

Josephine Community Library District
Board of Directors Regular Meeting
Wednesday, July 19, 2023 at 5:30pm,
Grants Pass branch, 200 NW C Street 97526
Agenda

Board members:

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

Agenda Items	Action	Responsible	Time
Call to Order		R. Selvig	
Standing Items <ol style="list-style-type: none"> Approval of agenda Approval of consent agenda <ol style="list-style-type: none"> June 21 Board Meeting minutes Resolution 2024-001 LGIP Resolution 2024-004: Policy 3-2-5 Resolution 2024-005: Policy 2-7 Resolution 2024-006: Policy 5-4 Resolution 2024-007: Policy 5-7 Public comment Correspondence Annexation petition review: Helon A. Howard, and Rody Trust Shirley Ann 	 	R. Selvig	5 min
Staff Reports <ol style="list-style-type: none"> Library director's report Financial report Grants administration report 	 Report Report Report	 K. Lasky K. Lasky T. Stover	 10 min 5 min 5 min
Annual Meeting <ol style="list-style-type: none"> FY24 election of President and Vice President Bank signers FY24 meeting date and time 	 Resolution Resolution Motion	 R. Selvig President President	 10 min 5 min 5 min
Action Items <ol style="list-style-type: none"> First reading: Policy Collection Development First reading: Policy Volunteer Value & Purpose Library director annual evaluation process 	 Discussion Discussion Discussion	 K. Lasky K. Lasky President/VP	 5 min 5 min 5 min
Board Member Reports <ol style="list-style-type: none"> Library Foundation liaison report Facilities Oversight Task Force report 	 Report Report	 S. Shriver Samson/Fahey	 5 min 5 min
Announcements <ol style="list-style-type: none"> Comments from board members Date and agenda items for next meeting 		 All President	 5 min 5 min
Adjourn		President	

Date and Time	Upcoming Meetings and Events
July 22, 10am	Community Celebration of the purchase of property for a new library in downtown Grants Pass on the city block between 6th & 7th and "J" & "K" streets
August 16, 5:30pm	District Board Meeting, Grants Pass branch

Josephine Community Library District
Regular Board Meeting Minutes
Wednesday, June 21, 2023, at 5:30 pm
Grants Pass branch, 200 NW C Street, Grants Pass, OR 97526

Members present: Gina Marie Agosta, Pat Fahey, Brenda Aguilera

Members absent: Rachele Selvig, Laurel Samson

Newly electeds present: Tina Gotchall

Staff present: Library Director Kate Lasky, Communications & Partnership Manager Brandace Rojo, Technical Services Manager Nolen Guerrero, Associate Director Michelle Rosenberger, Business Manager Shannon Hauberg, Operations Manager Kirsten Edwards

Contractors: Grants Administrator Teresa Stover

Partners: Josephine Community Library Foundation liaison Doug Walk, Josephine Community Library Foundation Executive Director Rebecca Stoltz,

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:

- May 17 minutes, with corrections to remove Shannon and Kayla from being present.
- Resolution 2023-035: Policy 3-3-6

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

Public comment.

Dave Blalok made a comment opposing LGBTQ+ materials in the teen area of the Illinois Valley branch. He expressed his appreciation for the staff and volunteers at the IV branch. He has been a volunteer at the IV branch. He believes that sexually explicit materials are pornography. He doesn't agree that young teens should be able to check these materials out.

Steve Chroninger commented that this library system is and always has operated up to public library standards. He does not agree that an LGBTQ+ display is political. He feels that nothing that is true is political.

Correspondence. Correspondence was received by Steve Chroninger.

Annexation petition review. The board of directors reviewed an annexation petition from Joanna Marie Gavlik and Jeffrey R Gavlik.

Motion: Mr. Fahey moved to endorse an annexation petition from Joanna Marie Gavlik and Jeffrey R Gavlik. Ms. Aguilera seconded. The motion passed unanimously.

STAFF REPORTS

Library director's report. Ms. Lasky referred to the Library Director's Report dated June 21, 2023, highlighting the following items:

- Ms. Lasky is requesting new hours at the Williams branch in anticipation of the new building on Fridays from 11–4 to 11–6.
Motion: Mr. Fahey moved to approve an increase in operating hours at the Williams branch on Fridays from 11–4 to 11–6. Ms. Aguilera seconded. The motion passed unanimously.
- Ms. Lasky and board members revisited a conversation about a 5% COLA increase for staff beginning the first full July payroll.
Motion: Mr. Fahey moved to approve a 5% COLA increase for library staff beginning the first July payroll. Ms. Aguilera seconded. The motion passed unanimously.
- On July 22, the library foundation and library district are hosting a community celebration from 10 am–12pm at the new Grants Pass property.
- Ms. Lasky explained the public's right to redress items in the library and shared a request for reconsideration that was submitted in May. It was regarding a display that had not been implemented, so the request was declined.
- The interlibrary loan program has been a huge success with over 280 items borrowed from other West Coast libraries over the past year.
- An FCC grant was awarded to hire a full-time person to help with the Affordable Connectivity Program. This grant was received in partnership with Josephine County.
- A new volunteer coordinator has been hired and will begin on July 10.

Financial report. Ms. Lasky reviewed the June 2023 Financial Statement memo dated June 21, 2023. She also referred to the Profit & Loss Budget vs. Actual–General Fund statement through June 21, 2023, the P&L statement for Enhanced Library Services (grants) through May 2023, the P&L statement for Special Funds as of May 2023, and the Balance Sheet as of May 31, 2023.

Grants Administration. Ms. Stover reported on the status of library district grants referring to the grant update memo dated June 21, 2023.

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

ACTION ITEMS

First reading: Policy 3-2-5 Library Programs and Displays.

The policy is newly developed to clarify the selection criteria for library programs and displays.

First reading: Policy 2-7 Surplus Property.

The Surplus Property Policy is revised to allow for more flexibility in donating an item to local nonprofit as well as another library, giving the two types of organizations an equal value.

First reading: Policy 5-4 Volunteer Position/Time Commitment.

Revisions address teen volunteers to clarify they must volunteer to work independent of regular parental oversight for the ease of operations. A suggested maximum of 15 hours of work per week for a single volunteer is written into this policy.

First reading: Policy 5-7 Volunteer Conduct and Termination.

This policy was revised to align with personnel policies.

BOARD MEMBER REPORTS

Library Foundation liaison report. Mr. Walker shared that a little over \$20,000 has been raised towards the Spring Drive.

Grants have been awarded from Roundhouse Foundation and Oregon Community Foundation towards the Grants Pass new property purchase.

The purchase of a new property in downtown Grants Pass will be finalized on June 30.

Facilities Oversight Task Force. Groundbreaking at the new Williams branch will take place at the beginning of July.

Some challenges came up regarding the Illinois Valley branch renovation. Cave Junction Planning Commission requires another three parking spots. The architects at ZCS have come up with a way to incorporate those spots without having to remove any trees from the property.

Building permits have been approved for the Williams branch.

Annexation petition review. Martin Zottola attended the board meeting to request endorsement of his petition to annex his property into the library district. The board of directors reviewed an annexation petition from Martin Zottola.

Motion: Mr. Fahey moved to endorse an annexation petition from Martin Zottola. Ms. Aguilera seconded. The motion passed unanimously.

ANNOUNCEMENTS

Comments from board members. The board shared their farewell to Brenda Aguilera and thanked her for her service on the board. The board welcomed incoming Board Member Tina Gotchall. Mr. Fahey thanked the public who attended and participated in the meeting.

Date and agenda items for next meeting.

The next regular board meeting will be at 5:30 pm on Wednesday, July 19.

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

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

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

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 2023-24 ending June 30, 2024, are authorized to be invested with the Josephine County Treasurer and with the Oregon State Treasury Local Government Investment Pool.

DONE AND DATED this 19th day of July 2023.

Pat Fahey, Board Member

Gina Marie Agosta, Board Member

Tina Gotchall, 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 19, 2023
SUBJECT: Policy review and revision

Second Reading Operations Policy 3-2-5 Library-Initiated Displays and Programs

To clarify the current procedure for the selection of library displays and programs, this new policy is presented to the board of directors for review, editing, and approval. Additional edits clarifying organization of materials by age and interest are incorporated for board review.

Second Reading Finance Policy 2-7 Surplus Property revised

The Surplus Policy is revised to allow for more flexibility in donating an item to local nonprofit as well as another library, giving the two types of organizations an equal value. The previous version required JCLD to seek out another library as a first option, making procedure has become cumbersome and time consuming as few other libraries exist in Josephine County.

