

Date and Time	Upcoming Meetings and Events
June 21, 5:30pm	District Board Meeting, Grants Pass branch

**Josephine Community Library District
Budget Committee Meeting
Wednesday, April 5, 2023, at 5:30 pm
Grants Pass branch, 200 NW C Street, Grants Pass, OR 97526**

Budget Committee members present: Gina Marie Agosta, Pat Fahey, Laurel Samson, Rachele Selvig, Bill Kohn, Jay Meredith, Cassie Robinson, Joanne Stumpf

Budget Committee members absent: Brenda Aguilera, Lawton Lesueur

Budget Officer present: Kate Lasky, Library Director

Staff present: Business Manager Shannon Hauberg, Associate Director Michelle Rosenberger, Operations Manager Kirsten Edwards

Contractors: Gerald Burns, Financial Advisor for Budget Officer, Grants Administrator Teresa Stover

Guest: Matt Hoff

1. CALL TO ORDER AND INTRODUCTIONS. Budget Officer Kate Lasky called the meeting to order at 5:35 pm.

2. ELECT CHAIR. Nomination of budget committee chair.

Motion: Pat Fahey nominated Jay Meredith as the Budget Committee chair. Laurel Samson seconded. The motion passed unanimously.

3. APPOINT, CONFIRM, OR ELECT SECRETARY.

Motion: Joanne Stumpf nominated Teresa Stover as the Budget Committee secretary. Gina Marie Agosta seconded. The motion passed unanimously.

4. BUDGET PROCESS AND PROCEDURE. Budget Committee Chair Meredith reviewed the budget process and procedure, indicating that a second Budget Committee meeting is tentatively scheduled for May 6 if needed.

5. GROUND RULES. Mr. Meredith reviewed the meeting ground rules.

6. FY24 BUDGET MESSAGE. Referring to the "FY2023-24 Budget Message," Ms. Lasky reviewed the highlights of the FY2023-24 budget.

- The FY22 audit is still in process and the board is currently updating the strategic plan.
- The district has no debt.
- Josephine Community Library Foundation is funding the New Williams Library, and the City of Cave Junction is administering the Community Development Block Grant funds that is funding the majority of the Illinois Valley Library Renovation. The library foundation is funding the balance of the project.
- Revenue will increase by 3 percent.
- It's estimated that 93.2 percent of taxes due will be collected.
- The budget reflects a 5 percent cost of living adjustment and 2.5 percent average merit increase for staff.
- Computer equipment will need to be upgraded in the next year. IT costs have gone up.
- Operating contingency is at 12.6 percent.

- The enhanced fund includes grant-funded projects and equipment and two grant-funded positions. The library foundation has \$90,000 in its budget to support library projects.

7. BUDGET DISCUSSION. Mr. Meredith asked the committee for discussion on the proposed budget.

- Bill Kohn pointed out that the resource line item for Fines & Fees should change to Fees.
- Cassie Robinson asked whether the reserve was set aside for a specific purpose. Ms. Lasky shared that this is for future operations including personnel and capital improvements. She pointed out that the board has to vote on reserve to be used.
- Mr. Kohn asked about the election cost. Ms. Lasky explained the district pays a standard fee to Josephine County for its share of the voters' pamphlet for library board member elections.
- Mr. Fahey asked what formula is used to calculate interest for the Local Government Investment Pool (LGIP). Ms. Lasky responded that 2 percent is used now.
- Ms. Agosta expressed appreciation for all the work the staff and library director do in thinking through to the future and developing a solid budget.
- Mr. Meredith said he's glad that there's an increasing contingency, unappropriated ending fund balance, and reserves, as this shows the library district is in very good financial health.
- Ms. Lasky expressed appreciation to Gerald Burns and to Business Manager Shannon Hauberg for their support in preparing the budget.

8. PUBLIC COMMENT. Mr. Meredith asked for public comment. There was none.

9. QUESTIONS ABOUT THE BUDGET OR PROCESS. Mr. Meredith asked if the committee had questions about the budget or the approval process. There were no further questions.

10. INFORMATION REQUESTS FROM BUDGET COMMITTEE. Mr. Meredith asked if there are any suggested amendments to the budget from other budget committee members. There were none.

Motion: Ms. Agosta moved to approve the FY 2023-24 budget. Mr. Fahey seconded. The motion passed unanimously.

Motion: Mr. Kohn moved to approve the tax rate at 39 cents for FY23-24. Ms. Stumpf seconded. The motion passed unanimously.

11. BUDGET COMMITTEE AND HEARING SCHEDULE. No further meetings were scheduled for the Budget Committee. The budget hearing will take place on May 17, 2023.

12. ADJOURN

Mr. Meredith adjourned the meeting at 6:34 pm.

Respectfully submitted,



Teresa Stover, Budget Committee Secretary
Josephine Community Library District

**Josephine Community Library District
Regular Board Meeting Minutes
Wednesday, April 19, 2023, at 5:30 pm
Grants Pass branch, 200 NW C Street, Grants Pass, OR 97526**

Members present: Laurel Samson, Gina Marie Agosta, Pat Fahey

Members absent: Rachele Selvig, Brenda Aguilera

Staff present: Library Director Kate Lasky, Communications & Partnership Manager Brandace Rojo, Youth Services Librarian Alyssa Donoho, Technical Services Manager Nolen Guerrero, Associate Director Michelle Rosenberger, Business Manager Shannon Hauberg, Adult Services Coordinator Kayla Rau, Technical Services Coordinator Rosalynn Smith, Public Services Manager Kirsten Edwards

Contractors: Grants Administrator Teresa Stover, Coraggio Group representative Sarah Lechner

Partners: Josephine Community Library Foundation liaison Judy Christensen, Josephine Community Library Foundation Executive Director Rebecca Stoltz

Public: Matthew Hoff, Bucky Dennerlein, Laura Guerrero, Steve Chroninger, Nancy Chroninger, Heidi Napier, Chris Bristol

CALL TO ORDER. Ms. Agosta called the meeting to order at 5:32 pm.

STANDING ITEMS

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

Approval of consent agenda. Consent agenda items included:

- March 15 minutes
- March 25 minutes
- April 15 minutes
- Resolution 2023-028 Bylaws Article III-7

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

Public comment. No public comment was provided.

Correspondence. No correspondence was provided.

Annexation petition review. The board of directors reviewed an annexation petition from Kathryn M Lenstet.

Motion: Mr. Fahey moved to endorse an annexation petition from Kathryn M Lenstet. Ms. Samson seconded. The motion passed unanimously.

STAKEHOLDER SURVEY PRESENTATION

A patron survey was conducted by a third party earlier this year. A representative from Coraggio Group, LLC presented the findings from the annual patron survey to the board of directors. The following are highlights:

- More participants rated the library as “excellent” than in previous years.
- There is a strong overall satisfaction in library services.
- Library impact top three categories are: critical community asset and resource, support in raising children,
- BIPOC respondents use the library most for tech and programs.
- There is a clear shift in how people access services since the pandemic. More people are accessing online services than in previous years.
- Lower income households and households with children tend to use the library most.
- Library card fees for people living outside the library district boundary continue to be a barrier.
- There is an opportunity to increase volunteer satisfaction.

STAFF REPORTS

Library director’s report. Ms. Lasky referred to the Library Director’s Report dated April 19, 2023, highlighting the following items:

- Ms. Lasky shared the new proposed strategic plan and explained the process that staff and board members went through to reach this draft.
Motion: Mr. Fahey moved to approve the 2023–2027 strategic plan. Ms. Samson seconded. The motion passed unanimously.
- The library was awarded an FCC grant for the Affordable Connectivity Act to hire a temporary outreach position. Ms. Lasky requested approval to accept and spend the grant.
Motion: Mr. Fahey moved to approve the expenditure of the Affordable Connectivity Act grant. Ms. Samson seconded. The motion passed unanimously.
- The Energy Trust of Oregon is replacing lighting at the Grants Pass branch.
- The Early Literacy Outreach Coordinator position funded by The Ford Family Foundation has been filled.
- The DVD collection has been set up as a floating collection.
- An average of 20,000 items a month are in circulation every month.
- An average of 277 new library cards are processed each month.

Financial report. Ms. Lasky reviewed the March 2023 Financial Statement memo dated April 19, 2023. She also referred to the Profit & Loss Budget vs. Actual–General Fund statement through April 19, 2023, the P&L statement for Enhanced Library Services (grants) through March 2023, the P&L statement for Special Funds as of March 2023, and the Balance Sheet as of March 30, 2023.

Grants Administration. Ms. Stover reported on the status of library district grants referring to the grant update memo dated April 19, 2023.

Budget Officer's Report. Ms. Lasky shared highlights from her report.

ACTION ITEMS

First reading: Policy 3-1-2 Patron Conduct. A proposal was made to match smoking policy to standard public policy of 10 feet away from the entrance of a building.

Ms. Lasky will ask staff for input before bringing back to the board of directors.

First reading: Policy 3-1-6 Weapons in the Library. This policy restates law and the rights of patrons.

First reading: Policy 3-4-2 Meeting Space. There is a suggestion to update the timeframe to allow community members to book for two months at a time instead of three to better manage the space.

