Contract	Complete	3/8/2022	5/6/2022
●	6 Procure Architecture/Engineering Firm	In progress	4/13/2022	9/30/2022
	7 Design the Renovation and Obtain Permits	Not started	10/3/2022	12/30/2022
	8 Procure Labor Standards Monitoring Firm	Not started	9/12/2022	11/30/2022
	9 Construction Documents Complete	Not started	11/1/2022	12/30/2022
	10 Procure Construction Manager/ General Contractor (CM/GC)	Not started	12/1/2022	2/22/2023
	11 Renovate the IV Library	Not started	2/23/2023	7/27/2023
	12 Close Out Project	Not started	7/14/2023	8/8/2023
	13 Conduct Second Public Hearing	Not started	7/17/2023	7/25/2023

Current and upcoming activities

The following highlights recent accomplishments and plans for the next four weeks:

- **In Progress: Milestone #6, Procure Architectural/Engineering Firm.** After considering a direct appointment of the City of Cave Junction's engineer of record to handle this project's architecture and engineering (A&E), the joint decision was made to return to the competitive Request for Proposals (RFP) process, in the interest of fairness to all concerned.
 - The RFP is undergoing final refinements and review and is scheduled to be published and distributed later this month for a three-week bid period from July 27 to August 16.
 - We will invite at least five A&E firms to submit proposals. This is considered an informal bid process because the cost is less than \$250,000.

Next steps:

- Throughout the three-week bid period, no one connected with the project is allowed to discuss the project with any potential bidder, per Oregon state contracting rules. We'll send all board members a notice when the bid period starts and finishes.
 - The grant administrator will be the RFP contact, and there will be an opportunity for proposers to submit questions, and answers will be posted for all to see.
 - After the bid opening on August 16, the evaluation committee will score all proposals and make its selection by the end of August. Contract negotiations, contract review, and execution will take place through September, and services can begin in early October.
- **In Progress: Milestone #2, Fulfill First Draw Requirements.** Working with the City of Cave Junction to submit to Business Oregon the *Self-Evaluation for Compliance with Section 504 Accessibility Requirement for Persons with Disabilities* and the Section 3 (low-income local resident job opportunities on the project) plan. These are the last two of eight items on the CDBG First Draw Requirements.

Next steps: The Cave Junction City Council will vote on the new Section 3 plan on July 11.

- **In Progress: Milestone #4, Conduct Environmental Assessment.** The Environmental Assessment is about 70 percent completed, with 11 out of 17 elements ready for inclusion in the Environmental Review Record (ERR).

Next steps: Complete research, consultation, and/or letters for the remaining six elements (Endangered Species, Environmental Justice, Explosive and Flammable Facilities, Historic Preservation, Site Contamination, and Wild and Scenic Rivers). Address the five additional factors required for Environmental Assessment: Land Development, Socioeconomic, Community Facilities and Services, Natural Features, and Climate & Energy.

- **Finance:** City staff has submitted its first disbursement request to Business Oregon for expenses incurred by the library district and the city for grant administration and environmental review.
- **Project management:** There are no changes to the renovation scope, cost (\$2.53 million), or finish date (August 8, 2023) since the June report.

Next steps: Draft the roles and responsibilities of the stakeholder organizations and also develop the change management process.

TO: JCLF and JCLD boards

FROM: Rebecca Stoltz, New Williams project manager

SUBJECT: New Williams Library update

DATE: July 7, 2022

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

New Williams Library scope

Josephine Community Library District and Josephine Community Library Foundation are improving library services in the Williams area by relocating and renovating a new Williams branch facility at 20140 Williams Highway in Williams by June 2023.

The renovation will include 1,000 square feet of library use, a designated children’s area, updated technology including broadband Internet, expanded books and other materials, running water, and an ADA restroom.

New Williams Library cost

The project budget is \$825,371, including \$550,000 for the property and \$275,000 for construction and renovation. ZCS Engineering & Architecture estimated construction and soft costs at \$149,400. Other costs include the site plan, site survey, property maintenance, security, contingency, moving, Internet, and audits. Other costs also include \$55,000 in furniture, fixtures, and equipment (FFE).

The library foundation has raised \$790,771 from donations, grants, and American Rescue Plan Act (ARPA) funding, as shown in the following table. A remaining \$34,600 is needed to fully fund the project.

Sale of donated property	\$250,000
CSFRF (Coronavirus State Fiscal Recovery Fund) State of Oregon ARPA grant via Rep. Morgan	\$300,000
Josephine County ARPA funding	\$90,000
Four Way Community Foundation grant	\$10,000
Community fundraising drive through June 30, goal \$135,000	\$140,400
<i>PENDING: Oregon Community Foundation \$40,000 grant request; decision in August</i>	\$34,600
Total	\$825,371

The New Williams Library Fundraising Drive, which had a goal of \$135,000, brought in \$140,400! Many thanks to the generosity and support of Southern Oregon Sanitation and Williams residents Tom Miller and Pat Street who all provided the \$70,000 match. The community met the match and then some! More than 30 new donors from

Williams contributed to the drive. We received several major gifts including one for \$15,000, one for \$11,000, and multiple \$5,000 gifts that helped us reach our goal.

We are now waiting for August to hear the Oregon Community Foundation decision on our \$40,000 grant request for this project.

New Williams Library schedule

The following are recent accomplishments and upcoming milestones for the New Williams Library.

- Throughout June, several open house and other community events were held in Williams to engage with the community about the new library.
- We are scheduling monthly Williams listening sessions for community members to drop by and chat about the project.
- ZCS Engineering and Architecture is creating the design development documents. When they are completed, they'll be submitted to Josephine County for the land use review.
- The Request for Proposals (RFP) for the general contractor is under development, and is expected to be published and distributed in August. After a two- or three-week bid period, proposals will be evaluated. Then comes selection and contract negotiation.
- The groundbreaking ceremony is expected in November.

Construction will include renovating the building interior, plumbing to include an ADA restroom, developing the parking lot with gravel and ADA parking, and installation of high-speed Internet. Construction is expected to complete by April 2023, the library move will take place by May, and the ribbon-cutting ceremony and grand opening will happen by June 2023.