Second Reading Volunteer Policy 5-4 Volunteer Time and Commitment revised

Currently, JCLD offers volunteer opportunities on an unlimited basis. Given the need for JCLD to include as many volunteers as possible, it is recommended some limitations exist to prevent overcommitment by one volunteer. Overcommitment by one volunteer disallows other volunteers from participating and may be an unfair burden on JCLD if/when the volunteer is no longer able to participate in the program. A maximum of 15 hours a week is encouraged with the understanding that some extenuating circumstances may occur. Teen volunteer opportunities require teens to be able to volunteer independently from their parents. In some cases, parents of teens should not attend or participate in a teen volunteer opportunity due to limited space and collaboration with other teens. Language has been added to the policy to clarify the importance of teen independence in volunteering at JCLD.

Second Reading Volunteer Policy 5-4 Volunteer Standard of Conduct and Dismissal revised

To align the volunteer conduct policy with the foundational principles of the employee conduct policy with the addition of expected conduct, including adherence to the ALA Library Bill of Rights, Code of Ethics, and other significant policies regarding librarianship and the profession of information science.

The restriction of explosives and firearms is retained in the volunteer conduct policy because volunteers are not allowed or expected to be the designated person in charge at any library facility, especially at a rural branch. Only JCLD employees are required to assume this role and responsibility.

Policy 3-2-5. Selection of Library-Initiated Displays and Programs

Adopted 7/19/2023

Josephine Community Library District (JCLD) curates displays and provides programs to support the mission of the library by providing users with additional opportunities for accessing lifelong learning, early literacy, technology, as well as information, education, and recreation. Library-initiated programs include, but are not limited to, lectures, physical displays, digital displays, exhibits, community forums, participatory workshops, creative learning programming, wellness programs, storytimes, book clubs, discussion groups, and presentations for social, cultural, educational, or entertainment purposes. Library-initiated programs may take place onsite at the library, off-site at other locations, or online, and may be provided by library staff, volunteers, or partners.

Library-initiated programs and displays utilize library worker expertise of community interests, collections, services, and facilities to provide access to information resources. They introduce patrons and potential patrons to library resources and the library's role as a facilitator of information access. JCLD may participate in cooperative or joint programs with other agencies, organizations, institutions, or individuals to facilitate information access in the community the library serves. JCLD may also choose to promote library programs, services, and resources through physical or digital displays and signs.

Intellectual Freedom

The right to access materials of varying viewpoints is an important part of the intellectual freedom basic to democracy. The principles of intellectual freedom are guaranteed in the First Amendment of the United States Constitution and Article I of the Oregon Constitution. In keeping with those principles, JCLD favors no viewpoint and endorses the American Library Association Library Code of Ethics, Library Bill of Rights, Freedom to Read, Freedom to View, and Free Access for Minors adopted by the JCLD Board of Directors in Appendix A.

JCLD defends the First Amendment rights of speakers and participants to express themselves. Programs will not be canceled because of the ideas or topics of the program, or the views expressed by the participants or speakers, nor will JCLD censor or remove displays because individuals or groups may disagree with the content. Library sponsorship of a program does not constitute an endorsement of the program content, or the views expressed by the participants or speakers. Inclusion of material in a library display does not constitute JCLD endorsement of the material's content or its creator's views.

Authority and Responsibility for Selection

The responsibility for program selection and displays lies with the library director, who may designate other staff to participate in program development. The implementation of

programs and displays lies with branch or department managers, who may designate other staff or volunteers to assist with curating displays. The Board of Directors determines the policies for programs and displays set forth in this document. All staff members and the public are encouraged to recommend programs or displays for consideration as well.

Access

Except where noted elsewhere in this policy, all materials will be freely and easily accessible to the public in accordance with the ALA Free Access to Libraries for Minors statement. Youth are not limited to using materials in the children's or young adult areas. Responsibility for a minor's access to programs and displays rests solely with their parent or guardian.

The library will not limit access to materials featured in displays based on content or authorship, and selection will not be inhibited by the possibility that youth may use such items. Parents and guardians may restrict their own children's access to library programs, but no person or organization can interfere in others' access and participation. A parent or guardian may discuss their child's access to and participation in library programs with their child, but may not impose those decisions on others, including other people's children.

Criteria for Selection

Article I of the Library Bill of Rights states, "Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves." Socially excluded, marginalized, and underrepresented people, not just the mainstream majority, should be able to see themselves reflected in the programs and displays JCLD offers. JCLD actively seeks to include a variety of programs and displays representing diversity of genres, formats, ideas, and expressions with a multitude of viewpoints and cultural perspectives that reflect the diversity in the community and the world.

- Displays in the children's collection are selected to serve ~~the needs of~~ youth from birth through ~~elementary school~~ age 12.
- Displays in the young adult collection are selected to serve ~~the needs of~~ individuals from ~~middle school through high school~~ age 13 to 18 years.
- The library may curate displays in languages commonly spoken at home by Josephine County patrons or potential patrons, including English and Spanish.
- Staff and volunteer recommendations as well as suggestions from patrons are welcomed when curating displays and considered using the standards in this policy.
- JCLD actively seeks to include a variety of programs and displays representing diversity of genres, formats, ideas, and expressions with a multitude of viewpoints and cultural perspectives that reflect the diversity in the communities served by the library district.

- Materials representative of JCLD's strategic plan or current programs, such as the Summer Reading Program might be selected for inclusion in displays.
- JCLD strives to include materials created by authors representative of diverse populations, also called "own voices," in curating displays and initiating programming, especially in the case of marginalized communities.

Additional considerations for selection criteria reflect JCLD's Collection Development Policy 3-2-1 including but not limited to current and historical significance, contribution of representative viewpoints on controversial issues, community needs and interest, diverse authors and perspectives, and timeliness.

Display Procedures

Materials for JCLD displays are selected to suit the information needs of all patrons or potential patrons JCLD serves. Materials are selected based on various topics of high interest including holidays, celebrations, seasons, or pertinent interests expressed by library users. JCLD appreciates that not every display will be of interest to every library user, but the goal is to represent the diverse communities JCLD serves throughout each year. The library director is ultimately responsible for district wide display themes and individual librarians may opt to create additional displays if there is a noted interest for materials in the respective communities served.

When a theme is identified JCLD utilizes various search methods to identify apt materials for displays. Methods used include but are not limited to; JCLD catalogue searches and search engines that display materials associated with specific themes, authors, or keywords; the Dewey decimal location of materials of certain topics, or online searches.

Materials included in displays include but are not limited to; materials explicitly about the theme, materials created by individuals represented in the theme, or historical accounts. For example, if the theme is Asian American heritage, materials may include items about the history of Asian Americans in the United States, materials about various Asian countries, materials written or directed by Asian American authors or directors, or cookbooks featuring recipes from various countries in Asia. Materials might consist of chapter books, picture books, audiobooks, DVDs, or graphic novels. Every effort is made to include materials in the two languages with a high rate of native speakers in Josephine County, English and Spanish. When applicable to the theme, JCLD strives to include materials representing a wide range of opinions.

The library director and staff may defer selection of materials or curation of displays to volunteers familiar with the selection criteria. Employees or experienced volunteers select materials from a variety of media according to the above selection criteria. In the case of virtual displays, library staff publish materials based on the above selection criteria, and they may also seek volunteer or community input in making those decisions.

For front facing displays of books within standard library shelves, also known as “face-outs,” materials may be chosen randomly or based on popularity of the item, historical significance, circulation statistics, or current relevance.

Library-Initiated Program Procedures

JCLD implements programs that are standard to libraries across the United States such as the Summer Reading Program and strives to offer additional programs that suit the specific information needs of all communities the library district serves. Community requests and the historical popularity of certain programs are taken into consideration when selecting library-initiated programs. JCLD actively seeks to include a variety of programs and programs representing diversity of genres, formats, ideas, and expressions with a multitude of viewpoints and cultural perspectives that reflect the diversity of the communities the district serves. It is up to each individual if they choose to participate in any specific library-initiated program. JCLD appreciates that not every program will suit the information needs of every patron or potential patron, but the goal is to provide a wide array of programming to suit the information needs of all the diverse communities JCLD serves. If a patron objects to any programming offered by JCLD they are welcome to not participate in that particular program themselves.