BOARD MEMBER REPORTS

Library Foundation liaison report.

Ms. Christensen reported that there are 10 days left in the crowdfund to raise money to purchase a downtown property for a new Grants Pass branch and \$9,000 remaining to meet the matching gift requirement from Four Way Community Foundation.

Facilities Oversight Task Force.

Ms. Samson reported that the RFP for a contractor for the Williams branch construction project will be posted later this week.

Clouser Drilling decommissioned an old well on the property of the new Williams branch at no charge.

ANNOUNCEMENTS

Comments from board members.

Mr. Fahey acknowledged that recent policy changes surrounding weapons in the library were not taken lightly and that the board appreciates staff and volunteers and recognizes that feelings surrounding these changes are sensitive.

Date and agenda items for next meeting.

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

ADJOURNMENT

The meeting adjourned at 6:40 pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Brandace Rojo'.

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: April 13, 2023
SUBJECT: Patron Policy 3-1-6 Weapons in the Library

Memo

Recently Personnel Policy 4-2-7 was revised to remove language prohibiting JCLD employees from “bringing to any JCLD location any dangerous or unauthorized materials including explosives, firearms, or any dangerous weapons.” After a potentially dangerous situation at a rural branch JCLD consulted the Sheriff’s Office and legal counsel before deciding to revise the policy. Oregon law already prohibits who can possess the above items and where; it also provides specific exemptions to the law. Removing the prohibition simply affords employees the opportunity to make their own decisions in accordance with the same laws all Oregonians must adhere to. The policy change caused confusion. A new policy is necessary to provide clarity and guidance on the matter.

First Reading Patron Policy 3-1-6 Weapons in the Library

Josephine Community Library District (JCLD) takes the safety of all library workers, volunteers, patrons, and potential patrons seriously. JCLD strives to create a safe and welcoming environment for all members of the community. JCLD deplores violence in all forms. Harassment, physical abuse, fighting, and threatening or dangerous behavior will never be tolerated.

Oregon law places special restrictions on the possession of weapons in public buildings. This section clarifies Oregon law and JCLD’s weapons policy. The information provided in this policy does not, and is not intended to, constitute legal advice; instead, all information, content, and materials available in this policy are for general informational purposes only.

Oregon law provides guidance on the possession of firearms or dangerous weapons in public buildings (ORS 166.370).

- All firearms, excluding handguns in certain situations, are prohibited at the library.
- Dangerous weapons are prohibited at the library.
 - In this context, the term “dangerous weapon” has a specific legal definition. An item must be wielded in a specific way for it to be considered a dangerous weapon.
 - “A dangerous weapon means any weapon, device, instrument, material or substance which under the circumstances in which it is used, attempted to be used or threatened to be used, is readily capable of causing death or serious physical injury” (ORS 161.015).
- Handguns are prohibited at the library with certain exceptions allowed by law.
 - Oregon law provides exemptions for various individuals (ORS 166.370). Those exempt from the prohibition include individuals in various professions such as, but not limited to, law enforcement; and individuals who possess a valid Concealed Handgun License (CHL).
 - Although Oregon law specifically allows individuals with a valid “Concealed” Handgun License to possess a handgun in public buildings, the law does not require the handgun to be concealed. JCLD respectfully requests those with a CHL conceal their handguns.

JCLD is committed to following Oregon State Law. Any violation of the above rules will result in an immediate and appropriate response, including notifying law enforcement for appropriate legal action.

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

In the Matter of Adopting Policy 3-1-6,)	
Weapons in the Library, for Josephine)	Resolution No. 2023-030
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 3-1-6, Weapons in the Library, which is attached hereto and incorporated herein by this reference, is authorized for implementation.

DONE AND DATED this 17th day of May 2023.

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: April 5, 2023
SUBJECT: Operations Policy Review and Revision- Meeting Space

Background

Currently, JCLD policy specifies a three-month limit on meeting room reservations. This time limit is challenging to manage due to limited meeting space and increased demand. Staff recommend allowing a two-month limit but changing the policy to allow for flexibility in making recurring reservations.

Operations Policy 3-4-2. Meeting Space

Reservations and Use

- Reservations may be made ~~three months~~ 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.

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

)	
In the Matter of Adopting Policy 3-4-2,)	Resolution No. 2023-031
Meeting Space, for 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 17th day of May 2023.

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 Affirming Kate Lasky as Authorized Representative for Josephine Community Library District))))	Resolution No. 2023-032
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WHEREAS, per ORS 357.470, the library director serves as secretary to the board;
now therefore

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby
resolves

As library director, Kate Lasky is the secretary of the board and authorized
representative of Josephine Community Library District.

DONE AND DATED this 17th day of May 2023.

Pat Fahey, Board Member

Gina Marie Agosta, Board Member

Brenda Aguilera, Board Member

Rachele Selvig, Board Member

Laurel Samson, Board Member

Annexation Petitions

May 2023

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 **May** 2023 board meeting for review and action.

	Property Owner	Address
1	Helen Kruse	857 AZALEA DR
2	Evelyn Burden	1321 ROCKYDALE RD
3	Rachel & Grant Neeman	2524 ROCKYDALE RD
4	Neil Hooper	146 GARY LANE
5	Jerry Cortapassi	2500 LAKESHORE DR

TO: Josephine Community Library District Board of Directors
FROM: Kate Lasky, Library Director
DATE: May 17, 2023
SUBJECT: Library director's report

General Updates

- Board members are encouraged to attend the Volunteer Appreciation Spring Fling on Sunday, May 21 from noon to 2pm at the Grants Pass branch. Sandwiches, cookies, and drinks will be provided. Bring a side dish of your choice if you are able. Family welcome.
- Board members are invited to the Community Celebration on Saturday, July 22 from 10am-12 at the Grants Pass property in the parking lot. Come and celebrate the exciting accomplishment and the first step toward building a new downtown Grants Pass library. More details and ways to help are coming soon.
- The Next Chapters Crowdfund raised \$260,000, meeting the matching grant of an additional \$250,000 from Four Way Community Foundation.
- The library foundation has exceeded the joint-board original Facilities Master Plan timeline for fundraising and community input, raising funds for the Williams and Illinois Valley building projects and the Grants Pass property five to ten years ahead of schedule. **See attached.**
- For the New Williams Library, the invitation to bid was published on April 21 and on April 28, a site meeting and walkthrough took place, which was well attended by several contractors and subcontractors. The building permit application is in process and expected within the next three weeks. A tentative groundbreaking date has been set for July 1, with construction scheduled for July through October.
- For the Illinois Valley Library Renovation, the library team has made several changes to design and features to cut costs to align the budget with the available project funds. Project engineers are working on requirements for the zoning clearance permit with the City of Cave Junction. A public hearing with the city's Planning Commission (city council) is expected to take place on June 12. Construction is expected to start this fall.
- The library director was invited to write a monthly column for the Grants Pass Daily Courier, Between the Pages: Insights and stories from the library. The first column ran on April 29 for National Library Week.
- For more information about library programs and events, read the [Latest News](#) and the [Youth Library Newsletter](#) online.

Stories

- **In Grants Pass**, staff and volunteers spent nearly an hour working with a patron to start an ID.ME account with the IRS so the patron could set up a payment plan for income taxes owed. The patron had been on the verge of giving up when the library stepped in to help. The patron later commented, "I couldn't have done this without you!" Our volunteers hear the best things: "I've heard about all the things in the news, and I want you to know that librarians are my heroes," said an older gentleman who came in to "shake a librarian's hand." Also overheard "My library card is the only card in my wallet that doesn't give me trouble."
- **In Illinois Valley**, a teen patron wanted a more correct translation of "Journey to the Center of the Earth." After some research, the patron was told how to do interlibrary

loans for their specific interest. A few days later, Carol, one of the interlibrary loan volunteers mentioned that she was able to request a copy of “Journey to the Interior of the Earth,” which is considered a more correct translation of Jules Verne’s classic.

- **In Williams**, a parent brought a teen struggling with high school academics to the Williams branch. The branch manager showed them how to use the Brainfuse HelpNow resource to upload homework into live tutoring session.
- **In Wolf Creek**, the branch manager, along with several staff members, successfully assembled and reconfigured new shelving units in the main area of the Wolf Creek branch to better serve the students visiting from the Sunny Wolf Charter School.



Successes

- Tax season brought many patrons to the branches looking for paper tax forms. Staff and volunteers were able to print the various forms needed from the IRS website.
- The second fire inspection in Grants Pass discovered three items that the fire inspector missed the first go-round; however, all are now in good order: exit signs, new and safer outlets, and improved signage.
- In Illinois Valley, storytime is attracting more and more families who come together at the library for reading engagement, social play, and fun crafts. April had the highest participation with 26 children and 14 adults since the program restarted in September 2022.

Challenges

- The absence of a volunteer coordinator has increased the workload of operations staff in Grants Pass. Recruitment for a new volunteer coordinator is underway.
- The sudden loss of the JCLD volunteer coordinator revealed gaps in our volunteer database. Managed a backlog of applicants. Establishing a new workflow took most of April and part of the first week of May.