When considering a new library-initiated program the first step is for a JCLD staff member to create a program proposal. The program proposal identifies the potential program, the communities it might serve, how it supports the library’s strategic plan or core services, resources involved in implementing the program, and potential staff involvement required at all branches in the district. Other considerations included are funding options, particularly in the form of program specific grants that afford JCLD the opportunity to facilitate certain programs. The program proposal must be approved by the library director and is evaluated by JCLD staff at all four branches to ensure it will suit the information needs at their specific branch. In some cases, library-initiated programming is only implemented at certain branches in which there is a community need. If approved the program is moved on to the implementation stage and ultimately becomes a library-initiated program.

Library-initiated programming does not affect the cost of a library card should a patron or potential patron be in or out of district, library access, or any other regular library activities.

Suggest a Program or Display

JCLD welcomes input from the public regarding potential programs and displays. Patrons wishing to suggest a potential program or display will be considered in accordance with the library-Initiated Displays and Programs Policy. If a patron wishes to object to a current display, they are welcome to submit an official Request for Reconsideration Form. If a patron attends any library-initiated programming, they are welcome to fill out a feedback evaluation form at the conclusion of the presentation. Responses to Requests for Reconsideration and

post program feedback forms will be assessed according to First Amendment rights and the ALA Freedom of Information and Freedom to Read standard library guidelines.

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

In the Matter of Adopting Policy 3-2-5,)	
Library Displays and Programs, for)	Resolution No. 2024-004
Josephine Community Library District)	

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

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves:

The new Operations Policy 3-2-5, Library-Initiated Displays and Programs, which is attached hereto and incorporated herein by this reference, is authorized for implementation.

DONE AND DATED this 19th day of July 2023.

Pat Fahey, Board Member

Gina Marie Agosta, Board Member

Tina Gotchall, Board Member

Rachele Selvig, Board Member

Laurel Samson, Board Member

Policy 2-7. Surplus Property

Revised 07/19/2023

Adopted 10/19/2017

The Josephine Community Library District (JCLD) library director or designee may declare property surplus that is deemed no longer useful to the district. Such property may include all tangible assets such as equipment, materials, supplies, and furniture. Surplus property shall be disposed in the following order of preference:

1. **Recycled internally.** Staff should first deem whether property has use for district purposes other than its original use.
2. **Sold or traded.** If property is deemed to have significant value, it shall be sold or traded for something of equivalent value. Property shall be sold “as is.” If property is deemed of particular use to a library, it shall ~~first be offered for sale to other libraries in the district's consortium or in Oregon. If no other library is interested in the property, the district may offer it for sale or~~ to local nonprofit organizations. Funds received from sale of property shall be considered miscellaneous income ~~into the fund from which the property was or would have been purchased.~~
3. **Donated.** If property is deemed to have little value, it shall be offered for donation if it is not cumbersome to do so. Property also may be donated rather than sold if the donation would provide significant good will benefits to the District. ~~If property is deemed of particular use to a library, it shall first be offered for donation to other libraries in the district's consortium or in Oregon. If no other library is interested in the property, t~~The district may offer it for donation to another library or local nonprofits.
4. **Discarded.** Property that has no value or cannot be sold, traded, or donated shall be discarded. The district prefers to discard property with a service that recycles all or a portion of the property. Otherwise, the district shall discard property through its regular waste disposal service.
 - a. Hazardous substances shall be discarded in accordance with proper safety procedures.
 - b. Any electronic equipment that stores documents, licensed software, copyrighted material, personal information about district patrons, staff, or board members, or other sensitive information shall be erased before being disposed per this policy.
 - c. Oregon administrative rules require certain compliance with certain rules for disposal of public property.

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

In the Matter of Adopting)	
Policy 2-7, Surplus Property, for)	Resolution No. 2024-005
Josephine Community Library District)	

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

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves

The revised Finance Policy 2-7, Surplus Property, which is attached hereto and incorporated herein by this reference, is authorized for implementation.

DONE AND DATED this 19th day of July 2023.

Pat Fahey, Board Member

Gina Marie Agosta, Board Member

Tina Gotchall, Board Member

Rachele Selvig, Board Member

Laurel Samson, Board Member

Policy 5-4. Volunteer Positions and Time Commitment

Revised 7/19/2023

Adopted 1/25/2018

A. Categories of Volunteers

1. Adult Volunteers—18 years of age or older. ~~The a~~Adult volunteers may work in any of the areas of the libraries.
2. Teen Volunteer—13 to 17 years of age. ~~The~~Teen volunteers ~~are supervised by an adult and~~ work on activities and ~~special~~ projects ~~as directed under the guidance of the~~ department manager, or a staff member or adult volunteer assigned at the manager's discretion ~~by the adult supervisor~~. Because of privacy laws, persons under 18 years of age cannot use or have access to ~~the~~ staff computers containing confidential patron information. ~~Parents/guardians should trust VolunTEENs~~ Teen volunteers are required to ~~to~~ work independently and parents are asked ~~should not~~ interfere with their work. JCLD applauds parent/guardian involvement, but respectfully requests teen volunteers ~~are to be free to focus on library business independent of parental supervision for the duration of their shift.~~

B. Volunteer Positions

Volunteers work in all areas of the library including:

- Circulation desk
- Information desk
- Book cataloging and processing
- Children's department
- Shelving and shelf reading
- Homebound book delivery
- Book mending
- Maintenance and housekeeping
- Events coordination
- Scrapbooking/historian
- Display designing
- Clerical support
- Finance
- Web design
- Fundraising
- Grant writing
- Communications and publicity
- Speakers bureau/outreach

- Friends of the Library

[Volunteers are provided with job descriptions outlining essential functions of the positions assigned to them.](#) Volunteers will not be expected to do anything staff would not do.

C. Volunteer Time Commitment

For most volunteer positions there are no minimum service hours required, however, the Circulation Desk and Information Desk require at least a 2.5-hour shift one day each week. [Due to the need to create sustainable volunteer schedules, library volunteers are discouraged from exceeding 15 hours of service per week.](#)

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

In the Matter of Adopting Policy 5-4,)	
Volunteer Time and Commitment, for)	Resolution No. 2024-006
Josephine Community Library District)	

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

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves

The revised Volunteer Policy 5-4, Volunteer Time and Commitment, which is attached hereto and incorporated herein by this reference, is authorized for implementation.

DONE AND DATED this 19th day of July 2023.

Pat Fahey, Board Member

Gina Marie Agosta, Board Member

Tina Gotchall, Board Member

Rachele Selvig, Board Member

Laurel Samson, Board Member

Policy 5-7. Volunteer Standards of Conduct and ~~Termination~~Dismissal

Revised 7/19/2023
Adopted 1/25/2018

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Volunteers are asked to treat all patrons, staff, and fellow volunteers with respect. This maintains ~~an effective~~productive and positive space for all. Volunteers must ~~also~~ adhere to the same standards of conduct as JCLD employees.

Personal Conduct

Volunteers are encouraged to exhibit the following professional behavior:

1. Promote the district's mission, vision, and values.
2. Be familiar with the ALA Library Bill of Rights, Code of Ethics, Freedom to Read Statement and other ALA policies passed by the board of directors, as well as the district's core services and strategic direction.
3. Render accurate, unbiased, and courteous responses to all requests for assistance.
4. Practice public-focused work principles.
5. Protect each user's right to privacy with respect to information sought or received and materials or services used.
6. Maintain efficiency in accordance with the district job description and standard of performance.
7. Properly use and care for all district properties, equipment, and materials.
8. Avoid situations in which personal interests might be served or financial benefits gained at the expense of patrons, coworkers, or the district.
9. Practice cost-consciousness in the discharge of duties and recommend work procedures which will result in cost savings or improved public service.
10. Maintain a neat and clean personal appearance.
11. Refrain from the use of language which might offend public sensibilities.
12. Treat the public and coworkers with courtesy and respect.