2021–2024 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

- Preparation for the [2023 Summer Reading Program](#) continued, including development and printing of booklets, calendars, flyers, weekly activities and incentives, tote bags, reading lists, and more. Some of these items have already been received and completed. Registration begins on June 1.

- The spring session of Kindergarten Toolbox kicked off in May with 10 children registered. Interest was so high that another session has been planned for the summer, with six children on the waiting list.
- The communications and partnership manager tabled at an event hosted by the Jackson and Josephine County Housing Authority in April. This event was hosted in the community room at one of the low-income housing apartment complexes in Josephine County, Parkview Terrace. About 80 families with children came through and got information about the library, free books, coloring pages, and stickers. With the exception of two families, none realized they lived in the library district and were eligible for a library card at no cost.
- Josephine County Jail requested discarded paperback books. Staff were able to collect a box full for a donation. Jail staff were grateful because it has become hard for them to find paperback books. Literacy has been shown to highly reduce recidivism rates. Getting these books into the hands of patrons experiencing the carceral system is a helpful step in the process of increasing literacy.
- With the help of the grant funded Early Literacy Outreach Coordinator, the partnership team was able to schedule tabling at PorchFest and Frog o'Faire this summer to promote the Summer Reading Program and library cards.

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

- The Spanish outreach assistant did all Spanish translation work for Summer Reading Program aside from the booklet, saving the library district a considerable amount of money in contracts this year. Translation work included “craftivity” instructions, weekly activity handouts, and a flyer and calendar for both local school districts to distribute.

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

- In reviewing the Free Tax Assistance Afternoons, UCAN volunteers relayed that 13 of the program’s 44 participants did not need to file. These participants were all very grateful and relieved to learn this at no cost, as opposed to paying \$200 to learn the same thing at a tax preparation office.
- April involved many conversations with volunteers and patrons about the rules of the special district and library board elections, as well as the annexation process.

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

- As the Board of Directors passed the new [2024-2027 Strategic Direction](#) at its April board meeting, management will be finalizing workplans to begin July 1, 2023. The outline for the monthly director’s report will reflect these changes at the first meeting of the new fiscal year on July 19.

- The FCC approved the library's application for an 80 percent discount on \$24,328 of Internet-related equipment, configuration, and installation and on \$26,940 for another year of high-speed wireless services and a wide area network to the four library branches. Hunter Communications is the provider for both programs.
- Of the \$209,780 grant awarded to Josephine County for the FCC Affordable Connectivity Program (ACP), the library district will receive \$187,800 over two years. The grant pays for outreach to help qualifying households throughout Josephine County apply for discounts of up to \$30 per month for Internet services. With this grant, the library will hire a digital outreach coordinator for a 24-month program to implement outreach events and help people enroll in the program. The job description for this position has been drafted, and efforts are underway with the county to develop the contract, identify roles and responsibilities, and establish financial processes and reporting requirements.

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.

- Additional books to support homeschooling families have been added to the Parent Resources Collection. Titles include "Debt Free Degree," "Modern Miss Mason," "Homeschool Bravely," "Wild + Free Handcrafts," and "Unschooling as Homeschooling."

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.

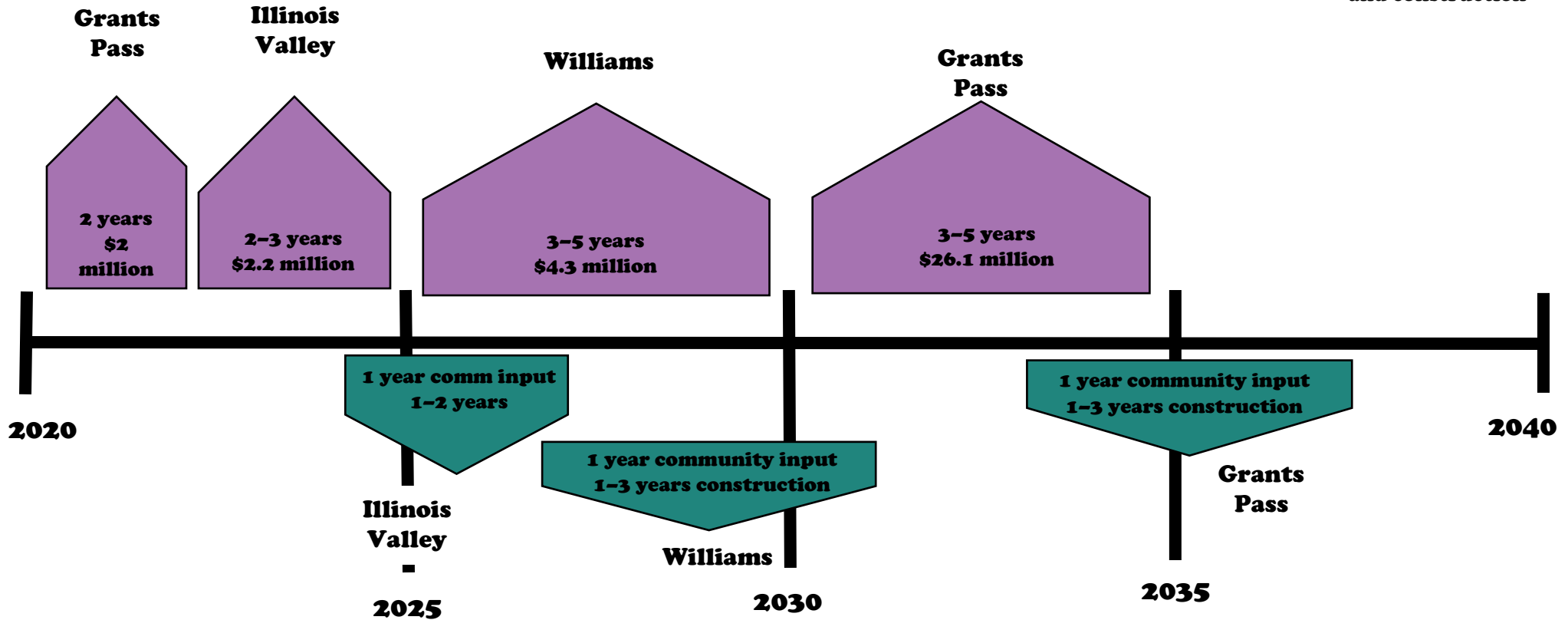
- Early literacy outreach coordinator position has been filled. This position is funded by The Ford Family Foundation. Orientation began in late April.
- Energy Trust of Oregon completed updating lighting in Grants Pass and Wolf Creek. This activity replaced the fluorescent lights and ballasts with more energy efficient LED lights. Under the Energy Trust of Oregon program this was completed at no cost.
- Four staff members attended the Oregon Library Association Conference in Bend, Oregon.
- May safety committee meeting allowed staff to get caught up on all the issues including past incident reports and suggestions from staff and volunteers JCLD-wide. No new problems exist. Old issues (fire safety) are resolved.
- Added two new electrical outlets to the business office at the Grants Pass branch to support appropriate connections for workstation battery backups.

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

- Developed decommissioning procedures to ensure proper tracking of any technology or equipment that is no longer usable. As part of the procedures, also developed a technology decommissioning log and an equipment decommissioning log.
- Staff developed an Email Safeguards infographic to support cyber security for the district. **See attached.**

Capital Campaign(s) Scenario #3

-  Library foundation fundraising
-  Library district community input and construction



Email Safeguards



Hmmm... It looks pretty real.

It's easy to spoof logos and make fake email addresses. Scammers use familiar company names or pretend to be someone you know.

But It's urgent!

Messages sometimes will pressure you to act now, or something bad will happen. Scammers will make demands, threaten legal consequences, or try to exploit an emotional response. Often these messages will try to underscore a sense of urgency that you must act quickly as time is of the essence.



What happens?



Clicking on a link or opening an attachment, can install ransomware or other programs that can lock you out of your data and spread to the entire library network. If you share passwords, scammers now have access to those accounts. Ransomware is serious, don't play a part in having the library fall victim to an attack that shuts down services or compromises our patrons' information.

What you can do before you click on a link or share any sensitive information:

Check it out.



Look up the website or phone number for the company or person behind the text or email. Make sure that you're getting the real company or person and not about to download malware or talk to a scammer.

Talk to someone.

Talking to a colleague might help you figure out if the request is real or a phishing attempt.



Make a call if you're not sure.

Pick up the phone and call that vendor, colleague, or person who sent the email. Confirm that they really need information from you. Use a number you know to be correct, not the number in the email or text.



Oh no! What if you fall for a phishing scheme:

Limit the damage.

Immediately change any compromised passwords. Quickly power down and disconnect from the network any computer or device that's infected with malware.



Alert others!

Talk to your colleagues and share your experience. Phishing attacks often happen to more than one person in a business that is targeted. If you can from a device that was not infected email jclditteam@josephinelibrary.org.



Report it.

Forward phishing emails to spam@uce.gov (an address used by the FTC) and to reportphishing@apwg.org (an address used by the Anti-Phishing Working Group, which includes ISPs, security vendors, financial institutions, and law enforcement agencies). Let the company or person that was impersonated know about the phishing scheme. And report it to the FTC at [FTC.gov/Complaint](https://www.ftc.gov/Complaint).



TO: Josephine Community Library District Board of Directors
FROM: Kate Lasky, Library Director
DATE: May 17, 2023
SUBJECT: April 2023 Financial Statement

Action

- After a semi-annual review of repair and maintenance costs, it was determined that the expense of \$15,000 for electrical, plumbing, and door replacement should be transferred from the Grants Pass Maintenance Fund. The library director seeks authorization by a motion of the board of directors for the transfer from the Grants Pass Maintenance Fund to the General Fund to offset the expense for up to \$15,000.

Accounting

- The net income for the general fund on the P&L of \$363,139 does not equal the Balance Sheet net income of \$2,771,690. 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 from FY21-22.
- JCLD invoiced Josephine Community Library Foundation \$1,260 for 21 household scholarships for the month of April.

Statement of Financial Activities (general fund P&L)

Revenue

- The district received \$1,478,758 for current year tax levy; total prior year's tax levy income is \$35,706, for a total to date tax revenue of \$1,515,040.
- Non-resident card fees for April equaled \$4,235.

Expenses

- Collection development budget is \$175,000 for general fund purchases. Total collection development dollars spent through April equal \$167,862 and for special funds \$18,690, for a grand total of \$186,552.

Special Contracts

- Special contracts for the month of April were \$29,714, which includes information technology, web development, strategic planning, and patron engagement survey.

Forecast

- Forecasted changes in the General Operating Fund revenue and expense will not affect the bottom line for the fiscal year and are evaluated monthly for use of contingency if required. The forecast has been updated for April 2023 to reflect the most current understanding of projected revenue and expense.

Statement of Financial Position (balance sheet)

- The district assets include \$37,214 in the district checking account. The Grants Pass maintenance fund totals \$22,874 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 \$1,586,845 and a reserve fund of \$802,183. Cash Drawers at the four branches total \$390.
- The total combined assets of these accounts equal \$2,449,507.

Josephine Community Library District

Balance Sheet

As of April 30, 2023

Apr 30, 23

ASSETS

Current Assets

Checking/Savings

1000 · People's Bank of Commerce	\$37,214
1010 · People's Bank-Savings	\$22,875
1100 · General Pool 6000	\$1,586,845
1110 · LGIP - Reserve Fund	\$802,183
1150 · Cash Drawers	\$390

Total Checking/Savings \$2,449,507

Other Current Assets

1310 · JoCo Reserve for Disputed Tax	\$19,052
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Total Other Current Assets \$19,052

Total Current Assets \$2,468,559

Fixed Assets

1610 · Furniture and Equipment	\$303,131
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Total Fixed Assets \$303,131

TOTAL ASSETS \$2,771,690

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

2100 · Payroll Liabilities

2130 · Health Insurance withholdings	\$5,504
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2135 · HSA withholdings	-\$200
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Total 2100 · Payroll Liabilities \$5,304

2400 · Deferred Revenues(audit)	\$19,052
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Total Other Current Liabilities \$24,357

Total Current Liabilities \$24,357

Total Liabilities \$24,357

Equity

3909 · General Fund Balance	\$1,446,209
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3909A · General Fund Appropriated	-\$1,446,209
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3910 · GP Maint Fund Balance	\$12,866
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3910A · GP Maint Fund Appropriated	-\$12,866
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3911 · Reserve Fund Balance	\$492,165
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3911A · Reserve Fund Bal Appropriated	-\$492,165
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3920 · Capital Asset Investments	\$303,131
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Net Income	\$2,444,202
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Total Equity \$2,747,333

TOTAL LIABILITIES & EQUITY \$2,771,690

Josephine Community Library District
Profit Loss Budget vs. Actual
General Fund July 2022 through April 2023

	Jul - Apr 23	Budget	\$ Over Budget	Forecast
Ordinary Income/Expense				
Income				
4000 • Current Year Tax Levy				
4001 • Current Tax Levy	1,478,758	1,512,100	-33,342	1,512,100
4005 • Prior Year Taxes	35,706	28,800	6,906	36,000
4020 • OtherTaxes/Bond Priors-LandSale	576			576
Total 4000 • Current Year Tax Levy	1,515,040	1,540,900	-25,860	1,548,676
4050 • Grant Revenue	780			780
4100 • Fees	45,122	22,500	22,622	50,000
4200 • Interest Income	38,933	6,000	32,933	40,000
4300 • Other Revenues	504	500	4	500
4310 • Donations	1,076	0	1,076	1,200
Total Income	1,601,454	1,569,900	31,554	1,641,156
Expense				
5000 • Personal Services	658,913	895,953	-237,040	810,000
6 • Materials and Services				
6.1 • Library Services				
5200 • Collection Development	167,862	175,000	-7,138	175,000
5300 • Technical Services	42,833	48,485	-5,652	48,485
6650 • Patron Services and Supplies	2,781	12,210	-9,429	10,000
6660 • Volunteer Support	3,383	1,911	1,472	5,000
6670 • Events at Library	3,666	17,732	-14,066	10,000
6680 • Communication & Outreach	37,287	33,550	3,737	40,000
6690 • Special Contracts	139,783	89,000	50,783	150,000
Total 6.1 • Library Services	397,596	377,888	19,708	438,485
6.2 • Maintenance and repairs				
5400 • Building Improvements	3,614	25,000	-21,386	5,000
5500 • Facilities & Equipment	55,614	46,284	9,330	60,000
5600 • Computer Maintenance	20,442	24,000	-3,558	24,000
Total 6.2 • Maintenance and repairs	79,671	95,284	-15,613	89,000
6.3 • Administration				
5700 • Insurance	9,950	10,450	-500	10,450
5800 • Travel & Training	12,521	44,456	-31,935	25,000
6640 • Auditor	12,400	19,300	-6,900	19,300
6699 • Legal Administration	917	2,200	-1,283	2,200
6700 • Administrative Support	17,501	20,843	-3,342	20,843
6800 • Telecommunications	14,079	17,295	-3,216	17,295
6850 • Utilities	34,768	44,682	-9,914	44,682
Total 6.3 • Administration	102,136	159,226	-57,090	139,770
Total 6 • Materials and Services	579,403	632,398	-52,995	667,255
Total Expense	1,238,315	1,528,351	-290,036	1,477,255
Net Ordinary Income	363,139	41,549		163,901
Net Income	363,139	41,549		163,901

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

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

Recent highlights

- The library is working with Josephine County on the contract for the FCC Affordable Connectivity Program (ACP) grant for the ACP Outreach and Enrollment project. As subrecipient, the library will receive \$187,800 over two years for a Digital Outreach Coordinator and other project expenses.
- The FCC E-Rate program has approved the library's request for discounted Internet services and equipment for FY24. This results in a \$21,552 discount for districtwide Internet services and wide area network, and a \$19,462 discount for districtwide Internet-related equipment.
- To support the Kindergarten Toolbox program funded by the Ford Family Foundation, the library has hired a bilingual early literacy outreach coordinator.

Awarded grants status

Some grant funders send the funds upon award; others ask for invoices on expenditures and then reimburses the district. Either way, when a grant is awarded that was not confirmed at the time of budget development, the board authorizes the acceptance and expenditure of those funds. The following is the status of awarded grants:

- As of April 18, 2023, there were \$46,268 in restricted grant funds yet to be spent from:
 - AllCare Health for the Virtual Meeting Booth program at the Grants Pass library
 - Ford Family Foundation for the Kindergarten Toolbox program
 - State Library of Oregon/Ready to Read for early literacy and summer reading programs
- As of April 18, 2023, there were \$61,871 available in reimbursable grant funds from:
 - Josephine Community Library Foundation for the Summer Reading Program online tool
 - Dorothy Thompson Fund for the library's print collection, via the library foundation
 - State Library of Oregon/Oregon Digital Newspaper Project to digitize the IV News
 - FCC/E-Rate for Wide Area Network Services
 - FCC/E-Rate for New Williams Library Internet

Note: The two FCC/E-Rate funds don't pass through the library but are handled directly between the selected vendor and the E-Rate program administrator.

Josephine Community Library Foundation grants

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

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

TO: Josephine Community Library District Budget Committee
FROM: Kate Lasky, Budget Officer
DATE: April 2023
SUBJECT: FY 2023-24 Budget Message

JOSEPHINE COMMUNITY LIBRARY DISTRICT FY 2023-24 BUDGET MESSAGE

This FY 2023-24 budget document represents the resources and requirements anticipated to be necessary to accomplish the goals and activities of the District as approved by the Board of Directors. This proposed budget is in balance as required by Oregon Budget Law.

RESOURCES

General Fund resources are made up with the cash carryover including any unappropriated ending fund balance, the taxes to be received, restricted resources such as funds from the Library Foundation, State Library, and Trust donations along with interest and fees.

Maintenance Fund resources are made up from the carryover (Fund Balance) and a transfer in from the General Fund.

Reserve Fund resources are made up from the carryover (Fund Balance) and a transfer in from the General Fund.

REQUIREMENTS

APPROPRIATIONS SUMMARY

General Library Operations: This allocation includes all aspects of operating the library branches and provides the basic level of core services as approved by the Board of Directors.