A volunteer who fails to meet certain obligations is an unfair burden upon the library, its staff, and fellow volunteers. JCLD reserves the right to ~~terminate~~immediately dismiss the services of a volunteer for reasons that include, but are not limited to:

- Insubordination, including improper conduct toward a supervisor, refusal to perform tasks assigned by a supervisor, or willful violation of any reasonable and lawful directive prescribed by a supervisor.
- Violation of lawful duty or district policies and procedures.
- Possession, distribution, sale, use of illegal drugs, or being under the influence of drugs or alcohol while on duty.
- Bringing to any JCLD location any dangerous or unauthorized materials including explosives or firearms.
- Theft or unauthorized removal or possession of property belonging to JCLD, another volunteers, staff member, or the public.
- Misusing, destroying, or damaging property belonging to JCLD, a volunteer, staff member, patron, or visitor.
- Fighting, violent or threatening behavior, badgering, yelling, abusive or derogatory language, or similar conduct toward the public or another volunteer or staff member while on the premises, or during any time of official action on behalf of JCLD.
- Violation of established safety policies or otherwise endangering the safety of employees, other volunteers, or patrons.
- Any purposeful conduct that may be determined to be harassment of any kind, including sexual harassment.
- Smoking in any area designated as “non-smoking.”
- Being wasteful of material or property.
- Release of confidential information or patron records except in accordance with the adopted policies.
- Altering or falsifying any record, intentionally destroying or altering any record, or similar action that would compromise the integrity of the library system.
- Falsifying or making a material omission on a volunteer application or materials inquiring about background information prior to volunteering and/or an official record of JCLD.

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- ~~Being under the influence of, using, possessing, selling, or being involved with illegal drugs or alcohol on library property.~~
- ~~Release of confidential information or patron records except in accord with the adopted policies.~~
- ~~Theft or unauthorized removal of property from JCLD, staff, fellow volunteers, or patrons.~~
- ~~Fighting, badgering, yelling, or similar conduct while on the premises, or during any time of official action on behalf of JCLD.~~
- ~~Bringing to any JCLD location any dangerous or unauthorized materials including explosives or firearms.~~
- ~~Endangering the safety of other volunteers, employees, or patrons.~~
- ~~Engaging in discriminatory or racist incidents.~~
- ~~Any purposeful conduct that may be determined to be harassment of any kind, including sexual.~~
- ~~Failure to adhere to policies outlined in the volunteer handbook.~~
- ~~Engaging in any criminal activity occurring away from library property that violates JCLD standards of conduct.~~

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

In the Matter of Adopting Policy 5-7,)
Standard of Conduct and Dismissal, for) Resolution No. 2024-007
Josephine Community Library District)

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

The JOSEPHINE COMMUNITY LIBRARY DISTRICT BOARD OF DIRECTORS hereby resolves

The revised Volunteer Policy 5-7, Standard of Conduct and Dismissal, which is attached hereto and incorporated herein by this reference, is authorized for implementation.

DONE AND DATED this 19th day of July 2023.

Pat Fahey, Board Member

Gina Marie Agosta, Board Member

Tina Gotchall, Board Member

Rachele Selvig, Board Member

Laurel Samson, Board Member

Annexation Petitions

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

	Property Owner	Address
1	HOWARD, HELON A	4415 CEDAR FLAT RD
2	ROADY TRUST, SHIRLEY ANN	1550 ARROWHEAD DR

TO: Josephine Community Library District Board of Directors
FROM: Kate Lasky, Library Director
DATE: July 19, 2023
SUBJECT: Library director's report

General Updates

- The library foundation completed the purchase of a downtown Grants Pass property between 6th & 7th and "J" & "K" Streets for the site of the proposed new Grants Pass library. Board members are invited to the Community Celebration on Saturday, July 22 from 10am-12 at the new property in the parking lot. The celebration includes free ice cream and popcorn for the community, remarks from library leaders at 10:30am, and the staging of a historic photo at 11am.
- The contract with Josephine County for the FCC Affordable Connectivity Program (ACP) is under development with the final grant award received in June. JCLD is currently recruiting an ACP outreach specialist for a 24-month program to implement outreach events, help people enroll in the program, and report on outcomes. In partnership with the county, JCLD 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.
- For the New Williams Library, the contract between the library foundation and the general contractor was executed and the groundbreaking took place July 10. Construction is scheduled for July through September, with the grand opening expected in September.
- For the Illinois Valley Library Renovation, a public hearing was held June 12 by the Cave Junction City Council, which approved the site permit with the condition of adding three parking spaces. The project bid period is July 7 through August 3.
- For more information about library programs and events, read the [Latest News](#) and the [Youth Library Newsletter](#) online.
- Received a Request for Reconsideration for the book "Gender Queer." ***See attached Request for Reconsideration and response.***

Stories

- **In Grants Pass**, staff had an engaging discussion with a senior patron who was frustrated about the use of "they" as a non-binary pronoun in books, supposedly not because of an issue with people who are queer, but because the use of a plural pronoun to refer to a singular person can be confusing. Patron wanted to know if libraries have any sway with what words get published in books. Staff redirected conversation to the gender-neutral, singular ze/zir pronouns and discussed how languages remain alive only as long as new words are added. Staff further found a copy of "Gender Queer" for patron to read. Patron noted in delight, "I'm into the revitalization of languages, and I want to be part of the solution." Staff later had a follow-up conversation with patron, who noted that they consider themselves two-spirit and thought "Gender Queer" was the best treatment of non-binary issues they had ever read. Patron further praised the book's explanation of singular, non-binary pronouns, including e/em/eir. Patron did express concern about

who might access the book, given the one illustration showing impalement of a human body, but was satisfied once staff informed them that the book is housed in the young adult collection, not the children's area.

- **In Illinois Valley**, an elderly patron visited the library with a request to help replace her birth certificate. She had no cell phone, no email, and no computer experience. The branch manager created a proton mail email address that doesn't require a cell phone number or backup email address and navigated the Vital Records website with the patron to request a new copy of her birth certificate. She expressed relief for having the assistance, and gratitude for help in completing the task.
- **In Williams**, patrons have been enjoying the "new to you" cart at the Williams branch, featuring pre-selected books by the branch manager to promote browsing. Several patrons have voiced their appreciation for new books and movies to browse weekly. An Herb Pharm employee who is also a volunteer educator for JoCo Master Gardeners brought flowering herb-starts for storytime, providing everything for the children to pot the starts and label them as the craft activity.
- **In Wolf Creek**, about a dozen relatives of the former owner of the land on which the Wolf Creek library building now occupies visited the library on the last day of June. She had donated that parcel of land to the Library Foundation in order to allow the construction of the present building. Her relatives, some of whom had grown up in the house which previously stood here, said that she had recently passed away, and that they would like to leave a portion of her ashes under the fruit trees behind the library. They looked around the library building, went outside to conduct their ceremony, and soon left, but they were clearly pleased to see the results of their relative's generosity.

Successes

- Hired a new Wolf Creek branch manager who began work on July 10.
- The Summer Reading Program online engagement tool was completed and now in use by families participating in the Summer Reading Program. This web-based program was paid for by Josephine Community Library Foundation.
- The Grants Pass community meeting room was used by the National Rural Letter Carriers' Association for a six-hour training. Attendees came from as near as Gold Hill and from as far as Florence and Portland. Because the group's budget is unable to pay for a meeting space, facilitator was very grateful to be able to access a free, centralized location.

Challenges

- Each school year, the students and teachers at Sunny Wolf Charter School, collectively, borrow several thousand books from the library. Inevitably, some of these books do not come back; they may be damaged, lost, or the borrower moves away and forgets to return their library books before leaving. This past school year a total of 75 items have yet to be returned. This number is higher than in previous years, but this is not a final tally — it is likely that some will be returned this summer or in the fall when the students return to school.
- In Illinois Valley, the branch manager fielded a challenge this month by a patron who requested the library not put up a Pride Month display to avoid attention to LGBTQ material in the young adult section. The patron made a 3-minute presentation to the library board and received a Request for Reconsideration form from the branch manager

shortly thereafter. He made a similar presentation to the Josephine County Board of Commissioners where a reporter from the Illinois Valley News was in attendance. Once the story had been submitted to the editor, she felt that the story was out of balance and reached out to the branch manager for quotes. The article generated some positive patron feedback and conversation.

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

- Launched the [2023 Summer Reading Program](#). Approximately 620 participants registered by the fifth week of the 8-week program. Participants have recorded 180,000 minutes of reading through the online engagement tool, exceeding last year's benchmarks. In June, 443 participants attended 12 programs across all four branches. Continued partnering with the Grants Pass Daily Courier with weekly ads to support remote access. Management set a goal of 1,000 participants reading 250,000 minutes during the 8-week program. Several partnerships are supporting the program, including Grants Pass School District 7, Gilder Lehrman Institute of American History, Josephine County Historical Society, Evergreen Federal Bank BearFest, Bugs-R-Us, Southern Oregon University Extension Services Food Hero program, YMCA, and more.
- Featured American History Month in displays at all four branches in recognition of Independence Day. Updated the online [Everyday Civics Subject Guide](#) with the American history materials.
- A group visit from Turning Point, a residential program that is part of the Josephine County Juvenile Justice Department saw six teens and two sponsors visiting the young Grants Pass branch.