Enhanced Library Services: The Josephine County Library Foundation grant funds will pay for deferred maintenance, special projects, and library card scholarships in this category. Other expenditures include State Library or Oregon Ready to Read Grant, government and federal funding, and foundations grants.

Interfund Transfers: This appropriation represents a transfer from General Library Operations to the Grants Pass Maintenance Fund as required by the lease agreement between Josephine County and JCLD for use of the Grants Pass branch at 200 NW C Street.

Operating Contingency: For FY 2023-24, a contingency of approximately 12% of the operating budget is set. It is not anticipated these funds will be needed, however, with the estimated completion of new construction of the Williams branch in September 2023, a 12% contingency is advisable.

Unappropriated Ending Fund Balance: It is anticipated a fund balance of \$720,350 will be necessary to provide for operations in FY 2023-24 until the receipt of tax revenue.

GENERAL LIBRARY OPERATIONS

PERSONNEL SERVICES

Library Staff Salaries: The district will employ 16 positions at 15 FTEs. The staffing schedule reflects JCLD's plan to maintain core services and implement strategic goals. No new positions are planned.

Taxes and Benefits: Employee benefits include worker's compensation, employment insurance, health insurance, life and disability insurance, and a retirement program.

MATERIALS AND SERVICES

Library Services: The Materials and Services budget is closely tied to JCLD's core services and strategic plan and is based on an analysis of FY 2022-23 YTD actuals, as well as the past two fiscal years. Library Services represents Collection Development, Technical Services, Patron Services and Supplies, Volunteer Support, Events at Library, Communications and Outreach, and Special Contracts for grants administration, website maintenance, information technology and network services, and annual community needs assessments.

Maintenance and Repairs: Allocations include Building Improvements, Facilities and Equipment, and Computer Maintenance. Maintenance and Repairs calculations are based on FY 2022-23 YTD actuals and projected deferred maintenance and repairs for the Illinois Valley, Williams, and Wolf Creek branch buildings in accordance with the Capital Improvement Plan updated by the Board of Directors annually.

Administration: Allocations include Insurance, Travel & Training, Election, Audit Services, Legal Services, Administrative Support, Telecommunications, and Utilities. Administration calculations are based on previous years' actuals and planned for full capacity.

Transfers: The Board of Directors authorized the Reserve Fund for the purpose of emergencies, future library services and operations, personnel inflation, and capital and maintenance improvement projects in May 2019. The Reserve Fund is for 10 years and expires in May 2030.

ENHANCED LIBRARY SERVICES - MATERIALS AND SERVICES

Library Staff Salaries: The district will employ 2 temporary grant-funded positions at 2 FTEs. The staffing schedule reflects JCLD's plan to support core service goals of early literacy, technology, and lifelong learning. Wages will be supported by The Ford Family Foundation and the Federal Communications Commission Affordable Connectivity Program in partnership with Josephine County Broadband Action Team.

Taxes and Benefits: Employee benefits include worker's compensation, employment insurance, health insurance, life and disability insurance, and a retirement program.

Library Services: The Josephine County Library Foundation and other foundation, government, state, and federal grant funds will pay for early literacy, technology, lifelong projects, and library card scholarships in this category. Other expenditures include State Library of Oregon Ready to Read Grant.

Maintenance and Repair: The Josephine County Library Foundation grant funds will pay for deferred maintenance in this category.

Total General Fund Requirement, including Contingency and Unappropriated Ending Fund Balance is \$3,604,900.

MAINTENANCE FUND

In accordance with the lease agreement between JCLD and Josephine County for the use of the Grants Pass branch building, JCLD holds a dedicated fund for repairs and renovation of the building. JCLD is required to deposit \$5,000 per year into the Grants Pass Maintenance Fund. Funds transferred per the lease agreement are restricted for support of the Grants Pass branch. All other funds are unrestricted. Total Fund Requirement is \$22,856.

RESERVE FUND

The JCLD Board directed the formation of a Reserve Fund for capital outlay for building improvements and infrastructure in May 2019. The Reserve Fund is set aside for the purpose of

emergencies, future library services and operations, personnel inflation, and capital and maintenance improvement projects.

Total Fund Requirement is \$951,180.

The proposed total annual budget is \$4,577,936.

Josephine Community Library District

	Historical Data			RESOURCE DESCRIPTION	Budget for Next Year 2023-24			
	Actual		Adopted Budget This Year Year 2022-23		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2020-21	First Preceding Year 2021-22						
1				1 Available cash on hand (cash basis)				1
2	1,182,254	1,258,247	1,300,000	2 Unrestricted - Library Operations	1,400,000	1,400,000		2
3				3 Restricted - Grants and Donations				3
4			-	4 Federal	-	-	-	4
5			-	5 State	-	-	-	5
6	16,000		-	6 Local Governments	-	-		6
7	12,208		54,100	7 Foundations	35,000	35,000		7
8	6,883		-	8 Community Service Organizations	-	-		8
9				9				9
10				10				10
11				11				11
12	35,091	-	54,100	12 Total Restricted - Grants and Donations	35,000	35,000	-	12
13	1,217,345	1,258,247	1,354,100	13 Total Available cash on hand* (cash basis)	1,435,000	1,435,000	-	13
14	52,366	41,020	28,800	14 Previously levied taxes estimated to be received	30,000	30,000		14
15	15,032	16,946	6,000	15 Interest	15,000	15,000		15
16				16 OTHER RESOURCES				16
17	14,031	36,693	22,500	17 User Fees Paid & Scholarship	39,000	39,000		17
18	2,700	12,420	-	18 Restricted - Fees	-	-		18
19	1,989	233	-	19 Gifts & Donations	-	-		19
20	5,829	5,004	500	20 Other Revenue	1,000	1,000		20
21		197,116	-	21 Restricted - Grants and Donations				21
22	6,579		-	22 Federal	113,000	113,000		22
23	188,971		6,000	23 State of Oregon	72,000	72,000		23
24	-			24 Local Governments	-	-		24
25	169,735		87,000	25 Foundations	103,900	103,900		25
26	13,000		-	26 Community Service Organizations	-	-		26
27				27 New Projects	250,000	250,000		27
28				28				28
29	378,285	197,116	93,000	29 Total Restricted - Grants and Donations	538,900	538,900		29
30				30				30
31	-	-	-	31 General Fund Enhanced Services Support	1,000	1,000		31
32				32				32
33				33				33
34				34				34
35				35				35
36				36				36
37				37				37
38				38				38
39	1,687,577	1,567,679	1,504,900	39 Total resources, except taxes to be levied	2,059,900	2,059,900	-	39
40			1,512,100	40 Taxes estimated to be received	1,545,000	1,545,000		40
41	1,420,110	1,457,474		41 Taxes collected in year levied				41
42	3,107,687	3,025,153	3,017,000	42 TOTAL RESOURCES	3,604,900	3,604,900	-	42

REQUIREMENTS SUMMARY

PAGE 2 OF 8

**FORM
LB-30**

General Fund

	Historical Data			REQUIREMENTS DESCRIPTION	Budget For Next Year 2023-24			
	Actual		Adopted Budget This Year 2022-23		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2020-21	First Preceding Year 2021-22						
1				1	APPROPRIATIONS SUMMARY			1
2				2				2
3				3				3
4	1,218,661	1,248,835	1,528,804	4	TOTAL GENERAL LIBRARY OPERATIONS	1,784,650	1,784,650	4
5				5				5
6				6				6
7				7				7
8				8				8
9	309,479	203,909	147,100	9	TOTAL ENHANCED LIBRARY SERVICES - GRANTS	619,900	619,900	9
10				10				10
11				11				11
12				12				12
13				13				13
14				14				14
15				15				15
16				16				16
#	-	-	-	17	TOTAL DEBT SERVICE	-	-	17
18				18				18
19				19	General Fund Enhanced Services Support	1,000	1,000	19
20				20				20
21	-			21	TOTAL SPECIAL PAYMENTS	1,000	1,000	21
22				22	INTERFUND TRANSFERS			22
23	5,000	5,000	5,000	23	Transfer to Grants Pass Maintenance Fund	5,000	5,000	23
24	316,300	121,200	195,300	24	Transfer to Reserve Fund	150,000	150,000	24
25				25				25
26				26				26
27				27				27
28	321,300	126,200	200,300	28	TOTAL INTERFUND TRANSFERS	155,000	155,000	- 28
29	1,849,440	1,578,944	1,876,204	29	TOTAL OPERATING APPROPRIATIONS	2,560,550	2,560,550	29
30	-	-	540,796	30	OPERATING CONTINGENCY (12.6% of \$2,560,550)	324,000	324,000	30
31	1,849,440	1,578,944	2,417,000	31	TOTAL REQUIREMENTS APPROPRIATED	2,884,550	2,884,550	0 31
32				32	Total Requirements for ALL Org.Units/Progams within fund			32
33				33	Reserved for future expenditure			33
34				34	Ending balance (prior years)			34
35	1,258,247	1,446,209	600,000	35	UNAPPROPRIATED ENDING FUND BALANCE	720,350	720,350	35
36	3,107,687	3,025,153	3,017,000	36	TOTAL REQUIREMENTS	3,604,900	3,604,900	0 36