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

- Presented American Sign Language storytime for Summer Reading Program's language week. Families were delighted with the storyteller's "Hop on Pop" by Dr. Seuss. The repetition in the text allowed children to learn signs for "hop" and "pop" and more.
- Partnered with Southern Oregon Japanese Association (SOJA) to offer Bilingual storytime in Grants Pass. Children were read stories in Japanese and English and did an origami craft afterward.
- Pride Displays for all ages at Grants Pass, Illinois Valley, and Williams reported a 49 percent checkout rate.
- All images and links on the library website have been updated with more robust and descriptive alternate text for folks with visual disabilities using page readers and other assistive technology.
- The Spanish outreach assistant has been able to support the volunteers at the Summer Reading Program Registration Station all summer. She has been a great resource helping to resolve any issues patrons are facing while registering through the online portal. This position is funded by a grant from The Ford Family Foundation.

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 partnership with the Southern Oregon Newspaper Project and with a grant from the State Library of Oregon, JCLD has completed its sponsorship of the project to digitize past issues of Illinois Valley News as part of the Oregon Digital Newspaper Program.
- Initiated a new partnership with the YMCA for their Youth & Government program to support civics programming for youth. The library will help promote the YMCA program in the coming months. This program is free for students.

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

- Completed the draft workplan with activities for the new fiscal year strategic plan. Staff began review of planning and implementation for each activity.
- Developed Summer Reading Program survey for distribution in August.
- Reviewing Volunteer Program Policies as part of the regular policy review process with new program summary included in July board packet for first reading.

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.

- Set up the new fiscal year collection development budget in Polaris, the library's online catalog, also called the integrated library system (ILS). Created the Collection Development fund hierarchy and split out for the various ages and materials. This allows for tracking throughout the year based on these Polaris funds.
- Utilizing Polaris in the coming fiscal year will allow for a more informed way of managing the collection budget.
- Completed year end rollover and update for Polaris ILS.
- Cleaned up the various collections used in the ILS, reducing the number of collections by half. This will help build reporting and user efficiency.
- Purged deleted bibliographic records from the ILS and determined a process to purge quarterly going forward. When started, there were over 30,000 records to purge.

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.

- Conducted orientation for the new volunteer coordinator and Wolf Creek branch manager as well as a new on-call library assistant.
- Staff professional development included a book censorship webinar to learn more about how libraries across the nation are responding to the influx of challenges from political groups that want to censor or ban certain books from the library.

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

- Purged deleted bibliographic records from the ILS and determined a process to purge quarterly going forward. When started, there were over 30,000 records to purge.
- While the new Summer Reading Program portal gave us a few hiccups with reporting the first week of the program, all is working great now and patrons, volunteers, and staff feel that the tool is easy to use.
- Illinois River Valley Arts Council is offering 3D Printing classes at the IV branch every Wednesday over the summer break. Classes have been attended regularly and enthusiastically by families with kids of all ages.
- Established the new account with Northstar Digital Literacy as an enhancement to the new “Welcome to Computers” model, to be led by library volunteers in August.

TO: Josephine Community Library District Board of Directors
FROM: Kate Lasky, Library Director
DATE: July 19, 2023
SUBJECT: Request for Reconsideration

Background

Patrons wishing to express concerns about materials already in the collection or library services such as programs and displays may formally request that JCLD reconsider its classification or possession of an item or engagement in programs or displays by submitting a *Request for Reconsideration of Library Material and Services* to the library director.

The library director will convene the technical and public services team to review the questioned material or service and make a written recommendation concerning the material or service for the library. In consultation with appropriate staff, the library director will render a decision as to appropriate action. Challenged resources and services will remain in or with the library and available for lending or participation during the reconsideration process.

The technical and public services team will draft a written response to the requestor as approved by the library director. Should the patron wish to pursue the matter further, they may ask that the library director bring the matter before the JCLD Board of Directors.

Request for Reconsideration

Mr. David Blalack completed the Request for Reconsideration Form on July 5 and submitted it to the library director, which is attached.

The request contained images from the book “Gender Queer” by Maia Kobabe, including pages 61, 166-167, and 213.

Mr. Blalack also presented the images at the June 21 regular Board Meeting and made a public comment, summarized in the minutes. The attached Request for Reconsideration references other pages in the book.

The entirety of the book has been made available to the JCLD Board of Directors and may be obtained at Josephine Community Library for reading and review by the public.

Request for Reconsideration of Library Material

The library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval but solely on the basis of the principles set forth in our collection development policy and American Library Association Library Bill of Rights.

These documents are available on our website, josephinelibrary.org, or upon request.

Name of person making request: David Blalack Date: 7/5/2023

Address: P.O. Box 2334 Cave Junction OR 97523

Telephone: 541-415-1424 Email: —

Whom do you represent? ☒ Self ☐ Organization Name —

Have you read the American Library Association Library Bill of Rights and our collection development policy?
☒ Yes ☐ No These documents are available on our website, josephinelibrary.org, or upon request.

Item requested for reconsideration:

Title of work Gender Queer

Author Maia Kobabe

Format: ☒ Book ☐ Audio Book ☐ Music CD ☐ DVD

Material designed for: ☐ Adult ☒ Young Adult ☐ Child

Did you read, see, listen to or otherwise use the material in its entirety? ☒ Yes ☐ No

If not, then which part did you read? —

Have you read or heard reviews of this material? ☐ Yes ☒ No

If yes, please name review source: Saw references to book, NO reviews

To what in the material/s do you object? Please be specific. See attached photo-
copies. Specific enough? Also see attachment
of page references

What do you feel might be the result of reading, viewing, or hearing this work? It further
confuses young people in their formative
years; encourages 13 year old girls to get ^{double} mastectomy

For what age group would you recommend this work? Adult - general placement

Is there anything good about the work? Nothing that I could
find.

What would you like your library to do about this material?

Reshelve it into the adult section
of the library

Thank you for taking the time to fill out this request. A response will be mailed when a review of the material is completed. Additional information regarding requests for reconsideration is available on our website, josephinelibrary.org, or upon request.

Pages: 81, 100-102, 213

Encouraging young readers to
have their bodies mutilated.
Double mastectomy.

P: 85 "Genderless Person"
Scientific and biological
Impossibility.

P: 103 Encouraging drinking to
drunkenness.

P: 189 Pronouns.

Many other pages that are in
the realm of opinion that the
adult author of this book is
free to hold. But again,
forcing* her opinions on
young readers in a vulnerable
stage of their lives.

* not forcing anyone to read her book

David Blalack
P.O. Box 2334
Cave Junction, OR
97523

Dear Mr. Blalack,

Your request for reconsideration of the title “Gender Queer” by Maia Kobabe was forwarded to me and the collection development staff of Josephine Community Library. We understand your concerns and appreciate receiving feedback on our collection from members of the public. We have taken the time to carefully review the book, read the passages you mentioned, and seek out reviews from national publications.

I commend you for reviewing with your granddaughter the materials she reads and for discussing your values with her. The policy of Josephine Community Library is that responsibility for the reading of underage patrons rests with their parents or legal guardians, and that selection of library materials “will not limit access to materials based on content or authorship, and selection will not be inhibited by the possibility that youth may use such items” (JCLD Policy 3-2-1 Collection Development, 2021). For that reason, we recommend that parents be involved in their children’s lives by reviewing with them the library books that they check out and making certain that titles selected fit their ideas of appropriate reading for their children and teens.

Josephine Community Library selects books based on various criteria including but not limited to awards that it may have won, recognition that it may have received, and the story’s ability to connect with readers for various reasons. “Gender Queer” is highly regarded as an autobiographical graphic novel which addresses questions about gender and sexuality in contemporary society.

It received the School Library Journal Best Nonfiction Books in 2019, YALSA Great Graphic Novels for Teens in 2020, and the Stonewall Honor Books in Nonfiction in 2020. Reviews for “Gender Queer” praise it as a heartfelt memoir that relates the experience of growing up gender-non-conforming with painful honesty featuring candid graphic illustrations (*Publishers Weekly* and *Shelf Awareness*).

“Gender Queer” is a true account of the author’s experiences growing up in a progressive home with parents who didn’t enforce gender roles. The passages you identify as confusing to young people and encouraging inappropriate behavior are the actual experiences of the author and are presented as an important part of the author’s life story. As such, the book has merit for both the awards and honors mentioned above, and its cultural relevancy as a memoir.

After careful review, I agree with you that the content would be more appropriately placed in the adult section of the library. The book is shelved as both adult and teen material in libraries across Oregon, including Jackson County Library, Driftwood Public Library, and Crook County Library. It is also listed as an adult book in Ingram, a major distributor of library materials in Oregon.

As library director, I have a responsibility to the readers who expect their library to provide appropriate level books in the various sections of the library. Therefore, we will be relocating “Gender Queer” to the adult section. We trust our readers to make informed decisions about what is or is not right for them and their families, as you did in this case.

Kind regards,

Kate Lasky, library director
klasky@josephinelibrary.org

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

Accounting

- The net income for the general fund on the P&L of \$160,743 does not equal the Balance Sheet net income of \$2,539,204. 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 \$1,920 for 32 household sponsorships for the month of June.

Statement of Financial Activities (general fund P&L)

Revenue

- The district received \$1,516,786 for current year tax levy; total prior year's tax levy income is \$40,199, for a total to date tax revenue of \$1,557,561
- Non-resident card fees for June equaled \$4,925.

Expenses

- Collection development budget is \$175,000 for general fund purchases. Total collection development dollars spent through June equal \$175,718 and for special funds \$42,550, for a grand total of \$218,268. The forecast column has been removed for the end of the fiscal year pre-closing statement.
- Technical Services increased due to a Polaris upgrade and renewal contract. The 5-year contract allows the company to have fixed pricing as opposed to increases based on the Consumer Price Index.

Special Contracts

- Special contracts for the month of June were \$17,044, which includes information technology, web development and technical writing services.

Statement of Financial Position (balance sheet)

- The district assets include \$195,249 in the district checking account. The Grants Pass maintenance fund totals \$13,781 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 \$1,188,514 and a reserve fund of \$807,503. Cash Drawers at the four branches total \$390.
- The total combined assets of these accounts equal \$2,205,437.

Josephine Community Library District

Profit Loss Budget vs. Actual

General Fund July 2022 through June 2023

	Jul - June 23	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4000 · Current Year Tax Levy			
4001 · Current Tax Levy	1,516,786	1,512,100	4,686
4005 · Prior Year Taxes	40,199	28,800	11,399
4020 · OtherTaxes/Bond Priors-LandSale	576		
Total 4000 · Current Year Tax Levy	1,557,561	1,540,900	16,661
4050 · Grant Revenue	780		
4100 · Fees	55,610	22,500	33,110
4200 · Interest Income	47,932	6,000	41,932
4300 · Other Revenues	504	500	4
4310 · Donations	1,076	0	1,076
Total Income	1,663,464	1,569,900	93,564
Expense			
5000 · Personal Services	810,855	895,953	-85,098
6 · Materials and Services			
6.1 · Library Services			
5200 · Collection Development	175,718	175,000	718
5300 · Technical Services	81,511	48,485	33,026
6650 · Patron Services and Supplies	4,186	12,210	-8,024
6660 · Volunteer Support	4,070	1,911	2,159
6670 · Events at Library	9,559	17,732	-8,173
6680 · Communication & Outreach	45,706	33,550	12,156
6690 · Special Contracts	161,071	89,000	72,071
Total 6.1 · Library Services	481,821	377,888	103,933
6.2 · Maintenance and repairs			
5400 · Building Improvements	4,656	25,000	-20,344
5500 · Facilities & Equipment	58,728	46,284	12,444
5600 · Computer Maintenance	27,859	24,000	3,859
Total 6.2 · Maintenance and repairs	91,243	95,284	-4,041
6.3 · Administration			
5700 · Insurance	9,950	10,450	-500
5800 · Travel & Training	15,687	44,456	-28,769
6640 · Auditor	12,400	19,300	-6,900
6699 · Legal Administration	2,042	2,200	-158
6700 · Administrative Support	22,398	20,843	1,555
6800 · Telecommunications	16,867	17,295	-428
6850 · Utilities	39,458	44,682	-5,224
Total 6.3 · Administration	118,802	159,226	-40,424
Total 6 · Materials and Services	691,865	632,398	59,467
Total Expense	1,502,720	1,528,351	-25,631
Net Ordinary Income	160,743	41,549	
Net Income	160,743	41,549	

Josephine Community Library District

Balance Sheet

As of June 30, 2023

Jun 30, 23

ASSETS

Current Assets

Checking/Savings

1000 · People's Bank of Commerce	195,249
1010 · People's Bank-Savings	13,781
1100 · General Pool 6000	1,188,514
1110 · LGIP - Reserve Fund	807,503
1150 · Cash Drawers	390

Total Checking/Savings	<u>2,205,437</u>
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Other Current Assets

1310 · JoCo Reserve for Disputed Tax	19,052
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Total Other Current Assets	<u>19,052</u>
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Total Current Assets	<u>2,224,489</u>
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Fixed Assets

1610 · Furniture and Equipment	314,715
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Total Fixed Assets	<u>314,715</u>
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TOTAL ASSETS	<u><u>2,539,204</u></u>
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LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

2400 · Deferred Revenues(audit)	19,052
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Total Other Current Liabilities	<u>19,052</u>
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Total Current Liabilities	<u>19,052</u>
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Total Liabilities	<u>19,052</u>
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Equity

3909 · General Fund Balance	1,446,209
3909A · General Fund Appropriated	-1,446,209
3910 · GP Maint Fund Balance	12,866
3910A · GP Maint Fund Appropriated	-12,866
3911 · Reserve Fund Balance	492,165
3911A · Reserve Fund Bal Appropriated	-492,165
3920 · Capital Asset Investments	303,131
Net Income	2,217,020

Total Equity	<u>2,520,151</u>
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TOTAL LIABILITIES & EQUITY	<u><u>2,539,204</u></u>
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TO: JCLD Board of Directors
FROM: Teresa Stover, grants administrator
SUBJECT: Grants update
DATE: July 19, 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

- A Greater Applegate awarded a grant for \$7,935 for a virtual meeting booth for New Williams Library.
- A \$13,685 grant from AllCare Health has purchased a two-person virtual meeting booth for the Grants Pass library. The booth has been received and was scheduled for assembly this week.
- Josephine Community Library Foundation reimbursed the district \$9,244 for the Summer Reading Program online engagement tool, which was completed in May and now in use by families.
- Discounted Internet services and equipment approved by the FCC E-Rate program for FY24 started this month. 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.
- The library started recruiting for an ACP Outreach Specialist in partnership with Josephine County for the FCC Affordable Connectivity Program (ACP) grant. As subrecipient, the library will receive \$187,800 over two years to fund the specialist position and other project expenses.

Awarded grants status

Upon award announcement, some grant funders send the funds upon award; others ask for invoices on expenditures and then reimburse 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 June 20, 2023, there were \$28,822 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 June 20, 2023, there were \$40,203 available in reimbursable grant funds from:
 - A Greater Applegate for the Virtual Meeting Booth for the New Williams Library, via JCLF.
 - Dorothy Thompson Fund for the library's print collection, via the library foundation.
 - Kiwanis club for Baby's First Book and Teen/Tween Book Boxes, via the library foundation.
 - State Library of Oregon/Oregon Digital Newspaper Project to digitize the IV News

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

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

In the Matter of Electing Officers of the Board of Directors for Josephine Community Library District)))	Resolution No. 2024-002
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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 19th day of July 2023.

Pat Fahey, Board Member

Gina Marie Agosta, Board Member

Tina Gotchall, 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 Bank Account Signers for) Resolution No. 2024-003
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. 2023-003 (Designating Authorized Signers on Bank Accounts of the Josephine Community Library District) dated July 20, 2022, is rescinded.

The following four 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 19th day of July 2023.

Pat Fahey, Board Member

Gina Marie Agosta, Board Member

Tina Gotchall, 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 19, 2023
SUBJECT: Policy review and revision

First Reading Volunteer Policy 5-1 Volunteer Program Overview revised

JCLD regularly reviews and updates policies to include new concepts and maintain relevancy. The volunteer policies are in review for this purpose and a new overview of the volunteer program is presented for board input and approval.

First Reading Operations Policy 3-2-1 Collection Development revised

Additional edits clarifying organization of materials by age and interest are incorporated for board review.