FORM
LB-30

REQUIREMENTS SUMMARY
ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY
General Fund - General Library Operations

PAGE 3 OF 8

	Historical Data			REQUIREMENTS FOR: <u>General Library Operations</u>	Budget For Next Year 2023-24			
	Actual		Adopted Budget This Year 2022-23		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2020-21	First Preceding 2021-22						
1				1	PERSONNEL SERVICES			1
2	591,232	621,926	676,364	2	Library Staff Salaries	814,650	814,650	2
3	144,050	154,343	219,590	3	Taxes and Benefits	244,000	244,000	3
4				4	Total			4
5				5				5
6				6				6
7				7				7
8	735,282	776,269	895,954	8	TOTAL PERSONNEL SERVICES	1,058,650	1,058,650	0
10				10	MATERIALS AND SERVICES			10
11	269,755	283,985	378,150	11	Library Services	405,000	405,000	11
12	103,728	68,345	95,300	12	Maintenance and Repairs	131,000	131,000	12
13	109,896	120,236	159,400	13	Administration	190,000	190,000	13
14				14				14
15				15				15
16				16				16
17				17				17
18				18				18
19				19				19
20				20				20
21				21				21
22				22				22
23				23				23
24				24				24
25				25				25
26				26				26
27	483,379	472,566	632,850	27	TOTAL MATERIALS AND SERVICES	726,000	726,000	0
28				28	CAPITAL OUTLAY			28
29				29	Capital Outlay			29
30				30				30
31				31				31
32				32				32
33				33				33
34				34				34
35	0	0	0	35	TOTAL CAPITAL OUTLAY	0	0	0
36	1,218,661	1,248,835	1,528,804	36	ORGANIZATIONAL UNIT / ACTIVITY TOTAL	1,784,650	1,784,650	0

General Fund

	Historical Data			REQUIREMENTS FOR: <u>General Library Operations - Personnel Services</u>		Budget for Next Year 2023-24			
	Actual		Adopted Budget This Year Year 2022-23			Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
	Second Preceding Year 2020-21	First Preceding Year 2021-22							
1				1	Library Staff Salaries				1
2				2	Base Salaries				2
3			201,800	3	Support Services Department	257,600	257,600		3
4			436,815	4	Public Services Department	497,600	497,600		4
5	591,232	621,926	638,615	5	Total Base Salaries	755,200	755,200		5
6				6					6
7				7	Salary Increases				7
8			5,818	8	Merit 2.5% based on anniversary date	21,690	21,690		8
9			31,931	9	COLA 5.0% of Gross Salaries	37,760	37,760		9
10			37,749	10	Total Salary Increases	59,450	59,450		10
11	591,232	621,926	676,364	11	Total Library Staff Salaries	814,650	814,650	0	11
12				12					12
13				13	Taxes and Benefits				13
14				14	BENEFITS Other	-	-		14
15	13,908	11,899	20,291	15	BENEFITS Retirement	30,000	30,000		15
16	43,342	45,485	51,742	16	BENEFITS Social Security/Medicare	57,500	57,500		16
17	11,109	12,806	15,556	17	BENEFITS Unemployment Insurance (SUTA, FUTA)	17,300	17,300		17
18	68,679	79,337	124,200	18	BENEFITS Health Insurance	130,500	130,500		18
19	1,868	995	2,089	19	BENEFITS Workers Comp Insurance	2,000	2,000		19
20	4,880	3,547	5,400	20	BENEFITS Life and Disability Insurance	5,400	5,400		20
21	264	274	312	21	OREGON WBF	1,300	1,300		21
22	144,050	154,343	219,590	22	Total Taxes and Benefits	244,000	244,000	0	22
23				23					23
24				24					24
25				25					25
26				26					26
27				27					27
28	14	14	15	28	Total full time equivalent (FTE)*	15	15		28
29				29					29
30				30					30
31	735,282	776,269	895,954	31	Total requirements	1,058,650	1,058,650	0	31
150-504-031 (Rev 10-16)									

General Fund

	Historical Data				REQUIREMENTS FOR: <u>General Library Operations - Materials and Services</u>	Budget for Next Year 2023-24			
	Actual		Adopted Budget This Year 2022-23			Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
	Second Preceding Year 2020-21	First Preceding Year 2021-22							
1				1	Library Services				1
2	131,258	108,913	175,000	2	Collection Development	175,000	175,000		2
3	42,727	43,188	48,500	3	Technical Services	50,000	50,000		3
4	2,884	6,088	12,300	4	Patron Services & Supplies	5,000	5,000		4
5	124	2,140	2,000	5	Volunteer Support	5,000	5,000		5
6	2,463	7,550	17,800	6	Events at Library	15,000	15,000		6
7	25,287	31,948	33,550	7	Communication & Outreach	40,000	40,000		7
8	65,012	84,158	89,000	8	Special Contracts	115,000	115,000		8
9	269,755	283,985	378,150	9	Total Library Services	405,000	405,000	-	9
10				10					10
11				11	Maintenance & Repairs				11
12	47,853	19,897	25,000	12	Building Improvements	10,000	10,000		12
13	22,342	27,925	46,300	13	Facilities & Equipment	82,000	82,000		13
14	33,533	20,523	24,000	14	Computer Maintenance	39,000	39,000		14
15	103,728	68,345	95,300	15	Total Maintenance & Repairs	131,000	131,000	-	15
16				16					16
17				17	Administration				17
18	8,745	8,906	10,500	18	Insurance	15,000	15,000		18
19	11,380	16,159	44,500	19	Travel & Training	40,000	40,000		19
20	-	6,361	-	20	Election	20,000	20,000		20
21	21,850	20,550	19,300	21	Audit Services	20,000	20,000		21
22	-	-	-	22	Accounting System	-	-		22
23	1,785	595	2,200	23	Legal Services	2,000	2,000		23
24	16,983	21,082	20,900	24	Administrative Support	18,000	18,000		24
25	15,530	13,979	17,300	25	Telecommunications	25,000	25,000		25
26	33,623	32,604	44,700	26	Utilities	50,000	50,000		26
27	109,896	120,236	159,400	27	Total Administration	190,000	190,000	-	27
28	483,379	472,566	632,850	28	Total Materials & Services	726,000	726,000	-	28
29				29	Transfers				29
30	5,000	5,000	5,000	30	Transfer to Grants Pass Maintenance Fund	5,000	5,000		30
31	316,300	121,200	195,300	31	Transfer to Reserve Fund	150,000	150,000		31
32	321,300	126,200	200,300	32	Total Transfers	155,000	155,000	-	32
33				33					33
34				34					34
35				35					35
36	804,679	598,766	833,150	36	TOTAL REQUIREMENTS	881,000	881,000	-	36

REQUIREMENTS SUMMARY
ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY
General Fund - Enhance Library Services

	Historical Data			REQUIREMENTS FOR: <u>Grants and Donations - Restricted Funding</u>	Budget For Next Year 2023-24				
	Actual		Adopted Budget		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
	Second Preceding Year 2020-21	First Preceding Year 2021-22							This Year 2022-23
1				1	PERSONNEL SERVICES			1	
2	43,366	885	-	2	Library Staff Salaries	85,000	85,000	-	2
3	4,372	68	-	3	Taxes and Benefits	15,000	15,000	-	3
4	-	-	-	4	Transfer from Library Operations	-	-	-	4
5				5					5
6				6					6
7				7					7
8	47,738	953	-	8	TOTAL PERSONNEL SERVICES	100,000	100,000	-	8
9	0.50	0.00	-	9	Total Full-Time Equivalent (FTE)	2	2		9
10				10	MATERIALS AND SERVICES				10
11	159,208	93,727	133,150	11	Enhanced Library Services	179,900	179,900		11
12	102,105	109,229	13,950	12	Maintenance and Repair (computer software, hardware)	90,000	90,000		12
13	428	-	-	13	Administration	-	-		13
14				14	New Projects	250,000	250,000		14
15				15					15
16				16					16
17				17					17
18	261,741	202,956	147,100	18	TOTAL MATERIALS AND SERVICES	519,900	519,900	-	18
19				19	CAPITAL OUTLAY				19
20				20					20
21				21					21
22				22					22
23				23					23
24				24					24
25				25					25
26	-	-	-	26	TOTAL CAPITAL OUTLAY	-	-	-	26
27	309,479	203,909	147,100	27	ORGANIZATIONAL UNIT / ACTIVITY TOTAL	619,900	619,900	-	27

This fund is authorized and established by resolution:
2018-002 on 03/15/2018 for the following specified
purpose:
Maintenance/upkeep of Grants Pass Main Branch and
unrestricted funds from JCLI grant for all branches

RESOURCES AND REQUIREMENTS

This reserve fund will be reviewed to continue or
be abolished. Date can not be more than 10 years
after establishment.

Review Year: 2028

Grants Pass Library Maintenance Fund

Josephine Community Library District

(Name of Municipal Corporation)

	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2023-24				
	Actual		Adopted Budget 2022-23		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
	Second Preceding Year 2020-21	First Preceding Year 2021-22							
1				1	RESOURCES				1
2				2	Cash on hand (cash basis)				2
3	15,353	20,379	3,362	3	Unrestricted	3,362	3,362		3
4	-	-	19,453	4	Restricted - GP Branch	14,494	14,494		4
5	15,353	20,379	22,815	5	Total Cash Carryover	17,856	17,856	-	5
6	26	30		6	Interest				6
7				7	Donations				7
8				8					8
9	5,000	5,000	5,000	9	Transferred In from General Fund (Restricted for GP branch)	5,000	5,000		9
10	20,379	25,409	27,815	10	Total Resources, except taxes to be levied	22,856	22,856	-	10
11				11	Taxes estimated to be received				11
12				12	Taxes collected in year levied				12
13	20,379	25,409	27,815	13	TOTAL RESOURCES	22,856	22,856	-	13
14				14	REQUIREMENTS				14
15				15	Grants Pass Main Library				15
16	-	-	3,362	16	Unrestricted Maintenance	3,362	3,362		16
17	-	7,553	24,453	17	Restricted - GP Branch	19,494	19,494		17
18	-	7,553	27,815	18	Total	22,856	22,856	-	18
19				19					19
20				20					20
21				21					21
22				22					22
23				23					23
24				24	Ending balance (prior years)				24
25	20,379	17,856	-	25	UNAPPROPRIATED ENDING FUND BALANCE	-			25
26	20,379	25,409	27,815	26	TOTAL REQUIREMENTS	22,856	22,856	-	26

LB-11

RESERVE FUND

This reserve fund will be reviewed to be continued or abolished. Date
can not be more than 10 years after establishment

This fund is authorized and established by resolution:
2019-009 on May 16, 2019 for the following specified
purpose:

RESOURCES AND REQUIREMENTS

Review Year: 2030

emergencies, future library services and operations, and
capital and maintenance improvement projects

Reserve Fund

Josephine Community Library District

	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS		Budget for Next Year 2023-24				
	Actual		Adopted Budget Year 2021-22			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
	Second Preceding Year 2020-+21	First Preceding Year 2021-22								
1				1	RESOURCES					1
2	150,148	468,046	588,500	2	Cash on Hand (Cash Basis) Restricted		797,180	797,180		2
3	316,300	121,200	195,300	3	Transfer in from the General Fund		150,000	150,000		3
4	1,601	2,915	-	4	Interest		4,000	4,000		4
5				5						5
6				6						6
7				7						7
8				8						8
9				9						9
10	468,049	592,161	783,800	10			951,180	951,180	-	10
11				11	Taxes estimated to be received					11
12				12	Taxes collected in year levied					12
13	468,049	592,161	783,800	13	TOTAL RESOURCES		951,180	951,180	-	13
14				14	REQUIREMENTS					14
15				15	Reserve for Future Services:					
16	-	-		16	Library Services					15
17	-	-	-	17	Personnel		-	-		16
18			133,800	18	Operations		238,180	238,180		
19	-	-	650,000	19	Capital Outlay		713,000	713,000		17
20			783,800	20	Total Reserve for Future Services		951,180	951,180		19
21				21						20
22				22						21
23				23						22
24				24						23
25				25						24
26				26						25
27				27						26
28				28						27
29				29						28
30	150,148	592,161		30	Ending balance (prior years)					29
31			-	31	UNAPPROPRIATED ENDING FUND BALANCE		-	-		30
32	150,148	592,161	650,000	32	TOTAL REQUIREMENTS		951,180	951,180	-	31

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

In the Matter of Adopting the Budget)
and Making Appropriations)
for Fiscal Year 2023-24 for)
Josephine Community Library District)

Resolution No. 2023-33

WHEREAS, the Josephine Community Library District Budget Committee has received the fiscal year 2023-24 budget message, received comments from citizens, and approved the fiscal year 2023-24 budget; now therefore

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves:

1. The budget for fiscal year 2023-24 in the sum of \$4,578,936 is adopted and is now on file at the Grants Pass branch of Josephine Community Library District in Grants Pass, Oregon.
2. The amounts shown below are adopted and appropriated for the fiscal year ending June 30, 2024, for the following purposes:

General Fund	
Library Operations	\$1,784,650
Enhanced Library Services—Grants and Donations	\$619,900
Transfers Out	\$156,000
Operating Contingency	<u>\$324,000</u>
Total Appropriations	<u>\$2,884,550</u>
Grants Pass Maintenance Fund	
Materials and Services	<u>\$22,856</u>
Total Appropriations	<u>\$22,856</u>
Reserve Fund	
Library Services	\$0
Capital Outlay	\$951,180
Total Appropriations	<u>\$951,180</u>
Total Appropriations – All Funds	<u>\$3,858,586</u>
Total Unappropriated and Reserve Amounts - All Funds	<u>\$720,350</u>
Total Adopted Budget – All Funds	<u>\$4,578,936</u>

DONE AND DATED this 17th day of May 2023.

Pat Fahey, Board Member

Gina Marie Agosta, Board Member

Brenda Aguilera, Board Member

Rachel Selvig, Board Member

Laurel Samson, Board Member

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

In the Matter of Levying Ad Valorem)	
Property Tax Rates for Josephine)	Resolution No. 2023-034
Community Library District for Fiscal)	
Year 2023-24)	

WHEREAS, on June 14, 2017, the Board of County Commissioners, Josephine County, Oregon, issued Order 2017-027 to form and establish the Josephine Community Library District with the general powers granted by ORS 357-216 to 357-286 and the specific powers granted by ORS 357-261, and to establish a permanent tax limit of \$0.39 per \$1,000 of assessed valuation on property within the district boundaries;

WHEREAS, on May 17, 2023, the Josephine Community Library District Board of Directors adopted the budget and made appropriations for fiscal year 2023-24; now therefore

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves

The taxes provided for in the adopted budget at the rate of \$0.39 per \$1,000 of assessed value are hereby imposed and categorized for tax year 2023-24 upon the assessed value of all taxable property within the Josephine Community Library District. The tax rates are categorized as follows:

General Government Limitation	
Permanent Tax Rate Levy	\$0.3900/\$1,000
Totals	\$0.3900/\$1,000

DONE AND DATED this 17th day of May 2023.

Pat Fahey, Board Member

Gina Marie Agosta, Board Member

Laurel Samson, Board Member

Brenda Aguilera, Board Member

Rachele Selvig, Board Member

TO: Josephine Community Library District Board of Directors
FROM: Kate Lasky, Library Director
DATE: May 16, 2023
SUBJECT: Operations Policy: New Policy 3-3-6 Use of Virtual Meeting Booth

JCLD received a grant to purchase and install a virtual meeting booth at the Grants Pass branch. The booth will offer patrons a resource to access the Internet for virtual meetings and appointments in a soundproof space. Policy 3-3-6 address the use, technology, support, and access for this new resource.

Policy 3-3-6. Use of the Virtual Meeting Booths

Adopted x/xx/2023

Josephine Community Library District (JCLD) provides access to private Internet meeting booths for virtual appointments, meetings, and visits (referred to simply as “meeting booths” and “meetings” in this policy). This policy ensures appropriate and effective use of this resource. Patrons may use meeting booths for virtual job interviews, virtual appointments, Zoom visits with friends/family, attending online courses, or other *live virtual meetings*. The meeting booths are not to be used for web browsing, watching movies, or any use other than live virtual meetings.

This resource facilitates patron access to resources necessary to fulfill basic life needs, stay connected, and pursue lifelong learning. Bringing opportunity, literacy, and connectivity to diverse patrons ensures our libraries remain relevant in this century and well into the next.

A. Meeting Booth Use

- a. Reservations can be made up to one week in advance. Meeting booths are reserved in 30-minute increments and can be reserved for up to 2 hours at a time. Patrons may make one advance reservation each week.
- b. Drop-in spots may be available if you do not have a reservation. An advance reservation is not required. Drop-in spots are not guaranteed. Check in at the information desk to learn more about current drop-in availability and waitlists.
- c. If a patron has not checked in more than 15 minutes after the start of their reservation, the library may give the reservation to the next person waiting for a meeting booth.
- d. Patrons must sign the Meeting Booth Use Contract prior to use.
- e. Meeting booth use is limited to one to two people at a time.
- f. Food, drinks, and any items or substances that are sticky or may stain are not allowed in meeting booths.
- g. Patrons are expected to adhere to Policy 3-1-2 Patron Responsibilities and Rules of Conduct while using the meeting booths.
- h. All JCLD policies, especially the library’s Code of Conduct and policy on Internet Use Rules, apply to meeting booth use. See Policy 3-1-2, *Patron Responsibilities and Rules of Conduct* and Policy 3-3-2, *Use of the Internet and Other Digital Reference Tools*, for more information.

B. Technology

Meeting booths do not automatically include a library-provided computer or any other

technology. Anyone can reserve a meeting booth and bring their own computer. A library card is required to reserve a library-provided computer. The library does not provide guest computers for use in meeting booths. Wireless access is available during operating hours.