Policy 5-1. ~~Value and Purpose~~ Volunteer Program Overview

Adopted-Revised 2X/21XX/20192023

~~Josephine Community Library District (JCLD) considers volunteers an essential part of community engagement at all four branches. Library volunteers are critical to the success and community culture of the library system — they are the heart of our library and our community. Engaging volunteers in meaningful work, requesting volunteer input on significant decisions, and showing appreciation on a regular basis makes the library a pleasant place to begin and continue to volunteer. From re-shelving and shifting materials to cataloging, storytime, and front desk service, library volunteers make it possible for the library to continue operating and thriving year after year. Recruitment and retention of volunteers allows for a unique opportunity to receive community input, develop community partnerships, and allows the communities JCLD serves to shape library culture.~~

~~Josephine Community Library District (JCLD) values volunteerism as community engagement. The volunteers are the most valuable resource of JCLD. The volunteers support the day-to-day service to JCLD patrons at all four branches. Without the volunteers' outstanding commitment and dedication, libraries in our community would not be open. The~~ Volunteers share their knowledge, expertise, enthusiasm, energy, and ideas throughout the library for the benefit of all.

A volunteer in the library system is an individual who receives no direct compensation for services. Volunteers and staff are expected to work together in a manner that is respectful, patient, and appreciative of volunteers, with staff offering guidance, assistance, and support when and where appropriate. Volunteers are held to similar standards of conduct and procedure as employees.

Personnel compensated as employees of JCLD may not volunteer to do work they would otherwise be paid to accomplish.

~~The volunteer manager~~ Under the supervision of the library director, all staff members support the JCLD volunteer program. -directs, develops, and administers the JCLD volunteer program- by recruiting, selecting, interviewing, training, and placing volunteers. The volunteer ~~manager-coordinator~~ also organizes volunteer activities, communications, and ~~provides~~ arranges for appropriate district-wide volunteer recognition and appreciation events to acknowledging-acknowledge the benefit volunteers provide to the libraries and the communities they serve.

Policy 3-2-1. Collection Development

Revised ~~12XX~~/~~15XX~~/~~2123~~

Josephine Community Library District (JCLD) recognizes that its patrons are diverse. The district further recognizes that public libraries provide access to informational, cultural, educational, and recreational materials. JCLD provides carefully selected books and other materials to aid the individual in the pursuit of education, information, research, pleasure, and the creative use of leisure time.

Intellectual Freedom

The right to access materials of varying viewpoints is an important part of the intellectual freedom basic to democracy. The principles of intellectual freedom are guaranteed in the First Amendment of the United States Constitution and Article I of the Oregon Constitution. In keeping with those principles, the library favors no viewpoint and endorses the American Library Association Library Bill of Rights, Freedom to Read, Freedom to View, and Free Access for Minors adopted by the JCLD Board of Directors in Appendix A.

Except where noted elsewhere in this policy, all materials will be freely and easily accessible to the public. Youth are not limited to using materials in the children's or young adult areas. Responsibility for a minor's access to the collection rests solely with their parent or guardian. The library will not limit access to materials based on content or authorship, and selection will not be inhibited by the possibility that youth may use such items.

Authority and Responsibility for Selection

The responsibility for the library collection lies with the library director, who may designate other staff to participate in selection tasks. The Board of Directors determines the policies for collection development set forth in this document. The policy is carried out by a collection development committee composed of staff responsible for selecting materials, developing procedures, and setting annual goals as determined by the library director. All staff members and the general public are encouraged to recommend materials for consideration as well.

Access

The library makes materials available in a variety of formats in an effort to provide inclusive and equitable access to resources for all community members, such as print, audio, and digital materials including books and magazines, audio books, electronic books, research and subscription databases, and web resources based on community information needs.

Except where noted elsewhere in this policy, all materials will be freely and easily accessible to the public in accordance with the ALA Free Access to Libraries for Minors statement.

Youth are not limited to using materials in the children's or young adult areas. Responsibility for a minor's access to the collection rests solely with their parent or guardian. The library will not limit access to materials based on content or authorship, and selection will not be inhibited by the possibility that youth may use such items.

The use of rare and scholarly items, or items frequently subject to damage or theft, may be controlled to protect the materials for future patrons.

Labeling

Librarians employ objective professional judgment through selection, cataloging, classification, and readers' services to make available the information that library users want or need. Cataloging decisions, labels, or ratings applied in an attempt to restrict or discourage access to materials or to suggest moral or doctrinal endorsement is a violation of the First Amendment and the Library Bill of Rights.

Labeling systems in the library are employed as a means of organizing resources, providing guidance to users, and are viewpoint-neutral. Labels are used as directional aides and may include broad categories such as children's fiction and nonfiction, reference materials, etc.

Criteria for Selection

Because of the volume of publishing, as well as the limitations of budget and space, the library must have a selection policy with which to meet community interests and needs. Collection materials are selected by trained staff members (selectors). Selectors may consult a variety of resources including but not limited to primary sources, such as *AASA Science Books and Films*, *ALA Booklist*, *American Film & Video Association Evaluations*, *Horn Book Guide*, *Kirkus*, *Library Journal*, *New York Times Book Review*, *Publisher's Weekly*, *School Library Journal*, and others.

- The main points considered in the selection of materials are:
- Favorable reviews found in standard selection sources
- Favorable recommendations based on preview and examination of materials
- Reputation and significance of the author, producer, and publisher
- Current and historical significance
- Validity, currency, and appropriateness of material
- Contribution of representative viewpoints on controversial issues
- High degree of potential user appeal
- Community needs and interest
- High artistic quality and/or literary style
- Quality and variety of format
- Diverse authors and perspectives
- Value commensurate with cost and/or need
- Timeliness or permanence
- Budget and space considerations

- Integrity

In addition to the above criteria, selectors will choose and categorize materials using the following protocols:

- Materials in the children's collection are selected to serve ~~the needs of~~ youth from birth through ~~elementary school~~ age 12.
- Materials in the young adult collection are selected to serve ~~the needs of~~ individuals ~~from middle school through high school~~ age 13 to 18 years.
- Suggestions from patrons are welcomed and considered using the standards outlined in this policy.
- The library will acquire materials in languages commonly spoken at home by Josephine County patrons, including English and Spanish.
- The library makes a special effort to select and retain items of local significance and history. Usual weeding practices do not apply to local historical materials.
- Because the library serves a community with a wide range of ages, reading skills, and educational backgrounds, it will select materials of varying complexity.

Procedures

- In selecting community resources, professional personnel will evaluate available resources and community needs and will consult reputable, professionally prepared aids to selection, and other appropriate sources. The actual resource will be examined when possible and necessary.
- Recommendations for purchase involve administrators, librarians, patrons, library personnel, and community persons, as appropriate.
- Gift materials shall be judged by the selection criteria and shall be accepted or rejected by those criteria.
- Selection is an ongoing process that includes removal of materials no longer appropriate and how to replace lost and worn materials still of community value.
- Requests, suggestions, and reactions for the purchase of materials shall be gathered from staff to the greatest extent possible and patrons when appropriate.
- Reviews of proposed acquisitions will be sought in the literature of reputable professional organizations and other reviewing sources recognized for their objectivity and wide experience.
- Materials will be examined by professional staff to the extent necessary or practicable to apply criteria.
- Materials for the DVD and film collection will be selected by professional staff and through use of professional review sources.
- Media and other materials, such as Library of Things, selection will be coordinated by the assigned staff or the library director and may involve library specialists.

- Professionally recognized reviewing periodicals, standard catalogs, and other selection aids are used by the staff to guide them in their selection.

Suggest a Purchase

JCLD welcomes input from the public regarding the contents of the collection. Patrons wishing to suggest titles for acquisition may fill out a *Suggest a Purchase*, and all such suggestions will be considered for acquisition in accordance with the Collection Development Policy.

Local and Archival Materials

To preserve the area's unique history and meet the needs of local researchers, the library collects materials pertaining to Oregon and the local area. These items may be kept in protected areas or be restricted to use only in the library. Copies may also be available for checkout. Items in this collection include the following:

- Histories for areas of Southern Oregon, with special emphasis on Josephine County and surrounding areas
- Materials relevant to the unique commercial, industrial, cultural, and civic enterprises of Josephine County and Southern Oregon
- Directories covering Josephine County
- Yearbooks for schools within Josephine County
- Historical works on Oregon generally
- Travel guides and resources with historic value that cover Josephine County or Southern Oregon
- Documents from governmental entities operating within Josephine County or Southern Oregon with historical value for library patrons
- Works in areas useful for genealogical research specific to Josephine County and Southern Oregon
- Rare and unusual fiction with historical value for Josephine County patrons.