C. Technical Assistance

Like in-person meetings, many virtual meetings require punctuality. JCLD staff and volunteers are not always available to assist patrons who must immediately connect to an in-process virtual session. Patrons are responsible for familiarizing themselves in advance with all applications, web portals, and any other tools or technology they may need to access their virtual meeting. If a patron would like assistance learning how to access their meeting, they are encouraged to make a separate appointment for technical assistance at the information desk. JCLD staff and volunteers are happy to assist patrons in advance, so they are prepared to access their meeting. A technology assistance session ensures staff or volunteers have adequate time to assist patrons with their technology needs.

D. Meeting Booth Access

The meeting booths are available to all patrons; however, this service may be restricted at any time for use not consistent with these guidelines. The restrictions can include being denied meeting booth and/or Internet use for a period of time, being asked to leave the library, or the removal by law enforcement authorities.

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: April 14, 2023
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 is included in the board packet. See attached.

The building permit has been submitted and the foundation expects to receive notice of its approval from Josephine County by May 26.

The RFP for a general contractor was posted by ZCS the week of April 21 and will close on May 16. Bids will be sent to the foundation director as project “owner”. An official bid opening will be held on Tuesday, May 16 at 2pm in the Ben Bones room. FOTF members are invited to attend.

Bimonthly meetings are scheduled with the ZCS team for the Williams project. The next meeting will be held on Wednesday, May 24 at 4pm at ZCS’s office and online. FOTF members are encouraged to attend.

Construction is expected from July to October. The library move is anticipated for October, with the grand opening around October 21, 2023.

Action: *Foundation director is planning a groundbreaking ceremony in July. Major donors and the community will be invited.*

Action: *Foundation and library directors are meeting with the planning department director to share difficulties encountered in the permitting process with the Williams project in hopes of illuminating future delays in permitting for upcoming building projects.*

Illinois Valley branch

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

FOTF and the architects reviewed the cost estimate and identified options — including cuts and alternative bid options — to align with the available budget.

The zoning clearance permit application was submitted to the City of Cave Junction Planning on April 12. A letter was received from the City of Cave Junction indicating the project is considered a major development and requires a Type III Site Plan Review including an impact study.

Action: *The district is working with ZCS and the City of Cave Junction to complete the Type III Site Plan Review and the impact study.*

Wolf Creek

District staff have installed the new, shorter shelving units and have reconfigured the library by switching the adult and children's section. This arrangement accommodates the Sunny Wolf Charter School programs and partnership and reflects the usage in the branch.

Action: *The district will surplus the old shelving units and offer them to local nonprofit organizations prior to disposing of the items.*

Grants Pass

With the successful completion of the foundation's Next Chapters Crowdfund, the foundation is making the arrangements to finalize the purchase of the property in downtown Grants Pass.

A community celebration will be held in the parking lot of the new location on Saturday, July 22 from 10am-12pm. At the celebration, signs will be unveiled "Future home of Josephine Community Library" and will be placed facing the 6th and 7th street sides of the property.

The front doors at the current Grants Pass branch aren't properly functioning and are grinding together. In addition, one of the automatic door opening buttons isn't functioning. Foundation board members volunteered to stop by the library and see what could be done to fix these issues.

Foundation director shared the capital campaign timeline and order of building projects that FOTF recommended to the district and foundation boards. It was approved by both boards in March of 2020. The timeline is included in the board packet for review and discussion.

Action: *Foundation director is working with Mr. Freudenberg to draft a letter to the property owner stating the foundation is exercising the option. The letter will be available for review and discussion at the foundation's May board meeting.*

TO: JCLF and JCLD boards

FROM: Rebecca Stoltz, New Williams project manager

SUBJECT: New Williams Library update

DATE: May 10, 2023

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

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

New Williams Library schedule

The following are recent accomplishments and upcoming milestones.

- On April 7, construction documents achieved 100% completion, then ZCS submitted them to Josephine County as part of the building permit application.
- The Request for Proposals (RFP) for the general contractor was published on April 21. ZCS contacted at least a dozen contractors to notify them of the RFP, which is published in the Daily Journal of Commerce and advertised elsewhere. The non-mandatory site meeting and walkthrough took place on April 28, with about nine firms and 18 people present. Proposals are due to Josephine Community Library Foundation at 2 pm on Tuesday, May 16, at which time the bid opening will take place in the Ben Bones Room. The proposals will be evaluated, then selection and contract negotiation will finish in early July.
- Clouser Drilling decommissioned the property's old well and submitted the report as an in-kind contribution to the project.
- Library leaders and architects continue twice-monthly meetings to discuss design, engineering, and schedule.
- Monthly Williams listening sessions take place at 5-6 pm the third Thursday of each month at the Williams Grange. This is an opportunity for community members to drop by and discuss questions about the project. Board members are welcome to join in. Contact Rebecca for scheduling.
- Construction is expected from July to October. The library move is anticipated for October, with the grand opening around October 21, 2023.
- The following table shows high-level project milestones.

✓ - Completed • - In progress * Concurrent milestones

	Milestone	Duration	Start	Finish
✓	1 Construction Documents updated and reviewed by owner	2 weeks	3/28/2023	4/10/2023
✓	2 Building Permit application submitted	1 day	4/11/2023	4/11/2023
	3 County Building Permit approved	6-8 weeks	4/17/2023	5/26/2023 (6 weeks)
• *	4 Construction bid period	3.5 weeks	4/21/2023	5/16/2023
	5 General contractor selected	2 weeks	5/17/2023	5/30/2023
*	6 Library leaders review and accept general contractor contract	4-5 weeks	5/30/2023	6/29/2023
	7 Groundbreaking ceremony held	Saturday	7/8/2023	7/8/2023
	8 Exterior and interior renovations completed	2 months	7/10/2023	9/1/2023
	9 Furniture, fixtures, equipment, technology installed	6 weeks	9/5/2023	10/2/2023
	10 Substantial completion, punch list	3 weeks	10/3/2023	10/20/2023
	11 New Williams Library Grand Opening and Ribbon Cutting	Saturday	10/21/2023	10/21/2023

New Williams Library cost

The project budget is \$401,500, plus \$550,000 for the property. Costs include design and engineering, construction and renovation of the building and parking lot, furniture/fixtures/equipment, site maintenance and security, moving expenses, and audit. For these expenses, the library foundation has raised \$280,400 from donations and grants. A final \$121,100 is yet to be raised and two grants are pending.

Income	
Josephine County ARPA funding, Jan 2022	\$90,000
Four Way Community Foundation grant, June 2022	\$10,000
Williams community crowdfund, July 2022	\$140,400
Oregon Community Foundation grant, received in August 2022	\$40,000
Ford Family Foundation grant, pending	\$100,000
Roundhouse Foundation grant, planned	\$21,100
Total	\$401,500

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

FROM: Teresa Stover, library block grant administrator

SUBJECT: Illinois Valley Library Renovation Status Report

DATE: May 3, 2023

In partnership with Josephine Community Library District and Josephine Community Library Foundation, the City of Cave Junction is renovating the Illinois Valley Library, located at 209 W. Palmer in Cave Junction. The renovation will expand the 4,264-square-foot library to 5,779 square feet, including a new 1,515-square-foot community meeting space with a demonstration kitchen, an early learning center with a maker space, and an outdoor learning area set up for science, technology, engineering, arts, and math (STEAM) programs. See more information at <https://jclfoundation.org/illinois-valley>.

Current and upcoming milestones

- **Procurement.**
 - Drafted an agreement between Rogue Valley Council of Governments (RVCOG) and the City of Cave Junction for labor standards monitoring during construction. Currently under review.
- **Architectural design and engineering.**
 - The library team and architects have reviewed the cost estimate and identified options — including cuts and alternate bid options — to align the project with available budget.
 - The zoning clearance permit application was submitted to City of Cave Junction Planning on April 12. Received a letter from the City indicating the project is considered a major development and requires a Type III Site Plan Review including an impact study.
 - Construction documents are under development and expected to finish in May. The project will then go to bid for the general contractor for construction to start around September.
 - Twice-monthly project design meetings continue among the City of Cave Junction, Josephine Community Library District and Foundation, and ZCS Engineering & Architecture.
- **Environmental Assessment.**
 - In progress: Endangered Species, Explosive and Flammable Facilities, Historic Preservation, Site Contamination, and Wild and Scenic Rivers.
 - Starting: Land Development, Socioeconomic including Environmental Justice, Community Facilities, and Natural Features.
 - Completed: Air Quality, Airport Hazards, Coastal Barrier Resources, Coastal Zone Management, Farmlands Protection, Flood Insurance, Floodplain Management, Noise Abatement and Control, Sole Source Aquifer, and Wetlands Protection.
- **Communication.** A front-page article about the project was in the April 26 of *Illinois Valley News*.

Project funding

The renovation is being funded by a \$1.5 million federal Community Development Block Grant (CDBG) awarded by the U.S. Department of Housing and Urban Development (HUD) to the City of Cave Junction and administered by Business Oregon. Also funding this project are the 2021 community crowdfund and grants to the library foundation from the American Rescue Plan Act (ARPA) via Rep. Lily Morgan and the Oregon State Legislature and the Carpenter Foundation.