As a rule, the library limits selection to documents pertaining to the local area. Photographs, memorabilia, newspapers, and other artifacts are collected by the Josephine County Historical Society.

Removal, Replacement, and Maintenance

In order to keep the collection vital and useful and to use space efficiently, the library will regularly remove items from the collection that are worn, outdated, of little historical significance, or no longer in demand. All collections are reviewed and revised on an ongoing basis to meet contemporary and future community needs. Library staff use professional judgment and expertise to decide which materials to retain, replace, repair, or remove.

Library staff regularly identify core collection materials which require a separate procedure for removal and maintenance. Core collection items may be checked out less frequently than other materials and are reviewed by library staff no less than every five years. The selection criteria for core collection materials align with the main points for consideration in the selection of materials with emphasis on:

- Artistic, literary, historic, and/or scientific merit
- Diverse authors and perspectives

The library makes every effort to rehome discarded material; however, withdrawn materials will be handled in a similar manner and under the same authority as donated materials (see Policy 3-2-2, *Donated and Gifted Materials*).

TO: Josephine Community Library Foundation Board of Directors
Josephine Community Library District Board of Directors
FROM: Facilities Oversight Task Force: Pat Fahey, Kate Lasky, Laurel Samson,
Rebecca Stoltz, Steve Swearingen, Doug Walker
DATE: July 17, 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 contract with Vitus Construction was executed on July 3. Construction began on July 14.

Construction insurance has been secured and the contractor's bond has been received. Library leaders, architects, and the contractor are now meeting weekly to discuss progress and issues.

The New Williams Library groundbreaking with the two library boards and contractors took place on Monday, July 10.

Monthly Williams listening sessions take place at 5-6 pm the third Thursday of each month at the Williams Grange. The next session is scheduled for July 20. 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 the schedule.

Construction is scheduled from mid-July to early September. The library move is anticipated for mid-September, with the grand opening in late September 2023.

Action: *The Williams branch manager is the onsite project manager and will be answering questions from the contractor as they arise.*

Action: *Foundation and library directors are planning the library move and upcoming grand opening celebration.*

Action: *Foundation director is meeting with the Williams Grange to document an agreement about the Grange's septic and drain field clean up and maintenance on the property.*

Illinois Valley branch

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

The City of Cave Junction, in partnership with Josephine Community Library, published an invitation for builders to submit a bid for the Illinois Valley Library Renovation. During the bid period which lasts through Thursday, August 3, library staff and volunteers should not discuss the project with any potential bidders, according to Oregon state contracting rules. This could disqualify the firm's proposal.

If anyone asks about the IV Library Renovation project or about the invitation to bid, please say you can't discuss it and refer them to Teresa at tstover@josephinelibrary.org or to Stephen Chase at ZCS Engineering & Architecture at stephenc@zcsea.com. You can also refer them to the Daily Journal of Commerce djcoregon.com or the City's cavejunctionoregon.us website where bid information is posted. Answers to any bidder questions will be posted there as well.

A pre-bid site walkthrough took place on July 13, prevailing wage rates will be locked in on July 24, and the bid opening will take place on August 3. After contractor selection and contract execution, construction could start in September.

ZCS Engineering & Architecture and the city/library team explored options to provide the three additional parking spaces. They decided on a parking lot reconfiguration that will meet the requirement. The estimated cost increase is \$25,000 to \$40,000.

Grants Pass

The library foundation created and assigned the option to purchase the downtown property to Community Library Properties, LLC. The library foundation is the sole member of the LLC. Community Library Properties, LLC has completed the purchase of the downtown property and has contracted with RealWise Property Management to oversee the rental properties.

A community celebration will be held in the parking lot of the new location on Saturday, July 22 from 10am-12pm. The community is invited to celebrate this important milestone. During the event, library leaders will briefly share a few words then attendees will be a part of a historical photo at 11am that will be hung in the future library. Free ice cream, popcorn, and cotton candy will be available.

Action: *Working with the foundation's attorney, foundation director sent a letter to the tenants informing them of the property purchase and their new landlord, Community Library Properties, LLC as well as an estimated timeline of four to five years of fundraising before any changes with the property.*

Action: *Foundation and library director will develop a scope and timeline for community input meetings with the goal of updating concept drawings and service plans for a new downtown Grants Pass library.*

Action: *The foundation's capital campaign consultant is coming to the event. Foundation and district board members are coordinating to attend dinner and or breakfast with the campaign consultant while she is in town for the weekend.*

TO: JCLF and JCLD boards
FROM: Rebecca Stoltz, New Williams project manager
SUBJECT: New Williams Library update
DATE: July 12, 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.

- Josephine County approved the building permit in June.
- The contract with Vitus Construction was executed on July 3.
- The New Williams Library groundbreaking photo with the two library boards and contractors took place on Monday, July 10.
- Construction insurance is secured and the contractor’s bond has been received.
- The Williams branch manager will serve as the on-site project manager working with the contractor.
- Library leaders, architects, and the contractor are now meeting weekly to discuss progress and issues.
- Monthly Williams listening sessions take place at 5-6 pm the third Thursday of each month at the Williams Grange. The next session is scheduled for July 20. 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 scheduled from mid-July to early September. The library move is anticipated for mid-September, with the grand opening in late September, 2023.
- The following table shows high-level project milestones.

✓ - Completed • - In progress

		Milestone	Duration	Start	Finish
✓	1	Building Permit application submitted	1 day	4/11/2023	4/11/2023
•	2	County Building Permit approved	6-8 weeks	4/12/2023	5/31/2023 (7 weeks)
✓	3	Construction bid period	3.5 weeks	4/21/2023	5/16/2023
✓	4	General contractor selected	2 days	5/16/2023	5/17/2023
✓	5	Library leaders review and accept boilerplate contract	1 week	5/17/2023	5/24/2023
✓	6	Review costs and schedule with contractor to finalize and execute contract	1 week	5/25/2023	7/3/2023
✓	7	Groundbreaking photo op	Monday	7/10/2023	7/10/2023
	8	Perform site work, including paving	5 weeks	7/14/2023	8/31/2023
	9	Renovate building	5 weeks	7/14/2023	8/31/2023
	10	Construction substantially complete		9/1/2023	9/1/2023
	11	Furniture, fixtures, equipment, technology installed	3 weeks	9/1/2023	9/25/2023
	12	Move library	3 days	9/26/2023	9/28/2023
	13	New Williams Library Grand Opening and Ribbon Cutting	Saturday	9/30/2023	9/30/2023

New Williams Library cost

The project budget is \$471,437, 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, and moving expenses. For these expenses, the library foundation has raised \$359,435 from donations and grants. A final \$112,002 is yet to be raised.

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
A Greater Applegate grant, received June 2023	\$7,935
Ford Family Foundation grant, received June 2023	\$50,000
Roundhouse Foundation grant, received June 2023	\$21,100
Total	\$359,435

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: July 5, 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 6,094 square feet, including a new 1,788-square-foot community meeting space with a demonstration kitchen, an early learning center with a maker space, and an outdoor learning area set up for science, technology, engineering, arts, and math (STEAM) programs. See more information at <https://jclfoundation.org/illinois-valley>.

Current and upcoming milestones

- **Procurement.**

- The agreement between Rogue Valley Council of Governments (RVCOG) and the City of Cave Junction for labor standards monitoring during construction has been approved by Business Oregon. Currently undergoing City of Cave Junction legal review.
- The general contractor bid documents have been reviewed and approved by city legal and Business Oregon. The general contractor bid notice will be published in the Daily Journal of Commerce on July 7, a pre-bid site walkthrough will take place on July 13, prevailing wage rates will be locked in on July 24, and the bid opening will take place on August 3. After contractor selection and contract execution, construction could start in September.

- **Architectural design and engineering.**

- The City of Cave Junction Planning Commission/City Council held a public hearing on June 12 for the project's Site Plan Review and Zoning Clearance. The permit was approved on the condition that at least 15 off-street parking spaces are provided.
- ZCS Engineering & Architecture and the city/library team explored options to provide the three additional parking spaces. They decided on a parking lot reconfiguration that will meet the requirement. The estimated cost increase is \$25,000 to \$40,000.
- Twice-monthly project design meetings continue among the city, library, and ZCS.

- **Environmental Assessment.**

- In progress: Endangered Species, Explosive and Flammable Facilities, Historic Preservation, Site Contamination, and Wild and Scenic Rivers. Also the EA-specific sections of 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.

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.